Perth Airport

Airport Operating Standard

Aviation Security

Contents

Perth Airport

Introduction

The Aviation Security Airport Operating Standard (AOS) has been produced by Perth Airport Pty Ltd (PAPL) to provide a safe and secure environment for all businesses, staff, passengers and aircraft and to ensure that the requirements documented in this standard are relevant and capable of practical implementation by all staff.

This Standard applies to all businesses and their employees operating at Perth Airport and are to be performed in conjunction with each individual organisations procedures and requirements.

It also aims to identify and detail the measures adopted to enhance and maintain appropriate security awareness and security levels for all operations and summarises the security responsibilities required by the Perth Airport Transport Security Program (TSP), thus ensuring that each business and their team are prepared for a security or emergency incident.

This Standard and the procedures described within may be amended from time to time by PAPL. PAPL will endeavour to provide sufficient notification of changes; however, it is the responsibility of each business and their employees to keep informed of any amendments. Any information published via a Special Security Directive (SSD) by the Aviation & Maritime Security (AMS) Division of the Department of Homeland Affairs takes precedence over the information contained in this document.

The Standard includes:

- Responsibilities
- Secure areas at Perth Airport
- Secure area access
- Security culture
- Airside area
- Airport tenants
- ASICs and VICs
- Access control privileges
- Weapons and prohibited items
- Security role of airport agencies.

The Standard is designed to be read in conjunction with the Perth Airport Operating Protocol and the Perth Airport Transport Security Program.

The above documents are available via Perth Airport Extranet or via PAPL website.

The TSP is a security-in-confidence document with restricted access upon request.

Responsibilities

Perth Airport Pty Ltd

PAPL is responsible for producing this standard and consulting with stakeholders as necessary to determine operating requirements and necessary restrictions.

PAPL (Security & Emergency) has the day-to-day responsibility for development of the security measures around the PAPL estate to protect aviation.

Operators and their employees

All operators and their employees are responsible for ensuring that security measures implemented by PAPL or as directed by AMS and detailed within this standard are complied with at all times. Operators and their employees are also responsible for reporting any security incidents or issues to PAPL.

Secure Areas at Perth Airport

Perth Airport encompasses several secure areas, where access is strictly regulated, and individuals are required to display an Aviation Security Identification Card (ASIC).

The secure areas at Perth Airport include the entire airside area and all landside security zones, comprising the following:

- The Airside Area, which includes the General Aviation hangars and the immediate secure area surrounding General Aviation facilities.

- The Security Restricted Area, covering most of the airfield, including aprons from where screened air services depart, baggage handling areas, walkways, and aerobridges.

- Landside security zones, encompassing sterile areas such as departure lounges.

In these secure areas, it is essential for individuals to possess a valid ASIC for authorized access. The airside area, security restricted areas and landside security zones are secure areas which are subject to more strict security measures and controls than other areas of Perth Airport.

It is important that you familiarise yourself with the boundaries of these areas as unauthorised entrance is unlawful and is considered a serious breach of airport security.

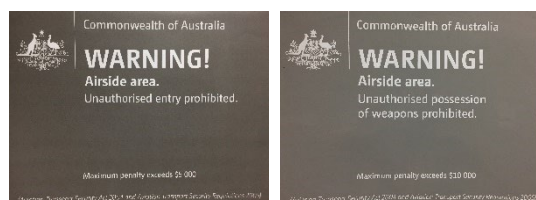A map showing the boundary of the airside area is shown in Appendix 2.

The boundaries of these areas are delineated by a combination of security fencing, access-controlled entrances and regulatory signage.

Signage

There are a number of signs required by the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005 to be displayed in different areas of the airport to help you be aware of the security requirements (and any penalties) of the area you are about to enter.

Airside Area

The airside area at Perth Airport is indicated by the following signs. They are installed at every entrance and on the boundary of the airside area at Perth Airport, including the security fence and on buildings forming the boundary of the airside.

Security Restricted Area (SRA)

The security restricted airside area is indicated by the following signs. They are installed on the boundary of the security restricted airside area at Perth Airport, including the security fence and on buildings forming the security restricted boundary of the airside.

Sterile Area

In place at every entrance to a sterile area (landside security zone) at Perth Airport.

Security Restricted Area (SRA) Screening Point

In place at every entrance to a Security Restricted Area screening point at Perth Airport.

Secure Area Access

Entry To Secure Areas for Lawful And Operational Reasons Only

You must always have a lawful and operational reason for accessing a secure area of Perth Airport. This means the reason for entering the secure area must be work related and you must be authorised to enter the secure area for that purpose. For example, you may not enter the airside for the sole purpose of viewing a new and interesting type of aircraft unless this is a specific work requirement nor may you enter a secure area to meet and greet relatives who are departing from or arriving at Perth Airport.

When you are off-duty you are not authorised to enter secure areas.

You Must Not:

- Leave any door or baggage hatch to a secure area ajar or propped open
- Use items (such as chairs or tensa barriers) to prop open doors
- Force any door or other secure area entry point if you do not have access. This may activate an alarm and law enforcement officers will respond
- Use your access card on card readers you are not authorised to use. The card reader detects and records attempts to open doors which the card is not authorised to open
- Allow another person to gain access to a secure area through the use of your access card, unless the person has a visitor's identification card (VIC) and you are the supervising asic holder
- Allow people to tailgate you through any access-controlled door (unless you are an ASIC holder accompanying a VIC holder into the secure area).

Airside Area - Conditions of Entry

The entire airside area of Perth Airport is a secure area. This includes parts of tenant buildings designated as being airside. There are important security requirements applying to people, vehicles, goods and aircraft accessing the airside. Perth Airport demands strict compliance with these requirements.

People contravening these requirements may have their ASIC or access privileges cancelled and in addition, may face penalties under the Aviation Transport Security Regulations (2005).

To gain entry to the airside you must:

- Properly display a valid red ASIC or VIC (and be supervised by an ASIC holder)
- Have a lawful and operational reason to be on the airside
- Comply with any inspection request from an authorised officer
- Not bring weapons into the airside unless they are tools of trade
- Keep tools of trade under your control at all times
- Ensure vehicles used airside have an Authority to Use Airside (AUA) or are otherwise authorised by Perth Airport to be airside and are escorted by a Perth Airport safety vehicle
- Have an Authority to Drive Airside if you are the driver of the vehicle.

Security Restricted Area - Conditions off Entry

The Security Restricted Area (SRA) is an airside secure zone subject to higher levels of security requirements. Screening points in the airside area surrounding aircraft operating a screened air service have been established at Perth Airport in accordance with Australian Government requirements. Inspection points and vehicle access points are at Gate 0, Gate 1, Gate 4 and Gate 14 and at a number of personnel access points in the Combined Logistics Facility and Terminals 1-4.

Inspection points are there to detect and prevent the carriage of weapons which are not work related and may be used for an act of illegal interference with aviation.

Screening will be applied to persons entering the SRA on a random and unpredictable basis.

If you refuse to submit yourself, your items or your vehicle to an inspection, it is an offence for you to enter the SRA for the following 24 hours.

It is an offence to enter the SRA without proper authorisation, such as by tailgating or circumventing access control points.

In addition to the Airside requirements, to gain entry into the enhanced inspection area through an inspection point you must:

- Submit your ASIC or VIC for inspection
- Comply with direct from aviation protection officers for screening and inspections
- Submit your Authority to Drive Airside (ADA) for inspection at a vehicle access point when requested to do so
- Allow the Aviation Protection Officer to inspect your vehicle and personal effects if requested to do so
- At personnel inspection points in the terminals, use your own access card to gain entry to the airside area through the inspection point.

Sterile Areas — Conditions of Entry

Sterile areas are those areas where people who have been screened and cleared to board aircraft wait prior to departing.

The screening process detects weapons and prohibited items to prevent them from being carried on board aircraft.

Weapons and prohibited items must be surrendered at the screening point or disposed of unless the person carrying the item has an exemption. However, there are very few exceptions.

If you refuse to submit yourself to screening you will not be permitted to enter the sterile area. Breach of the screening requirements is an extremely serious act.

Perth Airport

Refusing to comply when requested to undergo a body scan will result in you being banned from that screening point for a period of 24 hours, and further possible penalties.

