



**PORT of
NEWCASTLE**




**PORT
SAFE**

WORKING AT THE PORT

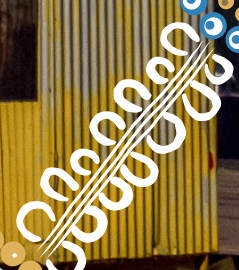
A guide for workers,
contractors and visitors

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ACKNOWLEDGEMENT OF COUNTRY

Port of Newcastle acknowledges the Traditional Custodians of the land and waters of Newcastle Harbour, the Awabakal and Worimi People and pays respect to all Elders past and present.





1. APPLICATION

1.1 GENERAL

This Working at the Port Guide has been compiled to advise all workers at Port of Newcastle (PON) sites of policies and requirements that exist and how they impact work and activities on site.

This guide is applicable to any person carrying out any construction, building, engineering, maintenance, providing services on site or any associated work at PON sites in all its functions. Please note that long term tenants and licensees may have additional site requirements. The guide also includes information to any person who visits, embark or disembarks the sites for business or non-business purposes (visitors).

This document is intended to be read and used in conjunction with any contractual obligations, current legislative requirements, your WHS policies, and any additional Port policies as advised on PON website or notified to you.

PON is committed to the physical and mental health and safety of PON staff, visitors and contractors working for PON and in improving organisational safety culture and performance across its operations. Our safety processes and practices prioritise the wellbeing of employees, contractors, customers and the community and is designed to meet requirements of internal and external stakeholders inclusive of government, regulators, customers and the community.

Our values are:



COMMUNITY

We are engaged with our communities and proud of the Port's role in the region



WELLBEING

We support and invest in our people and their wellbeing



INTEGRITY

We are genuine, open and respectful in everything we do



CURIOSITY

We challenge the status quo by questioning if there is a better or safer way



Clean your hands with soap and water, or hand sanitiser.



Cover your nose and mouth when you cough or sneeze.



Practice physical distancing, and wear a mask if you can't keep a distance of 1.5m.



Avoid close contact with anyone with cold or flu-like symptoms.



Stay home if you are sick.

1.2 HEALTH AND WELLNESS

As a part of Work Health & Safety of our employees, contractors and visitors, PON health program supports the wellbeing of everyone working on our sites. The program monitors the health of staff throughout their employment as well as for contractors, as required. We notify the relevant regulator where adverse health effects are detected, such as adverse effects from exposure to hazardous materials.

PON follows government guidelines and works with industry partners to implement preventive measures that will keep our people and our community safe. All people working at or visiting PON must comply with local or state or Commonwealth government health directives as enforced at the time.

A. PROTECTING YOURSELF FROM VIRUSES

PON adheres to the NSW Government Fact Sheet – Protect yourself from viruses. At PON we believe that you should not come to work if you are sick. If you or a household member contract Covid-19 you must not access a PON Site until you have no symptoms.

- B. The fact sheet applies to all PON employees, directors, contractors and service providers engaged directly by PON working on a PON site, work placement students and visitors (Workers).

PON encourages contractors and workers working in the port to continuously monitor their health and wellness and to contact their respective supervisor/employer to highlight any issues associated with the same.

1.3 COMMUNICATION

All communications associated with PON must be addressed to the following contact details provided below:

COMMUNICATION TYPE	CONTACT DETAILS
Emergency and (or) incident	In an event of emergency please call 000 following the port wide incident reporting number (02) 4929 3890
Operations	For operations questions, including port access or berth information please contact our Operations team on (02) 4908 8200 or email berthoperations@pon.com.au
Business	For business-related questions, including trade or land leasing enquiries please contact our Commercial team on (02) 4908 8200 or email trade@pon.com.au
General Enquiries	For questions and general enquiries please contact us between 8:30 - 16:30 By phone on (02) 4908 8200 or email info@pon.com.au
Media	For any questions and information related to or by the media please contact our media line by calling (02) 4908 8214 or email media@pon.com.au
Community	For any questions and information related to community please contact the Corporate Affairs team on (02) 4908 8200 or email community@pon.com.au

Complaints associated with PON can be made in person, via phone, email or website.

COMMUNICATION TYPE	CONTACT DETAILS
Complaints	Phone +61 2 4908 8200
	Via post or in-person
	Port of Newcastle
	Level 4, 251 Wharf Road
	Newcastle NSW 2300
	Attention: Stakeholder Engagement Manager
	Email info@pon.com.au
	Website https://pon.com.au/contact-us/

1.4 CONTRACTORS

The Port is focussed on ensuring compliance and best practice in Work Health and Safety and all Contractors and sub-contractors directly engaged by PON are required to undergo a qualification process.

As part of this process, you are required to provide information on your work, health and safety and environmental management standards for evaluation. Once qualified, you will be added to PON's pre-qualified contractor list.

Important information:

- ✓ Contractors are categorised based on the type of work undertaken. For example, if undertaking high risk operational work, you will require additional qualifications. There are also additional requirements for sub-contractors.
- ✓ If you are unsure about your category, discuss this with the representative you have been engaged by.
- ✓ You must ensure you wear appropriate PPE when on site (e.g. appropriate footwear, head protection, hi-visibility vest / clothing, long sleeve shirt and trousers and an inflatable vest if within 2 metres of water.).
- ✓ Ensure you take reasonable care of yourself and others when performing approved work tasks.
- ✓ Immediately report Injuries, Incidents and Hazards ([see Section 2](#)).
- ✓ Familiarise yourself with the Port's Contractor Management Procedure and review the forms relevant to the work being undertaken.

For more information and to access forms
click on the link below:



More online...
pon.com.au






1.5 VISITORS

Visitors are defined as those attending site for a meeting without the intention to undertake works. Works means handling tools or equipment or supervising any workers or activities to make sure they comply with PON instructions, policies and procedures.

All the visitors to Port of Newcastle must:

- ✓ Take reasonable care of your own and others health and safety.
- ✓ Comply with any reasonable instructions, policies and procedures given by the Port.
- ✓ To be familiar with emergency guidelines provided by the Port.

Anyone attending our sites as a visitor is not required to hold a valid induction, however you must:

-  Present photo identification upon arrival to site.
-  Sign into the visitors register on arrival and departure.
-  Be escorted by an inducted person at all times.

Note: Passengers embarking or disembarking from cruises are not required to sign in but must remain in the approved areas at all times whilst on site.

Those visiting public areas of the port, including the Booth Street pedestrian bridge or the Carrington Hydraulic Engine House are not required to sign in.

1.6 HOUSEKEEPING

PON requires good housekeeping practices by contractors, sub-contractors, and visitors to reduce the risk of workplace injury from slips and trips. We understand that while it may be reasonable to expect workers to leave their immediate work area in a clean and tidy condition at the end of the working day, other options for carrying out the general cleaning of the workplace should also be considered. The following are the key points to ensure effective housekeeping:

- ✓ All contractors are responsible for the cleanliness of their relevant work area while on PON sites.
- ✓ Materials must not be left unsecured in elevated work areas.
- ✓ All waste, materials and tools must be removed at the end of work each day unless specific permission has been granted by the respective PON Representative.
- ✓ Access to any emergency or fire-fighting equipment and services, and to electrical switchboards, are to be maintained at all times.

1.7 FINANCIAL IMPACT

Any costs associated with false alarms, emergency service call outs or any additional services like environment remediation that may result from the work of a contractors, or their associated workers will be at the expense of the Contractor.



2. WORK HEALTH AND SAFETY

2.1 PORTSAFE



At PON, safety is demonstrably a high priority, with awareness and clear leadership accountability at all levels where everyone puts their hand up to contribute to a positive safety culture that is about everything we do.

The PON PORTSAFE System is an overarching safety approach that links together all policies and procedures, can be explained clearly and is fully cascaded to all roles.

The key aspects of the PON PORTSAFE system include:

- ✓ A set of clear PORTSAFE Standards for PON safety processes.
- ✓ PON is unified across its operating environments, and everyone knows enough to work effectively when their work has influence over other parts of the business.
- ✓ Effective management of our diverse operating environment.
- ✓ Understood accountabilities across the organisation and with third parties.
- ✓ Clear understanding of PON's critical safety risks and controls.

The PORTSAFE framework assists with ensuring the PON WHS system is adequate, available, known, understood and followed by PON employees, contractors and its third-party partners.

