

PAC Application Guidelines

There are two types of security access within Southern Ports – Bunbury:

Type 1 (MSIC) - The Bunbury Port Land and Water Side Security Zone when ship is along side the Berth.

This is a restricted access area and you will be required to hold a Maritime Security Identification Card (MSIC) – Please use a MSIC application Form available at www.southernports.com.au - select Southern Ports - Bunbury

Type 2 (PAC) - The Bunbury Security Regulated Port Area

Entry to the Security Regulated Port Area will require a Port Access Card (PAC).

The PAC card has restricted Berth access. Strictly NO Berth access whilst a vessel is along side the Berth
Southern Ports – Bunbury Port Access Card is available for

1. All Areas
2. Inner Harbour (Southern Side Only)
3. Inner Harbour (Northern Side Only)
4. Inner Harbour (All Areas)
5. Outer Harbour
6. Southern Ports - Administration Office

PAC Applicant Procedure

1. Watch the online Induction (www.southernports.com.au - select Southern Ports – Bunbury)
2. Print a copy of the Certificate (A copy of this Certificate can be printed at your application appointment if you do not have access to a printer).
3. Download and Complete the PAC Application Form (available at www.southernports.com.au - select Southern Ports – Bunbury). (The application form is available at the PAC office if you do not have access to a printer).
4. Obtain a letter of Operational Need from your Employer ensuring to have the following details;
 - Applicants Name
 - What is your requirement to access the Security Regulated Port Area (e.g. Driver, Agent etc.)
(A copy of this letter can be emailed to the MSIC office at msic.bunbury@southernports.com.au)
5. The following documentation to support your application must be presented at your appointment:
A minimum of **three** identification documents are required (**one** each from category **A**, **B** and **C**)
A category **D** is only required if the Category **A**, **B** or **C** do not display proof of current residential address.
 - **Category A (1 is required)**
 - Australian birth certificate
 - Australian citizenship certificate
 - Australian citizenship by descent (official extract issued by Australian government)
 - Passport (Australian, foreign or a CTD)
 - **Category B – (1 is required)**
A Category B document must be government issued, have your photo and signature, be current and valid and be one of:
 - Driver license (with current residential address listed)
 - Australian proof of age card (with current residential address listed)
 - **Category C - evidence of your identity within the community**
A Category C document must be current, valid and be one of:
 - Medicare card
 - Marriage or change of name certificate
 - ASIC or MSIC
 - Bank card (credit or ATM card)
 - **Category D - evidence of your current residential address**
A Category D document is only required if the documents used for A B or C do not have your current residential address. This document must be less than 6 months old, state your name and current residential address and be one of:
 - Utility or bank account statement
 - Rates notice
 - Current lease or tenancy agreement

6. Payment of \$50 is required at time of application (EFT, Cheque or Credit Card – **No Cash**).
7. Call (08)9729 6500 to arrange an appointment to lodge your application.
Appointments are available:
 - Monday – Friday between 9:00am – 11:30 am or 2:00pm – 4:00pm
 - The Southern Ports Office is located at 54 Casuarina Drive Bunbury

Please note: After an PAC application has been lodged, a monetary refund cannot be made.

PAC Conditions of Use

You must wear your PAC at all times when you are in a Security Regulated Port Area.

Only YOU can use your PAC.

DO NOT give or loan it to anyone else.

Your PAC must:

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

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

Lost or stolen PAC

If you lose your PAC or it is stolen, you will need to provide a statutory declaration or a police report issued by the police before a replacement PAC can be issued.

A charge of \$50 will be charged for a replacement card (EFT, Cheque or Credit Card – **No Cash**)

Returning your PAC

You must return your PAC within 30 days to Southern Ports Bunbury if:

- it is cancelled
- it has been damaged, altered or defaced
- if you no longer need to enter a maritime security zone, or
- if you change your name.

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

Cancellation of PAC

There are many cases when a PAC may be cancelled, including:

- the issuing body becomes aware that the holder does not have a right to work in Australia
- the holder no longer has an operational need for an PAC.

