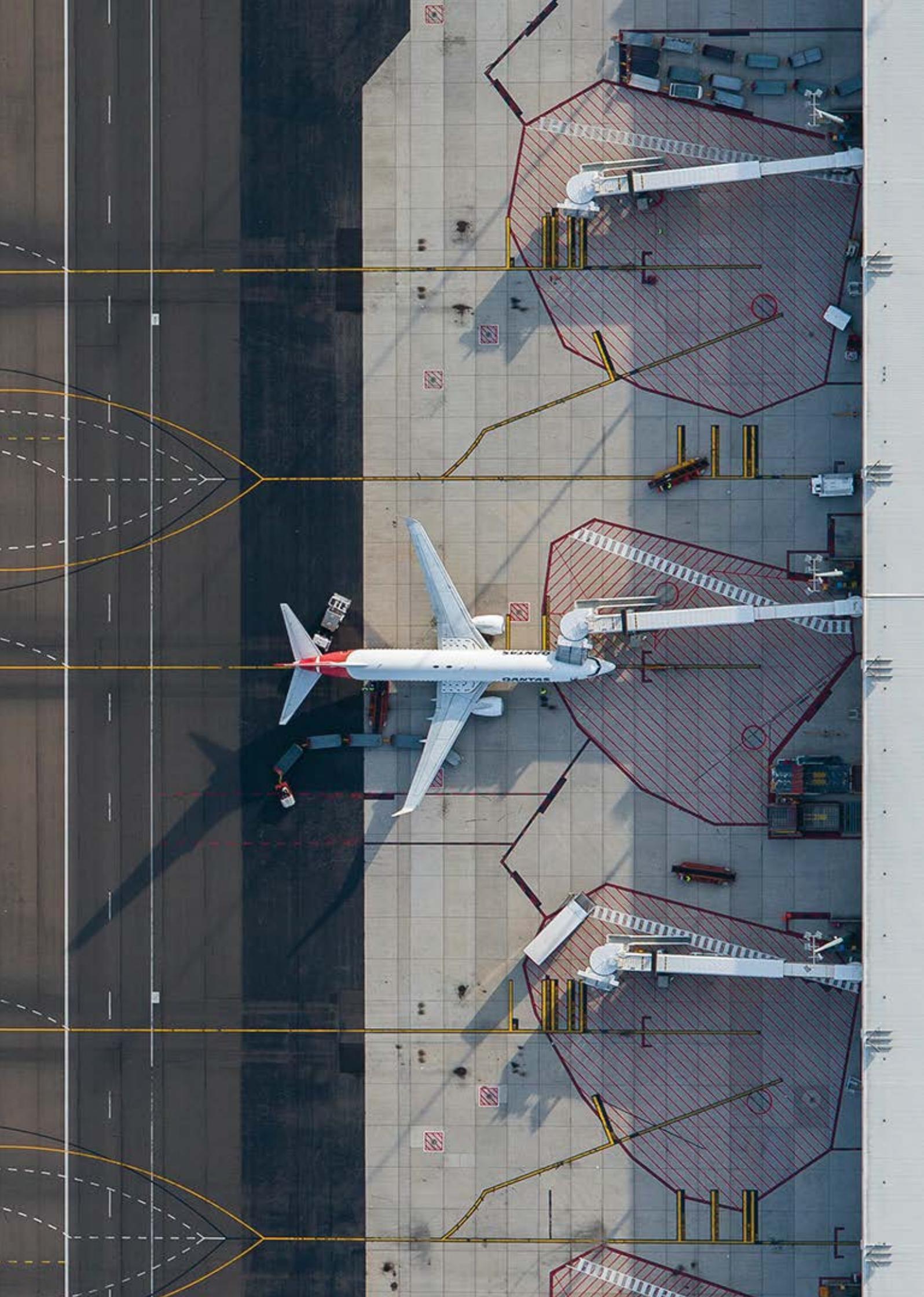
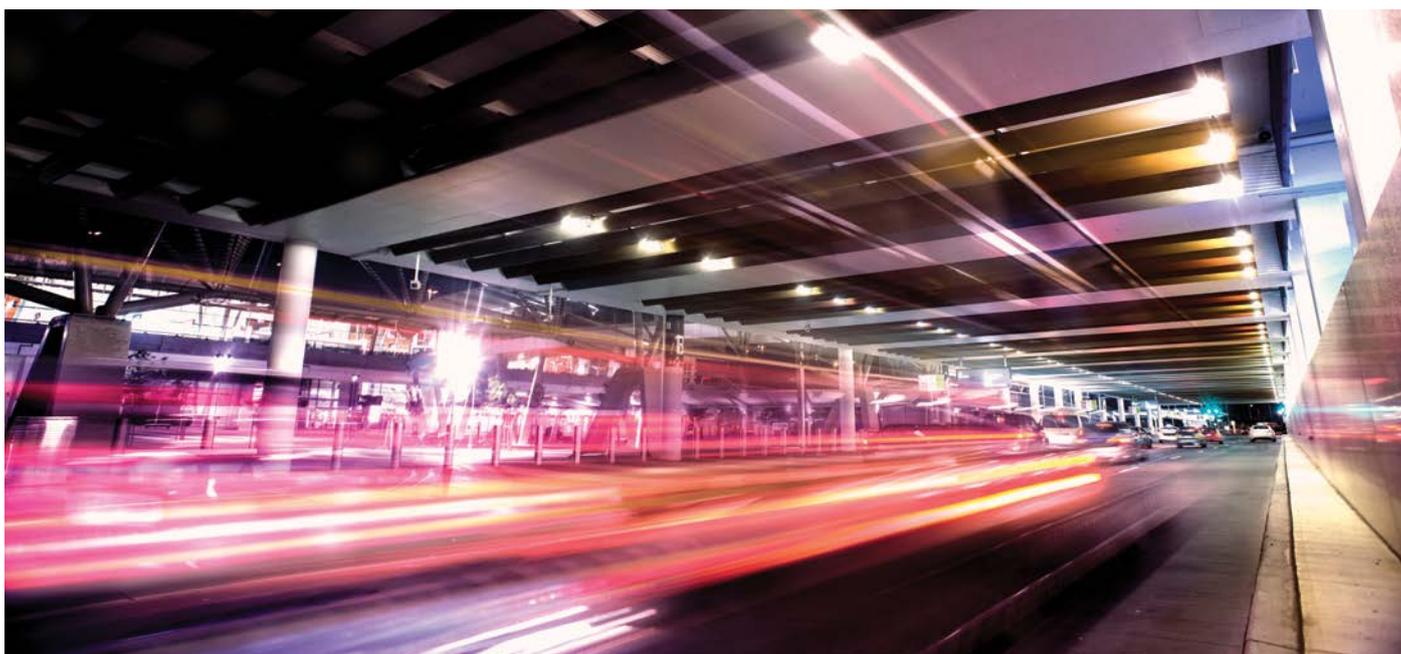

