



LEGISLATIVE ASSEMBLY FOR THE AUSTRALIAN CAPITAL TERRITORY

BUILDING ACCESS PASS POLICY

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OVERVIEW

The pass system is one of the major protective security components of the Legislative Assembly access control procedures.

It has been designed to enable persons with legitimate reasons to do so to access and move throughout the building to a degree permitted by their access privileges. It also enables Members, staff and others to identify those persons and if necessary challenge them on their reasons for being in the non-public areas.

GENERAL POLICY

All staff and visitors wishing to access the non-public areas of the Legislative Assembly building are to be issued with access passes. These passes are to be displayed at all times while moving around the Assembly building.

EXEMPTION FOR MEMBERS

Members are exempt from the requirement to display passes, but will be issued with electronic passes. These passes must be carried in order to move through the automated security access control points.

ACCESS CONTROL POINTS

The Assembly has a number of access control points throughout the building including the members' and public entrances and all doors providing access at public/private interfaces.

Security passes must be utilised at these points to gain access. Persons attempting to enter without a pass will be refused access either by the automated systems or by security personnel.

TWO TYPES OF PASSES

The pass system provides for two classifications of passes, namely:

- (1) [electronic passes](#), and
- (2) [paper passes](#)

ELECTRONIC PASSES

Electronic passes are proximity passes which can be swiped at access control points to open doors at the building's entrances and doors separating public and private areas. With the exception of [temporary](#) access electronic passes, all electronic passes will have incorporated on them a photographic image of the bearer of the pass:

Electronic passes will be issued to persons who normally are located in the Assembly building on working days. Additionally, other persons requiring regular access to the building may apply to be issued with an electronic pass. **Regular access** is defined as a demonstrated requirement to visit the Assembly on average at least once a month. [Audits](#) of pass usage will be conducted routinely.

Bearers of electronic passes may enter the Assembly building through either the Public or Members' entrances.

There are several categories of electronic passes. The categorisation is designed to:

- separate sponsorship privileges and conditions of entry between different users;
- provide scope to adjust for changes in security levels with minimal disruption to other groups of building users; and
- indicate to an observer the type of business the bearer may have in the Assembly.

CATEGORIES OF ELECTRONIC PASSES

Electronic passes may be issued to building occupants, or persons whose work necessitates frequent access to the building, who fall within the following categories:

Category P1 – Members

Category P2 - Assembly-based staff, including:

- (1) Assembly Secretariat staff,
- (2) Non-executive Members' staff;
- (3) Ministerial staff permanently based in the Assembly;
- (4) temporary/casual staff engaged for 3 months or more;

- (5) Short term/volunteer staff based in Assembly; and
- (6) ACT Government and Assembly library staff working in the Legislative Assembly building.

Category P3 - [ACT Government departmental officials](#), including—

- (1) Heads of departments; and
- (2) Staff of government departments and agencies requiring [regular access](#) to the Legislative Assembly building.

Category P4 – [Media](#), including—

- (1) media staff accommodated in the Assembly; and
- (2) staff of other media organisations.

Category P5 – [Lobbyists](#)

Category P6 – [Contractors and service providers](#)

Category P7 – [Nominees of Members](#), including—

- (1) Spouse/partner or other nominee;
- (2) Children aged 15 years and over; and
- (3) Regular visitors to a Member's office.

Category P8 – [Former Members](#)

A detailed breakdown of the categories, including access privileges associated with each pass, is shown in [Table 1](#).

TEMPORARY ACCESS ELECTRONIC PASSES

Temporary access electronic passes are electronic proximity passes without an accompanying photograph of the bearer on the pass.

Minimal use will be made of such passes which are intended to be used for ad hoc, temporary or short term purposes (eg when an Assembly based person has left their permanent pass at home) or instances where it is impractical to issue photographic passes (eg provision of passes to external security and emergency services such as the ACT Fire Brigade, and contractors/maintenance personnel performing work in the private areas).

Persons wishing to obtain temporary access electronic passes will need to substantiate their identity with security staff. Passes must be returned immediately after use to the point of issue, unless alternative arrangements are made with security staff.

PAPER PASSES

Paper passes are primarily for one-off or infrequent day visits by persons needing to enter the non-public areas of the building. Paper passes will be issued to visitors meeting with Members and staff within the non-public areas of the building. To be issued with such a pass a visitor must be “signed in” by an eligible pass holder.

