



AIRPORT SECURITY AND SAFETY INDUCTION GUIDE



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CONTENTS

SECURITY BRIEFING	4
Introduction	4
Attachments	4
Definitions	6
Abbreviations	7
SECURE AREAS AND SCREENING AT DARWIN INTERNATIONAL AIRPORT	8
Airside Controlled Area	8
Security Restricted Area (SRA)	8
Restricted Area (Defence)	8
SECURE AREAS AND SCREENING AT DARWIN INTERNATIONAL AIRPORT	9
Sterile Area (SA) – Terminal	9
Tools of the Trade	9
Other Security Zones and Prohibited Areas	9
Customs Controlled Areas	10
AVIATION SECURITY IDENTIFICATION CARDS (ASICs)	11
Introduction	11
Aviation Security Identification Cards (ASICs) - RED	11
Aviation Security Identification Cards (ASICs) - GREY	11
Display	12
Lost or Stolen	12
Return	12
VISITOR IDENTIFICATION CARDS (VICs)	13
SECURITY ACCESS CARDS	14
MOVING THROUGH SECURITY CONTROLLED AREAS	14
IMPORTANT SECURITY FACTS	15
MEETERS & GREETERS	15
TAILGATING	15
OFF-DUTY	15
CLOSE DOORS	15
WELL-MAINTAINED FENCES AND ACCESS POINTS	15
PARKING NEAR AN AIRSIDE FENCE	15
AIRFIELD GATES	15
SECURITY ENFORCEMENT	15
IMPORTANT SECURITY PROCEDURES	16
UNATTENDED ITEMS	16
PACKAGES	16
MAIL HANDLING AND UNKNOWN SUBSTANCES	16
IMPORTANT SECURITY PROCEDURES	17
BOMB THREATS	17
SECURITY BREACH OR CONCERN	17
CRIME AND SECURITY PREVENTION	17
SECURITY ROLES OF SOME AIRPORT AGENCIES	18
APRON SAFETY AWARENESS	20
Introduction	20
Working Together	20
Working Around Aircraft	20
Operating Airside	20
No Smoking	21
Fire and Explosion Hazards	21

Beware of Aircraft Engines..... 21
Jet Blast and Ingestion 21
Watch Out and Make Sure People See You..... 22
High Visibility Clothing 22
Protect Your Hearing 22
Driving Airside 22
Fuel and Oil Spills 23

MORE INFORMATION OR ASSISTANCE 24
ATTACHMENT A..... 25
ATTACHMENT B..... 26
ATTACHMENT C..... 27

SECURITY BRIEFING

INTRODUCTION

The following material is unclassified; however, it has been copyrighted. Copies may not be made for any purpose without the specific written approval of Darwin International Airport Pty Ltd (DIA). The security briefing is designed to educate all airport staff and management about the requirements for operations within the three zones applicable to the airport property.

The three zones comprise the following:

- DIA – Prohibited Area;
- DIA – Security Restricted Area (SRA);
- Commonwealth of Australia – Restricted Area (Defence).

In addition to the above zones each airport is required to operate a Sterile Area (SA). This is normally a passenger departure lounge. All people are required to be screened before entering the area in order to ensure that no weapons, explosives or other items that may pose a threat to civil aviation are identified and removed before entering the area. X-ray machines and walk-through metal detectors normally achieve this. If a person leaves the SA voluntarily or otherwise, he/she must be re-screened before re-entering the area.

All airport staff and management must ensure that they are in no doubt regarding the procedures and requirements enforced on the Airport property. Ignorance of the law is not excusable. This briefing provides the base information needed for employees to operate in a general manner. However, there are three civilian security programs in operation at DIA under the requirements of Commonwealth Law, and these are policed by the Department of Infrastructure, Transport, Regional Development and Local Government (DITRDLG) via the following programs:

- Transport Security Program;
- Checked Bag Screening Program;
- Aviation Security Identification Card (ASIC) Program.

ATTACHMENTS

- A. Airport plan showing DIA Prohibited Areas, Commonwealth of Australia Prohibited Areas and the civil SRA.
- B. Airport plan showing airside SRA.
- C. Airport terminal floor plans showing the SA.

YOUR ROLE

YOUR ROLE IN AVIATION SECURITY

The Security and Safety Induction was introduced in order to ensure that we all work together to help keep Australia free from the risk of terrorism, or acts of unlawful interference with aviation, that could result in harm to you, your co-workers or the travelling public, whether you are a baggage loader, crew member, engineer, contractor or work in a retail outlet. Security is everyone's business.

By keeping our ears and eyes open and by efficiently communicating about things that appear as minor or unimportant, we may just be preventing a major incident from occurring.

The following list contains basic security principles that we can all apply in our day-to-day work:

- Know your role in security and understand the role of others.
- Maintain vigilance at all times.
- Trust your instincts – if something does not look or feel right, follow it up.
- Know your environment – identify what is unusual or out of place.
- Recognise suspicious activity.
- Communicate your concerns.
- Keep in touch – ask question, read bulletins and share information with others.
- Commit to communicating with others about security.
- Have a general understanding of potential security threats and vulnerabilities.

Remember that terrorism is not the only threat to aviation security; there are significant risks associated with crime and misbehaviour. Therefore it is important that you watch out for anything unusual and/or suspicious.

Refer to page 24 for contact details.

DEFINITIONS

DEFINITION	MEANING
Airside	The runway, taxiway or apron areas of an airport, adjacent land and buildings or portions thereof, access to which is controlled.
Apron	The part of an airport for: <ul style="list-style-type: none">• loading freight onto, or unloading freight from aircraft;• enabling passengers to board, or disembark from aircraft;• refuelling, parking, servicing or carrying out maintenance on an aircraft.
Aviation Security Identification Card (ASIC)	A card issued by an organisation, approved by the Department of Infrastructure, Transport, Regional Development and Local Government, that permits individuals, who have justifiable need, to have unescorted access to the Security Restricted Area and Airside Security Zone.
Aviation Security (AVSEC)	Aviation security is a combination of measures, human and material resources, intended to safeguard civil aviation against acts of unlawful interference.
Landside	That area of an airport and buildings to which the public has free access.
Airside Controlled Area	Any part of the airport upon which is posted a notice to the effect that access to that part of the airport is prohibited, and posted with the authority of the airport operator.
Regulatory Sign	A sign that advises of any law, regulation or restriction for which it would be an offence to disregard.
Screening	Inspection procedures for the purposes of clearance of person, vehicles or goods that are to be given access to a sterile area or entry to an aircraft.
Security Restricted Area (SRA)	Comprises the apron area and any other area so detailed in the Transport Security Program, access to which is not lawful without a valid red Aviation Security Identification Card (ASIC).
Sterile Area (SA)	An area approved by the Secretary under subsection 21(5) of the Act, to which persons vehicles and goods are not permitted until screened, in order to ensure that no weapons or explosives have been admitted.
Visitor Identification Card (VIC)	A card issued by an organisation, approved by the Department of Infrastructure, Transport, Regional Development and Local Government, that permits individuals who have justifiable need, to be escorted access at all times on the Security Restricted Area and Airside Security Zone.