Adelaide Airport Security Guide

Revision October 2019





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Glossary

AAL	Adelaide Airport Limited
ACC	Airport Coordination Centre
ABF	Australian Border Force
AFP	Australian Federal Police
AMS	Aviation & Maritime Security
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
ATSA	Aviation Transport Security Act 2004
ATSR	Aviation Transport Security Regulations 2005
Auscheck	Government body which undertakes background verification
CCTV	Closed Circuit Television
CIC	Corporate Identification Card
CTFR	Counter Terrorism First Response
CTU	Counter Terrorist Unit

DOHA	Department of Home Affairs
ETD	Explosive Trace Detection
HHMD	Hand Held Metal Detection
ID	Identification
JOSF	Joint Operations Storage Facility
LSZ	Landside Security Zone
PIO	Pass Issue Office
PLAGs	Powders Liquid Aerosols & Gels
RPT	Regular Public Transport
SAC	Security Access Card
SACS	Security Access Control System
SRA	Security Restricted Area
TAC	Temporary Aircrew Card
VIC	Visitor Identification Card



Introduction



A positive security culture is one of the most important aspects to building robust and effective security. This Guide covers all the important issues you need to know about security when working at Adelaide Airport, and will help to ensure that you are aware of the role we have to play in keeping the Airport safe and secure. Security awareness is an individual responsibility for each of us who works at Adelaide Airport. This Guide provides information on general airport security measures and your obligations as an employee working on airport. It also gives guidance on how to detect and report suspicious behaviour and dealing with security breaches. Your observations, vigilant attitude and behaviour are key in helping us to deliver a strong security outcome at the Airport.

Operational excellence in safety and security is a core strategic objective for Adelaide Airport. Placing security considerations at the forefront of our time working on airport will go a long way to helping us to continue to deliver it.

