



3.13 GERALDTON PORT SECURITY ZONE ACCESS

1.0 INTRODUCTION

1.1 Purpose

Since 1 January 2007, personnel entering any port security zone in Australia are required to hold a current Maritime Security Identification Card (MSIC).

Under the Maritime Transport & Offshore Facilities Security Regulations (MTOFSR) 2003, personnel wishing to enter the Port Security Zone without an MSIC may be issued a temporary visitors pass and be escorted by an MSIC holder.

The following are Access Control Procedures Geraldton Port has implemented in compliance with the MTOFSR requirements.

2.0 MSIC FROM ANOTHER ISSUING BODY

Personnel wishing to access the Geraldton Port Secure Zone with an MSIC from another issuing body must complete the Application Form F3.13a – Application for Access to Mid West Ports Authority with MSIC from Another Issuing Body, which is available on the Mid West Ports Authority (MWPA) website www.midwestports.com.au under the Security/MSIC section.

Satisfactory evidence that unescorted access to work within the Geraldton Port Secure Zone is required. This should be in the form of a letter of sponsorship from the applicant's employer.

Access to the Geraldton Port Secure Zone is also subject to the applicant completing the on-line Health, Safety, Environment, Quality (HSEQ) and Security Induction. This induction is available on MWPA's website www.midwestports.com.au under the Health, Safety, Environment and Quality tab. Induction cards are valid for three years.

Completed application forms are to be submitted in person or can be emailed to the MSIC office mo@midwestports.com.au. MSIC office hours are 0900hrs to 1500hrs Monday to Friday.

MSIC holders may purchase a Geraldton Port access card from the MSIC office which can be contacted on (08) 9964 0582.

3.0 VISITORS

Visitors wishing to access the Geraldton Port Secure Zone for Port Tour will be issued a one off visitor pass, but are required to be escorted at all times by a current MSIC holder who has already completed the MWPA HSEQ and Security Induction and has been granted access to the Port Secure Zone accordingly.

The escort is responsible for the visitor for the period designated on the visitor's pass. Visitors must carry photo identification (e.g. Proof of Age card, drivers licence or passport) with them for the duration of the visit.

4.0 CONTRACTORS

Contractors wishing to access the Geraldton Port Secure Zone as a visitor must complete MWPA's online HSEQ and Security Induction, Contractors wishing to access for work related reasons should complete both the Online Induction and Contractor Induction. Contractors wishing to access the Bulk Handling Facility (BHF) are required to complete all three inductions i.e. Online Induction, Contractors Induction and the BHF Induction.

These contractors must be escorted at all times by the sponsoring MSIC holder listed on the visitor pass. It is also the escort's responsibility to ensure that the visiting contractor has completed the appropriate inductions before accessing the secure zone.

An MSIC holder can escort a maximum of five personnel and they should be closely monitored within a radius of 30 meters of clear sight.

Substitution of escort should be notified in person at the Security Gatehouse and amended in the visitors log book.

Up to three visitor passes can be issued to an individual, each for a maximum period of one week.

Contractors are strongly recommended to apply for an MSIC before the close of the third visit. After lodging the MSIC application the visitors will be given a blue card and will be granted unlimited access with an escort until they receive their MSIC.

5.0 SHIPS CREW

Geraldton Port Security guards are required to complete vessel crew runs every hour on the hour from 0800hrs to midnight (inclusive) seven days a week all year round.

Crew members will not be allowed on shore unless prior notification has been received from their Ship's Master or Shipping Agents.

Ship's crew must wait at the designated bus shelter or at the top of the gangway of the Ship and must carry a photo copy of a valid seaman's identification (ID) card. In the absence of a seaman's ID card or a seaman's book, a photocopy of passport must be produced.

Security guard will then check the photo identification document against a ship crew list and provide shuttle service.

Ship's crew boarding from the Geraldton Port will be checked against the list by the security guard.

Ship's crew without proper identification will be refused entry on shore and referred to the Port Security Officer (PSO).

It is not permissible to bring visitors and guests onboard unless it is cleared by the PSO or his delegate via the Ship agent.

