



BALLINA BYRON GATEWAY AIRPORT SECURITY GUIDE





Ballina Byron Gateway Airport Security Guide

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A More Secure Airport

This security guide is provided as an easy induction and on-going reference tool for all Ballina Byron Gateway Airport Personnel. Information in the guide covers everything you need to know to help you keep Ballina Byron Gateway Airport safe and secure.

You should read and understand the contents so you are prepared for a security or emergency incident. It summarises your security responsibilities and provides you with a good reference to help prepare you for your security awareness assessment.

It is important that the highest safety and security standards are maintained in order to protect Ballina Byron Gateway Airport passengers and fellow staff.

Paul Hickey
General Manager
Ballina Byron Gateway Airport
September 2018

Introduction

A positive security culture is one of the more important aspects of effective security. It is very important that all airport employees undertake security awareness training to understand basic airport security measures, their obligations, what they are expected to do and how to report suspicious activity, crime or security breaches.

The Australian Government introduced the Aviation Transport Security Act (2004) and Aviation Transport Security Regulations (2005). This legislation provides a framework that the aviation industry uses to strengthen Australian aviation transport security systems. This was required as a result of the change in environment in which the aviation industry now operates due to the increased threat of terrorism.

Under the legislation, Ballina Byron Gateway Airport is classified as a security controlled airport. As a security controlled airport, Ballina Byron Gateway Airport is required to have specific security areas and zones, each created in order to protect the critical sections of the airport from unlawful interference.

The information provided in this Security Guide includes a description of certain security arrangements required at Ballina Byron Gateway Airport. It is hoped that the Security Guide will also assist in helping to promote a robust security culture at the airport.

1. Secure Areas at Ballina Byron Gateway Airport

The following provides information relating to various Security Areas at Ballina Byron Gateway Airport.

Airside Area

Sign

Replicas of signs placed along the Airside boundary are shown below. You will note that these signs warn people not to enter Airside without authorisation and warn people not to carry weapons Airside without authorisation. The penalties that apply to persons who fail to comply with these requirements are also described.



Location

All of the Airside Area at the airport is a Secure Area. Note: The Security Restricted Area (SRA) is located in the Airside Area and requires different (stricter) security requirements to enter.

Description

You can only enter the Airside Area if you have a lawful reason to be there. Everyone must visibly display a valid grey ASIC or a valid red ASIC; or visibly display a valid VIC and be supervised by the holder of a valid red or grey ASIC. You must challenge on the spot anyone who isn't wearing an ASIC or a VIC and report them to your supervisor, Ballina Byron Gateway Airport Management and/ or Reporting Officer. Unauthorised vehicles are also prohibited from access. Unauthorised people and/or vehicles may be physically removed. Breaches may incur penalties.

To Enter and Remain you must

- Be on duty or have a lawful requirement to enter Airside;
- Have authorisation to enter Airside;
- Have duties or other lawful functions to perform Airside;
- Not tailgate to enter Airside;
- Not allow anyone to tailgate you;
- Display your ASIC or VIC appropriately; and
- Not meet, greet or farewell, friends, relatives or colleagues;

You must challenge any person not displaying a valid grey or red ASIC or VIC.

Security Restricted Area (SRA)

Sign

Replicas of signs placed along the Airside Landside SRA boundary are shown below. You will note that these signs warn people not to enter the SRA without authorisation and warn people not to carry weapons Airside without authorisation. The penalties that apply to persons who fail to comply with these requirements are also described.



Location

The SRA covers those parts of the Airside Area that are used by RPT aircraft for embarking and disembarking passengers. The SRA includes: aircraft parking, baggage make-up, and maintenance areas, as well as adjacent areas.

Description

As scheduled passenger aircraft are operated from the SRA, it is subject to more stringent security controls than apply to Airside generally. These controls include inspection of persons entering the SRA. Inspections may be conducted by Ballina Byron Gateway Airport Management or Reporting Officer, Aviation Protection Officers (contracted to Ballina Byron Gateway Airport for this purpose) and AFP Officers.

You can only enter the SRA if you have been specifically authorised to do so.

Everyone must visibly display a valid red ASIC; or properly display a valid VIC; or visibly display a valid grey ASIC and be supervised by a person authorised to enter the SRA who properly displays a valid red ASIC.

