



Australian Government
Department of Home Affairs

Airport Operator TSP Guidance

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Disclaimer

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Purpose

The purpose of this document is to assist operators of a security controlled airport to prepare and submit a Transport Security Program (TSP) to the Department of Home Affairs (the Department).

This document provides guidance on how to complete the Airport Operator TSP template located on the Department's air cargo and aviation security website at <https://www.homeaffairs.gov.au/about-us/our-portfolios/transport-security/air-cargo-and-aviation/aviation/airport-operators>

It will also assist you to understand the obligations and requirements of an airport operator under the *Aviation Transport Security Act 2004* (the Act) and the *Aviation Transport Security Regulations 2005* (the Regulations). The Act and Regulations are available at www.legislation.gov.au.

Who is an airport operator?

The operator of a security controlled airport who is also an aviation industry participant as defined under section 9 of the Act.

What is a security controlled airport?

An airport or part of an airport that has been declared by the Secretary of the Department as a security controlled airport.

The Act requires all operators of security controlled airports to submit, hold and maintain an approved TSP. The Secretary will also designate a category for your airport dependent on the nature of the operations detailed in your TSP submission.

It is an offence for a security controlled airport to operate without an approved TSP.

What is a Transport Security Program (TSP)?

A TSP is a document that sets out the measures and procedures that the airport operator will implement to prevent acts of unlawful interference, and meet their obligations under the Act and Regulations. The TSP demonstrates that you, the airport operator:

- are aware of your responsibilities to contribute to the maintenance of aviation security;
- have an integrated, responsible and proactive approach to managing aviation security;
- have the capacity to meet the specific obligations of the Act and Regulations; and
- have taken into account your local security risk context in developing activities and strategies for managing aviation security.

What must my TSP contain?

Your airport operator TSP must include, but is not limited to, the following:

- how you will manage and co-ordinate aviation security activities with your operation(s), including the measures and procedures used to maintain aviation security and prevent unlawful interference with aviation;
- how you intend to secure and manage access to airside and landside zones;
- how you will co-ordinate the management of aviation security with other parties across your airport;
- the equipment and procedures you use to maintain aviation security;
- how you will respond to aviation security incidents;
- how you will protect security compliance information;
- the other aviation participants who are covered by, or operating under, your TSP;
- the consultation that was undertaken in preparing your TSP, with other aviation industry participants who are covered by, or operating under, the TSP; and
- a signed statement from an authorised signatory within your organisation to the effect that you believe that your TSP gives effect to your obligations under the Act.

How long is a TSP valid?

A TSP can remain in force for up to five (5) years from the date of approval (or a lesser period if the Department specifies).

How do I complete the TSP template?

The text provided in the template is displayed in various colours.

- **Black text** is an example and does not need to be amended, unless it is inconsistent with your business processes.
- **Purple text** is used to indicate where text appropriate to your business must be inserted. For example:

[Organisation's name] has measures and procedures in place to control access to the following operational documents:

- *sterile area boundaries; and*
- *zones.*

Purple text must be amended to reflect your operations, and changed to black on completion.

- **Red text** is used for remarks or notes designed to assist in drafting your TSP, for example *insert your procedures here*. Red text must be deleted before submitting your TSP.

What are accompanying documents?

The template includes examples of accompanying documents for your TSP, annexes and attachments. Under our legislative requirements:

- Annexes form part of your TSP. Any changes to this information must be submitted for a formal TSP assessment; and
- Attachments do not form part of the TSP, but they must be submitted together with the TSP. Attachments contain information that you can update as required without having to undergo a formal assessment. However, a failure to promptly notify the Department of these changes may be an offence.

Does my TSP need to include a map?

An airport operator's TSP must include a map (or maps) which shows, according to the Act s.17(2):

- the airside and landside areas;
- any airside security zones; and
- landside security zones for the airport (sterile areas etc).

This map (or these maps) must clearly illustrate the complete boundaries of the airport. The Regulations set out further requirements for the standards of your map.