Holders of paper passes must be escorted by an electronic pass holder at all times, including back to the entry point at the conclusion of the meeting.

In all cases, sponsoring pass holders will be responsible for the behaviour of visitors who they have admitted to the building.

Persons requiring a day (paper) pass must report to the Attendant desk at the public entrance. There the Member's (or staff member's) office to be visited will be

contacted and a check will be undertaken to ensure that the visitor is expected. The desk will also inform the office staff that the visitor can be collected from the public entrance. Once signed in by an eligible pass holder, the desk will issue a paper pass.

A day pass holder must return his or her visitor pass to the Attendant desk upon departure. If a day pass holder re-enters the building after leaving the Assembly he/she will need to be re-scanned and a new pass issued.

ACCESS PRIVILEGES

Depending on the category of pass, access privileges to the building will vary. They are summarised in the following table:

Table 1 – Pass details

Type of pass		Hours of access	Expiry	Sign in privileges	Colour
P1	Members	24/7	Indefinite	Yes	White
P2	Assembly based staff				
P2.1	Secretariat staff	24/7	Indefinite	Yes	White
P2.2	Non-Executive Members' staff	24/7	Indefinite	Yes	White
P2.3	Ministerial staff	24/7	Indefinite	Yes	White
P2.4	Temporary/Casual/short term/Volunteer	Business hours*	Duration of engagement	Yes	White
P2.5	ACT Government and Assembly library staff	24/7	Indefinite	Yes	White
P3	ACT Government staff				
P3.1	Heads of Departments	24/7	1 year	Yes	Gold
P3.2	Departmental/agency staff	Business hours*	1 year	No	Blue
P4	Media				
P4.1	Media staff accommodated in the Assembly	24/7	1 year	Yes	Yellow
P4.2	Other staff of media organisations	Business hours*	1 year	No	Yellow
P5	Lobbyists	Business hours*	1 year	No	Orange
P6	Contractors and service providers	As required	Duration of engagement	No	Green
P7	Nominees of Members				
P7.1	Spouse/partner or other nominee	Business hours*	Life of Assembly	No	Mauve
P7.2	Children aged 15 years and over	Business hours*	1 year	No	Mauve
P7.3	Regular visitor to a Member's office	Business hours*	1 year	No	Mauve
P8	Former Members	Business hours*	4 years	No	White
T	Temporary Access				
T1	Assembly based staff	24/7	1 year	Yes	White

T2.1	Maintenance/Contractor	Business hours*	1 year	No	Green
T2.2	Maintenance/Contractor	After hours	1 year	No	Green
T3	Emergency/Security services	24/7	1 year	No	Green
	Escorted visitor	Business hours*	N/A	No	Paper

* Business hours are 8 am – 5-30 pm (or when Assembly rises on sitting days) Monday-Friday.

CONDITIONS OF ENTRY MAY BE VARIED

The Speaker may vary the privileges and conditions of entry associated with any type of pass at any time.

PASS COLOUR CODES

Passes are colour coded to denote the type of pass. See [Table 1](#) for details.

PASS EXPIRY

With the exception of Members and Assembly-based staff, all passes have an expiry date. Prior to expiry, the person holding the pass should liaise with the Security Controller and Principal Attendant to renew their pass.

Access to the Assembly may be refused to persons holding expired passes and security attendants may confiscate those cards.

Expired and no longer required passes should be returned to the Security Controller and Principal Attendant.

GENERAL ACCESS CONDITIONS

The type of pass issued to a person defines the level of access that person has to the Assembly building. Persons with an electronic pass may enter and move unescorted throughout the building during the hours allowed under their access privileges.

Outside business hours, persons without access privileges may remain in the building if in the direct company of a Member or photographic pass holder.

AFTER HOURS ACCESS

After hours access (ie, access during non [business hours](#), weekends and public holidays) is restricted to electronic passholders who are normally based in the building, and certain ACT Government officials (eg heads of departments). In addition to swiping their pass, an electronic passholder will be required to enter a Personal Identification Number (PIN) into a keypad at an entrance in order to gain after hours access. Care will need to be exercised in how a passholder records and stores their PIN, and under no circumstances is it to be written on a pass, nor communicated to another individual.

