

SECURITY AWARENESS TRAINING



E-LEARNING



INTRODUCTION

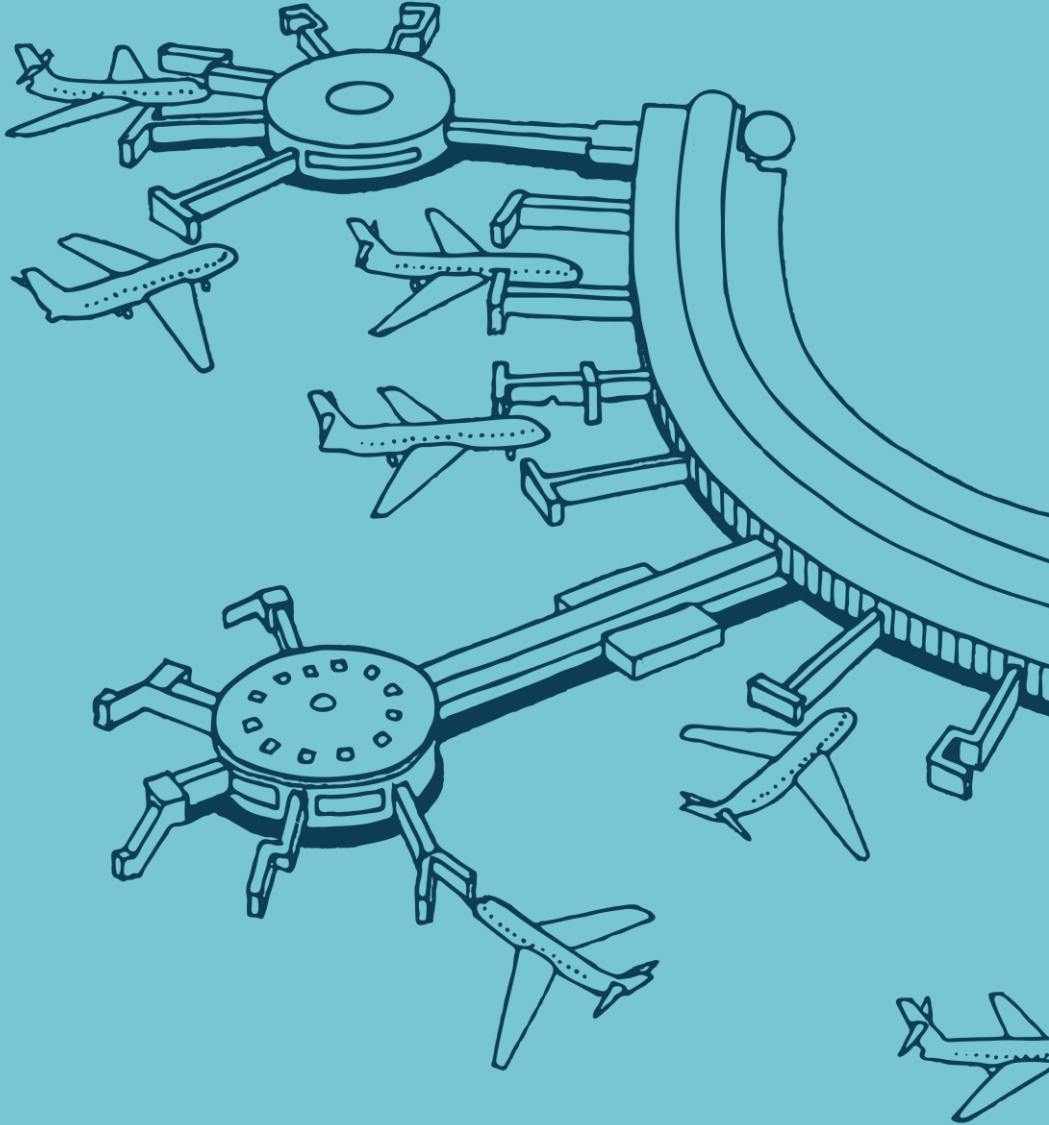


At Brisbane Airport, safety and security of passengers, work personnel and visitors is our number one priority. To assist in the provision of a safe and secure environment, a number of security measures have been implemented.

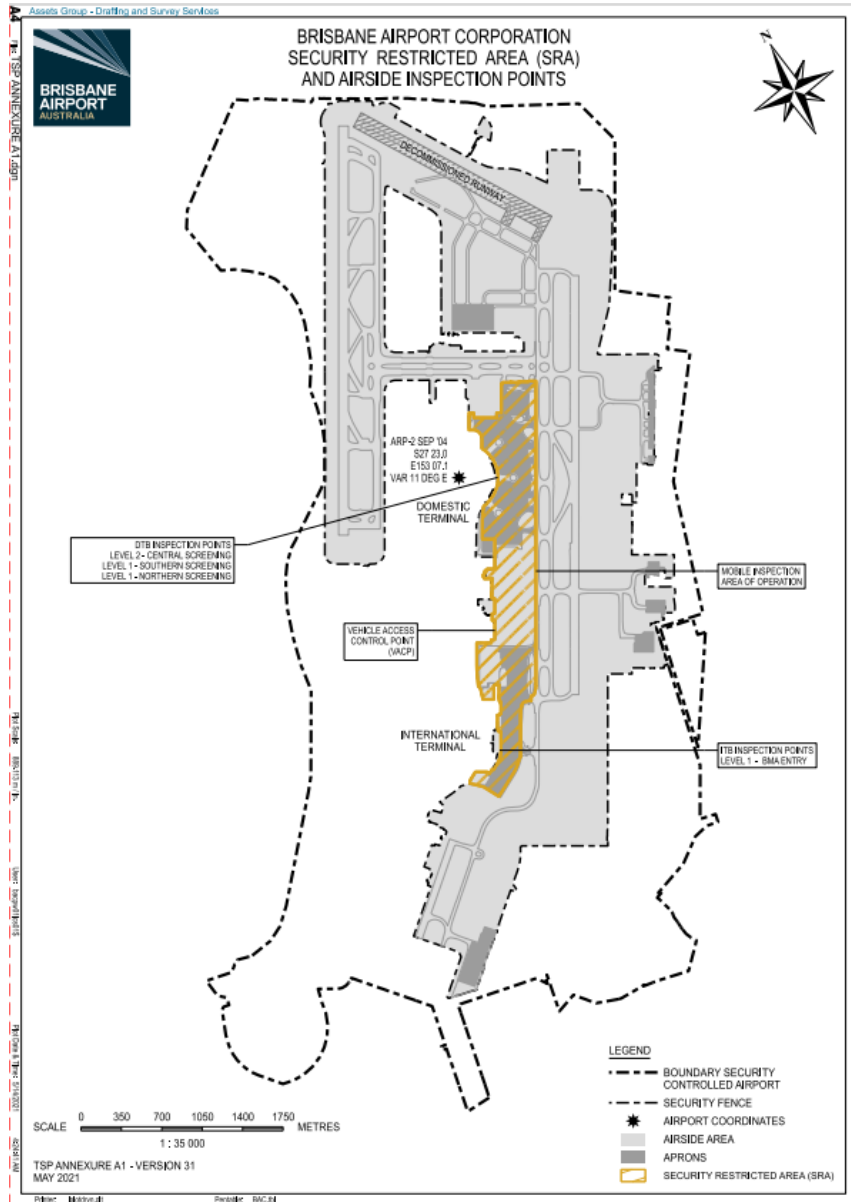
These include:

- Designated security zones
- Access control
- Security screening of persons and vehicles
- Security screening of goods (incl. tools of trade)
- Controlled entry points into Security Restricted Areas

SECURITY ZONES



AIRPORT SECURITY ZONES



At Brisbane Airport, there are two types of security zones: Landside and Airside.

LANDSIDE

A Landside Security Zone (LSZ) prescribes an area of the International and Domestic Terminals commonly known as a 'Sterile Area'.

Sterile Area access at the International Terminal is restricted to passengers and staff with operational need and commences after the screening point.

The Sterile Area at the Domestic Terminal is open to passengers and the public (meeters and greeters) and commences after any one of the screening points.

