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## **GUIDANCE PAPER ON SIGNAGE & NOTICES**

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### **1 Purpose**

This paper is designed to assist maritime industry participants to:

1. meet their obligations in relation to informing people of the existence of maritime security zones (MSZ) created under the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act) and *Maritime Transport and Offshore Facilities Security Regulations 2003* (the Regulations); and
2. develop appropriate approaches to inform the public that a MSZ is in force at a security regulated port, ship or offshore facility.

#### **1.1 Approaches to signage**

When considering signage it is important to note that signage alone may not be sufficient to inform the public of the existence of a security zone. Other methods that could be used to inform the public may include the use of buoys, picket boats, booms, publishing notices and announcements in local media. These mechanisms should target each user group, for example: commercial ships, commercial and recreational fishers, local residents, tourists and recreational boaters. A public awareness campaign may be a cost effective method of informing the general public of access restrictions connected with MSZs.

#### **1.2 Notices**

A notice is a separate information device to a sign. Notices include more information than is expected to be included in a sign. For example, there are prescribed requirements for what must be included in a notice displayed at screening points. The notice is required to detail the full list of weapons and prohibited items that must not be carried through a screening point. (Refer to Attachment B).

#### **1.3 Attachments A, B and C.**

- Attachment A illustrates some scenarios for signage requirements and how they could be used to notify the existence of a MSZ.
- Attachment B provides recommendations for wording and design that could be used on signs.
- Attachment C includes some examples of maritime security signage currently in use by security regulated ports.

## **2. Signage in Context**

### **2.1 Purpose of Maritime Security Zones**

Maritime industry participants (MIPs) may request MSZs to be established for a range of reasons including:

- to control the movement of people;
- to provide cleared areas within the port environs;
- to prevent interference with ships and offshore facilities; and
- to restrict access to specified areas including critical installations.

The Act and the Regulations detail a range of offences that apply in relation to port security zones, ship security zones and offshore facility security zones. Different types of MSZs carry different obligations for the MIP who is responsible for a particular zone.

### **2.2 Establishment of maritime security zones**

The Secretary (or their delegate) may declare a maritime security zone by giving written notice to:

- the port operator to establish a port security zone;
- the ship operator to establish an onboard security zone;
- the ship operator or the master of a security regulated ship and the port operator to establish a ship security zone; or
- the offshore facility operator to establish an offshore security zone.

### **2.3 Types of maritime security zones**

Part Six of the Act details four types of MSZs. These zones include:

- Port security zones;
- Ship security zones;
- On-board security zones; and
- Offshore security zones.

#### **2.3.1 Port security zones and maritime security planning**

The Secretary may establish one or more port security zones within a security regulated port. Port security zones may be requested through individual port, port facility and port service provider maritime security plans (MSPs). The MSP must detail the period and/or circumstances for when a proposed port security zone is to be in force (e.g. all the time, at a specific maritime security level, only during an escalation in the maritime security level or linked to the arrival of a certain class of ship). Maps of each security zone showing the operation of each zone are also required to be included within a MSP.

The Regulations detail three different types of port security zone that may be established. These are landside restricted zones, waterside restricted zones and cleared zones.

#### **2.3.2 Landside restricted zones**

Regulations 3.77 and 3.150 provide that the port operator or port facility operator that requested the landside restricted zone must set out in their maritime security plan the purpose, the boundaries, the period when, or the circumstances in which the zone is to be in force, the security measures and procedures to be taken to monitor and control access into the zone, including measures to detect and deter unauthorised access, and the steps to be taken to inform people that a landside restricted zone is in force and that unauthorised entry into the proposed zone is an offence.

In reference to signage for landside restricted zones, permanent signage is recommended where practical. However, it is not recommended that signage relating to security zones that are not currently in force be permanently affixed unless the circumstances required for the MSZ to be in force can be clearly demonstrated. (Refer the Scenarios at Attachment A)

### **2.3.3 Waterside restricted zones**

Under regulation 6.70 the port operator must ensure that persons who are in, or in the vicinity of, the security regulated port are informed that access to a waterside restricted zone is monitored and that any unauthorised entry into the zone is an offence.

