

**ACT Civil and Administrative  
Tribunal**

**Security Screening  
and Conditions of  
Entry Policy**

**Policy number:** POL0028v1

**Issue date:** 18 March 2026

**Risk classification:** High

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**Authorisation by ACAT President**

This is a written policy under Section 45(2)(c) of the *Courts Procedures Act 2004*.

I order that under Section 50(1) of the *Courts Procedures Act 2004* that unless advised otherwise:

- (1) Members of the public are not to be admitted to a screened area of the ACAT premises unless they comply with this security screening and terms and conditions of entry policy.
- (2) Members of the public must leave any part of the ACAT premises unless they comply with this security screening and terms and conditions of entry policy.

This document will remain in force unless and until revoked by the ACAT President.

Signature: 

Date: 18 March 2026

Mary-Therese Daniel  
President  
ACT Civil and Administrative Tribunal

## Definition of Terms

Term	Definition
ACAT	The Australian Capital Territory Civil and Administrative Tribunal, normally located at Allara House, 15 Constitution Avenue, Canberra.
Accoutrements (restricted accoutrements)	For the purpose of this policy, firearms, magazines, rounds, defensive sprays, electronic control devices, batons, or any other weapon an officer may carry while on duty is considered a restricted accoutrement.  Restricted accoutrements do not include handcuffs, or any other restraining device carried by a law enforcement or correctional officer while on duty.
Authorised Staff	An ACAT staff member, delegated by the Director-General of the Justice and Community Safety Directorate, to direct persons to leave the premises of JACS.
Baggage	Any bag, pack, container or other item used to carry or convey personal, corporate or legal property into court premises.
Contracted Security Provider or Security Officer	Security Officers are officers appointed by the Director-General (or their delegate) pursuant to section 51(1) of the <i>Court Procedures Act 2004</i> and are responsible for the enforcement of this policy.  Sheriff's Officers and ACT Police Officers are delegated the same powers as a Security Officer and may assist with the enforcement of conditions of entry.
Court	Court Procedures Act 2004, Part 5 Court Security, 40 Definitions <b>court</b> means- (d) the ACAT
Court Premises	Court Procedures Act 2004, Part 5 Court Security, 40 Definitions <b>court premises</b> means the premises or place where a court is held or that is used in relation to the operations of a court, and includes: (a) a forecourt, courtyard, yard or area used with court premises; and (b) a part of premises or a place used as an entrance to or exit from court premises.
Programmed Facilities Management (PFM)	The private enterprise contracted to provide facilities management to ACAT
PFM Security Services Plan	Provides a framework of the service methodology that PFM will undertake to achieve the effective, comprehensive, and successful delivery of security services

**OFFICIAL**

Screening	<ol style="list-style-type: none"><li>1. The process of electronically or physically inspecting property in the possession of persons entering the court.</li><li>2. Electronically or visually inspecting any person entering court premises.</li></ol> <p>Electronic screening equipment includes any authorised x-ray device; walk through metal detector; a hand-held metal detector (hand-wand); or any other electronic detection device authorised by the ACAT President.</p>
Sheriff	The Sheriff or any person appointed pursuant to section 46(2) or (4) of the <i>Supreme Court Act 1933</i> .

## **1. Purpose**

This policy aims to ensure the safety and wellbeing of all individuals within the ACAT premises. By implementing rigorous security measures, the policy intends to prevent unauthorised items and potential threats from entering the premises, thereby maintaining a secure environment for legal proceedings.

## **2. Scope**

This policy mandates that Security Officers are responsible for conducting security screening at ACAT as outlined in the *Part 5 Court Security of the Courts Procedures Act 2004* and in accordance with the *Programmed Facilities Management Security Services Plan*. It applies to all individuals entering the ACAT premises through the public entrance, including but not limited to tribunal users, legal professionals, ACAT staff, visitors, and member of the public. The policy encompasses security screening procedures and outlines the permissible and prohibited items within court premises.

Additionally, it provides a framework for managing exceptions and addressing instances of non-compliance to uphold a secure and orderly environment.

PFM is responsible for ensuring that all security related measures at the ACAT are fully aligned with this policy. The Senior Director, Property and Contracts is to ensure the contract is aligned to business requirements, which includes changes to policies.

## **3. Background**

The public area of ACAT is split into a "Pre-Screened Area" and "Screened Area". The ACAT Counter is in the Pre-Screened Area, and all Tribunal Rooms are in the Screened Area.

Unless exempted by this policy, anyone attending ACAT for a tribunal matter or wishing to enter the Screened Area will need to be security screen as outlined in this policy.

