

# Security Guide

Keeping Adelaide Airport Safe and Secure

June 2009



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## Abbreviation List

<b>AAL</b>	Adelaide Airport Limited
<b>ACC</b>	Airport Coordination Centre
<b>ACS</b>	Australian Customs Service
<b>AFP</b>	Australian Federal Police
<b>ASIC</b>	Aviation Security Identification Card
<b>AvSM</b>	Aviation Services Manager
<b>CCTV</b>	Closed Circuit Television
<b>DIAC</b>	Department of Immigration & Citizenship
<b>DITRD LG</b>	Department of Infrastructure, Transport, Regional Development and Local Government
<b>ID</b>	Identification
<b>PIO</b>	Pass Issue Office
<b>SAC</b>	Security Access Card
<b>SACS</b>	Security Access Control System

## A More Secure Airport

This security guide is provided to you as an induction and reference document for all staff working at Adelaide Airport. Information in the guide covers relevant issues which you need to know to help keep Adelaide Airport safe and secure.

I recommend that you read and understand the contents so you are prepared for a security or emergency incident. It summarises your security responsibilities and provides you with a reference to help you to be prepared for an emergency situation.

As part of our duty of care, it is important that we maintain the highest safety and security standards in order to protect Adelaide Airport passengers and fellow staff.



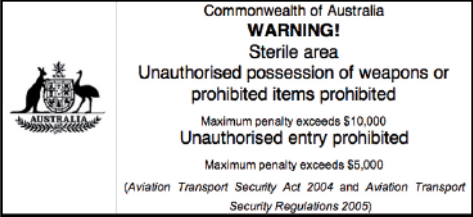
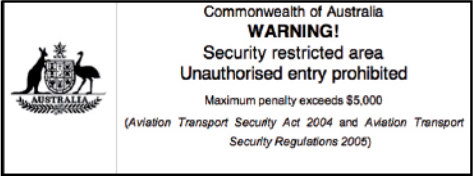
**Phil Baker**, Managing Director  
Adelaide Airport Limited

## Introduction

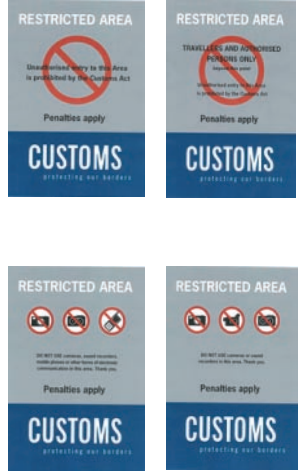
A "Positive Security Culture" is one of the more important aspects of effective security. It is very important that all airport employees undertake security awareness training to understand basic airport security measures, their obligations and what they are expected to do and how to report suspicious activity, criminal activity or security breaches. The education provided by this security guide is aimed at promoting a robust security culture.



