

Security and Safety Awareness Guide

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Contents

PAGE

4	Introduction
6	Security Roles
7	Airport Security Zones
10	Security Screening
13	Identification and Access Cards
20	Security Access Control
24	Physical Security Measure
27	Security Reporting
30	Airport Watch
32	Airside Safety Awareness
37	Abbreviations and Definitions
40	Contacts

Introduction

This guide has been created for the use of all people who work at Darwin International Airport (DIA), regardless of whether you are involved with aviation related activities or not. The guide summarises your role and responsibilities in aviation security. Reading the booklet and understanding its content will help prepare you for your day-to-day operations, and prepare you for actions to take in the event of a security incident or criminal activity. At the end of the guide there is also a section that provides information on airside safety; this section is relevant to people who will be working in the airside area.

The guide will also help you to prepare for your Security Induction test, a requirement before commencing work at DIA; sample questions that you may be asked in the induction are included throughout the guide.

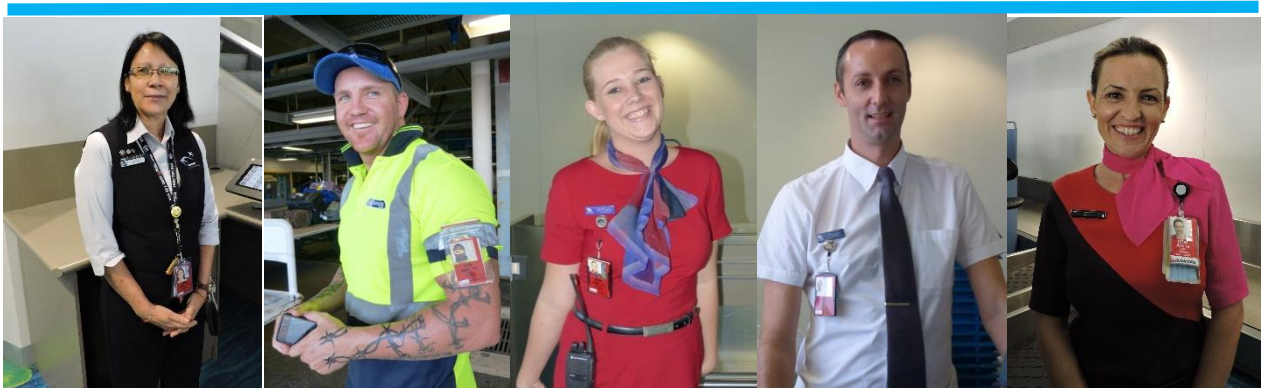
Security Is Everybody's Business

Any threat or risk to DIA through terrorism or crime is a threat and risk to Australia. Therefore, we all need to work together to keep DIA safe and secure. **You** play a significant role in this. As an airport employee, **you** have an obligation and a duty to maintain the safety and security of DIA. It is important that everyone maintains the highest security standards in order to protect passengers, staff, visitors and Darwin Airport itself.

By keeping our ears and eyes open and by efficiently communicating about things, even if they appear 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
- Be vigilant
- Trust your instincts
- Know your environment
- Recognise suspicious activity
- Communicate your concerns
- Keep in touch – ask questions, read bulletins and share information with others
- Communicate with others about security





The Reasons Behind Security

Following terrorist attacks in the United States, Europe and South-East Asia, there have been significant changes in the global security environment under which the aviation industry now operates.

The *Aviation Transport Security Act 2004 (ATSA)* and *Aviation Transport Security Regulations 2005 (ATSR)* came into effect in order to strengthen Australia's aviation transport security system, measures and responses. This legislation sets out Aviation Industry Participants' (AIPs) legal responsibilities and reporting requirements to the Department of Infrastructure and Regional Development (DIRD) and other relevant law enforcement and intelligence agencies.

The Regulations stipulate that AIPs such as DIA are required to have and adhere to a Transport Security Program (TSP). A TSP outlines the security risk environment and the measures and procedures an AIP has in place to deter and detect unlawful interference (terrorism and crime) with aviation. This guide is a simplified version of the information contained in the Act and Regulations as well as Darwin Airport's TSP.

DIA relies on all airport organisations and employees to fulfil their security responsibilities. Organisations operating at DIA are responsible for ensuring their personnel and/or contractors under their control comply with the security obligations explained in this guide (and therefore the Act and Regulations).

Security Roles

Everyone is responsible for ensuring the security and safety of the airport; we also have specific support from:

Darwin International Airport (DIA)

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

- Development of the Transport Security Program (TSP) for DIA;
- Management of the Airport Security Committee;
- Maintenance of security infrastructure;
- Development of security procedures and incident response contingencies;
- Managing implementation of security screening, checked baggage screening, security guarding and patrols
- Issuing security identification cards

Office of Transport Security (OTS)

The Office of Transport Security is a division of the Department of Infrastructure and Regional Development and is responsible for identifying vulnerabilities in the aviation security transport system and developing effective security plans and policies to manage these vulnerabilities. OTS regularly test, monitor and evaluate the implemented procedures to ensure that compliance is consistent with the ATSA and ATSR.

Australian Federal Police (AFP)

The AFP is the primary policing presence at DIA and works with state and territory police services, federal agencies and the wider aviation community to coordinate action against terrorist and other criminal threats to Australian aviation safety and security. The AFP should be called for any situation that requires a law enforcement presence or response and/or to provide information that may assist in keeping the airport environment safe and secure.

Australian Border Force

Australian Border Force is responsible for protecting Australia's border; facilitating the legitimate movement of people, goods and aircraft into and out of Australia while detecting unlawful activity at the border. Some Australian Border Force personnel also conduct airport patrols and are empowered to stop, search, seize possessions and detain people under the *Customs Act 1901*.

Civil Aviation Safety Authority (CASA)

CASA is responsible for ensuring airside safety including that the Airport Emergency plan (AEP) complies with Civil Aviation Safety Regulations.

