INTERNATIONAL & DOMESTIC TERMINALS

STERILE AREA TENANT SECURITY PROGRAM

INTRODUCTION

Under the *Aviation Transport Security Act 2004* (*ATSA*) and *Aviation Transport Security Regulations 2005* (ATSR) Sydney Airport (SYD), as the security screening authority for Terminals 1, 2 and 3 must establish mechanisms to ensure the safety, security and integrity of the Sterile Area. Certain regulatory requirements and obligations must be met by Sydney Airport as the screening authority for the Sterile Area. As a consequence, retail tenants, employees and contractors working in Sterile Areas must comply with regulatory requirements and obligations as well as mandated Sydney Airport standards through the Sterile Area Tenants Security Access Control and Tools of Trade Program.

This document outlines your security compliance requirements and requires tenant acknowledgement and declarations in respect to how Sterile Area compliance is achieved in terms of:

- Goods entry locations and security screening compliance;
- Tools of Trade requirements and control processes;
- Any unusual screening requirements; and
- Aviation Security Identification Card (ASIC) requirements.

Sydney Airport reserves the right to conduct security compliance inspections in relation to your Tools of Trade control processes and ASIC display. The purpose of the inspection is to ensure compliance with Sydney Airport's Transport Security Program (TSP), the ATSR and security outcomes. Inspectors from the Department of Home Affairs also regularly conduct Tools of Trade, Access Control arrangements including ASIC display inspections to ensure regulatory compliance.

All information collected is for the purposes of demonstrating compliance with Sydney Airport's regulatory requirements under its TSP.

DEFINITIONS

Airline lounge – An airline lounge is a part of the Sterile Area made available to persons on a membership or guest basis.

Airport concession – An airport concession is a part of the Sterile Area that is subject to a lease or license (held by a person other than a terminal operator) and includes a restaurant, retailer or an airline customer lounge located in the Sterile Area.

Airside Area - An Airside Area is secure area that operates the key functions of aviation operations. Security in the Airside Area is strictly regulated and monitored. Measures are in place to tightly control access to this area.

Authorised Officer - An Authorised Officer is considered a Sydney Airport Security Representatives, any officer of the Australian Federal Police (AFP) (law enforcement agency for the Airport community), or any other person duly authorised to exercise control over persons for aviation security purposes such as Sydney Airport's security service provider Certis Security .

Contractor – A contractor is a person or body that contracts with a terminal operator, airport concession or airline and a staff member of such a person or body.

Dangerous goods – A dangerous good is an explosive substance or thing which by reason of its nature is liable to endanger the safety of an aircraft or persons on board. A list of dangerous goods can be obtained from the Civil Aviation Safety Authority website: https://www.casa.gov.au/operations-safety-and-travel/safety-advice/dangerous-goods-and-air-freight

Goods – A good is moveable property, merchandise or items for sale or use in the Sterile Area.

Landside – Landside refers to the part of the Airport, which is not within the Airside Security Zone, to which the general public has access, and which has not been designated as a secure area.

Powders, Liquid, Aerosol or Gels (PLAGs) – A PLAG is considered any item that can be poured, sprayed or smeared – or comprises predominantly of fine dry particles. A full description of PLAGs can be found on the

Department of Home Affairs website; https://www.homeaffairs.gov.au/about-us/what-we-do/travelsecure/carry-on-baggage/travelling-with-powders-liquids-aerosols-and-gels

Prohibited item – A prohibited item is any item (other than a weapon) that is not permitted to be carried into a Sterile Area such as knives, screw drivers, and sharp-edged scissors. A list of prohibited items can be obtained from the Department of Home Affairs website https://www.homeaffairs.gov.au/about-us/what-we-do/travelsecure/carry-on-baggage/items-you-cant-take-on-plane

Restricted Items: A restricted item is considered a PLAG Tools of Trade product such as cleaning fluid, glue and sealants specifically used for the purpose of carrying out the operation of your tenancy.

Sydney Airport Security Controlled Area – Sydney Airport Security Controlled areas are the non-public areas of T1, T2 and T3. Security controls are in place for these areas to limit access to those persons who have an authorised requirement. These areas include but are not limited to back of house operations, maintenance and loading/delivery docks.

