



Request for Legislative Assembly Access Pass

Category 2 – Assembly-based staff

(including OLA staff, Ministerial or non-executive Members' staff)

Pass requested:	New pass <input type="checkbox"/>	Replacement pass <input type="checkbox"/>	Renewal/Transfer <input type="checkbox"/>
Category of pass requested:	Category 2 – Assembly-based staff		
	a) OLA staff <input type="checkbox"/>		(24/7 access)
	b) Ministerial or non-executive Members' staff <input type="checkbox"/>		(24/7 access)
*Mr/Mrs/Miss/Ms/Dr	Surname	Given Names	
*Contact details	Mobile	Business Hours	After Hours
	Email		
*Postal address			
*Member/OLA Office			
*Position held			

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

Declaration: I declare that the applicant is an Assembly-based staff member and requires an electronic access pass.

Name of Member/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*

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. 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.

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