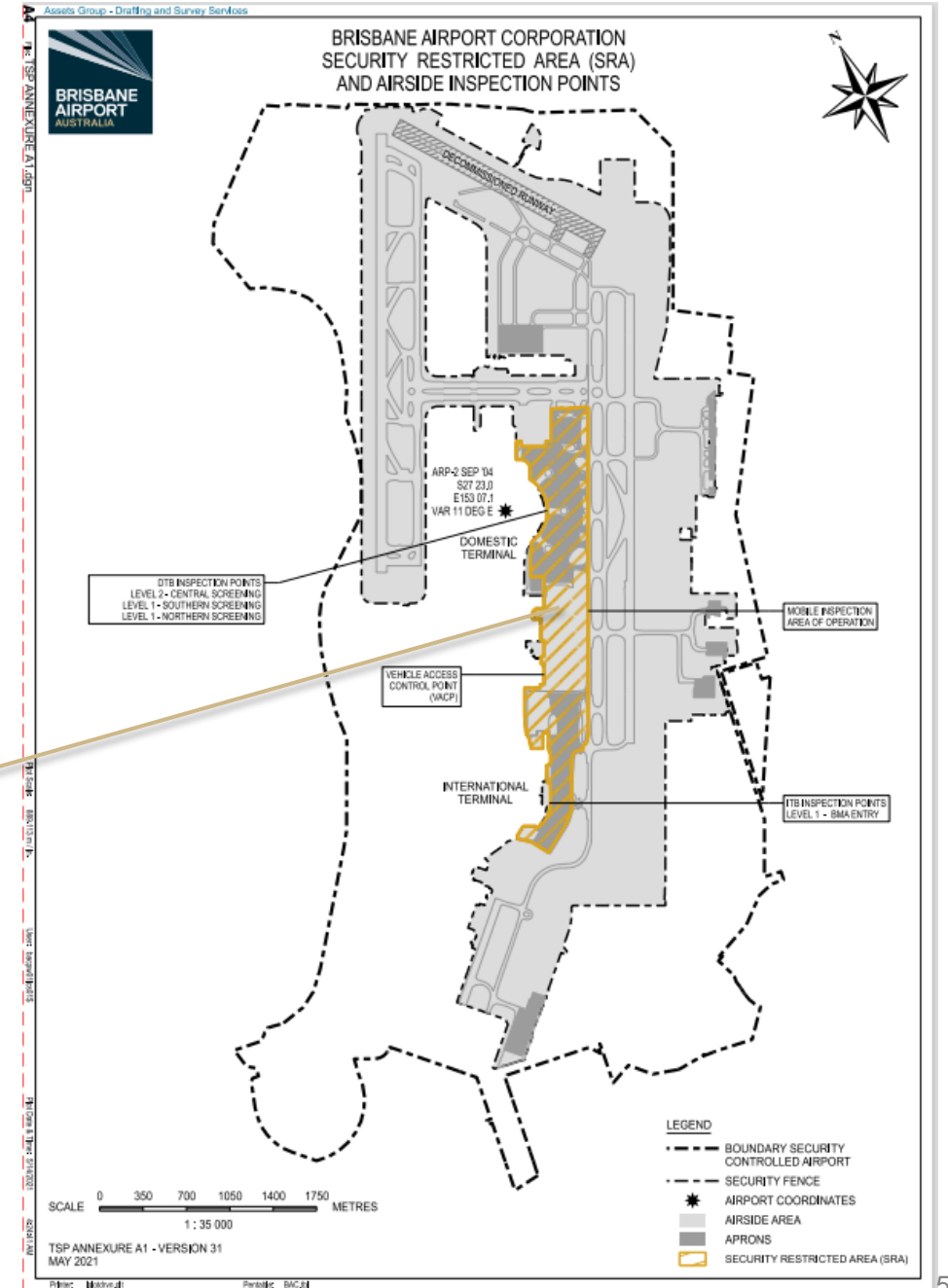
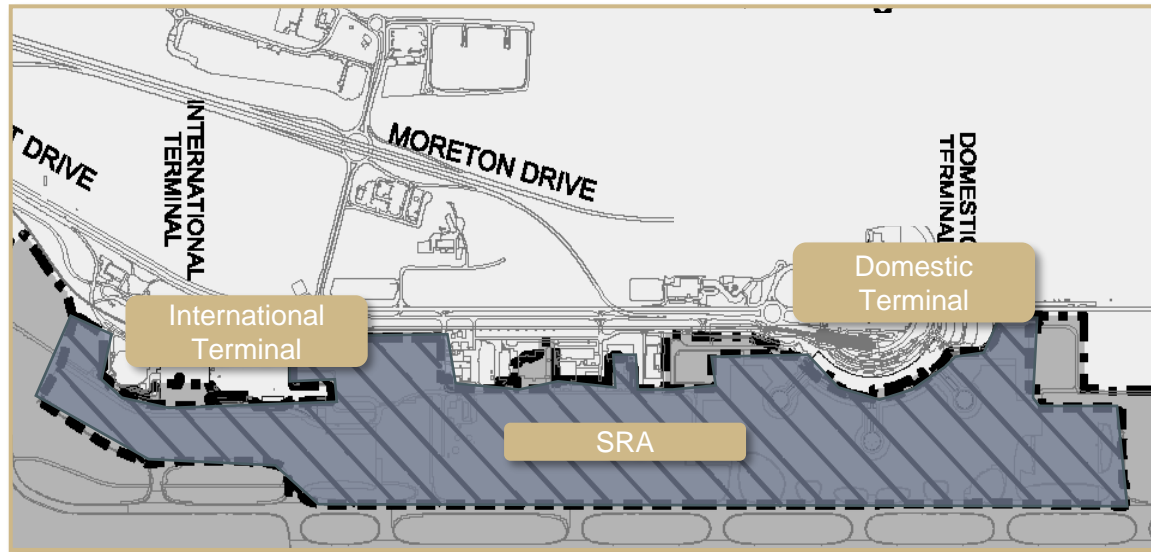
AIRSIDE

Airside encompasses the whole of the airport within the airside boundary fence line of Brisbane Airport and includes the Security Restricted Area (SRA).

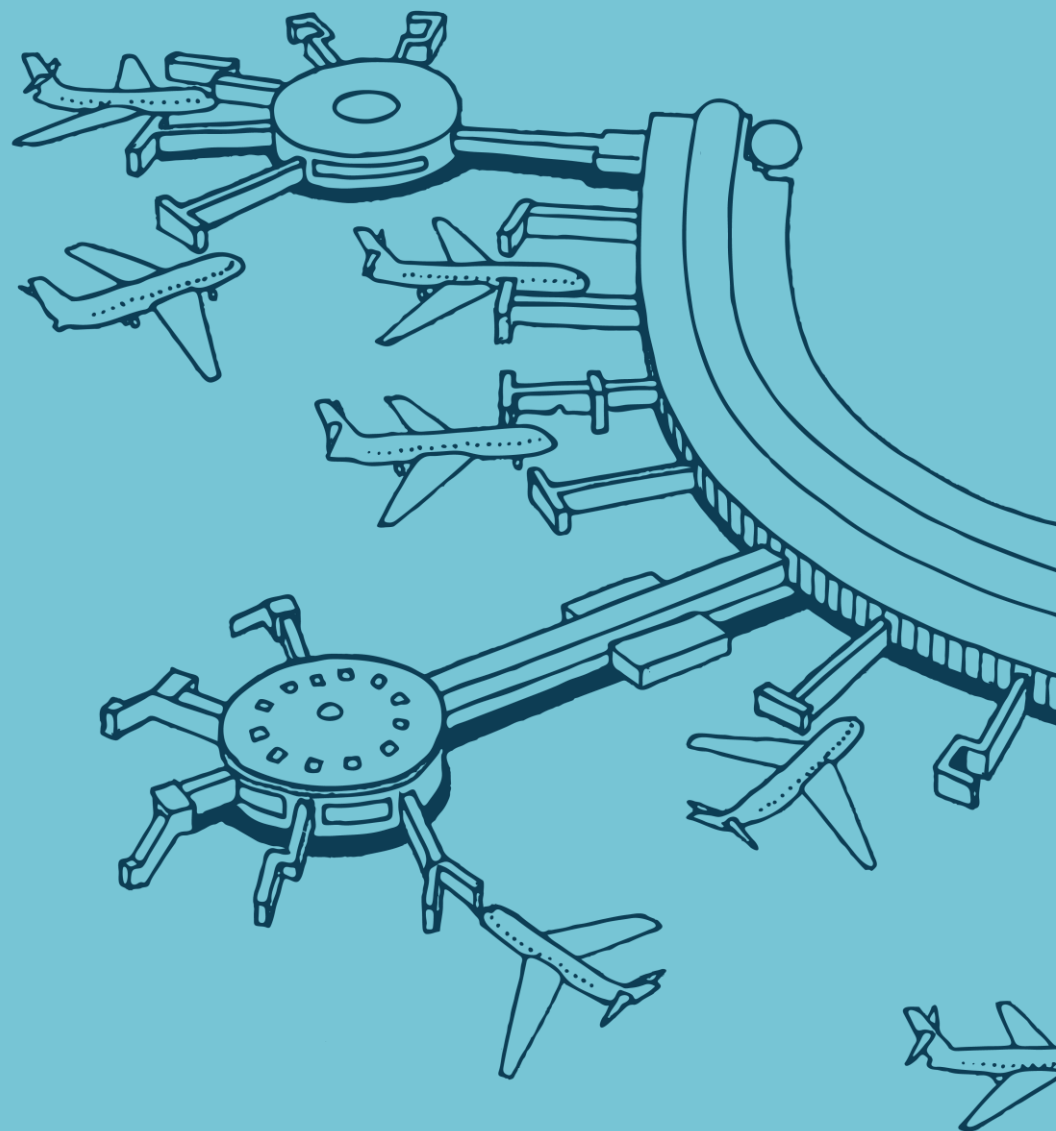
SECURITY RESTRICTED AREA

A Security Restricted Area (SRA) is a high security area. **Additional security requirements apply to all workers entering the area.**

At Brisbane Airport, the SRA encompasses both the International and Domestic Regular Public Transport (RPT) Aprons and the space in between them.