Security Tamper Evident Bag (STEBs) – A STEB is a plastic bag with tamper evident features into which PLAG products can be placed.

Sterile Area – The Sterile Area is sometimes referred to as the Landside Security Zone. The purpose of the Sterile Area is to subject this area to stricter controls than other areas or zones of the airport. The Sterile Area is primarily used to hold or transfer passengers who have been screened and cleared before they board their aircraft. This is to make sure no weapons or prohibited items are carried on to an aircraft. All Persons and goods must not enter the Sterile Area until they have been screened and cleared at a security screening point.

Tenancy – Is defined as a site under the control of the company which may include shop front, secured rooms and storage areas.

Terminal – Is defined as a building that serves the purpose of facilitating the arrival and departures of passengers. It is also a building where businesses operate to provide goods and services and/or supports the operational functions of the building.

Tools of Trade – A Tool of Trade is considered a prohibited and restricted item that a person carries through a screening point and are used for lawful purposes in the Sterile Area (that is, specifically for the purpose of carrying out the functions and operations of your business). Typically, the most common Tools of Trade used are scissors, box cutters, knives, hammers and screwdrivers which enable the tenancy to carry out its trade.

Weapons – A weapon is any item prescribed by the ATSA to be a weapon, or a device that is part of a weapon; or a device reasonably capable of being converted into a weapon of any kind (such as firearms, bullets, martial arts equipment, slingshots, crossbows, tasers, capsicum sprays or similar devices for example).

PRIVACY NOTE

In this Program we are collecting some 'personal information' about individuals (such as names and contact numbers). Accordingly, under privacy legislation, we are required to make certain disclosures before we collect that information. They are as follows:

1. This information is being collected by Sydney Airport;

2. You are able to gain access to the personal information we hold about you by contacting us via email to privacy@syd.com.au;

3. The information is being collected so that we can ensure that appropriate security arrangements are in place to protect the Sterile Areas at Sydney Airport (which we are required by law to do);

4. Apart from law enforcement and other government agencies, we will not disclose the personal information you provide to a third party without your prior consent; and

5. If you do not provide the information to us, we cannot fully and effectively discharge our statutory obligations as operator of Sydney Airport, and it may also be a breach of your or your employer's lease with Sydney Airport.

For full details of the way in which Sydney Airport collects, handles and discloses personal information, you can view our Privacy Policy online at www.sydneyairport.com.au.

As we may be collecting personal information relating to third parties from persons other than the individuals themselves, we must make sure that they are aware of the things set out above. To ensure that this happens you must:

- Warrant that you are authorised to provide the personal information to us; and

- Agree to inform them of things set out in 1 to 5 above, as well as the fact that they can view our Privacy Policy.

YOUR TENANCY'S SECURITY REQUIREMENTS AND OBLIGATIONS

As an airport tenant operating within the Landside Security Zone you and your staff have an obligation and a duty to maintain the safety and security of Sydney Airport. It is important that everyone maintains the highest security standards in order to protect passengers, staff, visitors and Sydney Airport itself. Tenancies operating at Sydney Airport are responsible for ensuring their personnel and/or contractors under their control comply with the security obligations explained in the Sydney Airport Security Awareness Guide which is available at www.sydneyairport.com.au.

This document briefly outlines the security requirements Sydney Airport, as the Airport Operator of Sydney Airport, requires you, the Sterile Area tenant to take responsibility for and comply with, as a minimum:

1. Tools of Trade Register & Security Direction

In accordance with your Sydney Airport lease agreement, you are required to follow the conditions of this program.

The ATSR allows prohibited and restricted items (PLAGs for the International Terminal) to be carried through a screening point and be used in the Sterile Area as Tools of Trade when required for a lawful purpose (such as for the purpose of construction, maintenance or operations of retail outlets).

Examples of prohibited items are scissors, knives and screwdrivers and examples of a restricted item are cleaning products, sealants, degreasers, glues, paints and oils.