2.2 STOP WORK PROCESS

The Stop Work Process is designed to provide employees and contractors directly engaged by the Port with the responsibility and obligation to stop work when a perceived unsafe condition or behaviour may result in an unwanted event. Follow the Stop Work Process below:

1. Stop the work
2. Notify the PON Work Supervisor immediately
3. Investigate and understand the safety or environmental issues
4. Correct/resolve the safety or environmental issues
5. Review improvement opportunities

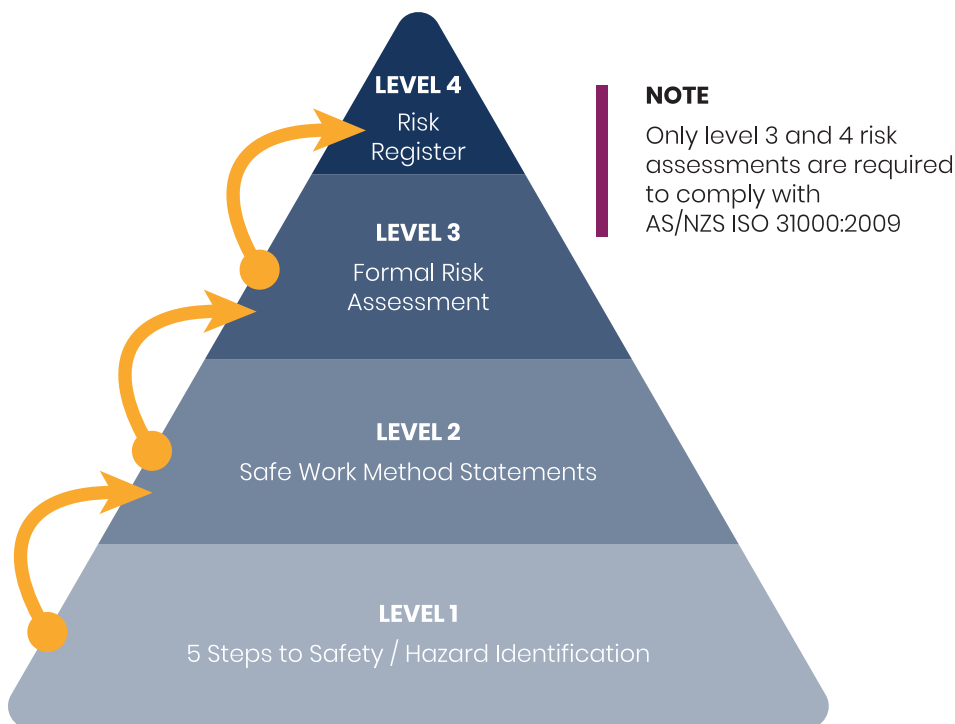
The Stop Work Process can be implemented at any point during a task if an individual believes that:

- ✘ The task may harm yourself or anyone else.
- ✘ The task being performed is unsafe.
- ✘ The task may cause harm to or damage the environment.
- ✘ The condition in which the task is being carried out is unsafe.

2.3 RISK MANAGEMENT

PON has developed a risk management standard to assist in preventing injury to people, damage to property and to prevent harm to the environment. You must consider these risks as part of your WHS planning and Hazard Management.

There are 4 levels to risk management within PON. Each level is more detailed and has more prescription and compliance obligation. Detailed descriptions of each of the levels are defined in the risk management standard. The 4 levels are as follows:



2.4 HAZARD MANAGEMENT

PON conducts efficient Risk Management in ensuring that all the hazards associated with tasks being performed on the port have been identified, assessed and that the required controls have been implemented to keep the associated risk as low as reasonably practicable. It is also the responsibility of the contractor or sub-contractors to ensure that efficient risk management strategies are in place and recorded in documents prior to commencement of any task. This includes, but not be limited to the following:

LEVEL 1 – 5 STEPS TO SAFETY / HAZARD IDENTIFICATION.

The 5 Steps to Safety Hazard Management process of PON has 5 steps for safety which is shown below:

- 1 **Think** through the task
- 2 **Spot** the hazards
- 3 **Assess** the risks
- 4 **Make** the changes
- 5 **Do** the task safely

LEVEL 2 – SAFE WORK METHOD STATEMENTS (SWMS)

Level 2 includes situations where a task, the person conducting the task, and the conditions in which the task are conducted, are:

- Familiar to the person undertaking the task
- Within the ability of the person undertaking the task
- The person is qualified to do the task
- The conditions are not typical and/or unfavourable to the task being conducted successfully

At this level hazards and risks need to identified, and either reduced or eliminated to a tolerable level by developing and following a SWMS.

A Safe Work Method Statement FM-0902-2 (SWMS) is required for every task that cannot be controlled from a hazard and risk perspective with a “5 steps to safety approach, refer to PON Risk Management Standard . The SWMS shall be document controlled and retained.

LEVEL 3 – FORMAL RISK ASSESSMENT

Level 3 includes situations where a task, the person conducting the task, and the conditions in which the task are conducted, are:

- Unfamiliar to the person undertaking the task
- The conditions are typical and favourable to the task being conducted successfully

At this level, hazards and risks need to be identified and either reduced or eliminated to a tolerable level, through a formal risk assessment.

A level 3 formal risk assessment shall be conducted in accordance with the structured process detailed in the Risk

Assessment Report FM 0902-1. Each risk assessment should be listed on the department or location “risk assessment register”. The risk assessment shall be document controlled and retained. (Refer to PON Risk Management Standard)

LEVEL 4 – RISK REGISTER

Level 4 describes situations where a balanced and practical approach is required to manage and control risks, where formal risk assessment would be inadequate, given the effort required to manage the risk properly is proportionate to the activity involved. One or more of the following conditions may be included in the criteria for utilising the Risk Register:

- Long-term projects or initiatives with a duration of more than 6 months
- Projects with a substantial community impact
- Projects or initiatives that are highly impacted by intangible variables (for example, the economy, environment and the regulatory environment)

The Risk Register shall be structured in accordance with the structured process detailed in the Risk Assessment Report, and defined in Risk Management Procedure, however, two additional sections shall be incorporated to address the requirements of internal and external context statements. A Risk Register summarises the risk levels and exposures for the entire PON operation within one strategic document.

2.5 FATAL AND SEVERE RISKS

PON is committed to being proactive in its approach to manage risks and opportunities to enhance performance and ensure achievement of objectives safely and responsibly.

PON’s Fatal and Severe Risks and Lifesaving Behaviours are designed to effectively manage the most critical safety risks that affect workers and has created practical behavioural expectations so that all workers can avoid harm to themselves and others.

If undertaking any work or activities that involve these critical risks please liaise with your PON Representative to ensure appropriate controls are in place and utilised.

These fatal and sever risks are a component of the PON Critical Controls Self Assurance Audit (CCSA) program.



Cranes and lifting



Working at height



Electrical safety



Confined spaces



Mooring lines



Working in and around water

2.6 SAFE WORK PRACTICES

To ensure safety within PON, all workers must work safely as outlined in the **PON Risk Management Standard**.

2.7 SAFETY CONVERSATIONS

Safety in the workplace is paramount for the well-being of employees and the success of any organisation. One of the key aspects of maintaining a safe working environment is effective safety communication

The purpose of conducting Safety Conversations in the workplace is to reinforce positive safety behaviour / conditions, to ensure that work is carried out in compliance with agreed safety standards, identify inappropriate safety behaviours / conditions, and agree on actions to prevent injuries and property damage.

Having open and honest safety conversations can prevent incidents, reduce injuries, and foster a safety culture among employees. We aim to establish a workplace culture where people actively care for each other's well-being and safety, engage and demonstrate safe behaviours/conditions and work practices (e.g. follows rules, procedures, etc) that will decrease their exposure to risk and injury, provide each other with immediate feedback that aims to correct at risk behaviours/conditions that predicts injuries, and is proactive in identifying and removing obstacles (e.g. poor procedures, inadequate tools and equipment) to safe behaviours/conditions.

2.8 PERMIT TO WORK

A Permit to Work (PTW) is as a formal administrative process to record, control and authorise planned high-risk activity being conducted within Port of Newcastle.

PON have a number of permits in place to manage the safety of high-risk work. Any non-routine task that may have the potential to adversely affect the health and safety of the people or environment should not be performed without a Permit to Work. If your work involves any of the below, then please liaise with your PON Representative in advance to develop the appropriate PTW.

- ❗ **Hot work**
- ❗ **Confined space**
- ❗ **Excavation and penetrations**
- ❗ **Work at heights**
- ❗ **Electrical work (low voltage or high voltage with nominal voltage exceeding 1000 volts AC or 1500 volts DC)**

You will be inducted about High Voltage Electrical work when performing the task within PON.

A contractor working within PON may use their own PTW system which shall meet the requirements within the PON permits. Complete permits are to be submitted to PON for approval. If you do not have your own PTW system, you must complete PON PTW prior to start of any activity within the port.

PON maintains an Asbestos Management Procedure and an Asbestos Register which details specific locations of asbestos containing material (ACM). You will be provided with further information about Asbestos Management during the Work Induction.

