

APPLICATION FORM FOR APPROVAL OF A MARITIME SECURITY PLAN FOR A PORT SERVICE PROVIDER

[Insert Name of Port Service Provider]

The attached maritime security plan, prepared in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act) and the *Maritime Transport and Offshore Facilities Security Regulations 2003* (the Regulations), is submitted to the Secretary of the Department of Infrastructure and Transport (the Department) for approval. The plan is for [legal entity name], [operating name], ABN [ABN No.], which is a port service provider located in the Port of [Port Name].

If implemented, this plan will make an appropriate contribution to achieving the maritime security outcomes contained in subsection 3(4) of the Act.

Included with this application form are the following documents:

- Maritime security plan prepared in accordance with Part 3 Division 4 of the Act, including:
 - a security assessment prepared in accordance with subsection 47(2) of the Act;
 - a map of any area under the control of the Port Service Provider within the security regulated port, in accordance with subsection 49(2) of the Act and regulation 3.240 of the Regulations; and
 - contact information prepared in accordance with regulation 3.185 and 3.190 of the Regulations.

A completed self-assessment checklist is attached to assist the Department with the assessment and review of this maritime security plan.

Should you wish to discuss the contents of this plan, please contact [Name of contact person] on [phone number].

Yours sincerely

[Signature of person authorised to submit the plan]

[Printed name of the person authorised to submit the plan]

Date:

Lodgement of Maritime Security Plans

Maritime security plans may be submitted to the Secretary using any of the following methods:

- **By mail**

Plans should be addressed to:

National Coordinator
Department of Infrastructure and Transport
GPO Box 1966
Canberra ACT 2601

- **By email**

Plans should be emailed to <national.coordinator@infrastructure.gov.au>.

The Department can currently accept electronic documents in Word, Rich Text Format (RTF) and Adobe Acrobat (PDF) format. If a maritime industry participant wishes to use a different format, they should first contact <national.coordinator@infrastructure.gov.au> to discuss the type of application proposed.

Note:

Please ensure that upon submission to the Department, track changes and draft watermarks have been removed from the security plan.

**For further information concerning your security plan, please contact
<national.coordinator@infrastructure.gov.au>.**

Maritime Security Plan for a Port Service Provider assessment checklist

This checklist is to assist you to ensure that the maritime security plan has been prepared in accordance with the requirements of the Act and the Regulations. Please indicate in the column headed “location”, the pages or sections of the plan that contain the information that addresses each requirement. This checklist will be used to supplement the Department's assessment and review process.

Maritime Security Outcomes

The following questions relate to demonstrating an appropriate contribution to the maritime security outcomes as required in section 47(1)(e) of the Act:

Checklist Item	Answer	Location
Staffing Will implementation of your maritime security plan require additional staff to be employed in security roles? If yes, how many additional staff do you expect to employ?	Yes / No Number_____	
Training What is the expected cost of training staff in the implementation of your maritime security plan? Will implementing the plan increase the awareness of staff of security matters?	\$_____ Yes / No	
Security Infrastructure Will implementation of your maritime security plan require modification of existing or additional security infrastructure? If yes, what is the expected cost?	Yes / No \$_____	
Security Budget What was your budget for security last Financial Year? What is your security budget for this Financial Year? What is the anticipated security budget for next Financial Year? Has this level of expenditure been approved by an appropriate officer?	\$_____ \$_____ \$_____ Yes / No	
Security Measures and Procedures Will additional security measures and procedures be introduced in implementing the maritime security plan?	Yes / No	
Access Control Will implementation of the maritime security plan result in the introduction of additional or improved access control measures.	Yes / No	

Regulations

The following questions relate to requirements in the Regulations:

Checklist Item	Answer	Location
Security Assessments Does the maritime security plan include a security assessment made in accordance with regulations 3.05 and 3.195 that takes into account any documents required under subsection 47(2) of the Act?	Yes / No	
Security plan audits and reviews Does the maritime security plan set out the schedules and procedures for conducting audits and reviews of the security plan, as required by regulation 3.10?	Yes / No	
Port service provider details Is a separate document containing the contact details, as required by regulations 3.185 and 3.190, included with the maritime security plan? Note: The port service provider is required under regulation 1.30 to designate a port service provider security officer before submitting the maritime security plan to the Secretary for approval.	Yes / No	
Port Service Provider Security Officer Does the maritime security plan set out the requirements for the PPSO, as identified in regulation 3.200?	Yes / No	
Other personnel with security role Does the maritime security plan identify and set out the requirements for other personnel, as identified in regulation 3.205	Yes / No	
Matters that must be in plan Is each of the items in regulation 3.210 addressed in the maritime security plan?	Yes / No	
Consultation Does the maritime security plan include the mechanisms for consultation, as required by regulation 3.215?	Yes / No	
Maritime security level 1 Does the maritime security plan set out the measures to be in place at maritime security level 1, in accordance with regulation 3.220?	Yes / No	
Maritime security levels 2 and 3 Does the maritime security plan set out the measures to be in place at maritime security levels 2 and 3, in accordance with regulation 3.225?	Yes / No	

Declarations of security Does the maritime security plan include procedures for establishing Declarations of Security, in accordance with regulation 3.230?	Yes / No	
Port Security zones Does the maritime security plan include a request for the establishment of any port security zones and include justification for the zones, as required by regulation 3.235?	Yes / No	
Map of port service provider If the port service provider controls an area within the security regulated port, does the maritime security plan include a map of that area that meets the requirements of regulation 3.240?	Yes / No	
Protection of plan Does the maritime security plan include procedures for protecting the plan, in accordance with regulation 3.245?	Yes / No	

Note: If any of the above items are not addressed in the plan, the port service provider is advised to give further consideration to the Act and Regulations before submitting the plan for consideration of approval.

This checklist should be used as a guide only and applicants should refer to the Act and the Regulations when preparing a maritime security plan.