To gain entry to the sterile area you must:

- Submit yourself to the screening process
- Comply with directions from aviation protection officers
- Only enter the sterile area if you have been cleared by a screening officer
- Not carry a prohibited item or weapon through the screening point unless authorised to do so under the Aviation Transport Security Regulations (2005).

Perth Airport

Security Culture

Reporting Incidents

All Perth Airport personnel, including employees and contractors of Perth Airport, airlines and other aviation industry participants are required to notify the Perth Airport Control Centre (ACC) if they observe or discover a security incident.

- In a life-threatening emergency dial '000' or call the appropriate emergency response agency and then contact the ACC on 9478 8500
- For incidents that require an immediate response call the ACC on 9478 8500
- For incidents requiring a less urgent response, call the ACC on 9478 8572.

When notifying the ACC of an incident, the following information must be provided:

- A description of the incident
- The location of the incident (the airport has designated location names)
- The date and time of the incident
- Identifying details of any aircraft, building, vehicle, item of plant or of infrastructure involved
- The name, position and affiliation of the person providing the report

Remember to be alert and to report any incidents of suspicious behaviour.

Threats Against Perth Airport and Airlines

Any threat against Perth Airport, airlines or any other aviation industry participant operating at Perth Airport must be treated seriously. Threats may include:

- Taking control of an aircraft or any part of the airport using force
- Destroying or causing damage to an aircraft
- Undertaking any activity that puts the safety of an aircraft or person on board an aircraft at risk
- Bomb threats or committing an act at Perth Airport that puts the safe operation of the airport, or the safety of any person at the airport, at risk.

Threats or threatened acts must be reported immediately to the ACC on 9478 8500.

Challenging a Person Not Displaying a Valid ASIC or VIC

Perth Airport maintains a robust challenge culture and encourages all airport staff to challenge any person airside who is not displaying a valid ASIC or VIC by asking them to display their ASIC or VIC. If people fail to display a valid ASIC or VIC, take note of the location, time and company that the person appears to work for and if known the identity of the person.

Report the incident immediately to the ACC on 9478 8572.

Reporting Breaches of the Security Fence

The airside area is protected by security fencing. The purpose of the fencing is to deter unauthorised access into the airside area and the fuel storage zones. Breaches of the security fence may occur in several ways, such as cutting, digging or climbing the fence.

Staff working across the PAPL estate are required to immediately report breaches of the security fence to the ACC on 9478 8572. Take a note of the location of the breach and provide this information to the ACC. The perimeter security fence has numbered gates and small numbered tags at regular intervals which assist in identifying the location of any breach.

If you observe a person breaching the security fence, or any gates or entrance points, report the incident immediately to the ACC on 9478 8500. Keep the person under observation but do not approach the person. Provide a clear description of the incident, including a description of the person involved, the location of the breach and the route taken by the person if he or she has departed the area.

Fence Clearance Distances

There are prescribed security fence clearance requirements at Perth Airport. The purpose of these clearance requirements is to:

- Prevent people from using vehicles, equipment and other objects to breach the security fence
- Assist in the detection of any unauthorised access to the airside by providing a clear and unobstructed view of the security fence.

The clearance requirements are two metres on the airside of the security fence and three metres on the 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 vehicles or objects that infringe the security fence clearance requirements to the ACC on 9478 8572.
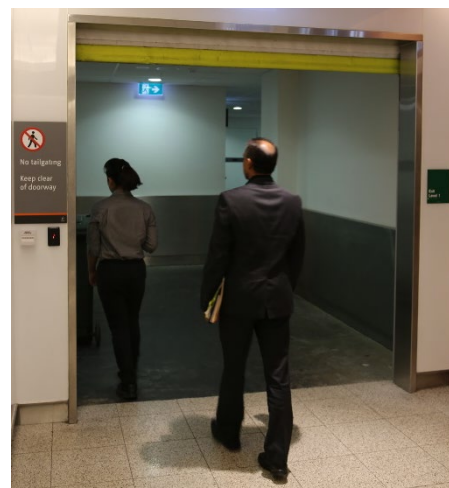
Tailgating

Tailgating is when you allow a person to

follow you through an access point without them using their own access card to gain entry. Tailgating is a breakdown of security. You must challenge any person who attempts to tailgate or who does tailgate you into the airside area or into a sterile area and report anyone you see tailgating.

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

Unsecured Doors

If you see a door, hatch or gate to the airside or a sterile area left open or wedged open, close it and report it to the ACC on 9478 8572.

Damaged Fences and Doors

Damaged fences, doors and access points make it easy for people to gain unauthorised access to the airside and to sterile areas. Report any damaged fences, doors or gates to the ACC on 9478 8572.

Unattended Items and Vehicles

It is an offence for a person at an airport to engage in conduct that could be interpreted as a threat to commit an act of unlawful interference with aviation. The following are examples of such conduct:

- Leaving articles unattended in terminals and car parks
- Leaving vehicles unattended in areas not designated for parking cars (for example the drop-off and pick-up lane in front of the terminals).

If you see an item or vehicle unattended, including on baggage belts and in reclaim areas, you must immediately notify the management responsible for the facility. You must also notify the ACC on 9478 8572.

Perth Airport is responsible for the management of Terminals 1 2, 3 and 4, including the airside and landside areas.

Tools of Trade

A tool of trade is an item that a person requires for the purpose of completing work in the airside area. An example of when tools of the trade are required includes:

- An engineer requires tools to service an aircraft
- Lighting contractors may require tools to repair an apron light
- Construction workers may require tools to construct a building located in the airside area.

A person may carry a tool of trade into the airside area provided that the person keeps control of the item at all times. The person ceases to have control of the item if they allow someone else to use the item.

If you see unattended tools of trade in the airside area, report this to the ACC on 9478 8572.

Bomb or Sabotage Threats

All organisations operating at Perth Airport must have procedures in place to assess and deal with threats. You must familiarise yourself with your organisation's threat procedures and follow them.

The rules for handling bomb or sabotage threats are:

Threats made during face to face contact:

- Maintain conversation
- Note the person's appearance, distinguishing features and any items in their possession
- Observe the person's route of departure
- When safe to do so make notes of the event.

Threats made by telephone:

- Establish a dialogue with the person and do not hang up
- If available initiate internal call tracing procedures as soon as possible. If internal call trace procedures are not available a request to conduct a call trace should be made as soon as possible to the WA Police on 9374 4025. All details of the call should be provided.

A standard Threat Call Checklist is available at Appendix 3 which may be used for threats received by telephone.

Unsecured Aircraft

All aircraft operators are required to ensure that their aircraft are secure while in the airside area of Perth Airport.

For operators of prescribed aircraft this means that the aircraft must either be under the supervision of an authorised person, or the operator must take measures to prevent an unauthorised person having access to the aircraft.

Prescribed air service means aircraft used for regular public transport, a jet aircraft or an aircraft with a certified maximum take-off weight greater than 5700 kilograms.

Any other aircraft must have measures in place to prevent it being flown by an unauthorised person, discernible

from the outside and must not compromise the aircraft's safety. Such measures might include wheel locks and clamps, lockable control locks, the aircraft being padlocked to a tie down point or the aircraft being inside a locked hangar.

If you see an unsecured aircraft, report it to the ACC on 9478 8572 and the aircraft operator.

Trusted Insider

A trusted insider is a person that uses their knowledge of airport operations, security, and/ or their access privileges to knowingly or unknowingly provide assistance to persons seeking to commit criminal or terrorist acts against aviation.

Trusted insiders may during the course of their employment gather information, test systems, perform reconnaissance or gain access to areas for reasons which are not related to their work in order to carry out or assist in carrying out criminal activities or a terrorist attack.

As an airport user, you should be aware of airport staff:

- Using their access outside of work hours or for non-work purposes
- Authorised to be on airport but in an area outside their area of responsibility
- Enquiring about, or testing systems or security not related to their work duties
- Sharing their access privileges with others
- Using personal devices such as mobile phones to take photos and videos of airport security and infrastructure in restricted areas
- Demonstrating sudden changes in behaviour, including:
    - isolation from co-workers
    - non-conformance or frustration with rules and requirements
    - compulsive or destructive behaviour
- Due to aviation workers' access to large, passenger aircraft, trusted insiders may also attempt to coerce or enlist unwitting co-workers into assisting them. For example, this may involve:
    - carrying items into secure areas or
    - providing access to others.
- Suspicious behaviour can be reported to the ACC on 9478 8572.