IDENTIFICATION



AVIATION SECURITY IDENTIFICATION CARD (ASIC)



ASICs are a nationally consistent identification card that must be held by anyone who needs frequent access to enter an Airside or Landside Security Zone.



At Brisbane Airport, there are two types of ASIC:

1. Grey ASIC – permits entry to the landside security zone and Sterile Areas, and
2. Red ASIC – permits entry to all security zones.

Applying for an ASIC:

Prior to being granted a valid ASIC, applicants are required to undergo background checks involving Federal/State Police and the Department of Immigration and Border Protection. Charges apply to the issue of a valid ASIC. Visit <https://bne.asic.net.au> for pricing and online applications.

ASICs must:

- only be used for legitimate and operational purposes in the course of employment only and are issued for the use of the individual when on duty and **must not be given to others**.
- be kept secure at all times.
- be displayed correctly – above the waist and clearly visible.
- notify the Issuing body immediately if the card has been damaged, altered or defaced in any way OR if it is no longer required.
- be returned to the Issuing Body or BAC ID and Access Services within 30 days if it has expired, or if it is no longer required.

All lost, stolen or destroyed ASICs must be reported immediately to your issuing body and Brisbane Airport.

Veritas

1300 Veritas (1300 837 482)

asic@veritasgroup.com.au

<https://bne.asic.net.au>

Expired ASIC or no longer have operational need.

You must notify BAC

During business hours – 3406 3057

After business hours – 3406 3171

Returned Cards

ID and Access Office

9 The Circuit, Brisbane Airport QLD 4008

Or PO Box 61

Hamilton Central QLD 4007

Penalties can apply if not undertaken. A statutory declaration must be supplied to your IB within 7 days with details surrounding the loss.

VISITOR IDENTIFICATION CARD (VIC)

All visitors without an ASIC wishing to enter a security zone must obtain a valid Visitor Identification Card (VIC).

VICs allow visitors, staff or persons without an ASIC to access any security zone provided that they are escorted/supervised at all times by a valid ASIC holder.

The regulations are very explicit in the requirements for escorting/supervision and these include:

- the ASIC holder escorts or watches the VIC holder at all times while in a secure area,
- the ASIC holder ensures that the VIC holder stays within a particular area,
- the ASIC holder can see if the VIC holder leaves the area.

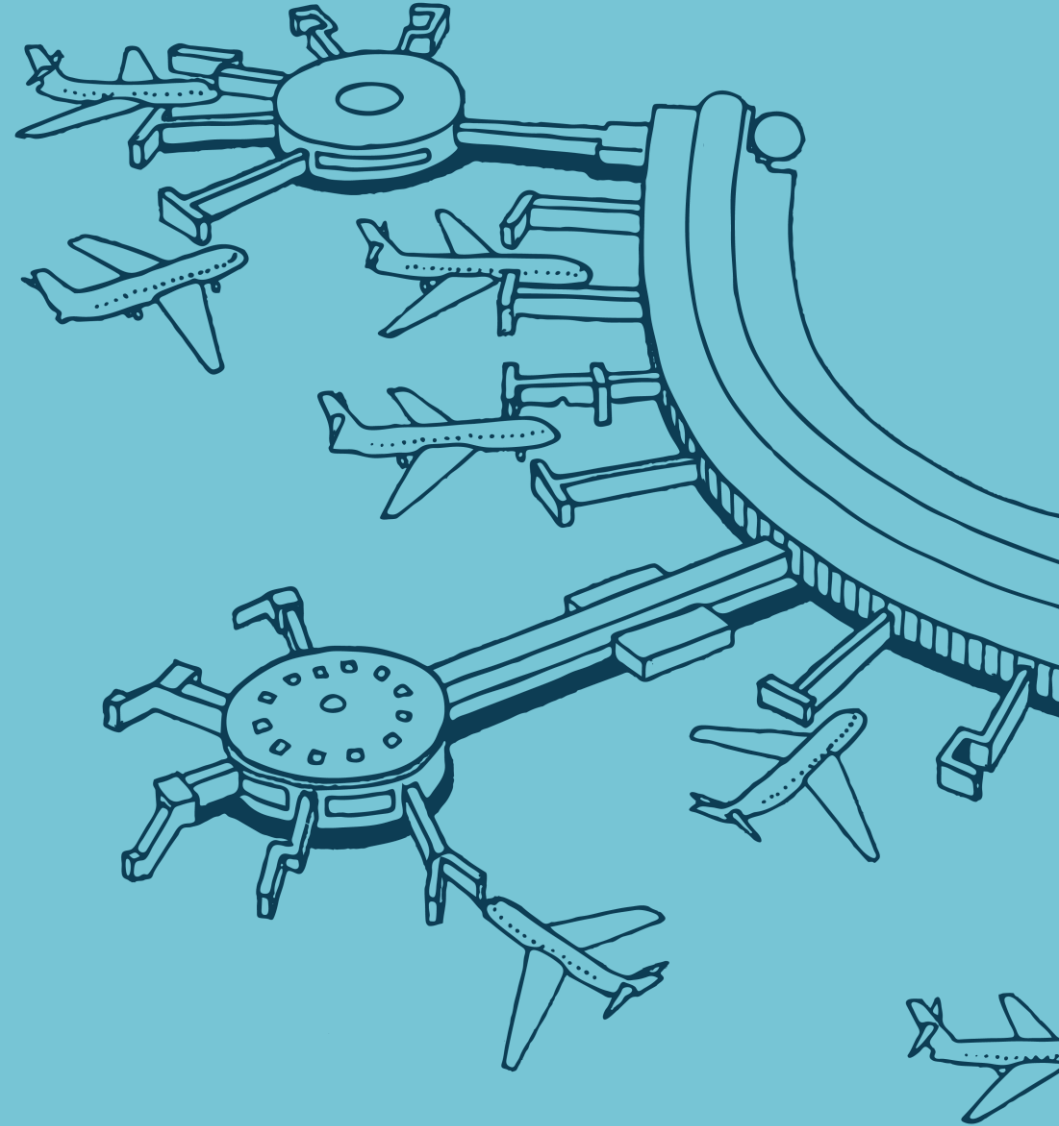
A VIC can be obtained from any one of the following locations:

- BAC Reception located on Level 3 of the International Terminal
- BAC Reception located on Level 2 of the Domestic Terminal
- Airside Inspection Point, Gahnia Street
- ID and Access Centre 9 The Circuit, Brisbane Airport

All staff working at Brisbane Airport have an obligation to challenge any person who should be wearing an ASIC in a secure area who is not doing so and request the person to produce an ASIC or leave the area. **Any person refusing to do so must be reported to the AFP on 131AFP (131 237).**



ACCESSING A SECURITY RESTRICTED AREA



SRA – ACCESS REQUIREMENTS

The SRA (Airside) at Brisbane Airport represents a high security area and special security requirements apply to **all** workers entering the area (this includes Contractors).

To enter the SRA you **must** have:

- a valid red Aviation Security Identification Card (ASIC), or
- a valid Visitor Identification Card (VIC),
- valid access (via ASIC or access card),
- a genuine operational work related need to be in the area.

If you're entering through a vehicle checkpoint, you must also have:

- a valid Authority to Drive Airside (ADA) licence, and
- a valid Authority for Use Airside (AUA) label on the vehicle.

If you hold a Grey ASIC or a Visitor Identification Card (VIC) you may only enter the SRA when accompanied by a red ASIC holder who must escort you at all times.

