



ALBANY PORT AUTHORITY

MSIC INFORMATION



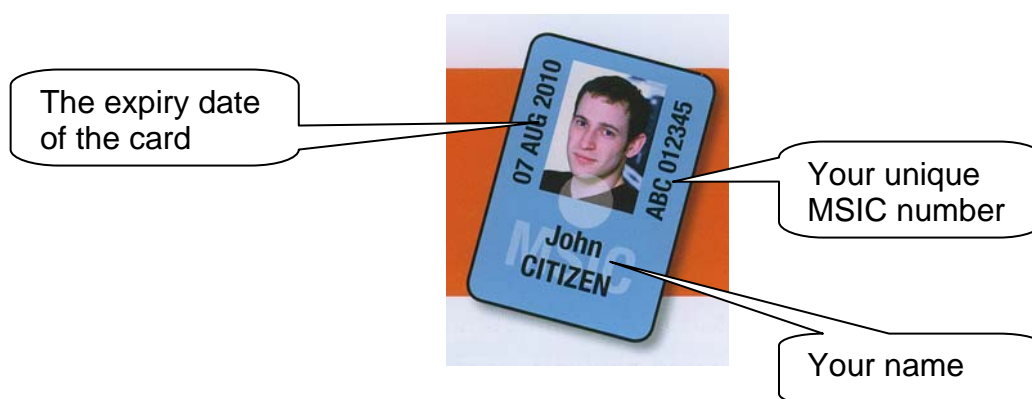
Please read this information carefully as it will help you complete your MSIC application and identify the documents you will be required to provide.

This document should also be kept for future reference as it contains information about MSIC holder responsibilities.

What is an MSIC?

An MSIC is a Maritime Security Identification Card.

Under Federal Government regulations which came into force from 1 January 2007, all maritime industry and related workers who need access to the maritime security zone of any port or offshore facility to carry out their work, are required to hold an MSIC. Your MSIC card is valid for a period of either 2 or 4 years unless you leave the regulated Australian maritime environment for 12 months or longer, or you no longer work within a maritime security zone. You must apply for a new card prior to its expiry date (allow 4-8 weeks for approval).



What is a maritime security zone?

This is the restricted area of a port or offshore facility which is not open to the public. At the Albany port this is the fenced area between Princess Royal Drive and the water, and includes the tug pens, all berths, the transit shed and cold store. Access to the Albany port's maritime security zone is controlled by electronic gates which are activated by either an MSIC card or gate pass.

Do I need an MSIC?

1. Do you work on the wharf or an offshore oil and/or gas facility?
2. Do you require access to a maritime security zone to deliver or pick up cargo?
3. Do you require access to a maritime security zone to provide goods and/or services?
4. Do you need access to a maritime security zone more than once a year?

If you answered yes to any one of these questions, you must apply for an MSIC.

What is an Issuing Body?

An Issuing Body is an organisation which has been approved by the Department of Infrastructure, Transport, Regional Development and Local Government to process and issue Maritime Security Identification Cards.

The Albany Port Authority is an Issuing Body approved by the Department of Infrastructure, Transport, Regional Development and Local Government however the Albany Port is only authorised to process applications for those who need access to the Albany port.

Why are there 2 and 4 year MSICs?

As of 1 December 2010, Federal Government changes came into effect to strengthen security arrangements. One of these was to change the validity period for MSICs to either 2 or 4 years. Which time period you select will depend on your employer and how long you anticipate requiring port access. 4 year card holders will have a second background check conducted at the end of the first 2 years (this will happen automatically). This additional background check means that the 4 year card costs more than the 2 year card.

What happens if I have a criminal conviction?

There are a number of criminal offences which may preclude you from being able to obtain an MSIC.

A full list of the eligibility criteria offence category can be found at:

<http://www.infrastructure.gov.au/transport/security/maritime/msic.aspx>. If your offence is on the list, or if you are unsure, then contact AusCheck or your Issuing Body.

I hold an Aviation Security Identification Card (ASIC). Do I still need to apply for an MSIC?

Yes, you do. The two are not interchangeable; however you can apply for an MSIC based on your ASIC. If you choose to do this, the background checks which were done when you applied for your ASIC are used to determine your eligibility to hold an MSIC. The disadvantage of doing this, however, is that your MSIC will only be valid for the same time as your ASIC, and will have the same expiry date.

How do I apply for an MSIC?

The Albany Port is only authorised to process applications for those who need access to the Albany port. Unfortunately we are unable to assist those who require an MSIC to access another port or maritime facility.

To apply for an MSIC you will need to attend a personal interview at the Albany Port Authority office. The process takes about 10 minutes.

