

TABLE OF CONTENTS

- 1. DOCUMENT AMENDMENT TABLE 2
- 2. OBJECTIVE 3
- 3. SCOPE 3
- 4. DEFINITIONS AND ACRONYMS..... 3
- 5. REFERENCES..... 5
- 6. RESPONSIBILITIES UNDER THIS PROCEDURE 5
 - 6.1 Security Manager5
 - 6.2 Security Supervisor6
 - 6.3 MSIC Coordinator and MSIC Administration Officers6
 - 6.4 Maritime Security Guards.....6
- 7. UNESCORTED ACCESS..... 6
 - 7.1 Inductions7
 - 7.2 Access Groups (Sites)7
 - 7.3 Duration of access7
 - 7.4 Monitoring and review7
 - 7.5 Unescorted access flowchart8
- 8. ESCORTED ACCESS..... 9
 - 8.1 Visitor9
 - 8.1.1 Large groups of visitors.....9
 - 8.2 Escort10
 - 8.3 Escorted visitor access flowchart10
 - 8.4 Non-MSIC holder escorted access to land-side restricted zones.....11
- 9. OTHER VISITOR TYPES.....12
 - 9.1 Group Access Visitor.....12
 - 9.2 Temporary Access Pass12
 - 9.3 Temporary Access Pass flowchart13
 - 9.4 Union Right of Entry13
 - 9.5 Union Right of Entry flowchart.....14
 - 9.6 Visitors to ships at Pilbara Ports berths.....14
 - 9.7 Crew shore leave or relief of crew; and access by visitors (including representatives of seafarers welfare and labour organisations).....15
- 10. SITE SPECIFIC REQUIREMENTS15
 - 10.1 Port of Port Hedland15
 - 10.1.1 Lumsden Point Facility15
 - 10.1.2 Nelson Point Tug Haven16
 - 10.1.3 Port Hedland Meeting Procedure Flowchart.....17

- 10.2 Port of Dampier.....17
 - 10.2.1 Dampier Site Operational Areas.....17
 - 10.2.2 Perdaman and Dampier Cargo Wharf (DCW) Extension Projects18
 - 10.2.3 Perdaman and DCW Extension Projects Exemption Area.....19
 - 10.2.4 Dampier Bulk Liquids Berth (BLB).....20
- 10.3 Port of Ashburton20
 - 10.3.1 Land-side Restricted Zone access20
 - 10.3.2 Visitor access.....20
 - 10.3.3 Shutdown personnel transfers through the main entry gate20
- 11. SECURITY SENTITIVE AREAS21
 - 11.1 Security Sensitive Area Stakeholders21
- 12. EXCEPTIONS21
 - 12.1 MSIC exceptions.....21
 - 12.2 General access and visitor exceptions22
 - 12.3 Exceptions during an emergency22
- 13. SITE ACCESS SUSPENSIONS AND CANCELATIONS22
 - 13.1 Reinstatement of access for personnel who have not accessed a Pilbara Ports site for more than six months22
 - 13.2 Removing site access when employees cease employment with Pilbara Ports24
- 14. CHANGES IN ACCESS CARDHOLDER'S CIRCUMSTANCES.....25
 - 14.1 Lost, stolen or destroyed access cards25
 - 14.2 Change of employer details.....25
 - 14.3 Leaving employment.....25
 - 14.4 Expired access cards25
- 15. ACCESS GROUP REVIEWS25
 - 15.1 Access Group Review Flowchart26
- 16. DETERMINATION BY SECURITY CORE GROUP26
- 17. CARD TEMPLATES.....26
 - 17.1 Access card templates27
 - 17.2 Visitor card templates.....28
 - 17.3 Maritime Security Identification Card templates.....29
- 18. DOCUMENT OWNER.....29

1. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT
1	Senior Security Advisor	02/09/2011	Initial DRAFT
2	Senior Security Advisor	17/03/2014	Review and rewrite document into new PHPA Pilbara Ports document template.
3	Security Superintendent	14/09/2015	Review and update the document due PPA amalgamation and re-write into the new PPA document template.
4	Security Superintendent	23/11/2016	Update and amalgamation of Dampier protocols.
5	Security Superintendent	28/06/2017	Inclusion of Dampier access types and non-MSIC holder escorted access to Land-side Restricted Zones.
6	Security Team	23/04/2020	GAV cards removed; Temporary MSIC's, Port of Ashburton and suspension of access for card holders who have not accessed a PPA site for more than 6 months added.
7	Security Supervisor	17/09/2020	Updated Port of Ashburton email contact details.
8	Security Superintendent	21/12/2020	Removed General Manager Operations (GMO) and replaced with General Manager Marine (GMM) and General Manager Terminal Operations (GMTO). Section 6.1, 9.6.1, 9.6.3, 12.3 and 12.4 updated.
9	Security Manager	08/06/2023	Biennial review
10	Security Manager and Security Supervisor	17/10/2023	Dampier BLB, Security Sensitive Areas added, and Union ROE Flowchart updated. GAV Card reinstated. Addition of Perdaman and Dampier Cargo Wharf Extension project exemptions. Section 4, 7.5, 7.6, 7.7, 10.2, 15.1, 16, 17 and 17.1. TOC updated.
11	Security Manager and Security Supervisor	08/07/2024	Added content regarding Operational Areas and reporting for the Dampier site.
12	Security Core Group	18/11/2025	Complete review and update of procedure.

2. OBJECTIVE

This procedure details the responsibilities and actions required to regulate and control the movement of personnel into and out of designated Pilbara Ports port facilities. It applies to all personnel and visitors wishing to gain access to Pilbara Ports port facilities. Although lease holders within Pilbara Ports port facilities may have additional requirements for access control, this procedure sets the minimum requirements for compliance.

This procedure will also enable the following objectives to be met by the Pilbara Ports:

- ensure that all personnel (including visitors) are granted access only to the extent of their authorisations and operational need; this includes all maritime security zones;
- ensure that only personnel who have successfully completed the relevant site inductions gain site access;
- account for all personnel on site during an emergency;
- protect the Pilbara Ports from unexpected actions by unauthorised person(s);
- maintain source documents to verify personnel access authority and record of inductions;
- provide a system for determining who is authorised for admittance and who is not, as part of an effective security loss prevention program; and
- reduce the possibility of external threats, including but not limited to theft, sabotage, acts of terrorism and industrial espionage.

3. SCOPE

This procedure applies to all security regulated port facilities under Pilbara Ports control.

4. DEFINITIONS AND ACRONYMS

The list below includes common definitions and acronyms used within this procedure.

Term	Meaning
Act, the	<i>Maritime Transport and Offshore Facilities Security Act 2003.</i>
Authorised Entities	A person who is authorised to approve mobilisation of personnel who will be engaged in activities directly related to the Perdaman and Dampier Cargo Wharf Extension projects.
Authorised Person	A person who has met the relevant site requirements and has been authorised to enter a port facility by an Authorised Entity or Site Response Officer.
CISC	Department of Home Affairs, Critical Infrastructure Security Centre.
Employee	In relation to a maritime industry participant, means an individual: (a) employed by the maritime industry participant; or (b) engaged under a contract for services between the individual and the maritime industry participant.
Escort	A person who has been assigned to accompany, continuously monitor, and safeguard visitors to site.

Gallagher	Electronic access control system.
Harbour Master	A person appointed under section 102 (<i>Port Authorities Act 1999</i>) as the Harbour Master or acting Harbour Master of a port or authorised under that section to perform the Harbour Masters functions.
Land-side Restricted Zone (LRZ)	Means a type of port security zone, established by the Secretary under subsection 102(1) of the Act, that comprises an area of land or a structure connected directly or indirectly to land, to which access is controlled, within the boundaries of a port facility or of land under the control of a port operator.
Large Groups	Groups of 10 x visitors or more.
Low-volume Access	Less than 5 x visits in a 12-month period.
Maritime Security Guard (MSG)	Has the meaning given by subsection 162(1) of the Act.
Maritime Security Identification Card (MSIC)	Means a valid blue MSIC.
Statutory Photographic Identification (ID)	A document issued by a competent statutory authority (government) which displays both the name and photograph of the holder. (e.g., driver's licence, passport, Maritime Security Identification Card, Dangerous Goods Security Card, or other government issued identity document with a photograph.
Port	Has the meaning given by section 12 of the Act
Port facility	Means an area of land or water, or land or water within a security regulated port (including any buildings, installations, or equipment in or on the area) used either wholly or partly in connection with loading or unloading of security regulated ships.
Port facility operator	Means a person who operates a port facility.
Port operator	Has the meaning given by subsection 14(1) of the Act.
Regulations, the	<i>Maritime Transport and Offshore Facilities Security Regulations 2003.</i>
Right of Entry (ROE)	Is a completed entry permit under section 512 of the <i>Fair Work Act 2009</i> , which gives notice that a union official proposes to enter a Pilbara Ports site.
Security Core Group	Chief Executive Officer (CEO), Executive General Manager Marine (EGMM), Executive General Manager Terminal Operations (EGMTO), Port Security Officers, Security Manager, Security Supervisor and MSIC Coordinator
Security Team	Security Manager, Security Supervisor and MSIC Coordinator.
Site Responsible Officer (SRO)	A designated person who confirms an applicant's operational need to access a Pilbara Ports port facility and approves the duration of access and areas to access (e.g., Contract Manager, Project Manager, Licensee Managers).