Suspicious Behaviour

It is the responsibility of everyone working at Perth Airport to be alert to and report any incidents of suspicious behaviour. When considering suspicious behaviour ask yourself:

1. Is the person taking notes of security vulnerabilities?

People often make notes of security vulnerabilities when planning an attack. Things of interest include the timing of events, parking areas, security arrangements and hiding spots.

2. Do video and photo subjects have no credible photographic interest?

People place high value on video and photographic surveillance when planning an attack.

3. Does the person have a legitimate reason for being in an area?

People conducting surveillance may need to place themselves in suspicious situations to get the information they need to plan an attack.

4. Is the person collecting information from promotional literature or inquiring about security?

When planning an attack people place a high value on information about a target, particularly from the media, the internet and the target itself.

5. Is the person travelling erratically and without a purpose?

People conducting surveillance sometimes travel past potential targets erratically because it is difficult to gain clear vision.

6. Does the person appear to be testing security?

People will usually test security before an attack.

If the answer is yes to any of the above report it to the ACC on 9478 8572.

Crime Prevention

Some points to consider in assisting with crime prevention:

- Companies at Perth Airport are responsible for the safety and security of their own employees, premises and goods at Perth Airport
- Keep an eye out for suspicious people and unattended items and vehicles
- Report anything of concern to the ACC on 9478 8572
- Inform the AFP on 131 237 if you suspect a person is illegally using a credit card or if ticket purchases are made with cash
- Bag snatching and pickpocketing may occur in congested public areas. Keep valuables and personal items secure. Remind customers to do the same. Report suspicious persons to the ACC on 9478 8572
- Thieves target car parks. Do not leave items of value visible within your vehicle and remember to

lock car doors

- Intoxicated people acting in a disorderly manner within terminal areas should be reported to the ACC on 9478 8572
- Intoxicated persons acting in a disorderly manner who are intending passengers should also be reported to the relevant airline
- To promote safety and security and to protect property, cameras and other devices to monitor activities conducted at Perth Airport.

Airport Watch

Australian Federal Police (AFP), in partnership with the Office of Transport Security maintain a 24/7 phone line for airport users to report suspicious or unlawful behaviour. The Airport Watch program, which operates in a similar fashion to Neighbourhood Watch, relies on all people on airport to act as the 'eyes and ears' of aviation security, assisting in deterring and responding to criminal or terrorist acts on the airport estate.

To make a report to Airport Watch, contact the AFP on 131 237.

Terminals

Active Armed Offender Incidents

A threat to places of mass gathering is the Active Armed Offender (sometimes known as an Active Shooter). An active armed offender is an armed person who has used, or is seeking to use, deadly physical force on other persons and actively continues to do so while having access to additional victims. The violence is ongoing and usually brief in duration. The weapon of choice is not restricted to a firearm. Edged weapons, incendiary devices, blunt instruments, improvised explosive devices, and vehicles have also been used by active offenders around the world.

The typical active armed offender will attempt to kill as many people as possible within a short period of time. A scenario of this nature does not generally include a hostage situation but can potentially transition into one.

The Active Shooter Guidelines for Places of Mass Gathering (2015), developed by the Australia-New Zealand Counter-Terrorism Committee, provides initial advice for Individuals who need to be prepared to respond to such an incident.

Under immediate gun fire or attack: take cover initially, but attempt to leave the area as soon as possible, If safe to do so.

Nearby gunfire or attack: leave the area immediately, moving away from gunfire if this can be achieved safely.

If unable to evacuate, **hide** in a secured area which offers protection. Remain quiet, switch mobile phones to silent and stay there until told otherwise by the authorities, or you need to move for safety reasons.

If confronted by the offender, **take action** to disrupt and/ or incapacitate as a last resort.

In an attack involving firearms, a police officer's priority is to protect lives. In an active shooter scenario this usually means locating the offender as quickly as possible, even if it means initially moving past people who need help. Avoid quick movements or shouting and keep your hands in view.

Further information on action to be taken in the event of an active armed offender incident can be found at the Australian National Security website at www.nationalsecurity.gov.au.

Doors and Gates

Most terminal doors are controlled and require the use of a Secure Zone Access Card to open. All doors providing access to the airside or the sterile areas are monitored.

To open an access controlled door, you should swipe your card over the card reader and ensure you push on the door handle. Close doors and gates behind you and ensure that they are locked.

If the door does not open, the reader has not recognised your access card and you must not force the door. Should you require additional access apply through the Airport Services Office on 9478 8454.

Perth Airport

Tailgating

Tailgating is when you allow a person to follow you through an access point without them using their own access card to gain entry. Tailgating is a breach of security. You must challenge any person who attempts to tailgate or who does tailgate you into the airside area or into a sterile area and report anyone you see tailgating.

The only exception is if you are the supervisor of a VIC or grey ASIC holder. In this circumstance you should activate access, allowing the VIC or grey ASIC holder to enter, and then proceed directly behind the VIC holder.

Screening

With few exceptions, all staff wishing to access the sterile area must do so through the screening point. You must not try to access the sterile area through any other access point unless you have the authority to do so.

At the screening point you must submit yourself to the screening process to enter the sterile area. If you refuse you will not be allowed entry to the sterile area.

You cannot enter the sterile area until a screening officer allows you to.

Weapons and Prohibited Items

Unless exempted, you must not carry a weapon or prohibited item through a screening point into a sterile area, or a weapon into a Security Restricted Area. An exemption is where the weapon or prohibited item is a tool of trade.

Weapons and prohibited items detected at the screening point must be surrendered before you enter the sterile area. Alternatively, you may make other arrangements for the removal of the weapon or prohibited item from your possession (for example arranging for another person who is not entering the sterile area to collect the item from you).

Screening staff may report workers attempting to bring prohibited items or weapons into the sterile area. If it appears that the item may be intended to be used for an illegal purpose, screening staff will summon the assistance of the AFP.

Appendix 4 and Appendix 5 provide a list of weapons and prohibited items and a comprehensive list of weapons and prohibited items may be found in the Aviation Transport Security Regulations (2005) or the Aviation Transport Security Act (2004).

Perth Airport

Tools of Trade

You may only take a weapon (other than a firearm) or a prohibited item in your possession in the sterile area if the weapon or prohibited item is a tool of trade and you keep control of it at all times.

A weapon or prohibited item is a tool of trade if you require it for the work you are completing in the sterile area and the purpose is lawful.

Examples of tools of trade include:

- A news agency in the sterile area may require a pair of scissors to open boxes of magazines or newspapers
- A restaurant in the sterile area may require a knife to cut sandwiches or cakes
- An electrical contractor may require tools to repair a circuitry board in the sterile area.

If authorised to have a tool of trade in the sterile area you must keep control of the item at all times. This means not giving possession of the item, or allowing it to be accessible to, a person for whom it is not a tool of trade. In other words, retailers are required to ensure tools of trade are tethered when not in use.

Unless specifically exempt, all persons taking tools of trade into a sterile area must keep an accurate and comprehensive register of tools with them. These registers may be inspected by an authorised officer of Perth Airport at any time (example register at Appendix 6).

Goods Entering the Sterile Area

Unless exempted by the Australian Government, all goods entering the sterile area must be screened.

Display of ASICs and VICs

Perth Airport requires all people working in secure areas to display a valid ASIC or VIC and be supervised by an ASIC holder.

Airside Area

Proper Display of Valid ASIC

It is both an Australian Government and Perth Airport requirement that you properly display a valid red ASIC with a 'PER' or 'AUS' designator (or a VIC and be supervised by an ASIC holder) to access the airside of Perth Airport.

You are properly displaying an ASIC only if the ASIC is attached to your outer clothing above waist height at the front or side of your body and the whole front of the ASIC or VIC is clearly visible.

People who do not comply with this requirement must be reported to Perth Airport. If the person does not have their ASIC with them, they must return landside until they can properly display their valid ASIC.

VIC holders in the airside of the airport must be supervised by an ASIC holder. People contravening this requirement must be reported to Perth Airport. The details of both the VIC holder and the ASIC holder who is required to supervise the VIC holder must be recorded and reported.

