



Notice to Clients

To: Melbourne Port Users
From: Evan Wissell, Terminal Manager
Date: 24 March 2014

Reference: Access Arrangements - AAT Appleton Dock Terminal

Australian Amalgamated Terminals (AAT) is a safety, health and environmentally conscious company, and expects all employees, contractors and subcontractors to comply with Occupational Health, Safety and Environmental (WHS) requirements applicable to the Commonwealth and State Government Acts and Regulations whilst working within the AAT sites.

AAT is to commence operations in Appleton Dock on **Tuesday 1 April 2014**. The purpose of this communication is to outline the site access arrangements, visitor requirements and security escort arrangements to ensure consistent approach amongst terminal clients and customers.

Access into our Landside Restricted Zone is strictly controlled. The Terminal is enforcing safe practices and adherence to OH&S procedures. All visitors who need access to the Terminal, more than once per year, must be MSIC holders and must supply and wear at all times a high visibility safety vest and enclosed shoes.

MSIC Information

Legislation requires that any person needing unescorted access within a maritime security zone must display a Maritime Security Identification Card (MSIC). The MSIC is a nationally recognised security identification card that shows that the person carrying the card has been cleared to enter and work in the secure area of a port, ship and other maritime facilities.

The MSIC issued by 1-Stop is both an MSIC and an access card for Patrick, Qube, DP World and AAT terminals. The cost of the MSIC is \$220 for a 2 year card and \$462 for a 4 year card.

The AAT Appleton MSIC site induction is available via the 1-stop website at www.1-stop.biz and is available from **Monday 24 March 2014** and will need to be completed prior to entry on **Tuesday 1 April 2014**.

AAT Site Induction

In addition, all representatives of your company requiring access to the terminal must complete the **AAT Site Induction**. The induction takes approx. 20 minutes and can be completed online via the AAT website or by clicking on the following link <https://www.inductee.com.au/aat/login.php>. Please ensure you select **CONTRACTOR**.

The AAT Site induction needs to be completed by **Wednesday 30 April 2014** or alternatively can be completed at the AAT Security gatehouse prior to entering the Terminal. Should you experience any difficulties with the above, or if you require any



further information, please do not hesitate to contact Deanne Naughton on 02 83462303.

Vessels

Vessel visits are to be organised through the nominated shipping line/shipping agent. A list of all personnel authorised to visit that vessel is to be pre advised, at least 24 hours, in writing prior to arrival.

Irregular Visitors

Any person who needs to visit the Terminal more than once per year is required to have an MSIC. Access thereafter, is subject to a Maritime Security Escort fee along with written pre advice request to the Terminal.

Pre Advice Notification

Pre Advice Notification is to be sent in writing to the Terminal via email at least 24hours prior to intend entry to the following addresses:

adt.security@aaterminals.com.au and adt.dispatch@aaterminals.com.au

Escort Fee

All contractors and visitors entering AAT's terminals are required to carry and display an MSIC at all times. Contractors and visitors that do not hold a current MSIC must be escorted into the terminal by an MSIC holder. An escort fee of **\$100 + GST** will be applicable from Monday 5th May 2014.

Payment will need to be made at the R&D Office between 0600-1400hrs prior to entry into facility. The Terminal offers an EFTPOS facility at the Receiving & Delivery office. Payment will be accepted using MasterCard or VISA. Please note cheques and cash will not be accepted.

Please contact the undersigned if you require further information on 0418 697 334.

Regards

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Evan Wissell
Melbourne Terminal Manager