Your application cannot be lodged on your behalf by another person.

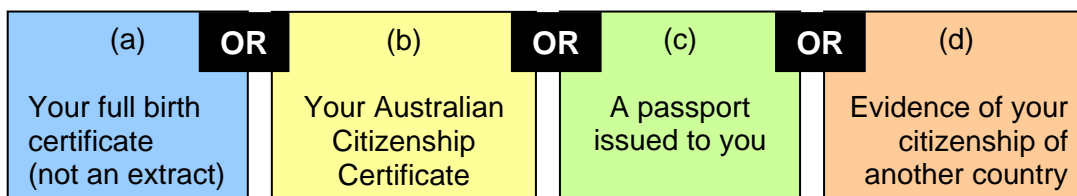
To complete your application you need to do the following:

1. Read all information contained in this booklet.
2. Complete ALL SECTIONS of the application form. Please print neatly and clearly, in either black or blue ink.
3. **You need to provide evidence that you need unescorted access** to work or complete business in the port's maritime security zone. You will need to obtain a letter from your employer, on company letterhead, confirming that you require access for work purposes.

4. **You must prove your identity** by providing **ONE** primary document and **ONE** secondary document as listed below:

Primary Documents

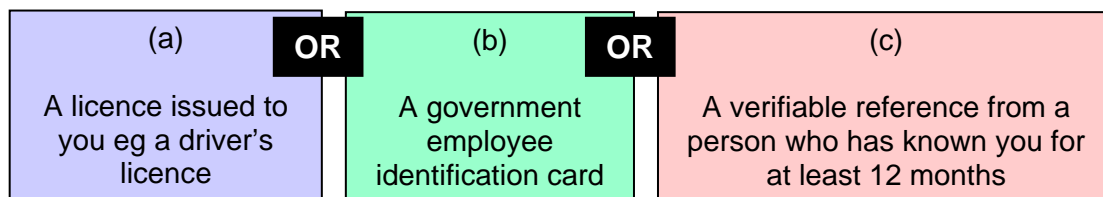
- An original or a certified copy of your birth certificate. This must be a full birth certificate showing details of your parents - a birth extract is not acceptable;
- An original or a certified copy of your Australian Citizenship Certificate;
- A document which is evidence of your citizenship of another country;
- A passport issued to you



Secondary Documents

(These documents show your name and must include your signature or a recent photograph of you).

- A licence issued under a law of the Commonwealth or State or Territory (eg a driver's licence); **OR**
- A government employee identification card or document; **OR**
- A verifiable reference which identifies you by name, certifying that the referee has known you for at least 12 months, and is signed by that person and by you.



The above requirement can easily be met by producing either your full birth certificate **OR** your passport (which must have been valid for travel during the last 2 years), and your driver's licence.

Women applying for an MSIC must provide all paperwork showing changes of name. Where applicable this will include a marriage certificate(s) and divorce papers to show each name change.

Tertiary Documents

If you are unable to provide a secondary document, you may provide two tertiary identification documents instead. If you need to do this, please contact the Albany Port MSIC officer, who will advise you how to meet this requirement and explain what documents can be accepted (☎ 9892 9000).

5. You need to prove that you are entitled to work in Australia.

If you provided either a full Australian birth certificate and are still an Australian citizen **OR** Australian passport valid for travel within the last 2 years and are still an Australian citizen **OR** Australian Citizenship Certificate as one of your proof of identity documents, this requirement is automatically met, and you do not have to provide any other documentation to prove your right to work in Australia.

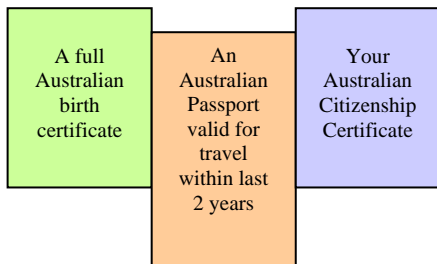
New Zealand citizens who enter Australia on a valid New Zealand passport are granted, on arrival, a visa that provides unrestricted work rights, however no visa label is shown in the passport. An Australian arrival stamp in the passport proves the right to work in this case.

If you have not provided one of the above documents, you must produce **ONE** of the following documents:

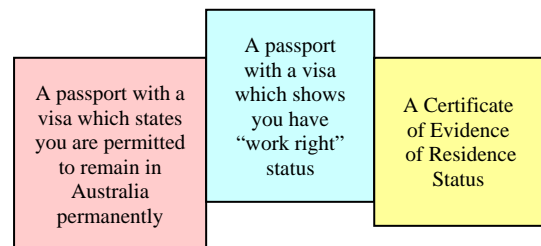
- (i) A passport with a permanent visa that states “permitted to remain in Australia indefinitely” on the visa label; **OR**
- (ii) A passport with a visa which shows the bearer has a “work right” status; **OR**
- (iii) A certificate of evidence of residence status.