ABBREVIATIONS

ADA	Authority to Drive Airside. A card issued by the Airport Management allowing a person to drive on the airside of the airport.
AFP	Australian Federal Police.
AFP AOCC	Australian Federal Police Operations Coordination Centre
AQIS	Australian Quarantine Inspection Service.
APU	Auxiliary Power Unit
ARFF	Aviation Rescue and Fire Fighting Service.
ASIC	Aviation Security Identification Card.
ASIO	Australian Security Intelligence Organisation
ATSR	Aviation Transport Security Regulations 2005.
AUA	Authority to Use Airside. A certificate issued by the Airport Management allowing a vehicle to be used on the airside of the airport. Temporary or long-term authorities can be issued.
AUP	Airport Uniformed Police. A unit within the Australian Federal Police which has Commonwealth and State/Territory powers.
AVSEC	Aviation Security.
C&BP	Australian Customs and Border Protection Service.
CASA	Civil Aviation Safety Authority. A federal government agency involved with the regulation and safety of aviation.
CTFR	Counter-Terrorist First-Response. A unit of the Australian Federal Police with responsibility for maintaining the security of airports in relation to threats to aviation. It is also used in reference to airports so designated in the Aviation Transport Security Regulations that require relevant measures of security.
FOD	Foreign Object Debris and/or Foreign Object Damage.
DIA	Darwin International Airport Pty Ltd.
DIAC	Department of Immigration and Citizenship
DITRDLG	Department of Infrastructure, Transport, Regional Development and Local Government (not an official acronym). A federal government agency.
GA	General Aviation. Aviation and services relating to charter air services and private aviation. It may also apply to small regional air services at some airports.
OTS	Office of Transport Security. A bureau within the DITRDLG.
RAAF	Royal Australian Air Force.
RPT	Regular Public Transport. In aviation this refers to services run to schedules and on which an individual fare is paid for travel.
SA	Sterile Area.
SACS	Security Access Control System. An electronic monitoring system.
SRA	Security Restricted Area.
TCC	Terminal Control Centre (located adjacent Gate 6 – Ground Floor).
VIC	Visitor Identification Card.

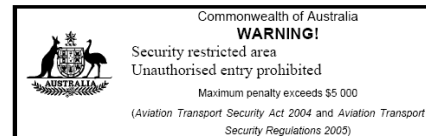
SECURE AREAS AND SCREENING AT DARWIN INTERNATIONAL AIRPORT

AIRSIDE CONTROLLED AREA

The limits of the civil prohibited area are shown on attachment A (page 25). Entry to this area is restricted to those vehicles that have been issued with an Authority to Use Airside (AUA) and the drivers of such vehicles have been issued with an Authority to Drive Airside (ADA). These authorities are not normally issued unless the applicant can demonstrate that he/she can fully support active aircraft operations for specific departing and arriving aircraft and for aircraft subject to aircraft maintenance schedules. The applicant must be a holder of an Aviation Security Identification Card (ASIC), or hold a Visitor Identification Card (VIC) and be escorted by a valid ASIC holder.

SECURITY RESTRICTED AREA (SRA)

The SRA is a defined area superimposed by DIA on behalf of the DITRD LG on the Airside Controlled Area. This is designed to increase both international and domestic security standards for specific aircraft processing. These areas include the area immediately adjacent the main terminal such as aprons, taxiways, runways, aircraft parking, and baggage make-up.



Entry to this area is restricted to the following persons on duty:

- individuals on duty, holding and displaying a valid red ASIC which has been issued to them;
- individuals displaying a VIC which has been issued to them and are escorted at all times by a red ASIC holder;
- certain individuals exempted under the Aviation Transport Security Regulations 2005 (ATSR).

Entry by vehicles is restricted to those that have been issued with an AUA. The drivers of such vehicles must have been issued with an ADA, or be escorted by a driver with an authority. These authorities are not normally issued unless applicants can demonstrate that they are operating on DIA business, or require access to aircraft in relation to operational or maintenance activities. The driver of any vehicle on the airside must be a holder of an ASIC.

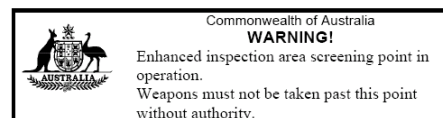
Random inspections will apply airside and can be carried out by DIA Operations officers, Australian Federal Police (AFP) and/or a security guard. Where applicable, this shall include inspection for the following:

- a valid ASIC/VIC;
- a valid ADA;
- a valid AUA;
- a visual inspection of a vehicle, which may include requests to open cargo carrying areas.

PASSING THROUGH INSPECTION POINTS

All persons passing through an inspection point will be required to undergo the following:

- an inspection of a valid ASIC or other approved identification;
- an inspection of a valid VIC (*photographic identification will be required if your VIC does not contain a photo; for your info DIA is now able to place a photograph on VICs*);
- visual inspection of property in your possession;
- random inspection through the use of a hand wand.



RESTRICTED AREA (DEFENCE)

This area is patrolled by military police officers and no person may enter the area without approval from the Commanding Officer from 321 Combat Support Squadron located at Royal Australian Air Force (RAAF) base Darwin. DIA is not required to patrol this area.

SECURE AREAS AND SCREENING AT DARWIN INTERNATIONAL AIRPORT

STERILE AREA (SA) – TERMINAL

The DIA SA is contained from the screening point on the ground floor and the upper floor of the main airport terminal (see attachment C on page 27). SAs are, in effect, holding areas for screened passengers prior to the boarding of an aircraft. Before entry to this area is permitted, all persons are required to be screened before they are admitted. This process includes X-ray of goods and items as well as walk-through metal detector passage of persons. Random personnel will also be subject to Explosive Trace Detection screening on person and goods. People who refuse to be screened, and unscreened goods, will not be permitted into the SA.



