



APH Private Area Access Policy

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Approval and Review Mechanisms

1. This document was approved by the Presiding Officers on 25 August 2023.
2. This document will be reviewed every three (3) years or earlier if required.
3. The Department of Parliamentary Services (DPS) Security Division administers and maintains all documents within the APH Security Policy and Governance Framework (the Framework) including this document in consultation with Australian Federal Police (AFP), key Australian Parliament House (APH) stakeholders including parliamentary departments, and other Commonwealth entities as relevant.

Purpose and Objectives

4. The POL.5.0 APH Private Access Area policy (the Policy) is part of a suite of documents forming the Framework. The Framework aligns with the Protective Security Policy Framework (PSPF) and supports the primary objective of the security arrangements at APH.
5. The primary objective of the security arrangements at APH is to provide a safe and secure environment for building occupants and visitors, while ensuring public accessibility and the order and decorum of APH is maintained.
6. The Policy outlines the arrangements in place for access to, and within, the private areas of APH.
7. The Policy is part of the Framework and should be read in conjunction with other APH security policies and procedures; in particular the APH Terms and Conditions of Entry.
8. The Policy applies to all persons granted access and all persons responsible for managing access to the private areas of APH and will remain extant from the date of execution until otherwise terminated, revoked, amended or replaced.
9. The objective of the Policy is to facilitate access to the private areas, for persons with a legitimate business requirement, while maintaining the safety and security of building occupants and visitors, the building itself and the functions of the Parliament.

Legislation/Authorisation

10. The Policy reflects the principles of the PSPF and relevant standards including Australian Standard 4811:2022 (Employment screening) and Australian/New Zealand Standard 31000:2018 (Risk management—principles and guidelines).
11. Pursuant to subsection 6(1) of the Parliamentary Precincts Act 1988, the precincts are under the joint control and management of the Presiding Officers of the Parliament—the President of the Senate and the Speaker of the House of Representatives.



12. The Presiding Officers, or their delegate(s), may, subject to any order of either House of Parliament, take action they consider necessary for the control and management of APH and the precincts, including granting exceptions to the Policy.

Roles and Responsibilities

Table 1 – Roles and Responsibilities

Role	Responsibility
Access Official	<p>Is a role nominally designated by the Entity Access Authority (EAA) within the access arrangements for an area of control, who apply the access controls for that area of control in accordance with the defined access arrangements.</p> <p>For example, Parliamentarians and their nominated Access Official (e.g. Chief of Staff) perform the functions of an Access Official for their suite, while the access arrangements for the Senate or House of Representatives Wings are under the authority of the relevant EAA i.e. the UBR or SAA respectively.</p>
Authorised Review Officer	<p>Is a senior executive officer of a parliamentary department who has been appointed by the department head to be Authorised Review Officer to review appeals by applicants who are deemed unsuitable.</p>
Department of Parliamentary Services (DPS)	<p>DPS is primarily responsible for managing access to the private areas and compliance with the Policy.</p> <p>DPS will coordinate Nationally Coordinated Criminal History Checks (NCCHCs) and suitability assessments for all other persons requiring a suitability assessment.</p>
Entity Access Authority (EAA)	<p>Is a role nominally designated by their entity to provide assurance and authorise the physical access arrangements including the applicable Access Officials for the areas within their control.</p> <p>The holder of the role is the Chief Security Officer (CSO) or equivalent of parliamentary departments, the AFP Security Controller Parliament House (SCPH) or a specified representative of the Department of Finance. This role is also identified as holding the ‘Authorised Officer’ and ‘Access Official’ role.</p>
Security Staff	<p>‘Security staff’ refers to officers of DPS including the Parliamentary Security Service, and officers of the AFP under the control of the SCPH, or any other person authorised in writing.</p>

Role	Responsibility
Pass holders	Is a person granted unescorted access to the private areas.

Access Types

13. There are two types of access to the private areas: escorted or unescorted access. Escorted access requires an authorised pass holder to accompany a person with an escorted access pass at all times. Unescorted access does not require supervision by a pass holder.
14. The pass holder must clearly display their access pass at all times and present it for verification when entering the private areas or, at any other time, on request by security staff.
15. Parliamentarians are exempt from the requirement to display an access pass but will be issued one to expedite access through access controlled points unattended by security staff (e.g. the private car parks and suites).

