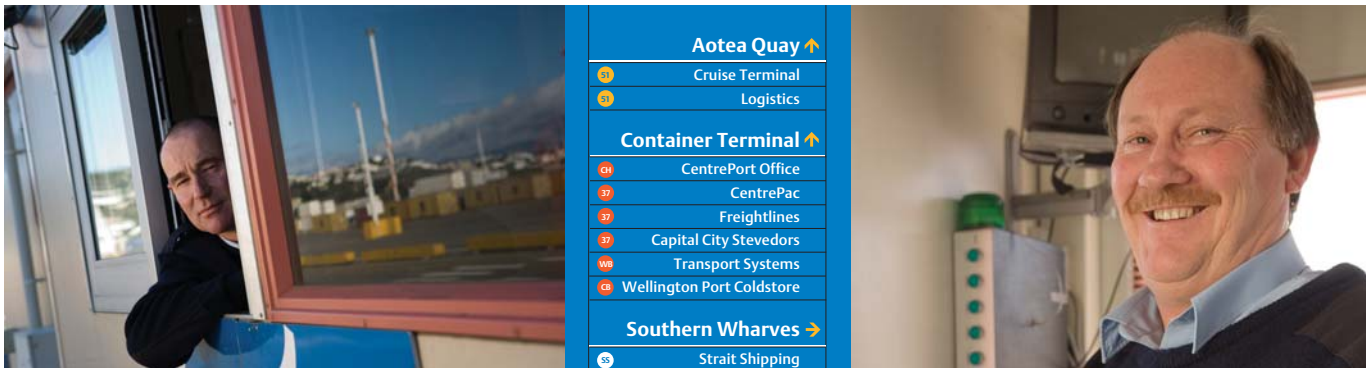


# SECURITY



The security and safety of all port users and staff are of paramount importance to CentrePort Wellington. This brochure provides essential information about safe access to the port and security procedures that you may encounter. CentrePort Wellington is committed to providing a safe and healthy workplace for all persons who work in, and use, the port.

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### **SAFETY POLICY**

CentrePort Wellington is committed to providing a safe and healthy workplace for all persons who work in, and use, the port.

All Health & Safety practices are undertaken in accordance with statutory regulations, codes of practice and safe operating procedures.

### **SECURITY POLICY**

CentrePort's security policy is compliant with the NZ Maritime Security Act 2004, the International Ship and Port Security Code, and other applicable legislation.

The security level at CentrePort is determined by the Maritime New Zealand. The procedures in this document relate to security level 1, which applies to normal port operations.

An escalated security level (2 or 3) will mean additional security measures and will be shown on signs at entry points.

### **IDENTIFICATION**

All persons wishing to enter the CentrePort Restricted Zone must present identification such as:

- a valid driver's licence
- a valid passport
- an identification card issued by a port facility operator

Acceptable identification must, at minimum:

- be tamper proof
- show holder's name
- show holder's photo
- display the issuing authority

CentrePort provides photo identification for applicants who are regular users of the port. For an application form please visit the CentrePort Security Centre or our website [www.centreportoperations.co.nz](http://www.centreportoperations.co.nz)

### **SECURITY SCREENING**

Any persons entering CentrePort property may be subject to search by authorised Port Security Officers. Screening points are indicated on the map overleaf and by signs located at entry points around the port.