Types of items not permitted in the secure 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, and any other items deemed prohibited by the Government.

People who exit this area are required to be re-screened before re-entering the area. You can only enter the SA unscreened if you have been specifically exempted by the DITRD LG. You may enter the SA at a point other than the screening point if on duty and you have an operational requirement to do so while displaying a valid identity card.

TOOLS OF THE TRADE

The DITRD LG permits items into the SA which are classified as Tools of the Trade. People entering the SA with Tools of the Trade must have an ASIC card or be escorted by an ASIC that holds a VIC. These items must not be visible and accessible to the public, and be under visible and physical control at all times SA by the person carrying and using them.

Retail and food outlets must ensure all sharp items, e.g. knives and scissors, are not accessible to or visible to members of the public and must be under effective control; either locked away or affixed to a shop fitting.

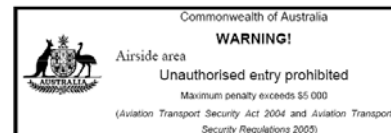
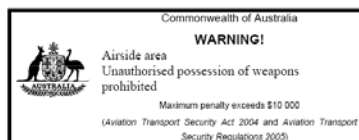
Retailers must ensure that sharp and prohibited items are not offered for sale or displayed in the secure area. It is also recommended that these items not be sold in other parts of the terminal as departing passengers may try to enter the SA with those items.

Retailers are also not permitted to supply metal knives to people for the purpose of food consumption in the secure area. Plastic knives are permitted in the secure area.

OTHER SECURITY ZONES AND PROHIBITED AREAS

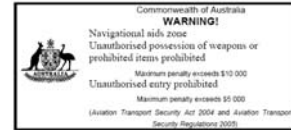
On the airside, private hangars and other buildings must not be entered by the public or staff, unless on duty or on business associated with the owner or tenant of the hangar. Please note that some hangars have access to both airside and landside areas. The

tenants of such facilities are responsible for maintaining the airside security and preventing unlawful access to the airside through their premises. This is achieved by the imposition of a suitable barrier, guard or other procedure.



SECURE AREAS AND SCREENING AT DARWIN INTERNATIONAL AIRPORT

On the landside, the Fuel Storage Zone, the Air Traffic Control Facilities Zone, and the Navigational Aids Zones are secure areas and must not be entered by unauthorised persons. There are also other sections of the terminal, external buildings and other premises which are not accessible to the public. These must not be entered unless on business and in the company of authorised personnel from the airport or the agency responsible for the zones and the relevant buildings or facilities.



CUSTOMS CONTROLLED AREAS

These are a number of areas which include international aprons and the Security Controlled Areas (the international departure lounge, international freight operations and aprons) where passengers and goods with international connections are processed. The Customs Controlled Area includes the international baggage hall and all airside areas within the terminal airside of the baggage hall and from the outwards primary line, i.e. those areas to which the public does not have uncontrolled access, and all tarmac and ramp areas. Customs Restricted Area signs identify entrances to Customs Controlled Areas.

Access to Customs Controlled Areas is limited to passengers holding valid travel documentation, and those who are required to perform their duties there or provide services for those passengers, for example Customs, other Commonwealth agencies, airport, airlines or duty-free staff.



All visitors must have a legitimate reason to be in a Customs Controlled Area. Possession of an ASIC or VIC does not automatically give the wearer authority to be in that area.

DIRECTIONS

Persons using the above areas are to follow immediate directions given by any DIA, airport security guards or AFP members. People using RAAF areas must obey all directions given by Military Police officers. Failure to obey any direction given will result in access being denied to DIA-controlled property.

**REMEMBER – CHALLENGE
ANYONE NOT DISPLAYING
AN ASIC**

AVIATION SECURITY IDENTIFICATION CARDS (ASICs)

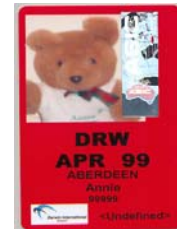
INTRODUCTION

The purpose of identification cards at DIA is to identify workers and their company of employment while in a security sensitive or security controlled area. An ASIC will only be issued to a person who has an operational need. Each identification has its own conditions of issue and specific requirements for issue.

Locally, DIA can issue ASICs. Other issuing authorities include, but are not limited to, Qantas, Civil Aviation Safety Authority (CASA), Cobham and some federal government agencies. Applicants for an ASIC are subject to aviation security and criminal history checks. This issuing process can take 2-3 weeks from the date of the application. The issuing and conditions of use of an ASIC are discussed in detail in the following chapter.

AVIATION SECURITY IDENTIFICATION CARDS (ASICS) - RED

An ASIC will be issued to a person who needs frequent access to security sensitive areas and security controlled areas at DIA (SRA, SA, Prohibited, and Customs Controlled).



AVIATION SECURITY IDENTIFICATION CARDS (ASICS) - GREY

An ASIC will be issued to a person who needs frequent access to security sensitive areas and security controlled areas at DIA (SA, Prohibited, Customs Controlled).



Please note that under the *Aviation Transport Security Act 2004* and the *Aviation Transport Security Regulations 2005 (ATSR)*, law enforcement officers and Australian Defence Force Personnel, while on duty, are exempt from displaying a valid ASIC card.

CONDITIONS

The conditions of use and the requirements of issue for an ASIC:

- Cardholder can only enter and remain in a security sensitive or security controlled area for employment purposes.
- The ASIC is issued for the use of the individual only while on duty. It **MUST NOT** be given to anyone else to use.
- The ASIC must be kept secure at all times (even when not in use).

NOTE: It is an offence under the ATSR if the first point above is contravened. It is also an offence under the ATSR if a person in a security sensitive or security controlled area uses an ASIC that was not issued to him/her.

AVIATION SECURITY IDENTIFICATION CARDS (ASICs)

DISPLAY

- The ASIC must be properly displayed at all times in a security sensitive or security controlled area. This means:
 - above the waist;
 - at the front or side of your body;
 - with the whole front of the ASIC clearly visible.
- You are not properly displaying the ASIC if anything adhering to it obscures a photograph or anything else on it.