Waterside restricted zone signage which needs to be visible from significant distances may not be an effective way of informing the public of the existence of waterside restricted zones. In these circumstances MIPs should also consider using water based identification measures such as booms, picket boats and buoys<sup>1</sup>, or publishing or posting notices and broadcasting announcements in local media<sup>2</sup>.

### **2.3.4 Cleared zones and screening points**

Under regulation 6.50 the port facility operator must ensure that the cleared zone is inspected for unauthorised persons, goods, vehicles and vessels and that persons and goods are screened and cleared in accordance with the regulations before they are allowed to enter and remain in any cleared zone.

To inform the public of the requirement for screening and clearing and that it is an offence to carry weapons and prohibited items into a cleared zone, regulation 7.33 provides that notices are to be displayed at screening points that state that it is an offence to carry weapons and prohibited items through a cleared zone. The notice is required to include the list of weapons and prohibited items referred to in the Act and Regulations<sup>3</sup>.

### **2.3.5 Ship security zones**

The Secretary may declare a ship security zone for specific ships within a port or near an offshore facility. A ship security zone operates around a ship while the ship is in motion or berthed in a port<sup>4</sup> or near an offshore facility<sup>5</sup>. Under regulation 6.95 the port operator for a security regulated port in which a ship security zone is established must ensure that persons who are in the vicinity of the security regulated port are informed that access to the ship security zone is controlled and any unauthorised entry into the zone is an offence and penalties may apply. In order to inform the public signage may be used and hung from the ship (see an example of this at Attachment C).

### **2.3.6 On-board security zones**

The Secretary may establish on-board security zones on a security regulated Australian ship to subject those zones to additional security measures. The Regulations include an

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<sup>1</sup> Refer to the International Association of Lighthouse Authorities (IALA) System 'A' for a simple, logical system of waterside marking and choice of appropriate buoy types.

<sup>2</sup> Regulations 6.65(2)(a) – (d). Examples of local media would include, recreational club newsletters, community newsletters, local newspapers, television or radio announcements etc.

<sup>3</sup> Regulations 1.60 and 1.65 and section 10 of the Act.

<sup>4</sup> See section 106(1) of the Act.

<sup>5</sup> See section 106(1A) of the Act.

‘on-board restricted area’ as a type of on-board security zone. The boundaries of an on-board restricted area must be clearly identified with signs.<sup>6</sup>

### **2.3.7 Offshore Security Zones**

The Secretary may establish security zones within and around security regulated offshore facilities, in order to subject these areas to additional security measures. The Regulations prescribe an ‘offshore facility zone’ and an ‘offshore waterside restricted zone’ as types of offshore security zones. Due to the distance signs may need to be read at offshore facilities, signage need not be the primary method used to inform persons of the security zone. MIPs should consider using water based identification measures, publishing zones in navigation charts or broadcasting notices<sup>7</sup>.

## **3. Additional Uses of MSZ Signage**

People entering, or in the vicinity of a MSZ need to be informed of the range of restrictions and penalties that apply to breaching a security zone. Posting notices detailing this information is an effective method of conveying a large amount of information to the public. Publishing information in local media would assist with raising public awareness of the requirements and obligations surrounding MSZs.

Signage can also be used to inform the public of matters such as:

- the location and perimeter of each security zone in force;
- the relevant screening and clearing requirements applying to those seeking to enter a cleared zone;
- the Maritime Security Identity Card scheme being in force;
- access restrictions that apply, enabling only those with an operational need to be in a MSZ; and
- the offences relating to the carriage of weapons and prohibited items.

## **4. Using Security Barriers to Identify the Existence of MSZs**

Beyond the requirement for signage, security barriers are required to clearly identify and define the boundaries of a maritime security zone. In relation to the requirement for a security barrier, please note that signs do not constitute a security barrier as required under regulation 6.25. It is recommended that MIPs use signs in conjunction with appropriate security barriers.

