



SOUTHERN PORTS

ALBANY BUNBURY ESPERANCE

**SITE ACCESS CONTROL
PROCEDURE - BUNBURY**

DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
01	New Document	HSS Team	Lee Smith	02/03/2022	02/03/2022

Important Summary Points

Access

- Any person wishing to work on a SPA-Bunbury site must have completed an online SPA HSE Induction and be a holder of either a valid Maritime Security Identification Card (MSIC) or valid Port Access Card (PAC)
- Port Security Zones within the Security Regulated Port of Bunbury are designated Landside or Waterside Restricted Zones in which all personnel who require access must be the holder of a valid MSIC. A holder of a PAC Card cannot access the Landside or Waterside Security Zone if there is a vessel alongside that Berth. All visitors will be issued a Day Pass which shall be returned by the end of the same day.
- A Foreign MSIC holder requesting unescorted access to SPA-Bunbury site must provide an adequate reason for the need from their employer (Operational Need Letter) and complete the online SPA HSE Induction as part of their access application. SPA-Bunbury access is requested via the Request to Activate Access Card Form.
- A person's access can be suspended, refused or cancelled at the discretion of the SPA-Bunbury Port Security Officer (PSO) or pending the outcome of an investigation into an incident contravening a SPA-Bunbury requirement that may be stipulated in, but not limited to, a standard, licence, policy, procedure, or plan.
- All persons must comply with current WA Health site access directives in accordance with current Public Health protocols.
- MSIC and PAC holders are subject to random drug and alcohol testing as per the Southern Ports Authority Drug and Alcohol Management Procedure. Failure to facilitate testing may result in removal of site access
- The PSO may also suspend a person's access due to security or safety breaches or other events that may occur.

Visitor

- Visitor Definition: A visitor is a person who will not be carrying out any physical work activities and is continually escorted by a valid MSIC/PAC card holder.
- A visitor must complete the Bunbury Visitor Induction with their escort at either the SPA-Bunbury Administration Building or the SPA-Bunbury Security Office at the Inner Harbour and follow the instructions of their escort. They will be issued with a Visitors Access Card and must swipe in/out at each access point.
- A visitor must remain with the escort and be continuously monitored whilst on site.
- Visitors are also subject to random drug and alcohol testing as per the Southern Ports Authority Drug and Alcohol Management Procedure.

Visitor Vehicle Escorted Access

- A visitor cannot take their vehicle on site unless permission granted by the PSO. If permission is granted, the visitor must always stay within 2 car lengths of the escort vehicle.

Ship's Crew

- Ship's crew are subject to the current State Health Protocols.

Access Card Owner's Obligation

- It is the card owner's obligation to notify the SPA-Bunbury port security if their access card has been lost, stolen, or destroyed. Once notified SPA-Bunbury will ensure that the access card is disabled in the MSIC Access Control System (MACS) immediately.
- All personnel holding a SPA issued MSIC/PAC are required to notify SPA-Bunbury administration personnel of a change in employer details, by completing and submitting a Change of Details Form and Operational Need Letter.
- When a person leaves their employer and no longer has an operational need for a SPA-Bunbury access card or they leave their employer and their access card expires, the SPA-Bunbury issued access card must be returned to the MSIC office for disposal and access will be disabled.
- Card owners are not permitted to escort unauthorised persons into the Security Zones or allow others to use their card to access port area.

Access Card Types

- Maritime Security Card (MSIC) Unsupervised access to Land and Waterside Restricted Zones
- Port Access Card (PAC) Access to Section 15 of the Customs Act locations (No access to Land and Waterside Restricted Zones)
- Visitor Access Card
- Orange T and Green Spot Access Card. Unsupervised access to Land and Waterside Restricted Zones after approval from AusCheck and awaiting new MSIC.
- Escorted Worker Access Card
- No Chip Access Card
- Restricted Port Access Card "No Berth Access" (No access to Land and Waterside Restricted Zones)

See full details on page 17.

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1. PURPOSE

This document details the responsibilities and actions required to regulate and control the movement of personnel into and out of Southern Ports Authority Bunbury (SPA-Bunbury) Port Security Zones (PSZ) hereon referred to as SPA-Bunbury site. This includes the Landside Restricted Zone (LRZ) and the Waterside Restricted Zone (WRZ) and Section 15 of the Customs Act.

2. SCOPE

The requirements of this document apply to all employees, contractors, port users and visitors requiring access to SPA-Bunbury site.

3. GENERAL INFORMATION

Compliance with the requirements of this document will enable SPA-Bunbury to meet the following objectives:

Satisfy requirements of Maritime Transport and Offshore Facilities Security Regulations 2003 legislation and Section 15 of the Customs Act.

- Support a safe work environment not threatened by having unauthorised person(s) in the workplace;
- Ensure that all persons (including visitors) are granted access only to the extent of their legitimate need;
- Ensure that only persons who have successfully completed the relevant SPA-Bunbury induction gain access to the SPA-Bunbury site;
- Account for all persons on the SPA-Bunbury site during an emergency event;
- Protect the port from actions by unauthorised person(s); Maintain source documents to verify access authority and record of inductions;
- Provide a system for determining who is authorised for admittance and who is not; and
- Reduce the possibility of external threats, including but not limited to theft, sabotage, acts of terrorism and industrial espionage.

4. GENERAL REQUIRMENTS

4.1. SPA issued Maritime Security Identification Card (MSIC) holder

This is an MSIC issued by Southern Ports Authority under the requirements of the Southern Ports Authority MSIC Issuing Body Plan. Holders of an MSIC issued by SPA-Bunbury will have already satisfied operational need requirements and been assigned the appropriate level of access.