Personal items such as beverages, soups, perfumes, cosmetics (above 100mls) are not considered a Tool of Trade and are subject to PLAGs restrictions which means they will be required to be surrendered before a person will be permitted. Exceptions apply for medicines/medical or therapeutic products. In this case, the person will be required present a doctor's certificate or doctor's letter outlining the patient's requirement to use the product for medical or therapeutic reasons.

It is the responsibility of the tenant to ensure all staff working within the tenancy are aware of the conditions and responsibilities of accessing and using Tools of Trade.

The conditions of this program are that it must be presented at the screening point when introducing a Tools of Trade, which are otherwise considered prohibited items, into the Sterile Area and maintain a register of all Tools of Trade held within the tenancy daily. Routine inspections of this register will be conducted by Sydney Airport Security and by the government regulator. An example of a register and instructions is attached at **Annex A**. A list of prohibited items is attached at **Annex B.**

The primary condition placed on a Sterile Area tenant is that Tools of Trade (prohibited items) must remain in the custody and control of the Sterile Area tenant at all times and must not be given, sold or loaned to any other person including a passenger. The purpose of keeping the Tool of Trade under custody and control is to prevent it being used to commit an act of unlawful interference with aviation such as being used as a weapon onboard an aircraft.

The method used for custody and control of prohibited items includes:

- The item/s being carried in a secure manner on a person at all times whilst in the Sterile Area;

- The item/s being under constant visual and physical control when in use in the Sterile Area;

- The item/s being chained or secured by a flexible steel cable to an immovable part of the work area (i.e. knife chained to kitchen bench or scissors to cash register); and,

- The item/s are locked away when not being used,if the Tool of Trade is not chained or cabled to an immovable part of the work area.

There are serious implications to your tenancy's operation if a Tool of Trade is found not in the control or custody of an employee, contractor or secured to a permanent fixture. The implications could include:

- Evacuation of the Sterile Area by all staff and passengers;

- Closure of all Sterile Area tenancies;

- Aircraft delays – as aircraft will not be able to depart and therefore arriving aircraft will be forced to wait;

- Significant financial loss across the airport, Sterile Area tenancies and airlines;

- Government enforcement actions; and/or

- The Tool of Trade being used to commit an act of unlawful interference with aviation.

A breach of any of the conditions of the Security Direction will be taken seriously. Sydney Airport reserves the right to enforce severe penalties which may include:

- Removal of Tools of Trade from the Sterile Area tenant or their contractor;

- Cancellation of staff or contractor identification cards or access rights to the Sterile Area; and

- Review of your contract or lease arrangements with Sydney Airport or any other company on the airport.

If you have lost control of a prohibited item in the Sterile Area you must immediately notify

SYDNEY AIRPORT Security for T1 and T2 on 9667 9673 and T3 on 9667 6000.

2. Access Control & Conditions of Entry

You must ensure your employees are familiar with the access control arrangements at the airport. The following information briefly outlines your security responsibilities and obligations as a tenant operating in the Sterile Area and therefore have a requirement or need to access this area and Sydney Airport Security Controlled Areas.

The purpose of the Sterile Area and Sydney Airport Security Controlled Area is to subject these areas to stricter controls than other areas or zones of the airport.

You must ensure that your staff, contractors or authorised visitors who enter the Sterile Area submit themselves and goods to screening and clearance processes. The legislative obligations require Sydney Airport to ensure that entry of persons or goods into the Sterile Area is allowed only after screening processes have taken place and any disallowed items are detected and either:

- Not permitted to be carried into a Sterile Area or on board an aircraft; or

- Allowed to enter the Sterile Area as a Tools of Trade under specific conditions and controls.

Similarly, persons entering a Sydney Airport Security Controlled Area must ensure that they are entering the area for the purpose of carrying out functions of their business such as accessing the tenancy's storage cage, the delivery dock or garbage areas.

The following Conditions of Entry briefly set out the minimum-security requirements employees and contractors must adhere to when access the Sterile Area or Sydney Airport Security Controlled Area. To enter these areas you must:

- Have a lawful purpose for being in that area;

- Have duties to perform in the area;

- Have authorisation to enter the area;

- Properly display a Red or Grey ASIC or VIC at all times within the sterile area of T1 and in areas generally not accessible to the public of T2 and T3.