You must challenge on the spot anyone who isn't:

- wearing an ASIC or VIC or;
- a bona fide passenger moving directly to or from their aircraft or;
- a uniformed military personnel on duty and displaying their military identification or;
- a uniformed foreign aircrew in uniform and displaying their company identification card.

and report them to Ballina Byron Gateway Airport Management or Reporting Officer.

Unauthorised vehicles are also prohibited from access. Unauthorised people and/or vehicles may be physically removed from the SRA. Breaches will incur penalties.

To Enter and Remain you must:

- Be on duty or have a lawful requirement to enter the SRA;
- Have authorisation to enter the SRA;
- Have duties or other lawful functions to perform in the SRA;
- Not tailgate to enter the SRA;
- Not allow anyone to tailgate you;
- Display your ASIC or VIC appropriately; and
- Not meet, greet or farewell, friends, relatives or colleagues;

You must challenge any person not displaying a valid red ASIC or other approved identification.

Sterile Area

Sign

A replica of signs placed along the Sterile Area entry points are shown below. You will note that the sign warns people not to enter the Sterile Area without authorisation and warn people not to carry weapons or prohibited items into Sterile Areas without authorisation. The penalties that apply to persons who fail to comply with these requirements are also described.



Location

The Sterile Area is located wholly within the terminal building and is the Departure Lounge.

Description

The Sterile Area is designed to prevent passengers from taking weapons, or prohibited items, on board an aircraft. Therefore, all persons and goods entering the Sterile Area (not just passengers and their carry-on items) are required to be screened and kept segregated from non-screened persons and items. If you enter the Sterile Area via the screening point, you must be screened and cleared. You can only enter the Sterile Area unscreened if you have been specifically exempted to do so under legislation.

Any person breaching the security measures and procedures established for the Sterile Area will incur penalties.

To Enter and Remain you must:

- Be screened and cleared (unless exempt);
- Have authorisation to enter the Sterile Area;
- Have duties to perform in the Sterile Area;
- Not carry any item that might be used as a weapon into a Sterile Area unless exempt to do so under the legislation.

2. Aviation Security Identification Cards (ASICs)

ASICs are used at all security-controlled airports in Australia. The form of ASICs is nationally consistent. An ASIC is issued to a person who needs frequent access to enter Secure Areas at security-controlled airports for lawful purposes.

The purpose of an ASIC is to identify a person who has been the subject of a background check and has met the requirements to obtain an ASIC card. An ASIC has its own conditions of use. The next few pages of the Security Guide describe the types of ASICs that are used at Ballina Byron Gateway Airport and the Secure Areas where they are valid.

An ASIC is not an access card and does not automatically entitle the holder to be in a Secure Area. The holder must have a lawful reason to be in a Secure Area.

Types of ASICs

ASIC (Red)

ASIC (Red) are valid for all Secure Areas at Ballina Byron Gateway Airport. These are the Airside Area, the SRA and the Sterile Area.

Valid ASICs (Red) at Ballina Byron Gateway Airport are ASICs that have either a BNK or AUS identifier.

ASIC (Grey)

ASIC (Grey) are valid for all Airside Areas at the Ballina Byron Gateway Airport, excluding the SRA.

Valid Grey ASICs at Ballina Byron Gateway Airport are ASICs that have either a BNK or AUS identifier.

ASIC (White)

ASIC (White) are issued to persons who require a background check but do **not** require access to airside / secure areas. For example: individuals involved in the issuing of ASICs or VICs. White ASICs **cannot** be used to facilitate access to secure areas of the airport.

Valid White ASICs at Ballina Byron Gateway Airport are ASICs that have a BNK identifier.

To obtain an ASIC

To obtain an ASIC you must have:

- A requirement to enter a Secure Area of the airport for the purpose of your employment or another lawful reason.
- Have undergone background assessment checks by the following agencies:
 - AFP
 - ASIO
 - DIAC
- Successfully completed Security Awareness Training.

NOTE: any person previously refused an ASIC from another issuing authority will be automatically precluded from holding any form of ASIC at Ballina Byron Gateway Airport.

Conditions of Issue and Use

Use of your ASIC

You can only enter and remain in a Secure Area for the purpose of your employment or for another lawful reason.

NOTE: It is an offence under the ATSRs if you contravene this requirement.