Thank you for taking the time to read this important document. The AAL Security Department is available at all times to provide additional guidance or answer any queries you may have about security at our airport.

Mark Young, Managing Director
Adelaide Airport Limited

Maintaining a secure airport

Why are airports high profile targets?

Recent global events continue to highlight airports and the aviation industry as high profile and attractive targets of terrorist organisations. Factors that are likely to shape and influence terrorist attack planners are the potential consequences of an attack: mass casualties, economic impact, publicity, public fear and anxiety and the opportunity to conduct the attack in terms of the accessibility, vulnerability and associated symbolism of aviation targets.

The National Terrorism Threat Advisory System is a scale of five levels that advises on the likelihood of an act of terrorism occurring in Australia.

When the threat level changes, the Australian Government provides advice on what the new threat level means, where the threat is coming from, the potential targets, and how a terrorist act may be carried out.

The National Terrorism Threat Level is regularly reviewed in line with the security environment and intelligence.



National Terrorism Threat Level

You can view the current national terrorism threat level for Australia, anytime, at www.nationalsecurity.gov.au

Security inductions

Everyone working at Adelaide Airport must undertake a security induction. Your induction will give you an understanding of the prerequisites and requirements of working at Adelaide Airport.

You can access Adelaide Airport (AAL) online inductions via the Induction System at aal.e3learning.com.au or via AAL's website, www.adelaideairport.com.au/corporate

You can complete your online induction 24/7 remotely or at the Southern Screening induction room.

Your Aviation Security Identification Card (ASIC) or Security Access Card (SAC) will not be issued until the Pass Issue Office has confirmed that you've undertaken your relevant induction.



Secure areas at Adelaide Airport

Landside Security Zone

Description

Landside Security Zones (LSZ) are areas identified as critical infrastructure within the Adelaide Airport and include the Joint Operations Storage Facility (JOSF), the Air Traffic Control (ATC) tower facility and the terminal sterile area. Access to these areas is strictly controlled.

Landside Security Zones provide a secure environment for the infrastructure that's critical to the operations of the airport, so a breach of security can have significant impact on airport operations.

Sterile Areas – Terminal 1

Description

Sterile Areas hold screened passengers prior to the boarding of their aircraft. Sterile Areas, such as departure lounges, are located between the screening points and aircraft boarding gates.

Entry to Sterile Areas

Security screening is conducted prior to entering the Sterile Area.

Screening ensures people and baggage is screened in accordance with regulatory requirements and prevents weapons and prohibited items entering the Sterile Area. Unless exempt by legislation, everyone, including all goods must go through the screening process.

For additional information on prohibited items not permitted into a Sterile Area visit:

www.travelsecure.infrastructure.gov.au

Anyone who refuses to be screened or fails to abide by the screening process, as well as any unscreened goods, will not be permitted to enter any Sterile Area.

Please cooperate with the requests and direction of the screening staff at all times.

Retailers must ensure that 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. In addition, retailers must ensure that cutlery used for food consumption in the Sterile Area meets compliance requirements.

Airside Area

Description

Access to the Airside Area – contained within the airside/landside perimeter fence line – is strictly controlled. Tenants occupying airside/landside boundaries that have direct access Airside are responsible for managing that access through their tenancies.

Entry to Airside Area

All entry points to the secure Airside Area are strictly controlled and you must have an operational need to be within this area. You must also always display the appropriate identification (ASIC/VIC).

If you work within the Airside area it is your responsibility to maintain a security focus and challenge any person not displaying the correct identification. Any unauthorised vehicles should also be reported.

Security Restricted Area (SRA)

Description

The Security Restricted Area is the Airside area immediately adjacent to Terminal 1, which includes aircraft movement areas, aircraft parking, baggage make up and ramp areas.

Passenger boarding and disembarkation from Regular Public Transport (RPT) aircraft within the Security Restricted Area (SRA) is strictly controlled by airline staff.

Entry to Security Restricted Area

As the main area of airport operations and aircraft movement, access to the Security Restricted Area is strictly controlled. Anyone in this area must have an operational need to be there, have the correct level of security access and display the appropriate identification (ASIC/VIC).