Holders of an MSIC issued by SPA-Albany or SPA-Esperance are required to provide an operational need letter and attend the SPA-Bunbury office for card activation.

4.2. Unescorted Access (No Chip MSIC Only)

The following requirements apply to persons applying for unescorted access to SPA-Bunbury site who hold a MSIC card which does not have an activation chip.

4.2.1. Inductions

The minimum requirement for any person is the completion of the SPA HSES Induction. SPA HSES Induction certificates are valid for 2 years from the date of completion.

4.2.2. Personal Requirements

All persons approved for unescorted access must take personal responsibility for their actions and behaviour whilst on the SPA-Bunbury site. They are to follow all the SPA-Bunbury site access requirements outlined in this document as required for their job function.

4.2.3. Port User Responsibilities

A person requesting unescorted access to SPA-Bunbury site must provide an adequate reason for the need from their employer (Operational Need Letter) before entering SPA-Bunbury. SPA-Bunbury access is requested via the Request to Activate Access Card form.

4.2.4. Access Control and SPA-Bunbury Site Regulations

The employer authorising SPA-Bunbury access for their employees must be familiar with and abide by the requirements of this document. Additionally, they must be completely satisfied that the person(s) they are authorising will comply with the SPA-Bunbury policies and procedures, including those outlined in this document.

4.2.5. Duration of Access

It is the responsibility of the employer authorising SPA-Bunbury access for their employee(s) to advise the duration the access to the SPA-Bunbury site will be required. Access will only be granted for the duration of the work scheduled to be carried out.

4.2.6. Monitoring and Review

It is the responsibility of the employer authorising SPA-Bunbury access for their employee(s) to ensure that the employee(s) they request access for have a bona-fide operational need for being on the SPA-Bunbury site. Authority to access the port facilities may be removed by SPA-Bunbury at any time.

4.3. Visitor Requirements

The following requirement pertains to persons accessing the SPA-Bunbury site as a visitor:

4.3.1. Escort

Escorts are persons who hold a current SPA-Bunbury Maritime Security Identification Card (MSIC) or Port Access Card (PAC). An escort will accompany, continuously monitor and safeguard the visitor for whom they are responsible. The escort will ensure the visitor completes the Bunbury Visitor Induction pamphlet and ensures the Visitor has read and understood the induction content. Visitor Inductions are conducted at either the Outer Harbour SPA-Bunbury Administration Building or the Inner Harbour Security Office and will provide instruction for the safety of the visitor while within SPA-Bunbury site.

4.3.2. Visitor

A visitor must remain with the escort and be continuously monitored whilst on SPA-Bunbury site.

A visitor must complete the Bunbury Visitor Induction at the Outer Harbour SPA-Bunbury Administration Building or the Inner Harbour Security Office with their escort and follow the instructions of their escort.

Visitors may not perform any physical work or utilise tools and machinery while on the SPA-Bunbury site.

A visitor must sign visitor register book and receive a Visitor Day Pass

A visitor to SPA-Bunbury site is to display the visitor pass provided by SPA-Bunbury. A visitor access pass is only valid for a 24 hour period from time of issue.

Visitors must return their visitor pass and visitor induction form to the place of issue before departure.

Visitors are also subject to the random drug and alcohol testing as per the Southern Ports Authority Drug and Alcohol Management Procedure.

4.3.3. Non-MSIC Holder Escorted Access to Port Security Zones (Escorted Worker)

Escorted Workers are persons who are not a holder of a valid MSIC but are required for emergency breakdown work to access the SPA-Bunbury site and perform physical work, such as contractors and other port users staff.

This access card is NOT for general routine work activities at the Port.

Escorted Workers are required to have successfully completed the SPA HSES online induction and register at the Outer Harbour SPA-Bunbury Administration Office or the Inner Harbour Security Office to access SPA-Bunbury under an Escorted Worker Pass. This pass is for one day in a calendar year only.

Proof of the SPA HSES online induction must be provided either a printout or a snapshot of the induction certificate.

The employer authorising SPA-Bunbury access for their employees must be familiar with and abide by the requirements of this document. Additionally, they must be completely satisfied that the person(s) they are authorising will comply with the SPA-Bunbury policies and procedures, including those outlined in this document.

The following definitions from the *Maritime Transport and Offshore Facilities Security Regulations 2003 (MTOFSR 2003)* apply to visitors Port Security Zones:

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. of MTOFSR 2003.

“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”.

This also applies to the Customs Act Section 15 PAC access locations.

4.3.4. Monitoring and Review

It is the responsibility of the employer authorising SPA-Bunbury access for their employee(s) to ensure that the employee(s) they request access for have a bona-fide operational need for being on the SPA-Bunbury site. Authority to access the port facilities may be removed by SPA-Bunbury at any time. **Escorted access to undertake work is only permitted for one day in a calendar year. This access is for emergency breakdown use only and not for general routine work activities and approved written or verbally by the PSO.**

Non-returned Visitor or Escorted Worker cards may be invoiced to the escorting company at \$100.00 per card.

4.4. Other Visitor Types

The following are other types of access that may be used in certain circumstances:

4.4.1. Union Right of Entry

Union representatives are given rights of entry under the following requirements:

- That SPA-Bunbury has received prior notice of the visit
- The union official has the appropriate identification in their possession to indicate

they represent the relevant union members.

4.4.2. Federal Authorities

Federal Authorities are exempt and can enter any site with their own ID and do not require a SPA-Bunbury access card.