## **5. International and Australian Signage Standards**

Various Australian and international standards exist for the use of signs in the occupational and maritime environments. Australian standard AS1319 on prohibition signage and the international standard ISO3864 on safety signage are useful references. These standards advocate using a combination of clear and simple text, colours, symbols and graphics and the minimum size required for viewing at certain distances. MIPs are advised to consider these standards in relation to signage used for MSZs.

These principles should guide all MSZ signage, depending on the specific MSZ requirements and in conjunction with the appropriate standards.

- There should be as many signs as are necessary so that a person approaching the MSZ is able to see at least one of the signs.
- Signage should be at a minimum 400 millimetres wide by 300 millimetres high.

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<sup>6</sup> Regulation 6.110.

<sup>7</sup> Regulation 6.145(a) – (c).

- Signage should be permanently fixed at the MSZ boundary or security barrier of permanent MSZs.
- If the MSZ does not come into force until a particular event takes place – for example, an upgrade to Maritime Security Level 2 or a security regulated passenger ship arrives in port – a sign must be displayed in a prominent place on the boundary or security barrier of the MSZ to advise of the MSZs existence. Attachment A has an operational example.
- The terminology used in MSZ signage should be the same as the terminology used in the Act and Regs. For example; the term ‘security restricted area’ has no meaning under the Act or Regs.

### 5.1 Signage Size

The size of a sign will depend on the distance from which it needs to be viewed. Standards Australia provides guidance for signage size. According to Standards Australia<sup>8</sup>, if a sign needs to be read from 500 metres, a 5 metre sign would be required for just the capitalised word ‘WARNING’. In some circumstances signage may not be the most practical or effective means of informing the public of a MSZ’s existence.<sup>9</sup>

## 6. Maritime Security Level Signage

Where referring to Maritime Security Levels in signage do not refer to Maritime Security Level as ‘Low’ ‘Medium’ or ‘High’. If there is a need to explain security levels in signage, then in line with the *International Ship and Port Facility Security Code 2002* is preferable that security levels are referenced ‘Normal’, ‘Heightened’ or ‘Extreme’ which are equivalent to Maritime Security Levels 1, 2 and 3.

‘Normal’ refers to the level at which ships and port facilities normally operate (Maritime Security Level 1), ‘Heightened’ refers to the level applying for as long as there is a heightened risk of a security incident occurring (Maritime Security Level 2) and ‘Extreme’ refers to the level applying for the period of time when there is a probable or imminent risk of a security incident occurring (Maritime Security Level 3).

## 7. Contact Details

For further information, maritime industry participants may contact the Department of Infrastructure, Transport, Regional Development and Local Government:

- Telephone: 1300 307 288
- Telephone from outside Australia: +61 2 6274 8187
- Facsimile: (02) 6274 6089
- E-mail: [maritime.security@infrastructure.gov.au](mailto:maritime.security@infrastructure.gov.au)
- Post: GPO Box 594  
CANBERRA ACT 2601

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**Disclaimer:** This paper is provided as guidance only and on the understanding that the Department of Infrastructure, Transport, Regional Development and Local Government is not giving legal advice. Before acting or relying on the content, you should obtain appropriate professional advice and should refer to the *Maritime Transport and Offshore Facilities Security Act 2003* and the *Maritime Transport and Offshore Facilities Security Regulations 2003*.

<sup>8</sup> Specific recommendations for legibility, including font size and style can be found in the Road Signs Code AS1742.1.

<sup>9</sup> *International Ship and Port Facility Security Code 2002*, Part A 2.1: .9, 10 & 11.

