Memo

To: All Access Control Staff – Gate Duties
CC: Stephen McLean - BSM
From: Marc Sori – Regional Security Manager
Date: 26/04/2012
Re: Change to ID Card Check procedures – effective 2 June 11

Effective from 3 June 2011 and until further notice the following procedures are now in place with regards to the checking of ALL ID CARDS at entry points to RAAF Williamtown.

Positive visual and physical checks of all ID cards front and back must now occur.

Please request ALL card holders, (Military, APS, Contractors & Visitors) to remove their ID cards from their holders / wallets and pass the physical cards over to you for a close inspection front and back. Once you have inspected the card and a positive ID of the person and a physical check of the ID card is confirmed and the all aspects meets requirements, hand the card back and thank the card holder for there assistance.

$s22(1)(a)(i)$
SURRENDERING OF IDENTIFICATION DOCUMENTS

5. Any persons wishing to gain entry to RAAF Base Williamtown must comply with WLM BSI (ADMIN) 14-1 ACCESS TO RAAF BASE WILLIAMTOWN Para 26 (b).

6. **Surrender of Passes.** “Pass-holders are to temporarily surrender their passes for inspection upon request by SECPOL or contracted Base Security staff”. This is to verify the documents integrity and ensure it has not been compromised to gain unlawful entry to the Base.

7. Identification documents will be checked on both sides as all new ID cards have an expiry date on the back. Identification documents without an expiry date on the back remain valid at present. Cards that have expired will be retained by security staff, at which time pass holders will be required to obtain a new permanent or temporary identification document.
Kopec, Joanne MS

From: Delore, Greg MR
Sent: Monday, 6 June 2011 12:02
To: Moss, Melissa MISS
Cc: McManus, Scott MR 1; Sori, Marc MR
Subject: FW: Defence ID checks - recommendation to continue current practice of passing IDs to Guards

[SEC=UNCLASSIFIED]

UNCLASSIFIED

Mel

The e-mail advice last Friday 3 Jun from ABXO / CO 26SQN directed all staff and visitors to RAFWLM to pass ID cards to Guards. Advice to hand from SSDS Security Manager, Marc Sori, is that this requirement may not need to continue even as early as this afternoon.

§33(a)(i)

Scott (DS Security Officer) is satisfied to endorse the continuation of the new practice due to the above reasons but recommends feedback on other aspects be considered.

§33(a)(i)

Your advice at your earliest convenience as to seeking guidance from SECPOL or elsewhere on this matter would be appreciated to avoid if necessary the cancellation today of the instruction below.

Regards

Greg DeLore
GSO-WLM
DS-NNSW

Ph: (02) 403 46985
Fax: (02) 403 46954
Mob: (04) 477 7000
Email: greg.delore@defence.gov.au

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From: Conliffe, Vickie CPL On Behalf Of WLM ABCP
Sent: Friday, 3 June 2011 10:12
To: All Staff RAAF Williamtown
Subject: Defence ID checks [SEC=UNCLASSIFIED]
Defence Identity Cards - Positive Identification Checks

As part of the new Defence security system, Defence identification cards will be physically checked by security staff at both the North and South gates upon entry to the Base. The physical check will involve members passing their identification cards to security staff who will inspect both the front and back of the card. Base personnel are advised to allow additional time to enter the Base, especially in the morning peak periods.

Base personnel are reminded that IAW the Defence Security Manual Part 2, Chapter 61, paragraph 61.55 c) bearers of identity cards must "show their card on demand to any appropriate authority who, in the course of their duty, requires proof of identity". Failure to comply with this directive or any dissent towards security staff will result in the member being directed to park their vehicle at the Pass Office. The member will then be required to explain their actions to either the ABXO or BSECO.

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.
Andrew

Neil Hughes is still seeking a response to the proposal he initially sent to you and subsequently sent to the ABCP as set out in the email history below. Further to my response to you provided on 2 Dec 11 in lieu of the response sought by Mr Hughes, can you please advise whether the Base Support position on the issues raised by Neil has been explained to him?

Charles Mangion
Base Support Manager - Williamtown
Defence Support Northern NSW

Blg 163
RAAF Base
WILLIAMTOWN NSW 2314

P: 02 4034 6940
F: 02 4034 7674
M: 547F
From: Mangion, Charles MR  
Sent: Friday, 2 December 2011 11:40  
To: Meyles, Andrew MR  
Cc: O'Keefe, Stephen CAPT - RAN 2; Moss, Melissa MISS  
Subject: RE: Surrendering cards to guards [SEC=UNCLASSIFIED]

UNCLASSIFIED

UNCLASSIFIED

Andrew,

I had previously received a copy of the email written by Mr Hughes but as it was not addressed to me, I did not offer an opinion in response as I hoped that Unit personnel would have been able to provide him a suitable response. As a member of the BMF, I am sure that you would have an insight into how I would respond but for your benefit and to allow you to provide a response to Mr Hughes on my behalf, I provide the following comments:

- As BSM, I am ultimately accountable for both Security and WHS on this Base, except within Unit lines. I manage however in consultation with you and other HRU reps that form part of the BMF and require your support to enforce Base Policies and Procedures. I am a little concerned that your referral of Mr Hughes directly to me implies that you in some way agree with the sentiments expressed by Mr Hughes.