4.4.3. Ship's Crew

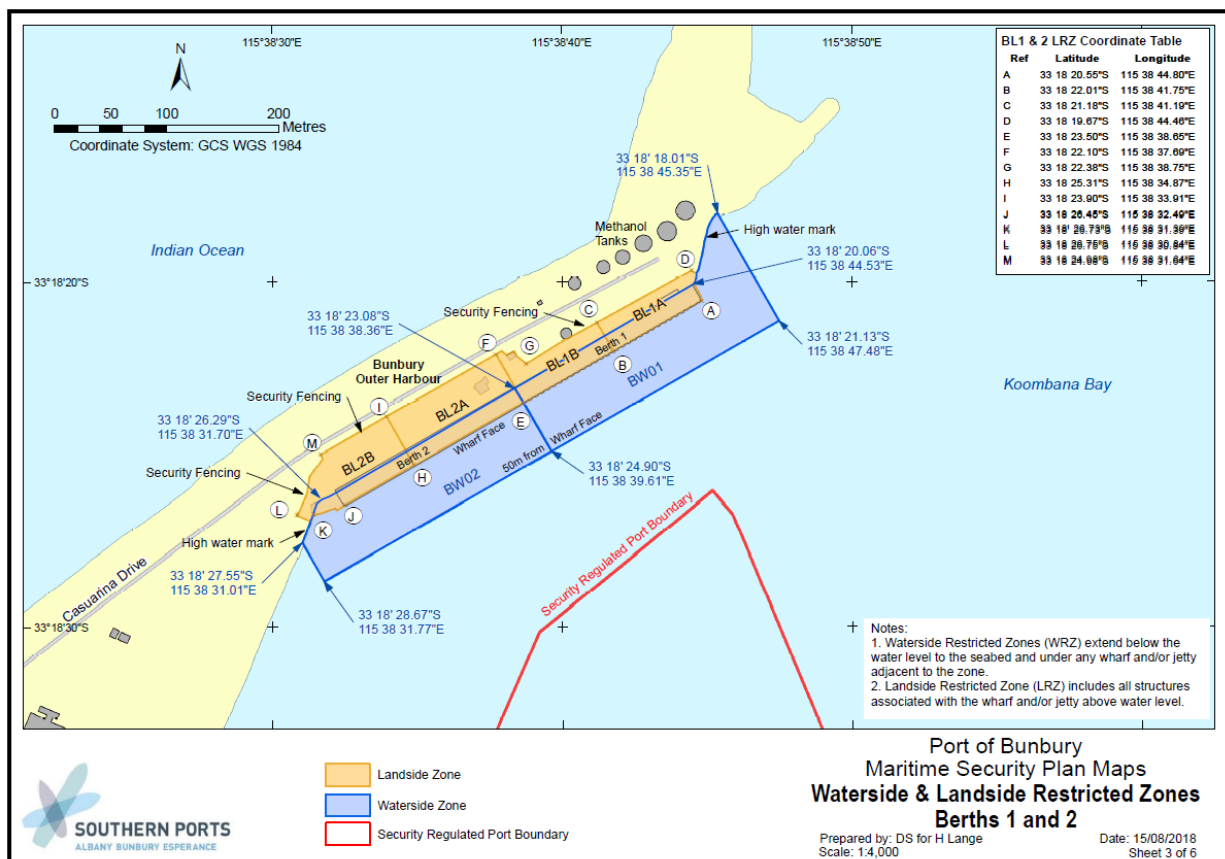
Ship's crew are subject to the current State Health Protocols.

