



# MSIC INDUCTION

**Port of Fremantle**  
February 2017

# Fremantle Ports MSIC Induction

## Contents

<b>Welcome .....</b>	<b>2</b>
1. What is an MSIC .....	2
2. MSIC Expiry.....	2
3. What an MSIC looks like .....	2
4. What is a Maritime Security Zone (MSZ).....	2
5. Who can issue an MSIC .....	3
6. Types of MSIC .....	3
<b>MSIC Process .....</b>	<b>4</b>
7. Where to apply.....	4
8. What to Bring .....	4
9. Operational Need .....	4
10. Identification Documentation .....	5
11. Right to work in Australia .....	6
12. Payment.....	6
13. MSIC Application Refusal.....	7
14. MSIC Background Check.....	7
15. Unsuccessful Applicants .....	7
<b>MSIC Holder Responsibilities .....</b>	<b>8</b>
16. Use of MSIC .....	8
17. Notifying Fremantle Ports .....	8
18. Return of MSIC to Issuing Body .....	8
<b>Personal Information .....</b>	<b>8</b>
19. Background Check and AusCheck.....	8

# Fremantle Ports MSIC Induction

## Welcome

In the following pages you will find information for the nationwide Maritime Security Identification Card (MSIC) Scheme. This induction will explain what an MSIC actually is, why it may be relevant to you and other important information.

### 1. What is an MSIC

An MSIC is a nationally consistent identification card which is issued to identify a person who has undergone a background check. It shows that the holder has met the minimum security requirements to work unescorted or unmonitored in a maritime security zone.

**The MSIC is not an access card** and possession of an MSIC does not provide the right of entry to a maritime security zone. Access is managed by the port or facility operator.

### 2. MSIC Expiry

MSICs are valid for up to four years, with a background check required every two years. Those requiring an MSIC may apply for a two or four year MSIC.

See section 6: [Types of MSIC](#) for more information.

### 3. What an MSIC looks like

An MSIC must state your name, expiry date and unique identification number.

If you change your name, your MSIC is valid for only 30 days from the day on which you made the change. You will need to notify Fremantle Ports of any changes and provide evidence before a replacement MSIC can be issued.

**A valid MSIC must have a current background check and not be expired, cancelled or defaced. If you are unsure whether your MSIC is valid, contact your issuing body to confirm.**

### 4. What is a Maritime Security Zone (MSZ)

A Maritime Security Zone, or MSZ is an area within regulated ports, around and on board regulated Australian ships, which have additional security requirements, as defined by the *Maritime Transport and Offshore Facilities Security Act 2003*.

You will require an MSIC if you have reason to enter the following areas within Fremantle Ports:

- Victoria Quay (Berths E-H, inclusive of Small Craft Pens)
- North Quay (Berths 1, 2 & 11, 12)
- Kwinana Bulk Terminal (Jetty)
- Kwinana Bulk Jetty.

# Fremantle Ports MSIC Induction

## 5. Who can issue an MSIC

Only authorised Issuing Bodies may issue an MSIC.

Fremantle Ports is an authorised issuing body enabled to provide application and consent forms for background checks, process applications and print cards.

Cards are issued under advice by the Department of Home Affairs, AusCheck.

## 6. Types of MSIC

There are several MSIC application categories. When you fill out an application form, you will be asked to tick the relevant application type. You can select from one of the following:

### Provisional MSIC

A Provisional MSIC will be issued to persons under the age of 18 years at the time of application. The card will expire either six (6) months after the person turns 18, or 2 years from the date of approval from AusCheck - whichever date is earlier.

If you are under 14 years of age you will also require a letter from your guardian consenting to the background check.

### Standard MSIC

A Standard MSIC will be issued to all eligible persons over the age of 18 years and be valid for either two (2) or four (4) years from the date approved by AusCheck.

The same process is required for new and renewal standard applications.

