



# Request for Legislative Assembly Security Pass

## Category 6 – Contractors and service providers

(including cleaners, long-term contractors and service providers)

<b>Pass requested:</b>	<b>New pass</b> <input type="checkbox"/>	<b>Replacement pass</b> <input type="checkbox"/>	<b>Renewal/Transfer</b> <input type="checkbox"/>
<b>Category of pass requested:</b>	<b>Category 6 – Contractors and service providers</b>		
	a) Cleaners	<input type="checkbox"/>	(Access as required)
	b) Long-term contractors and service providers	<input type="checkbox"/>	(Access as required)
	c) Day issue	<input type="checkbox"/>	(Access as required)
<b>*Mr/Mrs/Miss/Ms/Dr</b>	<b>Surname</b>		<b>Given Names</b>
<b>*Contact details</b>	<b>Mobile</b>	<b>Business Hours</b>	<b>After Hours</b>
	<b>Email</b>		
<b>*Employer</b>			
<b>*Position held</b>			
<b>*Postal address</b>			
<b>*Access Required</b>	From _____/20____		To _____/20____

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.

**Name of OLA Representative:** \_\_\_\_\_

**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*

<b>Security Controller/Principal Attendant use only</b>	<b>Director, Business Support or delegate use</b>
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. return the pass on expiry or last day of employment; and
6. **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 may be displayed.	
<b>1 Members</b> 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 <sup>#</sup> access, indefinite expiry, no sign in privileges
<b>2 Assembly-based staff</b> 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
<b>3 ACT Government staff</b> 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
<b>4 Media</b> a) media staff accommodated in Assembly b) staff of other media organisations	24/7 access, expires after one year (1), sign in privileges Business hours <sup>#</sup> access, expires after three months (3), no sign in privileges
<b>5 Sponsored</b>	Business hours <sup>#</sup> access, expires after six (6) months, no sign in privileges
<b>6 Contractors and service providers</b> 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

<sup>#</sup> Business hours – Monday to Friday 8.00 am – 5.30 pm (or on the rising of the Assembly on sitting days).