5. BUNBURY SECURITY ZONE REQUIREMENTS

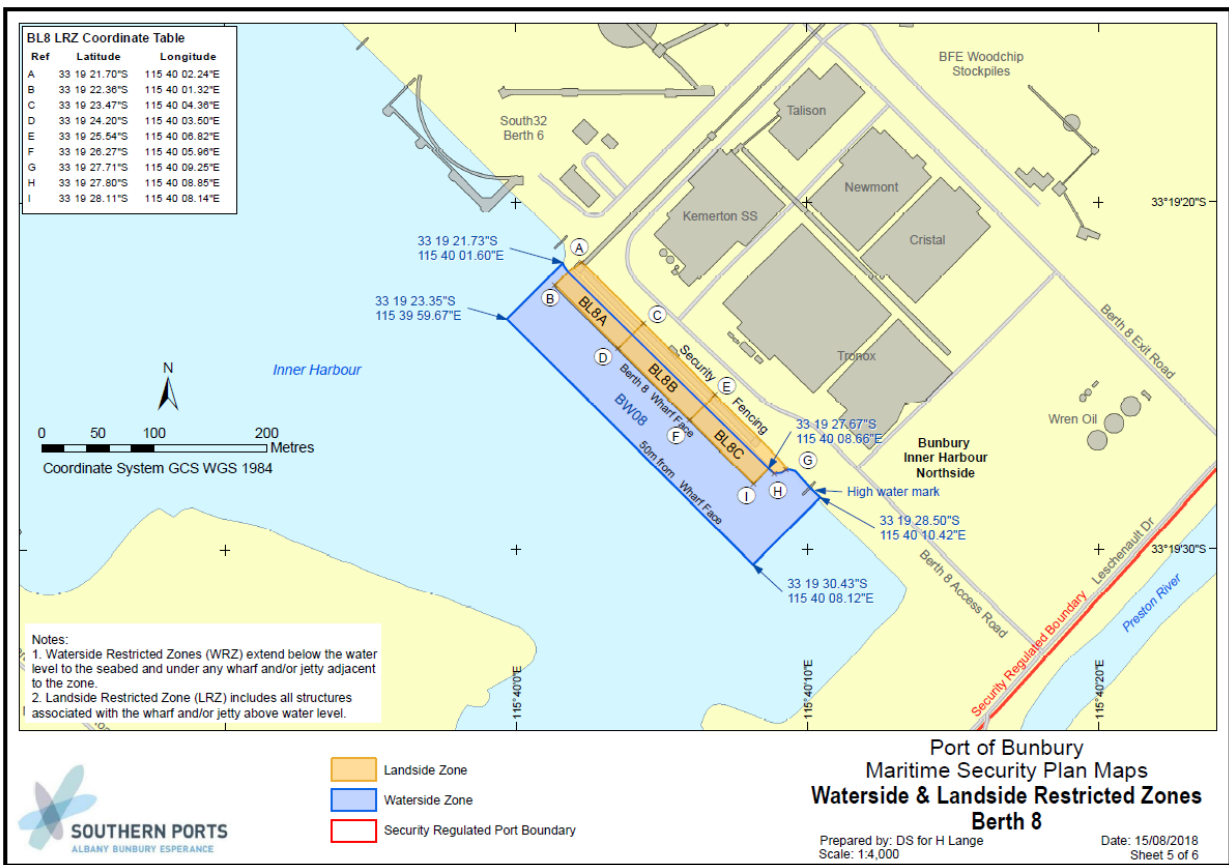
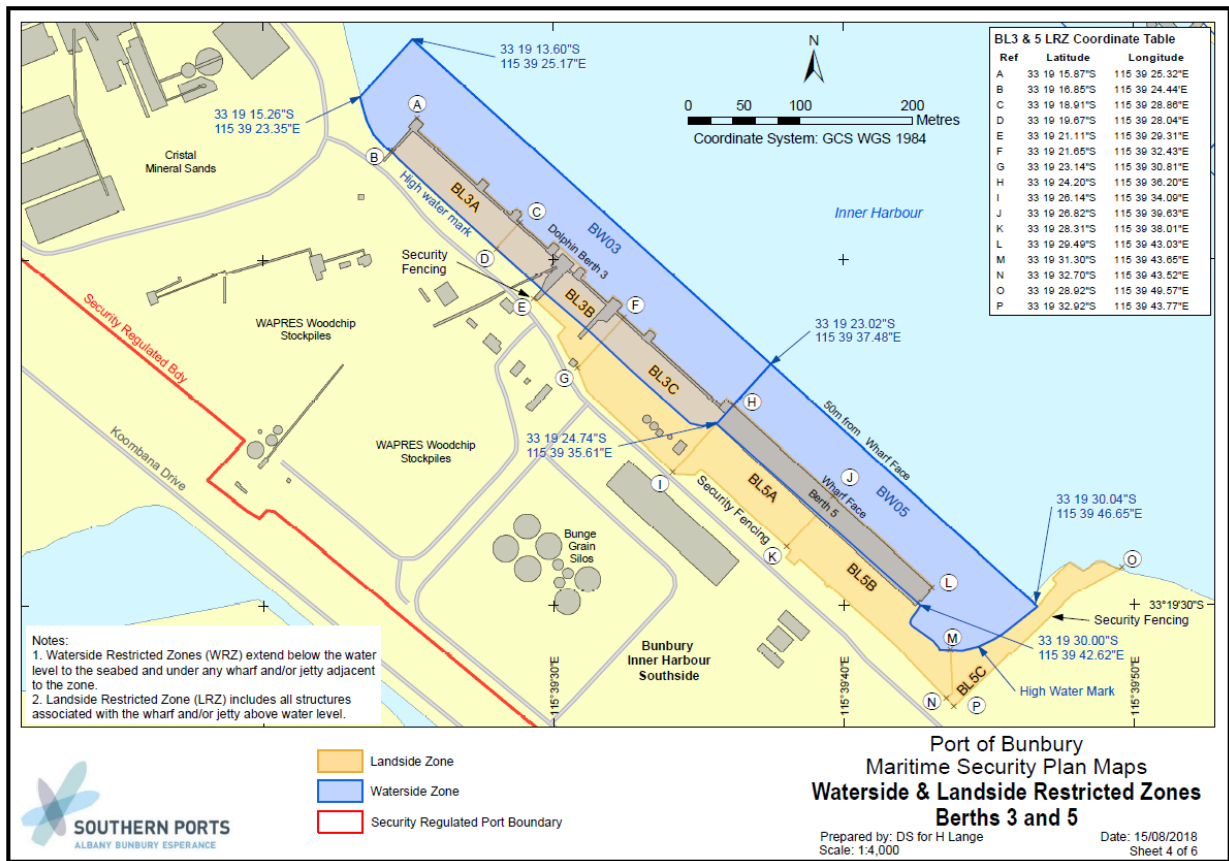
Port Security Zones within the Security Regulated Port of Bunbury are designated Landside or Waterside Restricted Zones when activated (Ship is alongside) in which all personnel who require access must be the holder of a valid MSIC only. They are also a Section 15 of the Customs Act.

A person who is not the holder of a valid MSIC may enter the Bunbury Port Facility under escort; however, they must be registered and continuously monitored by the holder of a valid MSIC. A holder of a PAC cannot enter the C when the Zones are activated (Ship is alongside).

However, if there is no ship alongside a PAC card holder may enter this area as the LRZ and WRZ are switched off and it is now just a Section 15 of the Customs Act.



Site Access Control Procedure - Bunbury



The following maps are the Section 15 of the Customs ACT 1901

**PORT OF BUNBURY, BERTHS 1 AND 2
DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION
S15 OF CUSTOMS ACT 1901 WHARF APPOINTMENT**



**PORT OF BUNBURY, BERTHS 3 AND 5
DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION
S15 OF CUSTOMS ACT 1901 WHARF APPOINTMENT**



PORT OF BUNBURY, BERTH 8
DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION
S15 OF CUSTOMS ACT 1901 WHARF APPOINTMENT



5.1. Exceptions

The following exceptions apply to this procedure:

5.1.1. MSIC Exceptions

Those listed below are exempt from holding an MSIC inside SPA-Bunbury site when on official business:

- Australian Border Force personnel;
- Australian Federal Police (AFP);
- Western Australia Police Force (WAPOL)
- Australian Defence Force personnel;
- State/Territory Police; and
- Hazard Management Agency personnel responding to an emergency.