The ASIC is issued for the use of the individual only while on duty. It **MUST NOT** be given to anyone else to use.

NOTE: It is also an offence under the ATSRs if you are in a Secure Area using an ASIC that was not issued to you.

You must keep your ASIC secure at all times (even when you are not using it).

Display of your ASIC

You must properly display your ASIC at all times in a Secure Area. This means:

- Above waist height;
- on the front side of your outer clothing;
- with the front of the card clearly visible

Note: Failure to comply with the display requirements is an offence under the ATSRs and may result in the cancellation of your ASIC.

Return of your ASIC

You must immediately return your ASIC to Ballina Byron Gateway Airport if:

- Your ASIC has expired; or
- Ballina Byron Gateway Airport notifies you that your ASIC has been cancelled; or
- Your ASIC has been altered or defaced; or
- You no longer need to enter a Secure Area for the purposes which your ASIC was issued to you.

NOTE: It is an offence under the ATSRs if you fail to return your ASIC.

Lost / Stolen ASIC

You must immediately notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours), if your ASIC has been lost, stolen or destroyed.

NOTE: It is an offence under the ATSRs if you fail to notify Ballina Byron Gateway Airport that your ASIC has been lost, stolen or destroyed.

Inspections

When either in or about to enter Airside Areas if requested you must allow inspections of your vehicle, ASIC, or items that you carry on your person or in your vehicle by persons authorised to carry out inspections. Persons authorised to carry out Airside Inspections are Ballina Byron Gateway Airport Management, Reporting Officer or Aviation Protection Officers contracted to Ballina Byron Gateway Airport for this purpose and AFP Officers.

Note: Failure to comply with this requirement may result in cancellation of your ASIC.

3. Visitor Identification Cards

If you have any visitors who need to enter a Secure Area you will need to make sure they are issued with, and appropriately display a valid Ballina Byron Gateway Airport VIC. VICs are issued by Ballina Byron Gateway Airport and other airport organisations, who have been appointed as issuing agents.

An ASIC holder must continuously supervise a VIC holder while they are in a Secure Area. The ASIC holder who supervises the VIC holder is responsible for the return of the VIC to the Ballina Byron Gateway Airport.

To obtain a VIC

- To be issued with a VIC you must have a lawful requirement to enter a Secure Area.

Conditions of Issue and Use

Use of your VIC

The VIC is kept secure at all times (even when you are not using it).

It **MUST NOT** be given to anyone else to use

Display of your VIC

You must properly display your VIC at all times in airside areas. This means:

- Above waist height;
- on the front side of the outer clothing;
- with the front of the card clearly visible.

NOTE: Failure to comply with display requirements is an offence under the ATSRs and may result in the cancellation of your VIC.

The 28 day Rule

- Visitors can be issued a VIC to access any secure area across a particular security controlled airport for a **maximum** of 28 days within a 12 month period. This is known as the **28 Day Rule**.
- There is a separate 28 day limit for each airport. The number of days a VIC has been issued at one airport does not count towards the number of days you have been issued a VIC at a different airport.
- If you need to access the secure area of the airport for more than 28 days in a 12 month period, you may need to apply for an ASIC.

NOTE: It is an offence under the ATSR's to intentionally apply for a VIC for greater than 28 days at any one airport. Penalties up to **\$2200** apply.

Supervision of VIC holders

- An ASIC holder must escort or accompany the VIC holder at all times when the VIC holder is in a Secure Area , or
- The ASIC holder watches the VIC holder at all times when the VIC holder is in the Secure Area, or
- The ASIC holder ensures the VIC holder stays within a particular part of the Secure Area, and
- The ASIC holder must be able to see if the VIC holder leaves the area.
- VIC holders in the SRA must be supervised by a person displaying a valid red ASIC.

Return of your VIC

You must return your VIC to Ballina Byron Gateway Airport or your escort at the completion of your visit.

Lost / Stolen

You must immediately notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours), if your VIC has been lost, stolen or destroyed.

NOTE: It is an offence under the ATSRs if you fail to notify Ballina Byron Gateway Airport that your VIC has been lost, stolen or destroyed.