Further details of ASIC and VIC requirements are outlined on page 26 of this standard.

Security Restricted Areas

Security Restricted Areas (generally everywhere outside of General Aviation) are subject to a higher level of security. This requires all persons entering the SRA to enter through an authorised access control point either through the terminals, or through vehicle gates 0, 1, 4 or 14. While at these gates, a person, their goods or their vehicles may be subject to screening on a random and unpredictable basis.

Accessing the SRA by circumventing or bypassing these access control points constitutes and offence under the Aviation Transport Security Regulations (2005) and will result in your being banned from the SRA for a period of time.

Access Control

You must use your own access card to gain access to the airside area at all Perth Airport airside entrance points.

Do not use your access card to provide access to the airside for any other person. Do not tailgate others into the airside area and do not allow others to tailgate you into the airside area.

Do not use your access card on doors to which you have not been granted access.

Further details of access control requirements are outlined in the Access Control Section of this Standard.

Lawful Reason

You must always have a lawful and operational reason for accessing a secure area of Perth Airport. This means the reason for entering the secure area must be work related and you must be authorised to enter the secure area for that purpose.

You are not authorised to enter the airside area of Perth Airport when you are off duty.

Weapons

It is an offence to bring weapons into the airside area of a security-controlled airport unless you are authorised to do so under the Aviation Transport Security Regulations (2005), or the weapons are tools of trade which are kept under your control. There are severe penalties for breach of the weapons restrictions.

People who are entitled to bring weapons (not including firearms) into the airside area include:

- Customs officers, aviation protection officers and authorised representatives of airline operators who are permitted to carry a weapon, to or from an aircraft, and this is only permitted if the weapon has been accepted for carriage on the aircraft, or is being removed from the aircraft.

Tools of Trade

A tool of trade is an item that a person requires for the purpose for completing work in the airside area. An example of when tools of trade are required includes:

- An engineer requires tools to service an aircraft
- Lighting contractors may require tools to repair an apron light
- Construction workers may require tools to construct a building located in the airside area.

A person may carry a tool of trade into the airside area provided that the person keeps control of the item at all times. The person ceases to have control of the item if they allow someone else to use the item.

If you see unattended tools of trade in the airside area, report this to the ACC on 9478 8572.

Vehicles

If you need regular unescorted vehicle access to the airside of Perth Airport you may apply to the Airport Services Office for an 'Authority to Drive Airside' (ADA).

Vehicles requiring unescorted access in the airside of Perth Airport must:

- Have a lawful reason to enter
- Have an Authority to Use Airside (AUA) permit
- Be driven by the holder of a valid ASIC or VIC under direct supervision of an ASIC holder
- Be driven by the holder of an ADA
- Hold a valid state driver's licence.

Vehicles without an AUA may be refused entry to the airside. If entry is permitted the vehicle will be escorted by an authorised Perth Airport vehicle.

All airport users must ensure that vehicles are appropriately secured to avoid use by unauthorised persons.

Airside Inspections

Perth Airport has contracted aviation protection officers, who work with Australian Federal Police officers to undertake regular inspections of the airside area. Examples of what may be inspected include that:

- You are properly displaying a valid ASIC
- You are properly displaying a valid VIC and are being supervised by an ASIC holder
- You have a lawful and operational reason to be airside
- Other than tools of trade, you do not have any weapons in the airside area
- Where you have tools of trade, they are under your control and not in the possession of, or accessible to, another person for whom they are not tools of trade
- Vehicles in the airside area have an AUA sticker or, if not, are authorised to be in the airside area and are being escorted by an authorised Perth Airport vehicle
- drivers of vehicles in the airside area have an ADA or, if not, are escorted by an authorised Perth Airport vehicle
- aircraft in the airside area are not left unsecured
- the integrity of all fences and buildings that mark the airside boundary are maintained;
- Entrances to the airside are secure.

Failure to submit to these inspections will result in you being escorted to the landside area and reported to Perth Airport.

Perth Airport

Airport Tenants

Perth Airport tenants are required to comply with all Perth Airport security requirements.

Tenants with direct access to the airside through their facilities are responsible for the control of access through their premises. It is most important that these tenants have in place access control measures to prevent unauthorised people gaining access to the airside. These include strict adherence to the ASIC requirements and the implementation of physical security measures which enable the tenant to restrict access through airside doors to only authorised personnel.

Tenants must:

- Ensure that their facilities and areas specifically allocated for their use are secure at all times
- Implement and maintain access control measures and procedures which allow only authorised personnel to gain access to secure areas
- Have in place the regulatory signage which indicates the boundaries of the airside area and security restricted area
- Ensure that their aircraft, vehicles and ground handling equipment do not infringe any equipment limitation lines or minimum specified distances bordering security fence lines
- Ensure that only staff properly displaying a valid red ASIC with a 'PER' or 'AUS' designator (or VIC and supervised by a valid ASIC holder) are allowed entry to the airside
- Ensure that vehicles accessing the airside through the tenant's premises have an AUA
- Allow only staff with an ADA to drive in the airside area of Perth Airport
- Have in place procedures to assess and deal with threats against their facility and aircraft
- Ensure their staff are aware of and comply with both the tenant's and Perth Airport's security procedures and requirements
- Comply with the provisions of the Aviation Transport Security Act (2004), the Aviation Transport Security Regulations (2005) and the Perth Airport Transport Security Program.

Buildings

Tenant buildings on the security fence line commonly form part of the airside and landside boundary. The following requirements amongst others apply:

- Regulatory signage which indicates the airside area and prohibits the carriage of weapons into the airside must be installed. Missing signage should be promptly reported to the Airport Services Office on 9478 8454
- If your building or facility has windows or openings less than 5.5 metres above the ground, these must be fitted with appropriate security barriers or grills to prevent uncontrolled access to the airside
- Doors providing direct access to the airside must be self-closing.

Perth Airport

Access control

In addition to the above measures, if your facility provides direct access to the airside, you are responsible for strictly controlling access through your facility to the airside. You must have in place security measures and procedures which ensure that only authorised people may gain access to the airside through your facility. Security measures and procedures normally include locking any opening or entrance which provides access to the airside, CCTV monitoring, alarm systems and restrictions on the distribution of keys and proximity cards which open doors to the airside.

Breaches of Access Control

Any action which may allow an unauthorised person to gain access to the airside of Perth Airport is considered to be a serious breach of our access control requirements. Such actions include, but are not limited to:

- Leaving airside doors wedged or propped open

- Leaving airside doors unlocked and unattended

- Providing access keys or proximity cards to people not authorised to have the key or card

- Allowing people who do not have a valid ASIC or VIC to access the airside area

- Allowing another person to use your access card or ASIC to gain access to the airside.

All breaches of access control are treated extremely seriously and are recorded on the Perth Airport incident management system as aviation security incidents. In most cases, they are reported to the Australian Government's Aviation & Maritime Security Division. Action may be taken against the tenant and/or individual involved independent of any action taken by Perth Airport.

Terminal Operators

Access control requirements apply to all people in the airside, including aircraft passengers and crew.

Terminal operators and other tenants providing air services must ensure that passengers move directly from the terminal exit to the aircraft or from the aircraft to the terminal entry, under the supervision of the aircraft or terminal operator for boarding or disembarking the aircraft.

Staff awareness

Tenants are responsible for ensuring that all of their staff working at Perth Airport are aware of and comply with the tenant's and Perth Airport's security procedures and requirements.

Perth Airport security awareness training is available to all staff working at Perth Airport through FlightPath on the Perth Airport website (refer to Appendix 7).

Threat Procedures

All tenants and organisations operating at Perth Airport should have procedures in place to assess and deal with threats against them.

Tenants are responsible for ensuring that effective threat procedures are in place and that staff understand their requirements. Managers should be identified as a point of contact and should be available at all times to assess threats, to implement decisions and to manage the incident on the tenant's behalf.

Airport Security Consultative Group

Perth Airport convenes an Airport Security Consultative Group (ASCG) on a regular basis. One of the primary purposes of the ASCG is to keep members of the airport community informed about aviation security measures. Membership is by invitation only and is limited to people holding a current ASIC. Tenants who are interested in becoming members of the ASCG, particularly tenants with facilities that have direct airside access should contact the Airport Security Manager on 9478 8430.