5.1.2. Exceptions During an Emergency

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

6. SITE ACCESS SUSPENSIONS AND CANCELLATION

A person's access can be suspended, refused or cancelled at the discretion of the SPA-Bunbury PSO or pending the outcome of an investigation into an incident contravening a SPA-

Bunbury requirement that may be stipulated in, but not limited to a standard, licence, policy, procedure or plan.

The PSO may also suspend a person's access due to security or safety breaches or other events that may occur.

7. CHANGES IN ACCESS CARD HOLDER'S CIRCUMSTANCES

The following procedure applies to changes in card holder's circumstances:

7.1.1. Lost or Stolen Cards

It is the card owner's obligation to notify the SPA-Bunbury administration office if their access card has been lost, stolen or destroyed. Once notified the SPA-Bunbury will ensure that the access card is disabled in MACS immediately.

7.1.2. Change of Employer Details

All personnel holding a SPA-Bunbury issued MSIC/PAC are required to notify SPA-Bunbury administration personnel of a change in employer details, by completing and submitting a Change of Details Form and Operational Need Letter. This change will then be recorded in the MACS system.

When changing from one employer to another, the new employer must provide SPA-Bunbury administration a completed Operational Need Letter.

7.1.3. Leaving Employment

When a person leaves their employer and no longer has an operational need for a SPA-Bunbury access card or they leave their employer and their access card expires, the access card or issued SP issued MSIC/PAC must be returned to the SPA-Bunbury administration office for disposal and access will be disabled. When this is completed, SPA-Bunbury will disable the card in the EACS immediately.

8. EXPIRED HSES INDUCTION

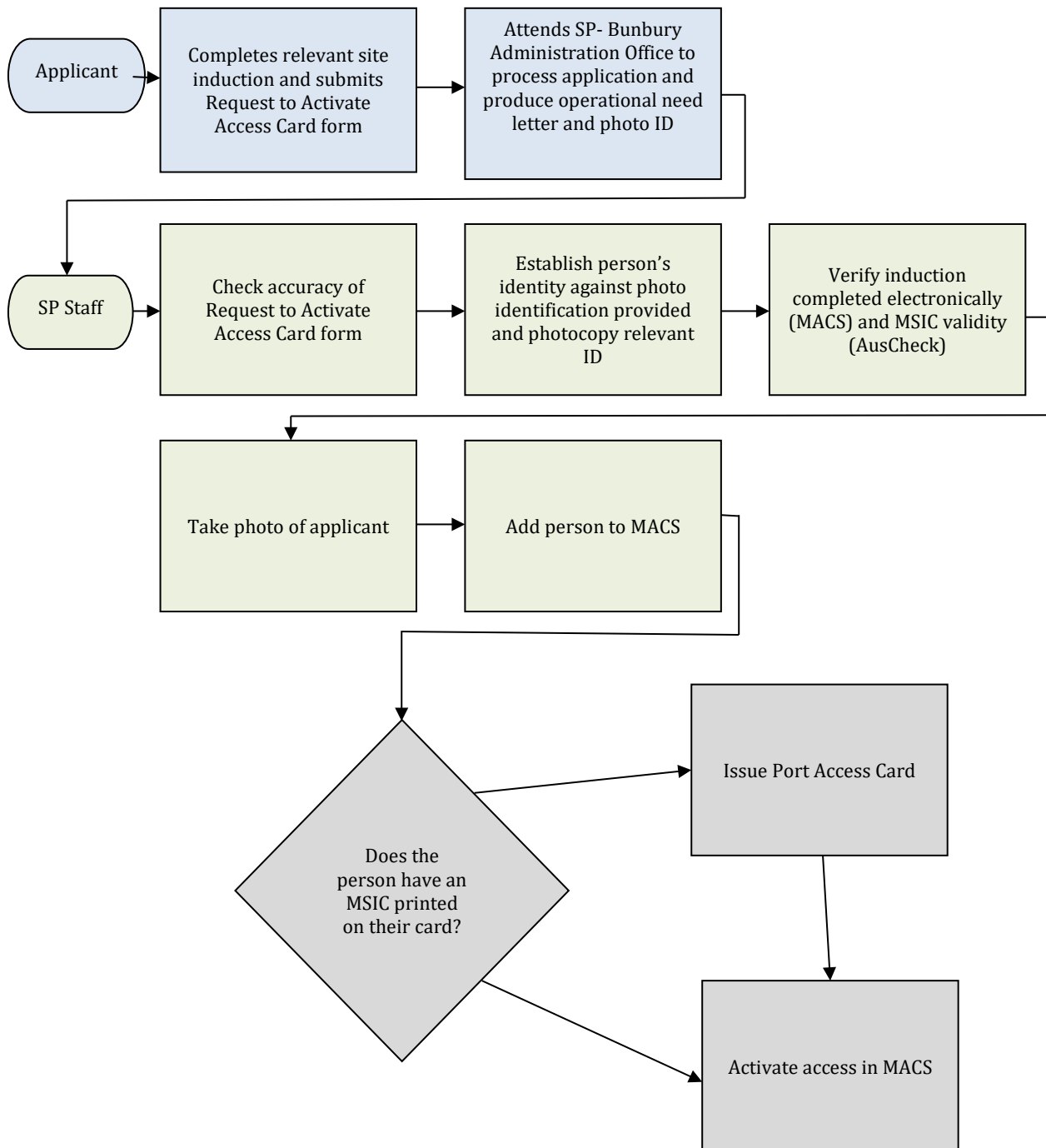
If a person's HSES Induction expires, the person will need to complete the on-line induction on the Southern Ports Authority website prior to attending the MSIC or security office to have their card reactivated.