## Secure Areas at Adelaide Airport

AREA	LOCATION	DESCRIPTION	TO ENTER & REMAIN YOU MUST
<p><b>Sterile Areas - Terminal</b></p> 	<p>Sterile areas are, in effect, holding areas for screened passengers prior to the boarding of an aircraft (such as departure lounges). Sterile areas are located between the screening points and aircraft boarding gates. At the Terminal 1, Sterile Areas include the area from the Security Screening Point at Level 2 to the departure gates. This area also includes airline lounges, retail, and food and beverage service areas at Level 1 International lounges.</p>	<p>The purpose of the sterile area is to prevent passengers from taking weapons, or other prohibited items, on board aircraft. Therefore, all people and goods entering the sterile area (i.e., not just passengers and their carry-on luggage) are required to be screened and kept segregated from non-screened people and goods. All items entering the Sterile Area must be screened including; foods and beverages for airline club lounges, etc. If you enter via the screening point, you must be screened. You can only enter the sterile area unscreened if you have been specifically exempted and if you enter via an airside access point. Unauthorised, unscreened people will be physically removed by security officers with a breach incurring penalties (under the Aviation Transport Security Regulations, 2005) of up to a \$5,000 fine. People intentionally attempting to by-pass passenger screening can incur penalties (under the Aviation Transport Security Act 2004) of up to \$10,000.</p>	<ul style="list-style-type: none"> <li>• Be screened or:</li> <li>• Have authorisation to enter the Sterile Area from the Security Restricted Area SRA; or</li> <li>• Enter other than via the screening point, only if exempted; and</li> <li>• Not tailgate;</li> <li>• Not allow anyone to tailgate you; and</li> <li>• Display your Aviation Security Identification Card (ASIC) prominently;</li> <li>• Not carry any cutting, stabbing, or sharp items including scissors, nail files, knives, box cutters, stanley knives, etc. into the Sterile Area unless you have prior approval to carry such items as a tool of trade and are wearing appropriate identification and have proper control of these items while within this area</li> </ul> <p><b>Challenge any staff not displaying an ASIC or other approved valid ID.</b></p>
<p><b>Security Restricted Areas (SRA) - Airside</b></p> 	<p>This area covers all parts of the airport (airside) that have been classified as SRA. These areas include the areas immediately adjacent the terminal such as the ramp and tarmac areas, aircraft parking, baggage make-up, and maintenance areas as well as the aircraft movement areas such as runways and taxiways. The SRA also includes the area used for passenger boarding aircraft, but does not include the entire Airside areas.</p>	<p>As aircraft are operated from the SRA on airside, it is very tightly controlled. You can only enter airside if you have been specifically authorised to do so (for example, to perform specific duties). Everyone must visibly display a red Aviation Security Identification Card (ASIC) at all times. You must challenge on the spot anyone who isn't wearing an ASIC and report them to your supervisor or a security officer. Unauthorised vehicles are also prohibited from access. Unauthorised people and/or vehicles will be physically removed by security officers and this breach can incur penalties (under the Aviation Transport Security Regulations, 2005) of up to a \$5,000.</p>	<ul style="list-style-type: none"> <li>• Be on duty; and</li> <li>• Have authorisation to enter the area;</li> <li>• Have duties to perform in the SRA;</li> <li>• Not tailgate;</li> <li>• Not allow anyone to tailgate you; and</li> <li>• Display your ASIC prominently</li> </ul> <p><b>Challenge any staff not displaying a red ASIC or other approved valid ID.</b></p>

## Secure Areas at Adelaide Airport (cont)

AREA	LOCATION	DESCRIPTION	TO ENTER & REMAIN YOU MUST
<p><b>Airside Secure Areas</b></p> 	<p>This represents the non-public areas of the Airside excluding the Security Restricted Area but includes such areas as airside hangars and freight sheds. Signage identifying prohibited areas may also state “No Entry” or “Staff Entry” or “Staff Only – No Entry”.</p>	<p>Prohibited Areas protect the vital areas of the terminal by controlling access in order to ensure that they run safely and efficiently. Everyone working within these areas has to display an approved grey ASIC a all times. You must challenge on the spot anyone who isn’t wearing an ASIC and report them to your supervisor or a security officer. Unauthorised vehicles are also prohibited from access. Unauthorised people and/or vehicles will be physically removed by security officers and this breach can incur penalties.</p>	<ul style="list-style-type: none"> <li>• Display your ASIC or other approved ID prominently;</li> <li>• Be on duty;</li> <li>• Be actively carrying out duties in this area;</li> <li>• Have authorisation to enter the area;</li> <li>• Not tailgate; and</li> <li>• Not allow anyone to tailgate you.</li> </ul> <p><b>Challenge any staff not displaying a valid ASIC or other approved valid ID.</b></p>
<p><b>Customs Controlled Areas</b></p> 	<p>There are a number of areas which include Security Controlled Areas (the international terminal, international and freight operations) where passengers and goods, with international connections, are processed. The Customs Controlled Area includes baggage halls and all airside areas within the terminal airside of the baggage halls and from the outwards Primary Line, i.e. Customs Restricted Area Signs identify entrances to Customs Controlled Areas.</p>	<p>Customs is responsible for monitoring and control of the legitimate movement of people, goods and aircraft into and out of Australia, while detecting unlawful activity at the border. Any persons escorted into the Customs Area must receive prior approval from Customs. A breach can incur penalties (under the Customs Act 1901) of a fine up to 50 penalty units (\$5500). An ASIC or other approved ID does not permit the holder to enter Customs controlled areas at leisure. There are penalties under the Customs Act 1901 for those who offend.</p>	<ul style="list-style-type: none"> <li>• Display your ASIC or other approved ID prominently;</li> <li>• Be on duty;</li> <li>• Have duties to perform in the area;</li> <li>• Have authorisation from Customs to enter the area;</li> <li>• Not tailgate;</li> <li>• Not allow anyone to tailgate you; and</li> <li>• Not meet, greet or farewell friends, relatives or colleagues;</li> <li>• Comply with the provisions of the Customs Act 1901;</li> </ul> <p><b>Challenge any staff not displaying an ASIC or other approved valid ID.</b></p>

## Identification and Security Access



prohibited area. Each identification has its own conditions of issue and use and has specific requirements. The next few pages of this Security Guide outline all Adelaide Airport identification and security access cards and some of their conditions of issue and use.