Airlines and Ground Handlers

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

Regional Airlines and General Aviation Operators

All regional airlines and general aviation operators have a TSP and are responsible for the safety and security of their passengers and aircraft. They are also responsible for controlling access by their passengers and staff to the airside area through access points on their leased premises.

Airport Security Zones

YOU ARE RESPONSIBLE FOR KNOWING WHERE THE DIFFERENT AIRPORT ZONES ARE AND IF YOU ARE AUTHORISED TO ACCESS THEM

Darwin International Airport operates within a Joint User Airfield; this means that we share the airside area with the Australian Defence Force (ADF). The ADF are based on the eastern side of the runway and this area is controlled by Military Police Officers. No person is to enter the Defence Airside Area without approval from the Commanding Officer at the 321 Combat Support Squadron located at Royal Australian Air Force (RAAF) base Darwin.

AIRSIDE AREA



The airside area encompasses the whole of the exterior area of the airport that is contained within the airside/landside boundary fencelines. Private hangars and other buildings that have access to both airside and landside are included within the airside area and the tenants of such facilities are responsible for maintaining the airside security and preventing unlawful access to airside through their premises. To be in the airside area you must:

- ✓ **have a valid operational requirement; and**
- ✓ **display a valid red ASIC; or**
- ✓ **display a valid VIC or grey ASIC and be escorted by a valid red ASIC holder at all times.**

SECURITY RESTRICTED AREA / ENHANCED INSPECTION AREA



The Security Restricted Area (SRA) is located within the airside area and is designated for aircraft movement on and off runways and taxiways to and from the ramp. The SRA is also an Enhanced Inspection Area (EIA), which is an area subject to additional security measures for persons and vehicles. Security officers are required to inspect people, goods and vehicles to prevent the carriage of weapons that are not work-related into the EIA. To be in the SRA/EIA you must:

- ✓ **have a valid operational requirement; and**
- ✓ **display a valid red ASIC; or**
- ✓ **display a valid VIC or grey ASIC and be escorted by a valid red ASIC holder at all times.**

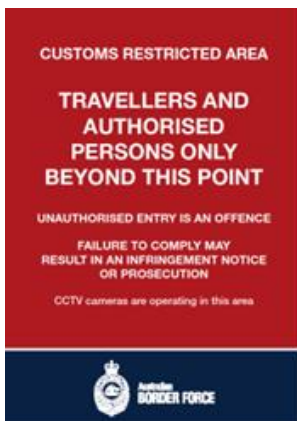
STERILE AREA (LANDSIDE SECURITY ZONE)



The DIA Sterile Area (SA) is contained from the screening point on the ground floor up to the first floor of the main airport terminal. The main purpose of the SA is to hold or transfer passengers who have been screened and cleared before they board their aircraft. All persons entering the SA are required to first undergo screening for weapons or prohibited items. The Sterile Area ends on the first floor at the transit screening point. To be in non-public areas within the Sterile Area or to carry tools into the Sterile Area you must:

- ✓ **have a valid operational requirement; and**
- ✓ **display a valid red or grey ASIC; or**
- ✓ **display a valid VIC and be escorted by a valid red or grey ASIC holder at all times.**

CUSTOMS CONTROLLED AREAS



The Customs Controlled Areas at DIA include the international baggage hall, the Customs inwards and outwards processing areas, the International Lounge and the airside area when there is an international flight operating. Access to Customs Controlled Areas is limited to passengers holding valid travel documentation and those who are required to perform their duties in the area or provide services for those passengers. Unauthorised entry to Customs Controlled Areas may lead to prosecution. To be in a Customs Controlled Area you must:

- ✓ **have a valid operational requirement; and**
- ✓ **display a valid red or grey ASIC; or**
- ✓ **display a valid VIC and be escorted by a valid red or grey ASIC holder at all times.**

OTHER SECURE AREAS



The check-in desks and baggage facilitation areas of the terminal are also classed as secure areas and as such appropriate identification must be worn. There are a number of other secure areas within the airport precinct, e.g. Fuel Zones, 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.

AIRPORT SECURITY ZONES - EXAMPLE TEST QUESTIONS

Here are some sample test questions relating to this section of the guide to help you prepare for your Security Induction:

- You are permitted to enter the airside area unescorted when displaying a valid Grey ASIC: True or False?
- Unauthorised entry to Customs Controlled Areas may lead to prosecution: True or False?
- Where is the Sterile Area located at Darwin International Airport?
- Where is the EIA?
- Security officers are required to inspect _____, _____ and _____ to prevent the carriage of weapons that are not work-related into the EIA.

Security Screening

No persons or goods are permitted to enter the Sterile Area (SA) of the airport without passing through the main screening point on the ground floor. Security screening is in place to ensure that no weapons or prohibited items are carried onto an aircraft. Security screening consists of screening any bags/loose items or clothing on an X-Ray machine and then walking through a metal detector. Random and continuous Explosive Trace Detection (ETD) is also carried out at the screening point as an additional security measure. As an airport worker you must still undergo **all** security screening and refusal of any of the security processes will result in denial of access to the Sterile Area. All flight crew on aircrafts departing from the RPT, regardless of the access control permissions they may have, must pass through the main security screening point prior to boarding their aircraft.