It is most important that there is no unauthorized pedestrian movement by the Ship crew at all in the security restricted zone. Anyone found breaking these rules will result in the cancellation of shore leave for that vessel for the duration of the visit.

6.0 PASSENGERS FROM CRUISE SHIPS

Shipping agents are expected to have all passengers checked, cleared and transported to main exit gate.

Passenger vehicle driver must be a current MSIC holder who has already completed the Mid West Ports Authority HSEQ and Security Induction and has been granted access to the Port Secure Zone accordingly.

Gate security will ask for passenger manifest from agent.

Gate security will check passengers against manifest to ensure all passengers are accounted for and no extras are on board.

On return gate security will check that all passengers are accounted for in the manifest and will open gate for entry.

Vehicle is to be directed to the passenger ship at berth for immediate boarding.

Vehicles with un-manifested passengers will be refused entry and referred to the PSO.

7.0 FREIGHT DELIVERIES

All vehicles with consignment for delivery must stop outside the entry gate and contact gate house security with delivery docket.

Gatehouse Security will contact the recipient for the collection of goods.

If the goods are required to be door delivered in the Port security zone then the recipient should escort the freight vehicle by completing the visitor log book.

8.0 SHIP STORE DELIVERIES

It is the responsibility of the Shipping Agents to notify Gatehouse Security (0448 939 008) of the details of stores expected to be delivered and by whom. Only such deliveries will be allowed entry.

Vehicles delivering ship stores must stop outside the entry gate for security search and clearance.

Gate security will consult PSO/DPSO for details of arranged cargo by Shipping Agents.

Drivers and occupants (if any) delivering ships stores must produce appropriate documentation (i.e. delivery docket and driver's licence) to show the stores that have been ordered and are being delivered to the ship. The Shipping Agents should escort the cargo vehicle by completing the visitor log book.

Cargo without proper documentation and authority from Ship's Master or Shipping Agents will be refused entry.

9.0 SPECIAL CATEGORY

Special category or persons including chaplains, doctors and welfare officers will be allowed entry at the authority of Ship's Master and PSO/DPSO upon exhibiting of valid identification.

Maximum of five visits per calendar year are allowed for visitors like Members of Parliament or newspaper reporters whose access is not directly contributing to day to day operation of the Port. After five visits the gate house security must notify PSO with visitor's details. Further visits are subject to PSO approval.

10.0 PROCESS FOR ISSUE OF A VISITOR PASS

Visitors must report to the Security Gatehouse, Administration Building or MSIC Office and complete the visitor log book. Visitors must carry photo identification (e.g. Proof of Age card, driver's licence or passport) with them for the duration of the visit.

A current MSIC holder who has completed the MWPA HSEQ and Security induction and has been granted access to the Port Secure Zone must be present to complete the visitors log book and escort the visitor. The MSIC card holder escorting the visitor must attach their MSIC number to the visitor's pass.

Security Gatehouse, Administration Building or MSIC Office will check the visitor's photo identification and issue a white numbered visitors pass. This pass must be displayed correctly for the duration of the visit, i.e., affixed to the outer clothing, above the waist with the whole front of the card clearly visible.

By keeping a register of visitor passes issued to those persons entering the Port Secure Zone without a current MSIC and requiring the return of the card at the completion of any visit, in the event of any security or emergency situation, a reconciliation of the register will ascertain the number of visitors, their names and other details within the Port Secure Zone.

Visitor must return to the Security Gatehouse, Administration Building or MSIC Office (the location the card was issued from) and return the visitors pass.

11.0 GROUP ESCORTED BY MWPA PERSONNEL

MWPA personnel wishing to escort more than four visitors inside the Geraldton Port Secure Zone are not required to obtain individual visitors passes, but are required to produce a list of visitors, and gain written approval for the visit from the Chief Executive Officer and Port Security Officer.

The Port Security Officer will hold a copy of the list and ensure that a copy is held by MWPA Security staff. In the event of any security or emergency situation, the list will be used to ascertain the location of the visitors within the Port Secure Zone.