### Other Issuing Authorities

AAL acknowledges and accepts the use of ASICs and associated VICs at Adelaide Airport from other DITRDG approved issuing authorities.

The purpose of identification cards at Adelaide Airport is to identify you and your company of employment while you are in a security sensitive, security controlled or

## Aviation Security Identification Card (ASIC)

An ASIC is issued subject to the “Aviation Transport Security Act 2004” and the “Aviation Transport Security Regulation 2005” (the Regulations).

### ASIC (Red)

Valid for airside security zones and secure areas of security controlled airports.

### ASIC (Grey)

Valid for landside secure areas of security controlled airports. Landside secure areas are deemed to be areas within the sterile area of terminal (past the security screening points).

**NOTE:** An ASIC does not provide an individual unrestricted access to a security zone or secure area. An individual must have a lawful operational need to be within these areas.



Security Zones & Secure Areas Only



Landside Secure Areas

## Aviation Security Identification Card (ASIC) (cont)

### Conditions of Issue & Use

#### Use

- The ASIC is to be prominently displayed in the approved manner when entering, remaining on or leaving a security zone or secure area.
- The ASIC is to be presented for inspection on demand by Adelaide Airport Limited (AAL) or the Australian Federal Police (AFP).
- The ASIC is to be surrendered on expiry, transfer or termination of present duty, or on request of the AAL Aviation Services Manager (AvSM).

**NOTE:** Penalties may apply for failure to surrender the ASIC and the recovery process will be handed over to the AFP.

- Loss of the ASIC must be reported immediately to AAL Pass Issue Office (PIO).

**NOTE:** A Statutory Declaration and a letter from the employer are required for the replacement of a lost ASIC.

- The ASIC may only be used in the course of the holder’s approved duties and it does not constitute an authority to enter or remain in a security zone or secure area for any other purpose.

**NOTE:** It is an offence under the Regulations if you contravene the point above. It is also an offence under the Regulations if you are in a security sensitive, security or prohibited controlled area using an ASIC or Security Access Card (SAC) that was not issued to you.

- The ASIC must not be altered or defaced in any way.
- The ASIC applicant and their employer are bound by the conditions of issue and use of the ASIC and will be responsible for any breaches by the holder of the card.
- If there are any changes in circumstances to any part of the ASIC application, including name changes, the AAL PIO must be advised immediately.
- The ASIC applicant acknowledges that he or she and their belongings and vehicle may be subject to a search by an Airport Officer before entering airside.
- The ASIC remains the property of AAL at all times.
- Incorrect use of the ASIC or security access provisions will result in a review to withdraw or suspend the ASIC and access privileges.

## Aviation Security Identification Card (ASIC) (cont)

### Display

- An ASIC holder must properly display their ASIC at all times in a security zone or secure area. This means:
  - Attached to his or her outer clothing
  - Displayed at the front or side of his or her body
  - With the whole front of the ASIC clearly visible.

### Return

- An ASIC holder must immediately return their ASIC to the AAL PIO if:
  - The ASIC has expired
  - AAL has notified that the ASIC has been cancelled
  - The ASIC has been altered or defaced
  - The ASIC holder has left their employment or has transferred to a position which no longer has an operational need to retain the ASIC
  - If there have been any changes to information within their ASIC application.

**NOTE:** It is an offence under the Regulations if you fail to return your ASIC. Penalties may apply and the recovery process will be handed over to the AFP.

### Lost / Stolen

- The Airport Coordination Centre (ACC) must be immediately notified (24/7) if an ASIC has been lost, stolen or destroyed.

**NOTE:** It is an offence under the Regulations if you fail to notify AAL that your ASIC or SAC has been lost, stolen or destroyed.