If you did not provide one of the Group 1 documents below as proof of identity, then you must provide ONE document from either Group 1 OR Group 2 as proof of right to work in Australia.

GROUP 1



GROUP 2



When you have filled in the application form and made sure you have the necessary documents, please telephone the Port Authority on 9892 9000 to make an appointment for your interview.

What happens at the interview?

When you arrive for your interview, you will be required to pay the fee for your MSIC card (unless arrangements have been made for your employer to be invoiced for the cost). The cost of the card covers the police and ASIO checks, manufacture of the MSIC card, and all administrative costs, and it may be paid by cheque or cash. During the interview the Port’s MSIC Officer will process your application, check and photocopy your documents and take your photograph.

You will be issued with a copy of the Port’s safety and security induction package (DVD, booklet and statement form). You must watch the DVD and complete the statement form, confirming that you have watched the DVD and understood its content.

The DVD and statement form must be returned to the Albany Port Authority office as soon as possible, and the statement form then becomes part of your MSIC record file. The booklet is yours to keep for future reference.

What happens once I have lodged my application?

All your information is forwarded to AusCheck, a Federal Government body set up within the Attorney General's Department, and they will arrange for the necessary police and ASIO clearances for you. Once this is done and your application is approved, you will be notified by letter. The Albany Port Authority will also be advised by AusCheck that your application has been approved.

The Albany Port Authority will then arrange for your MSIC card to be manufactured, and you will be contacted by telephone as soon as the card is available for collection. You will be required to show identification and sign a receipt for the card when it is issued to you.

For the majority of port users, the MSIC card will be programmed to open the Port's security gates, and will allow access to the entire security area.

What if my application is not approved?

If you receive an adverse security assessment, an MSIC may not be issued to you. The offences which may result in an adverse security assessment are extremely serious crimes such as murder, attempted murder, incitement to racial hatred, affray or riot, arson offences, weapons, firearms and explosive offences, treason, espionage, supply of weapons of mass destruction, hijacking, counterfeiting or falsification of documents, money laundering, supply of a trafficable quantity of drugs. A copy of the Fact Sheet 'New Maritime Security Offence List' is available from the Port Authority, or on the Office of Transport Security website – www.infrastructure.gov.au.

If you do receive an adverse security assessment and your application for an MSIC is refused, the Albany Port Authority will be advised that an application has been refused, but not the reason for the refusal. Should your application be refused, you do have a right to appeal against the ruling.

What happens to my personal information?

When you attend the interview, the Albany Port Authority MSIC Officer creates an MSIC file in your name. This file contains your application form, forms completed during the interview process, and photocopies of your proof of identity documents. The files are held in a locked filing cabinet in a secure area, and are only accessed by an Albany Port Authority MSIC officer or inspectors from the Federal Government's Department of Infrastructure, Transport, Regional Development and Local Government. Your information is forwarded to AusCheck to enable the background checking to be carried out, but your personal information will never be made available to any other person or organisation.

MSIC INTERVIEW CHECKLIST

Have you read this booklet?

Have you filled in the application form (all questions must be answered)?

Do you have the following documents ready to bring to the interview – see pages 3 and 4 of this brochure if you need more details about these documents (they must all be originals or certified copies).

Proof that Access is Required	Primary Identity Proof	Secondary Identity Proof	Proof of Right to Work in Australia
One of these	One of these	One of these	<i>This is only required if you <u>did not</u> provide a Group 1 document as primary proof of identity (see page 5)</i>
A letter from your employer confirming that you work for the company and require access to the security area of the port for work purposes	A full birth certificate, showing details of your parents (not a birth extract)	Your driver's licence or another licence issued to you under Australian law	A passport with a visa which states you are permitted to remain in Australia permanently
OR			
	A passport issued to you, which has been valid for travel in the last two years	A government employee identification card or document	A passport with a visa which shows you have "work right" status
OR			
Your Australian Citizenship Certificate	A verifiable reference from a person who has known you for at least 12 months	A Certificate of Evidence of Residence Status	
OR			
	A document which is evidence of your citizenship of another country		

After Your MSIC has been Issued

YOU MUST WEAR YOUR MARITIME SECURITY IDENTIFICATION CARD (MSIC) AT ALL TIMES WHEN YOU ARE IN A MARITIME SECURITY ZONE

Conditions of Use for an MSIC

Only you can use your MSIC – DO NOT give it to anyone else.

