

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 for approval

Name:	
Company:	
Contact Number:	
Email Address:	
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 range of proposed activity:	
Time range of proposed activity:	
Activity site location:	
Is the activity associated with a particular ship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of ship:	
If yes, name of Stevedore company (or terminal) handling the cargo:	
If yes, name of the Stevedore or terminal contact that has been advised of this activity. (You must contact 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? (Note: all drone operators must be inducted)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, name of inducted person/s that will be escorting personnel on site:	
Please provide name of each person undertaking this photographic or drone activities that will need access to site:	
MEDIA Will there be any media in attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details	

DRONES		
Will Drones be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, what is the exact launch location/s of the drone?		
A copy of the drone registration certificate is attached for each drone being used?	<input type="checkbox"/> Yes	
A copy of each drone operators' RPL or operator accreditation is attached?	<input type="checkbox"/> Yes	
Is any drone being used over 2kg in weight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, a copy of the company/business REoC is attached?	<input type="checkbox"/> Yes	
If yes, a copy of each operators RPL is attached?	<input type="checkbox"/> Yes	
Will the drone/s remain below 400ft elevation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, have you attached a CASA approval for the operation above 400ft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For PON employees, is the photographer/drone operator engaged by PON:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, has the Contractor been inducted to the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, have the insurances been provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, who is managing the contractor activities whilst on site?		

For office use only (Berth Operations team 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 is restricted to the operations/sites detailed on this approval only
2. Drone operators must comply with all applicable legislation in relation to operating the drone and will assume all responsibility for ensuring they are aware of the rules relating to that operation as defined by the Civil Aviation Safety Authority (CASA). 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 any wharf site and prior to undertaking any photographic activities.
4. _____

Approved by: _____ (Name of Approver)

_____ (Signature of Approver)

Notification to (tick relevant box and provide details of who specifically it was sent to:

Stevedore _____

Licensee _____

Wharf Officer _____

Security _____

Communications Team _____

Police (if required) _____

Berth Operations _____

Other relevant stakeholders _____

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