Renewal of your PAC

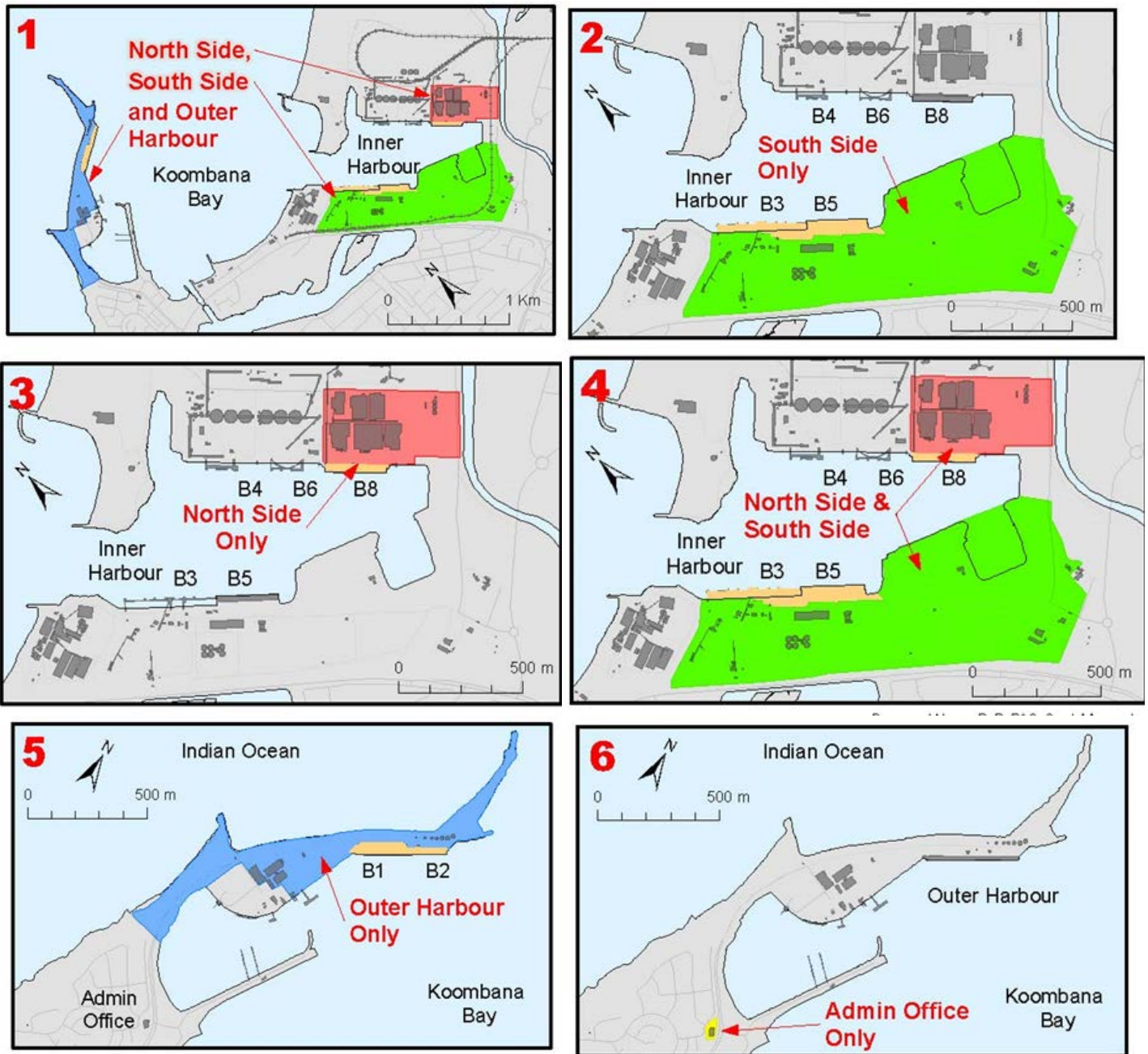
Note your PAC expiry date will be 2 years from the date of issue and will only be reactivated upon re-sitting the Southern Ports – Bunbury Induction. Southern Ports – Bunbury will send notification that the induction is required to be completed 2 months and 1 Month prior to expiry. The card will automatically expire if the induction is not completed before the end of the 2 year term.

Be security aware

Report security breaches to your supervisor or Southern Ports - Bunbury Security on 0417 091 461.

Suspicious activity can also be reported to the National Security Hotline on 1800 123 400

Areas of Operational need – Operational Berth Access Not Permitted



PAC Number (Office use Only)	
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Applicant Details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> MS <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
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Name

Surname	Given Name 1	Given Name 2

Date of Birth (DD/MM/YYYY)	Place of Birth (City)	Place of Birth (State)	Place of Birth (Country)

Current Address

Unit No.	Street No.	Street Name	
Suburb/ Town		Post Code	Country

Postal Address (if different to current address)

PO Box No.	Unit No.	Street No.	Street Name
Suburb/ Town		Post Code	Country

Applicant Contact Details

Home Phone	Work Phone	Mobile Phone	Email

Areas of Operational need (✓ areas access is needed) – (Operational Berth Access Not Permitted)

*Refer map attached

BY - PAC - 1	All Areas
BY - PAC - 2	Inner Harbour (Southern Side Only) - WAPRES, BUNGE, Southside Laydown
BY - PAC - 3	Inner Harbour (Northern Side Only) - BFE, Berth 8 Sheds
BY - PAC - 4	Inner Harbour (All Areas) - WAPRES, BUNGE, Southside Laydown, BFE, Berth 8 Sheds
BY - PAC - 5	Outer Harbour - Iluka Sheds, Service Jetty, Hexion, Sand Trap
BY - PAC - 6	Bunbury Admin Office - PoB Administration Staff

Has your employer supplied a letter of Operation Need?
 What is your requirement to hold a PAC? (e.g Driver, Agent ect): Yes No – Access will be Denied

Employer Details

Company Name	Contact Person	Phone
Address	Fax	Email

APPLICANT DECLARATION:
 I have read & agree to be bound by the Conditions of Use of a PAC and Access to Southern Ports - Bunbury(if applicable), and:
 I understand that if I change any part of my name, employer details or contact and address information, I am required to advise Southern Ports - Bunbury within 30 days of the change;
 I understand that if I lose my PAC (lost or stolen) or if I receive a conviction after having received my PAC, I must notify Southern Ports - Bunbury within 7 days or I may receive a penalty;
 I consent to my information being used by Southern Ports - Bunbury for the purpose of PAC application and access to Southern Ports - Bunbury;
 I certify that the personal information I have provided within this form pertains specifically to me and is correct;

Signed: _____ **Date:** _____