NOTE: Failure to comply with display requirements is an offence under the ATSR and may result in prosecution or cancellation of your ASIC.

LOST OR STOLEN

You must immediately notify DIA (refer to page 24 for contact numbers) if your ASIC has been lost, stolen or destroyed.

Within 7 days you must report the lost ASIC to the nearest police station and make a report in the form of a statutory declaration to DIA, advising of the loss which states the police report number.

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

NAME CHANGE

An ASIC holder who changes his/her name has 30 days to notify DIA. The notification must be in the form of a statutory declaration and a copy of the Name Change Certificate must be submitted. An individual commits an offence if he/she does not notify DIA.

RETURN

- An ASIC must be immediately returned to the DIA Terminal Control Centre (TCC) if:
 - the ASIC has expired;
 - DIA notifies the recipient that the ASIC has been cancelled;
 - the ASIC has been altered or defaced;
 - there is no longer a need to enter a security sensitive or security controlled area for the purpose of employment or the recipient has left his/her current employment.

Failure to return your ASIC may result in prosecution by Australian Federal Police.

NOTE: It is an offence under the ATSR if the ASIC is not returned to DIA as required by this clause.

REQUIREMENTS

A person wanting to obtain an ASIC must:

- have a requirement to enter a SRA for the purpose of employment;
- successfully complete the DIA Airport Security and Safety Induction process unless exempted;
- undergo a background check which will be coordinated by AusCheck to ask the following government agencies for information:
 - CrimTrac;
 - Australian Security Intelligence Organisation (ASIO);
 - Department of Immigration and Citizenship (DIAC).

For more information please refer to the AusCheck Privacy Notice located in the ASIC Application.

VISITOR IDENTIFICATION CARDS (VICs)

If a person requires access to a secure area for work purposes, and due to these work purposes, is required to access an area within the secure area that is not generally available to the public, then he/she is required to have a VIC and be escorted at all times. This includes areas such as airside hangars and freight sheds.

Visitors who are issued with a VIC must be escorted by a valid ASIC holder when entering any secure area. Any ASIC holder who leaves a VIC holder, who he/she is escorting, unsupervised in a secure area commits an offence under the ATSR.

A person who holds a VIC, and is supervised by an ASIC holder in the secure area, must leave the area immediately if the ASIC holder no longer supervises him/her.

Applicants who have Tools of the Trade and are working in the SA of the terminal must wear a valid VIC and be accompanied by a person who holds a valid red or grey ASIC at all times.

The VIC must be displayed clearly on the torso above waist level at all times. Moreover, a VIC is issued on a personal basis and must not be transferred.

The visitor will not have any access to (unless supervised by a valid ASIC holder who is a representative of a prescribed air service):

- an aircraft engaged in a prescribed air service;
- passengers boarding a prescribed air service;
- anything being loaded on or unloaded from a prescribed air service.



An applicant must report immediately to the TCC if the VIC has been lost, stolen or destroyed. A statutory declaration of the loss must be made within 7 days of becoming aware of the loss of the VIC. Failing to report the loss will result in a penalty of \$100.

The applicant and/or escorting company must return the VIC to the TCC prior to leaving the airport if the holder no longer needs to enter the relevant area for an operational requirement or it is the holder's last day of duty. Failure to do so will result in a penalty of \$100.

Visitor Passes can be obtained from the following locations. Please note that people who require a Visitor Pass for more than 7 days **must** obtain a pass from DIA TCC.

- Darwin International Airport - Management Centre (1 Fenton Court, Marrara) – Monday to Friday 0830 – 1500 (except public holidays).
- Darwin International Airport TCC (adjacent Gate 6) – Monday to Friday 0800 to 1300 (except public holidays).

Note: Only in urgent situations will VICs be issued outside of these hours. DIA Operations staff are to be notified in advance of any such requirement.

**REMEMBER – REPORT
ANYTHING SUSPICIOUS**

SECURITY ACCESS CARDS

An access card is issued to staff that have a requirement to access security sensitive or security controlled areas and have been issued with an ASIC by another approved issuing body.

Access cards can:

- only be used to gain entry to a controlled area for the purpose of your employment;
- must not be used by anyone else holding an ASIC.

You must immediately notify DIA (refer to page 24 for contact numbers) if your access card has been lost, stolen or destroyed.

Your access card must be returned to DIA or your supervisor if there is no longer a need to enter a security sensitive or security controlled area for the purpose of employment or if you have left your current employment

Your access card will be validated to the expiry date shown on your ASIC card once you have successfully completed the Airport Security and Safety Induction.

MOVING THROUGH SECURITY CONTROLLED AREAS

INTRODUCTION

Security Controlled Areas require entrants to pass through a locked door or gate using an access card. Staff entry points are clearly identified and entrants should enter their workplace at these locations only. To enter, your identification must be displayed at all times. Your access is monitored and recorded by the airport's Security Access Control System (SACS). Compliance is actively enforced by AFP, ACS, DIA and airline security representatives.

YOU MUST

While in a Security Controlled Area you must:

- display your ASIC or Visitor Pass correctly (refer to page 12);
- deny access to anyone without correct ID;
- report anything suspicious;
- report someone without ID or with incorrect ID immediately to either DIA, AFP or a security guard (refer to page 24 for contact numbers).

YOU MUST NOT

While in a Security Controlled Area you must not:

- Force any door or access point which your access card does not let you through. This will be recorded by the SACS in the Operations Centre and you may lose your access for unauthorised use of your pass. All security doors in the terminal are monitored.
- Allow people to tailgate you. Challenge them.
- Ignore suspicious items and people, even in the security sensitive areas. REPORT IT immediately to either DIA, AFP or a security guard (refer to page 24 for contact numbers).
- Use your ASIC or ID 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 may be withdrawn.

IMPORTANT SECURITY FACTS

MEETERS & GREETERS

Meeting, greeting or farewelling family, friends, colleagues in Customs or Security Controlled Areas is not allowed. Doing so may lead to prosecution and loss of your ASIC.

TAILGATING

Tailgating is the practice of using your access card to allow personnel or vehicle/s through an access point at one time. You are not permitted to allow entry to another person unless he/she is under your direct escort. If you are escorting someone into a Security Controlled Area, provide the access then proceed directly behind him/her using your access card each time. Tailgating is highly dangerous and leads to the breakdown of security. Report and challenge anyone engaging in tailgating.