If you do not meet the above requirements you will not be allowed to enter the SRA – no exceptions.



SRA – INSPECTION PROCESS

In accordance with the Aviation Transport Security Regulations 2005 (ATSR), a visual inspection and/or screening and clearing process of **all persons, vehicles and their possessions** must be conducted prior to entering the SRA.

All staff and workers wishing to access the SRA will undergo screening and clearing per passenger requirements.

If you are entering through the Airside Inspection Point (AIP), you and the following areas will be searched/screened for weapons and explosives per schedule 109 [r1.09]:

- personal effects
- bags, boxes and packages
- passenger carrying areas of a vehicle
- car boots
- rear canopies of vehicles including trucks
- any other containers on request of the inspecting officers

While refusal of an inspection is allowed, any person who refuses to be screened is not permitted to enter or remain in the SRA for 24 hours.



ENTERING A SRA

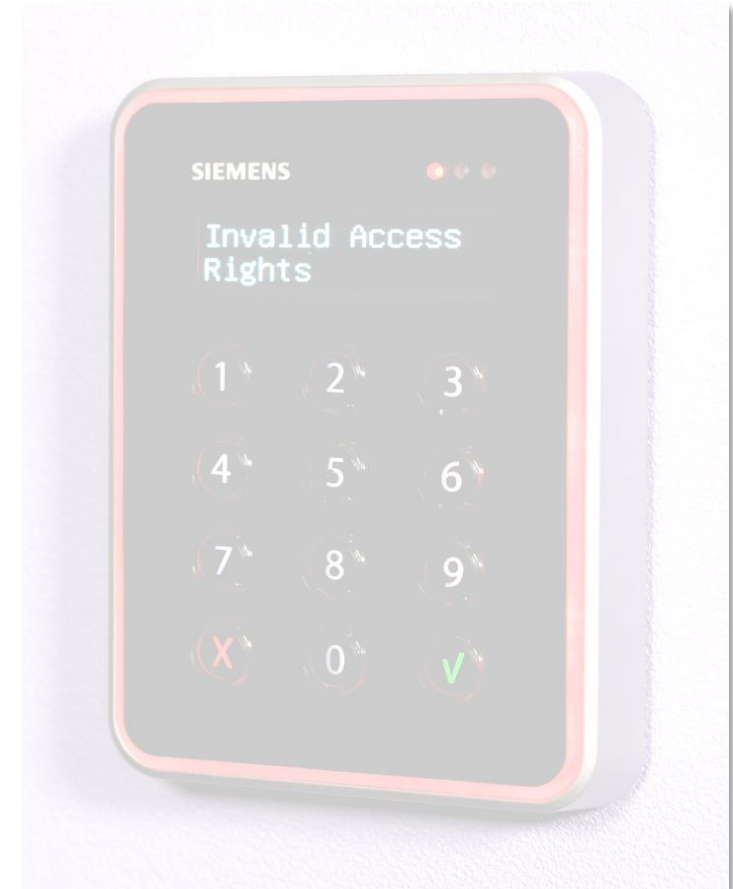
The majority of doors and gates throughout Brisbane Airport are fitted with electronic access control readers. To gain access through these points, **you must have a valid ASIC and/or access card** with the appropriate level of access assigned to your card. Airport workers who do not have the appropriate access will be denied access (as pictured) and will not be allowed through.

As a cardholder, you must never lend/share your ASIC/ Access Card to another person or allow an unauthorised person through an access controlled door. **It is an offence to enter the SRA without proper authorisation, such as by tailgating or circumventing access control points.**

SRA ENTRY POINTS

Brisbane Airport has x6 approved entry points into the SRA:

- Domestic Terminal – Gate 3 (Level 1)
- Domestic Terminal – Gate 36 (Level 2)
- Domestic Terminal – opposite Gate 50 (Level 2)
- International Terminal – Main Screening Point (Level 3)
- International Terminal – Baggage Make Up Area (BMA, Level 1 – main point of access for airside workers)
- Airside Boundary – Airside Inspection Point (AIP)

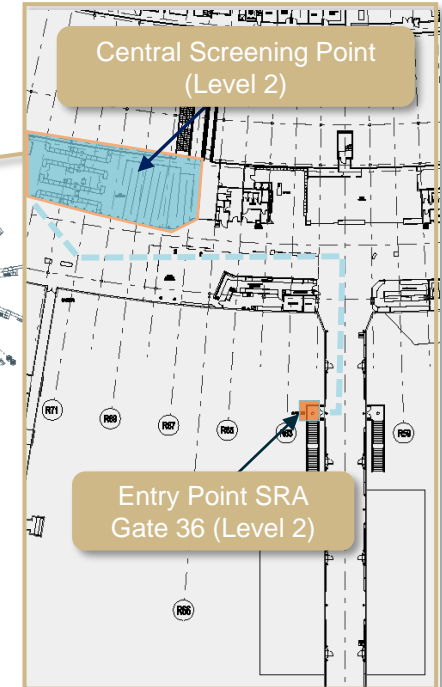
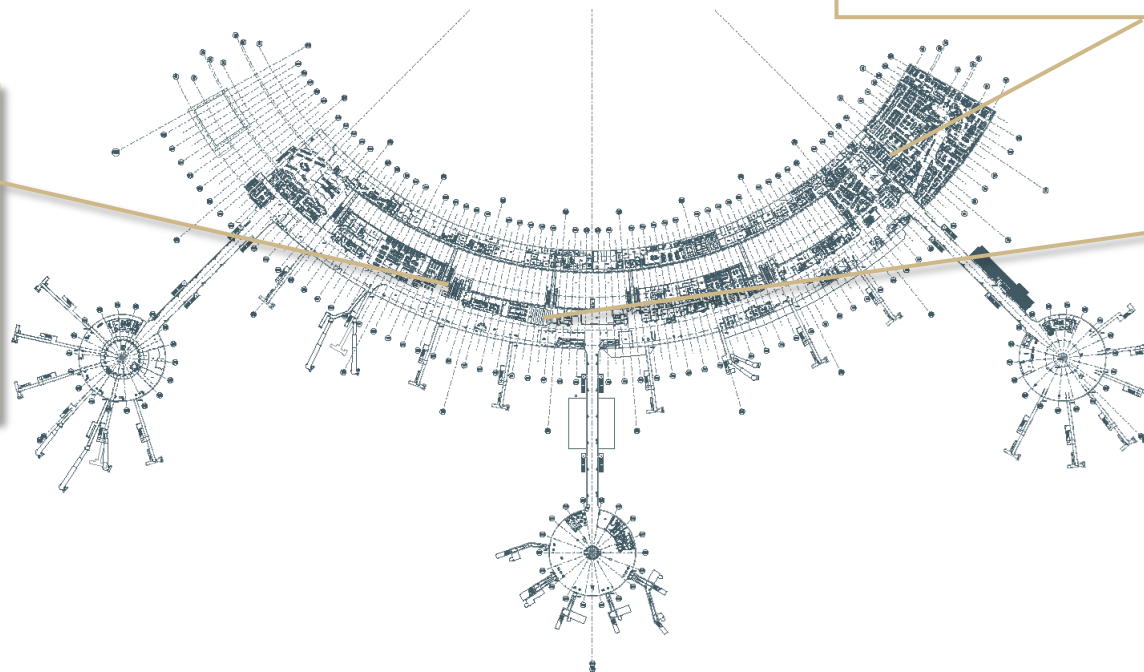
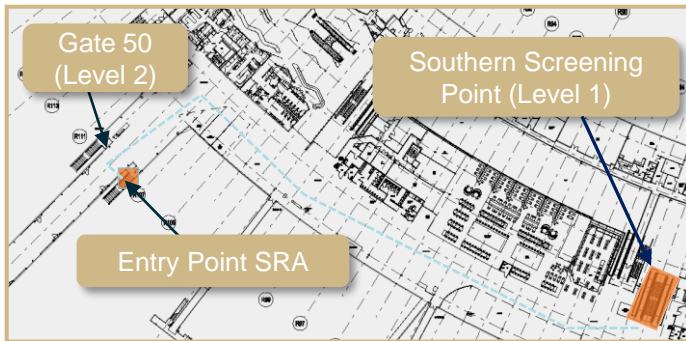
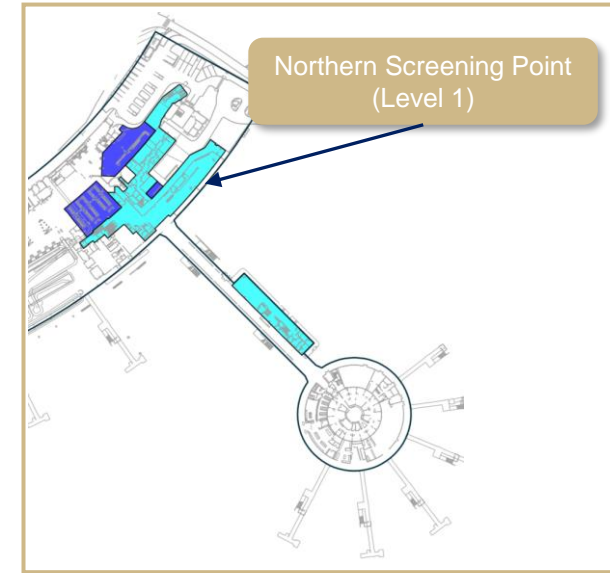


SRA – DOMESTIC TERMINAL

There are three approved entry points into the SRA at the Domestic Terminal:

- Gate 3 (Level 1)
- Gate 36 (Level 2)
- Door opposite Gate 50 (Level 2)

All persons must be screened and cleared at either the Southern, Central or Northern Screening Points before entering the SRA.