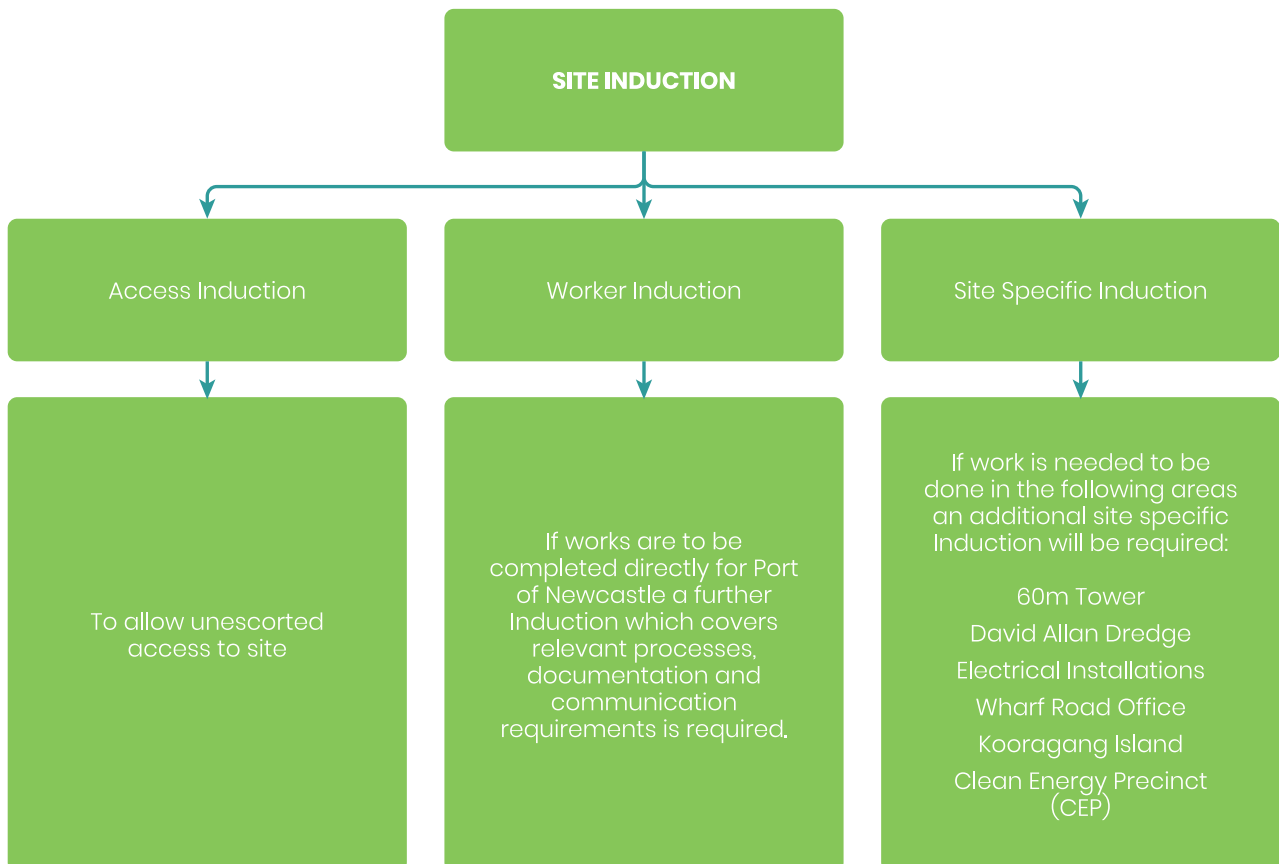
A Permit to Work (PTW) system ensures the following:

- ✔ Specifies type of task to be conducted
- ✔ Specifies type of tools to be used for the specific task
- ✔ Grants the permission to start the task
- ✔ Keeps PON Representative up to date on the progress of the task
- ✔ Provides a check to ensure that all safety considerations have been considered, including the validity of permits and certificates and compliance to PON's policies and procedures
- ✔ Provides a checking mechanism to ensure that the work has been completed safely and to PON's satisfaction.

3. SITE REQUIREMENTS

3.1 SITE INDUCTION

To maintain high standards in safety and security, PON has established an efficient induction process for all port users. The inductions required to access PON can be broadly classified into three (3) categories as shown in the image below:



All contractors must ensure that prior to commencement of any work or activity within Port of Newcastle, they have completed their induction as required by PON.

The details about the induction process are available through the link:








More online...

pon.com.au

A digital or physical induction card is issued upon successful completion of the induction which must always be readily available while working in or around Port of Newcastle area.














Drivers transporting passengers to and from the cruise ship terminal are no longer required to have a PON induction.

An additional site-specific induction is required if work is being performed in the following areas:

-  60m Tower
-  Wharf Road Office
-  Kooragang Island Waste Emplacement Facility (KIWEF)
-  Electrical Installation
-  David Allan Dredge

3.2 PROHIBITED ITEMS/ACTIVITIES

The following are the prohibited activities in breach of Port Lease, planning and environmental laws within Port of Newcastle accessible area:

-  Carrying firearms.
-  Carrying explosives.
-  Carrying dangerous goods and hazardous chemicals without prior approval from PON.
-  Carrying alcohol for consumption purpose.
-  Carrying illegal drugs.
-  Carrying live or dead animals.
-  Filming and photography activities without prior approval from PON.
-  Usage of drones without prior approval from PON.
-  Smoking indoors, enclosed spaces or within 4m of an access point to a building.
-  Any behaviour that may cause injury to or endanger people or cause damage to the property or environment.
-  Disturbance of land without seeking prior approval from PON.
-  Unauthorised borrowing, private use or removal of materials or consumables from PON.
-  Unauthorised discharge of solid or liquid waste into port land, water or Newcastle Harbour.

3.3 ACCESS TO PORT

All companies, including utilities suppliers, that require an employee to access PON sites must register in our Contractor Management System and all employees must hold a valid Induction for entry onto site. An Online Induction Program is in place to allow for inductions to be completed in a timely manner.

The details about the induction process are available through the link:



More online...
pon.com.au

To access the port, prior approval from PON is required for the following:

ACCESS TYPE	TIMELINE FOR SUBMISSION OF FORM	LINK TO ACCESS REQUEST FORM
Group access	All requests must be submitted at least three working days prior to the tour.	Group Access Request Form
Guarding on port	All guarding requests must be submitted 48 hours prior to required commencement time.	Guarding on Port Request Form
Filming and Photography	All requests must be submitted prior to any filming or photography being conducted.	Photography Approval Form

The details about different access types can be found on the [PON Portal](#).

All persons accessing PON sites are required to comply with the requirements detailed in the site induction. Anyone failing to comply with these requirements may be removed from or refused access to the site.

Security Guards and PON personnel have the authority to request to see your identification and ask your reason for being on site at any time.

3.4 RESTRICTED AREA

Access provided to workers or visitors at Port of Newcastle are limited to the area they have been authorised to work in. The following areas are restricted and are not to be accessed without a permit or authorisation from a PON Representative:

- ! **Railway Tracks for goods/bulk carrier trains.**
- ! **General quarantine facility for quarantine services related to passengers or biosecurity.**
- ! **Areas that have been leased or contracted.**
- ! **Ship berthing areas.**
- ! **Aviation facility.**
- ! **Waterside restricted zone for vessel berthing and movement.**

3.5 TASK APPROVAL AND NOTIFICATION

Formal approval is required to conduct any operation under PON jurisdiction. Prior to commencement or upon completion of an approved task, you must notify PON Representative or point of contact mentioned in the Contractor Management Standard. Advance notification helps in avoiding any conflict during a Simultaneous Operation (SIMOPS).

PON Representative must be notified for the following activities:

ABRASIVE BLASTING / SPRAY PAINTING

Abrasive blasting or spray-painting work needs to be communicated with your PON Representative in advance to ensure compliance with PON environmental licences.

DIVING

Diving work being undertaken on behalf of PON and in or within 100m of the channel must be notified to the [Port Authority of NSW via their Diving Notification Form](#). For clarification, discuss further with your PON Representative.

PON has developed specific site work instructions that contractors must review prior to access (if applicable) including:

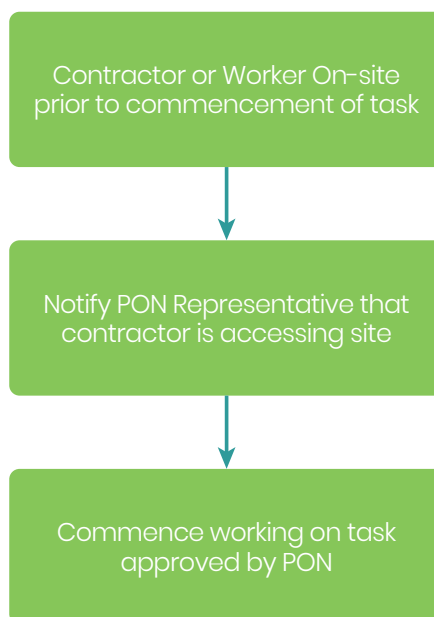
- i **Working under wharves**
- i **Working on breakwaters**
- i **Working on navigational aids**
- i **Working with mooring lines and holding devices**

Your PON Representative will provide you with copies of these documents prior to your work commencing.



3.6 SITE NOTIFICATION

If you are a contractor required to undertake an approved task you must ensure that when on-site, a notification is provided to PON Representative about your presence. This step will confirm the presence of all the contractors who have prior approval to conduct work on-site. The flow diagram below shows the steps to ensure efficient on-site notification.



3.7 COMMUNICATION WITHIN THE PORT

PON considers effective communication as a vital element in the development and maintenance of a safe and positive working environment for the employees, contractors, sub-contractors, and visitors. For all emergency communications kindly refer to **Section 1.3**.