OFF-DUTY

When you are off-duty, you are not authorised to go into Security Controlled Areas. You may be prosecuted and your ID and access cancelled.

CLOSE DOORS

Close doors behind you and ensure that they are fully locked. If you see a security door wedged open, close it and report it immediately to either DIA, AFP or a security guard (refer to page 24 for contact numbers) and quote the door number and/or location.

WELL-MAINTAINED FENCES AND ACCESS POINTS

Damaged fences and access points make it easy for people to access the SRA. Report any broken fences to DIA (refer page 24 for contact numbers).

PARKING NEAR AN AIRSIDE FENCE

Report any illegal parking of vehicles or any object near an airside fence. Do not leave vehicles or equipment within two metres on the airside of the fence and within three metres on the landside of the fence.

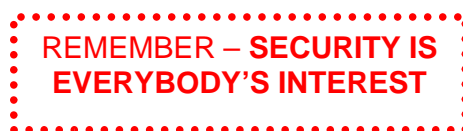
AIRFIELD GATES

When entering the SRA through a vehicle gate you must show your ASIC, and other persons in the vehicle must have approved ID.

If you are the driver of the vehicle you must have an ADA and your vehicle must have AUA, otherwise an escort will be needed.

SECURITY ENFORCEMENT

Security at DIA is monitored and enforced by DIA Operations officers, AFP officers, ACS officers, airline security representatives and inspectors from the DITRDLG.



IMPORTANT SECURITY PROCEDURES

UNATTENDED ITEMS

Unattended items are a security issue in the DIA environment. It is the responsibility of all staff members to be vigilant and aware of any changes to the workplace. 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, such as AFP Bomb Appraisal officers, 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 AFP and report the matter on 131 237.
4. Wait for the AFP officers to arrive.
5. Try to recall who was last in the area or why the item is suspicious to you.
6. **DO NOT** approach the item.
7. **DO NOT** allow any other person to approach or sit in the area of the unattended item.
8. **DO NOT** allow any other person to touch, open or move the item.
9. Pass all information to AFP.

PACKAGES

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

MAIL HANDLING AND UNKNOWN SUBSTANCES

The following procedure must be followed when 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.
- Immediately call either DIA, AFP or a security guard (refer to page 24 for contact numbers).
- Advise the exact location of the item (address, etc.), number of people in the immediate area, describe the package/device and any actions you have taken.
- Take notes, including time and date you received the item and who from.
- 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 conditioner be shut down as a precautionary measure. Turn off all fans.
- Wait for assistance to arrive.

IMPORTANT SECURITY PROCEDURES

BOMB THREATS

Please follow these guidelines:

- Strictly follow your company's procedures.
- Instruct another person to call 000 to start call trace or hit the **MAL TRACE** button on your phone if installed.
- Immediately call either DIA, AFP or a security guard (refer to page 24 for contact numbers).
- If the threat relates to another organisation, also notify the appropriate people.
- Write down every detail of the threat and the person making the threat. This will assist significantly in the handling of the threat.

Bomb threat cards can be obtained at the TCC.

SECURITY BREACH OR CONCERN

What to do when you suspect a security breach or have a security 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.**

CRIME AND SECURITY PREVENTION

SOME POINTS TO CONSIDER

Please consider the following points when dealing with crime and security prevention:

- Airport tenants and employers are responsible for their own staff, premises and stock throughout DIA.
- Ensure that new staff members are aware of your company's internal procedures and relevant airport procedures.
- Important contact numbers are at the back of this Security Guide – refer to page 24. They should be kept handy for quick reference by employees.
- Keep an eye out for suspicious people and unattended items. Report anything out of the ordinary, of concern or unlawful immediately to either DIA, AFP or a security guard (refer to page 24 for contact numbers)
- Inform the AFP if you are suspicious of a person using a credit card unlawfully.
- DIA is under 24-hour security surveillance by closed circuit television. This footage is only supplied to law enforcement agencies in accordance with State and Federal law and applicable privacy legislation.

**REMEMBER – ALWAYS BE
ALERT TO ANYTHING
USUAL**

SECURITY ROLES OF SOME AIRPORT AGENCIES

DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT

The DITRDLG has overall responsibility for aviation security in Australia. In consultation with the aviation industry, the DITRDLG develops and implements legislation and standards under the *Air Navigation Act* and Regulations. The Office of Transport Security (OTS) at DIA has the responsibility to ensure compliance with the aviation security legislation and standards, as well as the various airline and airport security programs.



Australian Government
Department of Infrastructure, Transport,
Regional Development and Local Government

AUSTRALIAN FEDERAL POLICE (AFP)

AFP resources stationed at DIA are coordinated by the Airport Police Commander (APC). The APC commands the Commonwealth law enforcement officers at the airport. The role of the AFP is to reassure the public, prevent criminal incidents and proactively investigate crimes and suspected offences within the airport community. The AFP is responsible for operational oversight and coordination of Commonwealth agencies in relation to security-related activity at the airport.



The AFP presence at DIA includes:

Airport Uniformed Police (AUP)

NT police officers who are seconded to the AFP. They have the powers to investigate and prosecute offences against both Commonwealth and Northern Territory Legislation, this includes traffic offences.

Counter-Terrorism First-Response (CTFR) Officers

AFP members who have legislative powers to enforce laws relating to aviation security.

K9 Unit - Canines and handlers

All AFP officers are defined as law enforcement officers for the purposes of the ATSR and Regulations allowing AFP officers certain powers, including the right to ask all ASIC holders to view their ASIC.

AFP Operations Coordination Centre (AOCC) 131 AFP (131 237)

AUSTRALIAN CUSTOMS AND BORDER PROTECTION SERVICE (C&BP)

ACS plays an important role in protecting Australia's borders from the entry of illegal and harmful goods and unauthorised people. At DIA, ACS officers work closely with other agencies and the airport community to maintain border protection and aviation security.

The *Customs Act* sets aside controlled areas. Entry is prohibited unless you are performing your duties. These areas include all places where international aircraft are positioned and all areas where passengers, crew, cargo or baggage is being processed or examined.



Australian Government
Australian Customs and
Border Protection Service

SECURITY ROLES OF SOME AIRPORT AGENCIES

You must not:

- enter a Customs Controlled Area while off-duty;
- enter a Customs Controlled Area for personal reasons – such as meeting family or friends;
- refuse to leave a Customs Controlled Area when directed to do so;
- abuse your access privileges to a Customs Controlled Area.