### Requirements

An ASIC may be issued if the applicant has:

- A requirement to enter a security zone or secure area of a security controlled airport for the purpose of their employment.
- Undergone background assessment checks by the following applicable agencies;
  - AusCheck
  - DIAC.
- Successfully completed the Security Awareness Assessment.
- Completed an induction process.

### Security Awareness Assessment

Security awareness testing is a requirement for identification cards issued by Adelaide Airport. This testing is used to confirm your understanding of the security requirements at Adelaide Airport. Should you breach security, your ability to hold identification or have security access will be reviewed in accordance with the terms and conditions of issue and use. All persons who apply for an identification card at Adelaide Airport are required to successfully complete a module of testing associated to the type of card they are applying for. Each module of the testing is based on the Security Guide and terms of conditions of issue and use attached to the identification card application form.

## Visitor Identification Cards (VICs)



**NOTE:** It is an offence under the Regulations if you contravene the above points. It is also an offence under the Regulations if you are in a security zone or secure area using a VIC that was not issued to you.

**NOTE:** Breach of these conditions will result in possible cancellation of the VIC.

### Display

- A VIC holder must properly display their VIC at all times in a security zone or secure area. This means:
  - Attached to his or her outer clothing
  - Displayed at the front or side of his or her body
  - With the whole front of the VIC clearly visible.

### Return

- VICs must be returned to one of the issuing points if it has expired, is no longer required, it has been cancelled or if AAL has instructed the VIC to be returned.
- A Statutory Declaration form must be submitted for any VICs that are unreturned, lost or stolen.

VICs are issued to non-ASIC holders who have a lawful purpose to enter a security zone or secure area.

### Conditions of Issue & Use

#### Issue

- A person requiring a VIC must be sponsored by a valid ASIC holder.
- A VIC can be valid from 1 to 30 days.
- A VIC can be issued at Gate J, Southern Screening (both 24/7) or T1 Reception, Level 2 T1 (0800-1800 Monday to Friday).

#### Use

- VIC holders must be under escort and supervised by a valid ASIC holder in a security zone or secure area AT ALL TIMES.
- The VIC may only be used by the person it was issued to and for the course of the holder's approved duties. It does not constitute an authority to enter or remain in an area for any other purpose.

## Security Access Cards (SACs)



### Conditions of Issue & Use

#### Issue

- A SAC is issued to holders of a valid ASIC issued by AAL or another issuing authority as approved by DITRDG; who have a lawful purpose to access security zones or secure areas.

#### Use

- The SAC can only be used to gain entry to a controlled area for the purpose of the holder's employment.
- The SAC must not be given to anyone else to use. It is for the applicant's use only and only whilst they are on duty.
- The SAC must be kept secure at all times.

**NOTE:** Breach of these conditions will result in a review of your SAC rights.

### Return

- A SAC must be immediately returned to the AAL PIO if:
  - The SAC is no longer needed to enter security zones or secure areas for the purpose of the holder's employment
  - AAL notifies the holder or their employer that the card has been cancelled
  - The SAC has been altered, defaced or is not working.

### Lost/Stolen

- The ACC must be immediately notified (24/7) if a SAC has been lost, stolen or destroyed.

### Validity

- The SAC is valid to coincide with the expiry of the holder's ASIC.

## Moving through Security Controlled Areas

You will know that you are entering a security controlled area because you will have to pass through either a secure door, a screening point or gate using your SAC. Staff entry points are clearly identified and you should only enter your workplace at these locations. To enter you must display your identification at all times. Your access is monitored and recorded by the airports Security Access Control System (SACS) and CCTV. Compliance is actively enforced by AFP, Australian Customs Service (ACS), AAL Safety Security Officers and Airline Security Representatives.

### You Must

- Display your ASIC or VIC in accordance with the conditions of issue and use.
- Deny access to anyone without correct identification and authority.
- Contact the ACC if you see someone without ID or with incorrect ID.

### You Must Not

- Force any door or access point which your SAC does not let you through. This will activate an alarm within the ACC and your access rights will be reviewed for unauthorised use of your pass. All security doors in the terminal are monitored.
- Allow people to tailgate you (the act of one person following another through an access controlled door without utilising their own access card to gain entry). Challenge them.
- Ignore suspicious items and persons, even in the security sensitive areas. REPORT IT to the ACC.
- Use marked EXIT doors with push bars as an easy way to enter or exit an area. These doors are monitored and alarmed and misuse will result in a review of your access.
- Use your SAC on card readers at locations you do not need to pass through to lawfully carry out your duties. The SACS detects these unauthorised attempts and you and your employer will be contacted and your access will be reviewed.