Visitor	A person requiring access to a Pilbara Ports site that has not met all the Pilbara Ports access requirements.
Water-side Restricted Zone (WRZ)	<p>(1) A port security zone, established by the Secretary under subsection 102(1) of the Act, that comprises an area of water within a security regulated port is a water-side restricted zone if:</p> <p>(a) the area is one where a security regulated ship may berth, anchor or moor; and</p> <p>(b) access to the area is controlled.</p> <p>(2) A water-side restricted zone extends below the water level to the seabed and under any wharf adjacent to the zone.</p>
Work	<p>An activity or physical tasks which may include the use of tools for lifting, digging, drilling, cutting, heating and the like. Such tasks may have an increased risk to safety of the person and/or those in the vicinity of those tasks.</p> <p>In this context, the term work may not apply to personnel involved in activity that is administrative, meetings, presentations, site familiarity visits, training and the like.</p>

5. REFERENCES

This document should be read and applied in conjunction with the following supporting documents:

- Security Policy
- Maritime Security Guard Procedures
- Port of Ashburton Maritime Security Plan
- Port of Dampier Maritime Security Plan
- Port of Port Hedland Maritime Security Plan

6. RESPONSIBILITIES UNDER THIS PROCEDURE

The following positions are responsible for fulfilling the responsibilities outlined below:

6.1 Security Manager

The Security Manager is responsible for perimeter security, management, and performance of the security services contract and for ensuring that the Gallagher Electronic Access Control System (Gallagher):

- is documented and fully compliant with Pilbara Ports Information and Communication Technology (ICT) third party guidelines;
- is compliant with applicable legislation;
- uses Pilbara Ports project methodologies for all installations or changes;
- is (where possible) supported by Pilbara Ports ICT;
- coordinates Gallagher software version upgrades;
- maintains inventories for critical spares; and
- has appropriate redundancy and backup systems in place.

6.2 Security Supervisor

The Security Supervisor is responsible for the day-to-day management of the resident security contractor at Pilbara Ports sites and for the enforcement of the Site Access Control Procedure when required.

6.3 MSIC Coordinator and MSIC Administration Officers

The MSIC Coordinator and MSIC Administration Officers are responsible for administration of Gallagher by ensuring that all personnel who require access to Pilbara Ports operated port facilities satisfy the following requirements:

- have completed the relevant site inductions (No older than 6 months, however, if completed between 3-6 months ago, a site familiarisation will be required in addition);
- the Site Access has been approved by a Site Responsible Officer via the Induction Portal;
- have provided statutory photographic identification (e.g., driver's licence, passport, Maritime Security Identification Card, or other government issued identity document with a photograph); and
- have ensured there is no access suspension/refusal recorded in the persons cardholder notes in Gallagher.

The MSIC Coordinator and MSIC Administration Officers are also responsible for entering card holder details into Gallagher and for the printing and issuing of access cards.

6.4 Maritime Security Guards

Maritime Security Guards (MSGs) are responsible for:

- controlling access to Pilbara Ports port facilities, ensuring that there is no unauthorised entry;
- issuing and return of visitor passes;
- issuing and return of TAP cards;
- conducting face to card checks of Pilbara Ports access cards and MSICs ensuring that the person in possession of the card is the person whose name and photo appear on the card;
- recording and monitoring of LRZ visits in Gallagher; and
- responding to and investigating alarms generated in Gallagher.

MSG's may be required to print access cards, at the request of the MSIC Coordinator or an MSIC Administration Officer.

7. UNESCORTED ACCESS

The sections below detail the measures that apply to personnel who require unescorted access to a Pilbara Ports port facility:

7.1 Inductions

Mandatory inductions must be completed for each site based on user profiles and requirements. The minimum requirement for any person is the completion of the following modules:

- Health and Safety;
- Security;
- Environment and Heritage;
- Take5/JHA; and
- a site-specific module for the site they have an operational need to access e.g. (Eastern Harbour, Utah, Dampier, Ashburton and Lumsden).

Personnel who will be appointed as an Isolation Officer while working in a Pilbara Ports port facility must complete the Isolation Officer induction module. All other personnel who will be involved in isolations while working in a Pilbara Ports port facility must complete the Isolation and Tagging Personal Lock Holder induction module.

Personnel who are employed by Pilbara Ports, either directly or via labour hire, must complete the ECO Induction module in conjunction with the above.

Personnel who are a Master of a small vessel in the Port of Port Hedland are required to complete the Port Hedland Small Vessel Induction module in conjunction with the above.

7.2 Access Groups (Sites)

When a person is authorised to receive an access card, the Site Responsible Officer (SRO) will need to carefully consider the areas (sites) the person has an operational need to access during their work.

7.3 Duration of access

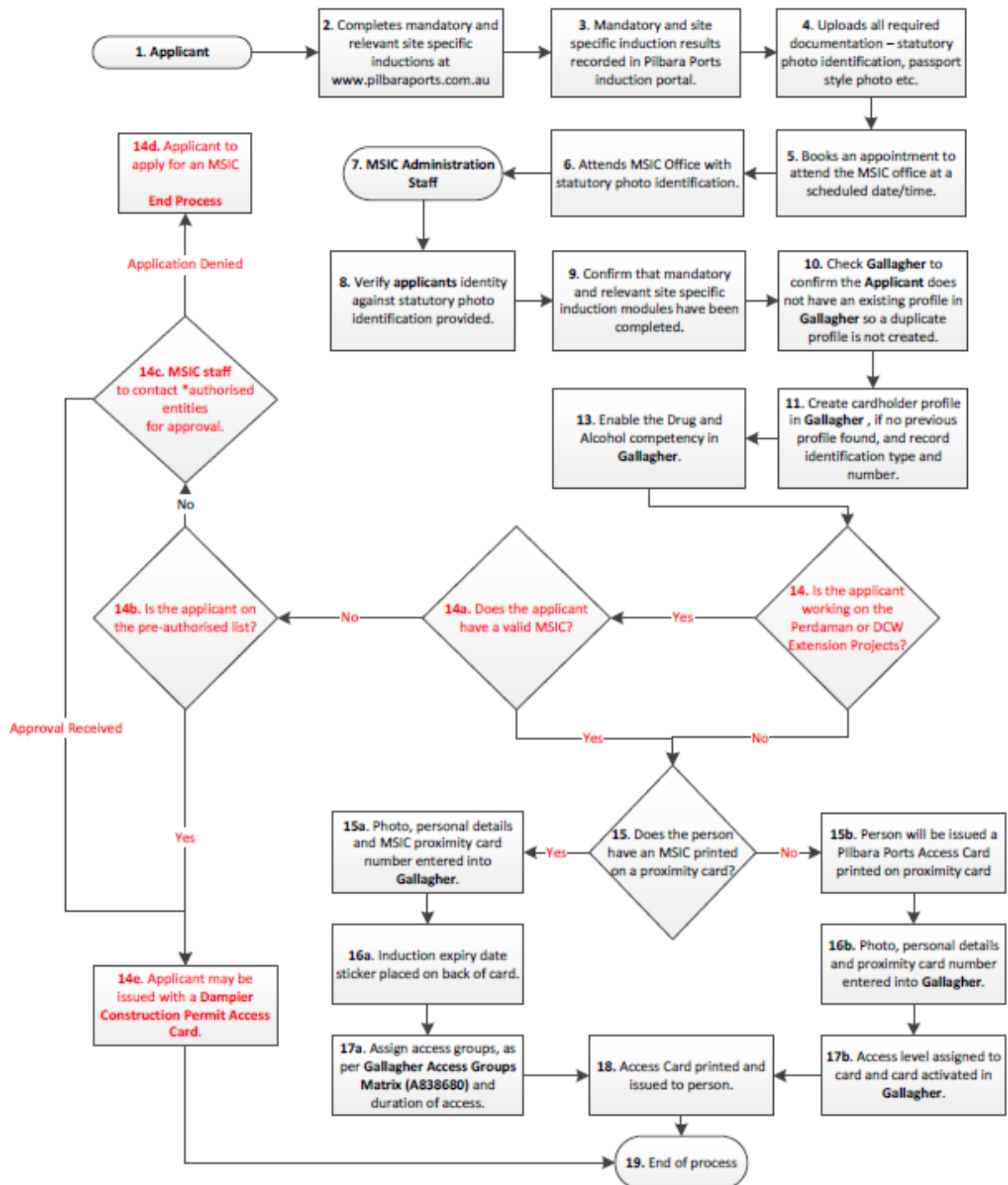
It is the SRO's responsibility to approve the duration of the access to the Pilbara Ports sites that the person has an operational need to access. Access is approved for a maximum of two years from the date of the induction or the contract/project completion (e.g., during plant shutdown maintenance) - access may only be granted for the duration of that work schedule.