If you are exempt under the ATSR you may only enter the Sterile Area at a point other than the screening point if you are *on duty and have a specific operational requirement at that time to do so.*

-There are strict penalties applied to those found breaching these conditions-

PROHIBITED ITEMS AND DANGEROUS GOODS

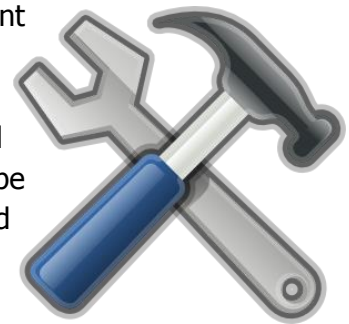
Types of items not permitted in the Sterile Area include dangerous goods, tools and equipment with sharp edges or points, blunt items able to be used to bludgeon or threaten a person or things capable of being used to restrain a person. Some examples of these items include:

- Knives, Scissors, hooks, hammers, saws, darts, screwdrivers
- Sports bats, hockey/lacrosse sticks, billiard cues, golf clubs
- Corrosives, sparklers, spray cans, pepper sprays
- Cable ties, handcuffs



TOOLS OF TRADE

Items classified as Tools of Trade can be carried through a screening point and be used in the Sterile Area (SA) when required for a lawful purpose (construction or maintenance etc). People entering the SA with Tools of Trade must display a valid ASIC or a valid VIC and be escorted by a valid ASIC holder. These items must not be accessible to the public and must be under visible and physical control at all times by the person carrying and using them. Tools of Trade must be logged in a register at the main screening point before passing into the SA and logged out again when leaving the SA.



Retail and food outlets must ensure all sharp items in the SA, e.g. knives and scissors, are not accessible to, or visible to, members of the public. These items must be under effective control at all times; either locked away or affixed to a shop fitting. Terminal tenants are responsible for maintaining a Sharps Register that logs the checking of all registered sharps every morning and every evening.

RETAIL GOODS DELIVERIES

All retail goods and deliveries being taken into the Sterile Area must be screened using X-Ray equipment, with the exception of oversize items (as determined by the Screening Officers) which will be screened manually.

Delivery of bulk retail goods is only permitted during certain restricted times to ensure that the processing of passengers is not affected. Please refer to your company's procedures or contact the DIA Security Department on 08 8920 1805 to enquire about current restricted times.



SECURITY SCREENING - EXAMPLE TEST QUESTIONS

Here are some sample test questions relating to this section of the guide to help you prepare for your Security Induction:

- What are the rules for carrying Tools of Trade (prohibited items) into the Sterile Area?
- Airport and Airline staff are exempt from the Explosive Trace Detection (EDT) Process: True or False?
- Delivery of bulk retail goods is only permitted during certain restricted times: True or False?
- If you have access to enter the Sterile Area other than through a screening point you may do so at any time: True or False?
- Persons who refuse to be security screened into the Sterile Area will or will not be permitted entry into the area?
- All flight crew on aircrafts departing from the RPT must pass through the main security screening point prior to boarding their aircraft: True or False?

IDENTIFICATION AND ACCESS CARDS

YOU MUST KNOW ALL OF THE DIFFERENT IDENTIFICATION CARDS, WHAT THEY LOOK LIKE, WHAT THEY MEAN AND WHERE THEY PROVIDE ACCESS TO



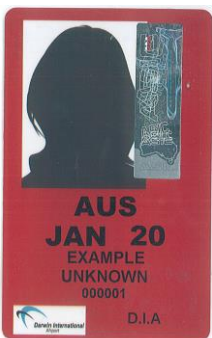
The purpose of identification cards at Darwin Airport is to identify you and your company of employment whilst in a secure area. However, the identification cards do not give you automatic access to secure areas.

Access through secure doors and gates is provided on individual valid ASICs or specific access cards. You must have an operational requirement to access Secure Areas and this access is only granted following application to DIA's ASIC and Access Control Department and after validation from your employer. The identification card simply indicates that the holder has had a background check and that the check revealed that they are of suitable character to be in a secure area if DIA authorises them to be there. The following information details the various types of identification and access cards DIA issue.

AVIATION SECURITY IDENTIFICATION CARDS (ASICs)

An ASIC is a nationally consistent identification card that must be held by anyone requiring frequent access to a secure area for the operation of the airport or an aircraft. All ASIC applicants will undergo a series of background checks. The background checking process includes:

- A criminal records check undertaken by CrimTrac, which is used to determine if an applicant has an adverse criminal record; and
- A security assessment conducted by the Australian Security Intelligence Organisation (ASIO); and if relevant; and An unlawful non-citizen check conducted by the Department of Immigration and Citizenship (DIAC).



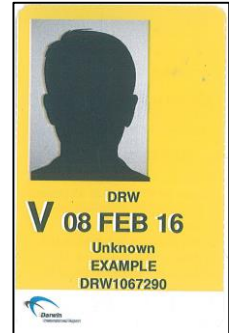
Red ASIC: Red ASICs are issued when access to the Airside Security Zone (SRA/EIA) is required. A Red ASIC permits entry (with an operational requirement) to all security zones. This ASIC is sometimes referred to as the 'Airside ASIC'.



Grey ASIC: Grey ASICs are issued when access to the Sterile Area is required. This also includes DIA security controlled and Customs Controlled Areas. A person bearing a grey ASIC may not access the Airside Security Zone unless escorted by a valid red ASIC holder. This ASIC is sometimes referred to as the 'Landside ASIC'.

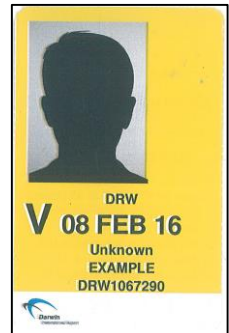
VISITOR IDENTIFICATIONS CARDS (VICs)

All visitors without an ASIC who require access to secure areas of the airport for work related purposes must obtain a Visitor Identification Card (VIC) and be supervised by a valid ASIC holder at all times. This includes areas such as airside hangars and behind check-in desks. Any ASIC holder who leaves a VIC holder unsupervised in a secure area commits an offence under the Aviation Transport Security Regulations (2005). A person who is operating on a VIC, and is being supervised by an ASIC holder in a secure area, must leave the area immediately if the ASIC holder is no longer supervising them.