### **PORT FACILITY SECURITY OFFICERS**

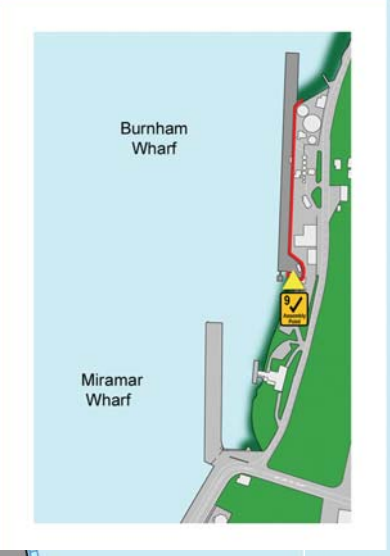
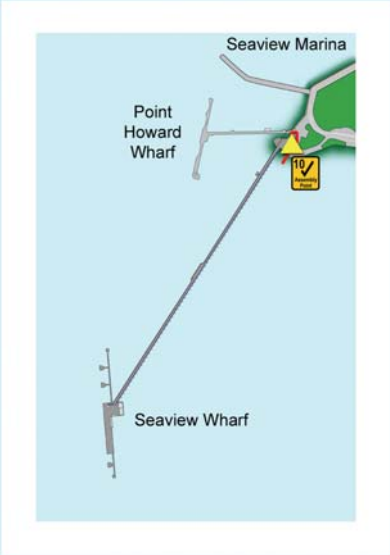
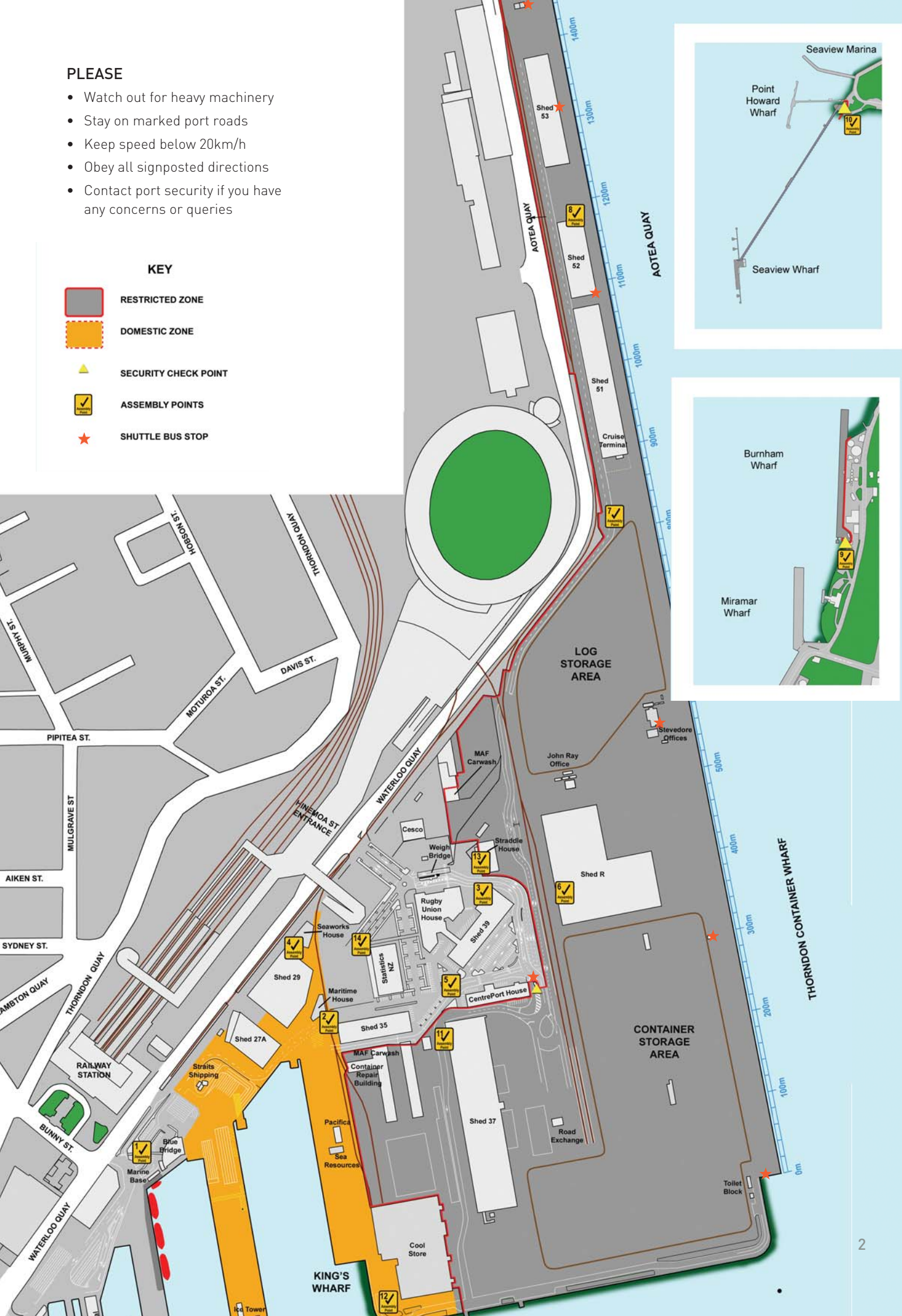
CentrePort has six Port Facility Security Officers (PFSO's) who are responsible for maintaining all aspects of security under the International Ship and Port Security Code (ISPS). The PFSO can be contacted through CentrePort Security on 04 495 3829 or, in an emergency, on 0800 7867 88.