Escorted Access

16. Escorted access is provided to a visitor who presents valid photographic identification¹; and
 - a. is signed in and escorted by an authorised pass holder² or Parliamentarian at all times while in the private areas, or
 - b. is attending a function in the private areas and:
 - i. is on an authorised function list
 - ii. is escorted by an authorised pass holder or Parliamentarian to and from a function venue, and
 - iii. remains within the function venue for the duration of the event.
17. Types of photographic identification accepted include:
 - a. current passport or a recognised international identity card
 - b. drivers' licence issued by an Australian State or Territory government authority
 - c. photographic licence issued by a Commonwealth, State or Territory government authority (e.g. marine vessel licence, firearms licence)

¹ Persons under the age of 12 are not required to be signed in but must be escorted by a pass holder at all times while in the private areas.

² See Appendix A for details of which pass holders are eligible to sign in visitors.

- d. a photographic identification card issued by a Commonwealth, a State or Territory government authority, and
 - e. an identification card issued by an Australian government department, agency or authority to a Commonwealth employee.
18. Where a visitor is a minor (under 18 years of age), identification is not required if a responsible adult is present and willing to accept responsibility for the conduct of the minor. This adult can be a parent, guardian, family member or teacher over the age of 18 years.
19. Where a visitor does not have suitable photographic identification, other forms of identification (i.e. electronic copy of an identity document, expired passport etc) may be accepted, at the discretion of security staff.
20. Where a visitor has no suitable identification, the attending PSS officer can contact the SAA, UBR or the First Assistant Secretary, DPS Security Division (FASDD), or their delegate(s), during business hours, or whilst the relevant chamber is sitting to request an exemption³.
21. An escorted pass is intended to provide temporary visitor access only, and the pass will be valid for one day only unless otherwise specified by the Presiding Officers or their delegate(s). The pass must be returned to security staff prior to exiting the building.

Unescorted Access

22. Unescorted access categories, eligibility criteria, suitability requirements and access privileges and restrictions are outlined in Appendix A - Categories of unescorted access.
23. Unescorted access will be given to a person that has a business requirement for access on a regular basis, and
- a. meets eligibility criteria
 - b. is able to have their identity established, and
 - c. agrees to comply with APH security policies and procedures.
24. In addition to the above requirements, various categories of access pass applicants will also be required to satisfy suitability requirements (see 'Unescorted access categories' as outlined in Appendix A). Exceptions to these suitability requirements within a category will be permitted in exceptional circumstances (see Waivers).

Suitability Assessment

25. Where an applicant for an access pass must satisfy suitability requirements as specified in Appendix A a Nationally Coordinated Criminal History Check (NCCCH) and suitability assessment are conducted against risk management principles to ensure unescorted access

³ APH policy provides specific advice to request an exemption i.e. Exemptions from security screening and carriage of weapons.

to the private areas is provided only to identifiable persons unlikely to pose an unacceptable risk to the Parliament.

26. Persons holding a current Australian Government security clearance will not be required to undertake an NCCHC.
27. The parliamentary departments will conduct NCCHCs and suitability assessments for their own personnel and contractors. Approved access requests will be forwarded to DPS for pass issue.
28. DPS will coordinate NCCHCs and suitability assessments for all other persons requiring a suitability assessment.

Conduct of Checks

29. DPS will conduct checks in accordance with:
 - a. Australian Standard 4811: 2022 (Employment screening), and
 - b. Australian Government Protective Security Policy Framework (PSPF).
30. Established risk management principles and processes will be adhered to where these standards are not followed.
31. An application for an unescorted access pass can be processed once sufficient evidence of identity is established.
32. A person's suitability will be assessed with reference to, but not limited to, the following criteria:
 - the particular occupation to be performed or access required
 - scope of any criminal history disclosed as part of the NCCHC
 - the relationship of any offence to the particular occupation or access required
 - period of time that has elapsed since any offence was committed
 - whether any offence was committed as a juvenile or adult
 - the type, nature and severity of any court imposed penalties
 - whether any offence has been decriminalised, and
 - where a conviction is deemed spent in accordance with the Commonwealth Spent Convictions Scheme.
33. Suitability assessments may include supplementary checks where information appears inconsistent or inaccurate. An existing pass holder may be required to undertake further checks and assessments:
 - a. where a pass has lapsed due to 180 days inactivity

- b. where legal proceedings or other activities, such as a review of a person's security clearance, have occurred that might impact their suitability, or
 - c. at any other time as directed by the Presiding Officers, or their delegate(s).
34. A verified third-party NCCHC will be recognised for a period of 90 days after it has been returned, provided it is accompanied by a Statutory Declaration from the applicant stating they have not committed, charged with or convicted of any offences since the conduct of the previous check.
35. The Presiding Officers may also exempt, on a case-by-case basis, an applicant from having to submit to a NCCHC.