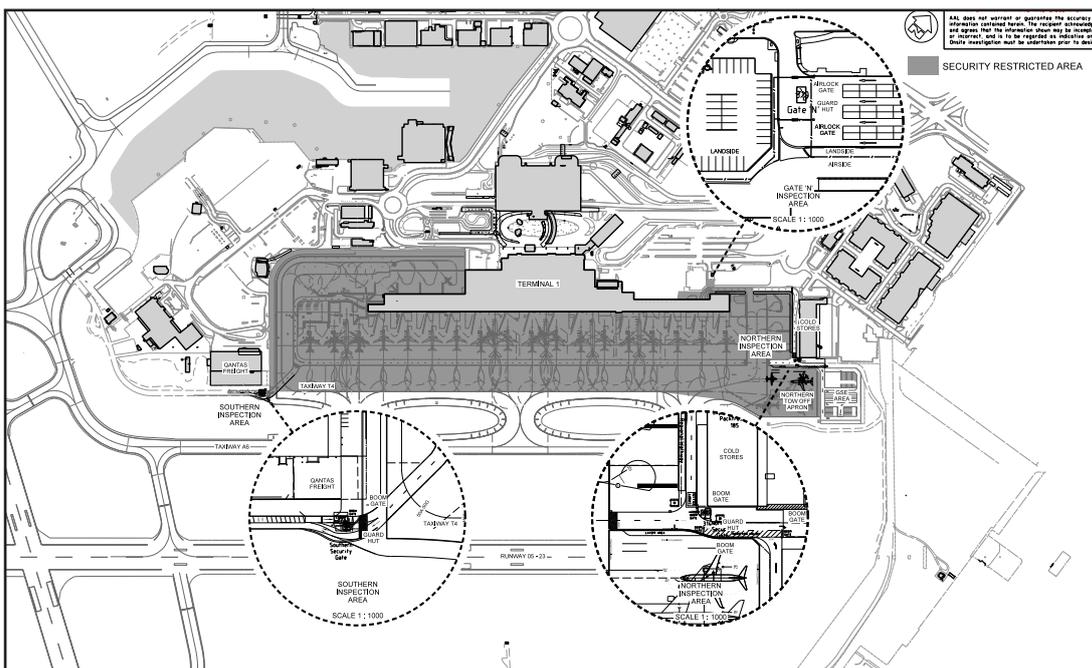
Unless exempt under legislation, all persons, vehicles and goods entering the SRA will be screened in accordance with the appropriate legislation which may involve any of the following:

- > Identity check; Valid - ASIC, VIC, TAC
- > Persons holding a VIC, TAC or a valid grey ASIC will be escorted by a person holding a valid red ASIC at all times.

- > Inspection of ADA/AUA;
- > ETD
- > HHMD
- > Physical search (frisk)
- > Visual inspection of the personal possession of the driver and passenger/s;
- > Visual inspection of the vehicle's cabin, boot and goods carrying area; and

When working within the SRA it is your responsibility to maintain a security focus and challenge any person not displaying the correct identification.

Any unauthorised vehicles within this area should also be reported to the ACC.



Moving through security controlled areas

Security controlled areas are usually controlled by electronic or manual mechanisms and are clearly identified.

Movement through these points is monitored and recorded by the airport's security systems.

Only those with security access permission can move through security controlled doors. This access permission can change, based on domestic or international operations.

When moving between security controlled areas, you are responsible for securing any doors that you have accessed.

Identification and security access

Adelaide Airport's individual identification cards identify the card holder and their company of employment.

Security access is issued by AAL to those holding a valid ASIC (issued by AAL or another approved ASIC issuing body) who have a lawful and operational need to access security zones in the Airside Area.

Other Issuing Authorities

AAL acknowledges and accepts the use of ASICs at Adelaide Airport from other approved ASIC issuing bodies.

Aviation Security Identification Card (ASIC)

Types of ASIC's used at Adelaide Airport:



ASIC (Red)

Valid for Airside Security Zones and secure areas of security controlled airports.

AUS or ADL
(Airport Specific).



ASIC (Grey)

Valid for Landside Security Zones of security controlled airports.