## Security Screening

### Sterile Areas

Security screening occurs at entry points to sterile areas at terminal within Adelaide Airport. Persons and goods entering a sterile area through a screening point must undergo screening and be cleared before entering the area. This process includes x-ray of goods/items, walking through a metal detector, security wands and may include explosive trace detection on person and goods. Persons who refuse to be screened, and unscreened goods, will not be permitted in to the sterile area.

Types of items not permitted in the sterile area include dangerous goods, prohibited goods, weapons, sharp or stabbing implements. Some examples of these items include:

- Knives / Scissors / Fire arms.
- Certain aerosols and highly flammable liquids.
- Any other items deemed prohibited by the government.

Retailers must ensure that sharp and prohibited items are not offered for sale or displayed in the sterile area. It is also recommended that these items not be sold in other parts of the terminal as departing passengers may try to enter the sterile area with those items. Retailers are also not permitted to supply non compliant cutlery to persons for the purpose of food consumption in the sterile area. Plastic knives are permitted in the sterile area.

### Tools Of Trade

The Government permits sharp items in sterile areas as tools of trade when required by a company to carry out a specific maintenance or installation function that requires that tool or item. These items must not be visible or accessible to the public and be under visible and physical control at all times by the person carrying and using the item. This person must hold a valid ASIC or other approved identification and maintain proper control of such items.

Retailers and food outlets must ensure all sharp items, eg: knives used in the preparation of food, and scissors are not accessible to and/or visible to, members of the public. Round-bladed scissors and other items that are required in areas accessible to the public must be permanently affixed to a shop fitting.

### Retail Goods Deliveries

Retail goods being taken into a sterile area via a screening point must be screened using x-ray machines, explosive trace detection, with the exception of oversize items (as determined by the screeners) which will be screened manually. Delivery of bulk retail goods shall be through the Southern Screening loading dock only.

## Security Screening (cont)



### Airside Deliveries

Deliveries from airside into sterile areas from points other than the screening points are required to be coordinated through the ACC with approval from the Airport Duty Manager (ADM) and/or AvSM and screened by an approved screening authority. This will ensure compliance with aviation security regulations.

### Meeters & Greeters

Meeting, greeting or fare-welling family, friends, colleagues in Customs Controlled Areas or airside is not allowed. Doing so will lead to possible prosecution and/or loss of your ASIC, VIC and/or SAC rights.

## Security Screening (cont)

### ASIC Display

ASICs must be displayed on the front of clothing at all times while on duty in a security zone or secure area. Your ASIC must be clearly visible in accordance to the issue and use of an ASIC. Report and challenge anyone not wearing an ASIC in security controlled area.

### Tailgating

You are not permitted to allow entry to another person unless they are under your direct escort. If you are escorting someone into a security controlled area, provide the access then proceed directly behind them using your SAC each time. Tailgating is highly dangerous and leads to the breakdown of security. Report and challenge anyone engaging in tailgating.

### Off Duty

When you're off duty, you're not authorised to go into security controlled areas without prior approval. You could be prosecution and/or loss of your ASIC, VIC and/or SAC rights.

### Close Doors

Close doors behind you and ensure that they are fully secure. If you see a security door wedged open, close it and report it to the ACC or ADM and detail the location.

### Forcing Doors

Many doors at Adelaide Airport are equipped with either an emergency crash bar or break glass hardware. These devices are installed for use only in the case of any emergency. For example: Fire or terminal evacuation. They ARE NOT to be used as a method of opening doors in non emergency situations. DO NOT PUSH ON THE CRASH BAR. Doing so will lead to a review of your ASIC, VIC and/or SAC rights.

### Damaged Fences and Access Points

Damaged fences and access points make it easy for people to access security zones or secure areas. Report any damaged access points, which includes fences and secure controlled doors, to the ACC.

### Parking Near an Airside Fence

Do not leave vehicles or equipment within two metres of a fence airside and three metres of a fence landside. Any illegal parking of vehicles or any objects near an airside fence must be immediately reported to the ACC.