While those attending ACAT's counter are not subject to security screening, they must still comply with relevant Conditions of Entry.

## **4. General Conditions of Entry**

### **4.1. Public Access**

Access to the ACAT premises will generally be available from 9:00am to 4:30pm, Monday to Friday (except for public holidays or ACAT shutdown periods). While public attendance is encouraged, persons who are behaving unlawfully, or in a disorderly or menacing way, may be refused access to ACAT or directed to leave the ACAT premises.

### **4.2. Adhere to signage**

Persons attending the ACAT premises must adhere to displayed signage at the ACAT entry and throughout the ACAT premises.

### **4.3. Follow directions of security, sheriff or authorised staff**

All persons wishing to enter the ACAT premises must comply with all security procedures and follow all reasonable directions from a security officer, sheriff or authorised staff member.

### **4.4. Behaviour that is unlawful, disorderly or menacing**

Persons attending ACAT must not behave in an unlawful, disorderly or menacing way, or be a threat to the security of ACAT.

### **4.5. Provision of details**

Persons attending ACAT who breach item 4.4 may be required by a security officer to provide their name, identification, and state the purpose of their visit.

### **4.6. Consumption of alcohol, smoking or vaping**

Consuming alcohol, smoking, vaping or using e-cigarettes at ACAT is prohibited.

### **4.7. Photography, recording and other electronic devices**

Unless prior approval has been given by the ACAT President, presiding Tribunal Member, Registrar or their delegate, all forms of photography, video recording, audio recording, digital transcription of an ACAT hearing, conference or mediation, or the distribution of live feed images is prohibited on ACAT premises.

This includes the photographing, videoing or audio recording of the ACAT counter and staff.

## **4.8. Animals**

Unless otherwise approved by the ACAT President, Registrar or their delegates, animals are not permitted on the ACAT premises.

However, any person with a disability is entitled to be accompanied by an assistance animal which is being used to assist that person within any building or place open to or used by the public in accordance with the *Domestic Animals Act 2000 (ACT)*. If a person attends with an assistance animal, they may be asked to provide proof that the animal is an assistance animal.

Assistance animals may be excluded or removed from ACAT if there is a reasonable excuse.

A person with an animal on the premises must remain in control of the animal and ensure it does not interfere with the safety of other persons or animals.

## **5. Security Screening – general conditions**

The ACAT's Tribunal Rooms, waiting areas and other public areas are located in the "Screened Area", post the security screening checkpoint. The ACAT counter is in a "Pre-Screened Area" before security screening. Any persons seeking to access post the security screening checkpoint will be required to be security screened by a security officer.

Access to Tribunal Rooms and security screening will operate between 9:00am and 4:30pm but may not operate or cease earlier if there are no Tribunal matters listed. Where ACAT opens and operates outside of these hours standard security screening procedure will be conducted (unless other arrangements have been made).

Screening requirements may be enforced at an alternative ACAT premises not situated at Allara House, 15 Constitution Avenue, Canberra, if the alternative premises is to be used for any ACAT matter. The requirement for security screening at alternative premises is to be determined by approval by the ACAT President, Registrar or their delegate.

### **5.1. Automatic exemption to security screening**

The following persons are exempt from security screening procedures:

- All Judges of the Supreme Court including visiting Judges.
- All Magistrates of the Magistrates' Court including Special Magistrates.
- The ACAT President and all Presidential, Senior and Ordinary Members of the ACAT.
- All current judicial officers visiting, for whatever purpose, the ACAT premises in the company of an ACAT staff member.
- All Emergency Services staff attending the ACAT premises in response to an emergency or security related incident.
- All ACTCT staff carrying identification or ACTCT staff known to Security.
- Any other person authorised by the ACAT President or Registrar or their delegate.

### **5.2. Pregnant Women**

The ACAT has been advised that walk through metal-detectors currently in use do not pose a risk to pregnant women. Pregnant women will be required to comply with security screening processes, except for hand-wanding devices which may be dangerous to the unborn child and should not be used under any circumstances.

### 5.3. Wheelchairs and mobility assistance devices

People in wheelchairs or with assistance of other mobility devices, who are unable to proceed through the screening machine without assistance, will be subject to a hand-held wand screening process and a manual inspection screening of themselves and their wheelchair or mobility device.

### 5.4. Child conveyances

Child conveyances such as strollers, prams, backpacks and portable car restraints will, where capable of being conveyed through the x-ray machines, be screened in the usual manner detailed in this policy. Child conveyances that cannot be x-rayed due to their physical size will be screened manually in accordance with this policy.