Unauthorised entry to Customs Controlled Areas may result in you being issued with an exclusion notice by a Customs and Border Protection officer. An exclusion notice prevents you from entering any Customs Controlled Area for two weeks and means you are not able to perform your duties. In more serious cases you may be prosecuted.

DARWIN INTERNATIONAL AIRPORT PTY LTD (DIA)

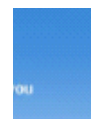
DIA is responsible for overall security at Darwin Airport, including:

- development of the Transport Security Program;
- management of the Airport Security Committee and the Airport Security Consultative Group;
- maintenance of security infrastructure at the airport;
- development of security procedures and incident response contingencies as required under government regulations.

RPT AIRLINES AND GROUND HANDLERS

All airlines/ground handlers are responsible for the security of their passengers and aircraft as well as for controlling access to the SRA through any boarding gates they operate when conducting flight operations (including boarding and disembarkation).

AIRLINES



GROUND HANDLERS



GENERAL AVIATION OPERATORS

General aviation operators are responsible for their passengers and aircraft. They are also responsible for controlling access by their passengers and staff to the airside and the SRA through access points on their leased premises. The same will apply to any small regional airlines that commence operations.

APRON SAFETY AWARENESS

INTRODUCTION

DIA has produced this information for people who work on the airside at DIA. It highlights some of the important safety information you need to be aware of. When working airside, any incidents you are involved with, must be reported to DIA.

This includes:

- all kinds of emergency calls;
- fuel, oil or other hazardous goods spills;
- damage to aircraft and vehicle accidents;
- personal injuries;
- damage to aerobridges, lights and other installations;
- anything found from an aircraft.

These should be reported to the DIA Operations officer on (08) 8920 1852 or 0402 088 145.

WORKING TOGETHER

The airside is the part of DIA provided for the movement of an aircraft. It consists mainly of runways, apron, taxiways and service roads and is not accessible to the public. This section deals primarily with airport operational safety, i.e. the protection of aircraft and staff operating around aircraft. A number of special safety rules apply. Some of these rules correspond to Occupational Health and Safety Regulations. Others are tailored specifically to Civil Aviation Safety Regulations; requirements of the DITRLG or DIA procedures.

Safety is a very important issue in relation to aircraft movements. Special rules are therefore required, and there is no excuse for not observing them. Airport diagrams are supplied at the back of this booklet depicting the airport layout (page 25-27) and also the telephone numbers to call in case of an emergency or accident (page 28). Please read this information sheet carefully before entering the airside area. Many accidents can be avoided if everybody knows and follows the airport rules.

WORKING AROUND AIRCRAFT

The apron is the area of the airport where aircraft are normally parked during ground stays. It is also the area where aircraft are serviced and refuelled, where passengers embark and disembark the aircraft, and where cargo and baggage are loaded and unloaded. Special precautions must be taken when working around aircraft, both for your safety and the safety of the passengers travelling on the aircraft. Damage caused to parked aircraft may not only result in expensive repairs and delays; it may also lead to serious accidents.

No access to, or contact with, an aircraft or its contents is permitted unless approved by the handling company, the pilot-in-command, the airline, or its representatives. Random parking of vehicles and handling equipment outside the designated parking areas represents a safety hazard to both aircraft and other traffic. Vehicles or handling equipment must not be parked or left in places where they might prevent other vehicles from moving forward and away in case of an emergency.

OPERATING AIRSIDE

Aircraft always have priority over vehicles and other ground traffic. This applies both when the aircraft is moving by its own power and when it is being towed. Most vehicles, including contractor's vehicles, are not allowed to cross the apron or taxiways except on designated roads. The edges of roadways are marked with lines.

APRON SAFETY AWARENESS

The following restrictions also apply:

- Vehicles with a high superstructure (e.g. catering trucks) are not permitted to reverse on the apron unless a lookout is placed at the rear end during the manoeuvre.
- Pedestrians are not allowed to cross the apron area. Pedestrians must use the designated footpaths.
- Bicycles must not be ridden on any airside area at any time unless approved by the DIA Duty Operations officer.

NO SMOKING

Smoking is not permitted on aprons and other designated airside non-smoking areas; even if you are inside a car. Smoking in a non-smoking area will result in the issue of an infringement notice.

FIRE AND EXPLOSION HAZARDS

Ignition sources such as open fires are strictly prohibited in the apron area. Hazardous tasks, such as welding, need special approvals. In the fuelling areas around the wings of the aircraft, the concentration of fuel vapours may be very high. You should always be careful when operating cars or motorised equipment around aircraft. Only essential vehicles are permitted within 15 metres of an aircraft. Emergency fuel cut-off switches and fire alarms are located on aprons. These are clearly signposted with a red sign. You should make yourself aware of their locations.

BEWARE OF AIRCRAFT ENGINES

It is always hazardous to be near an aircraft with the engines running. Take special care when working around propeller aircraft. Stay clear of the propeller blades, even when they are not running, as you may not be able to hear or see them when they start rotating.

Jet engines suck in large amounts of air through the front. This air intake is necessary to keep the engine running, and the air is blown out at high speed and at high temperatures through the rear of the engine. The air stream from the engine's exhaust is called the jet blast, and the blast may be so violent that even cars are pushed away! Always keep a safe distance from the engines. Beware of the blast from both jet and propeller engines.

JET BLAST AND INGESTION

Never approach jet engines when they are operating. The suction is so powerful in front of and next to the air intake that loose objects or even persons can be sucked in quite easily.

FOD is the acronym for Foreign Object Debris or Foreign Object Damage. Loose material and debris (cardboard packing, plastic bags, paper, oil cans, nylon tape, bolts, screws, stones, pipes, wire and the like) on the movement area may be sucked into the aircraft engines or damage the tyres of the aircraft and cause a major disaster.

Please assist actively in preventing FOD. Pay attention when you operate in the apron area. Collect any waste materials you see lying about and put them in the waste containers and do not leave tools lying about. Make sure all materials are stored so that they cannot be blown away by high winds or aircraft engine blast. Generally keep a clean and tidy work area. When finished each day make sure that you leave your work site in a clean and safe state.