Airside Inspections

When either in or about to enter Airside Areas, if requested you must allow inspections of your vehicle, VIC, or items that you carry on your person or in your vehicle by persons authorised to carry out inspections. Persons authorised to carry out Airside Inspections are Ballina Byron Gateway Airport Management or Reporting Officer, Aviation Protection Officers contracted to Ballina Byron Gateway Airport for this purpose and AFP Officers.

Note: Failure to comply with this requirement may result in cancellation of your VIC.

Who does not need an ASIC or VIC to be airside

Certain persons are exempt under the Regulations from the ASIC requirements. These persons include:

- Bona fide passengers moving directly to or from their aircraft;
- Uniformed military personnel on duty and displaying their military identification;
- Uniformed foreign aircrew in uniform and displaying their company identification card; and
- Certain other persons as defined in the ATSRs.

5. Airside Access Control Proximity Fobs and Keys

At Ballina Byron Gateway Airport, an Airside Access Proximity Fob and / or Key may be issued to you if you are the holder of a valid ASIC with either a BNK or AUS designator and you require frequent access to airside due to your employment or for other lawful reasons.

Access Control Proximity Fobs or Keys are only issued to persons at the discretion of Ballina Byron Gateway Airport Management.

The main conditions of Issue and Use for an Access Control Proximity Fob or Key are described below.

Conditions of Issue

An Airside Access Control Proximity Fob or Key is issued to staff at Ballina Byron Gateway Airport who require access to Secure Areas and have been issued with a valid ASIC.

NOTE: Airside Access Control Proximity Fobs or Keys will not be issued to VIC holders.

Use of Airside Access Control Proximity Fob or Keys

- You can only use your Airside Access Control Proximity Fob or Key to gain entry to a Secure Area for a lawful purpose.
- You must not give your Airside Access Control Proximity Fob or Key to anyone else to use. It is for your use only while on duty.
- You must keep your Airside Access Control Proximity Fob or Key secure at all times (even when you are not using it).

Return of Airside Access Control Proximity Fob or Keys

You must immediately return your Airside Access Control Proximity Fob or Key to the Ballina Byron Gateway Airport if:

- Your Airside Access Control Proximity Fob or Key is no longer needed to enter Secure Areas for a lawful purpose.

- Ballina Byron Gateway Airport notifies you that your proximity fob has been cancelled.
- Your Airside Access Control proximity fob or key is altered, defaced or is not working.

Lost/Stolen Airside Access Control Proximity Fob or Keys

You must immediately notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours), if your Access Control Proximity Fob or key/s have been lost, stolen or destroyed.

Validity of Airside Access Control Proximity Fobs or Keys

The Airside Access Control Proximity Fob or Key is valid to the expiry date of the persons ASIC.

Refusal, Cancellation or Suspension of an ASIC or Airside Access Proximity Fob

Ballina Byron Gateway Airport may refuse to process an application if the applicant:

- Does not complete all sections required in the application form;
- Provided information in the application form which Ballina Byron Gateway Airport determines or discovers was false or misleading.

Ballina Byron Gateway Airport may also cancel or suspend any form of ASIC and/or Airside Access Control Proximity Fob privileges if the holder fails to comply with the Conditions of Use of that ASIC/Airside Access Control Proximity fob or the requirements under the Ballina Byron Gateway Airport ASIC program or the ATSRs.

Examples of situations where an ASIC/Access Control Proximity Fob may be cancelled or suspended are:

- An ASIC holder fails to supervise the holder of a VIC whilst they are in a Secure Area (where supervision is required)

- An ASIC holder has given his or her ASIC or Airside Access Control Proximity Fob to someone else to gain entry to a Secure Area
- An ASIC holder refuses to allow inspection of their ASIC, vehicle, items they carry in their vehicle or on their person when Airside, by authorised inspection officers
- An ASIC holder is found in a Secure Area, other than for an operational purpose

Examples

- the ASIC holder is not on duty;
- the ASIC holder is meeting or greeting or farewelling friends or family;
- the ASIC holder is no longer employed by the organisation that recommended the ASIC be granted to the person.
- A proximity fob holder provided information in the ASIC application which Ballina Byron Gateway Airport discovers was false or misleading
- A proximity fob holder has failed to properly display their valid ASIC
- A proximity fob holder has failed to notify Ballina Byron Gateway Airport if the ASIC holder:
 - becomes an unlawful non- citizen;
 - no longer needs frequent access to a Secure Area or need to enter a Secure Area for lawful purposes;
 - changes his / her employer;
 - changes his / her residential address, name, gender or contact details.