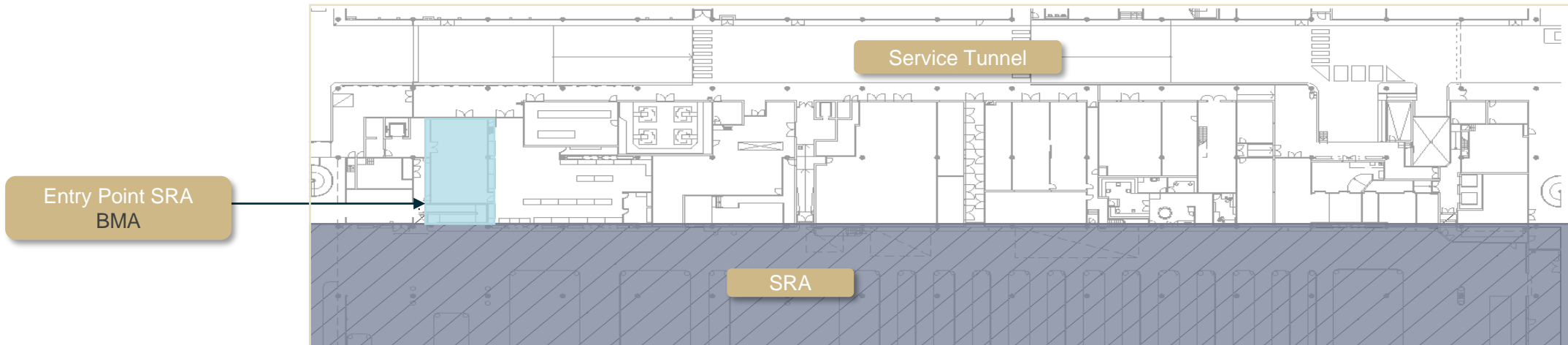


SRA – INTERNATIONAL TERMINAL

There are two approved entry points into the SRA at the International Terminal:

- Main Screening Point (Level 3)
- Baggage Make Up Area (BMA, Level 1)

All persons must be screened and cleared at one of these entry points before entering the SRA.



SRA – AIRSIDE INSPECTION POINT

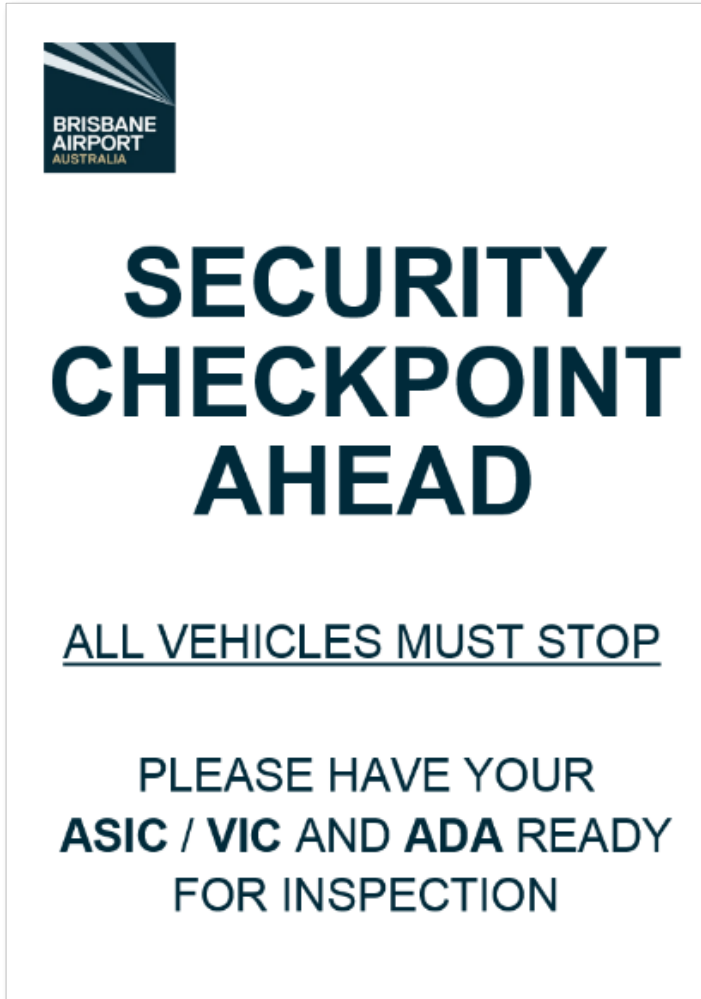
Located at 9 Gahnia Street, the Airside Inspection Point (AIP) is the only vehicle access point into the SRA.

At the AIP you can expect to undergo:

- explosive trace detection (ETD) on all persons, vehicle and items
- physical searches of vehicles
- physical searches/random screening of persons



SRA – AIRSIDE SCREENING



To strengthen security at Australia's major airports and help protect against the ongoing threat of a terrorist attack, the Australian Government has introduced mobile screening on-entry to or within the SRA. This process will be conducted on a random and unpredictable basis.

Individuals who encounter one of these mobile checkpoints can expect to undergo:

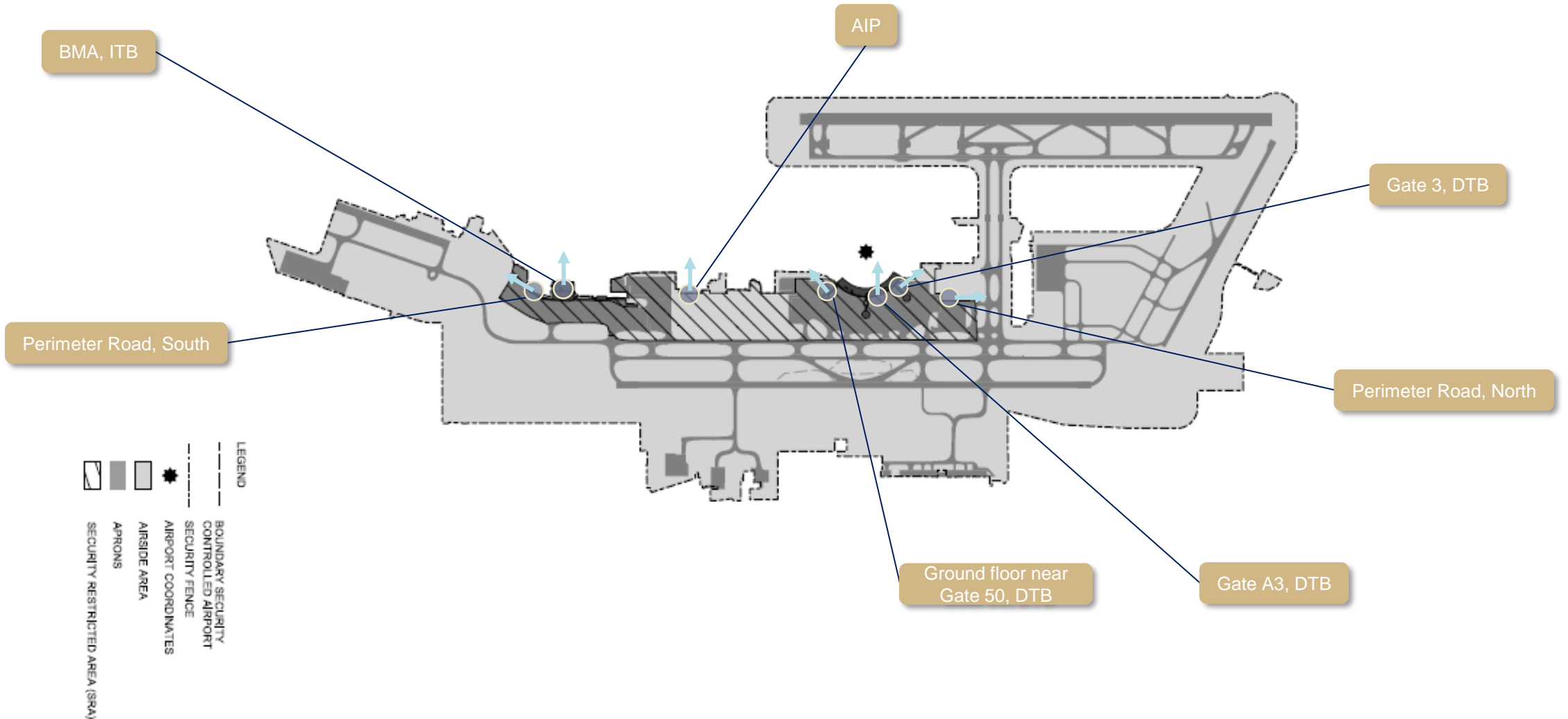
- explosive trace detection (ETD) sampling
- a visual inspection of their ASIC or VIC*
- a visual inspection of the vehicle
- a visual inspection of the drivers ADA; and
- a visual inspection of the vehicles AUA

