

CONTRACTOR APPLICATION GUIDE

SECURITY GUARD REQUEST

SCOPE

This application guide will assist you in getting Security Guards for your work to ensure that the Airports Security is maintained for the duration of the works.

DO I NEED TO APPLY...

If you are seeking to work in either the Security Restricted Area, the Sterile Area, or the Terminal 4 Roof at Melbourne Airport you will need suitably certified, qualified and experienced guards. Please contact the Melbourne Airport Security Manager to discuss your proposed works to determine if security is required for your site.

Note that due to the requirements of the Airport's Transport Security Plan, only Melbourne Airport's Security Service Provider can provide Security Guards for securing the Security Restricted Area, the Sterile Area, or the Terminal 4 Roof at Melbourne Airport. Works in Terminal 1 may need to be coordinated with the Qantas Security Services provider.

OVERVIEW

It is a requirement of Melbourne Airport's Transport Security Program, that all works undertaken in the SRA to Sterile Areas, or in areas which constitute a security risk to the airport, be suitably managed to prevent, unauthorised access or activities within the protected areas.

It is your job to ensure that the safety and security of the public, airport staff and your colleagues are not endangered by your activities.

PREPARING FOR YOUR SUBMISSION

Prior to submitting your application for security guards, please ensure that you have considered the extent of works, types of works activities proposed to be undertaken, number of staff required onsite, tools of trade required onsite, proposed times of work, and deliveries.

You must liaise with the Melbourne Airport Security Manager prior to applying for security personnel to reach an agreed site management plan. The airport is a complex operating environment with significant security requirements which must be addressed by all works personnel seeking to work in the SRA to Sterile Areas, or in areas which constitute a security risk to the airport.

WHAT TO INCLUDE IN YOUR SUBMISSION

Please include in your submission the following:

- A plan clearly showing the airside and or sterile area boundaries as applicable to your work zone
- A plan clearly showing the access control zones in your area
- A plan clear shown the staging of your work and how you propose to manage the airside / sterile boundaries
- A program of your works indicating start and finish dates for each phase and shifts to be worked
- A request for guard locations on a shift by shift basis for your project.

DECISION ON THE SUBMISSION

Melbourne Airport, in conjunction with its Security Service Provider will consider you application to determine:

- The adequacy of the proposed security arrangements
- The number of guards you require per shift

Melbourne Airport having assessed your application will offer you a guard services package to meet the requirements of the Transport Security Plan.

CONTACT US

For any queries, please call the Security Coordinator on +61 3 9297 1540. If you have been issued a MA Job Reference Number, for the works about which you are inquiring. Don't forget to quote it to assist in your enquiry.