APRON SAFETY AWARENESS

WATCH OUT AND MAKE SURE PEOPLE SEE YOU

When aircraft have their anti-collision lights on, everybody on the apron must pay special attention. The anti-collision lights are the flashing red lights on the top and bottom of the aircraft and are activated when the aircraft engines are about to start or when they are running. This is a signal to all ground traffic in the vicinity to keep clear of the parking bay and to give way to an aircraft being manoeuvred.

The view of the ground from the aircraft cockpit is usually quite restricted. Drivers and others on the airside must keep that in mind and stay clear whenever aircraft are moving, e.g. the pilot of a Boeing 747 cannot see objects on the ground within 26 metres of the nose of his/her aircraft.

HIGH VISIBILITY CLOTHING

High visibility clothing is required to be worn by all personnel while working or visiting airside, including airport operators, agencies and contractors compliant with Australian Standard AS4602. Such clothing is to be worn by day or night by all personnel engaged in work on, or visiting an apron area.

PROTECT YOUR HEARING

In addition to the main engines, many aircraft today have an auxiliary power unit (APU) which produces power and compressed air for the various systems of the aircraft. The APU often operates when the aircraft is parked and sounds similar to a normal jet engine running.

You must always wear ear protectors when you are in the vicinity of an aircraft with its APU or main engines operating. The noise level on the apron is often so high that it is a requirement to use hearing protection while working near aircraft. If you do not use ear protectors, you risk impairing your hearing. This may happen gradually but cannot be cured.

DRIVING AIRSIDE

No person shall drive a vehicle unescorted on the airside unless:

- The person is the holder of a current approved ASIC – Security Restricted Area only.
- The person holds a current ADA valid for that area of operation, and understands the regulations and restrictions which apply to the movement area.
- The vehicle has a current AUA.
- The person holds a current NT Driver's licence.

If your job requires the use of vehicles on the airport, refer to the DIA Vehicle Control Handbook.

An escort vehicle must guide drivers who are not familiar with the airport or do not hold an ADA when driving on airside. Vehicles requiring an escort will be met by a DIA Operations officer and escorted to and from their destination by the most direct route while avoiding aircraft movement areas.

APRON SAFETY AWARENESS

FUEL AND OIL SPILLS

Use a fire alarm in case of a fire or any other emergency on an apron, or elsewhere. When the alarm button is pushed the Aviation Rescue and Fire Fighting Service will arrive at the scene within a few minutes.

You should always remain at the scene until assistance has arrived in order to provide any information you may have to the officer in charge. The DIA Operations officer must always be notified in case of a fuel or oil spill, or other hazardous material spill on the airport. Oil spills or any other kind of pollution on the apron must be cleaned immediately.

To prevent spreading of the spillage, aircraft and vehicles must not be trafficked through the affected area. The owner/user of the source of pollution is always responsible for cleaning the pollution. This responsibility does not cease when assistance is called in. DIA can assist with clean-up at cost to the owner/user.

Further airside safety information can be obtained from the Ramp Safety Committee. DIA representatives on this committee are Mike Clancy (08 8920 1904) and Jill Holdsworth (08 8920 1820). You can also find airside safety material on the website of the Australasian Aviation Ground Safety Council: www.aagsc.org.



MORE INFORMATION OR ASSISTANCE

If you require more information or assistance please contact any of the following businesses or agencies.

DARWIN INTERNATIONAL AIRPORT

Terminal Control Centre..... 08 8920 1805
Hours of Operations 0800 – 1300 (Monday to Friday excluding public holidays)

Management Centre..... 08 8920 1811
Hours of Operations 0800 – 1600 (Monday to Friday excluding public holidays)

Operations Officer (24 hours/7days) 08 8920 1852 / 0402 088 145

Airport Duty Managers (24 hours/7 days)..... 08 8920 1886 / 0401 005 977

SECURITY AGENCIES

Australian Federal Police..... 131 237

NT Police..... 131 444 / 000

Security Contractor..... 08 8920 1868

NT Emergency Services..... 08 8984 4455

Aviation Rescue and Fire Fighting Service (ARFF)..... 08 8920 4899

Australian Customs and Border Protection Services..... 08 8920 2551

Department of Infrastructure, Transport, Regional Development and Local
Government..... 08 8359 2958