6. Airside

Vehicles

To drive a vehicle airside, the driver of the vehicle must have an Authority to Drive Airside and the vehicle must be airside registered, otherwise an escort is required. Arrangements for airside vehicle escorts can be made by contacting the Reporting Officer on telephone 0414 482 584.

To obtain an Authority to Drive Airside or to have a vehicle registered for Airside use contact Ballina Byron Gateway Airport Management on Ph: 02 6681 0555.

Inspections

All vehicles, persons, items that are carried in vehicles or by persons Airside are subject to inspection. You may be stopped anywhere in an Airside Area by Ballina Byron Gateway Airport Management or Reporting Officer, a Security Officer contracted to Ballina Byron Gateway Airport for this purpose, or an AFP Officer and be requested to allow your ASIC, vehicle items that you carry on your person or in your vehicle to be inspected.

Should you refuse to allow an inspection to be conducted your ASIC; VIC and Airside Area access privileges may be withdrawn.

Firearms

The only people permitted to carry a firearm in the Airside of Ballina Byron Gateway Airport are:

- a person who with the consent of Ballina Byron Gateway Airport, is engaged in controlling wildlife or other animals on the airport; These persons must:
 - display a valid ASIC; and
 - hold and have on his or her person a valid NSW firearms licence; and
- an authorised representative of an airline operator who is carrying the firearm to or from an aircraft because it has either been accepted for carriage or is being removed from the aircraft; These persons must
 - display a valid ASIC.

- a law enforcement officer;
- an ACBPS officer;
- an Air Security Officer;
- a member of the Australian Defence Force who is on duty;
- a person who has written approval from the Secretary Department of Home Affairs (For example these persons might wish to transport a firearm in a private or chartered aircraft for some lawful purpose).

Tools of Trade

A tool of trade is an item that a person requires for the purpose for which he or she is in the Airside Area for, and that purpose is lawful. For example, a person may require tools to repair an aircraft; or a lighting contractor's may require tools to repair an apron light. A person may carry a Tool of Trade in the Airside Area provided that the person takes reasonable precautions to ensure the item remains under his/her control at all times.

7. Security Restricted Area

Vehicles

To drive a vehicle airside into the SRA, the driver of the vehicle must have an Authority to Drive Airside and the vehicle must be airside registered, otherwise you will require an escort. Arrangements for vehicle escorts can be made by contacting the Ballina Byron Gateway Airport Reporting Officer on telephone 0414 482 584.

Inspections

All vehicles, persons, items that are carried in vehicles or by persons Airside are subject to inspection. You may be stopped anywhere in an Airside Area by Ballina Byron Gateway Airport Management or Reporting Officer, a Security Officer contracted to Ballina Byron Gateway Airport for this purpose, or an AFP Officer and be requested to allow your ASIC, vehicle, items that you carry on your person or in your vehicle to be inspected.

Should you refuse to allow an inspection to be conducted your ASIC; VIC and Airside Area access privileges may be withdrawn.

Tools of Trade

A tool of trade is an item that a person requires for the purpose for which he or she is in the SRA for, and that purpose is lawful. For example, a person may require tools to repair an aircraft; or a lighting contractor's may require tools to repair an apron light.

A person may carry a Tool of Trade in the SRA provided that the person takes reasonable precautions to ensure the item remains under his/her control at all times.

Additional requirements apply to Tools of Trade to be used in the SRA – Contact Ballina Byron Gateway Airport for further details.

Operational Period

Ballina Byron Gateway Airport is available for aircraft movements 24 hours per day.

8. Sterile Area

Ballina Shire Council is the designated Screening Authority at Ballina Byron Gateway Airport and passenger screening is carried out by contracted service providers.

Screening

The Sterile Area at Ballina Byron Gateway Airport is called a Landside Security Zone. Security screening occurs at the entry point to the Sterile Area at Ballina Byron Gateway Airport. Screening points may also be located at check in counters, boarding gates and other areas as deemed necessary.

Persons and goods entering a Sterile Area through a screening point must undergo screening and be cleared before entering the area. This process includes x-ray of goods/items, walking through a metal detector and may include explosive trace detection on persons and goods. Persons who refuse to be screened, and unscreened goods, will not be permitted in to the Sterile Area.