Gallagher will automatically suspend access when a card holder does not access any Pilbara Ports site for more than six months. Reinstatement of access for card holders who have not accessed a Pilbara Ports site for more than six months is detailed in **Section 13.1**.

7.4 Monitoring and review

It is the SRO's responsibility to ensure that the personnel they approve to access Pilbara Ports sites have a bona-fide operational need for being on the site. Authority to access the port facilities may be removed by the SRO at any time. Pilbara Ports will provide a list of personnel currently approved to access Pilbara Ports sites when requested by the SRO.

7.5 Unescorted access flowchart



Notes:

- If an MSIC printed on a proximity card is used as an access card it is only programmed to the expiry date of the MSIC or the induction expiry date, whichever comes first.
- Inductions are valid for a maximum of 24 months.

*A person who is authorised to approve mobilisation of personnel who will be engaged in activities directly related to Perdaman and Dampier Cargo Wharf Extension projects.

8. ESCORTED ACCESS

The sections below detail the requirements for personnel who access Pilbara Ports port facilities as a visitor.

8.1 Visitor

A person may access a Pilbara Ports site as a visitor; however, they must always be escorted by a person who holds a valid Pilbara Ports access card. Refer to **Section 8.2** below.

A person may not access a Pilbara Ports site as a visitor on more than five separate occasions in a 12-month period. This is a site-specific limit (i.e., a visitor may access all Pilbara Ports sites on five separate occasions). This does not include LRZ visits to all sites, other than the Port of Dampier.

The Security Core Group may use discretion on the five-visit rule or allow visitors to work. However, this is to be done on a case-by-case basis and only when deemed essential for operations or business connected to the Pilbara Ports.

The 5-visit rule may also be extended for those applicants who have completed mandatory inductions, but have not yet been issued an access card, to allow for Pilbara Ports access administration processes to be finalised.

A visitor to a Pilbara Ports site shall wear a yellow visitor card issued by Pilbara Ports security and be continually monitored by their escort. Visitor passes will only be issued for the time that the visitor is expected to be on site.

Visitors are also subject to Pilbara Ports random drug and alcohol testing.

8.1.1 Large groups of visitors

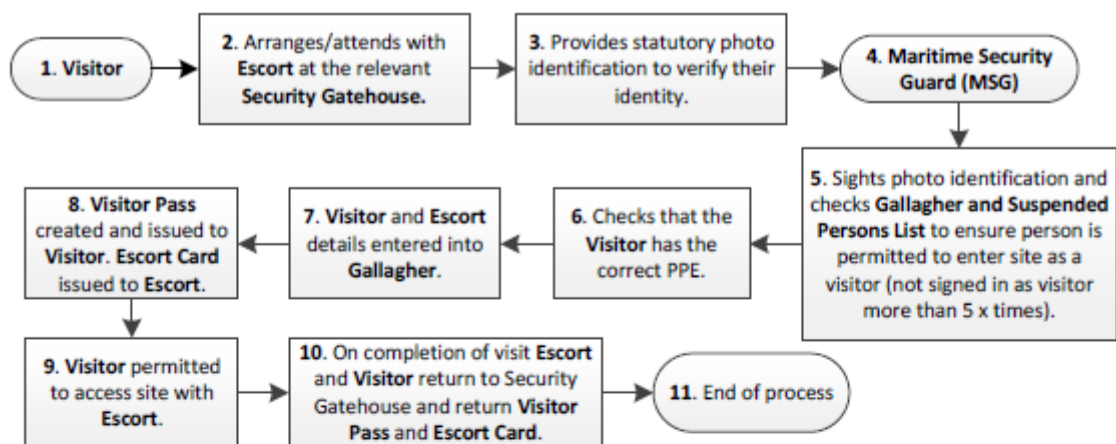
Members of the Security Core Group can authorise large groups to visit the port facilities using a Group Access Visitor (GAV) card. Such groups may include persons on tender site visits, busloads of students or VIP visitors, investors and teams of industry leaders, groups of Political leaders and the like. Whilst all the requirements of **Section 8.1** must be satisfied; large groups may be escorted by only one escort and the record of their entry and departure from the port facility may be noted on the Daily Occurrence Log for the site visited. All visitors must provide statutory photo identification, which is to be copied and included at the end of the Daily Occurrence Log. Further, their visit may be recorded in Gallagher in the “Cardholder notes” of the Escort.

8.2 Escort

Escorts are personnel who have been assigned to accompany, continuously monitor, and safeguard visitors to site, particularly while within restricted zones of a port facility. An escort must wear a green escort armband or lanyard provided by Pilbara Ports security. Escorts must have a current Pilbara Ports access card.

Escort must always remain with their visitor while on site. Failure to do so may result in the escort having their privilege to escort visitors being revoked.

8.3 Escorted visitor access flowchart



Visitors are classified as:

- Persons attending the port for an escorted tour
- Attending a meeting on site
- Persons attending the port for a tender briefing to enable preparation of a tender or quote, or to perform a visual inspection of the port or infrastructure
- Truck driver's doing one-off deliveries, who are unlikely to return to the port

Persons who require regular access to the port for any of the abovementioned activities must complete the required Pilbara Ports inductions and be issued with a Pilbara Ports access card.

Notes:

- A person is not permitted to work on a Visitor Pass except in exceptional circumstances which may impact on safety or port operations.
- An **Escort** must hold a valid **Pilbara Ports Access Card**. An **Escort** for the Port of Dampier must hold a valid MSIC. Up to three **Escorts** may be assigned to a **Visitor** for operational flexibility.
- An **Escort** who does not continuously escort and monitor their **Visitor** and return the **Visitor** to the Security Gatehouse at the completion of their visit may have their privilege to sign-in **Visitors** revoked.
- A person is only permitted to enter a port facility five times as a **Visitor** in a 12-month period. This is a site specific limit (i.e., a visitor may access all Pilbara Ports Sites on five separate occasions). This does not include LRZ visits to all sites, other than Port of Dampier. The **CEO, EGMM, EGMTO and Security Core Group** can approve an extension to the five visit rule on a case-by-case basis and subject to operational need.
- Visitor Passes are only valid for the time that the **Visitor** is expected to be on site.

8.4 Non-MSIC holder escorted access to land-side restricted zones

All personnel who require unescorted access to an established Land-side Restricted Zone (LRZ) must be the holder of a valid Maritime Security Identification Card (MSIC). Personnel who do not have a valid MSIC printed on a proximity card will be issued with a separate Pilbara Ports access card. The LRZ access assigned to the Pilbara Ports access card will only be to the expiry date of the MSIC, if it expires within two years of the inductions being completed.

Personnel who are not the holder of a valid MSIC are classified as a visitor (to the LRZ) and must be continually escorted and monitored by the holder of a valid MSIC when accessing an LRZ.

Maritime Transport and Offshore Facilities Security Regulations 2003

escort means a person who escorts, or continuously monitors, another person in a maritime security zone.

Note: Unless exempt, an escort must hold a valid MSIC or valid temporary MSIC: see regulation 6.07J.

visitor, to a maritime security zone, means a person who is entitled to be in the zone because he or she is being escorted or continuously monitored.

Personnel that do not hold a valid MSIC who require access to an LRZ must attend the relevant security gatehouse with their escort before entering site. This must occur even if the person holds a valid site access card. MSG's will record the details of the visit in the persons profile in Gallagher. MSG's will record the valid MSIC number and expiry date of the person escorting the non-MSIC holder (visitor) into an LRZ. This enables Pilbara Ports to monitor the number of visits that a person makes into an LRZ whilst not being the holder of a valid MSIC.