AUS or ADL
(Airport Specific)

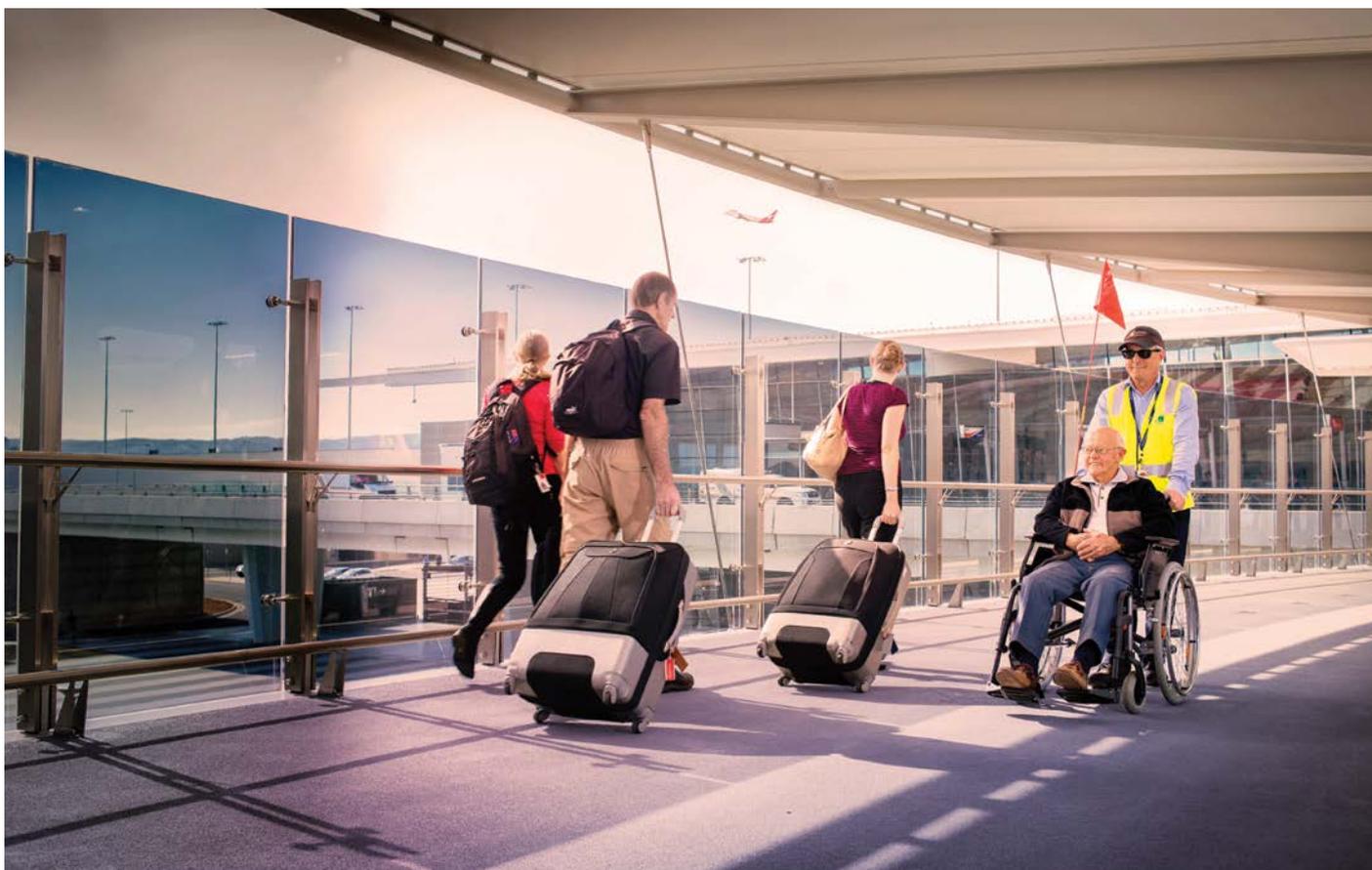
The ASIC, a nationally consistent identification card, must be held by approved individuals who need frequent and ongoing access to security zones and/or secure areas of Adelaide Airport, to meet the requirements of their duties.

ASIC holders are subject to the provisions of the "Aviation Transport Security Act 2004" (ATSA) and the "Aviation Transport Security Regulations 2005" (ATSR). To obtain an ASIC you must satisfy relevant identification requirements and undergo a background check conducted by Auscheck.

ASIC applications, submissions and collections are obtained from the Pass Issue Office, located on Level 0 at the Southern Screening point of Terminal 1. ASIC applications can also be downloaded from:

www.adelaideairport.com.au/corporate/about-us/workingadelaide-airport/#id-amp-access-services

The ASIC holder and their employer must abide by the ASIC Conditions and Issue of Use at all times.



Visitor Identification Cards (VICs)



Visitor Identification Cards (VICs) are issued to non-ASIC holders who have a lawful purpose to enter a security zone or the airside area.