- NOT give/lend your ASIC or VIC to anyone else to use. The ASIC or VIC is issued for the use of the individual named on the card;

- Not use another person's ASIC or Access Card

- Not tailgate others or not allow anyone to tailgate you;

- Not meet and greet or farewell friends, relatives or colleagues when you are on or off duty at T1; and

- Challenge any person not displaying a valid ASIC/VIC or other approved valid ID.

For the T1 Sterile Area, workers must present their security passes for inspection to verify their validity and for 'face to photo' recognition.

Failure to comply with the conditions of entry means you could be investigated, prosecuted and fined. You could also lose your ASIC or VIC and/or access privileges and your right to work at the airport.

3. ASIC & ID Display

As a tenant, you must ensure that your employees properly display a valid ASIC or VIC when in the Sterile Area. Properly displaying your ASIC or VIC means:

- above waist height;

- on the front side of the outer clothing or on an armband; and

- with the front of the card clearly visible.

Note: It is an offence under the regulations if you do not display or use your ASIC or VIC correctly. Failure to display your ASIC or VIC could result in an infringement notice and/or suspension or cancellation of the ASIC or VIC. Random and continuous ASIC display inspections will be carried out by the Australian Federal Police, Sydney Airport Security and Inspectors from the Department of Home Affairs.

Only persons making deliveries to the dock are excluded from the ID display requirements provided the person is under the constant supervision of an ASIC or Landside Terminal Card holder

Note: In the Sterile Area, supervision is only required in those areas generally not accessible to the public. These areas include but are not limited to storerooms, behind shop counters and loading docks. Areas defined as accessible to the public include but are not limited to concourses, toilets and eateries.

4. Security Awareness

It is the responsibility of all airport employees, who operate on Sydney Airport to be security aware, follow procedures and report breaches and any suspicious activity.

As a tenant, you must ensure that all staff under your control (including contractors and visitors) are provided with a security awareness induction. The Security Awareness Guide is a good source of information that can be used for staff inductions. The Security Awareness Guide can be found on Sydney Airport's website: www.sydneyairport.com.au. 'Toolbox talks' are also available should your company request Sydney Airport to conduct specialist security awareness raising for your staff.

Sydney Airport reinforces security awareness through the display of posters, signage at staff access points, and the Sydney Airport Security Awareness guide reminding staff of their security obligations. Sydney Airport periodically provides all ASIC holders with security awareness brochures and updates, particularly when new security arrangements are introduced, or existing arrangements are changed or updated.

A lack of security awareness can contribute to employees breaching government regulations and Sydney Airport's security rules and conditions. There are serious consequences should a breach occur.

5. Reporting Security Concerns

Sydney Airport is responsible for the overall security of Sydney Airport and coordinates all security responses. Sydney Airport requires Sterile Area tenants (including employees) to report any security incidents, security breaches or suspicious activity to the Integrated Operations Centre (IOC) on (02) 9667 9673 for T1 & T2 and Bay 5 Control Room for T3 on (02) 9667 6000 or Emergency (02) 9667 9090.

AFP is responsible for community policing issues at Sydney Airport. Any crime relating to your tenancy such as theft, shoplifting etc, should be reported to the Airport Police on 131 AFP (131 237).

SCREENING OF GOODS

Under the *Aviation Transport Security Act 2004 (ATSA)* and *Aviation Transport Security Regulations 2005 (ATSR)* Sydney Airport Corporation Limited (Sydney Airport), as the security screening authority for Terminals 1, 2 and 3 must establish mechanisms to ensure the safety, security and integrity of the Sterile Area. Therefore, retail tenants, employees and contractors working in Sterile Areas must comply with regulatory requirements and obligations when passing through a security screening point.

Similarly, **all** goods entering a sterile area in T1, T2 and T3 must be security screened. Goods will be x-rayed. Goods may also be inspected and/or an explosive trace detection test conducted on it.

The following tables explain the locations of goods screening points, goods screening hours and conditions surrounding good screening:

T1 – International Terminal

- **Pier C Staff and Goods Screening Point**

  Pier C Staff and Goods screening point is designed mainly for standard and bulk goods delivery screening for Sterile Area tenants and airline lounges. However, Tools of Trade can be screened through the main and transit screening points.

