



Operating Policies and Procedures No. 10.10—Parliament House passes

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Introduction

1 This Operating Policy and Procedure (**OPP**) outlines Parliament House security pass policy.

The aims of the policy

2 The aim of the Parliament House pass policy is to provide ready access to the private circulation areas of Parliament House for people whose access to Parliament House furthers the purposes of the Parliament, while ensuring that the grant of access does not pose a security threat to any other building occupants or visitors, or to the building itself.

No requirement for Senators and Members to carry passes

3 Nothing in this policy is intended to require a Senator or Member to carry a Parliament House pass at any time. The privileges conferred on photographic passholders by this policy apply to Senators and Members whether or not they are carrying their passes, although access to some car parks is only, or more readily, gained through swiping a pass.

General principles

4 There are two kinds of access provided by Parliament House passes:

- (a) **Substantial access** is unsupervised access, at any time, to the private circulation areas of Parliament House; access to parts of Parliament House occupied by particular people or organisations is controlled by those occupants.
- (b) **Supervised access** is access to some or all of the private circulation areas of Parliament House, escorted by an appropriate passholder.

5 The current design and operations of the access control system do not allow for substantial access to be limited to particular zones of the private circulation areas; this may be reconsidered in the future.

Substantial access

6 Substantial access to Parliament House should be granted to people who:

- (a) have:
 - (i) an entitlement to access Parliament House; or
 - (ii) a genuine need in the interests of the Parliament for substantial access; and
- (b) have undergone an appropriate level of vetting.

7 Senators and Members, by virtue of their office, have an entitlement to access Parliament House.

8 The other categories of people who may be granted substantial access are set out in the table at **Attachment A**. In determining the categories of people who have a genuine need in the interests of the Parliament for substantial access, regard has been had to:

- (a) the needs of the person (their reasons for wanting to access Parliament House, and any matters relevant to how often they might access Parliament House); and
- (b) the needs of building occupants, which include:
 - (i) security;
 - (ii) protection from inappropriate interference in their work; and
 - (iii) convenience (for instance in relation to the effect of any requirement to arrange escorts for visitors who are not granted substantial access to Parliament House).

9 The vetting requirements for people in those categories are also set out in the table at Attachment A.

Unaccompanied and supervised access

10 Visitors to Parliament House who do not satisfy the criteria for the granting of substantial access, or who do not wish to undergo the process of obtaining a pass for substantial access, would be granted unaccompanied access (for working visitors) or supervised access, at the request of a sponsoring passholder, generally one day at a time. Categories of people who may be granted unaccompanied or supervised access are also set out in the table at Attachment A.

Privileges attaching to passes

11 The privileges attaching to particular categories of passes are set out in the table at Attachment A.

12 Passholders identified as having access to the Parliamentary Library are entitled to that access as set out in the Parliamentary Library Statement of Client Services (*Operating Policies and Procedures No. 1—Parliamentary Library Statement of Client Services*).

13 Access to the slip roads will be restricted to passholders who have demonstrated a genuine business need to do so.

Practical matters

Kinds of passes

Plastic photographic passes

14 Substantial access will generally be granted through the issue of an electronically-enabled plastic photographic pass, issued for a specified period of

up to three years. The maximum terms for different categories of passholders are set out in the table at Attachment A.

15 If the genuine need to access Parliament House is only a short-term need, a photographic pass may be issued for a period less than the maximum term. For very short-term needs, paper passes may be issued (see paragraph 20 below).

Plastic non-photographic passes

Commonwealth agencies

16 Non-photographic plastic passes may be issued to Commonwealth agencies, to be issued to staff with a temporary need to access Parliament House for official purposes. Such passes will be issued to an agency that has notified to DPS an acceptable agency policy covering vetting of people to whom the passes may be issued, and arrangements for custody and issue of the passes (see item 14 in Attachment A). In such cases, the Commonwealth agency will make the decisions, in accordance with the agency policy, about the person's need for substantial but short-term access to Parliament House.

