



Australian Government



Tour Confirmation Form

PAGE 1 – Contact Person

Everyone who visits ANSTO is required to provide certain information for security purposes. This confirmation form can be used to provide details required for your tour participants.

Please complete and return this form to us a minimum of five working days prior to your tour. It can be emailed to tours@ansto.gov.au or faxed to (02) 9717 9057.

| | | | |
|------------------------------------|--|---------------------|--|
| Name of Group/School | | | |
| Name of Contact Person | | | |
| Email address for Contact Person | | | |
| Phone number(s) for Contact Person | | | |
| Date of tour | | | |
| Start time of tour | | Finish time of tour | |

| | | |
|---------------|---|--|
| Special needs | Are there any members of your group with medical conditions, mobility problems or other special needs that we should be aware of? | |
| | <input type="checkbox"/> cochlear implants <input type="checkbox"/> pace makers <input type="checkbox"/> hearing problems | <input type="checkbox"/> walking sticks <input type="checkbox"/> wheelchair <input type="checkbox"/> other, please specify |

CONTACT PERSON'S UNDERTAKING

As the organiser for this group I have ensured that the members of my group are aware of the following:

- Adults (visitors aged 18 or more) **must bring their identification with them for verification** by ANSTO representatives on arrival at site. Adults who do not bring their identification with them on the day of the tour will not be permitted to proceed on the tour.
- As ANSTO is an industrial site and for safety reasons, all visitors need to wear appropriate, fully enclosed footwear. **Sandals, thongs or stiletto heels are not permitted.**
- **Photography is not permitted onsite.** Photographic devices such as cameras or mobile phones with cameras and other recording devices must be left behind in the Discovery Centre in the lockers provided.
- **Bags or cases are not permitted onsite.** If you need to take snacks, drinks, medical or baby supplies with you, you can carry them in a clear plastic bag.
- There are no refreshment facilities onsite, apart from water. Outside of the site and adjacent to the ANSTO Discovery Centre, the ANSTO Café is open to the public Monday to Friday.
- Individuals visiting the site must read the ANSTO Visitor Terms and Conditions prior to visiting ANSTO.
- The Australian Federal Police may request to conduct a background check on any individual before providing them with permission to enter the ANSTO site. In this case, the individual will be contacted directly before the date of the tour and asked to complete a Background Check Consent Form.

ANSTO VISITOR TERMS AND CONDITIONS

1) Prior to the day of the tour

Everyone who visits ANSTO needs to provide the following information at least 72 hours prior to coming to the site:

| | Full name | Residential address | Date of birth | Photo identification |
|------------------------|-----------|---------------------|---------------|--|
| Adults 18 years & over | ✓ | ✓ | ✓ | Details from a current Australian Drivers Licence or Proof of Age card: <ul style="list-style-type: none"> number State card was issued from OR Details from a current passport: <ul style="list-style-type: none"> number country passport was issued from |
| Under 18 years of age | ✓ | ✓ | ✗ | ✗ |
| School students | ✓ | ✗ | ✗ | ✗ |

2) Visitor Prior to going onsite

Visitor entry to ANSTO on the day of the tour is subject to the following security and safety requirements

- a) Adults (visitors over the age of 18) must bring their identification to be sighted for verification purposes on arrival by ANSTO representatives. Adults who do not bring their identification with them on the day of the tour will be denied access from going onsite.
- b) The following documents are approved forms of identification
 - A current Australian Driver's Licence or Proof of Age card
 - A current Australian or International Passport
- c) As ANSTO is an industrial site, all visitors need to wear appropriate, fully enclosed footwear. For your safety, sandals, thongs or stiletto heels are not permitted.
- d) All visitors must comply with ANSTO security requirements before being permitted onsite. No weapons, firearms, explosives, alcohol, animals or containers with volatile liquids are allowed onsite.
- e) Photography is not permitted onsite. Photographic devices such as cameras, mobile phones with cameras and other recording devices must be left behind in the Discovery Centre in the lockers provided.
- f) Bags or cases of any kind are not permitted onsite. If you need to take medical or baby supplies with you, you will need to carry them in a clear plastic bag.

3) Cancellation of tours

ANSTO reserves the right to cancel or postpone any tour at any time.

4) Personal Information

Personal information is collected as part of ANSTO's security process. ANSTO Discovery Centre staff, reception staff, security staff and the Australian Federal Police may have access to this personal information. The information is stored electronically. Security procedures in combination with physical and technological systems provide a robust security environment which restricts access to the abovementioned to authorised personnel only. The Personal information is disposed of in accordance with the National Australian Archives (NAA) Administrative Functions Disposal Authority (AFDA).