## Security Screening (cont)

### Airside Gates

When entering airside through Gate J, all vehicles must be inspected and all persons in that vehicle must provide appropriate identification and have their details recorded. Access through vehicle gates other than Gate J is strictly controlled and must be authorised by the AvSM.

### Airside Inspection

Prior to entering T1's security restricted area, all vehicles must be inspected and all persons in that vehicle must provide appropriate identification.

### Security Enforcement

Security at Adelaide Airport is monitored and enforced through the AAL Safety and Security department, AFP, ADM, ACS, Airline Security Representatives and Inspectors from DITRDLG.



## Important Security Facts

### Unattended Items

Unattended items are a security issue within the Adelaide Airport environment. It is the responsibility of all staff members to be vigilant and aware of any changes to the work place. This includes identifying unattended items, which could pose a risk to staff and public.

Listed below is a basic procedure to follow if an unattended item is discovered in or close to your place of work.

Remember, DO NOT put yourself at further risk. Suspicious or unattended items should only be approached by staff members who have the appropriate training.

1. You identify that the item is unattended or suspicious.
2. DO NOT open, touch or move the item.
3. Contact the ACC who will alert the appropriate authorities.

**NOTE:** No unattended baggage shall be returned to an owner without production of photographic identification and details recorded by an authorised person.

Whilst waiting for an AAL representative and AFP to arrive:

1. Try to recall who was last in the area or why the item is suspicious to you.
2. DO NOT approach the item.
3. DO NOT allow any other person to approach or sit in the area of the unattended item.
4. DO NOT touch, open or move the item or allow anyone else to.
5. Pass all information to AAL and the AFP.

### Packages

Never accept or agree to safeguard packages on behalf of someone else. If anyone approaches you to look after a package, refuse and notify the ACC. Be completely vigilant about this. Do not put yourself and others in danger.

## Important Security Facts (cont)

### Mail Handling and Unknown Substances

If a suspicious package or envelope is received:

- Remain calm.
- If available place the item into a plastic bag or similar and seal it.
- Do not shake or empty the contents of the package or envelope.
- Do not handle the item more than necessary (do not allow others to handle it).
- Stay in your immediate environment. Co-workers remain in the same environment.
- Prevent others from entering the area.
- Call for assistance from the ACC.
- Advise the exact location of the item (address, etc.), number of people in the immediate area, describe the package/ device and what actions you have taken.
- Take notes, including time and date you received the item and from whom.
- As a precaution keep your hands away from your face.
- If possible (without leaving your immediate environment/work area) wash your hands.
- If there is a strong/overpowering odour move to an adjoining room or area closing all doors and windows. Stay in that area until assistance arrives.

- For packages omitting strong odours, request that the air conditioning be shut down as a precautionary measure. Turn off all fans.
- Wait for assistance to arrive.

### Bomb Threats

- Strictly follow your company's procedures.
- Notify the ACC.
- Write down every detail of the threat and the person making the threat. This will assist significantly in handling of the threat.

### Security Breach Or Concern

- If you observe a Security Breach or Access Infringement - REPORT IT.
- If you observe ASIC misuse or non display - REPORT IT.
- If you see something that is not right - REPORT IT.
- All reports shall be to the ACC.

## Crime & Security Prevention

### Some points to consider:

- 1 Airport tenants and employers are responsible for their own staff, premises and stock throughout Adelaide Airport.
- 2 Ensure that new staff are aware of your company's internal procedures and relevant airport procedures.
- 3 Important contact numbers are at the back of this Security Guide. They should be kept handy for quick reference by employees.
- 4 Keep an eye out for suspicious persons and unattended items. Report anything "out of the ordinary", of concern or unlawful to the ACC.
- 5 Bag snatching and pick pocketing may occur in congested public areas. Keep valuables and personal effects with you and secure at all times. Your customers should be reminded to do the same. Report suspicious persons to the ADM or ACC.
- 6 Thieves target car parks. Do not leave any items of value visible within the vehicle and remember to lock your doors.

- 7 Adelaide Airport and its terminal are under 24 hour security surveillance by closed circuit television (CCTV). This footage is only supplied to law enforcement agencies in accordance with State and Federal law and applicable privacy legislation.
- 8 Crime requiring Police attendance can be reported to 131 444 or 000 for emergencies.