Use instead of lost passes etc

17 In most cases, holders of photographic passes who do not have their photographic passes with them will be issued with a paper pass as mentioned in paragraph 22 below. However, non-photographic plastic passes may be issued, on a temporary basis, to holders of photographic passes who do not have their passes with them, if:

- (a) the issuing officer verifies the applicant's identity using the photographic record held on the Parliament House security system; and
- (b) the passholder needs an electronic pass for a particular reason.

18 Such passes will be electronically set to operate only for a day at a time, and passholders issued with these replacement passes will need to explain any continued failure to produce their photographic pass.

19 Non-photographic plastic passes may also be issued to people who would be entitled to a photographic pass but do not expect to need the pass for more than 12 months.

Paper passes

20 Paper passes will be used to grant substantial access for a very short time, or supervised access. Paper passes will generally be issued for a single day only.

Unaccompanied visitor ("working visitor") passes

21 Working visitors may be issued with unaccompanied visitor passes at the request of some photographic passholders. The sponsoring passholder will need to certify in writing:

- (a) that the visitor is personally known to him or her or, where relevant, to the sponsoring passholder's employing Senator or Member or departmental supervisor; and

- (b) that the visitor has pre-arranged meetings during the day concerned with two or more building occupants in different offices, or contract work or committee-related work in Parliament House for an extended period of the day; and
- (c) that the visitor is not visiting for social or non-official purposes.

Passholder not carrying pass

22 Holders of photographic passes who do not have their photographic passes with them may be issued with a paper pass for the day if the issuing PSS officer verifies the applicant's identity using the photographic record held on the Parliament House security system.

Escorted visitor passes

23 Visitors will be issued with escorted visitor passes at the request of photographic passholders in certain categories (generally the categories that cover building occupants and officers of Commonwealth agencies). They will need to be accompanied at all times in the private circulation areas of Parliament House by:

- (a) a photographic passholder (not necessarily the one who signed them in); or
- (b) a non-photographic plastic passholder; or
- (c) a member of a State or Territory legislature with a paper pass current for the day concerned.

Function passes

24 Function passes will be issued in a distinctive form to enable PSS officers to identify any holders of function passes who have moved from the function area into the private areas of Parliament House, and also to make it easier to identify anyone using an out-of-date function pass.

Sponsorship to be shown on pass

25 Where a photographic or paper pass is issued on the sponsorship of a particular agency or person, the name of the sponsor or all sponsors will be shown on the pass.

Duration of passes

Maximum term

26 Photographic passes are usually issued for a maximum of three years or two years, depending on the category of pass. Where it appears that the applicant will only satisfy the criteria for the pass for a shorter period (eg an applicant who has been engaged on a short-term contract or whose need to enter the building relates to a time-limited project), a pass may be issued for a shorter period (or a non-photographic plastic pass may be issued as mentioned in paragraph 19).

Issue of plastic pass before vetting completed

27 In rare cases, photographic plastic passes may be issued to people engaged to work in Parliament House for a Senator, Member or parliamentary department whose employment needs to commence before any required vetting can be completed. Most cases of this sort should be dealt with using non-photographic plastic passes as mentioned in paragraph 19.

28 These passes will be issued only on written request of the employer certifying that it is necessary for the employee to take up duty before vetting can be completed. The passes will operate for a maximum period of three months. If the passholder satisfies the vetting requirements, the pass will then be extended for the rest of the appropriate issue period. If the passholder does not satisfy the vetting requirements, the pass will be cancelled.

Renewal of passes

29 On expiry, photographic passes may be renewed subject to the passholder still satisfying the criteria for issue of a photographic pass.

30 Holders of passes issued under item 7 of the table in Attachment A (generally, contractors and staff of contractors) would be required to undergo another police check before the pass could be renewed.

31 All renewals will require a new photograph to be taken. This ensures that photographic passes properly represent the passholders concerned.

Expiry of passes

32 If a passholder loses the status or leaves the employment that entitles him or her to a photographic pass, the pass expires immediately and must be returned to DPS.

