

## Port Security Form



Photography Approval Form

SEC\_FM\_034

All photographic activity on Port of Newcastle managed sites needs to be authorised and communicated to the relevant personnel and/or licensees on site. This ensures the activity is managed safely and prevents unnecessary reporting to Police of suspicious activity.

Please complete the below and email to [berthoperations@portofnewcastle.com.au](mailto:berthoperations@portofnewcastle.com.au) for approval.

Name:	
Company:	
Contact number:	
Proposed activity description (e.g. promotional photos of cargo, media photo shoot, operational safety photos etc.)	
Company name and contact person that has engaged you to undertake this activity?	
Date of proposed activity:	
Time of proposed activity:	
Activity site location:	
Is the activity associated with a particular ship?	
If yes, name of ship?	
If yes, name of Stevedore company (or terminal) handling the cargo?	
If yes, name of Stevedore (or Terminal) contact that has been advised of this activity? You must make contact with them prior to submitting this form.	
Are there any specific operational activities that need to be viewed? Please detail.	
Are all personnel involved in the activity inducted?	
If No, name of inducted person/s that will be escorting personnel on site?	
Please provide name of each person involved in this activity that will need access to site. If unknown at this stage put TBC.	

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Will there be any media in attendance?	
Will Drones be used?	
If Yes, what is the exact launch location of the drone?	
If Yes, please provide Operators Licence number?	
If Yes, has the drone operator received CASA approval? Please provide details.	

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*PON Approver to complete:*

*Photography Approval is given to the above listed company to undertake photographic activities at*

\_\_\_\_\_ *(Location) with the following conditions/restrictions imposed:*

1. Photography restricted to the operations detailed on this approval only
2. PON will not be held liable for any penalty infringements on drone operators for any Drone operations approved by PON. These operations are approved on the assumption that the Operator has the correct CASA approvals/licensing in place.
3. ...You must liaise directly with the Stevedore Foreman (or Terminal Management if no stevedore) on arrival to site and prior to undertaking any photographic activities.

Approved by: \_\_\_\_\_ *(Name and signature of Approver)*

*Notification to:*

*Stevedore* \_\_\_\_\_

*Licensee* \_\_\_\_\_

*Wharf Officer* \_\_\_\_\_

*Security* \_\_\_\_\_

*Communications Team* \_\_\_\_\_

*Police (if required)* \_\_\_\_\_

*Other relevant stakeholders* \_\_\_\_\_

**Approved form to be shown to Security on arrival to site and on request by any PON personnel**