The maximum number of persons, who can be escorted by the holder of a valid MSIC, is five, and each person will only be permitted five escorted visits (five LRZ visits in total, except Port of Dampier.), following which, they must apply for an MSIC before any future visits will be granted. An extension to the five-visit rule, or the maximum number of visitors who may be escorted, will be considered on a case-by-case basis and can only be approved by the Security Core Group.

9. OTHER VISITOR TYPES

The sections below detail other types of access that may be used in certain circumstances.

9.1 Group Access Visitor

Group Access Visitor (GAV) cards are issued to groups of six or more people who are escorted by a Pilbara Ports inducted person to enter a Pilbara Ports operated port facility. Their details are still recorded in Gallagher in cardholder notes and the Daily Occurrence Log by MSG's to include copies of their statutory photo identification.

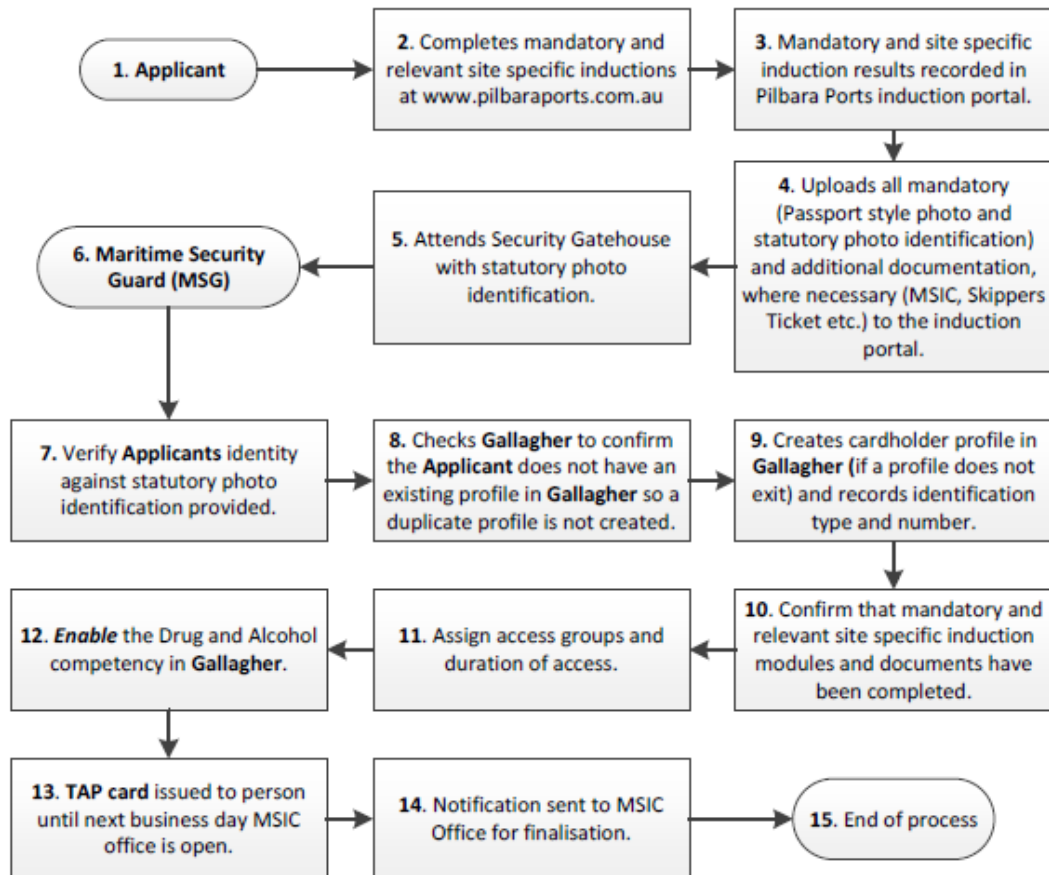
9.2 Temporary Access Pass

A Temporary Access Pass (TAP) is a temporary card issued by MSG's out of MSIC office hours to a person, who has met the required Pilbara Ports site access requirements, but have not yet been entered or had their access details updated in Gallagher.

Personnel who are given a TAP card are to report to the MSIC office at their earliest opportunity to be issued with the appropriate access card for unescorted access or to have their current access card updated.

A TAP card may also be issued to the holder of a valid Pilbara Ports access card if the cardholder has misplaced (e.g., left at home), or it has been lost, stolen, or destroyed.

9.3 Temporary Access Pass flowchart



Note:

A TAP card will only be issued for the minimum period which will allow the applicant to attend the MSIC office on the next business day the office is open.

9.4 Union Right of Entry

Union officials are given a Right of Entry (ROE) when the following requirements have been met:

- Pilbara Ports has received a completed ROE notice at least 24 hours prior to the proposed site entry (may be waived at Pilbara Ports discretion);
- The union official has appropriate identification in his or her possession to indicate he or she represents the relevant union; and
- Has a valid Pilbara Ports access card/induction and a valid MSIC (when required to access a Land-side Restricted Zone).

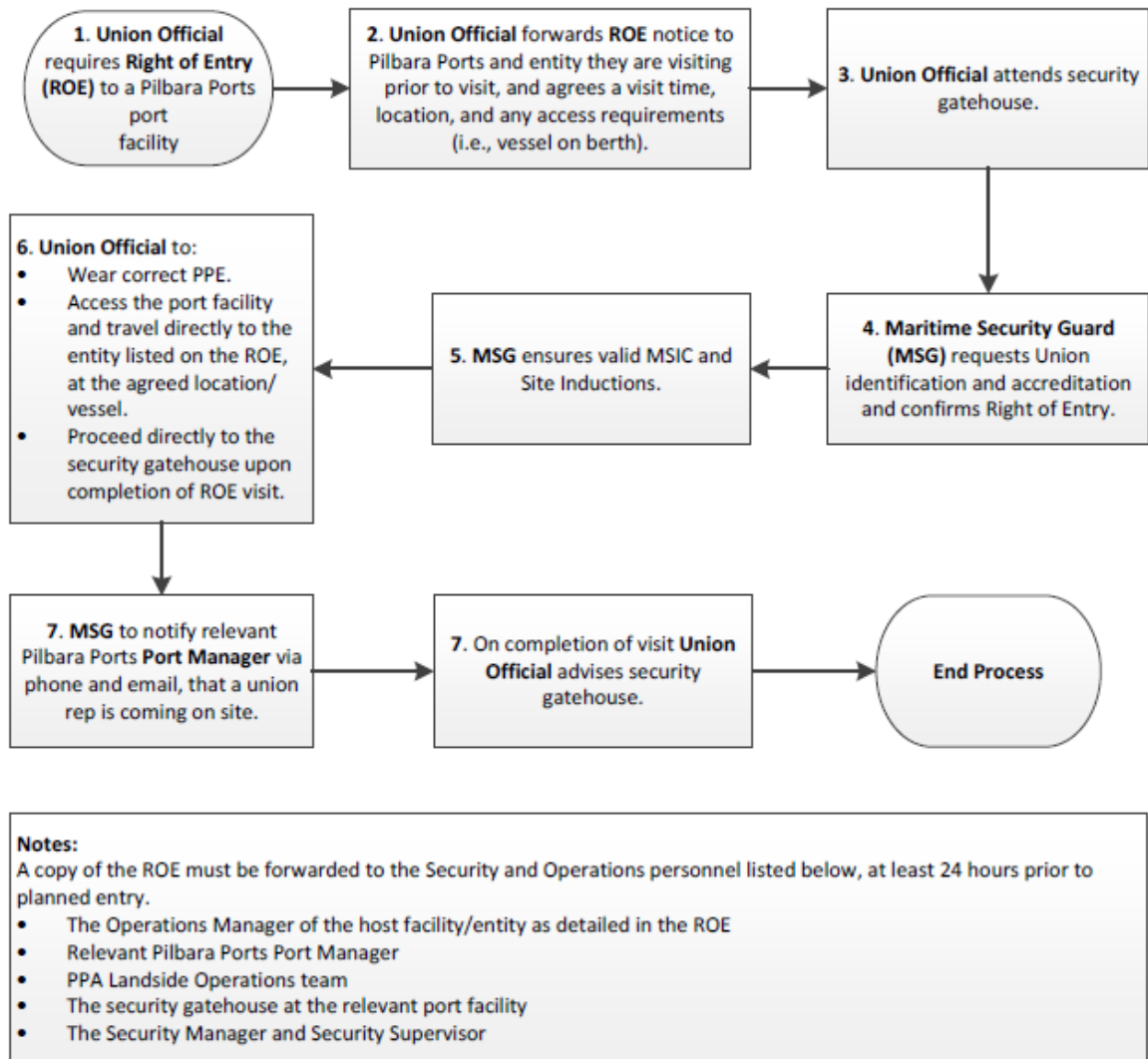
Union officials **do not** need to be escorted when accessing a Pilbara Ports site.

