

# Queensland Courts security access card

## Terms and conditions of use

### Validity of the security access card

- The security access card (the card) is valid for a total of three years from the date of issue or until revoked (whichever is the earlier).
- By submitting an application for the card, and signing a copy of these terms and conditions, it is understood that the applicant cardholder accepts the terms and conditions of the card's use, including any future amendments to the Queensland Law Society and the Bar Association of Queensland and notified through the Queensland Courts website.

### Ownership of the security access card

- The card remains the property of Queensland Courts and must be returned to the security desk in the QEII Courts of Law Complex at 415 George Street, Brisbane, when the cardholder ceases to hold current membership with the said professional bodies.
- Further, the card must be immediately surrendered to the above security desk or to a court security officer upon request and no reason for such request need be provided.

### Use of the card

- Only the person whose photograph and details appear on the card can use the card. Access privileges do not apply to any clients or other persons in company of the cardholder.
- The card is used for purposes of identification during ordinary business hours at the QEII Courts of Law Complex at 415 George Street, Brisbane, and must be carried and displayed at all times while in the complex. The card must also be presented for examination on request of an employee of Queensland Courts or by security personnel.
- Although the card will generally assist in expediting the cardholder's access to the complex, the Cardholder may still be subjected to security checks at the discretion of security personnel.
- The card will not operate in relation to access to the cells in the QEII Courts of Law Complex. Access to the cells remains under the control of Queensland Corrective Services.
- The card will not operate in relation to after-hours access to the Supreme Court Library. Cardholders remain subject to the access conditions imposed by the Supreme Court Library.

### Cardholder undertaking

The cardholder undertakes that at no time while accessing the QEII Courts of Law Complex will they have in their possession any weapon, dangerous object or illicit substance.

## New cards

Application forms are available from the Queensland Law Society and Bar Association of Queensland and must be submitted by applicants to the body with which they hold professional membership.

- A fee of \$10 is payable for the first issue of a card to a cardholder. Photographic identification will be taken of applicants at the QEII Courts of Law Complex Security Desk located at 415 George Street, Brisbane by prior arrangement normally between the hours of 1pm and 2pm, Monday to Friday. At this time, applicants must also sign and submit a copy of these terms and conditions and pay the relevant fee. Applicants will be advised of the approximate collection date.

## Lost or stolen cards

- Lost or stolen cards must be reported to the security office immediately.
- The cardholder remains responsible for any misuse of the card prior to its loss being reported. This includes any use of the card to gain access to secure facilities or buildings.

Contact details for lost or stolen cards: **Security office: 3247 4771 or 3247 4775**

## Replacement cards

- Where a card is lost, stolen or damaged, a cardholder can request the issue of a replacement card from the security office upon payment of the replacement card fee of \$10.

## Applicant consent

- By applying for a card, the applicant cardholder consents to security checks being undertaken to confirm their compliance with these terms and conditions.

## Privacy

- Pursuant to the Information *Privacy Act 2009*, you are notified that Queensland Courts collects the personal information requested on this form to process applications for security access cards to the QEII Courts of Law Complex at 415 George Street, Brisbane.
- This personal information might be shared with other agencies and third parties for the purpose of printing the cards; conducting background security checks and verifying the membership of the applicants with the Queensland Law Society and Bar Association of Queensland.

Applicant's acceptance of these terms and conditions

I	full name	of	number, street suburb, postcode		
in the State of Queensland, have read and understood the terms and conditions attaching to the issue of a security access card to me and agree to accept and be bound by them.					
Dated this	day / date	of	month	20	YY
Signature					