### 5.5. People with pacemakers and similar medical devices

Any person who has a defibrillator or pacemaker medically implanted is not required to proceed through the screening machine. Upon informing the Security Officer of their condition and producing the appropriate implant card(s) for verification, the person will be instructed to place their personal items in a tray for scanning. The person will then be directed around the screening machine to be scanned by a hand-wand (with their hand placed firmly over the site of the pacemaker).

**IMPORTANT: It should be noted that defibrillators should not be hand-wanded at any time.**

### 5.6. Vulnerable witnesses

Vulnerable witnesses will be required to be screened as stated in this policy unless an exemption has been granted by the President, ACAT Registrar or their delegate.

### 5.7. Assistance Animals

Persons accompanied by an assistance animal which is being used to assist that person within any building or place open to or used by the public in accordance with the *Domestic Animals Act 2000 (ACT)* will be security screened as per the standard process, unless an exemption has been granted by the President, ACAT Registrar or their delegate.

## **5.8. Personal and baggage screening**

Unless an exemption has been granted by the President, ACAT Registrar or their delegate, any persons seeking access post the security screening checkpoint (including to ACAT's Tribunal Rooms), will be required to undergo a security screening process which involves the following:

- proceeding to the designated security screening area guided by signage and/or the Security Officer
- remove metal objects, electronic devices, keys, coins etc from pockets
- place these items in the provided trays for separate screening
- walk through the metal detector at a normal pace, adhering to instructions given by the Security Officer
- if the metal detector signals an alarm, remain calm
- the Security Officer may request that you remove any remaining metal objects and place them on the trays provided and walk through the metal detector a second time
- if a walk-through metal detector is not available, each person will be scanned by way of a hand-wand
- each person must pass their baggage (if any) and metallic items through an x-ray scanner. If an x-ray scanner is not available, personal baggage must be inspected by the Security Officer
- collect belongings from trays after separate screening has been completed
- follow the instructions provided by the Security Officer promptly and respectfully.

The Security Officer may ask the owner of the baggage to present their baggage and remove items for inspection. All items removed will be visually inspected and the baggage frame will be hand-wanded.

If the Security Officer believes on reasonable grounds that baggage contains a knife, a prohibited item or any other item that could be used as a weapon, the officer may search the bag and remove the item. A search can only be conducted after the officer has informed the person:

- the reason for the search, and
- that refusal to comply with the direction will result in refusal of entry into the ACAT premises.

If the Contracted Security Provider believes on reasonable grounds that baggage contains a prohibited item and the item creates an immediate risk to life or property, the entire bag or package may be either captured within the x-ray device or seized and stored in a secure

location. If this action is taken, the person in possession of the bag must be told why the bag has been seized and the Sheriff and ACT Police are to be contacted immediately.

### **5.9. Security Screening - System Failure**

In the event of a breakdown or failure of any part of the security screening system which has or may cause a delay in security screening, the contracted security provider will immediately notify the ACAT Registrar or their delegate and seek approval to commence manual screening.

The manual security screening procedure must be as non-invasive as reasonably practical, while maintaining the security standard. Depending on the circumstances of a breakdown or failure of any part of the normal security screening system, manual screening will continue to utilise functioning security systems while supplementing the failure or breakdown with manual procedure.

The primary avenues of manual screening involve the use of hand-wand devices and physical inspection of baggage; all persons will follow reasonable directions and requests of security officers as part of the manual screening process.

## **6. Prohibited, dangerous and restricted items**

### **6.1. Seizing prohibited items**

The Contracted Security Provider will seize any prohibited item located during a search procedure. In the event a prohibited item is seized, the person in possession of the item must be issued with a seizure receipt that identifies what the item is and why it was seized.

ACT Police must be contacted as soon as practicable to take possession of the item and conduct any relevant investigations.

Prohibited items include:

- illicit drugs
- firearms
- explosives or flares
- batons
- defensive sprays or munitions
- any other item a Security Officer reasonably believes is, or has been fabricated to be used as an offensive or dangerous weapon
- any other item that would be an offence to possess in a public place.

### **6.2. Surrendering dangerous or restricted items**

The ACAT President, the ACAT Registrar or their delegate may deem any item a dangerous item if they believe on reasonable grounds that it can be used to cause harm to any person or damage any property (accidentally or deliberately), or may cause distress to, or offend, other tribunal users or disrupt tribunal proceedings.

Depending on the nature of the item, if a dangerous or restricted item is detected during security screening procedure, unless an exemption is provided by the ACAT President or the ACAT Registrar, the person in possession of the dangerous item will be asked to either:

- Surrender the item to a security officer for the duration of their attendance at the ACAT Premises; or
- Store the item in an appropriate location;
- Dispose of the item;
- Leave ACAT premises.

