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**Procedure Designation: Non-core**

**VARIATION RECORD:**

<b>Version No.</b>	<b>Version Date</b>	<b>Brief Description of Change</b>
1.0	November 2014	Procedure developed and approved.
2.0	January 2019	Minor grammatical changes and corrections to layout.
3.0	August 2021	Full review.

**1. PURPOSE**

The purpose of this procedure is to outline the access requirements for persons requiring access to the Kimberley Ports Authority (KPA) – Broome Port Landside Restricted Zone (LRZ).

**2. SCOPE**

This procedure will detail the requirements to gain unescorted and escorted access to Broome Port LRZ to ensure compliance with the KPA – Broome Port Maritime Security Plan.

Under the Customs Act 1901 KPA as a cargo Terminal Operator, KPA are required to record each person who enters the terminal – Broome Port.

**3. REFERENCES AND SUPPORTING DOCUMENTATION**

- Customs Act 1901 Section 102
- KPA Broome Port Security Plan
- KPA Traffic Management SOP
- KPA Wharf Visitor Form
- KPA Vessel Visitor Form

#### **4. AS A WORKER (UNESCORTED ACCESS)**

Under the KPA Broome Port Security Plan the wharf has been declared a LRZ and access to that area is strictly controlled. In order to gain 'unescorted access' to the LRZ a person must possess the following:

- A current Maritime Security Identification Card (MSIC)
- A Broome Port Induction Card (received after completing the Broome Port Induction); and
- Have a valid operational need to enter the Port.

#### **5. AS A VISITOR (ESCORTED ACCESS)**

A person who requires access to the LRZ including visitors who does not hold a current MSIC must be escorted by a person who is entitled to unescorted access.

##### ***5.1. Visitor Restriction***

Visitors (observers or workers) may be escorted for up to a total of ten visits into the LRZ. Any extension required to this number must be sought from the Port Security Officer (PSO). Approval may be granted in special or extenuating circumstances for example, if the person can demonstrate that they have lodged an MSIC application and are awaiting issue of the certificate.

##### ***5.2. Prior Notice***

Visitors must provide prior notice of their intention to visit:

- For Vessel Access: through the vessel master/agent using the *Vessel Visitor Access Form* which must be emailed to both Security Gatehouse and Operations Department at [security@kimberleyports.wa.gov.au](mailto:security@kimberleyports.wa.gov.au) and cc [operations@kimberleyports.wa.gov.au](mailto:operations@kimberleyports.wa.gov.au)
- For Wharf Access: gaining approval from the PSO or delegate using the *Wharf Visitor Access Form* which must be emailed to both Security Gatehouse and Operations Department at [security@kimberleyports.wa.gov.au](mailto:security@kimberleyports.wa.gov.au) and cc [operations@kimberleyports.wa.gov.au](mailto:operations@kimberleyports.wa.gov.au)

##### ***5.3. Visitor Entry Procedure***

The Australian Customs and Border Protection Act requires monitoring of access to customs designated customs areas including the Broome wharf consequently the Escort must check the visitor 'In' at the Security gate or Operations department prior to entering LRZ.

The visitor must provide photographic identification, in the form of one of the following:

- A driver's licence;
- Passport;
- 18+ card;
- MSIC; or
- Or another card approved by the PSO.

Once registered, the escort and visitor can proceed to the main security gate to enter the LRZ. At the main security gate the escort will need to swipe their Broome Port Induction Card and clearly display their MSIC.

When in the LRZ the visitor must remain in direct contact with their designated escort. (the escort must be able to see and direct the visitor at all times)

#### ***5.4. Escorting Person Responsibilities***

The escort is to:

- Advise the visitor in advance of the requirement to produce photo identification;
- Sign the visitor in electronically at the Operations department and in doing so acknowledge their responsibility as escort for the visitor;
- Ensure that the Broome Port access conditions are complied with;
- Remain with the visitor continuously throughout their time on the wharf by maintaining a direct visual and verbal contact; and
- Escort the visitor out of the LRZ once the purpose of the visit is complete. If in exceptional circumstances the escort needs to be changed the original escort must advise the Security Gatehouse prior to the change, if the change is unexpected then at the time of the change.

## **6. SHIPS CREW**

For safety and security purposes all ship's crew transiting the LRZ must be listed on a crew list that has been provided to the KPA Operations Department/Security prior to the vessels arrival and must be escorted.

The crew list must include sign on and sign off details and identification document details. Crew or visitors that attempt to enter or exit the Broome Port site that are not on the crew list will be denied access until their identity and access approval is confirmed by the vessels master. Note: vessel can submit crew list in their own format.

Domestic crews without an MSIC will need to register with their Escort at the Operations department or Security gatehouse prior to gaining inward access to the LRZ

International ship's crew need to be escorted entering and exiting the Landside Security Zone.

## **7. PASSENGERS**

### ***7.1. Large Cruise Vessels***

Passengers on large cruise vessels, as per the *Border Protection Act*, are exempt and only require an escort to enter or exit the LRZ as per the Port Security Plan.