Items not permitted in the Sterile Area include dangerous goods, prohibited goods, weapons, sharp or stabbing implements. Some examples of these items include:

- Sporting goods, kitchen utensils, tools and other items with sharp edges or points capable of injuring a person.
- Sharp objects that are not weapons, but are capable (with or without modification) of causing harm by penetration.
- Blunt items able to be used to bludgeon or threaten to bludgeon a person.
- Dangerous goods as indicated in the IATA Regulations.
- Items capable of being used to restrain a person and not otherwise permitted under the Act or these Regulations.

Firearms

The only persons permitted to carry a firearm through a screening point are;

- law enforcement officers; on duty or
- persons permitted by the ATSRs; or
- persons authorised in writing by the Secretary, Department of Home Affairs.

Tools of Trade

A tool of trade is an item that a person requires for the purpose for which he or she is in the Sterile Area for, and that purpose is lawful.

Tools of trade are permitted in the Sterile Area when required by a person to carry out a specific maintenance operation or installation function. Tools of trade must not be accessible to the public and must be under physical control at all times by the person carrying and using the item. Tools of trade will need to be registered in and out of the Sterile Area. Screening point employees are responsible for the registering of tools of trade in and out of the Sterile Area.

10. Security Roles of Some Airport Agencies

Commonwealth Department of Home Affairs – Aviation and Maritime Security Division (AMS)

The role of AMS in relation to aviation security is to:

- provide policy advice to the Australian Government;
- set standards for aviation security measures;
- test, monitor and evaluate compliance with those standards, policies and procedures consistent with the ATSA and the ATSRs.

Responsibilities of AMS include:

- to develop and implement a national framework of consistent aviation security measures;
- to administer the aviation security provisions of the ATSA and ATSRs.

Australian Federal Police



Regional Rapid Deployment Team

The Regional Rapid Deployment Team provides an operational response capability to respond at short notice to intelligence indicating an increased threat to Ballina Byron Gateway Airport.

Regional Rapid Deployment Team does not provide a counter terrorism resolution capability. Counter Terrorism resolution remains the responsibility of the NSW Police Service.

Ballina Byron Gateway Airport

Ballina Byron Gateway Airport is responsible for the physical infrastructure of the airport and operates airport security arrangements in accordance with the Department of Home Affairs (Aviation and Maritime Security Division) approved Transport Security Program. Ballina Byron Gateway Airport has the following responsibilities:

- Issue and manages the ASIC program;
- Control access arrangements to airside;
- Ensure compliance with the Transport Security Program in conjunction with airport tenants and agencies;
- Coordinate airport security;
- Screening Authority (Including CBS).

Charter and General Aviation Operators

All Charter and General Aviation Operators are responsible for their passengers and aircraft. They are also responsible for controlling access by their passengers and employees to secure areas and access points through their leased premises when conducting flight operations (including boarding and disembarkation).

Regular Public Transport Operators

The following airlines operate RPT services out of Ballina Byron Gateway Airport.



Virgin Australia, Jetstar, REX and FlyPelican operate in accordance with their approved Airline Transport Security Program. These airlines have the following security responsibilities at Ballina Byron Gateway Airport:

- Ensure ASICs are issued to their employees;
- Control access to airside from their leased areas;
- Control their passengers during aircraft boarding and disembarkation for the security of their aircraft;
- Assist Ballina Byron Gateway Airport with airport security matters.

11. Important Security Facts

Entry to Airside

You **MUST NOT**:

- leave a door to airside or a Sterile Area ajar or propped open;
- force any door or other airside or Sterile Area entry point, which your access proximity fob or key does not allow you through;
- allow people to tailgate you (Unless you are the designated person supervising a VIC holder);
- ignore suspicious items and persons.

NOTE: You are obliged to **REPORT** any suspicious item/person to Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours);

Tailgating

Tailgating is the practice of

- allowing a person to follow you through an access point, (without them having to use their own access proximity fob or key to gain entry).

Tailgating is a breakdown of security. You must

- challenge any person who attempts or does tailgate you into a Secure Area;
- report anyone engaging in tailgating.

The only exception is when you are the supervisor of a VIC holder. In this circumstance you should provide the access, allow the VIC holder to enter, and then proceed directly behind the VIC holder.