33 If a pass issued under item 12 in the table at Attachment A ("Sponsored" pass) is not used for a period of six months, DPS may suspend the operation of the pass and invite the passholder to explain why the pass should not be cancelled.

Suspension or cancellation of privileges or passes

Sign-in privileges

34 The Presiding Officers have the right to suspend or cancel any sign-in privileges granted to a passholder if, in their opinion, a visitor signed in by that passholder has abused the privilege of access to the non-public areas of Parliament House.

35 The Presiding Officers have the right to suspend or cancel any photographic pass (except a pass issued to a current Senator or Member) if, in their opinion:

- (a) the passholder may be a threat to the security of Parliament House or its occupants or visitors; or
- (b) the passholder has abused the privileges provided to the holder of a Parliament House pass; or

- (c) the passholder has signed in a visitor who has abused the privileges of access to the non-public areas of Parliament House.

Relationship of policy to particular technology

36 This policy is to be implemented initially using the technology currently available in Parliament House. However, this does not preclude the use of new or different technology to implement the policy, and in particular it does not preclude the linking of a Parliament House pass system into a larger pass system, or replacement of the Parliament House pass system with another system that is operated by another agency, if this is considered to be in the interests of the Parliament.

Delegations

37 The Secretary of DPS may delegate the powers conferred on him or her under this policy, but only to an SES employee of DPS or another parliamentary department.

Transitional arrangements

General

38 This policy will apply to:

- (a) all new passes applied for after the policy takes effect; and
- (b) all renewals of passes expiring after the policy takes effect.

Senators' and Members' passes

39 All passes currently issued to Senators and Members will be withdrawn after each general election, and new passes for Senators and Members will be issued to the Chamber departments showing expiry dates consistent with the policy.

ACT Legislative Assembly members

40 Passes currently issued to members of the ACT Legislative Assembly will not be renewed when they expire. These members will then be covered by the same arrangements that apply to members of all other State or Territory legislatures.

Presiding Officers' approval

41 This policy was approved by the Security Management Board on 7 November 2008 and by the Presiding Officers on 2 February 2009.



Alan Thompson
Security Management Board Chair
Parliament House

Attachment A—Pass issue: criteria and operation

Parliament House passes will be issued to people who satisfy the requirements set out in the table, for periods set out in the table. The privileges conferred by those passes are also set out.

CERHOS is the Ceremonial and Hospitality Unit in the Department of Prime Minister and Cabinet.

MAPS is the Ministerial and Parliamentary Services Group in the Department of Finance and Administration (**Finance**).

MGDR is the Members' Guests Dining Room.

Nominated slip road: see paragraph 13 above.

PRO is the Parliamentary Relations Office.

SAA is the Serjeant-at-Arms.

UBR is the Usher of the Black Rod.