A person who surrenders an item to the Contracted Security Provider will be provided with a receipt for the item and may retrieve the item upon leaving the building.

If the Contracted Security Provider reasonably suspects that possession of the item may be unlawful in a public place (possible prohibited item), ACT Police must be contacted as soon as practicable to seek clarification. If the item is deemed a prohibited item, it must be surrendered to ACT Police as soon as practicable.

A list of some of the designated dangerous and prohibited items is at Appendix A.

### **6.3. Reclaiming surrendered dangerous or restricted items**

In order to reclaim dangerous or prohibited items that have been surrendered to the Contracted Security Provider, the receipt that was issued at the time of surrendering the items must be produced. If the receipt has been lost, the person must provide sufficient evidence to establish their ownership and right to possess the items.

### **6.4. Uncollected items**

Any surrendered dangerous item must be collected before the close of business on the same day the item was surrendered. Items not collected (excluding perishable items) will be retained for seven (7) days and, if still uncollected, will be dealt with in accordance with the Uncollected Goods Act 1996.

After seven (7) days, non-perishable items (excluding illegal or prohibited items) are to be disposed of as directed by the ACAT Registrar or their delegate. Perishable items may be disposed of at the end of the day on which they were surrendered.

The ACAT accepts no responsibility for the proper storage of any perishable items.

### **6.5. Prohibited or dangerous items that are exhibits or evidence**

If a law enforcement officer, regulatory agency, a lawyer, party to a proceeding, or an expert witness wishes to enter the ACAT Premises with a prohibited or dangerous item for the purpose of tendering the item as evidence in an ACAT matter, the item must be declared to a security officer at the screening point who may choose to screen the item.

Security will then take the item, with the accompanying person, to the ACAT counter. The ACAT registry staff will take the item to the relevant Tribunal Room and provide it to the presiding member. If the item is admitted into evidence it will be returned at the conclusion of any appeal process.

Where possible, ACAT users should give ACAT registry advance notice of any intention to bring prohibited or dangerous items to ACAT for the purpose of exhibiting the item as evidence.

## **6.6. No weapons or restricted accoutrements within ACAT**

Unless responding to an emergency or request for attendance, restricted accoutrements (excluding handcuffs or other approved restraining devices), must not be carried into ACAT premises by Police or other Law enforcement agencies, beyond the security screening checkpoint, without the prior approval of the President or ACAT Registrar.

If a Police Officer, or officer from another Law Enforcement Agency, is seeking to enter ACAT premises beyond the security screening checkpoint, with their firearms or other restricted accoutrements (not being an exhibit to be produced in ACAT proceedings), they must:

- show appropriate identification to the Contracted Security Provider
- be escorted immediately, by the Contracted Security Provider, to the gun storage lockers within ACAT and store the items in accordance with the ACT Police and AFP National Guidelines, Commissioner Orders and other relevant agency procedures.

## 7. Offences and Enforcement of Screening Requirements

### 7.1. Person may be required to state name etc

If it is reasonably believed that a person entering, or already on ACAT premises, is behaving unlawfully, disorderly, or in a menacing way, or is a threat to the security of ACAT, a security officer, a sheriff's officer or a police officer may require the person to tell the officer their name and the reason for entering or being on ACAT premises.

It is an offence if the person refuses to give their details, gives false details, or refuses to give the reason why they are entering, or on ACAT premises – see *Section 44 of the Court Procedures Act 2004*.

### 7.2. Unlawful, disorderly conduct etc

If it is reasonably believed that a person entering, or already on ACAT premises, is behaving unlawfully, or disorderly, or in a menacing way; a security officer, a sheriff's officer or a police officer may require the person not to enter, or to leave, the ACAT premises.

It is an offence for person to enter or not leave ACAT premises, if directed by a security officer, a sheriff's officer or a police officer.

Where the person is at ACAT to attend their matter, Security will seek permission from the ACAT President or Registrar, to refuse entry or to ask the person to leave, unless there is an immediate risk of harm to others. If there is an immediate risk of harm to others, the ACAT President has given leave of the tribunal for ACAT security, Sheriff's officers or an ACT Police Officer to use reasonable force to prevent the person from entering ACAT, or to use reasonable force to remove the person from the ACAT premises - see *Section 48 of the Court Procedures Act 2004*.

### 7.3. Searches

If a security officer makes a requirement of person to be searched, it is an offence if that person refuses to be screened and does not leave the ACAT premises - see *Section 45 of the Court Procedures Act 2004*.

