

# ACCESS TERMS AND CONDITIONS OF USE

## ACCESS CARD CONDITIONS OF USE AND STANDARD TERMS AND CONDITIONS

- If there are any changes in circumstances to any part of the application, Melbourne Airport (APAM) Security Services must be advised immediately.
- If your employment conditions change and you no longer require an Access Card, it must be returned to APAM Security Services.
- Should there be any change to your name/s during the time you hold an Access Card, you agree to notify APAM Security Services and to cover the fee payable for a replacement card.
- An Access Card is not an ASIC or a replacement for an ASIC.
- The Access Card must not be altered or defaced in any way.
- An Access Card is issued on a personal basis and cannot be transferred.
- All Access Cards remain the property of APAM at all times.
- The Access Card must be presented for inspection on demand by an Authorised Person.
- The applicant as well as their employer are bound by the conditions of use, and will be responsible for any breaches of these conditions of use by the holder of the card. The applicant must complete the online learning module Security, Safety and Service Induction and agrees to act in accordance with the information within the module.
- The Access Card may only be used in the course of the holder's approved duties. It does not constitute an authority to enter or remain in restricted areas for any other purpose.
- APAM may alter the Terms and Conditions on which the Access Card is issued without notice.
- The Access Card is to be surrendered on expiry, transfer or termination of present duty, or on request of Australian Pacific Airport Corporation (Melbourne Airport or Launceston Airport).
- Loss of Access Card must be reported immediately to APAM Security Services via email: [access@melair.com.au](mailto:access@melair.com.au) or to the Duty Manager on (03) 9297 1844. A Statutory Declaration will be required for a replacement card.
- The applicant and their employer is bound by the conditions of use and will be responsible for any breaches of conditions of use.

## ASIC & ACCESS-ENABLED CARD — NON-PERMITTED USE

- Do not use someone else's ASIC or access-enabled card
- Do not damage or deface your ASIC or access-enabled card
- Do not use your ASIC or access-enabled card for any purpose other than work purposes
- You must NOT meet, greet or farewell family, relatives and friends AT ANY TIME while in the T2 International Sterile Area and Customs Controlled Areas and the Security Restricted Area. Breaches may lead to prosecution
- Staff are not permitted to enter the T2 International Departures Sterile Area unless they are on duty and the access is for a work-related purpose. For example, farewelling friends and family is not a work-related purpose.
- Likewise, staff are not permitted to enter the T2 International Arrivals Area or Baggage Claim Area (Customs Controlled Area) unless they are on duty and the access is for a work-related purpose. For example, meeting friends and relatives is not a work-related purpose.

## MELBOURNE AIRPORT T2 INTERNATIONAL – CUSTOMS CONTROLLED AREA CONDITIONS OF ENTRY

Staff must not enter the Customs Controlled Areas (Sterile Area and Arrivals Concourse) of T2 Melbourne Airport, unless they have access to these areas as part of their normal work and are on duty. Any misuse or a person's access in accessing these areas may result in suspension of that person's access for up to 12 months/suspension of their ASIC. Customs Legislation also contains certain provisions that may result in a prosecution of the individual for misuse of their ASIC, or an Exclusion Notice for 14 days.

### EXCLUSION NOTICES

Exclusion Notices prevent a person from entering a customs controlled area for 2 weeks. To enter the T2 Sterile Area you must:

- Be on duty and for work purposes only
- Be Authorised for that area and not interfere with passengers
- Ensure that you are correctly displaying your valid ASIC
- Submitted yourself and your goods to screening (unless exempt)
- Ensure that you do not carry any prohibited item/s into a Sterile Area
- When escorting a visitor, ensure that they remain with you at all times and that their visit is work related only
- Not purchase any goods from stores in the T2 Sterile Area (minor exemptions may apply)

### WHAT DOES THIS MEAN?

It could mean that you are unable to access areas required to perform your duties. Commonwealth Legislation allows staff with genuine reasons to access these areas. This does NOT apply to autograph and photo hunters, or airport staff greeting or farewelling family and friends, and certainly not window-shopping in the duty free retailers. Staff are not permitted to purchase goods or food items for the Sterile Area. Some exemptions such as food purchases apply to full-time staff who work within the Sterile Area. It is important that all arriving travelers are able to clear all formalities before mixing with anyone. The following points should be noted:

- Do not enter Customs Controlled Areas unless in the course of your employment
- Do not interfere with passengers or their luggage at any time

## REQUIRED PRE-REQUISITES

Applicants must complete the Melbourne Airport Fundamentals of Airport Awareness learning module. This can be found at <https://apac.csod.com/Download> and attach your Certificate of Completion to this application.

Applicants must present a valid ASIC to obtain their ASIC Access Card. Alternatively, applicants may present a valid and original Government issued photo ID such as a Drivers Licence for a General Access Card.

# IDENTIFICATION AND ACCESS CARD APPLICATION

APPLICANT DETAILS	TYPE OF CARD BEING APPLIED FOR:	ACCESS CARD <small>For Non-APAM issued ASIC holders</small>	AIRCRAFT ACCESS CARD <small>Security Induction not required</small>	BI-LAWS CARD	APAM STAFF ID	
		GENERAL ACCESS CARD <small>For Approved Contractors</small>	AUTHORISED PERSONS CARD	ENCODING CARD		
	FULL NAME:					
	ADDRESS:					
	MOBILE:			DATE OF BIRTH:		
	COMPANY NAME:	COMPANY WORK EMAIL:				
	I acknowledge receipt of this Identification Card which remains the property of Melbourne Airport (APAM) and is on loan to me only while I am employed in my current capacity. I have read, acknowledge and agree to my obligations under the <i>Melbourne Airport Access Card Conditions of Use and Standard Terms and Conditions</i> . I have read, acknowledge and agree to my obligations under the <i>Melbourne Airport T2 Sterile Area Conditions of Entry (ASIC Access Cards only)</i> . I have viewed, understood and successfully completed the Melbourne Airport approved Fundamentals of Airport Awareness Induction.					
	SIGNATURE:			DATE:		
	Fees are required upon lodgment of your application at the Security Services office (GST inclusive). Contact the Security Services Office at Building 219 or via email for more information.					

ACCESS CONTROL REQUESTED (IF REQUIRED)	DOOR READER NUMBER/S FOR ACCESS: <small>I.e. Reader 100-00-00. These may be subject to an approval process.</small>				
	JUSTIFICATION FOR ACCESS BEING REQUESTED: <small>Please provide a detailed explanation for the access to be granted.</small>				
	PERMANENT	TEMPORARY	START DATE:	END DATE:	
	ONGOING (24H)	RESTRICTED	START TIME:	END TIME:	

COMPANY AUTHORISED SIGNATORY	Company Authorised Signatory to complete. If you are registering a company with Melbourne Airport for the first time or wish to add an additional signatory, you must complete an <i>ASIC Application Approver Company Registration and Signatory Form</i> in conjunction with this form.				
	The applicant is not authorised to sign their own application unless they are a Sole Trader. The Authorised Signatory must be registered with and approved by Melbourne Airport.				
	COMPANY NAME:			NAME OF AUTHORISED SIGNATORY:	
	SIGNATURE:			DATE:	

ON-AIRPORT SIGNATORY	Required to be completed if you are a Contractor. NB: all sub-contractors must supply a letter of support from an "On-Airport" company to verify that the Applicant has an operational need for this card.				
	COMPANY NAME:			NAME OF AUTHORISED SIGNATORY:	
	SIGNATURE:			DATE:	

OFFICE USE ONLY		INDUCTION COMPLETED	ORIGINAL APPLICATION FORM	VALID PHOTO ID PROVIDED		
	SUBMISSION DATE AND INITIAL:	PAYMENT & RECEIPT NO.				
	PAYMENT METHOD:	EFTPOS	CREDIT CARD	ACCOUNT		
	ISSUED BY (NAME):			ISSUE DATE:		
	ISSUE ID NO. (AS/SI/ETC)			EXPIRY DATE:		