**Crime and Security issues need to be reported. Your roll in crime or security concerns is to observe and report.**

## Crime & Security Reporting

### THERE ARE 3 MAIN AREAS FOR REPORTING:

		EMERGENCY	OPERATIONAL
1	Adelaide Airport Limited	8154 9444	8154 9444
2	Australian Federal Police	131 AFP (237)	131 AFP (237)
3	SAPOL	000	131 444

AAL is responsible for the overall security of the Airport and coordinates all security responses on site.

AFP provide a response capability for security and criminal events.

SAPOL provide further response capability if required.

Airline Operations, Tenants and concessionaires requiring AFP assistance should telephone the ACC.

They will put an immediate call to AFP if required.

**You are expected to report any incidents, security threats or security matters as follows:**

#### 1 Crime & Emergency in Progress

Call the ACC. They will coordinate the emergency response for SA Police, State Fire Department and/or Ambulance.

As a secondary, call SA Police on 000 if a serious crime is taking place.

#### 2 Suspicion & Concern

Call the ACC to report all security incidents and suspicious people. They will contact the appropriate authorities as necessary.

## Crime & Security Reporting (cont)

### 3 Communications

Write down what you see as soon as possible. Always keep your supervisor advised and carry out your company procedures.

### 4 Receipt of Threats

For any threats, you must immediately advise the organisation that has been threatened and Adelaide Airport Limited, ACC.

### 5 Crime Stoppers

Ring Crime Stoppers on 1800 333 000 if you have any information about any crime, or suspicious activities, or if you think you have useful information that may help prevent a crime.



## Security Roles of some Airport Agencies



### Department of Infrastructure, Transport, Regional Development & Local Government (DITRD LG)

The DITRD LG has overall responsibility for aviation security in Australia. In consultation with the Aviation Industry, DITRD LG develops and implements legislation and standards under the Air Navigation Act and Regulations. The duties of the Office of Transport Security at Adelaide Airport are to ensure compliance with the aviation security legislation and standards, as well as the various Airline and Airport Security Programs.



### Adelaide Airport Limited

AAL is responsible for overall security at Adelaide Airport including:

- Development of Transport Security Program.
- Management of the Airport Security Committee.
- Maintenance of security infrastructure at the airport.
- Development of security procedures and incident response contingencies as required under government regulations.



### Australian Federal Police (AFP)

The AFP is the primary law-enforcement agency at the eleven major Australian airports which includes Adelaide. The AFP's responsibilities within the Aviation environment includes deterring, preventing and responding to threats of terror, the investigation of serious and organised crime in the aviation sector and performing a community policing role. The AFP maintains a Counter Terrorism First Response capability.

AFP activities in the Aviation environment include:

- Targeting organised crime in the air stream.
- Deterring acts of terrorism.
- Maintaining a community policing presence.
- Providing the first response to acts of terrorism and emergency incidents.
- Collecting and analysing aviation intelligence.
- Conducting investigations.

The AFP at Adelaide Airport works closely with the South Australia Police (SAPOL), other Commonwealth agencies, airport operators and airlines to coordinate action against terrorist and other criminal threats to Australian aviation safety and security.

## Security Roles of some Airport Agencies (cont)



Airport includes the International Terminal Building baggage halls and all areas inside the terminal building airside of the baggage halls, the outward primary lines and the tarmac and ramp areas. Basically, it extends to those places where passengers and goods under Customs control are dealt with. Customs seeks the assistance of airport employees in detecting unlawful activity at Adelaide Airport. Anything suspicious should be reported to the Customs on 1800 06 1800 (24/7).