### MSIC based on an ASIC

A person who holds an Aviation Security Identification Card (ASIC) has already undertaken background checks by AusCheck. The valid ASIC must be presented at application for MSIC. The expiry of the MSIC will mirror the ASIC expiry.

# Fremantle Ports MSIC Induction

## MSIC Process

To apply for MSIC, you will need to come into Fremantle Ports and apply in person at the MSIC Service Centre, bringing specific documentation as stated below. Your application will then be lodged with AusCheck to undergo the MSIC background check to determine whether you are eligible to hold an MSIC. Once a decision has been reached, Fremantle Ports will notify you of the decision (by email).

When you lodge your application at the MSIC Service Centre, you will also need to provide several pieces of evidence to enable Fremantle Ports to verify your identification.

## 7. Where to apply

Once you have your application form and support documentation, make an appointment with the MSIC Service Centre at Fremantle Ports to lodge your application. Appointments can be made via the online booking service on the Fremantle Ports website <https://www.fremantleports.com.au/the-port> or directly at <https://outlook.office365.com/owa/calendar/FremantlePorts%40fremantleports.com.au/bookings/>.

### **MSIC Service Centre Location:**

Fremantle Ports Administration Building  
1 Cliff Street  
Fremantle WA 6160

### **MSIC Service Centre Hours:**

Monday - Friday, 8:00am - 4:00pm (last appointment is 3:30pm). We are closed public holidays.

## 8. What to Bring

To apply for MSIC, you will need to bring:

- identification documentation
- evidence of your operational requirement to access a MSZ at least once per year
- evidence of your right to work in Australia (non-Australian Citizens)
- payment.

Fremantle Ports will:

- ensure you have an operational need
- be satisfied as to your identity
- be satisfied that you have the right to work in Australia and
- have been given approval by AusCheck.

## 9. Operational Need

To apply for MSIC you must have an occupation or business related need to enter a MSZ at least once per year. You will need to provide evidence of this when you apply for MSIC. This evidence can be in the form of a letter from:

- your employer

## Fremantle Ports MSIC Induction

- a port facility with whom you are engaged or
- a maritime industry participant.

The operational need letter must be on company letterhead, be signed and state why you need an MSIC (i.e. shipping agent at Fremantle Ports). A sample letter can be located at:

<https://www.fremantleports.com.au/the-port/msic-port-access/msic>

If you are self-employed and require access to Fremantle Ports, you will need your own company letter as well as a letter from the company who uses your services who requires you to access Fremantle Ports.

### 10. Identification Documentation

All ID must be original documents and not extracts or photocopies. You will need one document from each of the following Categories (A-D). If a document is written in a language other than English, a NAATI translation will also be required.

Your identification documents must contain exact name matches unless the name variation is supported by a Government issued linking document (e.g. marriage or change of name certificate).

If you are unsure of any of the below, please call 08 9430 3322 for clarification.

#### Category A - start of your identity in Australia

A Category A document must have your full name, be Australian issued and be one of:

- Australian (full) birth certificate
- Australian citizenship certificate
- Australian citizenship by descent (official extract issued by Australian government)
- Australian visa (with supporting passport) *must be checked on VEVO*
- Australian protection visa (with supporting CTD) *must be checked on VEVO*
- Australian immicard *must be checked on VEVO*

#### Category B - your identity linked by photo and signature

A Category B document must be government issued, have your photo and signature, be current and valid and be one of:

- Passport (Australian, foreign or a CTD)
- Driver licence (Australian or foreign)
- Australian proof of age card
- Working with children/vulnerable people card

#### 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)

## Fremantle Ports MSIC Induction

- A Category B document that has not already been used for the current MSIC application

### Category D - evidence of your current residential address

A Category D document is only required if the document 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

## 11. Right to work in Australia

You will need to prove you have a right to work in Australia.

### *Australian Citizen*

Your Category A identification document will evidence your right to work in Australia.

### *Australian Working visa*

Fremantle Ports is able to verify your 'work right' status via the VEVO website. Please ensure your details are correct within the VEVO website before your appointment and remember to bring your VISA's support document (passport, immicard, etc).