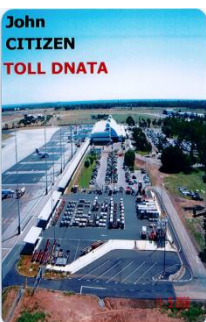
A visitor may only be issued up to a total of 28 days worth of VICs within a 12 month period. If a person requires access beyond 28 days in 12 months, they must apply for an ASIC.

If a person requires access beyond 28 days worth of VICs in 12 months, they must apply for an ASIC. Once a person has submitted their ASIC application and their application has been accepted by DIA, they can then be issued with multi day VICs every 28 days until their ASIC is issued. If the applicant has applied for their ASIC through an Issuing Body other than DIA they must provide proof of their application to DIA before additional VICs will be issued.



To obtain a VIC the applicant must be accompanied by a valid ASIC holder at the time of issue and the applicant must present valid identification. A VIC that is issued for longer than a 24 hour period is required to contain a photograph of the applicant.

ACCESS CARDS



An access card is issued to staff that have an operational requirement to access secure areas and have been issued with an ASIC by another Issuing Body that is not compatible with DIA's Security Access Control System (SACS).

Access cards will expire in line with the expiry date of the person's ASIC. Access will be granted upon successful completion of the DIA Airport Security Induction and submission of an application form that is certified by the applicant's employer to DIA's ASIC and Access Control Department.

CHALLENGE ANYONE NOT WEARING THE CORRECT IDENTIFICATION

Conditions of Issue and Use of Identification Cards

The conditions of use include, but are not limited to:

- You must have a lawful purpose to be in a secure area
- An ASIC, VIC or access card is issued on a personal basis and must not be given to anyone else under any circumstances
- You must not deliberately damage or deface your ASIC or VIC
- You must keep your ASIC, VIC or access card in a safe and secure place whilst not at work
- Never use your ASIC (on duty or not) for meeting, greeting or farewelling friends, family or colleagues in a secure area
- Your ASIC or VIC is to be prominently displayed in the approved manner at all times whilst entering, remaining on or leaving a secure area
- Always 'badge' your ASIC or access card on the card reader before you access a door
- Do not tailgate others or allow anyone to tailgate you



USING YOUR ASIC TO MEET OR FAREWELL FRIENDS, FAMILY OR COLLEAGUES IS STRICTLY PROHIBITED

Return of ASICs, VICs and Access Cards

You are required to return your identification card and/or access card immediately if:

- Your ASIC, VIC or access card has expired;
- DIA notifies you that the ASIC, VIC or access card has been cancelled;
- Your ASIC or VIC has been altered, damaged or defaced;
- You no longer have a need to access secure areas for work related purposes; or
- You have left your current employment.

Displaying your ASIC or VIC

The ATSR state that you must properly display your ASIC or VIC at all times whilst in a secure area. You also must properly display your ASIC at all times when you are facilitating passenger check-in or handling luggage in landside public areas (such as behind check-in counters).

Properly displaying your ASIC means:

- Above the waist; and
- On the front side of the outer clothing or on an armband; and
- With the front of the card clearly visible.





Lost/Stolen or Destroyed ASICs, VICs and Access Cards

You must notify DIA immediately if your identification card or access card has been lost, stolen or destroyed. DIA will block any access privileges for the card to ensure no unauthorised persons obtain access to secure areas.

Within seven days of becoming aware (and notifying DIA) you must provide DIA with a Statutory Declaration detailing the loss, theft or destruction of your ASIC, VIC or access card. If you have lost, or had your ASIC stolen, the ATSR states that you must also report the loss or theft to NT Police who will provide you with a report number, this report number is to be included on the Statutory Declaration provided to DIA.

Notification of Changes

Change of Name: An ASIC holder who changes his/her name must notify DIA within 30 days of the change. The notification must be in the form of a completed ASIC Replacement Form with a Statutory Declaration and a copy of the Name Change Certificate or Marriage Certificate attached. It is an offence under the ATSR if an individual fails to notify DIA of a change of name.

Change of Employer: An ASIC holder who changes employer and still has a requirement to hold their ASIC must notify DIA in order to have their ASIC details changed to their new employer. This notification is in the form of a completed ASIC Transfer Application Form that must be signed by the previous employer, the new employer and the ASIC holder.

Change of Visa details: An ASIC holder who becomes an unlawful non-citizen must notify DIA. An ASIC holder that is granted a new Visa must notify DIA and provide evidence of the new Visa grant.

Change of address, gender and/or contact details: If any of your personal and/or contact details change you must notify DIA of the change/s so that our records can be amended.

Confiscation of an ASIC

DIA operations staff, DIA contracted security officers and law enforcement officers are authorised to confiscate an ASIC or VIC if a security breach, potential security breach, breach of the terms and conditions of issue or a breach of the ATSR occurs.

Suspensions and Cancellations

DIA may cancel or suspend your ASIC, VIC and/or access control card or access privileges if you fail to comply with the Conditions of Issue and Use associated with that identification/access control card or the requirements under the DIA ASIC Program or the ATSR. Some of these include, but are not limited to:

- Failing to supervise a VIC holder while they are in a Secure Area
- Failing to notify DIA if:
 - You become an unlawful non citizen
 - You no longer need access to a secure area for operational purposes
 - There is a change of employer
 - There is a change of residential address, name, gender and/or contact details
 - Your ASIC has been lost, stolen or destroyed
- Providing information in your application that DIA discovers was false or misleading
- Failing to correctly display a valid identification card
- Failing to surrender identification cards to airport security officers, DIA operations staff or law enforcement officers for the purpose of verifying identity and validity of ID (spot checking)
- Being found in a secure area, other than for an operational purpose

These situations may lead to investigation and potential prosecution by law enforcement. You could lose your ASIC and/or other approved ID. This means you could lose your right to work at the airport.