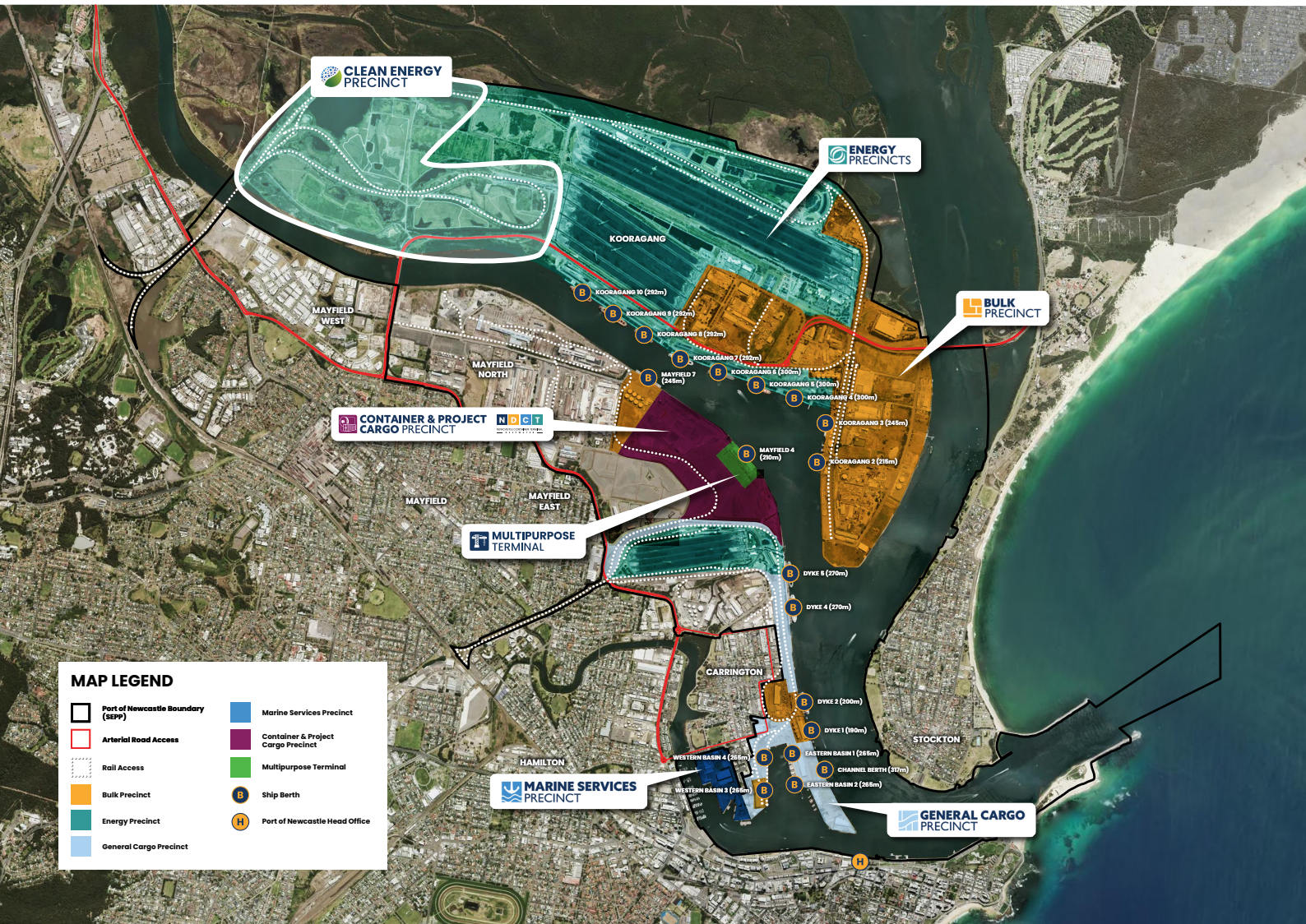
All other contractors, sub-contractors and visitors may use the following modes of communications when on-site:

- i** **Mobile phones may be used to communicate between the team members. It may also be noted that you must not use mobile phones in hazardous zones, whilst driving or in a restricted zone.**
- i** **Radios may be used as a mode of communication provided approval has been granted by a PON Representative for the use of dedicated UHF or VHF channel.**

If other means of communication are required, please seek approved from PON.

3.8 PORT BOUNDARY

The image below shows Port of Newcastle boundary.



3.9 FACILITIES AND SITE OCCUPANCY

PON has a range of facilities on site for contractors, sub-contractors and visitors and are detailed below. Further information about facilities are also provided during inductions.

A. PARKING

Private vehicles are not allowed on PON controlled terminals. Dedicated parking is available on-site (outside of terminal) for contractors, sub-contractors and visitors. For long term parking within the port area, please contact your PON representative.

B. AMENITIES

All workers (contractor and sub-contractor) and visitors into the port must use the respective kitchen nearest to their site unless otherwise provided. Toilet nearest to work site may be used unless otherwise provided.

C. OFFICES AND STORAGE

Any site offices or storage facility allocated to the contractor and sub-contractor by PON remains their responsibility through the duration of work. The allocated facility must not be left unlocked when unattended

and all belongings must be secured at all times. PON will not take responsibility for the loss of any belongings stored in these facilities. All contractors and sub-contractors using the assigned facility must ensure that all belongings must be appropriately stored to keep the risk associated with any potential hazards as low as reasonably practicable.

3.10 FENCING AND HOARDING

Any site offices or storage facility allocated to the contractor and sub-contractor by PON remains their responsibility through the duration of work. The allocated facility must not be left unlocked when unattended and all belongings must be secured at all times. PON will not take responsibility for the loss of any belongings stored in these facilities. All contractors and sub-contractors using the assigned facility must ensure that all belongings must be appropriately stored to keep the risk associated with any potential hazards as low as reasonably practicable.

3.11 ACCESS HOURS

Port of Newcastle is operational 24 hours a day. All workers and visitors must comply with any access restrictions at PON.

The reception hours of PON are from 08:30 to 16:30. No works or deliveries will take place outside these hours unless expressly authorised by PON Representative. For access outside of these hours please liaise directly with your PON Representative.

3.12 TRAFFIC MANAGEMENT

Within Port of Newcastle it is expected to encounter interaction between various transportation modes. You must ensure and adhere to safety guidelines as described in this section to ensure safety and smooth operation for everyone. Any damage caused by you or your vehicle to PON infrastructure or equipment will be reported to and recovered from your employer. Failure to report any such damage will be deemed a breach of access and appropriate penalties applied.

- A. Routes and Access** – The port has designated entry and exit points to safely access different precincts of the port. There are security posts available at the entry and exit point and the driver of the vehicles must cooperate with the security personnel requirements.
- B. Parking** – Please refer to **Section 3.9 A** for details about parking facilities within Port of Newcastle.
- C. Vehicle Assistance** – In an event of assistance required within the port call the port-wide reporting number **(02) 4929 3890**. In any event of emergency refer to **Section 1.3** to report the same.
- D. Pedestrians** – All pedestrians must take the following precautionary measures to ensure their own safety and safety of others:
 - i.** Always wear high visibility clothing where required
 - ii.** Be familiar with any No Walk Zone at the site and refrain from walking into them
 - iii.** Keep clear of moving or rotating plant/equipment. If required to work around plant/equipment identify and be within the safe zone and constantly be aware of your surroundings
 - iv.** Use mobile communication devices only in predetermined safe zones
- E. Roadways** – Within the Port boundary, PON operates 13 kilometres of private road network maintained to Australian Standards with specific routes approved for 25m B-doubles. This network enables customers to unload freight direct from ship to truck for transport to storage facilities located within the Port, without having to access the Transport for NSW road network.



You must adhere to all displayed safety signs and flags on site. Some examples of signage used are given below:



F. Vehicles/ Mobile Plants and Equipment – All vehicles/mobile plant and equipment must follow the road network to their respective point of destination. Any deviation from the regular road network must be notified to your PON Representative. Transportation of any material/equipment of length greater than 10m in length will require prior approval from a PON Representative. You must contact the respective PON Representative and inform the security upon entry to the port facility.

The following precautions are required to ensure safe operation of vehicles and plant within PON:

- i. Conduct prestart check to ensure that the mobile plant/equipment is in good working condition
- ii. Only competent and authorised personnel to use the mobile plant/equipment
- iii. The mobile plant/equipment must be used only for its intended purpose
- iv. Adhere to speed limits and look out for pedestrians
- v. Wear seat belts and obey all traffic signs
- vi. Secure the load being transported
- vii. Do not use mobile phone while driving
- viii. Do not leave unattended equipment idling

Cycling / E-Bikes / Electric Scooters / Skateboards (Conventional or Electric) are not allowed within PON without prior approval.

G. Railways – PON provides connectivity and access to national rail infrastructure. There are multiple rail lines on entry and exit to the Port. Under the Rail Safety National Law you must observe caution when crossing rail lines and obey all signage, flashing light or boom gates. In addition, stop, look, listen and think before crossing the railway lines and never stop or park across the railway lines.

In an event of you witnessing an accident or anything suspicious near the railway track, immediately inform port wide reporting number **(02) 4929 3890**. For further details refer to **Section 1.3** to report the same.

- H. Waterways and Recreational Boats** – Port of Newcastle is a river port with a tidal range of 2m. The main channel has a design depth of 15.2m. The channel is intended for navigation of a variety of commercial vessels/merchant ships.

The Newcastle harbour is an important and busy operating port. The Port Authority of NSW is responsible for Vessel Traffic Information Centre (VTIC). Remember it is an offence to:

- i.** Fail to comply with the directions of the harbour master or any person acting under the direction of a harbour master
- ii.** Operate a vessel in any navigable waters negligently, recklessly or at a speed or in a manner dangerous to the public
- iii.** Recreational vessels must not impede the passage of commercial shipping which is constrained to navigating within the shipping channels or swing basins

Please refer to the following link for detailed safety information and guidelines for recreational boaters and port safety from Port Authority of New South Wales before operating the same.

[🔗 Port Safety](#)

[🔗 Daily Vessel Movement](#)

- I. Personal watercraft (PWC)** – The rules for use Personal watercraft (PWC) e.g. jet ski in NSW waterways are prescribed by the department of Transport for NSW. Please follow the link below to access detailed information about usage of PWC and the restricted zones before using in PON jurisdiction.