5) Background Checks

The Australian Federal Police may request to conduct a background check on any individual before providing them with permission to enter the ANSTO site. In this case, the individual will be contacted directly before the date of the tour and asked to complete a Background Check Consent Form.

6) Liability

You acknowledge that during your visit, ANSTO will not be liable to you for any loss, damage, injury or any incidental, indirect, special, consequential or economic loss or damage suffered (including loss of opportunities, exemplary or punitive damages) whether to a person or to property and whether arising from default, negligence, misconduct or otherwise by us, our employees or our agents and you indemnify us against all claims.

| | SURNAME | FIRST NAME | STREET ADDRESS (Residential address) | STATE | POST CODE | COUNTRY | AUS CITIZEN | DATE OF BIRTH | ID T |
|----|---------|------------|---|-------|--------------|---------|----------------|------------------|------|
| 1 | | | | | | | Y or N? | | Sel |
| 2 | | | | | | | Y or N? | | Sel |
| 3 | | | | | | | Y or N? | | Sel |
| 4 | | | | | | | Y or N? | | Sel |
| 5 | | | | | | | Y or N? | | Sel |
| 6 | | | | | | | Y or N? | | Sel |
| 7 | | | | | | | Y or N? | | Sel |
| 8 | | | | | | | Y or N? | | Sel |
| 9 | | | | | | | Y or N? | | Sel |
| 10 | | | | | | | Y or N? | | Sel |
| 11 | | | | | | | Y or N? | | Sel |
| 12 | | | | | | | Y or N? | | Sel |
| 13 | | | | | | | Y or N? | | Sel |
| 14 | | | | | | | Y or N? | | Sel |
| 15 | | | | | | | Y or N? | | Sel |
| 16 | | | | | | | Y or N? | | Sel |
| 17 | | | | | | | Y or N? | | Sel |
| 18 | | | | | | | Y or N? | | Sel |
| 19 | | | | | | | Y or N? | | Sel |
| 20 | | | | | | | Y or N? | | Sel |

| | SURNAME | FIRST NAME | STREET ADDRESS (Residential address) | STATE | POST CODE | COUNTRY | AUS CITIZEN | DATE OF BIRTH | ID T |
|----|---------|------------|---|-------|--------------|---------|----------------|------------------|------|
| 21 | | | | | | | Y or N? | | Sel |
| 22 | | | | | | | Y or N? | | Sel |
| 23 | | | | | | | Y or N? | | Sel |
| 24 | | | | | | | Y or N? | | Sel |
| 25 | | | | | | | Y or N? | | Sel |
| 26 | | | | | | | Y or N? | | Sel |
| 27 | | | | | | | Y or N? | | Sel |
| 28 | | | | | | | Y or N? | | Sel |
| 29 | | | | | | | Y or N? | | Sel |
| 30 | | | | | | | Y or N? | | Sel |
| 31 | | | | | | | Y or N? | | Sel |
| 32 | | | | | | | Y or N? | | Sel |
| 33 | | | | | | | Y or N? | | Sel |
| 34 | | | | | | | Y or N? | | Sel |
| 35 | | | | | | | Y or N? | | Sel |
| 36 | | | | | | | Y or N? | | Sel |
| 37 | | | | | | | Y or N? | | Sel |
| 38 | | | | | | | Y or N? | | Sel |
| 39 | | | | | | | Y or N? | | Sel |
| 40 | | | | | | | Y or N? | | Sel |

| | SURNAME | FIRST NAME | STREET ADDRESS (Residential address) | STATE | POST CODE | COUNTRY | AUS CITIZEN | DATE OF BIRTH | ID T |
|----|---------|------------|---|-------|--------------|---------|----------------|------------------|------|
| 41 | | | | | | | Y or N? | | Sel |
| 42 | | | | | | | Y or N? | | Sel |
| 43 | | | | | | | Y or N? | | Sel |
| 44 | | | | | | | Y or N? | | Sel |
| 45 | | | | | | | Y or N? | | Sel |
| 46 | | | | | | | Y or N? | | Sel |
| 47 | | | | | | | Y or N? | | Sel |
| 48 | | | | | | | Y or N? | | Sel |
| 49 | | | | | | | Y or N? | | Sel |
| 50 | | | | | | | Y or N? | | Sel |
| 51 | | | | | | | Y or N? | | Sel |
| 52 | | | | | | | Y or N? | | Sel |
| 53 | | | | | | | Y or N? | | Sel |
| 54 | | | | | | | Y or N? | | Sel |
| 55 | | | | | | | Y or N? | | Sel |
| 56 | | | | | | | Y or N? | | Sel |
| 57 | | | | | | | Y or N? | | Sel |
| 58 | | | | | | | Y or N? | | Sel |
| 59 | | | | | | | Y or N? | | Sel |
| 60 | | | | | | | Y or N? | | Sel |