Security Notices

Perth Airport also provides information to members of the airport community through Perth Airport Notices (PAN). PANs are issued on a regular basis and address issues affecting tenants at Perth Airport, including security matters. Tenants are encouraged to bring PANs to the attention of staff as a means of communicating security related requirements.

Security Contact Details

It is important that Perth Airport has complete and current contact details for all tenants' security contact personnel. Tenants are required to notify the Airport Security Manager on 9478 8430 of any changes to these details within two working days.

ASIC and Visitor Identification Cards

Unless exempted, a person who requires frequent unsupervised access to the airside of a security-controlled airport for operational reasons must have an Aviation Security Identification Card (ASIC). At Perth Airport, any person accessing the airside must properly display a valid red ASIC with either a 'PER' or 'AUS' designator. Any person working in the sterile area must properly display a valid grey or red ASIC with either a 'PER' or 'AUS' designator.

An ASIC is not an access card and does not automatically entitle the holder to be in a secure area. The holder must be authorised and have a lawful reason to be in a secure area.
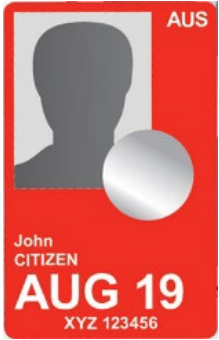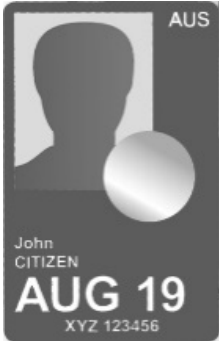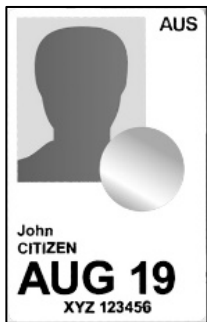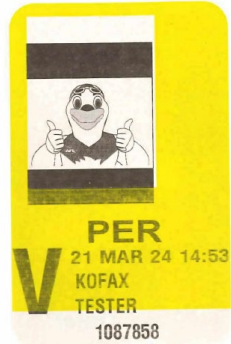
Visitors to the airside area must properly display a valid Visitor Identification Card (VIC) and be supervised by an ASIC holder.

You must:

- Properly display a valid ASIC with a 'PER' or 'AUS' designator (or a VIC and be supervised by an ASIC holder) to access the airside of Perth Airport
- Properly display a valid red or grey ASIC with a 'PER' or 'AUS' designator (or a VIC and be supervised by an ASIC holder) to work in the sterile areas at Terminal 1, Terminal 2, Terminal 3 and Terminal 4
- Use your ASIC or VIC only on-duty
- Keep your ASIC or VIC secure when off-duty
- Return your ASIC or VIC if it is expired, cancelled, damaged, altered, defaced or if you no longer have an operational reason to access the airside of Perth Airport
- Notify Perth Airport if your ASIC is lost, stolen or destroyed; or if you change your name or are convicted of an aviation security relevant offence
- Notify Perth Airport if your VIC is lost, stolen or destroyed
- Challenge any person not properly displaying a valid ASIC or VIC in the airside of Perth Airport, or who is displaying a valid VIC but is not being supervised by an ASIC holder.

Types of Security Identification Cards

Red ASIC A red ASIC is valid for the airside area at Perth Airport and for the sterile areas. It must have either a 'PER' or 'AUS' designator.	
Grey ASIC A grey ASIC is valid for the sterile areas and landside security zones. It must have either a 'PER' or 'AUS' designator.	
White ASIC A white ASIC is for personnel who do not (and cannot) access sterile and airside areas but require a background check due to the nature of their work. It must have either a 'PER' or 'AUS' designator.	
VIC A Perth Airport VIC may be issued in one of the following formats. A VIC must always be escorted by an ASIC holder when in a secure area.	

Conditions to Obtain an ASIC or VIC

To obtain an ASIC you must have a requirement for frequent, unsupervised access to the airside or the sterile areas of Perth Airport for operational or work related reasons.

A series of background checks will be undertaken by Australian Government agencies and you must not have any convictions for offences which would disqualify you from holding an ASIC.

It is a Perth Airport requirement that you also successfully complete our security awareness training before secure zone access privileges are granted.

To be issued with a VIC you must have a lawful reason to enter the airside area and you must be supervised by an ASIC holder.

Conditions of Issue and Use of ASIC or VIC

You can only enter and remain in the airside area for the purpose of your employment or for a lawful reason.

An ASIC or VIC is issued for your use only while on duty. You must not use your ASIC or VIC if you are off-duty or give your ASIC or VIC to anyone else to use.

You must keep your ASIC or VIC secure, even when you are not using it.

VICs may not be obtained for more than 28 days within a 12-month period, unless an ASIC application has been submitted.

Display of Valid ASIC

It is an Australian Government requirement that you properly display a valid ASIC or VIC whilst in the airside area or in the sterile areas. You are properly displaying an ASIC or VIC only if the ASIC or VIC is attached to your outer clothing above waist height at the front or side of your body and the whole front of the ASIC / VIC is clearly visible.

You are not properly displaying a valid ASIC or VIC if anything obscures the photograph or information on the ASIC or VIC. Failure to comply with the ASIC display requirements may result in you being disqualified from holding an ASIC.

ASIC Inspections

Perth Airport security contractors and the Australian Federal Police conduct regular ASIC or VIC inspections in the airside area. If you do not present your ASIC / VIC when requested you will be escorted from the airside area. Failure to comply with the ASIC display requirements may result in you being disqualified from holding an ASIC. You may also be subject to penalties under the Aviation Transport Security Regulations (2005).

Challenging a Person Not Displaying a Valid ASIC or VIC

If you observe a person airside who is not displaying a valid ASIC / VIC you must challenge the person and ask them to display their ASIC / VIC. If they fail to do so, make a note of the location, time, the organisation the person appears to work for and their identity.

If you observe a visitor airside who is displaying a valid VIC but not being supervised by an ASIC holder you must also challenge the person. Ask them where the supervising ASIC holder is. If the ASIC holder is not supervising the VIC holder, take a note of the location, time, the VIC holder's identity and, if known, the identity of the ASIC holder. Report the incident immediately to the ACC on 9478 8572.

If you are asked to display your ASIC or VIC, please comply with the request.

Return of Your ASIC

You must return your Perth Airport-issued ASIC or VIC to Perth Airport's Airport Services Office within one month if:

- ASIC or VIC has expired
- ASIC / VIC is cancelled
- ASIC / VIC has been damaged, altered or defaced
- You no longer have an operational need to enter the airside or the sterile area.

Notification to Perth Airport

You must notify Perth Airport if your Perth Airport-issued ASIC or VIC is lost, stolen or destroyed by submitting a statutory declaration within 7 days of becoming aware of the loss, theft or destruction.

If you are an ASIC holder, you must also notify Perth Airport:

- Of any changes to your name by submitting a statutory declaration within 30 days after the name change; and,
- In writing within 7 days if you are convicted of an aviation security relevant offence. A full list of reportable aviation security relevant offences is contained the Aviation Transport Security Regulations (2005).

Access Control Privileges

Access Control Cards and Keys

You can apply for access rights to both the secure and non-secure areas by completing the Secure Zone Access (SZA) Application form held at the Airport Services Office or available at the Perth Airport website.

Perth Airport will only grant you access rights to a secure area if you have a valid ASIC with a 'PER' (Perth) or 'AUS' (Australia) designator and you require access to a secure area for your employment or for other lawful reasons. If you require access to the airside area, you must have a red ASIC.

If you do not hold an ASIC you will only be provided with access to non-secure areas.

If you have a Perth Airport issued ASIC, your access will normally be embedded in your ASIC card. If you have an ASIC that has not been issued by Perth Airport or if you don't have an ASIC, you will be provided with a proximity swipe card.

Access control cards and keys are not issued to VIC holders.

Access rights are granted at the discretion of Perth Airport and card access may be cancelled at any time.

Conditions of Issue

You must:

- Keep your access control card or key secure at all times, even when you are not using it
- Only use the access control card or key when on duty
- Only use the access control card to fulfil your employment or operational duties
- Not lend or transfer your access control card or key to any other party
- Not allow any other person to gain access to a secure area by use of your access card or key.