### ***7.2. Vessels with Approved Ship Security Plan***

Vessels with an approved ship security plan must provide to KPA Operations Department/Security a passenger embarkation and disembarkation list. In addition the passengers must be escorted when entering and exiting the LRZ and must carry photo ID to present on request.

### ***7.3. Domestic passenger vessel and charter boats***

Domestic passenger vessels and charter boats without an approved ship security plan must provide the KPA Operations Department/Security with a visitor list and ensure all of their passengers are registered as per the visitor procedures detailed above.

## **8. EXCEPTIONS**

The following personnel are exempt from holding an MSIC if they are carrying their respective ID's:

- Customs;
- St John Ambulance;
- Federal and State Police; and the
- Australian Defence Force

However, personnel from these agencies who require regular access to the Broome Port site for routine duties are requested complete the KPA Broome Port Induction.

## **9. APPENDIX 1 – BROOME PORT ACCESS FLOWCHART**

MAR52/82983

# Access Summary

## Unescorted Access



- Hold a current MSIC,
- Hold a Broome Port Induction Card
- Declare an operational need (Verbal, Crew/Visitor list or Wharf Access form)

Visitor requiring vessel access

- Be on a visitor list provided by the Master
- Be registered by escort

Visitor requiring wharf access

- Have an approved Wharf Access form
- Be registered by escort

International Ships crew

- Be on a crew list provided by the Master
- Be escorted when entering and exiting the LRZ

Domestic Ships crew –  
with an MSIC

- Be on a crew list provided by the Master
- Be escorted when entering and exiting the LRZ

Domestic Ships crew –  
without an MSIC

- Be on a crew list provided by the Master
- Be escorted when entering and exiting the LRZ
- When entering the Port, be registered by escort with security gate

Passengers on large cruise  
vessels

- Requires escort only

Passengers on domestic vessels  
with an Approved Ships  
Security Plan

- Be on a passenger list provided by the Master
- Be escorted when entering and exiting the LRZ
- Have photo ID ready to present on request

Passengers on domestic  
passenger vessels & charter  
boats

- Be on a visitor list provided by the Master
- Be escorted when entering and exiting the LRZ
- Be registered by escort at security gate when entering the LRZ

## Escorted Access (ie no Port Induction Card)



## **10. APPENDIX 2 – WHARF VISITOR ACCESS FORM**

IFM35/156634

Note: This form is available on KPA's website as an online form.

 <b>KIMBERLEY PORTS AUTHORITY</b> <i>Broome Port Services</i>	<b>WHARF VISITOR ACCESS FORM</b>	File ref:       MAR92/
		Version:        2.0 / 156634
		Issue date:     December 2018

The following form is to be submitted by any person not inducted requiring access to the Wharf. It must be submitted and approved by the Port Security Officer (PSO) or delegate prior to gaining access to the Wharf. Further details regarding access can be found in the Broome Port Access Procedure. Email [security@kimberleyports.wa.gov.au](mailto:security@kimberleyports.wa.gov.au)

VISITOR DETAILS			
First Name:		Surname:	
Address:			
Contact No:			
Email:			
Employer:			
Job Description:			
Photo ID to be presented:	Drivers Licence	MSIC	Other: _____
Photo ID number: (e.g. Drivers Licence No)			
PORT ACCESS REQUIREMENTS			
Reason access is required:			
ESCORT DETAILS			
Escort Name:		Escort Contact Number:	
Escort MSIC number:			
Escort KPA Port Induction Number:		KPA Port Induction Expiry Date:	
Date of visit:			
KIMBERLEY PORTS AUTHORITY AUTHORISATION			
Date application received:			
Authorised by PSO or delegate:			
Date:			

As per Kimberley Ports procedure, the approved visitor and escort must register at the Visitor Kiosk prior to landside restricted zone (LRZ) entry.

The information on this form will be handled in accordance with the Privacy Act.



## **11. APPENDIX 3 – VESSEL VISITOR LIST**

IFM35/82980

**VESSEL VISITOR ACCESS**

The following information must be received for each vessel prior to berthing at Broome Port (preferably 24 hours or as early as possible).

This form and any attachments (eg crew list, passenger list) should be submitted to [security@kimberleyports.wa.gov.au](mailto:security@kimberleyports.wa.gov.au) and [operations@kimberleyports.wa.gov.au](mailto:operations@kimberleyports.wa.gov.au)

Visitors include but not limited to: contractors, suppliers, surveyors, company reps, agents.

VESSEL INFORMATION	
<b>Vessel Name:</b>	
<b>ETA</b>	<b>Date:</b> <b>Time:</b>
<b>ETD</b>	<b>Date:</b> <b>Time:</b>
<b>Master Name:</b>	
<b>Vessel Email:</b>	
<b>Ships Agent Name</b>	
<b>Ships Agent Details</b>	<b>Mobile:</b> <b>Email:</b>

VISITOR LIST			
Name	Company	ID Number	Operational Need

Authorised by Name: \_\_\_\_\_ Position on vessel: \_\_\_\_\_