### Australian Customs Service (ACS)

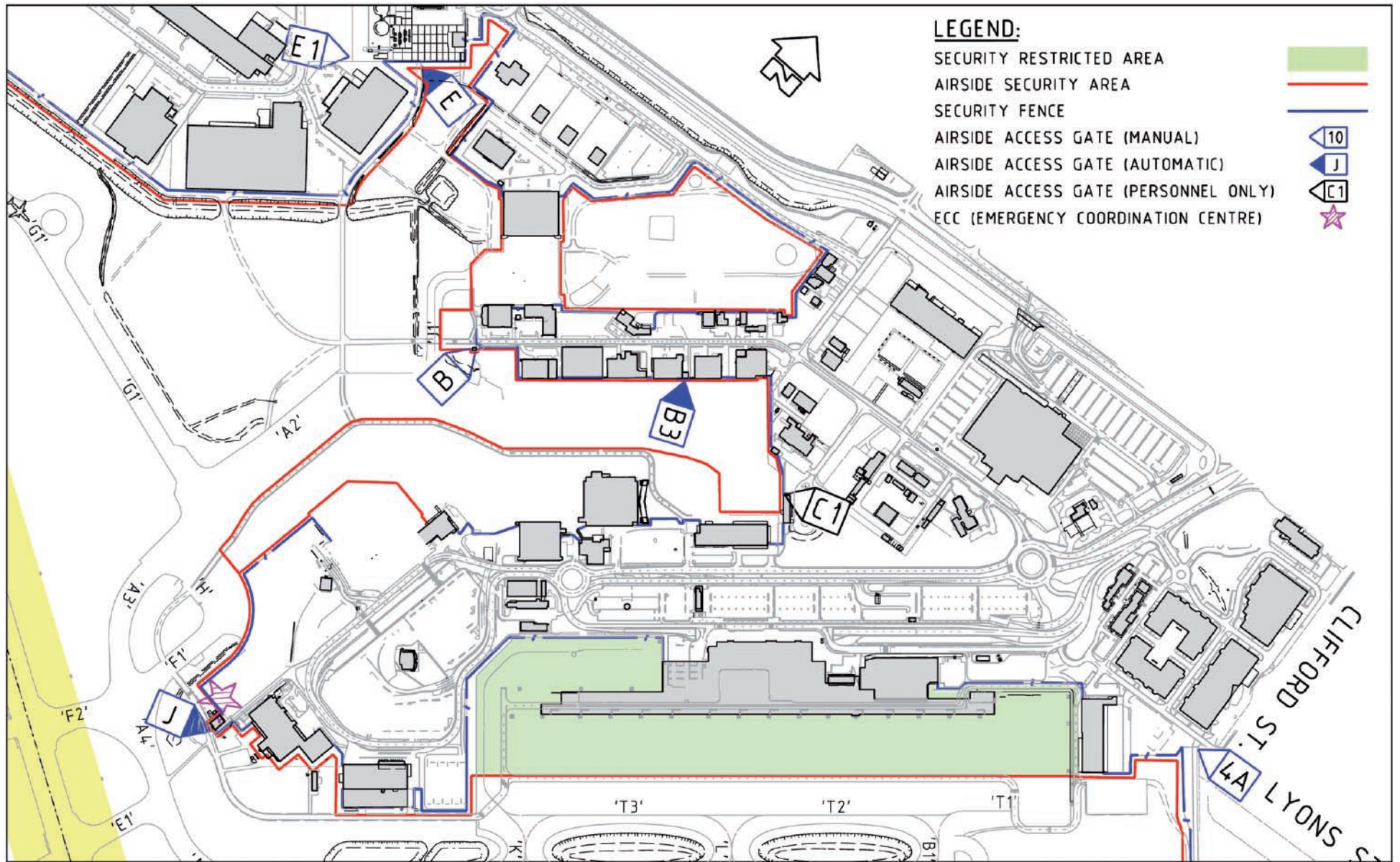
Customs is responsible for facilitating the legitimate movement of people, goods and aircraft into and out of Australia while detecting unlawful activity at the border. The Customs Controlled area at Adelaide

### Airlines

All airlines are responsible for the safety and security of their passengers and aircraft.



# Adelaide Airport Security Restricted Area Plan



## Assistance Contact List

### FOR INFORMATION OR ASSISTANCE PLEASE CONTACT:

#### Adelaide Airport Limited (AAL)

Airport Coordination Centre (ACC)	8154 9444 (24/7)
Airport Duty Manager (ADM)	8154 9462 (24/7)
Pass Issue Office (PIO)	8154 9499

#### Security Agencies

All 24/7

Police / Fire / Ambulance Emergency	000
Australian Federal Police (AFP)	131 237
SA Police Operations (SAPOL)	131 444
Australian Customs Service (ACS)	1800 06 1800



**Adelaide Airport Limited**

1 James Schofield Drive, Adelaide Airport, South Australia 5950

**Phone (+61) 8 8308 9211** Fax (+61) 8 8308 9311

Email: [airport@aal.com.au](mailto:airport@aal.com.au)

