



Request for Legislative Assembly Security Pass

Category 5 – Sponsored

Pass requested: New pass Replacement pass Renewal

Category of pass requested: **Category 5 – Sponsored** (Business hours[#] access)

Note: The sponsorship of at least one Member is required for this category of pass

*Mr/Mrs/Miss/Ms/Dr	Surname		Given Names	
	*Contact details	Mobile	Business Hours	After Hours
	Email			
*Organisation				
*Postal address				
*Nature of business at Assembly				

Fields marked with an * are mandatory and must be completed before a security pass can be issued.

Declaration: I declare that the applicant is required to visit the Assembly regularly and requires an electronic access pass.

Member: _____ Signature: _____

Date: _____

Member: _____ Signature: _____

Date: _____

Member: _____ Signature: _____

Date: _____

*Conditions of use and pass access privileges are outlined on the reverse side of this form
The **Legislative Assembly Building Access Pass—Declaration** must be completed by the applicant before the access pass is provided*

Security Controller/Principal Attendant use only		Director, Business Support or delegate use	
Approval Recommended:	YES / NO	Approved:	<input type="checkbox"/>
New/replacement pass issued:	_____	Signature:	_____
Old pass returned:	YES / NO / NA	Date:	_____
Date issued: _____	Expiry date: _____		
Pass Number: _____			
Photo recorded: YES / NO	PIN recorded: YES / NO		

CONDITIONS OF USE

The person to whom a pass has been issued **MUST**:

1. present the access pass for verification at all times when entering the building or at any other time on request from security staff;
2. wear the pass where it can be clearly seen whilst within the Assembly;
3. not alter, destroy or tamper with the pass in any way;
4. not transfer the pass to any other person;
5. ensure that prior arrangements have been made with the relevant Members and/or offices;
6. return the pass on expiry or last day of employment; and
7. **report loss of the pass immediately** by telephoning (02) 6205 0445.

ACCESS PRIVILEGES AND EXPIRY

Passes are electronic access passes on which a photographic image of the bearer is displayed.

1 Members a) Members b) Spouse/partner/children over 15 years c) Former Members	24/7 access, indefinite expiry, sign in privileges 24/7 access, expires at conclusion of the Member's term, no sign in privileges Business hours [#] access, indefinite expiry, no sign in privileges
2 Assembly-based staff a) Office of the Legislative Assembly staff b) Ministerial and non-Executive Members' staff	24/7 access, indefinite expiry, sign in privileges 24/7 access, indefinite expiry, sign in privileges
3 ACT Government staff a) Directors-General b) Directorate/agency staff	24/7 access, expires at end of engagement, sign in privileges 24/7 access, expires after six (6) months, no sign in privileges
4 Media a) Media staff accommodated in Assembly b) Staff of other media organisations	24/7 access, expires after one (1) year, sign in privileges Business hours [#] access, expires after three (3) months, no sign in privileges
5 Sponsored	Business hours [#] access, expires after six (6) months, no sign in privileges
6 Contractors and service providers a) Cleaners b) Long-term contractors/service providers c) Day issue	As required, expires after duration of engagement, no sign in privileges As required, expires after duration of engagement, no sign in privileges As required, expires after duration of engagement (maximum of 24 hours), no sign in privileges

* Business hours – Monday to Friday 8.00 am – 5.30 pm (or on the rising of the Assembly on sitting days).