**A. Three Scenarios**

<i>Scenario One</i>	<i>Summary of Requirements</i>	<i>Suggested solutions</i>
<p>A port facility operator receives security regulated passenger ships on an ad-hoc basis.</p> <p>When there are no vessels berthed at the facility, no zones are in force.</p> <p>When a security regulated passenger ship is berthed at the facility, the entire facility becomes a landside restricted zone, and a screening point is established adjacent to a cleared zone, inside the passenger terminal.</p> <p>A waterside restricted zone (WRZ) is also established around the vessel while it is at berth.</p> <p>A ship security zone (SSZ) may also be in effect.</p>	<ul style="list-style-type: none"> <li>• There are three MSZs in force while the security regulated passenger ship is berthed.</li> <li>• The port facility operator is required to advise people of the existence of security zones and the prohibitions for entering these zones.</li> <li>• The port facility operator must also erect a notice identifying the weapons and prohibited items which must not be carried into the cleared zone.</li> <li>• The port operator is required to inform people approaching the waterside restricted zone that the zone is in force and that unauthorised entry is an offence<sup>10</sup>.</li> <li>• The port operator must monitor and control access to port security zones.<sup>11</sup></li> <li>• The port facility operator must monitor and control access to security zones in their control.<sup>12</sup></li> </ul>	<ul style="list-style-type: none"> <li>• The port facility operator has signs which are stored on site and erected when the landside restricted zone is in force.</li> <li>• A notice is fixed at the screening point advising of the prohibited items and weapons that may not be brought into the zone.</li> <li>• The port operator has signs at surrounding boat ramps and pamphlets have been distributed to local fishing cooperatives and yachts clubs explaining the waterside restricted zone requirements.</li> <li>• The port operator also has a picket boat in the water during times when the waterside restricted zone is in force.</li> <li>• The port operator engages a directional acoustic alerting system to deter and detect unauthorised waterside access into a waterside restricted zone or a ship security zone.</li> <li>• The port operator may negotiate with the ship’s master to display signage on the seaside of the ship to notify a WRZ or SSZ is in force.</li> </ul>

<sup>10</sup> Regulations 6.30, 6.55(2) and 6.70

<sup>11</sup> Regulations 6.33, and 6.70

<sup>12</sup> Regulation 6.35

Scenario Two	<i>Summary of Requirements</i>	<i>Proposed Approach</i>
<p>The port operator of a small regional port has a covering plan for the entire security regulated port, which comprises two port facilities – a bulk liquid facility and a terminal facility.</p> <p>Landside and waterside restricted zones are in force at both facilities only at maritime security level two and above, and only when there is a security regulated ship at berth.</p>	<ul style="list-style-type: none"> <li>• There are four MSZs in force when a security regulated ship is at berth, and then only at level two and above.</li> </ul>	<ul style="list-style-type: none"> <li>• Considering that the port operator is also the facility operator for both terminals, the port operator must ensure that correct signage is in place to advise each of the four MSZs existence.</li> <li>• As the MSZs are only in place at maritime security level two, the port operator has signs stored on site for quick and easy installation should the maritime security level increase.</li> <li>• Alternatively, if the port operator wishes to affix permanent signage, the signs are covered when the security zone is not in force. The port operator uncovers the relevant signs when the security zone is in force.</li> <li>• Alternatively, the MSZ signage is permanently erected when the security zone is not in force but has an alert light that indicates that the required circumstances exist to enable the security zone to be in force.</li> <li>• Ensure that there is sufficient signage is in place stating the current maritime security level.</li> </ul>
<i>Scenario Three</i>	<i>Summary of Requirements</i>	<i>Proposed Approach</i>
<p>An offshore facility operator runs three oil platforms.</p> <p>The covering plan for the three facilities states that an offshore waterside zone surrounds the platforms and an offshore security zone applies to the platforms at all times.</p>	<ul style="list-style-type: none"> <li>• The platforms have both offshore facility and offshore waterside zones in force at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• MSZs have been marked on navigation charts.</li> <li>• Regular radio broadcast advises shipping of the offshore waterside zone.</li> <li>• Radar and marine radio is used to detect and deter smaller vessels of the offshore waterside zone.</li> <li>• All visitors to the platforms are advised of the requirements of the MSZs, as are crew on platform tenders.</li> </ul>

## ATTACHMENT B

### **B. Wording for signs and notices**

The following are examples of sample text that could be used by MIPs on signs advising of the existence of a MSZ.