Further information regarding citizenship and right to work status can be obtained by visiting <https://www.homeaffairs.gov.au/> or by calling 131 881.

## Crew members of Australian Registered Ships

If you are not a resident of Australia, but you are a crew member of an Australian Registered Ship, you will need to give a copy of the ship's register, verified by the Master of the vessel.

## 12. Payment

Standard MSIC prices are as follows. For other applications, please call 08 9430 3417. All prices include GST.

MSIC / Access 2 years	\$294
MSIC / Access 4 years	\$477
MSIC Only 2 years	\$264
MSIC Only 4 years	\$447
FP Access Only Card	\$148

# Fremantle Ports MSIC Induction

## 13. MSIC Application Refusal

Fremantle Ports can refuse to process an application for MSIC if:

- the MSIC Application Form is incomplete
- the applicant does not provide the requisite proof of identity or
- the applicant does not provide the proof of an operational need to hold an MSIC.

In these circumstances, the application will not be processed until all the requirements are met.

## 14. MSIC Background Check

AusCheck, a Division within the Attorney-General's Department, is responsible for coordinating the background checks of MSIC applicants. The background checking process includes a criminal records check undertaken by CrimTrac and a security assessment conducted by the Australian Security Intelligence Organization (ASIO).

A full list of offences you will be checked against can be found in the *Maritime Transport and Offshore Facilities Security Regulations 2003*. If you have been convicted of any of the offences listed, you may be ineligible to receive an MSIC. If you are unsure whether your application will be successful, we recommend you seek additional information from AusCheck prior to applying for an MSIC.

**Please note** as of 1 November 2016, provisional MSIC applicants will be security assessed by ASIO. They will not undergo a criminal records check. Written guardian consent is required for all applicants under 14 years of age.

## 15. Unsuccessful Applicants

If your application for MSIC is unsuccessful, AusCheck will give you a written statement of reasons why you are not eligible to hold an MSIC. You will also receive advice on your appeal rights. More information can be found at

<https://www.homeaffairs.gov.au/about-us/our-portfolios/transport-security/identity/applicants-and-cardholders> .

If you are unsuccessful, you will not be permitted to enter a Maritime Secure Zone.



# Fremantle Ports MSIC Induction

## MSIC Holder Responsibilities

All MSIC holders are responsible for the security of their MSIC and ensuring their details are maintained and kept up to date.

### 16. Use of MSIC

- only you are permitted to use your MSIC
- your MSIC must be clearly visible and worn above waist height, on the front or side of your body or on your upper arm.

### 17. Notifying Fremantle Ports

You will need to notify Fremantle Ports (as your issuing body) if you:

- lose your MSIC or if it is stolen or destroyed (in writing, within 7 days)
- change your name (within 30 days - following which it is an invalid card)
- change any of your contact or employer details.

You must also notify AusCheck if you are convicted of a maritime security relevant offence and sentenced to imprisonment (within 7 days).

### 18. Return of MSIC to Issuing Body

You must return your MSIC to Fremantle Ports within 30 days if:

- it has expired
- it has been cancelled
- it is damaged, altered or defaced
- you no longer have an operational need to enter a maritime secure zone.

Failure to return your MSIC may result in a penalty of up to \$2100.

## Personal Information

Your personal information is collected for the purposes of the MSIC background check and access to Fremantle Ports (if required). See Fremantle Ports' privacy notice for more information. <https://www.fremantleports.com.au/the-port/msic-port-access/msic/msic-privacy>

### 19. Background Check and AusCheck

Fremantle Ports will not receive the details of your criminal history check or security assessment. The MSIC Service Centre will only receive approvals or non-approvals from AusCheck, for authority to issue an MSIC.

For a copy of the AusCheck Privacy Policy, go to:

<https://www.homeaffairs.gov.au/criminal-justice/files/auscheck-nhs-privacy-notice.pdf>