Must I use the Department's TSP template?

It is recommended that you use the Department's template when preparing your TSP. You can choose to develop your own document, but you must address all the applicable legislative requirements.

If you are using the Department's template, we recommend that you do not alter the headings when preparing your TSP.

If you choose to create your own document, using headings consistent with the Department's template will assist the assessment process.

How do I submit my TSP?

Your TSP can be submitted to the Department in an electronic or hard copy form. Please ensure electronic versions are submitted in PDF format, and that any password protection has been removed.

Your TSP must be accompanied by a letter or an email from an authorised signatory within your organisation requesting approval.

Please email your TSP to national.coordinator@homeaffairs.gov.au or post to:

Department of Home Affairs
Regulatory Submissions
Aviation and Maritime Security Division
PO Box 25
Belconnen ACT 2616

Agents

If an agent is preparing or submitting a TSP on your behalf, your submission will require a current authorisation letter. Your letter must be signed by an authorised signatory within your organisation and indicate that the agent is approved to prepare and submit the TSP on your behalf.

Decision timeframes

The Department has a 60 day consideration period in which to make a decision to approve or refuse your TSP. If a decision to approve your TSP is not made within 60 days, your TSP is deemed to have been refused.

The Department may require further information relating to your TSP. If that happens, then the 60 days consideration period is put on hold for a specified period.

You will receive an email advising you of the Department's decision regarding your TSP.

How do I update my TSP?

Your TSP must continue to reflect your airport's operations. It is an offence not to comply with the security measures in your approved TSP. Your local risk context statement must continue to reflect your operating environment.

If your risk context, operations, measures or procedures change, you must submit your proposed changes for assessment. This can be done as either an alteration (which is an amendment to your existing TSP) or a revision (which completely replaces your previous TSP).

TSP alterations

A minor change to your TSP will be addressed as an alteration. A minor change is generally one which does not affect your local security risk context, or change the aviation security outcomes for your operations.

The following documents must be included with an alteration proposal:

- a written request to the Department including a list of the proposed alterations; and
- a copy of your proposed TSP.

An alteration to a TSP does not affect the period that the TSP is in force.

Note: In some instances, the proposed changes to your TSP may not affect the local security risk context but the changes may necessitate the revision of a security plan. The Department will advise if this is the case.

TSP revisions

A major change to your TSP will be submitted as a revision. A major change is one which affects your local security risk context and/or changes the aviation security outcomes for your operations.

Other requirements for a TSP revision may include, but are not limited to:

- a change in your security risk context (local or national);
- a change to your airport's categorisation;
- a major infrastructure change;
- a change in the nature of your airport operations;
- a change to the legal entity responsible for your TSP; or
- a change to the legislation.

Your local security risk context must be considered with all TSP revisions. If there is no change, your submission must include the following declaration:

I am satisfied our TSP, as revised, will continue to adequately address the relevant legislative requirements.

The following documents must be included with a revision proposal:

- a written request to the Department;
- a copy of your proposed revised TSP; and
- a signed statement.

A revised TSP replaces your existing TSP and is valid for up to five (5) years from the date of approval.

Note: You need to make sure you have an approved TSP in place by the time your current one expires. To allow for the Department's consideration period, you should submit your revised TSP at least 60 days in advance of your existing TSP's expiration. It is an offence for an airport operator to operate without an approved TSP.

Further information

More information and guidance on Australia's aviation security regime is located on the Department's website, <https://www.homeaffairs.gov.au/about-us/our-portfolios/transport-security/air-cargo-and-aviation/aviation/airport-operators>, including links to the Act and associated Regulations.

A Guidance Centre has been established for nationally consistent regulatory information and advice. The Guidance Centre should be your first point of contact for any questions you have about the development of a regulatory submission, the regulatory submission process, or your regulatory obligations. The contact details for the Guidance Centre are:

Phone: 1300 791 581

Email: GuidanceCentre@homeaffairs.gov.au