  Pier C goods screening hours are:

  Monday - Sunday 0500 – 1700.

  Opening times may change and will be communicated through airport bulletins.

T2 – Domestic Terminal

- **Loading Dock Screening Point**

  Goods must be screened at the T2 loading dock. However, Tools of Trade can be screened through the main or regional screening points.

  Loading Dock goods screening hours are:

Monday - Friday	0400 hours to 1800 hours
Saturday	0400 hours to 1400 hours
Sunday	0400 hours to 1200 hours
Public Holidays	Hours may be extended for holiday periods such as Christmas.

  Opening times may change and will be communicated through airport bulletins.

T3 – Domestic Terminal

- Retail Loading Dock Screening

  Goods must be screened at the T3 loading dock. However, Tools of Trade can be screened at the Western screening point.

  Loading Dock goods screening hours are:

Monday – Friday	0400 hours-1400 hours
Saturday & Sunday	0400 hours -1000 hours

Public Holidays Hours may be extended for holiday periods such as Christmas.

Opening times may change and will be communicated through airport bulletins

- Qantas Business Club Lounge Dock Screening

  Monday - Friday   0600 hours to 1400 hours

  Saturday   0600 hours -1000 hours

Note: Facilitation of passengers or flight crew is a priority at all times. Should you present goods for screening during a peak period through passenger dedicated screening points, Sydney Airport's Security Service Provider, , may instruct retailers delivering bulk goods, to wait until the peak has passed before commencing screening of the goods.

Name	Contact
• Integrated Operations Centre (T1 & T2 Security Control Room)	(02) 9667 9673
• T3 Security Control Room	(02) 9667 6000
• Emergency Line	(02) 9667 9090

• Helpline
  - Tools of Trade
  - Security Incidents
	Security Performance Coordinator
	spc@syd.com.au
	
	0403 107 955
	(02) 9667 9673

STERILE AREA TENANT DETAILS		
[3] Company Details	**Company Name:**	
Primary Contact (mandatory)	**Name:** **Position:** **Phone:** **Email:**	
Secondary Contact (mandatory)	**Name:** **Position:** **Phone:** **Email:**	
Tenancy Details (including shop fronts and storage areas)	**Name:** **Location:** **Phone:**	**Name:** **Location:** **Phone:**
	Name: **Location:** **Phone:**	**Name:** **Location:** **Phone:**
	Name: **Location:** **Phone:**	**Name:** **Location:** **Phone:**
	Name: **Location:** **Phone:**	**Name:** **Location:** **Phone:**
	Name: **Location:** **Phone:**	**Name:** **Location:** **Phone:**

The Sterile Area tenant must, within seven working days after becoming aware of a change in any of the details mentioned in this section, notify Sydney Airport in writing or via email of the new details.

DECLARATION

I have read and understood the Sterile Area Tenant Security Program. I agree to inform and make available the information provided in this document to all staff working within the tenancies listed in this program. If I become aware that any of the information in this document is inaccurate or out-of-date, I undertake to provide correct and up-to-date details to Sydney Airport without delay.

I also:

- Acknowledge the disclosures made under the "Privacy Note" about the personal information you are collecting; and

- Agree to do the things set out in the last paragraph of the "Privacy Note", because I have provided to Sydney Airport personal information about individuals other than myself.

Name:	Position:
Signature:	Date:

TOOLS OF TRADE CERTIFICATION

This section provides authorisation by Sydney Airport for the tenancies listed in this program to use and hold tools of trade within their tenancies for the purposes of conducting lawful business within the sterile areas of T1, T2 and T3.

This program must be presented at the screening point by an ASIC holder whose company listed on their ASIC matches the company / tenancy listed in this program for the Tools of Trade to be permitted entry to the sterile area.

All Tools of Trade must be registered and accounted for on the tenancy's daily register. The register must be made available for inspections by Sydney Airport security and the Australian Government regulator.