Off Duty Staff

You must always have a lawful reason to enter Secure Areas. When you're off duty, you're not authorised to go into Secure Areas. Should you do so, you may be prosecuted and your ASIC and access privileges cancelled.

Damaged Fences, Doors and Gates

Damaged fences, doors and other access points make it easy for people to gain unauthorised access to Secure Areas.

- Report any damaged fences, doors or gates to Ballina Byron Gateway Airport, telephone on 02 6681 0555 or 0414 482 584.

Parking Near Fences and Gates

There are prescribed security fence clearance zones at Ballina Byron Gateway Airport.

These clearance areas are two metres airside of the security fence and three metres landside of the security fence.

Do not leave vehicles or equipment within two metres Airside of the Security Fence or within three metres landside of the security fence.

- Report occurrences of vehicles or objects that infringe Security Fence clearance areas to Ballina Byron Gateway Airport, telephone on 02 6681 1858 or 0414 482 584.

12. Important Security Procedures

Unattended Items

Unknown Substances and Unattended Items

Items that are left unattended are a security issue. It is the responsibility of all airport employees to be vigilant and report anything that they consider is suspicious. This includes identifying unattended items, which could pose a risk to both employees and the general public.

Described below is a basic procedure called the 'HOT Principle'. The HOT Principle is a tool staff can use to make an initial assessment of an item that is either unattended or considered suspicious. The HOT Principle asks three simple questions. The answers to these questions assist in formulating an opinion as to whether the item is suspicious, and therefore requiring further assessment.

HOT Principle

- Is the item **H**idden?
- Is the item **O**bviously suspicious?
- Is the item not **T**ypical of that area?

If the item raises your concern notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours) or your supervisor, who will make an initial assessment.

Whilst waiting for contacted person to arrive:

- Try to recall who was last in the area or why the item is suspicious to you.
- **DO NOT** approach the item.
- **DO NOT** allow any other person to approach or sit in the area of the unattended item.
- **DO NOT** allow any other person to touch, open or move the item.

Pass all this information to Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours), your supervisor, or NSWPS telephone 000.

Bomb Threats

- Contact Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours), or the Airport Reporting Officer on Ph: 0414 482 584 (after hours) or your supervisor.
- Strictly follow your company's procedures.
- If the threat relates to another organisation, notify them also.
- Write down every detail of the threat and the person making the threat. This will assist significantly in the handling of the threat.
- A threat form is attached which may assist when telephone threats are received.
- Call for assistance from the NSW Police Service on 000.

Notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).

Vehicle Parking

Unless authorised by Ballina Byron Gateway Airport, vehicles are not to be left unattended within close proximity to the landside of the terminal building. Detailed procedures are in place to deal with unauthorised vehicles that have been left unattended. The procedures include issuing infringement notices to vehicles which are deemed not to be suspicious.

Accepting Packages

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

Mail Handling

If a suspicious package or envelope is received:

- Contact your supervisor.
- 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.
- Strictly follow your company's procedures.
- Call for assistance from the NSW Police Service on 000.
- Notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).
- Take notes, including time and date you received the item and from whom.
- As a precaution keep your hands away from your face.

13. Crime Prevention

1	Airport tenants and employers are responsible for the safety and security of their own employees, premises and goods at Ballina Byron Gateway Airport.
2	Ensure that your new employees are aware of your company's internal and Ballina Byron Gateway Airport's relevant security procedures.
3	Keep an eye out for suspicious persons and unattended items. Report anything "out of the ordinary", or of concern. To report telephone Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).
4	Inform the NSW Police Service on 000 if you are suspicious of a person unlawfully using a credit card.
5	Bag snatching and pick pocketing may occur in congested public areas. Keep valuables and personal items secure and with you at all times. Your customers should be reminded to do the same. Report suspicious persons to Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).
6	Thieves target car parks. Do not leave any items of value visible within your vehicle and remember to lock car doors.
7	In order to promote safety and security, and to protect property and systems, Ballina Byron Gateway Airport uses cameras and other devices to monitor a range of activities conducted at or in connection with the Airport.



Some points to consider:

Agency Responsibility

Ballina Byron Gateway Airport is responsible for the overall security of the Airport and coordinates all security responses on site.