AIRLINES

Qantas Airways..... 13 1313 / 08 8920 4600

Jetstar..... 13 15 38

Airnorth..... 08 8920 4000

Skywest..... 1300 660 088

Virgin Blue..... 13 67 89

GROUND HANDLERS

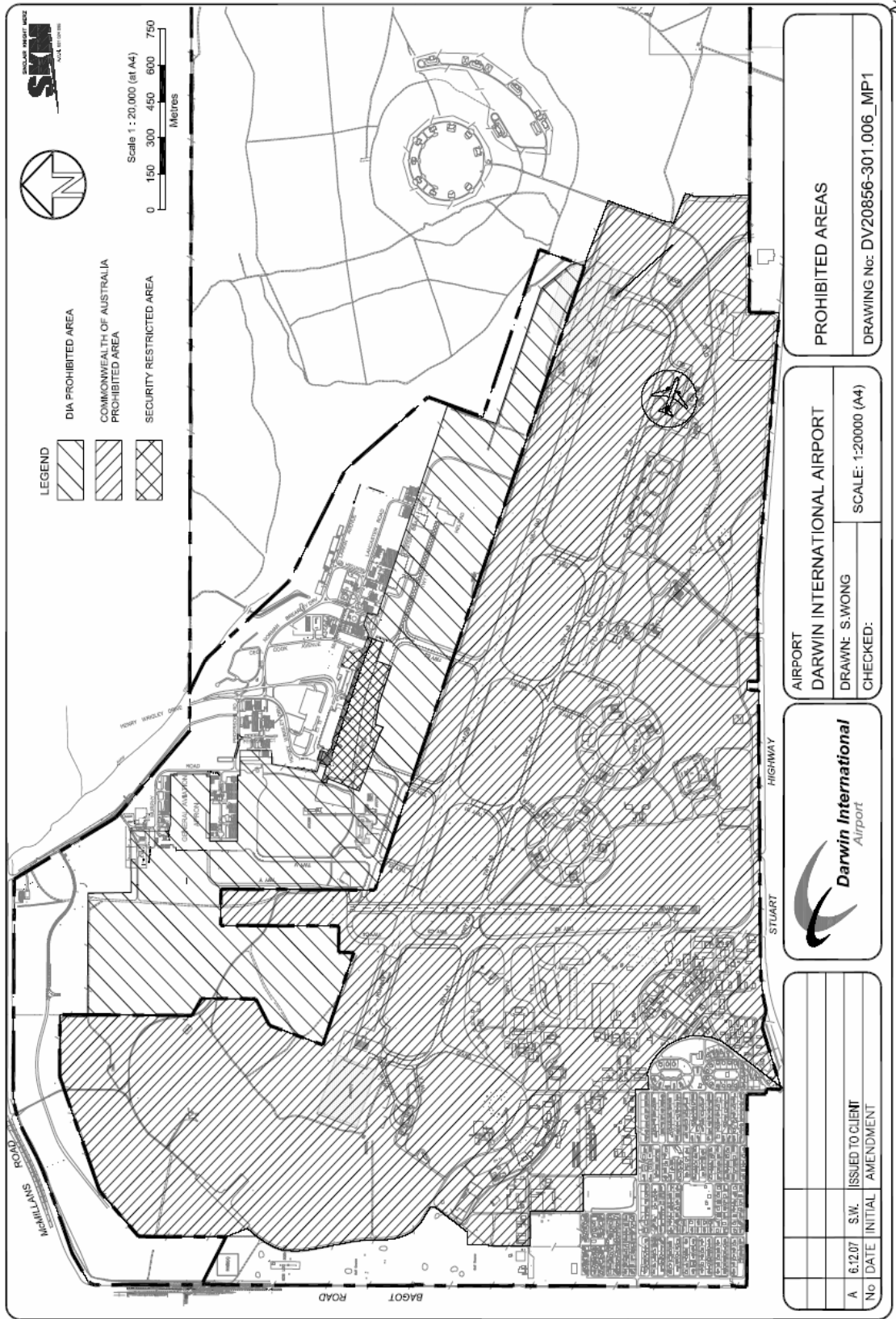
Skystar..... 08 8945 9347

Aerocare..... 08 8945 3176

Toll Dnata..... 08 8945 7100

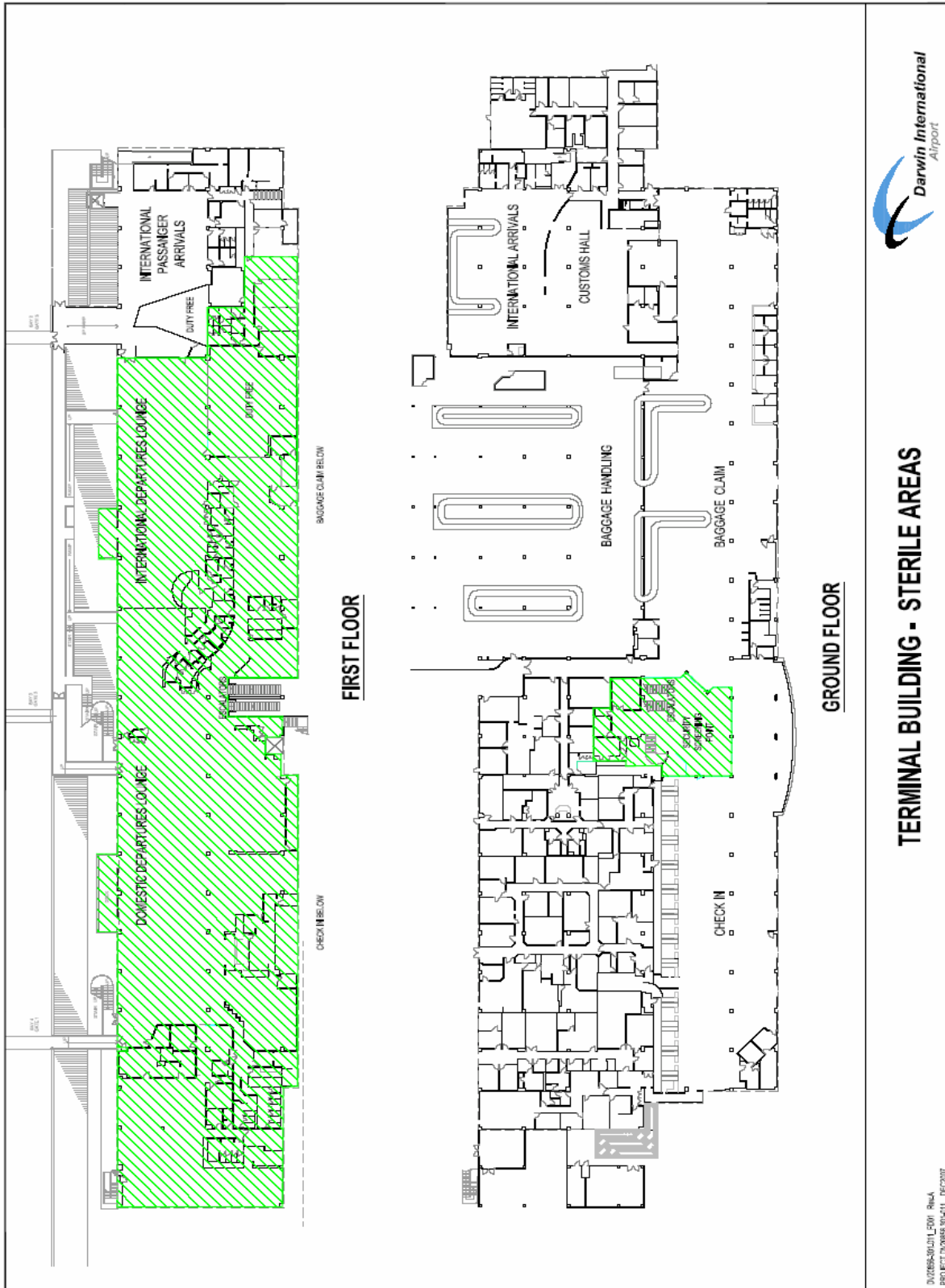
ATTACHMENT A

Darwin International Airport – Security Restricted and Prohibited Areas



ATTACHMENT C

Darwin International Airport – Terminal Building Sterile Areas





***Darwin International
Airport***

CONTACT DETAILS

To book your test appointment call 08 8920 1805.

Please note that the tests are computer-based.

**You may bring along a support person
if you are not confident using a computer or have
difficulties understanding the English language.**

OR

Send an email to asicdrw@ntairports.com.au.