Your MSIC must:

- be attached to your outer clothing
- be worn above waist height
- be worn on the front or side of your body
- be wholly and clearly visible
- not be altered or defaced

It is an offence if you contravene the regulations on how and where an MSIC must be worn.

Exemptions from Wearing an MSIC

Some people, including the following, are exempt from the requirement to wear an MSIC:

- law enforcement officers for the purposes of an investigation
- emergency personnel (fire, ambulance and rescue services) who are responding to an emergency
- Australian Defence Force personnel who hold an identification document issued by an arm of the Australian Defence Force
- People exempted by the Secretary, Department of Infrastructure, Transport, Regional Development and Local Government

Changes to Your Contact Information

You must advise your Issuing Body if you change your name, address, phone number or employer.

Renewing Your MSIC

Note the expiry date of your MSIC and make sure you apply to your Issuing Body for renewal of the card before it expires.

Cancellation of Your MSIC

Your MSIC may be cancelled if:

- the Issuing Body determines the MSIC was not issued in accordance with its MSIC Plan or the Regulations
- the Department of Infrastructure, Transport, Regional Development and Local Government informs the Issuing Body that your security assessment was adverse
- the Issuing Body becomes aware that you do not have a right to work in Australia
- you have been convicted of a disqualifying offence
- you no longer have an operational need for an MSIC

My MSIC has been lost, stolen or destroyed, can I get a replacement?

If your MSIC is lost, stolen or destroyed, you must provide a statutory declaration to your Issuing Body **within 7 days**. If your MSIC is stolen, you must provide a copy of the police report or other information issued by the police, to your Issuing Body **within 7 days**.

It is important to note who the Issuing Body is – replacement cards must be requested from the original Issuing Body. For example, if your card was issued by Sydney Port a replacement must be requested from Sydney Port, even if you have been working and using your card at Albany Port.

Can I get a Temporary MSIC?

You can only obtain a temporary MSIC if you currently hold a valid MSIC that has been lost, stolen or destroyed. The temporary MSIC will allow you to continue working within the maritime security area until a replacement card can be issued to you (charges apply for replacement cards). Please note that Temporary MSICs do not contain the microchip that provides access through the gates.

Returning Your MSIC

You must return your MSIC to your Issuing Body within 30 days if:

- it expires
- it is cancelled
- it has been damaged, altered or defaced
- you no longer need to enter a maritime security zone (eg you have changed jobs)
- you change your name

If your card has been damaged, altered or defaced, or you have changed your name, your Issuing Body will arrange for a replacement card to be issued to you (charges apply).

If you return your MSIC card because you no longer need it for work purposes, it will be held for a period of 12 months. If, during that time, you obtain other work which requires you to hold an MSIC and your card has not reached its expiry date, you may apply for the card to be returned to you, by producing a statutory declaration and a letter from your new employer confirming your need to access the port security area for work purposes.

It is an offence to retain your MSIC if you no longer need it or it has been cancelled.

New Mandatory Reporting Requirements

After 1 December 2010, all MSIC holders will be required to notify AusCheck or their Issuing Body (in writing, detailing the sentence imposed), if they have been convicted of a maritime security relevant offence. The Issuing Body will be obligated to cancel an MSIC if the holder has been convicted and sentenced to imprisonment for a maritime security relevant offence.

An MSIC holder who fails to notify their Issuing Body or AusCheck, in writing, of a conviction for a maritime security relevant offence will be committing an offence and be subject to a fine (a maximum penalty of \$2,200 has been introduced for MSIC holders who fail to comply with these new obligations) and your MSIC will be cancelled. This could also affect you getting another MSIC in the future.

A full list of the offence categories can be found at:
<http://www.infrastructure.gov.au/transport/security/maritime/msic.aspx>. If your offence is on the list, or if you are unsure, then contact AusCheck or your Issuing Body.

Do You Want More Information?

Your Issuing Body is:

Albany Port Authority
85 Brunswick Road
Albany WA 6330
(PO Box 175, Albany 6331)

Telephone: (08) 9892 9000

Please do not hesitate to contact us if you have any questions or need more information - we are here to help you.

BE SECURITY AWARE

Report security breaches or suspicious activity within the maritime security area to:

Your Employer
Albany Port Authority Safety & Security Officer (0467 502 602)
Albany Port Authority (9892 9000)
Australian Customs Service Albany (9845 5800)
OR the National Security Hotline on 1800 123 400