When a union official enters a Pilbara Ports site under a ROE; the relevant gatehouse **MUST** call and send an email to the relevant Port Manager, informing them that the union official is on site.

Union official visits must be recorded in the relevant Daily Occurrence Log. The visits do not get recorded in Gallagher cardholder notes as all access is recorded by Gallagher and is fully auditable.

A ROE is not required if the Pilbara Ports or one of its lease holders invites a union official to their workplace.

9.5 Union Right of Entry flowchart



9.6 Visitors to ships at Pilbara Ports berths

Visitors to ships at Pilbara Ports berths will generally be, but not limited to the persons listed below:

- Maintenance personnel who are required to perform maintenance or repairs on board the vessel;
- A representative from the ship owner or charterer; or
- The owner or receiver of cargo on board the vessel.

Any visitors who fit into this category must be in possession of statutory photo identification. All personnel must be named on the ship's crew list, if not, contact is to be made with the ship's captain or ship's agent to confirm the personnel are required to work on board the ship. For these visitors, an 'Escort' card is not required. Once the visitor is on board the vessel, they become the responsibility of the Master.

Visitors to ships must be escorted in by the holder of a Pilbara Ports access card and valid MSIC, who in most circumstances will be the shipping agent.

The Security Core Group or Harbour Master may authorise other personnel to visit a ship.

9.7 Crew shore leave or relief of crew; and access by visitors (including representatives of seafarers welfare and labour organisations)

A crew list including supernumeraries (if applicable) is provided by the vessel in its pre-arrival notification to the shipping agent, who provides a copy of the crew list to the port facility security gatehouse. Crew members who exit the port facility must produce statutory photographic identification and cannot re-enter unless this identification is produced and checked against the crew list by the MSG. All crew movements into and out of the port facility are recorded in the security daily occurrence log.

Any visitors who fit into this category must be in possession of statutory photo identification. All personnel must be named on the ship's crew list, if not, contact is to be made with the ship's captain or ship's agent to confirm the personnel are required to work on board the ship.

For these visitors an 'Escort' card is not required. Once the visitor is on board the vessel, they become the responsibility of the Master.

Visitors to ships must be escorted in by the holder of a Pilbara Ports access card and valid MSIC, who in most circumstances will be the shipping agent.

All other personnel seeking escorted visitor access to the port facility are required to visit the security gatehouse at the port facility entrance. MSGs will facilitate entry upon validation of site access requirements and upon recording of visitor information.

10. SITE SPECIFIC REQUIREMENTS

The following section details the site-specific requirements for access to the respective sites:

10.1 Port of Port Hedland

10.1.1 Lumsden Point Facility

All personnel must complete the Lumsden construction induction module.

10.1.2 Nelson Point Tug Haven

The area within the Nelson Point Tug Haven perimeter fence is designated as a LRZ and as such all personnel who require access to the Nelson Point Tug Haven must be the holder of a valid MSIC. If a person who is not the holder of a valid MSIC requires access to the Nelson Point Tug Haven, they must be continuously escorted and monitored by the holder of a valid MSIC.

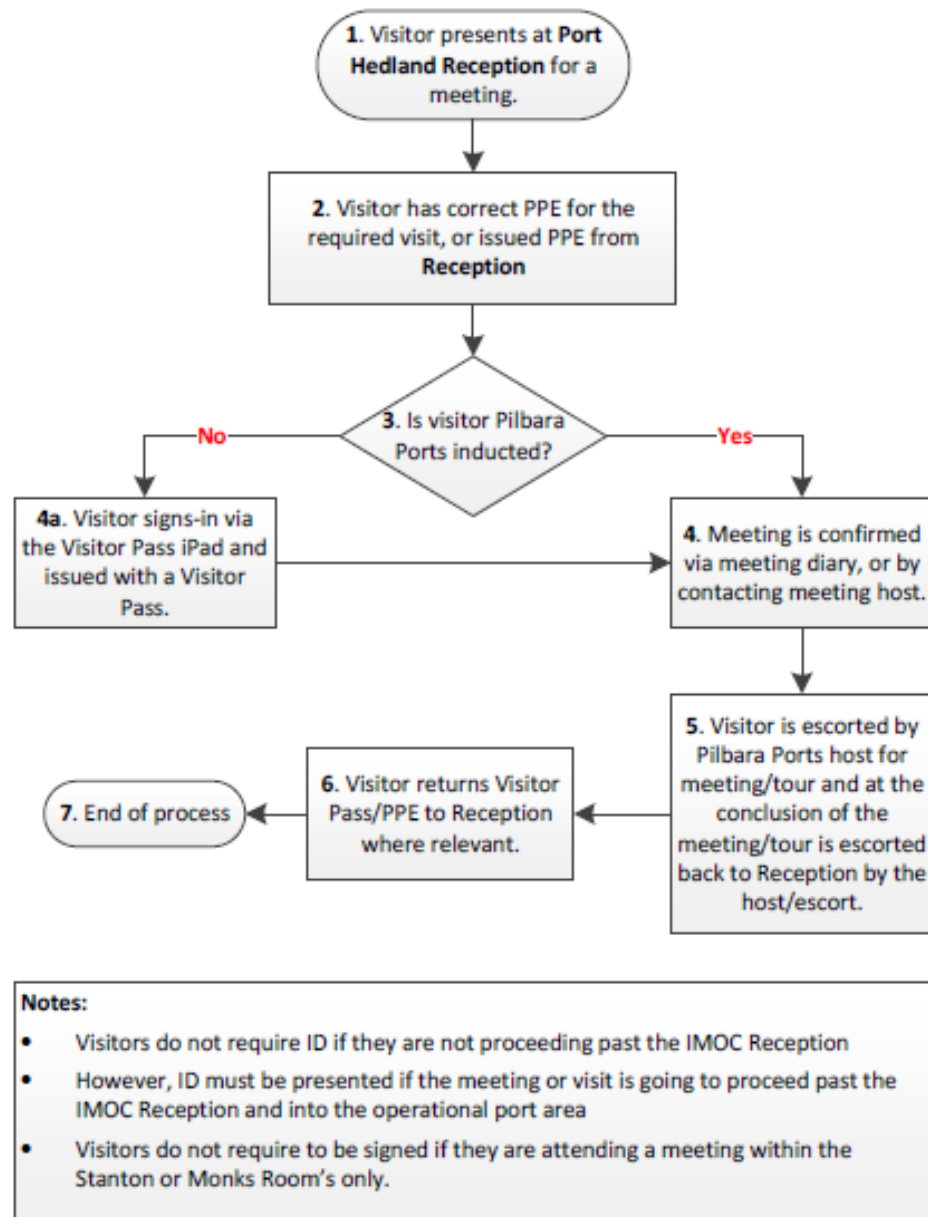
As the Nelson Point Tug Haven is a BHP lessee site, personnel must also be approved by a representative of one of the following companies before access is assigned to their Pilbara Ports access card:

- BHP; or
- Rivotow Marine.

Pilbara Ports and contractor personnel listed below require operational access to the Nelson Point Tug Haven:

- Pilbara Ports Maintenance, Terminal and Marine Operations;
- TAMS; and
- Odyssey Marine.

10.1.3 Port Hedland Meeting Procedure Flowchart



10.2 Port of Dampier

The whole of the Dampier Port Facility from the entry/exit gates is an LRZ and as such all personnel who require unescorted access must be the holder of a valid MSIC. A person who is not the holder of a valid MSIC may enter the Dampier port facility; however, they must be continuously escorted and monitored by the holder of a valid MSIC.

10.2.1 Dampier Site Operational Areas

All personnel who require access to a port operational area (**Figure 2** below) either as a visitor conducting works or a fully inducted person conducting work, must report directly to the Landside Operations office (**Figure 1** below) before entering and upon departure from the operational

area. An Authority to Work (ATW) must be completed prior to arrival. Please refer to the ATW Procedure (Obj# A1569635). If there is any confusion on port operational areas, contact the Dampier Security Gatehouse via telephone on (08) 9159 6584 or Landside Operations on (08) 9159 6533 or 0427 770 859.