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
<i>Substantial access—plastic passes</i>				
Category A—Parliamentary				
1. Current Senators and Members	Election or appointment as Senator or Member	Not required	<p>Sign in visitors</p> <p>Escort visitors</p> <p>Ministers: access to all car parks</p> <p>Others: access to all car parks except Ministerial Wing car park</p> <p>Access to all slip roads</p> <p>Access to the Health and Recreation Centre, Parliamentary Library, Members' Club and MGDR.</p>	<p>For the Senator or Member's term, plus three months.</p> <p>A new photograph will be required for a renewed pass.</p>
2. Former Senators, Members, Clerks or Secretaries of parliamentary department	Has previously held office as Senator, Member, Clerk or Secretary of a parliamentary department	Not required	<p>Sign in visitors for supervised access</p> <p>Escort visitors</p> <p>Access to all car parks except Ministerial Wing car park</p> <p>Access to all slip roads</p> <p>Access to the Health and Recreation Centre, Parliamentary Library and MGDR.</p>	<p>3 years</p> <p>A new pass will be issued for successive 3 year periods upon application to the pass office</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
<p>3. Nominated family members of current Senators, Members, Clerks or Secretaries of parliamentary departments</p>	<p>Nomination by Senator, Member or office-holder Nominations by Senators and Members to be processed by UBR/SAA</p>	<p>Not required</p>	<p>Sign in visitors for supervised access Escort visitors Access to all car parks except Ministerial Wing car park Access to all slip roads Access to the Health and Recreation Centre, Parliamentary Library and MGDR.</p>	<p>As for nominating Senator or Member</p>
<p>3A. Members of other Australian legislatures</p>	<p>Election or appointment as a member of an Australian State or Territory legislature</p>	<p>Not required</p>	<p>Sign in visitors for supervised access Escort visitors Other privileges as determined by UBR and SAA</p>	<p>For the member's term. Does not include former members.</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
Category B—Employment				
4. Staff of Senators and Members	Employment as staff member of Senator or Member (including Ministers)	Certified by employing Senator or Member that the person is considered suitable to be granted substantial access to Parliament House.	<p>Sign in visitors</p> <p>Escort visitors</p> <p>Staff of Ministers: access to all car parks (access to Ministerial Wing car park is subject to approval by SMOS/MAPS)</p> <p>Other staff: access to all car parks except Ministerial Wing car park</p> <p>Access to one or more slip roads on approval by SAA or UBR (or their nominated representative)</p> <p>Access to the Health and Recreation Centre and Parliamentary Library</p>	Three years
4A. Volunteers in offices of Senators or Members	Sponsorship by Senator or Member	Certified by Senator or Member concerned that the person is considered suitable to be granted substantial access to Parliament House.	<p>Sign in visitors for supervised access</p> <p>Escort visitors</p> <p>Access to all car parks except Ministerial Wing car park</p> <p>Access to one or more slip roads on approval by SAA or UBR or their nominated representative</p> <p>Access to the Health and Recreation Centre and Parliamentary Library.</p>	One year

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
5. AFP or AFP-Protection officers	Need to perform duties in Parliament House from time to time.	Certified by AFP Agency Security Adviser or AFP Parliament House Protective Security Controller that person is suitable to be granted substantial access to Parliament House.	Sign in visitors for supervised access Escort visitors Access to all car parks Access to all slip roads	Three years
6. Staff of parliamentary departments	Employment under <i>Parliamentary Service Act 1999</i>	Certified by department head or their nominated delegate that the person is considered suitable to be granted substantial access to Parliament House.	Sign in visitors Escort visitors Access to all car parks except Ministerial Wing car park Access to one or more slip roads on approval by SAA or UBR or their nominated representative Access to the Health and Recreation Centre and Parliamentary Library.	Three years

