

Visitor Identification Card (VIC) Conditions of Issue



PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION AND FUTURE REFERENCE

YOU MUST DISPLAY YOUR VIC AT ALL TIMES WHILE IN THE SECURE AREA

Your VIC must be worn:

- Above waist height
- On the front of your body
- On the outside of your clothing

In the case of armbands:

- On the side of your upper arm
- On the outside of your clothing.

In all cases the face of the VIC must be visible at all times.

RECEPTION CONTACT DETAILS

PH: 9948 9400

E: enquiries@ef.com.au

Lvl 2, 7 English St

Essendon Fields, VIC 3041

AIRPORT OPERATIONS OFFICER

PH: 0418 335 549

YOU MUST NOT EXCEED THE 28 DAY RULE

A visitor may only be issued up to a total of 28 days' worth of VICs within a 12 month period. A VIC holder commits an offence if they apply for a VIC at Essendon Fields Airport and the VIC holder has held a VIC for the airport for a total of 28 or more days in the previous 12 months.

YOU MUST NOTIFY THE VIC ISSUER OF ANY CHANGES TO THE REASONS FOR ENTRY TO THE SECURE AREA

A VIC holder commits an offence if they enter a secure area other than for an approved reason, or engage in conduct that is inconsistent with the approved reasons for entry. If the access requirement changes, the VIC holder must return the VIC to the VIC issuer and request approval for the new access requirement.

YOU MUST BE SUPERVISED AT ALL TIMES IN THE SECURE AREA

A VIC holder commits an offence if they do not leave the secure area immediately if they are no longer under the supervision of a valid ASIC holder.

YOU MUST RETURN YOUR VIC TO THE VIC ISSUER

A VIC holder commits an offence if they do not return the VIC to the VIC issuer within 7 days after:

- i. the VIC expires; or
- ii. the holder is notified that the VIC has been cancelled; or
- iii. the VIC has been damaged, altered or defaced (permanently or temporarily); or
- iv. the holder no longer needs to enter the relevant secure area.

*The penalty for failing to return a VIC is an offence of strict liability and 10 penalty units (currently \$210 per penalty unit).

YOU MUST REPORT A LOST, STOLEN OR DESTROYED VIC

- i. A VIC holder commits an offence if the VIC has been lost, stolen or destroyed and the VIC holder does not, within 7 days of becoming aware of the loss, theft or destruction, give the VIC issuer:
- ii. a copy of a police report, or other information issued by the police, regarding the theft; or
- iii. a statutory declaration setting out the circumstances of the loss or destruction.

*The penalty for failing to provide this is an offence of strict liability and 10 penalty units (currently \$210 per penalty unit).



DRUGS & ALCOHOL

Essendon Fields Airport (EFA) is required by Part 99B of the Civil Aviation Safety Regulations 1998 to develop a Drug and Alcohol Management Plan (DAMP). Part 99B describes and sets limits on the type and amounts of testable drugs and alcohol that are permitted when airside. The DAMP requires that as a Visitor to the airside areas of Essendon Fields Airport you must meet the requirements of Part 99B.

If you intend to be airside at EFA at least 2 or times in 90 days then you must undergo pre-deployment testing for alcohol and other drugs in accordance with the Essendon Fields Airport DAMP, or another employers' Part 99B compliant DAMP.

Details on the limits set for testable drugs is below. For alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.

Testable Drug	Concentration ng/mL	Testable Drug	Concentration ng/mL
Δ 9-tetrahydrocannabinol	10	Ecgonine methyl ester	25
6-Acetyl morphine	10	Methylamphetamine	25
Amphetamine	25	Methylenedioxyamphetamine	25
Benzoyllecgonine	25	Methylenedioxymethylamphetamine	25
Cocaine	25	Morphine	25
Codeine	25		

If you have any questions about the DAMP requirements, please contact Essendon Fields Reception.

AIRSIDE CONTRACTORS

Airports operate within a highly regulated environment and special conditions apply to contractors working Airside which may not apply at other sites. All contractors (including sub-contractors and their employees and agents) engaged to carry out works airside at Essendon Fields Airport must complete the online Contractor Induction and Airside Induction training prior to applying for a VIC and carry the completion certificate with them at all times whilst working on the airport site. The inductions can be completed by clicking this link: <https://linksafe.com.au/essendonfields/>

PICKING UP YOUR PASS

The VIC Pass must be picked up by the APPLICANT **with** the nominated ASIC escort – with presentation of photo ID and Contractor Induction Card (where applicable).

A VIC issued for more than 3 days will require the holder to have a photo taken at Essendon Fields HQ.

A VIC cannot be issued prior to date of commencement. The pass must be picked up on the date it is required from.

HOURS FOR VIC PASS PICK UPS (FROM EF RECEPTION):

Monday to Friday – between 9.00 am – 12.00 pm & between 2.00 pm – 4.30 pm