Procedural Fairness

36. Where an NCCHC reveals that an applicant has a disclosable criminal history, the applicant will be advised of the criminal history information obtained from the NCCHC and be provided with a reasonable opportunity to respond to such information, including providing details of any mitigating circumstances.
37. The accuracy of an NCCHC depends on the accurate identification of an applicant, the quality of the information provided by the applicant as part of the NCCHC process and the comprehensiveness of police records. Applicants who disagree or dispute the findings of an NCCHC are able to request a review.
38. Where an applicant is assessed as unsuitable, they may be contacted to discuss the details of the assessment informed of their right for internal review of the decision (see Appeals).

Appeals

39. Where an applicant from a parliamentary department is deemed unsuitable, they may seek a review of the decision by writing to an Authorised Review Officer within that department.
40. Applicants assessed by DPS Security Division as unsuitable may seek a review of the decision by writing to an Authorised Review Officer appointed by the Secretary, DPS. The Secretary DPS or their delegate will make a final decision following consultation with the relevant sponsor.

Waivers

41. When otherwise required in accordance with Appendix A, unescorted access may be granted to an applicant prior to the completion of a security clearance or suitability assessment on a temporary basis. This is known as a temporary waiver.
42. A temporary waiver of these requirements can only be authorised by the relevant head of a parliamentary department. This authority can be delegated as required and appropriate.
43. A temporary waiver should only be granted where:
 - a. applicants have submitted required details to conduct an NCCHC

- b. a sponsor agrees to take responsibility for the applicant
- c. the period covered by the waiver has been clearly defined, and
- d. the applicant agrees to comply with APH security requirements.

Unescorted access privileges and restrictions

44. Unescorted access may be granted with certain privileges or subject to specified restrictions. Restrictions may be placed on:
- a. days and times of access
 - b. specified locations or areas
 - c. authority to sign-in and escort visitors
 - d. access to the private car parks, and
 - e. access to the slip roads.
45. Specific privileges or restrictions for each access category are detailed at Appendix A.
46. Where a sponsor of the access category 'Sponsored' (Appendix A) is no longer a parliamentarian, the pass will be cancelled with a six-week grace period notified to the pass holder.
47. Passes that are not used for a period of 180 days will be deactivated. Pass holders whose passes are deactivated will need to contact the DPS Security Pass Office by emailing securitypass@aph.gov.au to have their pass reactivated.
48. Pass holders will be granted access for the days and times needed to perform their business requirements.
49. Despite clause 47, an annual audit of passes will be conducted by DPS to ensure Authorised Officers are provided an opportunity to review pass holders they have approved and endorse their continuation. Authorised Officers are to consider clauses 22-24 in their review.

Authorised Officers and Delegates

50. DPS Security Pass Office is responsible for maintaining a list of those senior officers authorised to approve access pass applications. These Authorised Officers should be at the PEL2 and above.
51. Only Authorised Officers (or their delegates) may approve unescorted access pass applications or renewals.
52. Entity Access Authorities and/or Access Officials may be provided with non-transactional EACS data to enable audit requirements in this policy.
53. Authorised Officers are required to advise DPS Security Pass Office if they have concerns regarding a pass holder's suitability.

Escorted Visitor Sign-In

54. Parliamentarians and pass holders authorised to sign-in visitors may sign in and escort up to 10 visitors at one time. Departmental staff are not permitted to allow more than 10 visitors to be signed in by an authorised pass holder.
55. Former parliamentarians may sign-in and escort up to five visitors at one time. Departmental staff who issue visitor passes are not permitted to allow more than five visitors to be signed in.

Private Car Parks

56. Pass holders authorised to access the private car parks must comply with the Australian Parliament House Private Car Parks Policy.
57. Pass holders authorised to access the private car parks must provide vehicle registration details to DPS.
58. All vehicles accessing the private car parks may be subject to visual checks or security screening by the AFP.

Slip roads

59. The Ministerial slip road is restricted for use by the Prime Minister and Ministers (and their approved companions), and for official purposes.
60. Pass categories stipulate whether access to the slip roads is granted, otherwise, access to the House of Representatives and Senate slip roads is subject to approval by the SAA or the UBR respectively, or their delegate.
61. Persons authorised to access one or more of the slip roads may do so in an ordinary motor vehicle between the following times:
 - a. Monday to Thursday—24 Hours
 - b. Friday—closes at midnight
 - c. Saturday—open at 6.00am and closes at 8.00pm, and
 - d. Sunday— opens at 6.00am (remains open until Friday midnight).
62. Access at other times, or for heavy vehicles (i.e. delivery vans, buses, large trucks or semi-trailers) requires the approval of the SAA or UBR or their delegates, in consultation with the AFP.
63. All vehicles accessing the slip roads may be subject to visual checks or security screening by the AFP.