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
<p>7. Contractors—Staff of agencies and businesses (other than Commonwealth agencies) operating, or performing contract work, in Parliament House</p>	<p>Sponsorship from parliamentary department that manages the contract or licence under which the agency or business operates</p> <p>AND</p> <p>Employment in agency or business operating, or performing contract work, in Parliament House, involving either:</p> <p>(a) performance of work in Parliament House; or</p> <p>(b) supervisory or management responsibility for staff working in Parliament House</p>	<p>Certified by parliamentary department head or delegate that:</p> <p>(a) a police records check has been conducted by the department; and</p> <p>(b) the outcome of the police records check is satisfactory;</p> <p>AND</p> <p>Certified by employer as suitable to be granted substantial access to Parliament House</p>	<p>Sign in visitors for supervised access on approval by Secretary DPS, SAA or UBR (or their nominated representative)</p> <p>Sign in visitors pre-vetted by a police records check for substantial access on approval by Secretary DPS, SAA or UBR (or their nominated representative)</p> <p>Escort visitors (all passholders)</p> <p>Access to all car parks except Ministerial Wing car park</p> <p>Access to the Health and Recreation Centre for contractors stationed in Parliament House with contract terms of at least 6 months.</p>	<p>The lesser of:</p> <p>(a) the term of the contract or licence; and</p> <p>(b) three years.</p>
<p>8. Media representatives</p>	<p>Media professional accredited by the Press Gallery Committee</p>	<p>Certified by two members of the Press Gallery Committee as suitable to be granted substantial access to Parliament House.</p>	<p>Sign in visitors</p> <p>Escort visitors</p> <p>Access to all car parks except Ministerial Wing car park</p> <p>Access to one or more slip roads on approval by SAA or UBR or their nominated representative</p> <p>Access to the Health and Recreation Centre and Parliamentary Library.</p>	<p>Three years</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
<p>9. Heads of Commonwealth departments and agencies</p>	<p>Appointment as head of Commonwealth department or agency</p>	<p>Not required</p>	<p>Sign in visitors Escort visitors Access to all car parks (access to Ministerial Wing car park is subject to approval by SMOS/MAPS) Access to Ministerial Wing slip road Access to other slip roads on approval by SAA or UBR or their nominated representative.</p>	<p>Three years</p>
<p>10. Staff of Commonwealth departments and agencies Note that Commonwealth departments and agencies also have access to non-photographic plastic passes that they can issue to any staff member as required.</p>	<p>Required to visit private areas of Parliament House for official purposes</p>	<p>Certified by agency head or SES delegate that the person is suitable to be granted substantial access to Parliament House.</p>	<p>Sign in visitors Escort visitors Access to all car parks (access to Ministerial Wing car park is subject to approval by SMOS/MAPS) Access to one or more slip roads on approval by SAA or UBR or their nominated representative</p>	<p>Three years</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
Category C—Representational				
11. Representatives of diplomatic missions in Australia (maximum two per mission)	Appointment as Head of Mission OR Sponsored by Head of Mission	Head of Mission: not required Others: certified by Head of Mission as suitable to be granted substantial access to Parliament House AND Identity confirmed by DFAT	Sign in visitors for supervised access Escort visitors Access to all car parks except Ministerial Wing car park Access to all slip roads Access to Parliamentary Library	Three years Only two passes to be issued per mission.

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
<p>12. Sponsored—Individuals or members of organisations whose business:</p> <ul style="list-style-type: none"> (a) involves representing the interests of their clients to Senators and Members (whether in their capacity as Ministers, shadow Ministers or otherwise); or (b) plays a role in the Australian political system; (c) otherwise dealing regularly with Senators and Members; 	<p>Requirement to visit private areas of Parliament House</p> <p>AND</p> <p>performance of work involving dealing regularly with Senators and Members</p>	<p>Certified by two members of Parliament in writing as suitable to be granted substantial access to Parliament House.</p>	<p>Escort visitors signed in by other passholders</p> <p>Access to all car parks except Ministerial Wing car park</p>	<p>Two years</p>
<p>13. Political party secretariats</p>	<p>Any political party that has one or more elected members to the Federal Parliament</p> <p>AND</p> <p>Regularly required to visit private areas of Parliament House for official purposes</p>	<p>Certified by political party President or their nominated representative that the person is suitable to be granted substantial access to Parliament House.</p>	<p>Sign in visitors</p> <p>Escort visitors</p> <p>Access to all car parks (access to Ministerial Wing car park is subject to approval by SMOS/MAPS)</p> <p>Access to one or more slip roads on approval by SAA or UBR or their nominated representative</p>	<p>Three years</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
Category D—Temporary or non-identifying				
14. Commonwealth officer	<p>Issued to Commonwealth agencies on basis of acceptable agency policy notified to DPS.</p> <p>Issued by Commonwealth agencies to their staff in accordance with that policy.</p>	<p>No direct vetting requirements.</p> <p>Agency policy must either:</p> <p>(a) prohibit issue of passes to anyone except agency employees; or</p> <p>(b) prohibit issue of passes to anyone who has not undergone a police records check.</p>	<p>Escort visitors signed in by other passholders</p> <p>Access to all car parks except Ministerial Wing car park</p> <p>Access to one or more slip roads on approval by SAA or UBR or their nominated representative.</p>	<p>Indefinite, but subject to annual audit of passes by agency concerned, with results certified to DPS by SES officer of agency.</p>
15. Temporary	<p>Holders of photographic passes who do not have their passes with them</p>	<p>Issuing PSS officer to verify the applicant's identity using the photographic record held on the Parliament House security system.</p>	<p>As for holder of photographic pass in applicable category.</p>	<p>Available for daily use only</p> <p>System to impose limits on repeated use.</p>
16. Short-term: For person eligible for photographic pass who will need the pass for 12 months or less.	<p>As for issue of photographic pass in applicable category.</p>	<p>As for issue of photographic pass in applicable category.</p>	<p>As for holder of photographic pass in applicable category.</p>	<p>12 months</p> <p>Pass is electronically linked to photograph of passholder</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
17. Comcar vehicle	Issued to Comcar on basis of acceptable Finance policy notified to DPS.	Not required.	Access to all car parks for parking, except Ministerial Wing car park Access to Ministerial Wing car park for pick-up and set-down only Access to all slip roads	Three years
18. VIP Visitor (officially hosted)	Sponsored by PRO, UBR or SAA	Not required.	Access to all slip roads Entry to building through Senators Only or Members Only entrances when available	Up to one month as requested by sponsor
<i>Substantial access—paper passes</i>				
Category E—Special visitors				
19. Current member of an Australian State or Territory legislature	Election or appointment as a member, and production of photographic pass from relevant legislature, or other photographic identification (members using other photographic identification will be referred to the UBR or SAA for verification of their status)	Not required	Sign in visitors for supervised access Escort visitors Other privileges as determined by the UBR and SAA	One day Does not include former members.
20. Participants in a major government event	Sponsorship by CERHOS or other relevant government or parliamentary authority.	Not required		One day