Notification to Perth Airport of Change of Circumstances

You must immediately notify the Airport Services Office if;

- Your access requirements have changed
- You have ceased employment with your current employer
- You no longer require access to a secure area.

If you are an employer of staff who have been granted access rights you must notify Perth Airport immediately if there is any change to staff employment, including staff leaving or being transferred to other duties that do not require access.

Return of Access Control Cards or Keys

You must immediately return your access card or key if:

- You no longer have an operational need to enter secure areas
- Perth Airport notifies you that your access rights have been cancelled
- Your access card or key is altered, defaced or not working.

Lost or Stolen Access Cards or Keys

You must immediately notify the ACC on 9478 8572 if your access control card or key has been lost or stolen.

Validity of Access Cards and Keys

If access is embedded in your ASIC card, the access will only be valid for a maximum of 2 years.

Proximity swipe cards are valid for a maximum of 2 years also.

Access is automatically cancelled if you fail to use your access rights for more than 90 days.

You can apply to renew your access control rights by completing and submitting the 'Secure Zone Access Application Form' held at the Airport Services Office.

Refusal, Cancellation or Suspension of Access Rights

Perth Airport may refuse to process an application for access privileges if the applicant:

- Does not complete all relevant sections of the application form; or
- Provides information in the application form which is false or misleading.

Perth Airport may also cancel or suspend any form of access privileges at its absolute discretion, or if the holder fails to comply with:

- Conditions of Issue and Use of the access privileges
- Perth Airport ASIC program
- Perth Airport Transport Security Program
- Aviation Transport Security Regulations (2005).

Weapons and Prohibited Items

The Aviation Transport Security Regulations (2005) and Aviation Transport Security Act (2004) contain comprehensive lists of those items deemed to be weapons and prohibited items. These lists are reproduced below.

You Must Not:

- Bring weapons into the airside area, Security Restricted Area, through the screening point or into the sterile areas at Perth Airport, unless exempted or the weapon is a tool of trade.
- Bring a prohibited item through the screening point or into the sterile area at Perth Airport unless exempted or the prohibited item is a tool of trade.

Tools of Trade

A weapon or prohibited item is a tool of trade if the person possessing it requires it to use in the secure area and the purpose is lawful.

The person must keep control of the weapon or prohibited item at all times.

The person ceases to have control of the weapon if they allow it to be accessed or used by a person for whom it is not a tool of trade.

Retail tenancies and lounges must ensure tools of trade (including kitchen knives) are tethered or stored in a locked facility when not in use, and an accurate and comprehensive tool register is located on site and available for inspection (example provided at Appendix 6). A documented check of tools of trade against the register must occur on each day of operation.

Penalties

The Aviation Transport Security Act (2004) prescribes significant penalties for unauthorised people who:

- Have weapons in the airside area, the Security Restricted Area or the sterile areas
- Carry weapons through screening points
- Have prohibited items in an airside security zone, the fuel storage zones and the sterile areas
- Carry prohibited items through screening points.

In addition, Perth Airport may, at its sole discretion, cancel the access privileges and/or ASIC of any person contravening the weapons and prohibited item requirements of the Aviation Transport Security Act (2004).

Reporting

Any incidents of unauthorised weapons or prohibited items in the sterile area, security restricted area or airside must be reported to the ACC on 9478 8500.

You should also report any occasions where you observe tools of trade not being properly controlled or secured by the responsible person.

Weapons

The list of weapons in the Aviation Transport Security Regulations (2005) is set out in Appendix 3.

Please note that:

- Firearms, although not included in this list, are defined as weapons
- A defibrillator is not a weapon if it is required for medical purposes or part of an aircraft's equipment
- A replica or imitation of a weapon is also a weapon
- A telescopic sight is not a weapon
- Anything that is part of an aircraft's stores or emergency equipment or Perth Airport's emergency equipment is not a weapon if it is not readily accessible to passengers or the public.

A full list of weapons and exemptions can be found in Regulation 1.09 of the Aviation Transport Security Regulations (2005) or Aviation Transport Security (Prohibited Items) Instrument (2012).

Prohibited Items

The list of prohibited items in the Aviation Transport Security Regulations (2005) is set out in Appendix 5.

Note that, amongst other things:

- Examples set out in the table are not exhaustive.
- A replica or imitation of any item in the table is also a prohibited item.
- A safety razor is not a prohibited item.
- Hypodermic needles are not prohibited items if the person carrying them shows proof that they are necessary for medical purposes.
- Metal cutlery is not a prohibited item if the cutlery has rounded ends, no sharp points and is provided in the sterile area for use in the sterile area or in an aircraft for use in an aircraft.
- handcuffs carried by a person who is escorting a person in custody or used by an aircraft operator for the purpose of restraining a violent person are not prohibited items.
- a knife or knife-like object (whether or not made of metal) strong enough to be used as a weapon is a prohibited item.

Security Roles of Airport Agencies

Australian Federal Police

The Australian Federal Police has an 'all-in' model to enhance security and provide a community policing presence at Australia's 11 major airports through a community policing presence, intelligence gathering and terrorist deterrence and response.

The model consists of Airport Police Commanders, Airport Uniformed Police, Joint Airport Investigation and Intelligence Teams, Counter Terrorist First Response, the Police Aviation Liaison Officers, the National Canine Capability program and Air Security Officers.

The Uniformed Police provide immediate response to policing matters with the airport such as minor criminal matters, taking offence reports, making arrests and the subsequent judicial process.

Examples of offences that may be investigated by the Investigation teams include drug trafficking, money laundering, threats to aviation security and theft.

The Canine Capability program supports the police model with dogs trained in the detection of weapons, explosives, drugs and currency.

Australian Border Force

Role

The Australian Border Force (ABF) plays an important role in protecting Australia's borders from the entry of illegal and harmful goods and unauthorised people. It must carry out this role while not impeding the legitimate movement of people and goods across the border.

ABF's role is to:

- Manage the security and integrity of Australia's border
- Facilitate the movement of legitimate travellers and goods across the border
- Collect border related duties and taxes.

ABF contributes to the whole- of-government approach to secure Australia from potential terrorist threats. International and inter-agency cooperation continue to play a vital role in protecting our borders.

Location

ABF controlled areas are located in Terminal 1 and 3 in areas where international passengers, international passenger baggage and international freight operations are processed and occur. ABF Restricted Area signs identify entrances to ABF controlled areas.

Signage

Signage placed on the boundary of ABF controlled areas is shown below.

Australian Government
Department of Home Affairs

The role of the Aviation & Maritime Security Division in relation to aviation security is to:

- Provide policy advice to the Australian Government
- Set standards for aviation security measures
- Develop and implement a national framework of consistent aviation security measures
- Test, monitor and evaluate compliance with those standards, policies, procedures, the Aviation Transport Security Act (2004) and the Aviation Transport Security Regulations (2005).

AMS conducts regular tests, inspections and audits of Perth Airport, its tenants and persons working at the airport to determine levels of compliance with security requirements.

Most findings of non-compliance or breach of security requirements are reported to Perth Airport by the Department, allowing us to take appropriate action against individuals or organisations breaching security requirements, independent of any action that might be taken by the Department.

Western Australia Police Service

The WA Police Service provides community policing, including responding to reports of criminal activity or suspicious persons.

The service is responsible for responding to any act or threat of unlawful interference with aviation.

Following a malicious call trace activation the WA Police Service initiates, investigates and acts on trace action advice received from the call service provider.

Perth Airport

Further Enquiries, Contacts & Emergencies

Further enquiries & changes

If you have any questions in relation to this Standard, please contact:

Head of Security & Emergency

Perth Airport Pty Ltd

PO Box 6

Cloverdale, Western Australia, 6985

Phone: (618) 9478 8475

For proposed changes or enquiries to this standard, please email document.controller@perthairport.com.au.

Changes will be considered by the Airport Security Committee and the Airport Security Consultative Group.