[🔗 Personal watercraft \(PWC\)](#)

- J. Aviation** – Helicopter transfer facility for port pilots to the vessels is available at Port of Newcastle. The facility is operated by Port Authority of New South Wales. Detailed information about the helicopter transfer can be found with the following link

[🔗 Pilotage and Harbour Master's Directions.](#)

- K. Remote Operated Vehicles/Drones** – Operating or use of any Remote Operated Vehicles (ROVs) and (or) drones must be in compliance with Civil Aviation Safety Authority (CASA). Detailed information on usage of drone and rules associated with it can be found with the following link [🔗 CASA Drone rules. PON Security team must be notified](#) of any proposed use of Remote Operated Vehicles (ROVs) and (or) drones, at least 24hrs in advance of the proposed flight. [🔗 Photography Approval Form](#)

- L. Heavy Vehicle National Law and Chain of Responsibility** – The Heavy Vehicle National Law (HVNL) is a set of regulations that applies to heavy vehicles with a gross vehicle mass of more than 4.5 tonnes, governing areas such as safety, mass, dimension, and driver fatigue. It is administered by the National Heavy Vehicle Regulator (NHVR) and applies to NSW. . The law incorporates the concept of Chain of Responsibility meaning everyone in the supply chain has a legal responsibility to ensure the law is followed. It extends legal responsibility beyond the driver to everyone in the supply chain, including consignors and consignees.

Areas covered by the law include:

- i.** Driver fatigue management and work/rest hours
- ii.** Vehicle standards and modifications
- iii.** Vehicle mass and dimensions
- iv.** Load restraint
- v.** Freight handling and container weight declarations
- vi.** On-road compliance and enforcement

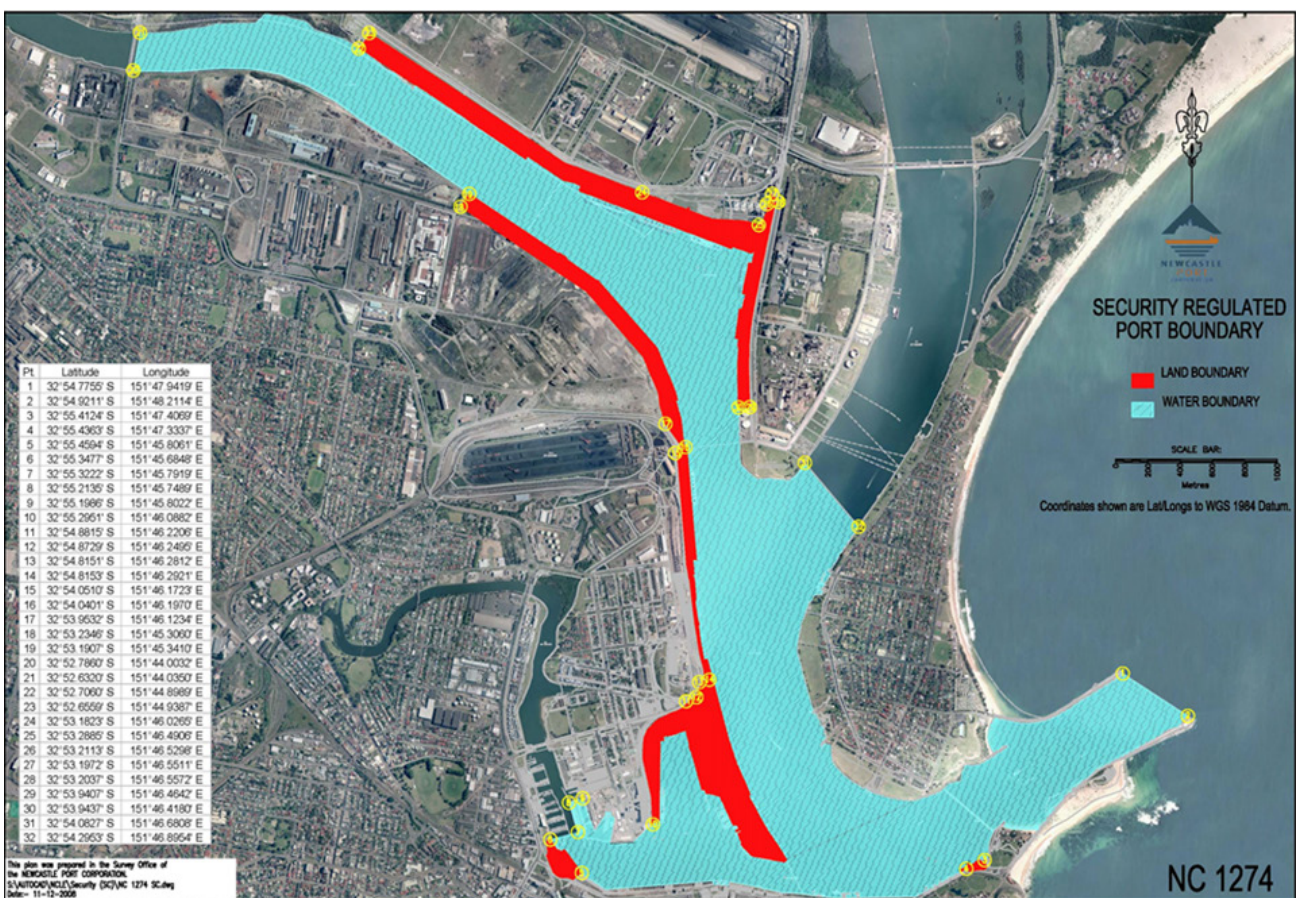
4. SECURITY

4.1 GENERAL

Port of Newcastle is a security regulated port and security is everyone's responsibility.

The Port is regulated under the Maritime Transport and Offshore Facilities Security Act (MTOFSA) 2003 and Offshore Facilities Security Regulations 2003. The MTOFSA and Offshore Facilities Security Regulations 2003 are in place to safeguard any unlawful interference with maritime transport which includes ports, port facilities, ships, and offshore facilities.

Any person accessing the port areas, land and water, within the Security Regulated Boundary must comply at all times with the requirements of this legislation. A map of the Security Regulated Port Boundary is shown below:

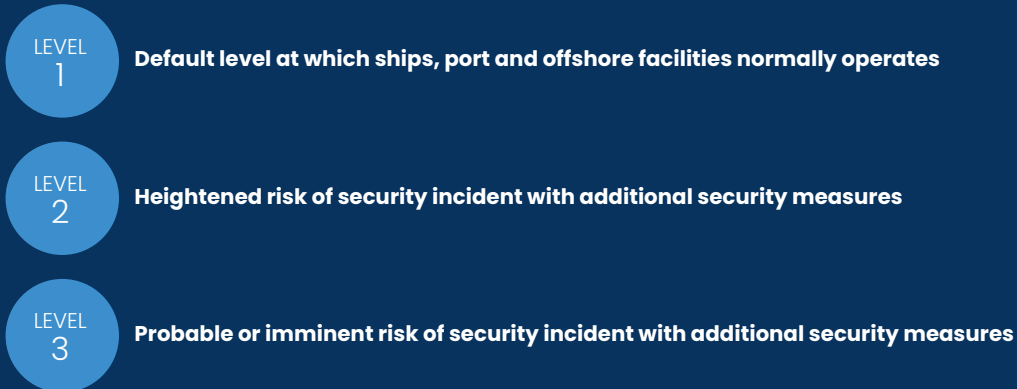


Safety and Security is everyone's responsibility. All persons in the port should look out for suspicious people or behaviour and report all occurrences as required by law to the port wide reporting number **(02) 4929 3890**.

The suspicious activities may include the following:

- ❗ Holes in fences
- ❗ Unauthorised people or vehicles
- ❗ Unknown objects
- ❗ Theft or break-ins
- ❗ People taking photographs or notes

The port maintains the security levels under the Maritime Transport and Offshore Facilities Security Act 2003 at three distinct levels set by the Australian Federal Government.



Maritime Security Zone (MSZ) is an area with additional control measures implemented under certain conditions to support other existing security measures on site. All MSZs are signposted and controlled accessed.

If you work in a maritime security zone within PON, you need to hold and wear / display (as per legislative requirements), a Maritime Security Identification Card (MSIC) which is a nationally consistent identification card that shows you have had a background check to work within Maritime Security Zones within Ports. Kindly check with your relevant terminal operator regarding the requirement of MSIC.

Further information on MSIC can be found [Service NSW Website](#).

4.2 LANDSIDE

Landside Security in Port of Newcastle consists of a combination of human, physical and technological controls to ensure the safe & secure movement of people and cargo in and out of the Port of Newcastle. PON uses a sophisticated network of CCTV to monitor all sites to identify any illegal or suspicious activities. The system is owned and operated by PON and is monitored 24/7 by our Security team. Use of the system is strictly in compliance with all relevant State and Federal legislation. The recorded footage may be used for incident investigation in accordance with PON's CCTV Policy which governs how CCTV footage is used or distributed.

The Australian Border Force (ABF) plays an important role at our seaports. Border Force Officers use their experience and training to ensure that people and goods entering and leaving Australia through our seaports adhere to our strict border controls. Border Force Officers may:

- ✓ **Inspect your vehicles, bags or person while on any PON site**
- ✓ **Request to see your valid photo identification (containing your name, date of birth and address) and your reason for being on site**
- ✓ **Remove you from site if they believe you do not have a legitimate reason to be there.**

Any personal information provided by you or regarding your activities on site may be disclosed to a relevant authority as authorised by legislation.







4.3 WATERSIDE SECURITY

Port of Newcastle manages the waterside security of the port under the Maritime Transport and Offshore Facilities Security Regulations 2003. In addition to the Port of Newcastle's security technological capabilities (CCTV etc), on water patrols are randomly conducted to monitor the waterside of vessels at berth.