New South Wales Police Service is responsible for any security incident and providing their normal community policing.

Airline Operations, Tenants and concessionaires requiring assistance should contact Ballina Byron Gateway Airport Management on Ph: 02 6681 0555(business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).

You are expected to **REPORT ALL** incidents, security threats or security matters.



14. Crime Reporting

1	<p>Crime & Emergency in Progress</p> <p>Call NSW Police Service on 000 if a serious crime is taking place. Also notify Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).</p>
2	<p>Suspicion & Concern</p> <p>Call Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours to report all security incidents and suspicious people. They will contact the NSW Police Service as required.</p>
3	<p>Communications</p> <p>Write down what you see as soon as possible. Always keep your supervisor advised and carry out your company procedures.</p>
4	<p>Receipt of Threats</p> <p>For any threats, you must immediately advise the organisation that has been threatened and Ballina Byron Gateway Airport Management on Ph: 02 6681 0555 (business hours) or the Airport Reporting Officer on Ph: 0414 482 584 (after hours).</p>
5	<p>Crime Stoppers (Anonymous)</p> <p>Ring Crime Stoppers on 1800 333 000 if you have any information about any crime, or suspicious activities, or if you think you have useful information that may help prevent a crime.</p>
6	<p>National Security Hotline</p> <p>The National Security Hotline is the single point of contact for the public to report possible signs of terrorism. It also provides information to callers on a wide range of national security matters. Phone number 1800 123 400.</p>

16. Abbreviations

ACBPS	AUSTRALIAN CUSTOMS & BORDER PROTECTION SERVICE
AFP	AUSTRALIAN FEDERAL POLICE
AMS	DEPARTMENT OF HOME AFFAIRS – AVIATION AND MARITIME SECURITY DIVISION
ASIC	AVIATION SECURITY IDENTIFICATION CARD
ASIO	AUSTRALIAN SECURITY INTELLIGENCE ORGANISATION
ATSA	AUSTRALIAN TRANSPORT SECURITY ACT 2004
ATSR	AUSTRALIAN TRANSPORT SECURITY REGULATIONS 2005
DIAC	DEPARTMENT OF IMMIGRATION AND CITIZENSHIP
IATA	INTERNATIONAL AIR TRANSPORT ASSOCIATION
NSW	NEW SOUTH WALES
RPT	REGULAR PUBLIC TRANSPORT
SRA	SECURITY RESTRICTED AREA
VIC	VISITOR IDENTIFICATION CARD

17. Threat Form



BOMB THREAT or SUSPECTED EXPLOSIVE DEVICE – CHECKLIST

GENERAL QUESTIONS TO ASK IN A BOMB THREAT

What is it?	
When is it going to explode? Or where will the substance be released?	
Where did you put the bomb?	
What does it look like?	
When did you put it there?	
How will the bomb explode? Or how will the substance be released?	
Did you put it there?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Why did you place the bomb?	

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

What kind of substance is in it?	
How much of the substance is there?	
How will the substance be released?	
Is the substance a liquid, powder or gas?	

BOMB THREAT QUESTIONS

What type of bomb is it?	
What is in the bomb?	
What will make the bomb explode?	

EXACT WORDING OF THREAT

--

CALLERS VOICE

Accent (specify):	
Any impediment (specify):	
Voice (loud, soft etc):	
Speech (fast, slow etc):	
Diction (clear, muffled etc)	
Manner (calm, emotional):	
Did you recognise the caller?	
If so, who did you think it was?	
Was the caller familiar with the area?	

THREAT LANGUAGE

Well spoken:	
Incoherent:	
Irrational:	
Taped:	
Message read by caller:	
Abusive:	
Other:	

BACKGROUND NOISES

Street noises:	
House noises:	
Aircraft:	
Music:	
Machinery:	
Other:	
Local call:	
STD call:	

OTHER

Sex of caller:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Estimated age:	
Duration of call:			
Caller ID number displayed:			
Did you put it there?			
Why did you place the bomb?			

WHO RECEIVED THE CALL

Full name:			
Telephone number:			
Date and time call was received:			
Date:	<input type="text"/>	Time:	<input type="text" value="am"/> <input type="text" value="pm"/>

Report call immediately to your Supervisor and the appropriate authorities

- DO NOT HANG UP -