REMEMBER

YOU MUST:

- ✓ Appropriately display your valid ASIC or VIC
- ✓ Challenge anyone without correct identification
- ✓ NOT meet, greet or farewell family, friends or colleagues in secure areas
- ✓ Contact DIA if you see someone without identification, or with incorrect or expired identification
- ✓ Notify DIA if your ASIC or VIC is lost, stolen or damaged
- ✓ Return your ASIC or VIC when it expires, is cancelled or you no longer have an operational requirement to hold it

ID AND ACCESS CARDS - EXAMPLE TEST QUESTIONS

Here are some sample test questions relating to this section of the guide to help you prepare for your Security Induction:

- How many days worth of VIC can be issued to one person in a 12 month period?
- Grey ASICs permit access to where?
- Red ASICs permit access to where?
- When your VIC or ASIC expires or you no longer require it you can securely destroy it and notify DIA: True or False?
- If you have an ASIC and you change your name you are required to notify DIA within 30 days: True or False?
- If your ASIC is stolen or lost you must notify DIA and the NT Police: True or False?
- Where must your ASIC be displayed when you are on duty?
- DIA can cancel or suspend your ASIC if you fail to comply with any of the Conditions of Issue and Use: True or False?

SECURITY ACCESS CONTROL

YOU MUST KNOW HOW ACCESS CONTROL WORKS AND WHAT YOUR RESPONSIBILITIES ARE

MOVING THROUGH SECURE AREAS

All points of entry to secure areas at DIA are controlled by a gate or locked door. Access to these areas is controlled by the DIA Security Access Control System (SACS) and the DIA Electronic Keying System. Passing through these entry points requires you to use your access privileges assigned to your ASIC, access card or Electronic Key. The security of private airside access points in the GA is the responsibility of the tenant who holds the lease on the area; tenants must ensure that all persons accessing through these points have an operational requirement to do so and are correctly displaying either an ASIC or a VIC.

ACCESS PRIVILEGES

An access privilege permits you to access certain areas of the airport. Access privileges are granted on an individual basis. The access level you are granted will be dependent upon the type of ASIC or identification card you have, as well as what your operational need is to access certain areas of the airport.

Your access privileges do not give you the right to explore or access anywhere in the airport. You must have a lawful reason to access secure areas of the airport.

AIRSIDE VEHICLE ACCESS GATES

All persons accessing the Security Restricted Area (SRA) through vehicle access gates must have a valid ASIC plus a valid Airside Driving Authority (ADA) licence. All vehicles entering the airside area must display a valid Authority to Use Airside (AUA) permit, and have a lawful reason to do so.



TAILGATING

Tailgating is the practice of a person going through an access point with an authorised user without 'badging' their own access card to gain entry. Never tailgate others, or allow anyone to tailgate you through access controlled doors. It is the responsibility of the person who 'badged' or 'swiped' open the door initially to ensure only authorised persons enter through the door and swipe their card also. If you are unsure if a person is authorised to enter, don't allow them to enter with you.

CLOSING DOORS AND GATES

Always ensure doors and gates are closed and secure following entry/exit. Doors left open and unattended may allow unauthorised access to secure areas, and as such pose a security risk. If you see a door propped open or open and unattended, close it and report it immediately to the DIA Airport Duty Manager (ADM) on 0401 005 977.

ENHANCED INSPECTION AREA (EIA) ACCESS POINTS

In July 2009, the Aviation Transport Security Regulations (ATSR) 2005 were amended to include the requirement for screening to be carried out for all persons and vehicles (with some exemptions) accessing airside in the proximity of Regular Public Transport (RPT) services.

All persons entering the EIA/SRA (Enhanced Inspection Area/Security Restricted Area) at DIA are required to undergo an enhanced inspection of themselves, their possessions and their vehicle. This includes airline and airport staff, contractors and their possessions.



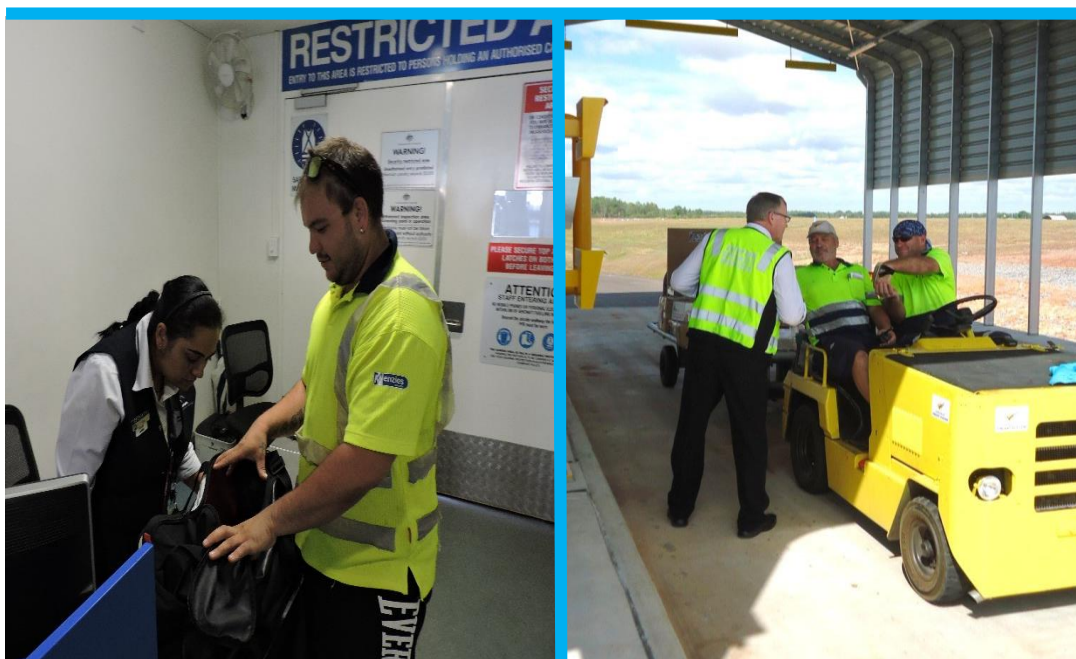
All people entering the EIA should expect the following security measures:

- ASIC/VIC check – when staff are entering the airside area, they are required to present their ASIC/VIC to the guard for a face to photo match and verification of the card validity;
- Visual inspections of possessions to ensure that no weapons are being carried into the EIA. Tools of Trade are permitted;
- Persons entering the EIA are required to open their bags or possessions for inspection by guards. If necessary, persons may be asked to remove items from their bag to ensure that the entire bag may be inspected;
- Persons entering the EIA in a vehicle must undergo an ASIC/VIC check. Vehicles will also be inspected including the boot of cars or the back of unsealed trucks except where persons, goods and vehicles are exempt as defined in the ATSR.

Further security measures may be introduced as the security threat and risk environment evolves; these increased measures will be defined by the Office of Transport Security (OTS), and may include a mix of screening and other security controls on a random basis to non-passengers, goods and vehicles that access the EIA/SRA, these compose of:

- Explosive Trace Detection (ETD)
- Hand Held Metal Detector (HHMD) Checks
- Vehicular and Cargo Checks
- K9 Appraisals
- Biometric Identification
- Drug and Alcohol Testing

Random and continuous inspections of all ASICs, persons, goods and vehicles in the EIA will continue to be carried out by the AFP, DIA staff, contracted security officers and inspectors from OTS.





SECURITY ACCESS CONTROL - EXAMPLE TEST QUESTIONS

Here are some sample test questions relating to this section of the guide to help you prepare for your Security Induction:

- If you see a security door open with no staff member present, what should you do?
- When passing through an access control door you must badge/swipe your ID card, even if the person in front of you has already badged/swiped to open the door: True or False?

PHYSICAL SECURITY MEASURES

PHYSICAL SECURITY MEASURES ARE IN PLACE TO ENHANCE THE SECURITY OF THE AIRPORT

DOORS

DIA controlled doors providing access to the airside area are equipped with a Door Open Too Long (DOTL) alarm which will activate if a door is left open or is unsecured for a period of time. These alarms are monitored 24 hours a day by security officers and CCTV and a security officer will attend immediately if deemed appropriate.

FRONT OF HOUSE AND PARKING CONTROL

The control of vehicles and enforcement of parking is carried out by DIA Car Parking Liaison Officers (CPLOs) and contracted security officers in accordance with aviation security requirements. The two-minute drop off lane is signposted and also enforced by CPLOs to ensure that no vehicles are left unattended.

CCTV

Closed Circuit Television (CCTV) surveillance is used extensively throughout DIA. CCTV footage may be used by DIA as well as law enforcement agencies for investigative purposes. CCTV significantly increases the ability to monitor areas of the airport and aims to:

- Assist in the prevention and detection of crime
- Reduce crime levels by deterring potential offenders through fear of detection
- Assist Police with the detection and identification of offenders
- Aid in a more effective Police response to crime and emergency situations
- Help ensure a fast and effective response to aviation security related incidents
- Assist in the efficient operation of the airport



FENCE CLEARANCES AND MAINTENANCE

All objects that may facilitate unauthorised access to the airside area, such as trees, parked vehicles, airport equipment and cargo are required to be kept clear of the airside security fencing by a minimum distance of two metres airside and three metres landside. If you observe an item infringing these requirements, please contact the DIA Airport Duty Manager (ADM) on 0401 005 977. Damaged fences create easy access points for those wishing to gain unauthorised access to the airside area. If you see a damaged fence or a potential access point, report it immediately to the DIA ADM on 0401 005 977.





PHYSICAL SECURITY - EXAMPLE TEST QUESTIONS

Here are some sample test questions relating to this section of the guide to help you prepare for your Security Induction:

- What is the minimum distance that objects or vehicles can be located next to an airside security fence?
- What should you do if you see a damaged airside security fence?

SECURITY REPORTING

IF YOU SEE SOMETHING, SAY SOMETHING!

DIA is responsible for the overall security of the airport. For aviation security matters please contact the DIA Security Department on (08) 8920 1805.

The AFP is responsible for counter terrorist first response and community policing at DIA. Report criminal or suspicious behaviour to the AFP. Airline Operators, tenants and concessionaires reporting a crime and requiring police assistance should telephone 131 AFP (131 237). In an emergency call 000.

UNATTENDED ITEMS

Unattended luggage or items pose a security and safety risk to the travelling public and staff within the Darwin Airport environment and should be treated as suspicious. It is the responsibility of all airport users to remain vigilant and be aware of unattended items within their operating environment.

Listed below is a basic procedure to follow if you discover an unattended item within close proximity:

1. **DO NOT** open, touch or move the item
2. Attempt to identify the owner. If you are unable to locate the owner, contact the DIA Airport Duty Manager (ADM) immediately on 0401 005 977
3. If the owner subsequently collects the item after reporting it the ADM, please advise the item's collection to the ADM
4. If an owner does not identify themselves, wait for the ADM to arrive at the location
5. **DO NOT** put yourself at risk, or allow others to approach the item.



UNATTENDED OR SUSPICIOUS VEHICLES

Unattended or suspicious vehicles are a security risk and they pose a potential terrorist or criminal threat to the airport. Some indicators of suspicious vehicles include:

- Vehicles left unattended for excessive periods of time;
- Unregistered, or simply appear abandoned;
- The owner cannot be reasonably located or the actions of the driver were deemed suspicious/questionable;
- Witnesses were concerned;
- Wires protruding from parts of the vehicle;
- Written or other indication of threat to damage DIA property or infrastructure;
- Signs of explosive devices or material; or
- No keys in ignition and door locks appear tampered.