- > A VIC can be issued at and returned to Gate J or the Southern Screening Point 24/7, or at the Northern screening point from 0400-2300 7 days a week.
- > The VIC applicant and the sponsor must agree to the terms and conditions.
- > VIC holders must be under supervision by a valid ASIC holder at all times while they are working in areas not accessible to the public. These areas include (but are not limited to): behind closed shop counters or in back offices and storerooms when working or conducting their duties within a tenant shop.

To obtain a VIC you must comply with current regulatory identification document requirements.

Temporary Aircrew Card (TAC)



A TAC is issued subject to the "Aviation Transport Security Act 2004" and the "Aviation Transport Security Regulation 2005" (the Regulations).

TAC's are issued to aircrew personnel by authorised airlines and effectively act as an Australia wide "Visitor Pass".

TAC holders must be accompanied by an authorised ASIC

holder at all times.

Security Access Cards (SACs)

Security Access Cards are issued by AAL to holders of a valid ASIC (issued by AAL or another approved issuing authority) who require access through security controlled doors leading to security zones or secure areas of the airport.

A SAC application form can be downloaded from the AAL website at:

www.adelaideairport.com.au/corporate/aboutus/working-adelaide-airport/#id-amp-access-services

Or collected from the Pass Issue Office which is located at Level 0, Southern Screening Point, of Terminal 1.

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 must only be used while they are on duty.
- > The SAC must be kept secure at all times.

Return

A SAC must be immediately returned to the Pass Issue Office if:

- > The SAC is no longer needed 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.

Securing Doors

When accessing an electronic controlled door, you must ensure the door is fully secured before you leave the area. It's also vitally important that you report any secure door faults immediately to the ACC.

If you see a security door wedged open, you should report this immediately. Remember: Securing doors is everyone's responsibility.

Forcing Doors

Most electronic controlled doors at Adelaide Airport are equipped with an emergency door release device such as break glass. This device is installed to be used only in the case of any emergency, such as a fire or terminal evacuation. They are not to be used to open doors in non-emergency situations, for example if you are late for a flight, recovering items from a recent flight or meeting someone. Overriding a door using the emergency release device for non-emergency situations will result in a review of your ASIC, VIC and/or SAC rights.

Tailgating

Tailgating occurs when someone follows you through an access controlled door without using their own access card to gain entry. Never allow a person to tailgate you through a door. If you are tailgated, you must challenge that person by asking them to swipe their access card against the door reader. If their card does not give them access, don't allow them through and report the incident.

Lost / Stolen / Destroyed

If your SAC has been lost, stolen or destroyed, notify ACC immediately. This can be done 24/7. A statutory declaration is needed for lost, stolen or destroyed SACs and you'll need a police report for a stolen card. Documentation needs to be presented to the Pass Issue Office prior to your replacement SAC being reissued.

Validity

Security access is gained provided you have a valid ASIC and operational need. Access will be automatically disabled when your ASIC expires, when there has been a predetermined time of no activity or when you are advised by the AAL Security Department.

Security screening



Security Screening occurs at entry points to the Sterile Area, including international departures and entry into the Security Restricted Area.

Unless exempt under legislation, each person and all goods must be screened and cleared before they can enter a sterile area.

Security Screening points are located at:

- > Central Screening Point located on Level 2 of Terminal 1
- > Northern Screening Point (staff) located at deliveries A on Level 0
- > Southern Screening Point (staff, domestic transit passengers and goods) located at deliveries B on Level 0
- > International transit located on Level 1
- > International PLAGs located on Level 2 of Terminal 1
- > Gate N (airside/landside checkpoint)
- > Southern airside checkpoint (airside checkpoint)
- > Northern airside checkpoint (airside checkpoint)

As part of the screening process all people and goods may be subjected to the following:

- > X-ray of goods/items
- > Walk through metal detection

- > Explosive trace detection
- > Hand-held metal detection
- > Body scanning
- > Frisk search
- > Bottle Liquid Scanner
- > Powders

For international departing passengers there is a restriction on Powders, Liquid Aerosols and Gels (PLAGs).

For further information on PLAGs restrictions visit:

www.homeaffairs.gov.au/about-us/what-we-do/travelsecure/passenger-screening

Closed Circuit Television (CCTV)

The Adelaide Airport CCTV network plays a significant role in achieving our core objective of operating the airport responsibly, safely and securely. It is also a key tool in maintaining our reputation for operational excellence. Recorded footage is only supplied to relevant agencies for law enforcement as well as legal matters and will not be provided for any other purpose.