Figure 1: Landside Operation Office location

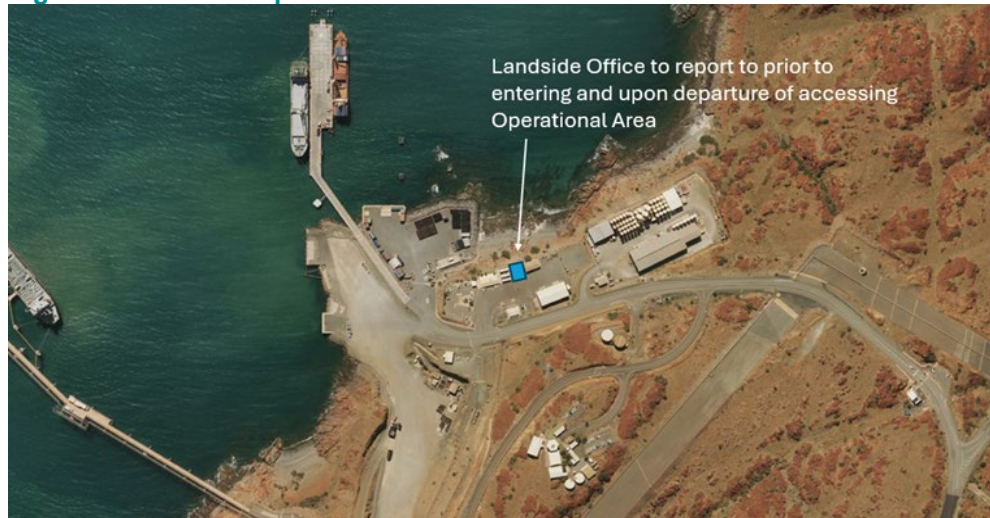


Figure 2: Dampier Site Operational Areas

Green = Operational areas

Pink = DBHF construction area from July 2024



10.2.2 Perdaman and Dampier Cargo Wharf (DCW) Extension Projects

Authorised Entities, or an SRO, must provide a weekly list, or provide amendments to previous lists, containing the names of the personnel, including the duration of access required and their employer, to the Dampier MSIC Office (msic.dampier@pilbaraports.com.au), Pilbara Ports

Security Team (security.team@pilbaraports.com.au) and the Maritime Security Guards (securitygate.dampier@pilbaraports.com.au) of personnel who will be required to work on their contracts. These cardholders are exempt from requiring an MSIC to access Dampier port facility, however, must remain within the areas defined on the map in **Section 10.2.3**.

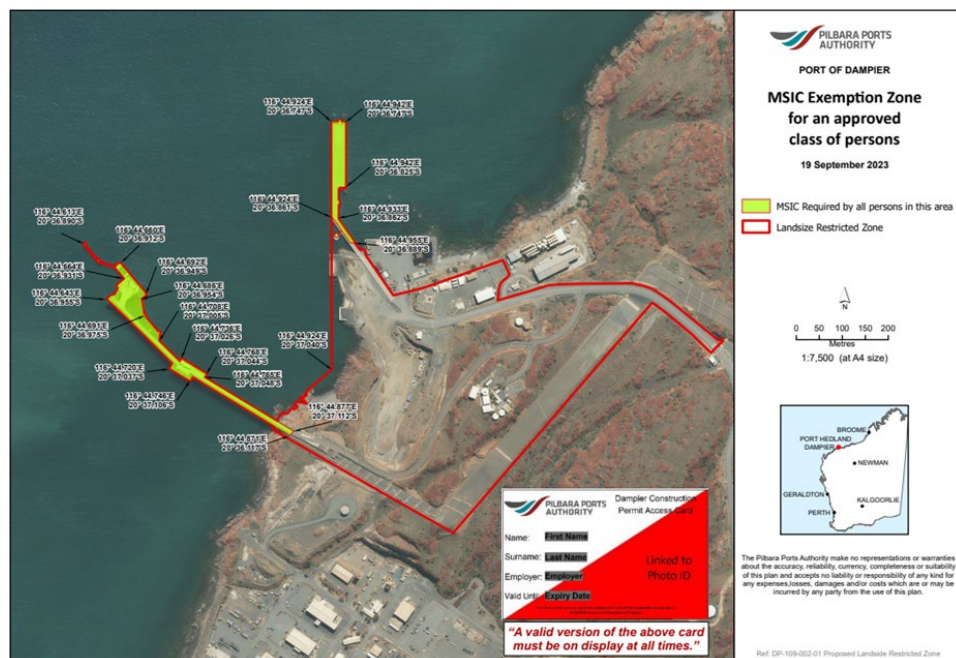
Personnel holding a Dampier Construction Permit Access Card are not authorised to enter the Dampier Cargo Wharf (DCW), Bulk Liquids Berth (BLB), Wharf Services Areas or Laydown areas without permission from a member of the Pilbara Ports Security Core Group or Landside Operations. Any personnel, who fall into this category, observed on the DCW or BLB will be escorted off site immediately by a MSG. Their access will be disabled for 24 hours, and they will be required to recomplete the Dampier site specific induction module, prior to access being reinstated.

If any person has a second breach, the personnel will be escorted off site immediately by a MSG, and their access will be suspended. The matter will be referred to the Security Core Group for a determination of corrective action within one business day after the breach.

All breaches will be recorded in Gallagher and Objective, as well as communicated to authorised entities and/or SROs.

10.2.3 Perdaman and DCW Extension Projects Exemption Area

The Dampier Construction Permit Access Card will allow the holder to access those areas within the red boundary line on the map below, excluding the yellow highlighted areas.



10.2.4 Dampier Bulk Liquids Berth (BLB)

The BLB is a wharf used for the import and export of liquid cargo including Fuel and Anhydrous Ammonia. While the BLB is being used for the loading or unloading of ships, the whole berth from the entry/exit boom gates is under the operation and control of the company involved in this activity. This will usually be Viva Energy for diesel fuel and Yara Pilbara for Anhydrous Ammonia. As this is a Security Sensitive Area, access to the BLB is strictly controlled, (Refer to the Table at **Section 11.1**).

10.3 Port of Ashburton

10.3.1 Land-side Restricted Zone access

An MSIC is only required for access to the Ashburton Cargo Wharf (ACW) berths LRZ when the LRZ is established. The LRZ will be established 30 minutes prior to the arrival of security regulated fuel or chemical ship and remain in effect until 30 minutes after the ship departs.

10.3.2 Visitor access

All non-inducted personnel must report to the Ashburton Gatehouse with their photo identification and their escort. At the time of the visit to the Port, the visitor must be escorted by the holder of a valid Pilbara Ports access card.

Access for drivers of one-off or low-volume access transferring through the port facility will be assessed on a case-by-case basis. On each occasion the visit must be approved by a member of the Security Core Group.

10.3.3 Shutdown personnel transfers through the main entry gate

During major maintenance shutdown activities Chevron Australia Pty Ltd (CAPL) may require large groups of shutdown personnel to transfer through the main entry gate to access the gas plant via one of the four gates located off the Port Access Road.

For Pilbara Ports to facilitate shutdown personnel access through the main entry gate CAPL must notify Pilbara Ports in advance of the following:

- Duration of shutdown activities and the time access will be required;
- The number and registration numbers of buses engaged in shutdown activities; and
- The names of all shutdown personnel, including date of birth, and identification type and number.

The person escorting (e.g., bus driver) shutdown personnel must be the holder of a valid Pilbara Ports access card.

The above process will also apply to shutdown personnel who transfer through the main entry gates to work on the Mineral Resources (MRL) site.

11. SECURITY SENSITIVE AREAS

The areas listed below are all classified as security sensitive areas. Access to security sensitive areas must be approved by the relevant stakeholder.

- ICT Server Rooms
- Vessel Traffic Service Centres (Dampier and Port Hedland)
- Dampier Bulk Liquids Berth
- Stores (Port Hedland, Eastern harbour).

11.1 Security Sensitive Area Stakeholders

The table below lists the stakeholder responsible for those access groups that allow access to security sensitive areas.