Important contacts

Airport Control Centre (ACC)
Phone: 9478 8572

Airport Security Manager
Phone: 9478 8430

Mobile: 0419 949 376

Airport Services Office
Phone: 9478 8454

Australian Federal Police
Phone: 131 237

WA Police
Phone: 9347 4025 (Threat call trace)

Phone: 9374 4001 (Police communications)

Emergencies

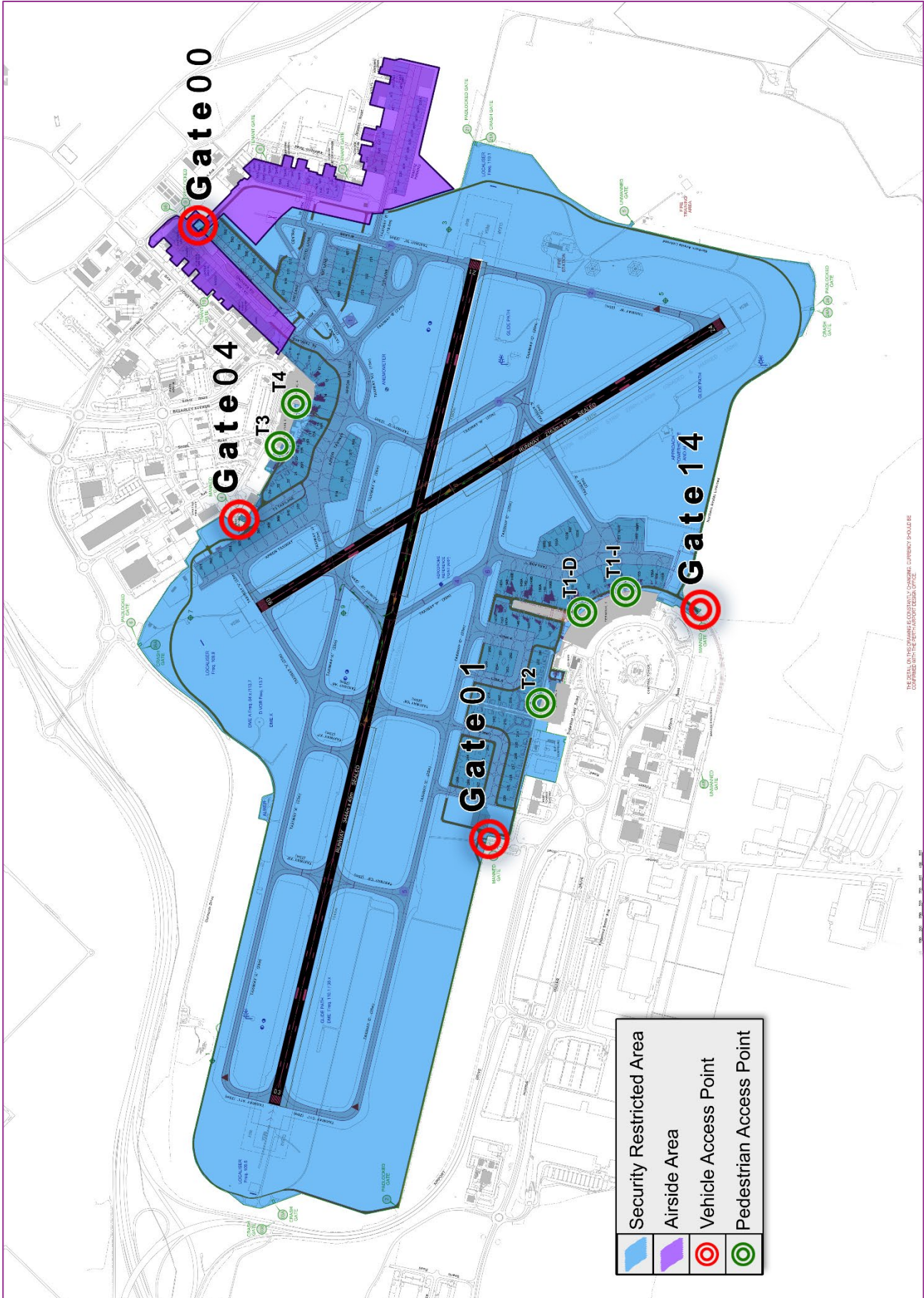In case of emergency contact 000 (if life threatening situation) then ACC on 9478 8500.

Appendix 1 Definitions & Acronyms

Term	Definition
Airport Control Centre (ACC)	The centre at the Airport known as the 'Airport Control Centre' and being the centre from which PAPL controls and coordinates Airport operations, including airfield, terminal and landside operations.
Airport Security Consultative Group (ASCG)	A group complied of AIP's to whom aviation security measures at Perth Airport are conveyed and whom make strategic recommendations on aviation security related matters to the Airport Security Committee (ASC).
Airport Security Manager (ASM)	PAPL employee who is responsible for airport security.
Airside & Landside Security Manager (ALSM)	PAPL employee who has oversite of security contractors conducting aviation protection screening at PAPL.
Australian Border Force (ABF)	The Commonwealth agency responsible for border control, immigration and customs of inbound and outbound international passengers.
Australian Federal Police (AFP)	The Commonwealth agency responsible for counter-terrorism, first response (CTFR) and community policing at Perth Airport.
Authority to Drive Airside (ADA)	An authority (ADA) issued in accordance with Commonwealth Regulations, authorising the holder to drive an approved vehicle Airside (also called, Airside driver's licence) and subject to an assessment of competency.
Authority to Use Airside (AUA)	An authority (AUA) issued by PAPL for a vehicle or equipment for its use Airside subject to an assessment of functionality.
Aviation Industry Participant (AIP)	An AIP is an airport operator, aircraft operator, a known freight consignor, a regulated agent, a person who occupies or controls an area of an airport (whether under a lease, sublease or other arrangement), a person (other than an aviation security inspector) appointed by the Secretary under the Aviation Transport Security Act to perform a security function, Airservices Australia or a contractor who provides services to a person mentioned in paragraphs (a) to (g).
Aviation & Maritime Security Division (AMS)	A Division of the Commonwealth's Home Affairs Department, AMS is the Commonwealth's transport security regulator for aviation transport, maritime transport and the offshore oil and gas industry (formerly Office of Transport Security)

Perth Airport

Term	Definition
Aviation Security Identification Card (ASIC)	A card issued by an organisation approved by the Secretary of the Department of Infrastructure and Regional Development which provides a means of identification for persons who have a justifiable need for unescorted access to an airside or landside security zone of a security controlled airport. ASICs may be colour coded to define areas of permitted access. ASIC issuing arrangements for Perth Airport are prescribed in the Perth Airport ASIC Program.
CCTV	Closed Circuit Television.
GA	General Aviation.
MCT	Malicious Call Trace.
Perth Airport Notice (PAN)	Perth Airport Notice (PAPL)
Security Restricted Area (SRA)	The airside area in which access, weapons and prohibited items are restricted and security requirements are applied to people, vehicles, goods and aircraft.
Terminal Access Cord (TAC)	A card issued by PAPL to provide access to doors within the Terminals to approved holders.
Terminal	The domestic common use terminals currently designated as Terminal 2 (or T2), Terminal 3 (or T3), Terminal 4 (or T4), the International Terminal (or T1 (Int)) and the Domestic Terminal (or T1 (Dom)).
Transport Security Program (TSP)	The Perth Airport Transport Security Program approved and in force under Part 2 of the Aviation Transport Security Act 2004. Details the security arrangements as they pertain to Perth Airport.
Visitor Identification Card (VIC)	A card issued by an organisation approved by the Secretary of the Department of Infrastructure and Regional Development which is provided to visitors to the airside area who have a justifiable reason to be airside and are supervised by an ASIC holder.
WAPOL	Western Australian Police Service.

Perth Airport

Appendix 2 Map of Airside Security Area

Gate00

Gate04

T4

T3

Gate14

T1-D

T1-I

Gate01

T2

	Security Restricted Area
	Airside Area
◎	Vehicle Access Point
◉	Pedestrian Access Point

Perth Airport

Threat Checklist

For use during threatening calls or upon receiving suspicious letters or packages.

Remember

- Stay calm.
- Keep the person talking for as long as possible.
- Don't hang up on a threat call.
- Do not allow anyone to touch a letter or package.
- **Notify ACC on 9478 8500 as soon as possible.**
- Remain available to assist.

How Did You Receive the Threat?

Date: _____ Time: _____

Caller's number or delivery company: _____

Your details

Name: _____ Contact details: _____

Questions to Ask (Threat Calls)

When is the bomb going to explode?

When is the attack going to occur?

Where did you put the bomb?

When did you put it there?