PASSES FOR ACT GOVERNMENT STAFF

Departments and agencies may apply to receive a limited number of electronic passes for those staff whose work requires [regular access](#) to the Assembly building.

Additional passes in excess of the limit, or for those who do not satisfy the “regular visitor” test, may be obtained for a [fee](#).

Departments and agencies are responsible for the provision, recovery and safekeeping of passes provided to their staff. Incidences of unaccounted for passes must be notified immediately to the Assembly's Security Controller and Principal Attendant for cancellation action.

ACT Government staff with electronic passes may enter the Assembly building through either the Public or Members' entrances. Staff without electronic passes must obtain day visitor passes and enter the building by the Public entrance, subject to adherence to the Assembly's escort policy.

PASSES FOR MEDIA

Media staff who substantively work from an office based in the Assembly building are entitled to be issued with electronic passes, on application.

As well, media organisations may apply to be issued with a limited number of electronic passes for issue to staff who require [regular access](#) to the Assembly. Camera operators in the direct company of a pass holding media staff member may obtain a [temporary access electronic pass](#) to enter the building.

Additional passes in excess of the limit, or for those who do not satisfy the "regular visitor" test, may be obtained for a [fee](#).

Media organisations will be responsible for the provision, recovery and safekeeping of passes provided to their staff. Incidences of unaccounted for passes must be notified immediately to the Assembly's Security Controller and Principal Attendant for cancellation action.

Media staff with electronic passes may enter the Assembly building through either the Public or Members' entrances. Media staff without electronic passes must obtain day visitor passes and enter the building by the Public entrance, subject to adherence to the Assembly's escort policy.

PASSES FOR LOBBYISTS

On application, accredited lobbyists may be issued with electronic passes, for which a [fee](#) may be charged.

To obtain accreditation, lobbyists require the sponsorship of at least one Member and the approval of the Speaker. Lobbyists will only be admitted into the restricted areas of the building by prior appointment.

PASSES FOR SPOUSE/PARTNER/NOMINEE OF MEMBERS

Members may nominate their spouse/partner or another nominee to be issued with an electronic pass. Dependant children of Members over 15 years of age may also be issued with electronic passes. Additionally, Members are able to nominate for electronic passes up to 5 other persons who visit them regularly at the Assembly. All Members' nominee passes will not have sign-in privileges and access will be restricted to business hours only.

PASSES FOR CONTRACTORS AND SERVICE PROVIDERS

Electronic passes may be issued to contractors and service providers (eg gardeners, security patrol personnel, cleaners, maintenance workers, consultants) who have been authorised to work within the Assembly building. Access restrictions will vary according to need. Temporary electronic passes will be issued in appropriate circumstances.

FORMER MEMBERS

Former Members may apply to be issued with electronic passes. Former Members wearing their Former Member's badge need not display their pass while in the building.

APPLICATION PROCEDURE

The issue and control of passes is the responsibility of the Security Controller and Principal Attendant, acting under the authority of the Speaker and the direction of the Serjeant-at Arms.

Applications for the issue of electronic passes should be submitted to the Security Controller and Principal Attendant (along with the appropriate [payment](#), if required). All cheques should be made payable to "ACT Legislative Assembly Secretariat".

The issue of security passes is subject to the approval of the Speaker, as per the delegation guidelines indicated above.

Application forms can be obtained from the Security Controller and Principal Attendant (ph 6205 0445) or from the following link: < [Application Form](#) >.

After the application form has been submitted and approval granted, the Security Controller and Principal Attendant will contact the applicant to arrange a time for the pass to be issued (and where appropriate, photograph taken).

AUDIT OF PASSES

From time to time an audit of electronic passes will be conducted. Passes which have been issued on the basis of a need to regularly access the Assembly building and for which the audit shows have been infrequently used, may be cancelled.

FEES

Where a fee is applicable, electronic passes may be issued at a charge of \$33 (incl GST).

No fee will be charged for the renewal of passes, nor for the transfer of passes to new staff upon the cancellation and return of passes previously issued to staff who no longer require them.

REPLACEMENT PASSES

A fee of \$33 may be levied for the issue of a third or subsequent replacement pass in any 12 calendar month period.

INQUIRIES

Any inquiries may be directed to the Security Controller and Principal Attendant on 6205 0445.