

**Scope:**

This information document is intended to provide Port Users, Contractors and Port staff who have business inside the Landside Security Zone (see figure 1.) of the Port of Albany, with information as to what is required of them prior to being granted port access. These requirements allow the Port of Albany to comply with legislation under;

- *Maritime Transport and Offshore Facilities Security Act 2003;*
- *Maritime Transport and Offshore Facilities Security Regulations 2003;*
- *Customs Act 1901;* and
- *Customs Regulations 2015.*

Cruise ship crew and passengers are exempt from the below requirements.

***Maritime Security Identification Card:***

The Port of Albany is a Security Regulated Port and governed by the requirements of the Maritime Transport and Offshore Facilities Security Act and Regulations.

The Security zones gazetted under this legislation are shown in Figure 1 below.

Everyone who requires non-escorted access to the Landside Restricted Zone (AL01) for operational purposes is required to be the holder of a valid Maritime Security Identification Card (MSIC). The Port of Albany website has further information on applying for a MSIC.

Holders of an MSIC issued by the Port of Albany will be granted port access on issue of their card.

***Swipe Gate Access:***

Access to the Port of Albany is via a swipe card activated gate system. Your Port of Albany issued MSIC will activate the gates and allow access once the induction process has been completed.

**ALL persons entering and exiting the Port area are required to swipe their MSIC to create an access record in the electronic system.**

**This applies to ALL people in a vehicle, not just the driver.**

***Port Inductions:***

Generally, all persons with an operational need to gain entry to the port are required to complete the full Port of Albany Safety and Security induction. This can be completed online. <http://www.albanyport.com.au/>

The only exception to this rule is for visitors who are escorted by an inducted and security cleared person and who are not engaging in work. For example, they may be on a site tour or a one-off business meeting. These visitors can complete the Visitor Safety and Security Induction.

### ***Why is an induction required?***

An induction is required so that:

- Persons are made aware of potential hazards.
- Persons are aware of first aid posts, muster locations and the general layout of the Port area.
- So people are aware of Security requirements inside the Port.

### ***What do I need to do before I visit (Holders of an MSIC issued by another organisation)?***

When you are aware that you need to visit the operational area of the port you should:

- Complete the Port of Albany Induction on-line
- Contact the Port of Albany to arrange a time to present to the office to have your MSIC registered.
- Give evidence of your operational need to access the Port (letter from employer/principal).

**If your MSIC was issued by a body other than a W.A. Port Authority**, it may not be compatible with the electronic access system. In this case you may need to purchase a separate access card. These currently cost \$47.00.

### ***Visitor Escorts***

Holders of a valid MSIC who have access to the Port of Albany and wish to escort a non-MSIC holder into the Landside Restricted Zone of the Port for business purposes, **MUST** obtain approval from the Port of Albany prior to doing so.

Due to legal obligations under the *Customs Act 1901 and associated Regulations*, the Port of Albany is required to record the personal and identification details of all persons entering and exiting the Port, including those people being escorted by an MSIC holder.

Arrangements for escorting should be made by attending the administration office of the Port of Albany, with the people to be escorted. This is required in order for photographic identification to be recorded and verified in person and a visitor's card to be issued.

**This should be done inside normal office hours; 8.30am – 5.00pm Monday to Friday.**

Visitor cards are to be returned after escort and cards which are not returned will be billed to the escorting person/company at \$100.00 per card.

Visitors are required to swipe cards on entry and exit to create an electronic record (Visitor cards will not activate gates).

Visitors must carry photographic identification with them when inside the Port Secure Zone.

In cases where an escort needs to occur outside these times, the Port Security Provider (Southcoast Security) is to be contacted and will attend to record and verify the escort.

The cost for this attendance will be passed on to the company requiring the escorted access and is currently \$52.00 per hour.

Exemptions to this process can be approved by the General Manager (or delegate) Port of Albany, for exceptional cases only e.g. a sanctioned tour group.

***Ships Crew***

Shipping agents are to provide a vessel crew list in alphabetical order to the Port of Albany a minimum of 2 days prior to the vessel arrival, or by midday Friday if a vessel is due on Sunday or a public holiday Monday.

Each crewman on the list will be allocated an electronic swipe card and they must use this to create an electronic record whenever they exit and enter the port via the seafarers' buses. These cards will be delivered by the pilot on inwards boarding and collected by the pilot on departure.

Replacement cost for lost or damaged cards will be billed to the relevant vessel at USD\$100.00 per card.

**Figure 1 Port Security Boundaries**