Compliance

Conditions of Use

64. All pass holders must comply with this policy and the lawful directions of authorised delegates.
65. All persons other than Parliamentarians issued an access pass to the private areas must comply with the following conditions of use:
- a. clearly display the access pass at all times whilst in the private areas
 - b. present the access pass for verification when entering the private areas, or, at any other time on request from security staff (security staff and authorised officers may request further identification be provided or facial covering be removed to positively identify a person prior to access being granted)
 - c. not wear the access pass outside of APH
 - d. not alter, destroy, tamper with the pass, or transfer it to another person
 - e. take every reasonable precaution to protect the pass from loss, damage, theft, or misuse
 - f. return the pass at the conclusion of a visit or function or at the cessation of the employment that provided the bearer an access pass, and
 - g. report the loss of any pass immediately to the DPS Security Pass Office by telephoning (02) 6277 5989 or emailing securitypass@aph.gov.au.
66. Pass holders and employers must inform their pass sponsor or DPS Security Pass Office if there is a change to their personnel circumstances which impacts their suitability to maintain access to private areas. Such changes can include:
- a. involvement in criminal activity
 - b. criminal charges, warnings or convictions
 - c. changes in citizenship or nationality
 - d. involvement with any individual, groups, society or organisation that may be of security concerns, and
 - e. security incidents.
67. Failure to notify a pass sponsor or DPS Security Pass Office of these changes can result in access to private areas of APH being suspended or removed.

Non-Compliance

68. The Presiding Officers, or their delegate, have the right to suspend or cancel any access pass where:
- a. a person may be considered a threat to the security of the functions of the Parliament, the building itself or its occupants or visitors
 - b. a person has abused the privileges provided to them, or

- c. a person has signed in a visitor who has not complied with the terms and conditions regarding access to the private areas.

Privacy

- 69. All reasonable steps will be taken to protect the confidentiality of personal information gathered for the purposes of assessing, granting and managing access to the private areas.

Collection, Use and Disclosure of Personal Information

- 70. Personal information may be collected for the purpose of granting and managing access to the private areas, or as otherwise required and authorised by law. Personal information may include an applicant's:
 - a. name
 - b. address
 - c. contact details
 - d. employment details
 - e. identification details, and
 - f. vehicle registration details.
- 71. Information may be collected from a third party (e.g. through NCCHC's and referee checks and reports) where consent is provided by an applicant.
- 72. Personal information gathered will be used to assess an application for suitability to obtain unescorted access.
- 73. Personal information may be disclosed to another person, body or agency to verify information provided by an applicant, to conduct relevant checks (such as an NCCHC) and to assess suitability for access.
- 74. Personal (non-transactional) or transactional information stored within the EACS is subject to the POL.3.0 APH EACS Code of Practice including as related to the viewing or release of information.
- 75. Personal information that is reasonably required for managing access may also be disclosed to other parties including:
 - a. to security staff responsible for verifying that access to the private areas is authorised
 - b. to report suitability information to an employer to enable an employing agency or organisation to determine whether a candidate is appropriate for access;
 - c. as part of a review or appeal process, and
 - d. to investigate a security incident.
- 76. Personal information will otherwise not be disclosed to another person, body or agency unless:
 - a. consent is received from the person concerned, or
 - b. where authorised or required by law.

77. Where personal information is disclosed to another person, body or agency as part of the assessment process, the receiving person will be notified that the information is confidential. Information will not be provided unless the receiving person, body or agency agrees to keep the information confidential.
78. Personal information will be retained for the purposes of granting and managing access to the private areas and will be disposed of in accordance with its legislative and other record management requirements.
79. Staff handling personal information will be required to sign a declaration regarding the handling of personal information. The declaration will include a need for confidentiality, which can be enforced during and after termination of employment.
80. Any other agency, organisation or entity handling personal information for the purposes of granting and managing access to the private areas will also be required to manage the information in accordance with this Policy and applicable legislation.