*VIC holders will also be required to produce a secondary form of identification e.g. Australian Drivers Licence.

You may be screened multiple times in one day or not at all. Workers selected for screening must comply with the directions of screening officers.

EXITING THE SECURITY RESTRICTED AREA

There are x7 ways in which you can exit an SRA at Brisbane Airport:



INFRINGEMENTS

Those who do not comply with the Airside Security Zone (SRA) requirements will be reported and infringed under the Aviation Transport Security Act 2004 (ATSA) and the Aviation Transport Security Regulations 2005 (ATSR).

You could also lose your ASIC and/or access privileges and your right to work at the airport.

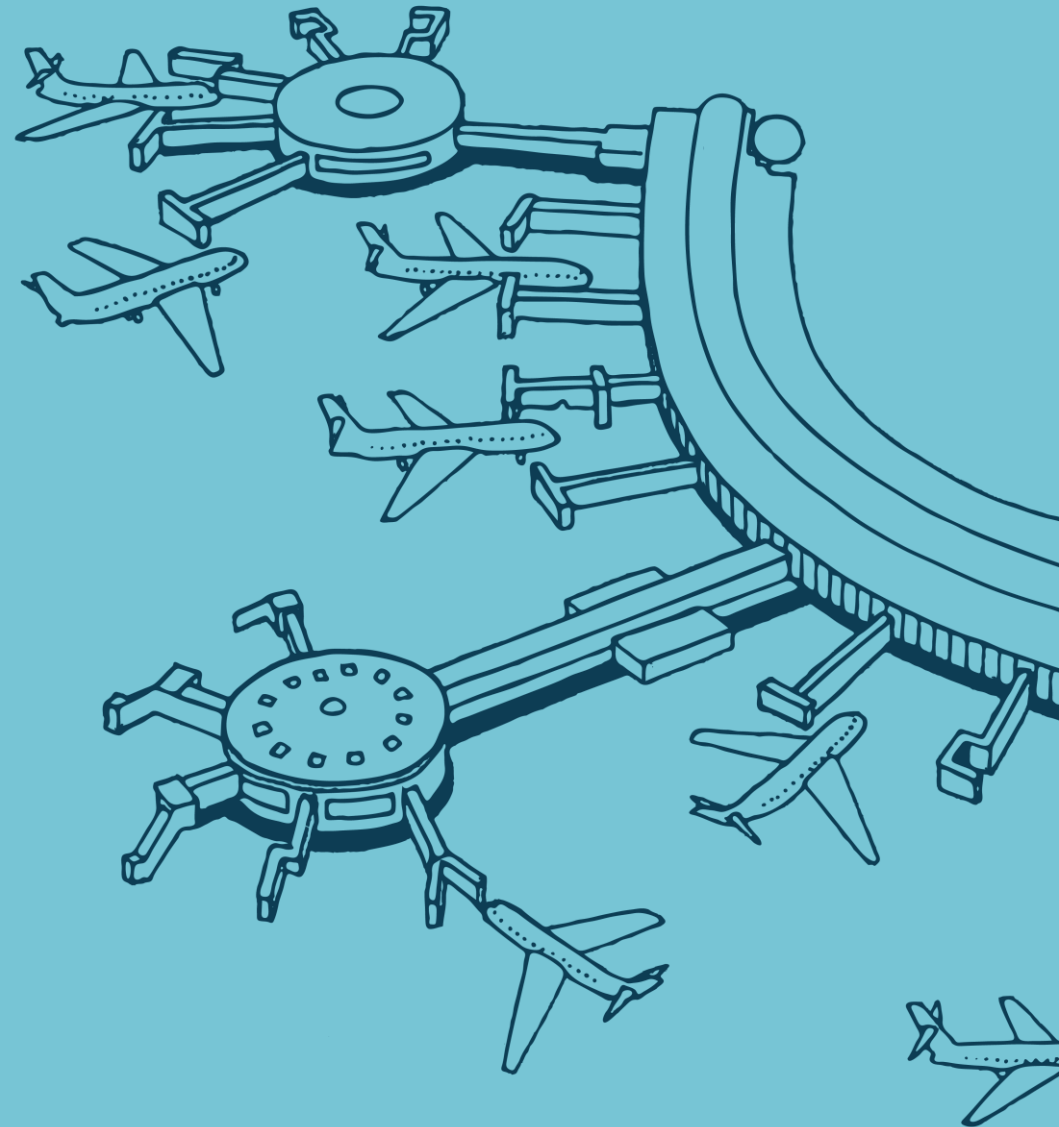


The current penalty applicable to:

- an airport operator or aircraft operator is 200 penalty units (\$42,000)
- any other case is 100 penalty units (\$21,000)

Currently one penalty unit is equivalent to \$210

WEAPONS AND TOOLS OF TRADE



PASSENGER SCREENING VS SRA SCREENING

Screening of passengers and staff into a Sterile Area differs from screening of staff into a Security Restricted Area.

STERILE AREA SCREENING

At a Sterile Area screening point, you will be screened for:

- Prohibited items,
- Weapons [r1.09], and
- Powders, Liquids, Aerosols and Gels (PLAGs) at International Screening Points only.

However, there are some exceptions, for example:

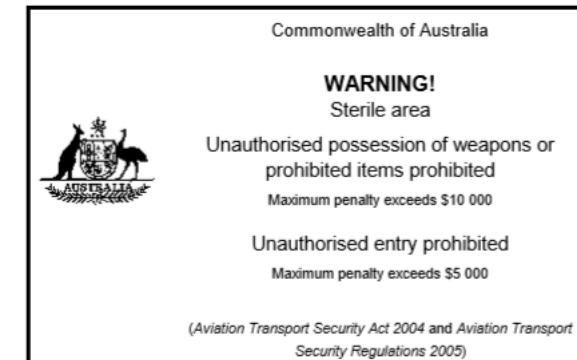
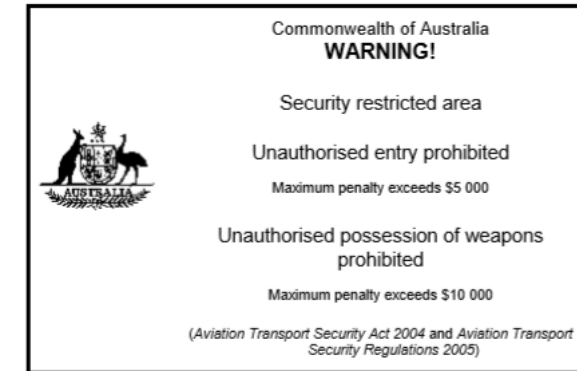
- Weapons/ firearms are permitted when in the possession of an on-duty law enforcement officer or air marshal,
- 'Tools of trade' are permitted when in the possession of an airport worker or concessionaire, and
- Medical supplies are permitted with a valid medical certificate.

***Whilst the above listed prohibited items are allowed in the SRA, they must never be taken onto an aircraft.**

SECURITY RESTRICTED AREA SCREENING

At a Security Restricted Area entry point you will be screened for:

- Weapons [r1.09].



