



Australian Government
Australian Public Service
Commission

Building Access and Security Information

Whole of Building Security Arrangements

Whole of building security arrangements have been put in place by the Department of the Treasury, whom are the lead tenant in the Treasury building. The Treasury Security Team is responsible for access to the building, issuing of security passes and the provision of security guards when required.

Access Pass for new staff

A request for new starters, contractors, secondees requiring an access pass will be forwarded to the Security Team prior to the individuals start date. s47E

s47E

Lost Pass

If a pass is lost s47E . A confirmation email will sent when the replacement access pass is ready for collection.

Forgotten Pass

If a pass has been forgotten or misplaced, s47E s47E

s22

Visitor Management

s47E

The APSC staff member will need to go down to the relevant guard station to complete the signing in process so a visitors pass can be issued.

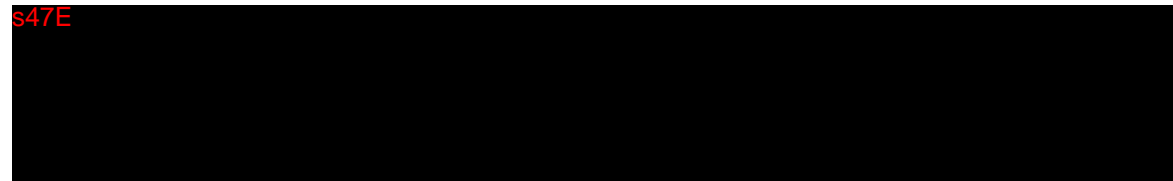
AUSTRALIAN PUBLIC SERVICE COMMISSION SECURITY PASS

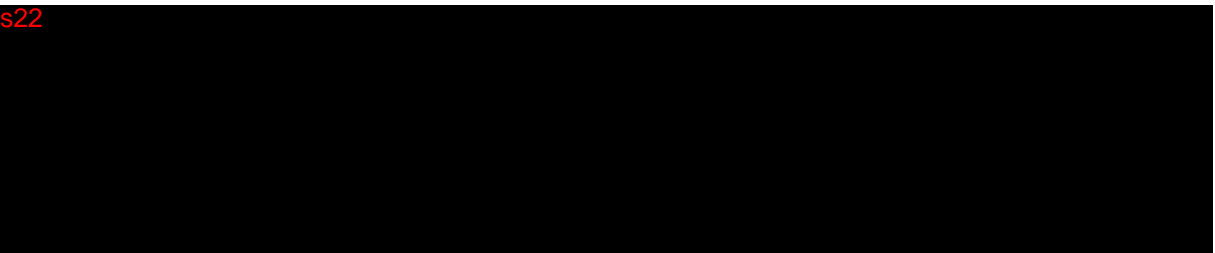
ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF USE

1. You are personally responsible for the safe custody of your pass and must take every precaution against its loss or theft. The pass must not be altered, destroyed or tampered with in any way. It is not to be transferred to another person. You must not use a pass issued to another person.

2. s47E 

3. The requirement is that **the pass must be displayed prominently at all times**. Passes must not be kept in wallets or handbags whilst at work.

4. s47E 

s22 

7. I acknowledge receiving the photographic pass and access card and understand the advice provided as outlined above.

8. I acknowledge that my photo will be placed on the intranet and/or be used for any official Departmental purpose.

SignaturePRINTED NAME

Date