**B.1** The overriding objective is that security zones are clearly identified and that the public are informed of the restrictions and obligations of MSZs being in force. In determining appropriate signage needs it is recommended that you weigh this principle to ensure an effective use of signage.

#### **B.2 Use of symbols**

The inclusion of symbols in signage, such as a red circle with a diagonal line, is recommended to overcome language or literacy issues. This particular symbol is internationally understood as a prohibition sign. Signs need to be simple. Signs do not require the same degree of text to appear in the sign as that which may be required for a notice.

#### **B.3 Use of language**

Where text is required, it is good practice to be specific in the language of a particular zone type; i.e. where signage is intended to relate to a landside restricted zone do not refer to the zone as a landside restricted *area* or land side *exclusion zone* etc. It is useful to keep the language used on signage consistent and relevant to the MSZ being identified and specific to the terminology used in the Act.

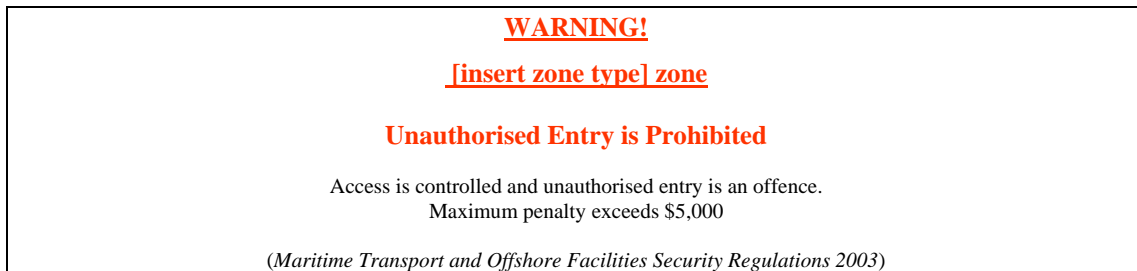
#### **B.4 Examples of signage and notices with recommended text fields**

Use of signage with the below recommended text (in red) would need to be visible to those approaching the MSZ. As previously noted, according to Standards Australia<sup>13</sup>, for a sign to be read from 500 metres, a 5 metre sign would be required for just the capitalised word 'warning'. In cases of sizable MSZs, such as at offshore facilities, MIPs may want to consider more viable alternatives to signage to inform people of the establishment of MSZs and of their boundaries. For instance publishing or broadcasting notices, ensuring the MSZ locations are included on navigation information, implementing the use of markers to warn those on approach to a security zone or if practical using security barriers.

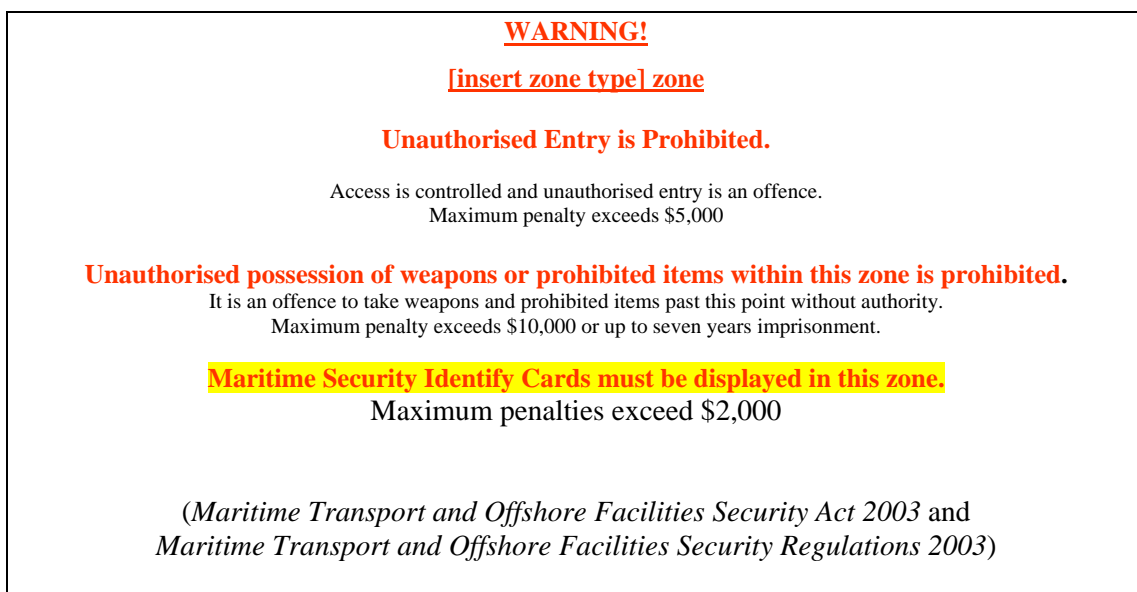
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<sup>13</sup> Specific recommendations for legibility, including font size and style can be found in the Road Signs Code AS1742.1.