WEAPONS AND PROHIBITED ITEMS



Weapons include, but are not limited to:

- Sharp items designed to inflict injury (e.g. flick knives, throwing stars, swords).
- Blunt items designed to inflict injury or to be used in self-defence (e.g. batons, blackjacks, knuckle dusters).
- Items capable of discharging projectiles (e.g. ballistic knives, slingshots, spear guns).
- Items designed to disable, incapacitate or cause harm to a person (e.g. taser, stun gun).
- Explosive or incendiary devices and flammable materials not ordinarily found around the home (e.g. detonators, blow torches, grenades).
- Chemical and biotoxins (e.g. poison).
- Firearms, including ammunition.



Prohibited items include, but are not limited to:

- Sporting goods, kitchen utensils, tools and other items with sharp edges or points capable of injury (e.g. knives, box cutters, scalpels, metal cutlery, hammers, pliers).
- Pointed and metal items more than 6cm long (e.g. scissors, knives).
- Flammable goods (e.g. aerosols or flammable liquids).
- Items capable of restraining a person (e.g. duct tape, cable ties).

TOOLS OF TRADE

A 'tool of trade' is allowed into Sterile and Security Restricted Areas if:

- a) the person requires it for the purpose for which he or she is in the restricted area, and
- b) the purpose is lawful.

For staff working in a Sterile Area, this could mean:

- power tools
- screwdrivers, wrenches, hammers, nails
- metal cutlery
- scissors

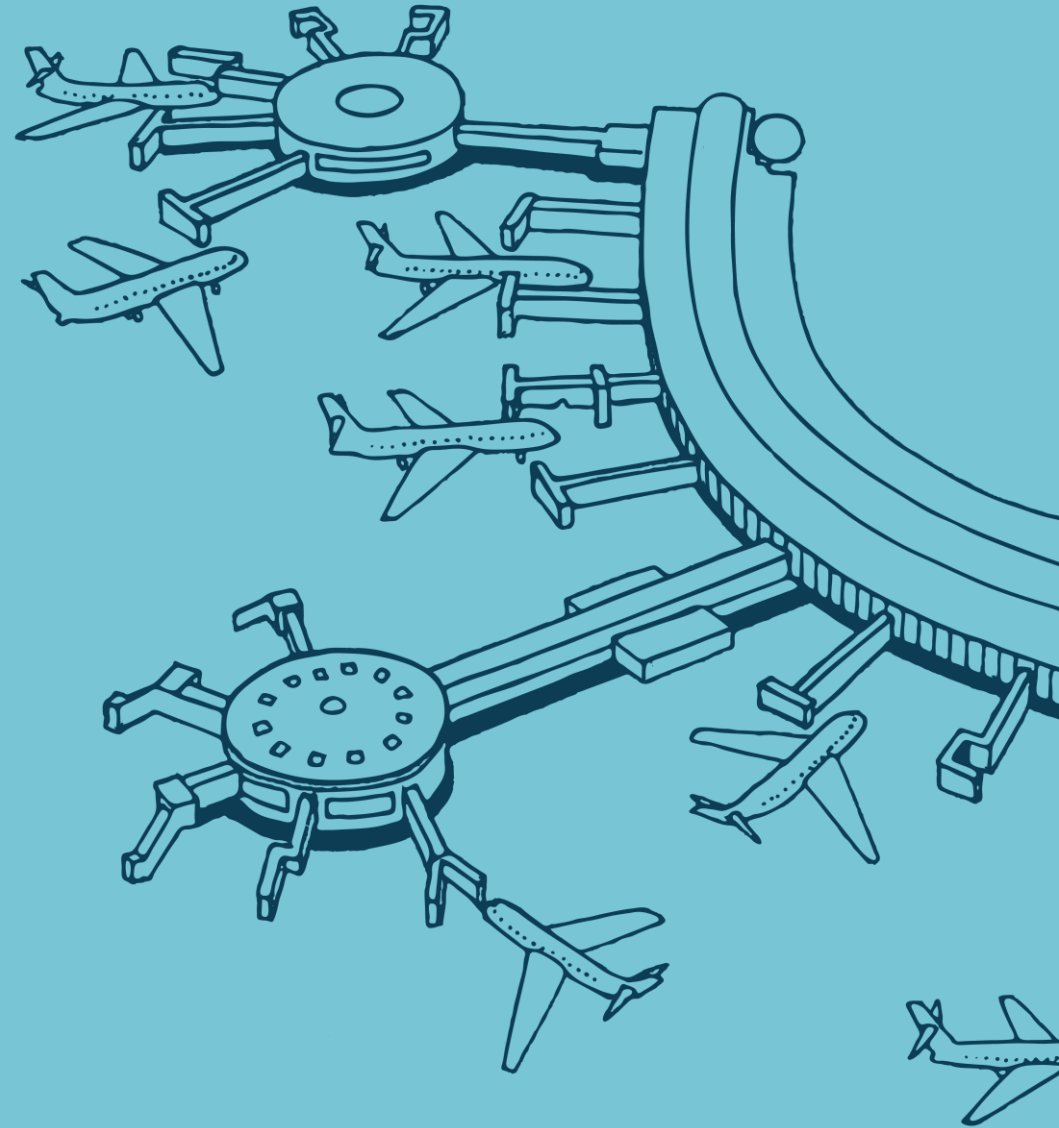
For staff working in a Security Restricted Area this could mean:

- firearms used in wildlife control or armoured vehicle operations
- explosive charge devices used during construction works e.g. blow torches, nail guns

'Tools of trade' must not be accessible to the public and must be under the physical control of the person carrying and using the item at all times.

All 'tools of trade' must be logged on entering and exiting Sterile and Security Restricted Areas and monitored at all times by the person carrying them.

UNDERSTANDING THE INSIDER THREAT



UNDERSTANDING THE INSIDER THREAT

The insider threat can be defined as the threat posed by unauthorised access, use or disclosure of privileged information, techniques, technology, assets or premises by an individual with legitimate or indirect access, which may cause harm.

Insider threats include:

- sabotage
- theft
- espionage
- fraud
- exploitation
- tampering

A trusted insider is a potential, current or former employee or contractor who has legitimate access to information, techniques, technology, assets or premises. At Brisbane Airport, a trusted insider is classified as anyone who has been granted access by Brisbane Airport Corporation (BAC) to access physical facilities including the SRA. Trusted insiders can intentionally or unknowingly assist outside people and organisations, including terrorists, in their operations, or to commit malicious acts against the aviation industry. They pose immense risk to aviation security and are very unpredictable.

In the aviation environment, trusted insiders can include but are not limited to:

- cabin crew / pilots
- airport officials / cleaners
- baggage handlers / check-in staff
- catering staff / retail staff
- security staff / government officials

INSIDER ATTACKS FROM AROUND THE GLOBE

There are cases of trusted insider attacks occurring in the aviation sector while taking place at airports that employ some of the most sophisticated security technology and procedures in the world.

Examples:

- **2013:** An avionics technician, Terry Lee Loewen, was nabbed in an FBI sting operation after attempting to explode a car bomb at the Wichita, Kansas Airport.
- **2014:** Eugene Harvey, a baggage handler at Atlanta's Hartsfield-Jackson International Airport, was busted for helping an accomplice smuggle at least 125 guns by loading them onto flights between Atlanta and New York.
- **2015:** Metrojet Flight 9268 was taken down by a bomb, which investigators believe was placed there during loading by a baggage handler who was loyal to an Egyptian offshoot of the Syria-based Islamic State militant group (ISIS).

TRUSTED INSIDER

Organised crime and terrorist groups have recognised the potential operational value of trusted insiders in the following ways:

- A trusted insider may be used to provide physical access or privileged information willingly or through coercion/deception to sensitive areas. These members do not need to hold high level positions to fulfil the criteria of a trusted insider.
- Organised crime and terrorist groups may decide to become a trusted insider by either tasking one of their own operatives to gain access to the target facility through employment or they could co-opt an existing employee within the aviation sector.
- Organised crime and terrorist groups may try to co-opt an existing employee within the aviation sector by targeting a person who may be sympathetic to the groups aims, which enables them to be willing to assist the overall target objective.
- Organised crime and terrorist groups may blackmail or coerce a trusted insider into facilitating an attack.
- A trusted insider may become a target without knowing it. For example, carrying a bag into the SRA for another person, not knowing that the bag contains a weapon.