- From a WHS Point of View, I am aware of peoples concerns about the geometry of the entrances and the perceived risks associated with queuing in the mornings. You may wish to inform Mr Hughes that this risk will be dealt with in the medium term (next 2-3 years) by the construction of a new north entrance and modifications to the south entrance. In the short term you can advise him that we have placed additional guards for the morning peak to deal with motor bike riders who take more time to produce their pass. He can also help by having his pass ready to display so that the process of checking his pass takes as short a time as possible. If he is concerned about the wear rate on his pass by doing this, you can also let him know that we are more than happy to provide him another one whenever this occurs and have budgeted for this as an acceptable cost overhead associated with implementation of the policy.

I trust this provides you with sufficient information to provide a response to Mr Hughes. I also hope that if you concur with any of the sentiments expressed by Mr Hughes that you will raise these with me directly.

I look forward to your response.

Regards

Charles Mangion  
Base Support Manager - Williamtown  
Defence Support Northern NSW

27/04/2012
Andrew,

I had previously received a copy of the email written by Mr Hughes but as it was not addressed to me, I did not offer an opinion in response as I hoped that Unit personnel would have been able to provide him a suitable response. As a member of the BMF, I am sure that you would have an insight into how I would respond but for your benefit and to allow you to provide a response to Mr Hughes on my behalf, I provide the following comments:

• As BSM, I am ultimately accountable for both Security and WHS on this Base, except within Unit lines. I manage however in consultation with you and other HRU reps that form part of the BMF and require your support to enforce Base Policies and Procedures. I am a little concerned that your referral of Mr Hughes directly to me implies that you in some way agree with the sentiments expressed by Mr Hughes.

• From a WHS Point of View, I am aware of peoples concerns about the geometry of the entrances and the perceived risks associated with queuing in the mornings. You may wish to inform Mr Hughes that this risk will be dealt with in the medium term (next 2-3 years) by the construction of a new north entrance and modifications to the south entrance. In the short term you can advise him that I have also engaged with both the Port Stephens Council and the RTA (now known as the RMS) in relation to having speed limits reduced on Medowie Road. He may have noticed that we have placed additional guards for the morning peak to deal with motor bike riders who take more time to produce their pass. He can also help by having his pass ready to display so that the process of checking his pass takes as short a time as possible. If he is concerned about the wear rate on his pass by doing this, you can also let him know that we are more than happy to provide him another one whenever this occurs and have budgetted for this as an acceptable cost overhead associated with implementation of the policy.

I trust this provides you with sufficient information to provide a response to Mr Hughes. I also hope that if you concur with any of the sentiments expressed by Mr Hughes that you will raise these with me directly.

I look forward to your response.

Regards

Charles Mangion
Base Support Manager - Williamtown
Defence Support Northern NSW
Dear Stephen,

I am writing to advise that in consultation with the Base SADFO Air Commodore Anthony Grady, we have made a joint decision to seek a change to the SSDS Assignment Instructions relating to the checking the validity of passes prior to allowing personnel to access the Base. This decision has been taken with the expectation that the time required to check passes should reduce which in turn should reduce traffic congestion at the Base entrances during the morning peak period and reduce the concurrent risk to motorists accessing the Base.

In detail, a change to the following Section of the Assignment Instructions is sought:

Mindful of the MUST requirements of the eDSM Para 61.27 Positive Identification, more specific advice was sought from the Manager Security Operations - NSW within the Defence Security Authority in relation to how detailed a check of ID Passes was required to be considered sufficient to have ensured positive identification of the individual. In response to this request, the MSO-NSW indicated that despite the Expiry Date being located on the back of the card, it was sufficient for the pass to be viewed on the photo side only and so long as the photo matched the actual person, they were deemed to have been positively identified.

As such, the change sought to the quoted section of the Assignment is as follows:

"Politely request ALL persons in vehicles, bikes and pedestrians to display their ID passes without handing them over to verify that the Pass is a valid pass..."

Your assistance to confirm your acceptance of this change and advise your ability or otherwise to implement this change by next week Monday would be greatly appreciated.

Charles Mangion
Base Support Manager - Williamtown
Defence Support Northern NSW
SSDS have considered the risk position presented by DS and can agree with the implementation of the new base pass checking assignment instruction (attached). SSDS will provide this to our staff for implementation from Monday 26th March.

Kind Regards,

Stephen McLean | Base Services Manager
Serco Sodexo Defence Services
Building 220, Barnes Road, Williamtown RAAF Base, NSW, 2314
P: 02 4034 7368 | F: 02 4965 1398 | M: stephen.mclean@ssds.com.au | www.ssds.com.au

Service Excellence to the Defence Force
Checking ID'S and Passes

When checking ID’S / Passes, be aware of personal SAFETY;

The person MUST STOP at the gate; this includes vehicle drivers and pedestrians / joggers. A vehicle rolling forward without stopping does not allow the guard to accurately read an ID or entry pass.

- Politely request ALL persons in vehicles, bikes and pedestrians to display their ID passes without handing them over to verify that the Pass is a valid pass.