**PLEASE**

- Watch out for heavy machinery
- Stay on marked port roads
- Keep speed below 20km/h
- Obey all signposted directions
- Contact port security if you have any concerns or queries

**KEY**

-  RESTRICTED ZONE
-  DOMESTIC ZONE
-  SECURITY CHECK POINT
-  ASSEMBLY POINTS
-  SHUTTLE BUS STOP



## CONDITIONS OF ACCESS

- All persons entering CentrePort property are bound by the conditions of the Maritime Security Act 2004.
- CentrePort is a licensed customs controlled area. All persons entering CentrePort property are bound by the Customs and Excise Act 1996.
- CentrePort is a MAF approved transactional facility. All persons entering are bound by the conditions of the Biosecurity Act 1993.
- All visitors must report to CentrePort Security on arrival. Only those on authorised business within the port may have access.
- Visitors requiring access to the Restricted Zone must show valid photo identification.
- Entry into restricted areas is prohibited unless directed by authorised personnel.
- Visitors to ships must have the authority of the Ship's Master or Agent.
- Surveillance cameras are in operation throughout the port.
- High visibility clothing and hard hats are to be worn in operational areas as directed.
- No access will be allowed to Quarantine Areas.
- No goods are permitted to leave CentrePort without the appropriate NZ Customs, MAF, Forestry or Health Authority documentation. This includes dunnage, packing materials, waste and empty containers.
- CentrePort has areas set aside for hazardous goods. Prior approval is required to work in these areas. If carrying hazardous goods please ensure that you have the relevant documentation.
- Electronic equipment, cigarettes, lighters or matches are prohibited in hazardous goods areas.
- Ships waste should be disposed of using quarantine disposal methods arranged through CentrePort. Waste from other sources should be disposed of with regard to the environment and in accordance with statutory requirements.
- Animals are not permitted within the port unless prior approval is given.
- Any person or vehicle entering CentrePort does so at their own risk. CentrePort will not be liable for any lost property, damage or injury incurred whilst on port property.

### Motor Vehicle Access

- The speed limit within CentrePort is 20km/h, or less, as indicated on signs about the port.
- All vehicles entering the Restricted Zone may be subject to random searching.
- The traffic systems within CentrePort are shown on page 2 and indicate where access roads, wharves and cargo areas are located. Please observe the road rules for the safety and convenience of all vehicle operators.
- Vehicles entering the Restricted Zone should proceed with caution.
- Vehicles may only enter the Restricted Zone via the security gates following clearance from CentrePort Security.
- Only signwritten company vehicles on authorised business will be permitted into the Restricted Zone.
- Hazard or roof flashing lights must be used at all times whilst within the Restricted Zone.
- Parking is confined to designated parking areas.

### Taxis

- All taxis must follow the instructions of CentrePort Security and may not access the Restricted Zone.
- Fares may only be picked up or set down in designated taxi pick-up areas.



### Trucks

- Transport Operators are to advise CentrePort Security of their destination as they enter the port.
- Passengers must vacate trucks if directed and remain in a safe area clear of cargo operations.
- All cargo leaving CentrePort must have supporting border control documentation.
- CentrePort Security should be notified when oversize or overweight cargoes are to be moved.
- CentrePort Security should be notified where activity requires the use of cranes.
- Only signwritten company vehicles on authorised business will be permitted into the Restricted Zone.

### Foot Traffic

- All foot traffic should keep to the designated yellow walkways when outside of the Restricted Zone.
- There is no foot traffic to vessels or premises within the Restricted Zone. A shuttle bus service is available to transport personnel to and from Restricted Areas. Contact CentrePort Security.
- Ships crew must use the security shuttle provided for access to vessels through the Restricted Zone.

### Contractors

- All contractors working in the port are required to attend a safety briefing prior to commencing work. Hazards will be identified for the safety of all at this briefing. Please consult your port contact to arrange this.
- All contractors must comply with CentrePort health, safety and security regulations as outlined in this document.

### ACCIDENTS AND EMERGENCIES

All fires, emergencies, accidents, oil spills, chemical leaks, thefts, vandalism or harm to persons or property should be immediately reported to CentrePort Security.

**If you require emergency services within the port area please call 0800 STOP 88 (0800 7867 88) or dial 111.**

Emergency services depend upon the directions and assistance of CentrePort Security to attend to any emergency within the port.

**All security enquiries 04 495 3829**

If you notice any of the following within or near the port please report to CentrePort Security

- Suspicious people & behaviour
- Strange vehicles
- Suspicious packages
- Any Health and Safety concerns

### SEE SOMETHING – SAY SOMETHING

**For urgent security matters 0800 STOP 88 (0800 7867 88) or extension 8888 (not for general enquiries)**

**To Report Hazards call 0508 HAZARD (0508 4292 73) or extension 9999**