Unattended vehicles, like unattended items, must be managed appropriately and in a timely manner.

In the event that an unattended or suspicious vehicle is observed, the following procedure should be followed:

1. Take down vehicle description details and location and contact the DIA Airport Duty Manager (ADM) on 0401 005 977;
2. Wait for the ADM to arrive at the location
3. **DO NOT** put yourself at risk, or allow others to approach the vehicle

BOMB OR SECURITY THREATS

Where a bomb threat has been made against infrastructure or aircraft located at DIA, the following procedures apply:

- Stay calm and do not hang up
- Alert another person to call 000 to start call trace or hit the **MAIL TRACE** button on your phone if installed
- Keep the caller on the line for as long as possible
- Look at the telephone screen display for call number identification – write down the number
- Write down every detail of the threat and the person making the threat – ask questions, listen for accents and background noise
- Notify the DIA Airport Duty Manager (ADM) on 0401 005 977

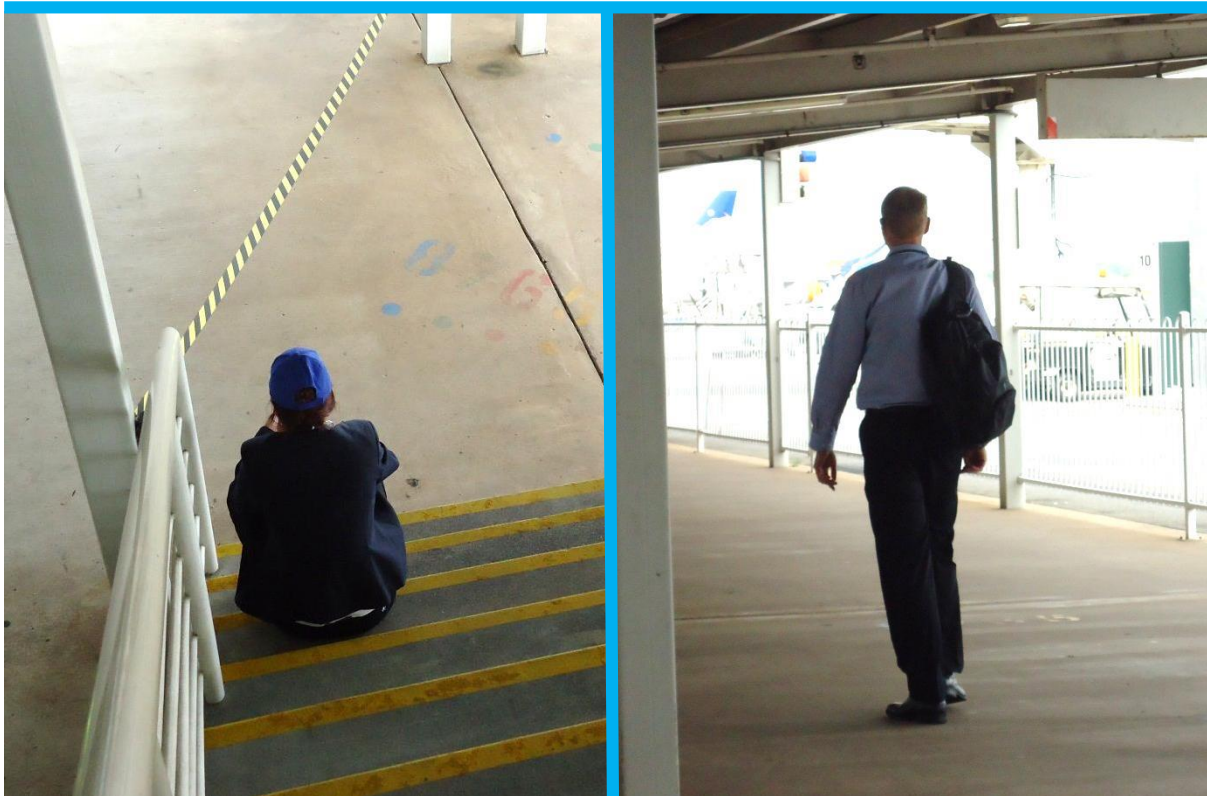
BOMB THREAT CARDS ARE AVAILABLE ON OUR WEBSITE AT WWW.DARWINAIRPORT.COM.AU

SECURITY BREACH OR CONCERN

Security breaches or concerns should be reported immediately to the DIA Airport Duty Manager on 0401 005 977. This may include:

- Security breach or access control breach
- ASIC misuse or non-display
- Unattended items or vehicles
- Anything you see that does not seem right or is suspicious

IF YOU SEE SOMETHING, SAY SOMETHING!





SEE IT, HEAR IT, REPORT IT!

The Australian Federal Police (AFP), as part of the Australian aviation community, works closely with state and territory Police services, federal agencies and aviation stakeholders to combat the threat of terrorism and prevent criminal acts in the aviation sector.

Airport Watch is the AFP's national community engagement initiative supported by the Office of Transport Security (OTS).

Airport Watch engages the airport community to participate in and enhance reporting of suspicious activity in airports, airport precincts and across the aviation sector more broadly. You are the eyes and ears at your airport. With a focus on identifying suspicious activity and resolving matters with a real-time response, your role in Airport Watch is an important one.

Airport Watch operates at Australia's 10 major airports and has many benefits.

The benefits of Airport Watch include:

- Improved treatment of risk regarding security and crime incidents at airports;
- Increased awareness within the aviation community of what constitutes suspicious behaviour;
- Improved intelligence through enhanced and consolidated reporting;
- Maximising existing security awareness and crime prevention initiatives; and
- More effective deployment of AFP resources to identified areas of risk.