**B.4.1 Sample basic sign:**



**B.4.2 Note the additional details required for weapons, prohibited items and MSIC.**



#### **B.4.3 Notice to be displayed at screening and clearing points**

Notices require greater information as it is generally considered these will be read at shorter distances than signs. The intent of notices is to inform the public of the requirements of entering a cleared zone.

#### **WARNING!**

**It is an offence to carry weapons and prohibited items through a screening point.**

**Unauthorised possession of weapons or prohibited items through a screening point and within a cleared zone is prohibited.**

It is an offence to take weapons and prohibited items past this point without authority.  
Maximum penalty exceeds \$10,000 or up to seven years imprisonment.

#### **Weapons and prohibited items include:**

- Firearms
- Bombs and grenades
- Live rockets or missiles
- Things that are, or in the nature of, explosives or incendiary devices; or that contain or expel gas or other irritants (such as tear gas canisters and smoke cartridges), whether or not live
- Flame throwers that are of military design, or other devices that are capable of projecting ignited incendiary fuel
- Crossbows or other similar devices consisting of a bow fitted transversely on a stock that has a groove or barrel designed to direct an arrow or bolt
- Electromagnetic weapons, or other devices made or modified to emit electromagnetic radiation so as to injure or disable a person
- Acoustic or light emitting anti personnel devices
- Rocket launchers, recoilless rifles, antitank rifles, bazookas or rocket propelled grenade type launchers
- An imitation or replica firearm,
- An imitation or replica bomb, grenade, rocket, missile or mine

*(Maritime Transport and Offshore Facilities Security Act 2003 and  
Maritime Transport and Offshore Facilities Security Regulations 2003)*

**B.4.4** Text that may be used for MSZs that do not operate at all times and where industry wants to erect permanent signage. Note that permanent signage should be covered when a MSZ is not in force and uncovered when it is in force. Alternatively signs can have an alert light affixed which activates when the MSZ is in force:

#### **WARNING!**

**[insert zone type] zone when alert light is flashing**

**Unauthorised Entry is Prohibited**

Access is controlled and unauthorised entry is an offence.  
Maximum penalty exceeds \$5,000

*(Maritime Transport and Offshore Facilities Security Regulations 2003)*

## ATTACHMENT C

The following are examples of signage currently in use.

C.1 Please note that it is preferable to use terminology consistent with the legislation e.g. 'Port Security Zone', 'Maritime Security Zone' or 'Landside Restricted Zone'



**SECURITY  
RESTRICTED ZONE**

**KEEP CLEAR**

**50 METRES**

**Unauthorised access within fifty metres of any berth in the  
Port of Melbourne is prohibited and is an offence under the  
Maritime Transport and Offshore Facilities Security Act 2003.  
Penalties may be imposed including fines in excess of \$5000.**

C.1 Below is an example of 'banner signage' that can be hung from the side of a ship. The use of the terms 'waterside restricted zone' or 'ship security zone' as appropriate is preferred to 'port restricted area'.



C.2 An example of perimeter fence signage.



C.3 An example of portable signage.



C.4 An example of waterside restricted zone signage. Please note the use of a boating prohibition symbol to deter waterside access.

