



PARLIAMENT OF AUSTRALIA

# **Annual Report 2023–24**

Report No. 30

House of Representatives

**Standing Committee on  
Appropriations and Administration**

September 2024  
Canberra

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# Contents

<b>Membership of Committee — 47th Parliament .....</b>	<b>iv</b>
<b>Standing Order 222A.....</b>	<b>v</b>
<b>Annual Report 2023–24.....</b>	<b>1</b>
<b>Reports Presented .....</b>	<b>1</b>
<b>Meetings.....</b>	<b>1</b>
Electronic Access Control System (EACS) Code of Practice.....	2
Closed-Circuit Television (CCTV) Code of Practice .....	2
<b>Conclusion.....</b>	<b>3</b>



# Membership of Committee — 47th Parliament

<b>Chair</b>	Hon Milton Dick MP (Speaker)
<b>Deputy Chair</b>	Hon Mark Coulton MP
<b>Members</b>	Mr Russell Broadbent MP (to 16 November 2023) Ms Sharon Claydon MP Mr Steve Georganas MP Dr Helen Haines MP Mr Julian Leeser MP (from 27 November 2023) Ms Sally Sitou MP Ms Anne Stanley MP Mr Bert van Manen MP

*This committee is supported by staff of the Department of the House of Representatives.*



## Standing Order 222A

- (a) A House Appropriations and Administration Committee shall be appointed to:
  - (i) consider estimates of the funding required for the operation of the Department of the House of Representatives each year;
  - (ii) provide to the Speaker for presentation to the House and transmission to the Minister for Finance and Deregulation, the committee's estimates of amounts for inclusion in appropriation and supply bills for the Department of the House of Representatives;
  - (iii) consider proposals for changes to the administration of the Department of the House of Representatives or variations to services provided by the Department;
  - (iv) consider and report to the Speaker on any other matters of finance or services as may be referred to it by the Speaker;
  - (v) consider and report to the House on any other matters of finance or services as may be referred to it by the House;
  - (vi) consider and report to the Speaker on matters relating to the provision of facilities in Parliament House affecting the House, its committees or its Members;
  - (vii) make an annual report to the House on its operations;
  - (viii) consider the administration and funding of security measures affecting the House and advise the Speaker and the House as appropriate; and
  - (ix) consider any proposals for works in the parliamentary precincts that are subject to parliamentary approval and report to the House on them as appropriate.
- (b) When conferring with the Senate Standing Committee on Appropriations and Staffing, the House Appropriations and Administration Committee may:
  - (i) consider estimates of the funding required for the operation of the Department of Parliamentary Services each year; and

- (ii) provide to the Speaker for presentation to the House and transmission to the Minister for Finance and Deregulation, estimates of amounts for inclusion in appropriation and supply bills for the Department of Parliamentary Services.
- (c) The committee shall consist of nine members: the Speaker as Chair, four government Members and four non-government/non-aligned Members. A quorum shall be three members of the committee.
- (d) The committee shall be assisted by the Clerk, Serjeant-at-Arms, and officers of the Department of the House of Representatives appropriate to any matters under consideration.



# Annual Report 2023–24

- 1.1 This report is made pursuant to Standing Order 222A(a)(vii), which requires the House of Representatives Appropriations and Administration Committee to make an annual report to the House on its operations. This report covers the period from 1 July 2023 to 30 June 2024.

## Reports presented

- 1.2 In 2023-24, the Committee presented three reports:
- Report No. 27, Annual Report 2022–2023
  - Report No. 28, Additional Estimates 2023–2024
  - Report No. 29, Budget Estimates 2024–2025.

## Meetings

- 1.3 During the reporting period the Committee met on 10 occasions.
- 1.4 Key matters considered included:
- funding arrangements for the Department of the House of Representatives, including estimates of the funding required by the department
  - reviews of compliance with the Electronic Access Control System (EACS) and Closed Circuit Television (CCTV) Codes of Practice
  - regular reporting against the EACS and CCTV Codes of Practice
  - an inspection of security facilities
  - security and safety measures at Parliament House, including proposals for new or expanded measures

- security infrastructure at Members' electorate offices
- car parking arrangements at Parliament House
- matters relating to Members' remuneration services provided by the Department of the House of Representatives.

## **Electronic Access Control System (EACS) Code of Practice**

- 1.5 The EACS provides electronic swipe access to suites, including all Members' and Senators' suites, and to other areas in the building. The EACS is managed by the Department of Parliamentary Services (DPS). Of particular concern for both Houses has been the controls put in place to manage the EACS and allow access to the entry logs generated by the system.
- 1.6 The EACS Code of Practice, finalised in June 2020, provides a framework that governs the creation, storage, use and access, release, and destruction of EACS data and takes into consideration potential triggers of parliamentary privilege.
- 1.7 Under the Code of Practice, the Standing Committee on Appropriations and Administration receives quarterly reports detailing all requests for access to and release of EACS data. The Committee notes that the majority of requests for access were by Members, Senators or entities confirming who had electronic access to suites within their areas of control.
- 1.8 Following briefings by DPS and the Committee's consideration of the quarterly access reports, the Committee is satisfied that the EACS Code of Practice has been implemented and that its provisions are being complied with by DPS.

## **Closed-Circuit Television (CCTV) Code of Practice**

- 1.9 The CCTV system at Parliament House is also managed by DPS. Access to and release of CCTV data is governed by the CCTV Code of Practice.
- 1.10 Pursuant to clause 15.6 of the CCTV Code of Practice, the Committee considered quarterly reports detailing the nature of requests for viewing and release of CCTV footage and of any breaches of the Code.



- 1.11 The Committee reviewed each quarterly report during the reporting period, and considered the report of the review of compliance with the CCTV Code of Practice. On balance, the Committee was satisfied that DPS is administering the CCTV system in compliance with the Code.

## **Independent Review of CCTV Code of Practice**

- 1.12 The CCTV Code of Practice requires that the Code be reviewed at least every two years.
- 1.13 The review, covering the operation of the Code from 2021 to 2023, was carried out by Synergy Group Australia, with former Clerk of the House, Mr David Elder, providing input as an adviser to the review.
- 1.14 The review, completed in November 2023 and presented to the Presiding Officers in January 2024, was considered by the committee in March 2024.
- 1.15 The review concluded that DPS had complied with key requirements of the Code, and that no issues of non-compliance had been identified.
- 1.16 The review also identified two areas for improvement to further strengthen security practices and the overall control environment within DPS. These related to simplifying some parts of the Code to assist with usability; and reducing manual processes and paper-based forms for approvals.

## **Conclusion**

- 1.17 The Committee continues to meet regularly to discuss matters relevant to the operation of Parliament House. This includes the provision of services to Members, particularly by the Department of the House of Representatives and DPS.
- 1.18 Proposals relating to security and safety at Parliament House continue to be areas of focus for the Committee. In carrying out its work, the Committee is keen to ensure it strikes an appropriate balance between having sufficient systems and processes in place to facilitate a safe working environment for Members and staff, and

ensuring that these systems and processes do not interfere with the free performance of Members in their duties.

Hon Milton Dick MP  
Chair  
11 September 2024