Inductions expire two years after completion. Reminders of induction expiry will be sent by SPA-Bunbury via SMS and verbal gate messaging.

9. ACCESS FLOWCHARTS

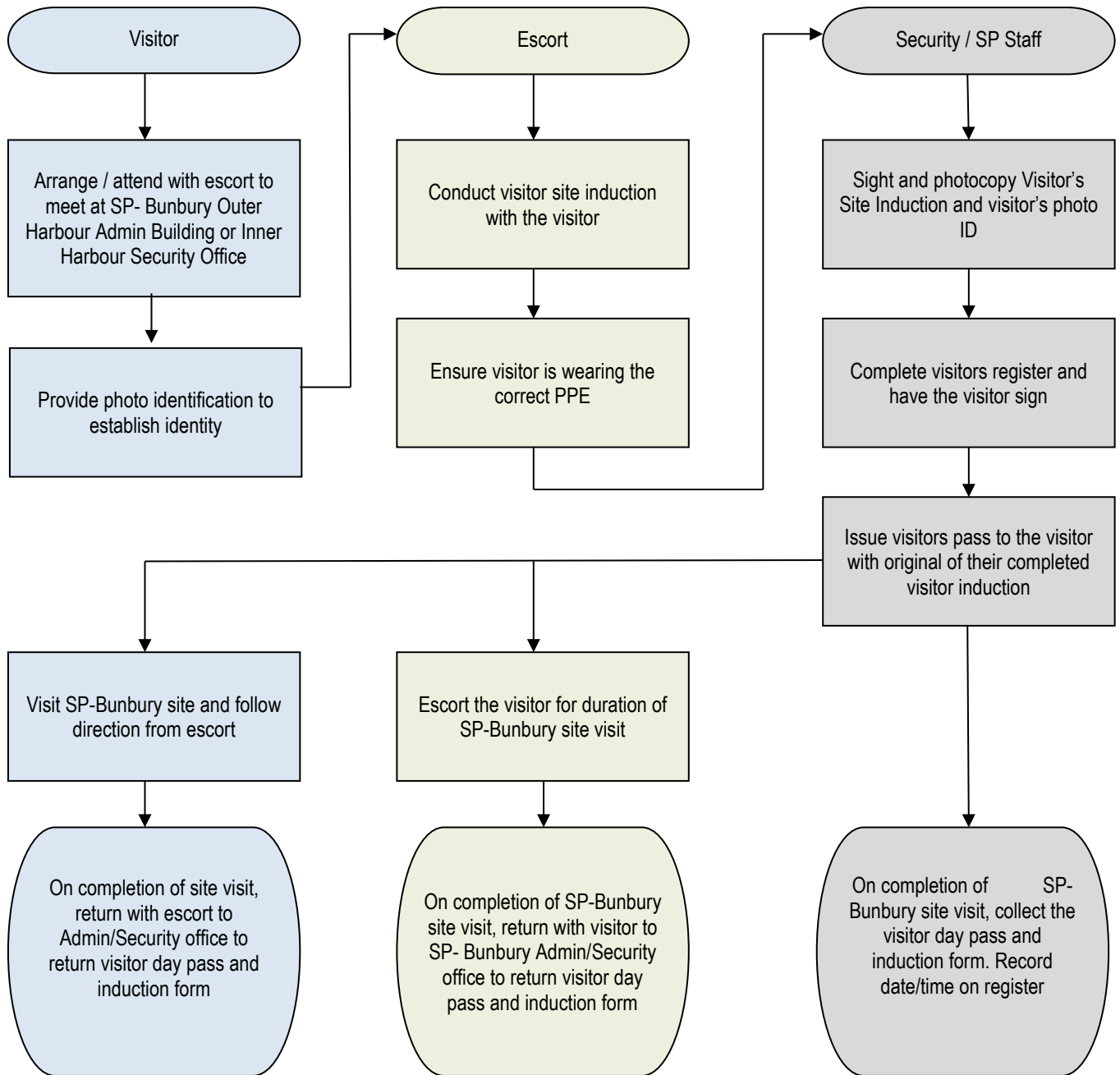
The following access flow charts are provided as an aid to staff or contractors on how the access procedure works.