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
21A. VIP visitor (unofficially hosted)	Sponsored by PRO, UBR or SAA.	Not required	Access to all slip roads Entry to building through Senators Only or Members Only entrances when available	Up to one month as requested by sponsor

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
<p>21B. Working visitor: A person who, on a day:</p> <p>(a) has 2 or more pre-arranged meetings with building occupants in different offices, or contract work or committee-related work in Parliament House for an extended period of the day; and</p> <p>(b) is not visiting for social or non-official purposes.</p>	<p>Sponsored by photographic passholder who is:</p> <p>(a) a Senator or Member; or</p> <p>(b) a staff member of a Senator or Member (including Minister) or of a parliamentary department; or</p> <p>(c) a staff member of the Ministerial Wing Support Unit, Finance; or</p> <p>(d) a media passholder; and who certifies that:</p> <p>(e) the visitor is personally known to sponsor or, for a sponsor covered by paragraph (a), (b) or (c) above, to the employing Senator or Member or departmental supervisor; and</p> <p>(f) the requirements specified in column 1 are satisfied.</p>	<p>Not required</p>		<p>One day</p>

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
21C. Committee witness	<p>Employee of a Commonwealth agency appearing before a parliamentary committee, where:</p> <p>(a) the person's name is on a list of witnesses supplied by the agency to the committee secretariat and passed on to DPS; and</p> <p>(b) the person produces photographic identification to DPS before paper pass is issued.</p>	Not required		One day
21D. Photographic passholder not carrying plastic pass	The issuing PSS officer verifies the applicant's identity using the photographic record held on the Parliament House security system.	Not required		One day
<i>Supervised access—paper passes</i>				
Category F—Other visitors				
22. Accompanied visitor	Issued at sign-in by a photographic passholder.	Not required	Must be escorted by holder of plastic pass at all times in the private circulation areas of Parliament House.	Up to one day

Available to ...	Criteria	Vetting requirements	Privileges	Maximum life of pass
23. Function pass	<p>Names recorded on function list and either:</p> <p>(a) verification of identity through production of photographic identification or otherwise to satisfaction of DPS (eg for groups of schoolchildren, verification from supervising teachers may be accepted); or</p> <p>(b) production of function invitation.</p>	Not required	<p>Must be confined to function area by holder of plastic pass located at each exit from function area, and escorted by holder of plastic pass at all other times in the private circulation areas of Parliament House.</p>	Duration of function