The list should contain the date and time of visit, visitors' name, company name, photo identification number with GPA escorts name and MSIC number. The MWPA escort is to confirm that all visitors carry valid photo identification with them for the duration of the visit.

The list of visitors' details should be emailed to Port Security Officer, and Gate House.

It is important for patrols to check constantly to ensure vehicles are visiting only authorized areas. Patrols will check vehicles in suspicious locations and randomly check vehicles to ensure compliance with the Maritime Security Plan.

On the day of the visit the escort must confirm the visit with the Main Security Gate House and provide vehicle registration number.

12.0 OPERATING GATES WITH CARD OR REMOTE

Main access gates have access card readers and remote control units. All personnel accessing the Landside Port Security Zone must have their access card or remote access controller read by swiping at entry and exit.

The gate operator has an obligation to ensure that the Landside Port Security Zone is not breached after use and that all persons comply with entry requirements. The gate operator must remain at the gate until the gate fully closes.

If another operator activates the gate while you are waiting, the duty of care is passed to the new operator. You must be certain that the following person has accepted responsibility for the gate before you cease supervision of the gate closure.

Persons entering the Landside Port Security Zone by tailgating must be stopped (if possible) and the breach reported to the PSO immediately. In the absence of the PSO, contact should be made to the DPSO or the Gatehouse Security.

Gatehouse Security contact number is 0448 939 008 (24/7). If Security is unavailable contact should be made with the Duty Wharf Supervisor or DPSO on (08) 9964 0510.

The gate operator has an obligation to ensure the gate fully closes. If the gate malfunctions the operator must stay at the gate and report to Security immediately (0448 939 008 or 9964 0510).

13.0 RESPONSIBILITY

Once inside the Port Security Zone any personnel leaving the vehicle must wear appropriate personal protective equipment (PPE) as outlined in procedure 2.5 Personal Protective Equipment (PPE). All visitors must comply with MWPA PPE requirements applicable to their reasons for being granted access.

Vehicle must be parked in a way that does not obstruct other traffic and should use designated parking areas in the restricted zone.

Visitors are not subject to relevant background checks to determine their suitability to be inside a maritime security zone and are therefore required to be monitored closely whilst inside the Port. Failure to properly escort the visitors and remain with the visitors at all times whilst within a maritime security zone is a contravention to Section 6.07L of the Maritime Transport & Offshore Facilities Security Act (MTOFSA).

14.0 AUDIT

Effective access control has a pivotal role in preventing unauthorised access to the ship/shore interface and to Port facilities, thereby providing a major mitigation strategy to many risks.

PSO/DPSO/Security Guards will conduct unannounced random inspections to check that the MSIC holders are in compliance with MTOFSR and MWPA security procedures.

In accordance with MTOFSR and MWPA Maritime Security Plan only OTS inspectors and the MWPA PSO, DPSO's and Security Guards have the power to require production of MSIC or Visitors Pass ID, power to require persons to state a reason for being in maritime security zone and power to remove people or vehicles from the Security Zone.

Any security issues should be notified to the PSO in the first instance or in the absence of the PSO it should be directed to DPSO (duty wharf supervisors) or the duty security guard.

15.0 PENALTY

Under the Maritime Transport and Offshore Facilities Security Regulations 2003 it is a Federal offence to compromise the security of the Geraldton Port and penalties will apply.

Port users should be aware that the security gates are monitored at all times by security cameras and that footage could be used to determine offenders.

Any breaches of either the Maritime Transport & Offshore Facilities Security Act or the MWPA Geraldton Port Maritime Security Plan may result in penalty and cancellation of your MSIC.

16.0 ASSOCIATED DOCUMENTS

F3.13a – Application for Access to Mid West Ports Authority with MSIC from Another Issuing Body
2.5 Personal Protective Equipment (PPE)

17.0 REFERENCES

Maritime Transport & Offshore Facilities Security Regulations (MTOFSR) 2003

18.0 ADMINISTRATION

Custodian: Port Security Officer

Approval: Peter Klein
Chief Executive Officer

Date: 09 November 2017