To ensure the safety and security of ACAT premises, if a person refuses to be screened or refuses for anything in their possession to be screened and fails to leave ACAT premises, the ACAT President has given leave of the tribunal for ACAT security, sheriff's officers or an ACT

Police Officer to use reasonable force to prevent the person from entering beyond the screening point.

In any circumstances where force is used, ACT Police will be contacted, and criminal action may be commenced.

## **8. Mail and Lodgements of Documents**

### **8.1. Mail and parcel delivery**

All mail and small parcel deliveries entering the ACAT will be subject to the screening and vetting processes outlined in the Justice and Community Safety Directorate (JACS) [Safe and Secure Mail Handling Policy](#) and will generally be opened by Programmed Facilities Management before being delivered to ACAT.

### **8.2. Lodgements and items received over the counter**

As a public counter, ACAT will receive lodgements and other items directly over the counter from members of the public, clerks and couriers.

Staff members should assess any envelope or package for risk and treat any unopened package with caution.

If a person attends the counter with a large envelope or package, if the envelope is not opened, they should be asked to open the package, so ACAT staff can visually inspect its contents before accepting it. If a person cannot open it, the person should be directed to provide the package to security screening point, so it can be placed through the x-ray machine.

ACAT can direct any other envelope or package to be screened at their discretion.

Personal items addressed to an ACAT Member or staff will be treated in accordance with any other mail, until staff are satisfied that the item is personal in nature.

## **9. Tradespeople and external contractors**

Tradespeople undertaking work on ACAT premises should attend the ACAT security control room to sign in and out. Except in emergencies, ACAT Security should be notified in advance, if there are works occurring outside of business hours.

If Tradespeople enter the ACAT via the public entry point, the tradesperson and any equipment or baggage in their possession will be subjected to standard screening processes, unless exempted by the ACAT President, Registrar or their delegate.

If a tradesperson is on the 'approved list' and issued with an access pass, they may enter ACAT premises via staff entry points and move within the tribunal premises, within the boundaries of their approval, without staff escort. The ACTCT Property and Procurement team is responsible for the management of the non-escort list.

If the contractor is not on the 'approved list' or received an exemption from the ACAT President, Registrar or their delegate, they must be escorted by a staff member or by PFM while on the ACAT premises (including non-Tribunal room floors).

## 10. Review

This policy has been assessed to have a **high** risk classification, and so is to be reviewed every **2 years** consistent with the Policy, Procedure and Factsheet Management Procedure.

## 11. Enquiries

Position / Title	Email	Phone
Senior Director, ACAT Operations	<a href="mailto:ACATops@act.gov.au">ACATops@act.gov.au</a>	x71740
Registrar, ACAT	<a href="mailto:ACATregistrar@act.gov.au">ACATregistrar@act.gov.au</a>	x71740

## Document information

Property	Details
Policy number:	POL0028v1 Contact the People and Governance team for a number
Policy name:	ACAT, Security Screening and Conditions of Entry Policy
Policy owner and team:	Senior Director, ACAT Operations
Approved by:	ACAT President
Date of approval:	17 March 2026
Date of last review:	Date of most recent version
Date for next review:	Two years from date of effect/date of last review

## Amendment history

Version	Issue date	Details	Author
0.0	6 January 2026	Draft	Senior Director, ACAT Operations
1.0	18 March 2026	First approved version	Senior Director, ACAT Operations
2.0			
3.0			

## **Appendix A - Some designated dangerous and prohibited items**

Dangerous items may include:

- Knives or metal cutlery
- Metal nail files
- Scissors
- Syringes (not including syringes required for a medical condition)
- Multi-tools
- Tools not required for the purpose of maintenance at the ACAT premises.
- Perfume or cologne bottles (etc.) capable of holding over 100ml of liquid; or with a single dimension of over 10cm
- Glass or metal bottles and containers (not including approved perfume or cologne bottles etc.)
- All aerosols
- Jet lighters
- Studded belts or long-linked key chains.

Restricted items may include:

- Any vessel containing alcohol
- Open cans of drink
- Permanent markers
- Skateboards, scooters, bicycles or other forms of personal transport
- E-Cigarettes and "Vapes"
- Long handled umbrellas
- Megaphones, amplifiers or other items that can be used to enhance sound
- Banners or flags designed to cause offence, or to support a political, religious, or personal view
- Items with capacity or dimensions of potential projectiles with reasonable prospects of causing harm;

Any other item not required for the purpose of attending ACAT that a Security Officer, or officer enforcing the conditions of entry, reasonably believe could be used to cause harm to any person, damage property, cause fear or distress to other court users, or used to deliberately disrupt court proceedings.