As a member of the aviation industry, you are critical to the success of Airport Watch and together we can improve the security and crime prevention culture in our airports.

The Airport Watch call to action is ***See it, Hear it, Report it!*** If you see something unusual or notice any suspicious behaviour or you hear a threatening or unusual conversation, contact the AFP by dialling **131 AFP**.

SECURITY REPORTING - EXAMPLE TEST QUESTIONS

Here are some sample test questions relating to this section of the guide to help you prepare for your Security Induction:

- What should you do if you see an unattended or suspicious item?
- Who should you notify if you witness a security incident, a security threat or security matter?
- It is the responsibility of all airport users to remain vigilant and be aware of unattended items within their operating environment: True or False?

**YOU ARE RESPONSIBLE FOR FOLLOWING ALL OF THE
SECURITY RULES, ALL OF THE TIME**

**IF YOU ARE UNSURE, OR YOU DON'T UNDERSTAND
SOMETHING THEN YOU MUST ASK BEFORE GOING AHEAD**

AIRSIDE SAFETY AWARENESS

This information is relevant for people who work on the airside at DIA. It highlights some of the important safety information you need to be aware of to carry out your work safely.

SAFETY IS A PRIORITY

INCIDENT REPORTING

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 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 airside roadways are marked with white lines.

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 Operations Manager.

SMOKING



Smoking is not permitted in the airside area. 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, require permits from DIA. 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.



BE AWARE 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.

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 people can be sucked in quite easily.



FOREIGN OBJECT DEBRIS (FOD)

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 pavement area may be sucked into the aircraft engines or damage the tyres of the aircraft.

Please assist actively in preventing FOD. Pay attention when you operate in the apron area. Collect any waste materials you see lying around 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.

PERSONAL PROTECTIVE EQUIPMENT

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

You must always wear ear protectors when you are in the vicinity of an aircraft with its main engines operating. If you do not use ear protectors, you risk impairing your hearing permanently.

Many aircraft have an auxiliary power unit (APU) to power various systems of the parked aircraft while the main engines are not running. Hearing protection is also required when working near an APU.

Closed-toe appropriate footwear is also required to wear whilst working in the airside area.



WATCH OUT!

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.



FUEL AND OIL SPILLS

In the case of a fire or any other emergency on an apron activate the fire alarm. When the alarm button is pushed the Aviation Rescue and Fire Fighting Service (ARFFS) will respond to 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 Fire Service. The DIA Operations Officer must also be notified in case of a fuel or oil spill, or other hazardous material spill on the airport on (08) 8920 1852 or 0402 088 145.

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 operator who caused the spill is responsible for the cleanup, to the satisfaction of the DIA Operations Officer. DIA can assist with cleanup at cost to the owner/user.

DRIVING AIRSIDE

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

- the person is the holder of a current approved ASIC; and
- the person holds a current Authority to Drive Airside (ADA) license issued by DIA valid for that area of operation, and understands the regulations and restrictions which apply; and
- the vehicle has a current Authority to Use Airside (AUA) permit issued by DIA; and
- 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.



ABBREVIATIONS AND DEFINITIONS

Term	Description
ABF	Australian Border Force
ADA	Airside Driving Authority
ADF	Australian Defence Force
AEP	Aerodrome Emergency Procedure
AFP	Australian Federal Police
AIP	Aviation Industry Participant
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 used for loading freight onto, or unloading freight from aircraft, passenger boarding and disembarkation from aircraft or refuelling, parking, servicing or carrying out maintenance on an aircraft
ARFF	Aviation Rescue and Fire Fighting Service
ASIC	Aviation Security Identification Card
ASIO	Australian Security Intelligence Organisation
ATSA	Aviation Transport Security Act 2004
ATSR	Aviation Transport Security Regulations 2005
AUA	Authority to Use Airside
CASA	Civil Aviation Safety Authority
CPLO	Car Park Liaison Officer
DAFF	Department of Agriculture, Fisheries & Forestry
DIA	Darwin International Airport
DIAC	Department of Immigration & Citizenship
DoIRD	Department of Infrastructure and Regional Development
DOTL	Door Open Too Long Alarm
EIA	Enhanced Inspection Area
FOD	Foreign Object Debris
GA	General Aviation
OTS	Office of Transport Security

Term	Description
RAAF	Royal Australian Air Force
Regulatory Sign	A sign that advises of any law, regulation or restriction for which it would be an offence to disregard.
RPT	Regular Public Transport Apron
SA	Sterile Area
SACS	Security Access Control System
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
SRA	Security Restricted Area - 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)
SA	Sterile Area - 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.
TCC	Terminal Control Centre
TSP	Transport Security Program
VIC	Visitor Identification Card - A card issued by an organisation approved by the Department of Infrastructure and Transport to individuals who have A justifiable need to be escorted in Secure Areas of an airport.

CONTACTS

We recommend that you save these important numbers into your mobile so that they are easy to find if you ever need them in a hurry:

DIA Airport Duty Manager (ADM) – 0401 055 977
Australian Federal Police (AFP) – 131 237

OTHER USEFUL CONTACTS

Darwin International Airport

Terminal Control Centre – 08 8920 1805

Management Centre – 08 8920 1811

Airport Operations Officer – 0402 088 145

For security related matters: security@ntairports.com.au

For ASIC enquiries: asicdrw@ntairports.com.au

Airport Duty Manager: diaadms@ntairports.com.au

Agencies

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

Australian Customs & Border Protection – 08 8920 2551

Department of Infrastructure & Transport – 08 8920 1209

NT Police – 131 444 / 000

Airlines

Airnorth – 08 8920 4001

Jetstar – 13 15 38

Qantas Airways – 13 1313

Silk Air – 13 10 11

Virgin Australia – 13 67 89

Ground Handlers

Aerocare – 08 8945 3176

Menzies – 08 8945 4390

Toll Dnata – 08 8945 7100