Stakeholder	Access Group
ICT Service Desk and GRC Superintendent	Dampier – ICT Dampier – GA – Comms and Server Rooms
Harbour Master Marine West	Dampier GA – BLB Access (Incl. Pilbara Ports 24/7/365) Dampier GA – BLB Staff Access Denied when Locked Down Dampier GA – VTS Control Room – HM aprvl reqd VTSO excluded
Security Supervisor	Dampier - Security
Technology Operations Manager	Hay St – Level 4 & 5 All Access PH East MSIC – ICT Personnel PH Utah – ICT Personnel
Harbour Master East (Port Hedland)	PH East – IMOC Marine Operations Personnel PH East – IMOC VTSO’s
Stores Supervisor	PH East - Stores
Security Manager	PH East – All Access All Levels (Security Personnel) PH Utah – All Access All Levels (Security Personnel)
Security Core Group	Any access areas for operational reasons
Port Managers and their delegates	May approve short term (up to 5 days) access to operational areas, on a case-by-case basis, if the designated (within this table) Stakeholder or the Security Core Group are not available to provide the required access.

12. EXCEPTIONS

The section below details approved exceptions to this procedure.

12.1 MSIC exceptions

The personnel listed below are exempt from holding an MSIC inside a LRZ when on official business:

- Australian Border Force personnel;
- Australian Defence Force personnel;
- Federal/State/Territory Police;
- Australian Maritime Safety Authority; and
- Hazard Management Agency personnel responding to an emergency.

12.2 General access and visitor exceptions

The Security Core Group may also waive any access requirement that is in line with the procedures detailed in the relevant approved Maritime Security Plan (MSP) when deemed in the interest of the Pilbara Ports.

12.3 Exceptions during an emergency

During an emergency, site access requirements do not apply to the responding or controlling personnel. On cessation of the emergency the normal site requirements again apply.

13. SITE ACCESS SUSPENSIONS AND CANCELATIONS

A person's access can be suspended, refused, or cancelled by the Executive General Manager Safety, People and Environment (EGMSPE), People and Capability Manager, and the Security Core Group pending the outcome of any investigation into any incidents contravening a Pilbara Ports procedure.

The Port Managers may make recommendations to the Security Core Group to suspend, refuse, or cancel access for any personnel, visitor or contractor at any time. However, if members of the Security Core Group are unavailable to action these recommendations the Port Managers may suspend, refuse, or cancel access for any personnel, visitor or contractor for a period not exceeding 5 days. Such suspension, refusal, or cancellation must be recorded in Gallagher cardholder notes provided to the MSG's. The reasons for this decision must be fully outlined and saved in Objective, with the Objective number referenced within the cardholder notes.

The Security Core Group may also suspend a person's access due to security breaches or other events, subject to the Remedial Actions for Security Breaches Procedure.

Once a decision has been made to suspend, refuse, or cancel access a note will be made on the persons profile in Gallagher. At all times, a note will include who is the best point of contact should access need to be reinstated by another person.

13.1 Reinstatement of access for personnel who have not accessed a Pilbara Ports site for more than six months

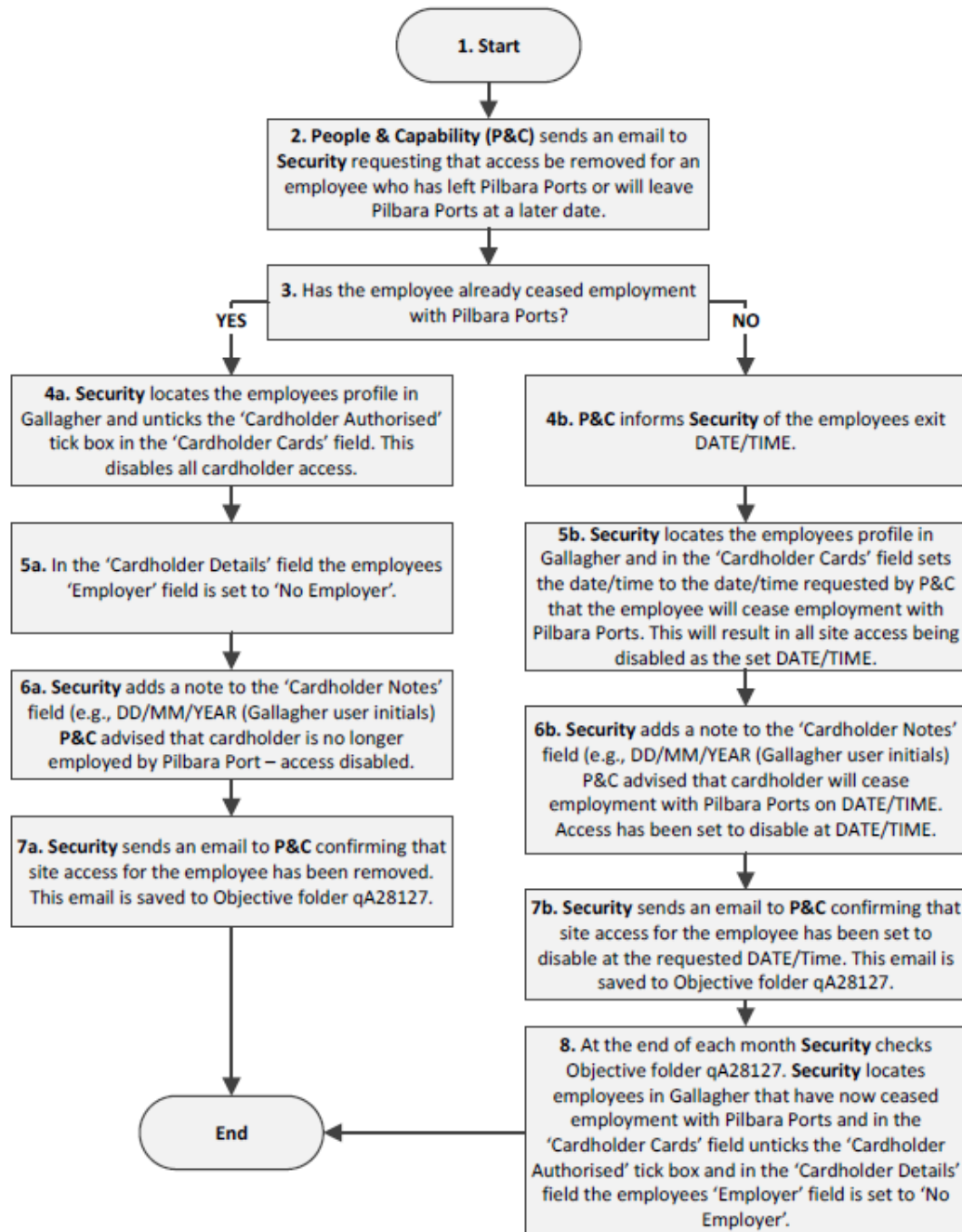
For access to be reinstated the affected card holder will need to arrange a familiarisation tour of the facility they require access to. The tour can be with a person from their organisation or an authorised sponsor from the entity who engages the contractor to perform work on Pilbara Ports sites. This will ensure that the card holder is informed/aware of any changes that have occurred since they last accessed that site.

At the completion of the familiarisation tour the affected card holder and their sponsor will need to present back to the security gatehouse with a completed Access Reinstatement Form (**A1533353**) to validate that they have completed a familiarisation tour. Once security personnel have received the Access Reinstatement Form, that has been approved by a Pilbara Ports Representative or the entity engaging the contractor, access will be reinstated.

Access Reinstatement Forms must be retained by the relevant gatehouse and forwarded to Pilbara Ports Security for filing in Objective.

13.2 Removing site access when employees cease employment with Pilbara Ports

The flowchart below details the process that must be followed when employees exit Pilbara Ports.



NOTES FOR SECURITY

- When employees cease employment with Pilbara ports, P&C retrieves Pilbara Ports access cards from those employees and returns those access cards to Security to be recycled or destroyed depending on the condition of the access card.
- Pilbara Ports access cards that are not returned to Security must be recorded in Gallagher as 'LOST'.

NOTES FOR PEOPLE & CAPABILITY

- When referring to "Security" please email to security.team@pilbaraports.com.au

14. CHANGES IN ACCESS CARDHOLDER'S CIRCUMSTANCES

The sections below detail the requirement that applies to a change in cardholder's circumstances.

14.1 Lost, stolen or destroyed access cards

It is the cardholder's obligation to notify the Pilbara Ports if their access card has been lost, stolen, or destroyed. Once notified Pilbara Ports will ensure that the access card is disabled immediately in Gallagher. A replacement card will be issued to the card holder.

A maximum of two (2) replacement access cards will be issued per cardholder, at no charge. If a card is lost or destroyed after the second replacement has been issued, Pilbara Ports will escalate the matter to their employer.

14.2 Change of employer details

Cardholders are required to notify MSIC personnel of a change in employer details. An access card that does not have the name of a card holder's current employer on the card will be classified as an invalid card. When changing from one employer to another, the card holder must provide the relevant Pilbara Ports MSIC office, in writing, that they have changed employers.