Security information and awareness



Armed Offender

Places of mass gathering such as airports are high profile attractive targets which can pose a broad range of security challenges.

One specific threat is that of the Armed Offender. Although unlikely, if faced with such a scenario, the following guidelines developed by the Australia-New Zealand Counter Terrorism Committee should be followed.



Escape: If safe to do so, locate an exit and evacuate the building/area, leaving behind valuables and belongings.



Hide: If safe to do so and if escape is not an option, seek to hide in a secure area where you can lock or blockade a door. Stay under cover, turn all lights off and silence mobile phones.



ACT: If the above options are not successful and you are found by the Armed Offender, you may need to consider actions to disrupt and/or incapacitate the Armed Offender.

Such actions could be, but are not limited to:

- > throwing objects at the Armed Offender.
- > using aggressive force if confronted.

Such action should only be taken as a last resort to protect the life of yourself or others.

Unattended items

Unattended items could pose a threat to the security of the airport, so it's vital they are dealt with in an appropriate manner by qualified personnel. It's your responsibility to be vigilant and aware of any changes to the work place and to know how to identify unattended items that could pose a risk.

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, or others, at additional risk.

Use the H.O.T.U.P. principle. Ask yourself 5 simple questions.

1. Is the item or substance **Hidden?**
2. Is the item or substance **Obviously suspicious?**
3. Is the item or substance **Typical of what is in the area?**
4. Is the item or substance **Unusual?**
5. Has there been general **Public access to the area?**

If the item is HOT treat it as Suspicious!

But remember that suspicious or unattended items should only be approached by staff members who have the appropriate training.

1. **You have identified 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.**

What to do while you wait 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 around the unattended item.
4. **DO NOT** touch, open or move the item or allow anyone else to do so.
5. **Pass all information to AAL and the Australian Federal Police (AFP).**

Packages

Never accept a package from someone or agree to safeguard a package for them. If anyone approaches you to look after a package, refuse and notify the ACC. Always be extremely vigilant and never put yourself or others in danger.

Security breach / suspicion or concern

- > If you observe a security or access breach **REPORT IT!**
- > If you observe identification misuse or non-display (ASIC/VIC) **REPORT IT!**
- > If you observe unusual activity **REPORT IT!**
- > If you hear or witness threatening or unusual conversation **REPORT IT!**

Mail handling and unknown substances

If you receive a suspicious package or envelope:

- > Remain calm
- > Don't shake or empty the contents
- > Don't handle the item more than necessary and don't allow anyone else to handle it
- > Prevent anyone from entering the area
- > Call for assistance from the ACC
- > Advise the exact location of the item, the number of people in the immediate area, describe the package/ device and what actions you have taken
- > Take notes including the time and date you received the item and from whom you received it.

Bomb and general threats / malicious calls

- > 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 the handling of the threat.

Tools of Trade

The Government permits sharp items in Sterile Areas – as Tools of Trade – when a company carrying out maintenance or installation needs those tools or items. These items must not be visible or accessible to the public, and at all times, must be under the visible and physical control of the person carrying and using the tools. That person must hold a valid ASIC or other approved identification.

Retailers and food outlets must ensure that all sharp items, like knives used in the preparation of food, or scissors, are not visible or accessible to the public.

All permanent Tools of Trade within tenanted areas must be registered with Adelaide Airport and must be securely tethered in accordance with SOP SEC-008 to a permanent fixture and not accessible to the public.

Damaged fences and access points

Damaged fences and access points make it easy for people to access security zones or secure areas. So it's vital that you report any damaged access points, including fences and secure controlled doors. You must also maintain a vigil at the damaged point until an authorised person can attend.

Airside perimeter fence line and gates are patrolled 24/7 by Airside Operation Officers.

Airside perimeter fence exclusion zone

Do not leave or park vehicles, or leave any equipment within the Airside two meter clearance zone of the airside/landside perimeter fence line, or within the Landside three meter clearance zone of the airside/landside perimeter fence line.

Do not project any item/s through, over or under an Airside perimeter fence.

Any illegally parked vehicles, or abandoned equipment or objects near an airside fence must be immediately reported.

Illegally parked vehicles or equipment will be removed to comply with the perimeter fence exclusion zone and to ensure there is no threat to the security of the airport.