4.4 BIO SECURITY

All sites in Port of Newcastle are overseen by the Department of Agriculture Fisheries and Farming (DAFF) under the Biosecurity Act 2015 and Biosecurity Regulation 2016. They ensure that no exotic animal, plant or food matter is brought into Australian territory that may potentially introduce any foreign contamination.

When in Port of Newcastle please consider the following points:

-  Please do not bring in any animal into the port without appropriate authorisation from PON
-  DAFF have the authority to detain and destroy any animal they believe poses a risk, including animals brought onto site by land
-  DAFF may conduct surveillance operations within the port
-  Do not leave any items around the port that may act as a breeding ground for mosquitoes and (or) encourage their infestations as they may carry a disease from a foreign vessel, such as yellow or dengue fever. This includes items that may catch water or harbour insects such as wood or dunnage.
-  The Biosecurity Act 2015 requires persons in charge of goods that are subject to biosecurity control to notify the Department of Agriculture, Fisheries and Farming of reportable biosecurity incidents.
-  If you suspect or identify a biosecurity risk within the port please refer to our EMS 041 Biosecurity Risk Procedure and notify DAFF as soon as possible.

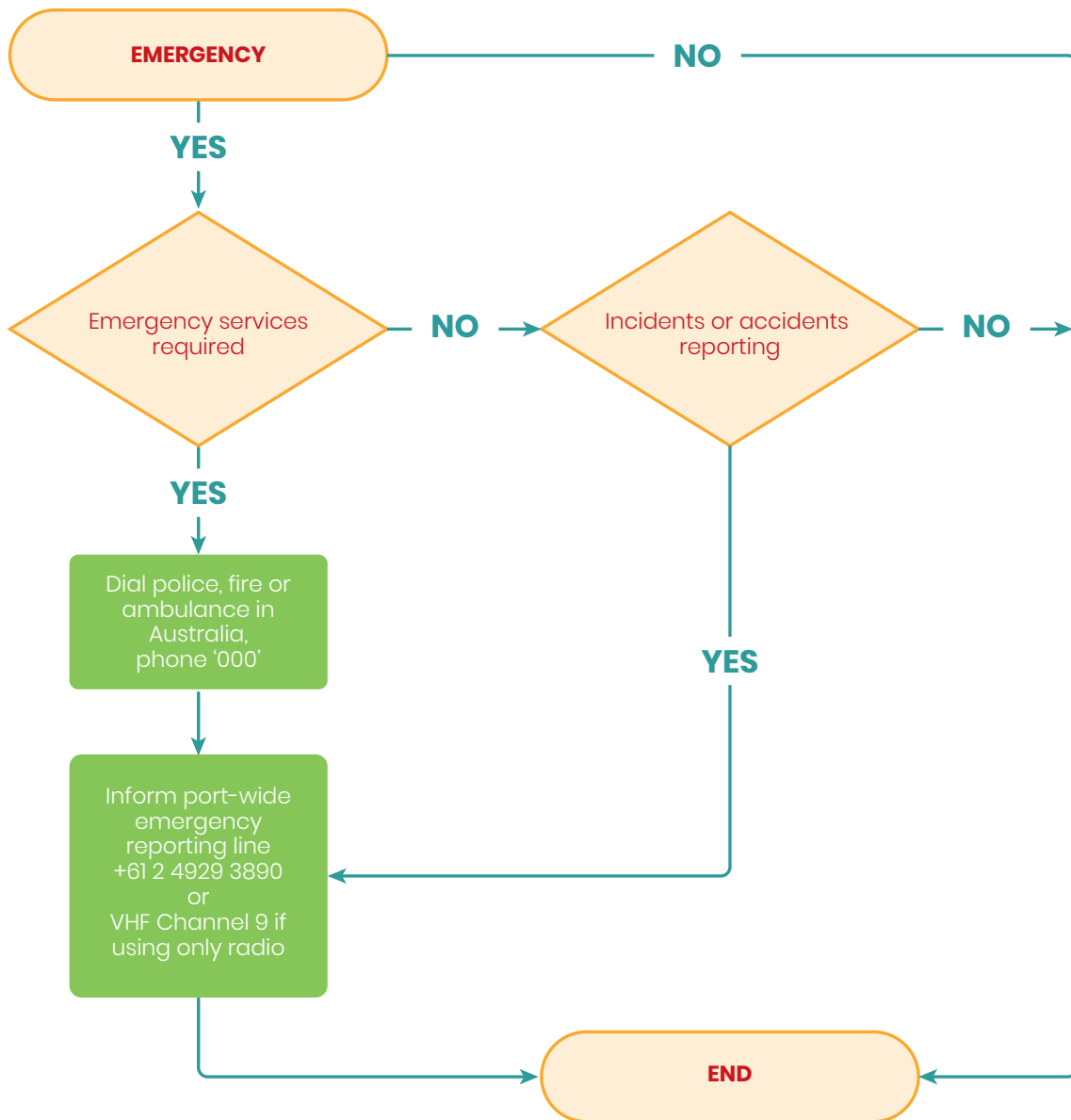


5. EMERGENCY

5.1 GENERAL

In an event of an emergency, the steps shown in the flowchart must be followed. The emergency number must be used for all the issues relating to:

- ! Major Chemical spills.
- ! Explosion.
- ! Fire.
- ! Oil spills.
- ! Personal injury (medical assistance required).
- ! Security issues.
- ! Waste spills.
- ! Vehicle/Plant/Equipment related incident.



5.2 MARINE/ENVIRONMENTAL EMERGENCIES

Marine Pollution response is managed by Port Authority of NSW.

All marine pollution incidents (no matter how small) must be reported to the Port Wide Reporting Number **(02) 4929 3890** immediately.

Environmental response spill kits (yellow wiz bin) are available on each site to assist with cleaning up minor spills or preventing further pollution of waterways or drains.

5.3 EMERGENCY DRILLS

PON Wharf Road Office is equipped with an alarm system which is function tested on monthly basis by external contractor and the test is announced over the PA system. There are two alarm tones that are used as a part of the alarm system to alert the occupants in the buildings.

The actions required upon hearing each alarm type is described below.

- ! First Alarm (alert alarm): You must stop work and muster in your area.**
- ! Second Alarm (evacuation alarm): Follow your PON Representative's instructions about which emergency exit and assembly area to go. In an event, you cannot find PON Representative, proceed to evacuate the building safely via the nearest fire exit.**
 - ! You must not use lifts in any event of emergency and always wait for the 'all clear' confirmation from your PON Representative or emergency services before re-entering the building/facility.**

Note: Mobility impaired people should be reported to PON Representative for communication.

If you are working after hours in the building/facility and hear the alert or evacuation alarm or discover a fire, then:

- ! Evacuate immediately via the closest safe fire exit.**
- ! Never assume it is a false alarm (unless notified via PA system) even if there is no evidence of fire.**
- ! Proceed to the front of the building (if safe to do so) to meet the Fire Services. If unable to wait safely outside the front of the building, move away from the building to a safe distance.**

You must ensure that all firefighting equipment:

- ! Is kept clear from any obstruction at all times.**
- ! Water main isolation valve must not be isolated without the permission of the Port HSE team.**

Make yourself aware of site-specific emergency management plans and evacuation assembly points on arrival. If in doubt check with security or consult the evacuation maps located near the amenities.

5.4 EMERGENCY EVACUATION

Each PON site has a site-specific emergency management plan. These plans are held on site with security guards and updated regularly.

When accessing the site, you must make yourself familiar with the location of the following for each site:

- i** Fire equipment
- i** Evacuation alarms
- i** Emergency exit routes
- i** Emergency evacuation assembly points

In the event of an emergency evacuation:

- i** You will be responsible for your own safe evacuation.
- i** You should proceed to the designated Emergency Evacuation Assembly points as explained during the induction.
- i** Remain at the Emergency Evacuation Assembly point until a company's representative or emergency services gives the "All Clear" to re-enter the site.

BOMB THREAT

PON follows the following steps as a part of the bomb threat procedure:

TELEPHONE THREAT – Remain calm and ask these questions:

- i** When is the bomb going to explode?
- i** Where is the bomb?
- i** Why did the person place the bomb?
- i** What is the name and address of the person making the threat?

Also make a note of the following:

- i** Caller's voice
- i** Threat language
- i** Background noises
- i** Caller's gender
- i** Date, time, duration of call, recipient's name

If possible, alert a co-worker of the call while still on the phone and **DO NOT HANG UP THE PHONE** unless disconnected by the caller.

WRITTEN THREAT – Upon receiving a written threat you must:

- i** Place the threat document in a plastic envelope or transparent folder to preserve its condition and prevent contamination. Do not photocopy.
- i** Give threat document to the Emergency warden.

Immediately follow the Emergency Management Flowchart to inform the concerned authorities.

SUSPICIOUS OBJECTS

If a suspicious object is discovered

- i** Evacuate the immediate danger area and follow the Emergency Management Flowchart to inform the concerned authorities.



5.5 MEDICAL EMERGENCY AND FIRST AID

Please follow the Emergency Management Flowchart to attend a medical emergency. While on site, you must have access to your own or your employer's First Aid Kit.

Defibrillators are located at each security gate house. In an event of a medical emergency and when first aid is administered, please call the Port Wide Emergency Reporting number **(02) 4929 3890**.