14.3 Leaving employment

When a card holder leaves their employment and no longer has an operational need for a Pilbara Ports access card, the card must be returned to the MSIC office for appropriate disposal. Pilbara Ports will disable the card immediately in Gallagher if it has not expired.

14.4 Expired access cards

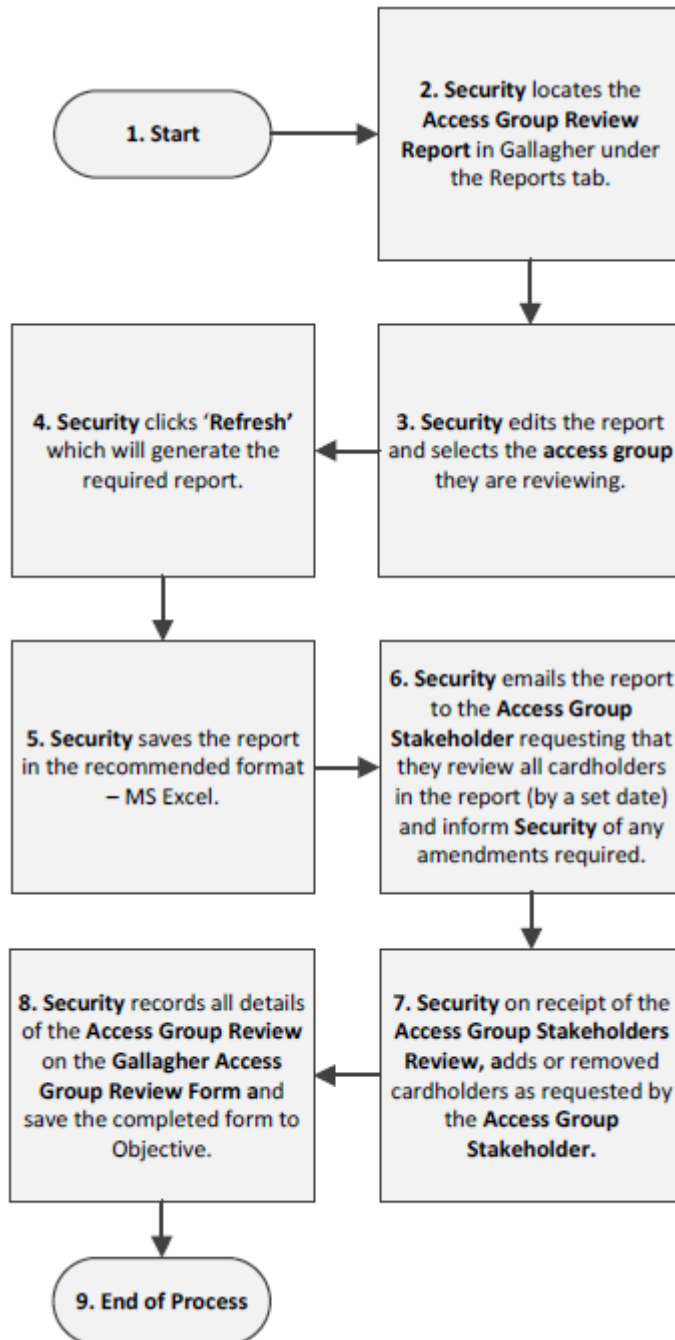
If a card holders Pilbara Ports access card expires, it generally means their Pilbara Ports inductions or MSIC has expired. As a result, the mandatory inductions must be re-sat or provide a valid MSIC, prior to having their card reactivated.

15. ACCESS GROUP REVIEWS

Six monthly reviews will be conducted of access groups that provide access to areas classified as critical to confirm the appropriateness of personnel who have access to those areas.

Access group reviews will be recorded on the Gallagher Access Group Review Form. Completed forms will be saved to the Access Group Reviews folder in Objective (qA49969)

15.1 Access Group Review Flowchart



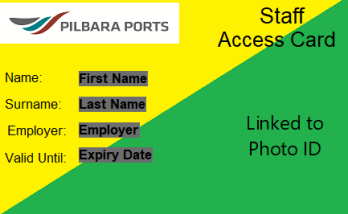
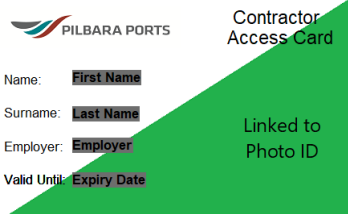
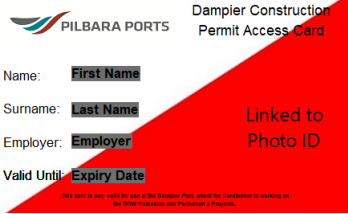


16. DETERMINATION BY SECURITY CORE GROUP

The Security Core Group may make a determination on any breach of any section of this procedure. Such determinations must be recorded in Objective and/or Gallagher.


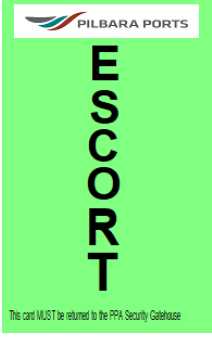

17. CARD TEMPLATES

The following templates are to be used as a guide for personnel to be able to read and apply this procedure.



17.1 Access card templates

Access Card Types	Comments
	<p>Yellow/green access cards are issued to Pilbara Ports staff for access to a Pilbara Ports operated port facility.</p>
	<p>White/green access cards are issued to contractors and port user personnel for access to a Pilbara Ports operated port facility</p>
	<p>White/Red access cards are issued to workers/contractors who are on an approved list of personnel to work without an MSIC or under escort, while working on the Perdaman and Dampier Cargo Wharf Extension Projects. These personnel are restricted to areas within the boundary line indicated in Section 7.6</p> <p>This card MUST be displayed at all times whilst on the Dampier site.</p>
	<p>Orange access cards are issued to personnel who require access to the Port Hedland Nelson Point Tug Haven and who are the holder of a valid MSIC which is not printed on a proximity card.</p>
	<p>Pink temporary access passes (TAP) are issued to those personnel, who have completed the required Pilbara Ports inductions and have not yet been able to attend the MSIC Office to obtain their permanent Pilbara Ports access card. To be issued a tap card the person must have uploaded all required documents and completed all required inductions modules.</p>

17.2 Visitor card templates

Visitor Card Types	Comments
	<p>Yellow visitor access cards are issued to all visitors who require access to a Pilbara Ports operated port facility but have not completed the requirements for unescorted access.</p>
	<p>A green escort card is issued to personnel who have been assigned to accompany and safeguard visitors to site. Escorts must have a current Pilbara Ports access card, and MSIC if applicable. While in the LRZ the escort must remain with and continuously monitor their visitor(s).</p>
	<p>Blue Group Access Visitor (GAV) cards are issued to groups of six or more people who are sponsored by a Pilbara Ports inducted person to enter a Pilbara Ports operated port facility.</p>

17.3 Maritime Security Identification Card templates

MSIC and Temporary MSIC	Comments
 <p>The image shows a blue Maritime Security Identification Card (MSIC) template. It features a grey silhouette of a person's head and shoulders on the left. To the right of the silhouette is a small blue square with a white 'M' inside. Below the silhouette, the text reads 'John CITIZEN' and 'AUG 18'. At the bottom, it says 'XYZ 123456'. There is also a circular graphic on the right side of the card.</p>	<p>MSIC (Maritime Security Identification Card) is issued to identify a person who has been the subject of a background check, through AusCheck, to ensure port security is consistent Australia-wide. An MSIC is issued to applicants who need access to Restricted Zones within a security regulated port.</p> <p>Note: MSIC's can be printed on proximity cards.</p>
 <p>The image shows an orange Temporary MSIC card template. It features a large black 'T' in the center. Below the 'T', the text reads 'Temporary MSIC'. At the bottom, there is a white box containing the Pilbara Ports logo and the text 'PILBARA PORTS'.</p>	<p>A Temporary MSIC may be issued to a person who has applied for a blue MSIC through Pilbara Ports and has been approved by AusCheck to be issued a blue MSIC.</p> <p>The identification type and number that the cardholder uses when issued the Temporary MSIC must always be carried by the person to identify themselves when using the Temporary MSIC in a Maritime Security Zone.</p> <p>Temporary MSICs can be valid for up to two months or when their blue MSIC arrives from printing – whichever comes first</p>

18. DOCUMENT OWNER

The Security Manager is responsible for this procedure.