

Melbourne Airport Security Enforcement Policy

Purpose

Australian aviation security legislation establishes strict security controls across Melbourne Airport. This legislation defines specific security zones; each subject to specific security requirements (as referenced in the *Aviation Transport Security Act 2004* and *Aviation Transport Security Regulations 2005*).

Access to Melbourne Airport's regulated security zones and customs-controlled areas are subject to compliance with the Melbourne Airport Conditions of Use (APAM-1600-GE-MAN-0001), the Melbourne Airport Aviation Security Identification Card (ASIC) and Access Terms and Conditions and the Visitor Identification Card (VIC) Terms and Conditions of Use. Failure to comply with the Conditions of Use and Terms and Conditions will result in investigation, enforcement action and possible suspension of access privileges.

This policy is designed to maintain the integrity of Melbourne Airport's security protocols, ensure compliance with all regulatory requirements and promote a safe and secure environment for passengers, staff and stakeholders.

Enforcement under this program is carried out by Melbourne Airport Security and is separate from any infringements or penalties that may be imposed by the Australian Federal Police (AFP), Australian Border Force (ABF), Critical Infrastructure Security Centre (CISC) and individual employers.

Application

For the purposes of this Policy, access privileges are the electronic access permissions assigned to an individual's Melbourne Airport issued Aviation Security Identification Card (ASIC) or Melbourne Airport Access Card or encoded onto an ASIC issued by another authorised issuing body, which enable entry to regulated security zones and customs-controlled areas of Melbourne Airport. Access privileges are granted based on an individual's operational role and approved operational requirement.

Access to the regulated security zones and customs-controlled areas of Melbourne Airport may also be through tenancy arrangements which provide stakeholders with direct access to the Airside Area or Security Restricted Area (SRA) or through escorted access when the individual has a Visitor Identification Card (VIC).

This policy applies to the following individuals with access privileges or access to regulated security zones and customs-controlled areas of Melbourne Airport:

- Those with a Melbourne Airport issued ASIC
- Those with a Melbourne Airport issued Access Card
- Those with Melbourne Airport Access Privileges encoded on a different Issuing Body's ASIC
- Those who access the Airside Area or Security Restricted Area (SRA) of Melbourne Airport through tenancy arrangements that provide direct access; and
- Any individual granted escorted access through the issue of a Visitor Identification Card (VIC)

Offences

The following actions outlined in the table of offences below are considered offences under the Melbourne Airport Security Enforcement Policy. Each offence constitutes a failure to comply with aviation security legislation, Melbourne Airport's Conditions of Use and/or Terms and Conditions and may result in enforcement action. The table of each offence, their corresponding ID and maximum penalty (for first time offences) are outlined below.

Table of Offences

Offence ID	Offence	Maximum penalty for first time offence
		Access privilege suspension
1	Improper display of ASIC or VIC	1 Week
2	Failing to ensure doors/gates are secured	2 Weeks
3	Permitting others to tailgate you	2 Weeks
4	Tailgating others into secure areas	2 Weeks
5	Infringing perimeter fenceline clearances	1 Month
6	ASIC holder failing to comply with escorting requirements of a VIC	1 Month
7	Meet/farewell/physically interact with persons in the airside security zone or T2 customs-controlled areas	1 Month
8	Tools of Trade unattended in sterile areas	1 Month
9	Allowing another person to use ASIC or access privilege	1 Month
10	Failure to comply with directions of authorised security and/or Customs personnel	1 Month
11	Improper use of ASIC/access privilege	1 Month
12	Causing a regulated security zone breach	12 Months
13	Unauthorised access to an aircraft	Indefinite
14	Interfering with cleared bags	Indefinite
15	Interfering with security systems or equipment	Indefinite
16	Failure to comply with VIC Terms and Conditions	Indefinite
17	Causing a reportable security incident to the Department of Home Affairs	Indefinite

Enforcement Action

Maximum penalties in the abovementioned table refer to first time offences. Subsequent offences may incur a higher penalty at the discretion of the committee.

Security offences are managed through a structured and consistent enforcement framework. Enforcement action may include the suspension of access privileges and will be applied proportionately, by considering the severity and nature of the offence, the individual's offending history and the associated security risk profile. Serious offences may result in immediate access privilege suspension pending a full investigation.

All decisions relating to access privilege suspension or other enforcement actions are determined through a committee-based review process to ensure fairness, consistency and regulatory compliance.

Following a determination, the affected individual will be provided with written notification, outlining the details of the offence, the outcome of the review and the enforcement action to be applied (if applicable).

Where enforcement action is proposed, a notice period will apply. During this period, the individual will be provided with an opportunity to respond before the enforcement action takes effect.

Version Control

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This policy may be updated to reflect legislative or internal changes. The most recent version will be published as the current authoritative version.