What kind of bomb is it?

What will make the bomb explode?

Did you place the bomb?

What is your name?

Where are you?

Caller's details

Gender (male or female): _____ Possible age: _____

Did the caller appear familiar with the airport?

Caller's voice

Accent/impediment

Volume

Speech (fast or slow)

Dictation (clear or muffled)

Manner (calm or emotional)

Did you recognise the voice? ☐ Yes ☐ No

Background noises

Street noises

House noises (e.g. television or children)

Machinery

Aircraft

Voices

Music

Weather (e.g., wind or rain)

Threat language

Well spoken

Incoherent

Irrational

Pre-recorded

Prepared message

Abusive

Suspicious Packages/Letters

Location

Contents

Description

Perth Airport

Appendix 4 Weapons List

Item	Description
1	**Parts and ammunition for firearms** Examples: • Flares • Gun powders. <u>Note:</u> firearms are defined as weapons in Section 9 of the Act.
2	**Sharp things designed to be used to inflict injury or to be used in self-defence** Examples: • Daggers, flick-knives, star knives and Shuriken throwing irons and stars • Spears • Harpoons • Sabres, swords and swordsticks and similar things.
3	**Blunt items designed to inflict injury or to be used in self-defence** Examples: • Martial arts equipment such as knuckle-dusters, clubs, coshes, rice flails and numchucks, kubatons • Blackjacks • Billy clubs and leather billies and kubasaunts • Night sticks and batons.
4	**Items capable (with or without modification) of discharging projectiles for the purpose of disabling or incapacitating a person or animal** Examples: • Ballistic knives and similar devices designed to discharge a projectile by means of an explosive or other propellant or mechanism • Blow pipes • Spear guns • Catapults • Cross-bows • Slingshots • Bows and arrows • Hunting slings.
5	**Items designed to disable or incapacitate, or otherwise harm, a person or animal** Examples: • Stun guns • Things capable of being used to administer an electric shock; for example, cattle prods and Tasers • Disabling and incapacitating chemicals, gases or sprays, such as Mace, pepper or capsicum spray, tear gas, acid sprays and animal-repellent sprays.
6	**Explosive or incendiary devices and flammable materials not ordinarily found around the home** Examples: • Dynamite • Explosives (plastic or otherwise) • Blasting caps • Blow-torches • Detonators, fuses and detonator cord • Explosive flares in any form • Grenades • Smoke cartridges • Mines and other explosive military stores.
7	**Biotoxins and infectious substances** Examples: • Preparations of anthrax spores.
8	**Chemical toxins** Examples: • Chemical warfare agents.

Perth Airport

Appendix 5 Prohibited Items

Item	Description
1	**Sporting goods, kitchen utensils, tools, and other things with sharp edges or points capable of injuring a person** Examples: • Crampons • Ice axes and ice picks • Knives (including leatherworkers' knives) • Ice skates • Rock climbing equipment such as pitons, hooks, hammers and bolts • Meat cleavers • Metal cutlery • Axes, hatchets and similar things • Scalpels • Open razors (also called straight razors) • Ski poles • Darts • Drills • Box cutters • Utility knives • Screwdrivers, crowbars, hammers, pliers and wrenches • Saws.
2	**Sharp things that are not weapons, but are capable (with or without modification) of causing harm by penetration** Examples: • Pointed metal scissors, manicure scissors and scissors with blades >6cm long • Letter-openers • And scissors with blades >6cm long • Bodkins • Hypodermic needles (whether or not attached to syringes) • Razor blades.
3	**Blunt things (other than mobility aids) able to be used (or threaten) to bludgeon a person** Examples: • Baseball, softball, and cricket bats and any similar thing used in sport • Hockey and lacrosse sticks and any similar thing used in sport • Billiard, pool or snooker cues • Golf clubs • Any other piece of wood, metal or any other substance big enough to threaten a person with
4	**Household flammable goods** Examples • Aerosol containers, including cans of spray paint • Petrol and any other flammable liquid • Fireworks • Toy caps.
5	**Things capable of being used to restrain a person and not otherwise permitted under the Act or these Regulations** Examples: • Cable ties • Handcuffs

Appendix 6 Example Tool Register

Sterile Area Tool Register

Organisation	
Date	

Date	Item Description	Item Location	Check in	Check out	Name	Signature
16/11/2016	8" carving knife	Kitchen (main bench)	14:36	22:30	D. Tovey	

Perth Airport

Appendix 7 FlightPath Training

How to Access FlightPath

Go to Perth Airport PAPL webpage and then click on training tab.

Operating at Perth Airport

Information for the benefit of our airport community on how to operate at Perth Airport so collectively we can get things done.

Service Level Framework

Terminal 1 International rebates for all T1 International Airlines

Find out more >

Operational Procedures

Everything you'll need to operate safely and securely at Perth Airport.

Find out more >

Airport Services

If you need an ASIC, Visitor Identification Card, additional access and more.

Find out more >

Airside Driving

Procedures for driving and operating vehicles airside.

Find out more >

Select this tab

Training

Access to FlightPath - Learning Management System

Find out more >

Ground Transport Operators

Information for ground transport operators.

Find out more >

Retail Leasing

Realise your retail potential at Perth Airport.

Find out more >

Advertising

Explore the opportunities to advertise at Perth Airport.
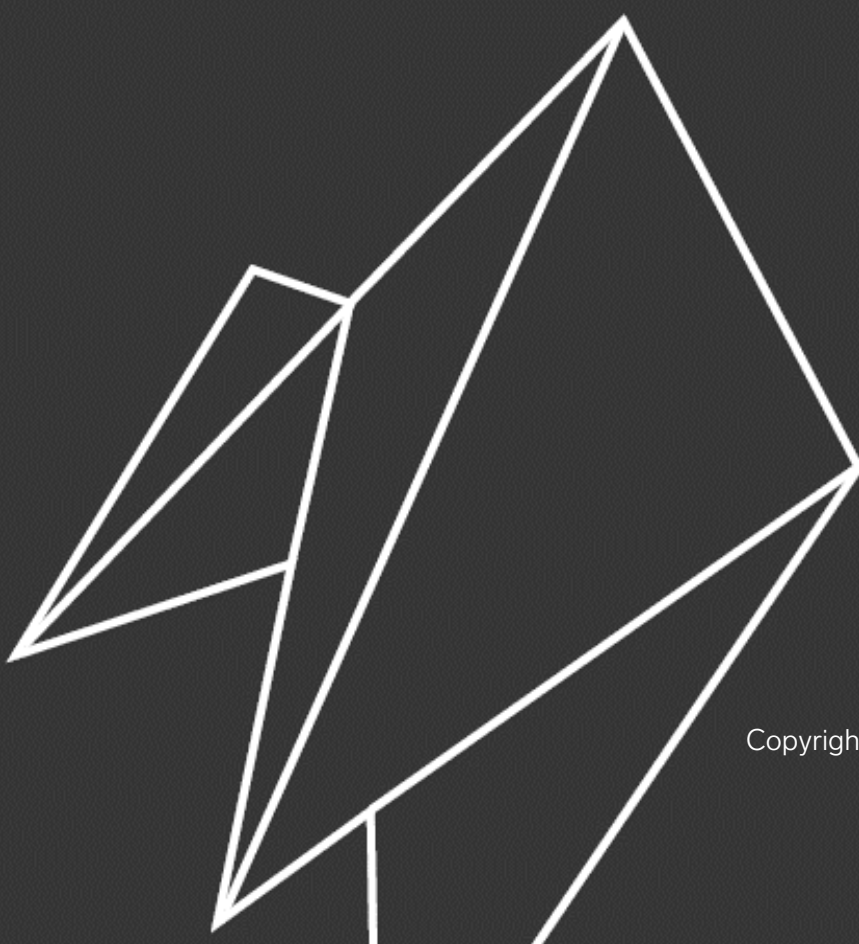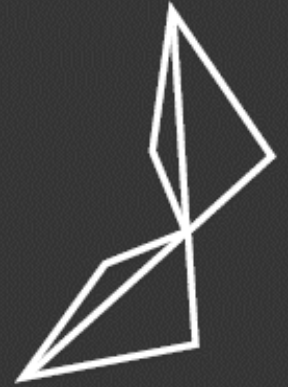
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Perth Airport