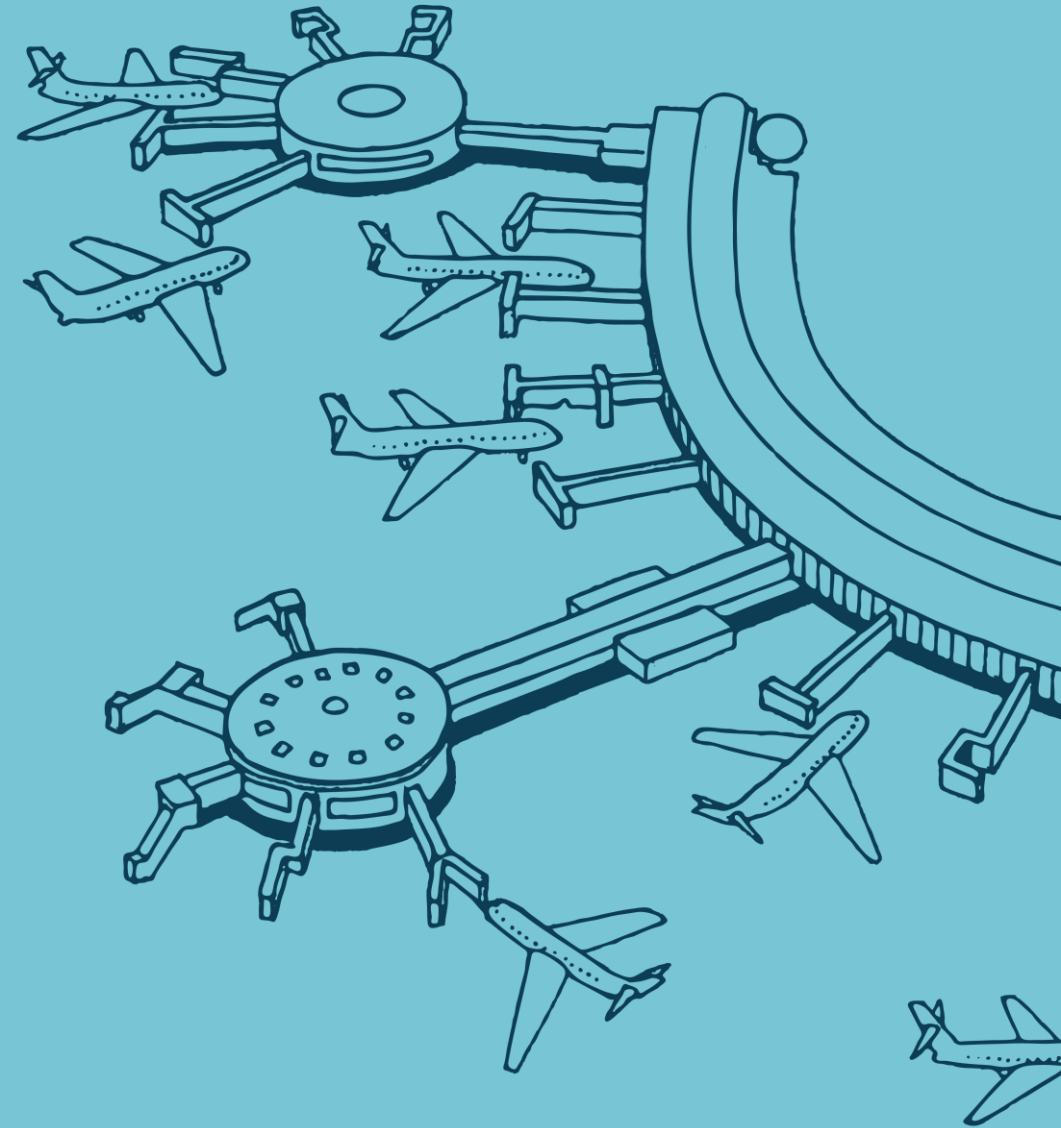
WHAT CAN I DO?

As an airport worker it is important that you are alert to:

- the threat of being befriended, blackmailed and/or coerced by people seeking access to secure areas, particularly to the SRA,
- people taking an unusual interest in their job, and
- the behaviour of other people working within the SRA.

If the nature of the questions or actions are a direct threat to aviation security, call the **Australian Federal Police (AFP) on 131AFP (131 237)** and remain with them until police arrive.

IDENTIFYING AND REPORTING SUSPICIOUS BEHAVIOUR



ESTABLISHING A CHALLENGE CULTURE



Staff working within the Sterile area and SRA are the first line of defence against security threats.

It is important to establish and foster a challenge culture within the Sterile area and SRA to ensure all staff are empowered to challenge and report illegal and unauthorised actions and behaviour.

As the screening authority at Brisbane Airport, BAC authorises and expects all staff working within the Sterile area and SRA to challenge any person they believe:

- is not authorised to be in the SRA
- is not following the security requirements and obligations of the Sterile area or SRA e.g.
 - not wearing or correctly displaying a valid ASIC or VIC
 - accessing the Sterile area or SRA through non designated points
 - bringing weapons into the SRA or Prohibited Items, PLAG's or weapons into the Sterile area
 - behaving in a suspicious and/or inappropriate manner

IDENTIFYING SUSPICIOUS BEHAVIOUR

Suspicious behaviour is any observed behavior that could indicate terrorism or terrorism-related crime.

This includes, but is not limited to:

- unusual items or situations
- eliciting information
- observation/surveillance

Some of these activities could be innocent, but it's up to law enforcement to determine whether the behaviour warrants investigation.

Examples of suspicious behaviour at Brisbane Airport include:

- a person(s) taking notes about potential security vulnerabilities
- a person(s) taking photographs of places that have no credible photographic interest
- a person(s) in an area with no apparent legitimate reason for being there
- a person(s) collecting information from promotional literature or enquiring about security in depth
- a person driving erratically and without any real purpose or doing repeated circuits of an area
- an unauthorised person accessing the SRA through an open door before it closes behind you (tailgating)
- a person seemingly testing security

REPORTING SUSPICIOUS BEHAVIOUR

If you see suspicious or unusual behaviour, take note of the following:

- who or what you saw
- when you saw it
- where it occurred
- why it's suspicious

Report it immediately to the BAC Airport Duty Manager (ADM) on 3406 3171, the Australian Federal Police (AFP) on 131 237 or your Supervisor/Manager.

Do not confront the individuals involved.



IDENTIFYING UNATTENDED OR SUSPICIOUS ITEMS

Unattended / suspicious items can include:

- baggage left unattended
- electrical items, including those left on charge without an owner present
- discarded bags and boxes
- items that may appear suspicious and not typical of the area

Never accept or agree to safeguard or take packages or any other item on behalf of someone else. If anyone approaches you to look after or carry a package – refuse to do so.

If you find an unattended or suspicious item, you are to apply the HOT UP principle:

- Is the item/substance **Hidden**?
- Is the item/substance **Obviously suspicious**?
- Is the item/substance **Typical** of what is in the area?
- Is the item/substance **Unusual**?
- Has there been general **Public access** to the area?

REPORTING SUSPICIOUS ITEMS

If you assess an item as suspicious, then it is deemed HOT:

- do not move or touch the item
- **contact the BAC Airport Duty Manager (ADM) on 3406 3171 or the Australian Federal Police (AFP) on 131 237**
- follow directions from the BAC DTM or the AFP

If it is not deemed HOT, dispose of the item or hand it into lost property.



IDENTIFYING A SECURITY BREACH

An **aviation security breach** is defined as an actual, attempted, threatened or suspected unlawful act, which would result in interference or malfunction of the civil aviation security system.

Below are examples of a security breach at Brisbane Airport:

- Transporting prohibited item(s) into a Sterile Area, or weapons into an SRA
- Forcing any door or access point which your access card does not let you through
- Allowing people to tailgate you, unless you are the designated person supervising a VIC holder
- Lending your security identification or access card to anyone
- Carrying unscreened Powders, Liquids, Aerosols and Gels (PLAGs) products into the Sterile Area of the International Terminal
- Entering a Sterile Area or SRA unscreened (unless exempt)
- Leaving 'tools of trade' unattended and accessible in the Sterile Area
- Unauthorised access into SRA or Airside e.g. person, vehicle

REPORTING A SECURITY BREACH

If you witness a security breach, take note of the following:

- who or what you saw
- when you saw it
- where it occurred

Report it immediately to the BAC Airport Duty Manager (ADM) on 3406 3171.



CCTV MONITORING AT BAC

Be aware that CCTV Monitoring is in constant use at BAC precincts for safety, Operations, Emergency and security purposes.



**Electronic
monitoring in
constant use**

Privacy Notice
Brisbane Airport Corporation Pty Ltd (BAC) is recording information for safety, operations, emergency and security purposes. For more information refer to BAC's privacy policy available at bne.com.au/privacy.

SECURITY AWARENESS TRAINING



E-LEARNING – Thankyou for completing BAC's Security Awareness training