5.6 MINOR SITUATIONS

Please call Port Wide Emergency Reporting number **(02) 4929 3890** for guidance on other minor situations related to the following:

- ! **Chemical spill**
- ! **Oil spill**
- ! **Waste management**
- ! **Contaminated land**
- ! **Minor accidents**

Marine Pollution response is managed by Port Authority of NSW. All marine pollution incidents (no matter how small) must be reported to Port Wide Emergency Reporting number **(02) 4929 3890**.

Detailed information about reporting of events that occur where PON is the controller of site is available in PON Work Health & Safety Procedure Event Reporting WHS – 0901, Revision 2 and can be provided as required.

5.7 OTHER TERMINALS

While PON controls the access into our wharf sites, in some terminals, operators of the site during shipping operations may be in local control as they have infrastructure in place at the wharf that is used for loading or discharge. During these operations, the terminal operator may have additional measures in place to restrict access to their operational activities. If in doubt about what measures are in place, please speak to site security or the terminal operator. The workers must comply with any requirements of Long Term Lessees. PON is not responsible or liable for any additional lease requirements.

6. CODE OF CONDUCT AND HARASSMENT

6.1 GENERAL

PON addresses the risk of discrimination with a series of policies and practices that have been developed to discourage and eliminate any such behaviour in the workplace. We are committed to ensuring all workplace grievances are dealt with fairly, consistently, efficiently and with transparency, and that those who raise a workplace grievance are not victimised.

PON expects contractors working within the port to meet the requirements of the discrimination, harassment and behaviour policies. If you are facing discrimination or harassment, you can report the same to PON Discrimination and Harassment reporting system.

COMMUNICATION TYPE	CONTACT DETAILS
PON Discrimination and Harassment reporting system	<p>Phone: 1800 263 215</p> <p>Email: pon@integritycounts.ca</p> <p>Website: www.integritycounts.ca/org/pon</p>

6.2 OCCUPATIONAL VIOLENCE

PON has zero tolerance towards occupational violence. PON expects that all the staff working within the port must be treated with respect and any complaints against them must be communicated through right channel as mentioned in the **Section 1.3** of this document.

All persons accessing PON sites are required to maintain friendly and professional behaviour when working within the port. Anyone failing to comply with it may be subjected to PON disciplinary procedures. This can include notification to your employer, removal from site and future access being denied.

6.3 CONDUCT AND BEHAVIOUR

As a part of the condition of entry to port, your conduct and behaviour, including discrimination and harassment, must be consistent with the following:

- ! Acting in a disruptive, abusive, violent, sexist, discriminatory, bullying or belittling manner is not allowed.
- ! No behaviour in a manner that offends or intimidates another person is allowed. This includes any unwelcome, offensive comment or action concerning a person's race, colour, language, ethnic origin, sexual orientation, gender, marital status, pregnancy, impairment, disability, political/religious conviction, age, family responsibilities/family status, physical or mental health status, etc.
- ! Any behaviour likely to cause injury to or endanger people or cause damage to property or the environment is prohibited.
- ! The unauthorised borrowing, private use or removal from the premises of PON's material and consumables is prohibited.
- ! Misuse of PON IT hardware and systems to copy licenced software, data or to send unwanted, unsuitable, incorrect or unauthorised material to another person or organisation.



7. DRUG AND ALCOHOL

7.1 USE OF DRUG AND ALCOHOL WITHIN PON

Port of Newcastle (PON) recognises its duty of care to provide a safe working environment for employees, contractors, and the public. PON is committed to providing a safe working environment by managing and controlling hazards associated with alcohol and other drugs. PON has implemented a fair and proactive alcohol and drug testing program which applies to all employees, contractors, and visitors while on any PON site.

Consumption of alcohol or drugs (unless in accordance with a prescription from a medical practitioner) is not allowed as it may adversely affect work performance, personal safety, safety of others or official conduct. All PON employees, contractors, vendors and visitors may be subjected to drug and alcohol testing whilst on any PON site, at PON's discretion.

Alcohol testing will be conducted using a calibrated breathalyser unit. All persons in operational areas must maintain a Blood Alcohol Content (BAC) of 0.02% or less.

Drug Testing will be conducted using a saliva sample. A positive sample being returned will be followed by a urine test.

NOTE: All testing will be conducted according to Australian Standards. Any person that returns a positive drug or alcohol test will be subjected to PON disciplinary procedures. This can include notification to your employer, removal from site and future access being denied.

The use of alcohol and other drugs can have a significant negative impact on workplace health, safety, and productivity. Employees under the influence of alcohol or drugs present a significant safety risk to themselves and others because their ability to exercise judgement, coordination, motor control, concentration, and alertness may be impaired, leading to increased risk of accidents and injury to themselves or others. PON's reputation may also be placed at risk by the behaviour of such employees.

Abuse of alcohol and other drugs can also result in inefficiency, lateness and absenteeism, lost time and productivity from dangerous incidents, and damage to equipment and other property. PON recognises alcohol and other drugs dependency as a treatable and manageable condition. Any Individual who suspects they have an alcohol or other drug dependency condition is encouraged to seek advice and to have appropriate treatment.

8. MEDIA AND COMMUNICATION TO EXTERNAL PARTIES

8.1 GENERAL

Unless authorised for a specific activity, you **MUST NOT** engage with any media representative in relation to PON under any circumstances. This includes any in-person or electronic communications, commentary, quotes, interviews, or participation in photography or videography opportunities.

All media enquiries should be directed to PON's Corporate Affairs team on **(02) 4908 8214**. Refer to [Section 1.3](#) for further contact details.

ACCESS TO PON PREMISES AND LEASED AREAS

PON adheres to strict obligations under the Customs Act 1901 and the Maritime Transport and Offshore Facilities Security Act 2003 to maintain the safety of the asset, its operations and cargoes, and the people working or visiting the site. PON must also ensure the confidentiality and security of all information in its possession.

Media representatives will not be given access to any Port of Newcastle property without authorisation by PON's Corporate Affairs team, or as delegated, to ensure that media activity is appropriately managed and controlled.

PON OFFICE AREAS

Media will not be provided access to PON office space without the authorisation of the Corporate Affairs team. Authorised media visits will only occur where supervised by a member of the Corporate Affairs team.

OPERATIONAL AREAS

Media activity on Port of Newcastle managed sites will occur in accordance with the Filming and Photography Approval process. All activity must be authorised and communicated to the relevant personnel and/or licensees on site. This ensures the activity is managed safely and prevents unnecessary reporting of suspicious activity to police.

A Photography Notification Form must be submitted and approved prior to any filming or photography being conducted on any operational site. Media visits are at the discretion of the Corporate Affairs team and subject to compliance with requirements set by the Berth Operations group.



9. ENVIRONMENT

9.1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) AND PLAN (EMP)

PON's EMS is aligned with the standard AS/NZS ISO 14001:2015 Environmental management systems (ISO 14001:2015).

As part of the EMS, PON has developed an Environmental Management Plan (EMP) which presents the overarching systems and processes used to deliver Leading environmental practice and, compliance with the environmental conditions of the Port Lease and applicable environmental legislation.

The EMP applies to the following:

- ✓ The SEPP Ports Land Application area boundary, which is a regulatory boundary rather than a land ownership boundary (and includes land outside PON's control);
- ✓ The Lease Area, which is the land within PON control; and
- ✓ The Port Area which includes the Lease Area, waterways where PON has access rights to allow shipping or waterfront infrastructure, as well as any land adjacent to the Lease Area that is managed by PON.

If any contractor or subcontractor works involve environmental impacts or controls, they are required to contact PON. PON may provide or request further documentation, as required, including:

- ✓ An Environmental Aspect and Impacts Risk Register
- ✓ Applicable compliance objectives arising from the review may need to be documented in one or more of the following as they relate to the task:
 - Risk assessment;
 - Site or activity specific environmental management plan; or
 - Relevant procedure or work instruction.

9.2 CONTAMINATED SITE MANAGEMENT PLAN

Legacy contamination is an issue on PON sites and must be considered prior to any development or further works occurring. Contaminated Site Management Plans (CSMP) occur over sites such as Mayfield and are designed to keep legacy contaminants from harming the environment, and the community. Kindly contact PON Property Environment and Planning Team for further instructions.

PON Asbestos Register, site specific CSMPs and the Port-Wide Baseline Contamination study can be used as starting points for this purpose and will be provided as required.

10. PROJECT PLANNING AND MANAGEMENT

10.1 PLANNING

Legacy contamination is an issue on PON sites and must be considered prior to any development or further works occurring. Contaminated Site Management Plans (CSMP) occur over sites such as Mayfield and are designed to keep legacy contaminants from harming the environment, and the community. Kindly contact PON Property Environment and Planning Team for further instructions.

PON Asbestos Register, site specific CSMPs and the Port-Wide Baseline Contamination study can be used as starting points for this purpose and will be provided as required.

Following specific planning legislation is relevant to activities at the Port:

- ✓ **Environmental Planning and Assessment Act 1979 (EP&A Act).**
- ✓ **Environmental Planning and Assessment Regulations 2000.**
- ✓ **State Environmental Planning Policy (Transport and Infrastructure) 2021 (Transport and Infrastructure SEPP).**
- ✓ **SEPP (State Significant Precincts) 2005.**
- ✓ **Protection of the Environment Operations Act 1997.**
- ✓ **Contaminated Lands Management Act 1997.**
- ✓ **Coal Mine Subsidence Compensation Act 2017.**
- ✓ **Roads Act 1993.**
- ✓ **NSW Coastal Protection Act 1979.**
- ✓ **Biodiversity Conservation Act 2016.**
- ✓ **Fisheries Management Act 1994; Heritage Act 1977 (Heritage Act).**
- ✓ **Environment Protection and Biodiversity Conservation Act 1999.**
- ✓ **Environmental Protection (Sea Dumping) Act 1981 (Commonwealth)**

Any request or new proposal to change land use, to alter or demolish buildings, to develop/construct new infrastructure on existing facilities, to impact vegetation or disturb land at Port of Newcastle, contact the Property Environment and Planning Team and copy to environment@pon.com.au.