Company	Sydney Airport
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Date:

TOOLS OF TRADE (PROHIBITED ITEMS) REGISTER

Week Commencing: _____

Company/Store Name: _____

- **You must ensure each Prohibited Item is accounted for. Log the time and initial the appropriate column at the start and finish of each day**.
- **Any discrepancies <u>must</u> be reported immediately** to your Supervisor/Manager and to the Integrated Operations Centre (IOC) on **(02) 9667 9673**, or T3 Bay 5 Control Room (02) 9667 6000.
- Refer to your **Security Direction – Tools of Trade Certificate** and your **Sterile Area Tenants Security Program** documentation for more information or contact the Integrated Operations Centre on **(02) 9667 9673** if you have any questions.

Sharps Items (Do not include cutlery knives or corkscrews. However, Waiters Friends/Corkscrew with knives must be included.)	Monday Start Time & Initial	Monday Finish Time & Initial	Tuesday Start Time & Initial	Tuesday Finish Time & Initial	Wednesday Start Time & Initial	Wednesday Finish Time & Initial	Thursday Start Time & Initial	Thursday Finish Time & Initial	Friday Start Time & Initial	Friday Finish Time & Initial
E.g. 1.x Stanley Knife	*06:30 LN*	*22:30 LN*	*08:00 LN*	*22:30 LN*	*07:00 LN*	*22:00 LN*	*07:00 LN*	*22:45 LN*	*06:00 LN*	*22:45 LN*
1.										
2.										
3.										
4.										
5.										
6.										

Items (sharps) Continued …	Saturday Start Time & Initial	Saturday Finish Time & Initial	Sunday Start Time & Initial	Sunday Finish Time & Initial	Any Comments (if applicable):
E.g. 1.x Stanley Knife	*06:15 LN*	*22:30 LN*	*07:00 LN*	*22:25 LN*	
1.					
2.					
3.					
4.					
5.					
6.					

- All Sharps items must be secured appropriately, for example; chained to an immovable part of the work area (i.e. kitchen knife chained to

kitchen bench or scissors to a drawer) or stored in a lockable drawer where the public cannot access such as the back office. You must keep the drawer key on your person at all times;

- All Sharps items must be carried in a secure manner on the person if the item is being carried in the Sterile Area;
- All Sharps items must be under constant supervision when being used in the Sterile Area; and
- All Sharps items must be locked away when not being used.

Note: Please ensure this register is maintained at all times as random security audits will be conducted by Sydney Airport Security and the Department of Home Affairs. Non-compliance is considered a security breach which may result in penalties.

PROHIBITED ITEMS LIST as at 23 April 2012 and PROHIBITED ITEMS WHITE LIST May 2019

AVIATION TRANSPORT SECURITY REGULATIONS – Aviation Transport Security (Prohibited Items) Instrument 2012

An item mentioned in the following is specified as a prohibited item.

1. Sporting goods, Kitchen utensils, tools, and other items with sharp edges or points capable of injuring a person;

- Axes, hatchets and similar things
- Box cutters
- Crampons
- Darts
- Drills
- Ice axes and ice picks
- Ice skates
- Knives (regardless of size) (i.e. Swiss army knives, lock knives, camping, kitchen knives…)
- Meat cleavers
- Metal Cutlery
- Open razors (also called straight razors)
- Rock-climbing equipment such as pitons, hooks, hammers and bolts
- Saws
- Scalpels
- Screwdrivers, crowbars, hammers, pliers and wrenches
- Ski poles
- Utility knives

2. Sharp items that are not weapons but are capable (with or without modification) of causing harm by penetration
- Letter openers
- Bodkins
- Pointed metal scissors
- Razor blades
- Hypodermic needles (whether or not attached to syringes)

3. Blunt items (other than walking sticks, crutches, or other mobility aids or dressing stick designed to assist a person) that are able to be used to bludgeon or threaten to bludgeon a person;
- Baseball, softball, and cricket bats, and similar items
- Hockey and lacrosse sticks and similar items
- Billiard, pool or snooker cues
- Golf clubs
- Any other piece of wood, metal or any other substance big enough to threaten someone

4. Flammable Goods
- Aerosol containers, including cans of spray paint
- Petrol and any other flammable liquid
- Fireworks

5. Items capable of being used to restrain a person
- Cable ties
- Handcuffs
- Duct tape/Gaffer tape