9.1. Unescorted Access – Foreign MSIC

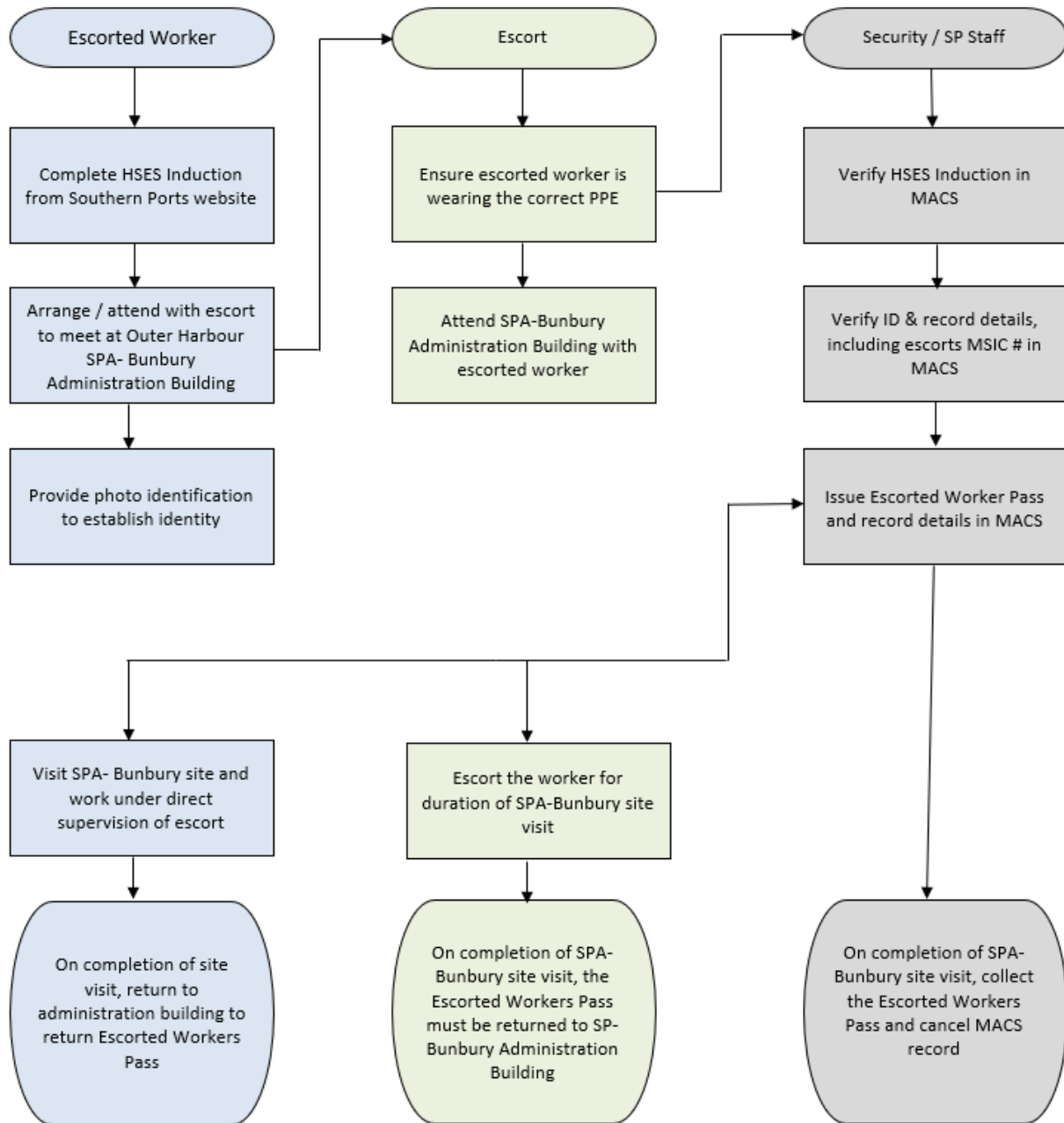


Site Access Control Procedure - Bunbury


9.1. Escorted Visitor Access





9.1. Escorted Workers Access




10. CARD TEMPLATES

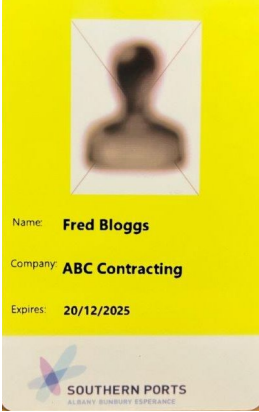
MARITIME SECURITY IDENTIFICATION CARD (MSIC)	
 <p>The image shows a blue MSIC card for John, a citizen. It includes a photo, the date 07 AUG 2015, the ID number ABC 012345, and the name John CITIZEN.</p>	<p>MSIC is a consistent maritime identification card issued to identify a person who has been the subject of a background check to ensure port security is consistent Australia-wide. An MSIC is issued to applicants who require access to Restricted Zones within a security regulated port.</p> <p>Note: MSIC's can be printed on proximity cards and activated for access.</p>


PORT ACCESS CARD (PAC)	
 <p>The image shows a grey PAC card with a photo, ID number PACS1001559, and expiry date 1/12/2021. It features the Southern Ports logo and the text 'RESTRICTED ACCESS'.</p>	<p>PAC cards are for access to Section 15 of Customs Act 1901. No access to Landside or Waterside Restricted Zones.</p>

VISITOR ACCESS CARD	
 <p>The image shows a pink visitor access card with the text 'Must be Accompanied by an Authorised SPA Representative', the number 004, and the word 'Visitor'. It includes the Southern Ports logo at the bottom.</p>	<p>Pink visitor access cards are issued to visitors who require access to a SPA-Bunbury site, have complete the visitor induction, are not conducting any physical work and will be escorted at all times by a valid MSIC/PAC card holder.</p> <p>Day Pass Only.</p> <p>Visitor Cards are issued from the SPA-Bunbury ;Outer Harbour Administration Office and the Inner Harbour Security Office.</p>

ORANGE T AND GREEN SPOT ACCESS CARD	
 <p>The image shows two cards. The top card is orange with a large black 'T' and the text 'SOUTHERN PORTS' at the top and 'TEMPORARY MSIC' at the bottom. The bottom card is white with a green circle, the text 'SOUTHERN PORTS ALBANY BUNBURY ESPERANCE' at the top, 'PORT ACCESS' in bold, 'Authorised Person Only' in green, 'PORT OF BUNBURY', 'Phone: 97296500', and a note at the bottom: 'Must be surrendered on expiry or on demand by Port of Bunbury'.</p>	<p>Orange T identification card and Green Spot access cards are issued to those MSIC applicants who have received confirmation that their MSIC has been approved from AusCheck and they are waiting for their MSIC card to return from the printers.</p> <p>Orange T identification cards are a paper card that has the card owner's identification with no photo.</p> <p>The Green Spot card is an access card only. Also used as a temporary card if an MSIC card is lost, faulty or damaged and waiting replacement.</p> <p>They have access to Restricted Zones LRZ/WRZ within a security regulated port.</p> <p>This card is returned when their new MSIC has been issued.</p>