10.2 PROJECT MANAGEMENT OFFICE (PMO)

The Project Management Office (PMO) acts as the Central coordination of projects, planning , designs, execution and strategic alignment. The PMO ensures that all projects are delivered efficiently, aligned with business goals, and capable of adapting to market opportunities.

The PMO provides structure, governance and insights to PON Departments to ensure consistence approach, documentation, and quality of the projects delivered.

The PMO defines, maintains and manages the Project Management standards across PON, the function of the PMO is to:

- A.** Project Management System: Provide tools, templates and methodologies for Project Management. Allocate resources (human, financial, and material to projects), track project progress and performance, providing report to stakeholders and/or Steering Committees.

- B.** Project Governance: Provide a standardized approach to project delivery and providing suitable governance on project delivery.
- C.** Project Execution: Manages the execution of the Project from initiation through to execution and final handover to the project Owner.
- D.** Supports decision-making process: provides alignment between strategic growth and infrastructure requirements, supports strategic development plans and planning, expansions and improvements and supports strategic thinking by providing broad overview on new business.
- E.** Review Project proposals: reviews proposals and initiatives for overall alignment, optimal utilization for staged developments and opportunities.

10.3 PROCUREMENT

PON has an effective framework for efficient management of procurement practices. The basic Procurement Process Flow is shown below:



The detailed information about PON Procurement Process can be found in PON Procurement Procedure, Revision A. A PON Representative can provide a copy as required.

10.4 PON TERMS OF BUSINESS

PON procures goods and services from time to time. Unless otherwise agreed in writing, PON will engage its suppliers under its [Purchase order terms and conditions](#).



11. LAND ACCESS

11.1 ACCESS ARRANGEMENTS

PON operates the Port of Newcastle under a 98-year lease granted in 2014 by the NSW Government.

PON's objective is to properly and reasonably manage Port of Newcastle and its operations in a safe, efficient, environmentally and economically optimal manner, so that the Port of Newcastle can continue to be a major seaborne trade gateway for New South Wales and in accordance with relevant regulatory frameworks.

PON manages an extensive portfolio of strategic sites and port-side property in accordance with this lease. Many of these landholdings are adjacent to a navigable deepwater channel, with well-established road and rail connections.

11.2 SHORT TERM LICENCES

PON welcomes approaches from prospective land side Port Users to enter licenses to access land and facilities for uses such as cargo assembly/disassembly and storage. Applications for licenses can be made on our public website.

Land Leasing and Licensing Details can be accessed by the following link:



More online...
pon.com.au

11.3 CONSTRUCTION LICENSES

Where third parties need to carry out construction work within the Port of Newcastle, PON typically requires that work to be conducted in accordance with a tailored construction licence.



11.4 SUBLEASES

PON may sublease parts of its land to suitable parties. PON's property team can be contacted for more information by email at property@pon.com.au.

11.5 OPEN ACCESS REGIME

PON is committed to ensuring transparent and open access to the land side and port side services and facilities provided by it at the Port. The Port has accordingly established the following open access arrangements for users:

A. VESSEL OPEN ACCESS TERMS

If you are the owner, operator or charterer of a vessel and wish to obtain access to the Port's channel and berthing facilities please view the [Vessel Open Access Terms](#).

B. STEVEDORING OPEN ACCESS TERMS FOR COMMON USER BERTHS

PON encourages competition in the provision of stevedoring services from the Common User Berths (currently Kooragang 2 and 3, Mayfield 4, Dyke 1 and 2, and Western Basin 3 and 4 berths). PON accordingly offers access to stevedores to the Common User Berths on an open access basis. Read more information about [Stevedoring Open Access Terms for Common User Berths](#).

C. ACCESS REQUESTS AND INFRASTRUCTURE PROPOSALS

As operator of Port of Newcastle, PON is subject to various regulatory frameworks including those prescribed by the transaction documents entered into with the State and other parties at the time of privatisation (Transaction Documents), the Ports and Maritime Administration Act 1995(NSW) (PAMA) and the Competition and Consumer Act 2010 (Cth) (CCA).

PON has implemented an open access regime for Port users. The regime aligns with requirements of the Regulatory Framework described above.

PON has undertaken strategic planning for port operations which may be revised from time to time, including as articulated in [Port Master Plan 2040](#) (public document provided under the Port Lease, reviewed from time to time), as well as in other internal confidential planning documents.

PON may from time to time receive requests from third parties to access the channel and land comprising Port of Newcastle. PON will consider these requests against its safety, environmental, operational and commercial objectives.

TERMINAL SERVICES

PON may from time to time offer services at specific terminals or impose conditions of access to those terminals.

Information about our:

- [General berth services is available here: Berths & Cargoes – Port of Newcastle](#)
- [Multipurpose Terminal is available here: Multipurpose Terminal – Port of Newcastle](#)
- [West Basin Terminal is available here: West Basin – Port of Newcastle](#)

12. MODERN SLAVERY

12.1 MODERN SLAVERY

PON is committed to positively contributing towards the elimination of Modern Slavery. PON has detailed the actions we have taken to address modern slavery and human trafficking risks internally within our organisation, and more broadly in our supply chain in our current [Modern Slavery Statement available here](#).

PON expects all suppliers and parties working on port to comply with all laws and engage with PON on the issue of modern slavery risk in our supply chain. PON may ask suppliers, customers and stakeholders to provide information to PON in order to assist PON to address the issue of modern slavery risk in our supply chain. PON's terms of engagement with you will govern the requirement to disclose to and use of information by PON.

13. ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG)

13.1 ESG

PON's Environmental, Social and Governance (ESG) Strategy outlines its commitment to being a good corporate citizen and provides a 20-year road map that support the organisation's Strategic Initiatives. ESG risks and opportunities are incorporated into the overarching business strategy and culture in order to drive long-term value creation.

Further information, on PON Environmental, Social and Governance Strategy, can be obtained by the following link.



More online...
pon.com.au

14. INFORMATION AND TECHNOLOGY (IT)

14.1 IT RESOURCES

If you are working within Port of Newcastle and using our IT system, then you must comply with the IT policy.

IT resources must be used in a lawful, ethical and responsible manner, and in accordance with policies, and any additional terms of use that may apply to particular software or services.

Users must not install or use unlicensed or malicious software nor circumvent PON IT security measures or to send unwanted, unsuitable, incorrect or unauthorised material to another person or organisation.

Users are expected to report actual or suspected breaches of this policy or other malicious activity that may be a threat to the security of PON IT in a timely manner.

15. REGULATORY

There are numerous regulatory frameworks applicable to PON, port users, workers and visitors accessing Port of Newcastle. These regulatory frameworks provide certain powers and authorities to PON and other parties with respect to operations at Port of Newcastle.

The overarching objectives of the regulatory framework are port safety, price monitoring and regulation for port users, preventing marine pollution and Government management of national security risks relating to foreign influence.

PON retains some legislative functions, including port safety functions as delegated under the relevant Port Safety Operating Licence (PSOL).

The regulatory frameworks applicable include:

- ✓ **Ports and Maritime Administrative Act 1995 (NSW) (“PAMA Act”).**
- ✓ **Ports and Maritime Administration Regulation 2021 (NSW) (“PAMA Regulations”).**
- ✓ **Port Safety Operating License (“PSOL”) issued pursuant to section 12(2) of the Ports and Maritime Administration Act 1995 (NSW).**
- ✓ **Marine Safety Act 1998 (NSW) (“MSA”).**
- ✓ **Marine Pollution Act 2012 (NSW).**
- ✓ **Explosives Regulation 2013 (NSW).**
- ✓ **Maritime Transport and Offshore Facilities Securities Act 2003 (Cth).**
- ✓ **Security of Critical Infrastructure Act 2018 (Cth).**
- ✓ **Foreign Acquisitions and Takeovers Act 1975 (Cth) and potentially the Foreign Influence Transparency Scheme.**
- ✓ **Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000.**
- ✓ **Environmental Protection and Biodiversity Conservation Act 1999 (Cth).**
- ✓ **National Parks and Wildlife Act 1974 (NSW).**
- ✓ **Heritage Act 1977 (NSW).**
- ✓ **Biosecurity Act 2015 (Cth).**
- ✓ **Work Health and Safety Act 2011 and Work Health and Safety Regulation 2025 (NSW).**
- ✓ **Protection of the Environment Operations Act 1997 (NSW).**
- ✓ **Marine Pollution Act 2012 (NSW).**
- ✓ **Waste Avoidance and Resource Recovery Act 2001 (NSW).**
- ✓ **Contaminated Land Management Act 1997 (NSW).**
- ✓ **Marine Pollution Act 2012 (NSW).**
- ✓ **Coastal Protection Act 1979 (NSW).**
- ✓ **Native Title Act 1993 (Cth).**
- ✓ **Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth).**

Please contact your PON representative if you require further information.

16. ANY OTHER BUSINESS

16.1 AOB

If you have any other topic that has not been covered in this document, kindly communicate to the concerned channel of PON as mentioned in **Section 1.3**.





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