Airside gates

When entering Airside through Gate J, all vehicles must be inspected and everyone in that vehicle must provide appropriate identification and have their details documented. Access through vehicle gates other than Gate J is strictly controlled by additional security methods including electronic access controls.

Airside deliveries

Deliveries from Airside into Sterile Areas from points other than the screening points must be coordinated through the ACC, be approved by the Airport Duty Manager (ADM) and screened by the approved screening authority.

Security restricted area

Prior to entering a Security Restricted Area (SRA), all persons, unless exempt under legislation, will undergo an identification check. Vehicles and cargo may also be subjected to a level of security screening which may involve HHMD, ETD and visual inspection, including vehicle storage areas.

Investigation of misuse and penalty

If you misuse or fail to abide by any conditions in the issue of use of your identification, or if you misuse your access control privileges, an investigation may be initiated. The investigation could result in penalties.

Penalties may also apply if you fail to abide by any of the conditions or regulations of holding an SAC.

Meeters and greeters

Meeting, greeting or fare-welling family, friends or colleagues in Customs Controlled Areas or Airside is not permitted. Staff members must use the general public areas of the airport and terminal building. Accessing secure areas for anything other than your normal work duties may lead to prosecution and/or the loss of your ASIC, VIC and/or SAC rights.

Security roles and responsibilities

Department of Home Affairs (DOHA)

The Department of Home Affairs is the Australian Government interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs.

- ▣> Australian Border Force facilitates and monitors the movement of people and goods across the border in a manner that protects the community, intercepts prohibited and restricted items, identifies illegal movement of people and maintains compliance with Australian law.
- ▣> Roles the ABF conduct include, but not limited to:
 - ▣ > Facilitating the lawful passage of people and goods across the border; and
 - ▣ > Investigations, compliance and enforcement in relation to illicit goods and immigration malpractice.
- ▣> The ABF is a multifaceted operational workforce trained and equipped to undertake myriad functions across the border. One facet of this border function is the Counter-Terrorism Unit (CTU). The CTU is an armed unit that work within the ABF and provide a front-line response capability to act when persons of national security interest attempt to cross the border. The CTU make real-time assessments of arriving and departing passengers to assess the legitimacy of travel and to enforce border laws. CTU and ABF Officers work closely with partner law enforcement agencies such as the Australia Federal Police to ensure that an all-encompassing approach to border protection is achieved.
- ▣> Aviation and Maritime Security (AMS) Division, formerly the Office of Transport Security, is Australia's security regulator for aviation, maritime and the offshore oil and gas industries

Adelaide Airport Limited

AAL as the owner operator of the airport, has developed and implemented a comprehensive aviation security risk management structure that reduces risks to our people, infrastructure and information, and includes:

- > Investigation of breaches of the Transport Security Program, ATSA, ATSR and Standard Operating Procedures
- > Providing passenger and checked baggage security screening
- > Development of security procedures and incident response measures
- > Development of business continuity plans and systems
- > Providing a safe and secure environment

Australian Federal Police (AFP)

The AFP is the primary law-enforcement agency at all major Australian airports that are designated Counter Terrorism First Response airports (CTFR), which includes Adelaide Airport. The AFP's responsibilities within the airport's environment include 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.

AFP also manages Airport Watch. This is a programme which encourages a strong security culture within the broader airport community and a mechanism to identify and report suspicious behavior.



Airlines

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

Crime and security reporting

	Emergency	Operational
1 Adelaide Airport Limited	8154 9444	8154 9444 (24/7)
2 Australian Federal Police	131 AFP (237)	131 AFP (237)
3 SAPOL	000	131 444

If you work at Adelaide Airport and need AFP assistance, contact the ACC first. You need to immediately report any incidents, security threats or security matters that may impact on the operations of the airport to the ACC.

Contact list

For information or assistance please contact:

Adelaide Airport Limited (AAL)	8308 9211
Airport Coordination Centre (ACC)	8154 9444 (24/7)
Airport Duty Manager (ADM)	8154 9462 (24/7)
Pass Issue Office 0800-1600 Monday to Friday excluding public holidays	8154 9499

Safety, Security and Border Agencies All 24/7

Police / Fire / Ambulance Emergency	000
Australian Federal Police (AFP) Airport Watch	131 237
SA Police Operations (SAPOL)	131 444
Australian Border Force	1800 061 800
Department of Agriculture (Biosecurity)	1800 020 504



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