ESCORTED WORKER ACCESS CARD	
 <p>The image shows a green card with the text 'SUPERVISED ACCESS' and '003' in large black font. At the bottom, it has the Southern Ports logo and text: 'SOUTHERN PORTS ALBANY BUNBURY ESPERANCE'.</p>	<p>Escorted worker cards are issued to fully inducted people who require escorted access to a port security zone for work purposes for a maximum of one day per calendar year.</p> <p>This access card is for emergency breakdown use only and not for general routine work activities. This card can only be approved by the PSO.</p>

NO CHIP ACCESS CARD	
 <p>The image shows a yellow access card for Fred Bloggs. It features a blurred photo of a person, the name 'Fred Bloggs', the company 'ABC Contracting', and an expiry date of '20/12/2025'. The Southern Ports logo is at the bottom.</p>	<p>Yellow access cards are issued for access to SPA-Bunbury site to those who hold a MSIC card which does not have an activation chip.</p>

RESTRICTED PORT ACCESS NO BERTH ACCESS CARD	
 <p>The image shows a grey access card with a red prohibition sign. Text includes 'SOUTHERN PORTS ALBANY BUNBURY ESPERANCE', 'RESTRICTED PORT ACCESS NO BERTH ACCESS', 'Authorised Person Only', 'PORT OF BUNBURY', 'Phone: 97296500', and 'Must be surrendered on expiry or on demand by Port of Bunbury'.</p>	<p>Restricted Port Access No Berth Access Cards are issued to MSIC applicants who are awaiting their MSIC approval from AusCheck. They cannot enter/work in an active LRZ/WRZ.</p> <p>This access is for the Section 15 of the Customs Act areas only.</p>

11. DEFINITIONS

Definition	Meaning
Escorted Worker	A person who is required to work inside the SPA-Bunbury site, but who does not hold a valid MSIC
EACS	Electronic Access Control System
Escort	An MSIC holder who has been assigned to accompany, continuously monitor and safeguard specific visitor(s) to SPA-Bunbury site.
Foreign MSIC	An MSIC issued by an Issuing Body other than Southern Ports Authority
Port Security Zone (PSZ)	Port Security Zones within the Security Regulated Port Boundary consist of Landside Restricted Zones (LRZ) and Waterside Restricted Zones (WRZ). These zones are controlled in accordance with the requirements of the Maritime Transport and Offshore Facilities Security Regulations 2003.
Port Security Officer (PSO)	Has the meaning given by regulation 1.20 of the Maritime Transport and Offshore Facilities Security Regulations 2003.
SPA-Bunbury Site	Port Restricted Zones (PRZs) of the security regulated port facility operated by SP-Albany referred to in this procedure as 'SPA-Bunbury site'
Visitor	A person requiring access to a SPA-Bunbury site that does not hold an MSIC and has no requirement to perform physical work.

12. RESPONSIBILITIES UNDER THIS PROCEDURE

Responsible Person	Responsibility
Port Security Officer (PSO)	Responsible for perimeter security, management and performance of the security services and for ensuring that the EACS: <ul style="list-style-type: none"> is documented and fully compliant with the Maritime Security Plan for SPA - Bunbury; and is compliant with applicable legislation.
Employer authorising access	Responsible to ensure requests for access to SPA-Bunbury for their employees are submitted in accordance with this procedure and permission is obtained as required.
Escort	An MSIC holder who is acting as an escort is responsible for maintaining control and supervision of a non-MSIC holder during a SPA-Bunbury site visit.
Visitor/Escorted Worker	An escorted Visitor or Worker must carry photo ID and is responsible for staying under the control and supervision of an Escort and following all directions given by the Escort during a SPA-Bunbury site visit.

13. RELATED LEGISLATION AND DOCUMENTS

The applying legislation and documents include, but are not limited to the following:

- Maritime Transport and Offshore Facilities Security Regulations 2003
- Southern Ports Security Policy
- Bunbury Visitor Induction Pamphlet
- Southern Ports HSES Induction online
- Operational Need Letter
- Request to Activate No Chip Access Card Form

14. ATTACHMENT 1 – REQUEST TO ACTIVATE BUNBURY PORT ACCESS

REQUEST TO ACTIVATE BUNBURY PORT ACCESS			
PLEASE NOTE THE BELOW CONDITIONS			
<ul style="list-style-type: none"> - This form is to be fully completed and submitted to SPA-Bunbury before unescorted access to a SPA-Bunbury site is granted. - Applications must be made during office hours – Monday-Friday 8.00am – 5.00pm. - Applications are processed upon the requestor attending the SPA-Bunbury Administration office in person to have identity documents verified, unless by prior arrangement. <p style="text-align: center; color: red;">THIS FORM CAN BE EMAILED TO: bunbury.misc@southernports.com.au</p>			
SECTION 1: PERSON REQUESTING ACCESS			
Full Name			
Company		MSIC #	
Role		Access Card #	
Induction Date		Drivers Licence #	
SECTION 2: COMPANY REPRESENTATIVE			
Full Name			
Company		Role	
Operational Need Letter Submitted?	Yes	No	
SECTION 3: GIVE A DESCRIPTION OF THE WORK YOU ARE PERFORMING			
SECTION 4: OFFICE USE ONLY			
	HSES induction completed		Letter of operational need
	Photocopy Drivers Licence		Take photo of applicant
	Activate access in MaCS		Verify MSIC in Auscheck