Relevant Material

- Nationally Coordinated Criminal History Check (NCCHC) Guideline
- Nationally Coordinated Criminal History Check General Consent
- APH Access Card Application Form
- APH Authorised Officer Nomination Form
- DPS Access Request Risk Assessment

Further Guidance

81. For further guidance contact DPS Security Division via security.policy@aph.gov.au

Definitions and Acronyms

Table 2 – Definitions/Acronyms

Term/Acronym	Definition
AFP	Australian Federal Police
DPS	Department of Parliamentary Services
EACS	Is the Electronic Access Control System, card management system and associated equipment, infrastructure and data (transactional and non-transactional) managed by the DPS Security Division
Ministerial Wing	Is the southern wing of APH occupied by the Ministry
Private Areas	Are the non-public areas of APH which are restricted to pass holders and their escorted visitors (see Appendix A)
SAA	Serjeant-at-Arms
SMOS	Special Minister of State
UBR	Usher of the Black Rod

Revision History

#	Date	Summary of Changes
V1.0	4 May 2016	Approved with amendments.
V2.0	30 Nov 2016	Amendments to the suitability requirements for the Sponsored access category
V2.0	15 Aug 2017	Amendment to remove the Diplomat access category
V2.0	21 Mar 2018	Amendment to reference PR.2.1 (replacing doc number 10.03)
V2.0	14 Aug 2020	Amendment to the Sponsored access category for pass cancellation where a sponsor is no longer a parliamentarian, allowing six weeks' notice to the pass holder
V2.0	3 Feb 2021	Amendment to the Protocol access category for the number of sign in rights
V2.0	21 July 2021	Amendment to provide for auditing requirements and data release for this purpose
V2.0	30 July 2021	Amendment introducing new roles (Entity Access Authority and Access Official roles) and formalising non-transactional data release
V2.0	18 June 2020	Amendment capturing the EACS CoP approval providing definitions and clarity on use/collection and disclosure of personal information
V2.0	2 May 2022	Amendment with approval of the EACS CoP six-month review providing the definitions for the new roles (July 2021), their relationship to audits, and capability to access data to 180 days
V2.0	25 August 2023	Amendment to include supplement policy changes since 2016

Appendix A – Categories of unescorted access (general)

Category	Eligibility	Suitability requirements	Access Arrangements				
			Hours	Duration	Car parks ^{4 5}	Slip roads ⁶	Sign in
Senate	Current Senator or Minister	N/A	24/7	Term	Yes	Yes	Yes
House of Representatives	Current Member or Minister	N/A	24/7	Term	Yes	Yes	Yes
Ministerial employee	Staff employed by the Presiding Officers under the <i>Members of Parliament (Staff) Act 1984</i>	Be sponsored by employing Parliamentarian, or their delegate	24/7	3 years	Staff only	No	Yes
	Other staff employed by a Minister under the <i>Members of Parliament (Staff) Act 1984</i>		24/7	3 years	Staff only	No	Yes
	Commonwealth staff permanently assigned to support the Prime Minister or Cabinet		24/7	3 years	Staff only	No	Yes

⁴ The level of access indicated refers to personal car parking privileges. Additional access may be granted for operational reasons.

⁵ Access to the Members, Senators and Ministerial Wing Basement car parks is strictly controlled and subject to approval by the Speaker of the House of Representatives, the President of the Senate or the Special Minister of State respectively. As such, access may vary from the level of access specified in the table.

⁶ The level of access indicated refers to general slip road privileges. Additional access may be granted for operational reasons.

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Category	Eligibility	Suitability requirements	Access Arrangements				
			Hours	Duration	Car parks ^{4 5}	Slip roads ⁶	Sign in
	AFP personnel assigned ongoing duties in APH	Be sponsored by the AFP SCPH or their delegate	24/7	As specified by sponsor - max 3 years	Staff only	No	Yes
Protocol	Former Senators and Members	Be sponsored by the Presiding Officers, or their delegate	24/7	3 years	No	No	5
	Current members of Australian State and Territory legislatures		24/7	Term (if known) otherwise 3 years	No	No	No
	Former members of Australian State and Territory legislatures		24/7	As specified by sponsor - max 1 year	No	No	No
Nominated	Nominated family members of current Parliamentarians.	Be sponsored by the Presiding Officers, or their delegate	24/7	Term	Staff only	No	Yes
Staff of Senators and Members	Staff employed by a Senator or Member under the <i>Members of Parliament (Staff) Act 1984</i>	Be sponsored by employing Parliamentarian, or their delegate	24/7	Term	Staff only	No	Yes
	Volunteers of Parliamentarians		As specified by sponsor	As specified by sponsor - max 1 year	Staff only	No	Yes
Parliamentary Service Employee	Agency head and former heads of parliamentary departments	a) Be sponsored by an Authorised Officer or their department b) complete an NCCHC and c) be assessed as suitable	24/7	Term (if known) otherwise 3 years	Staff only	No	Yes

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Category	Eligibility	Suitability requirements	Access Arrangements				
			Hours	Duration	Car parks ^{4 5}	Slip roads ⁶	Sign in
Personnel employed under the <i>Parliamentary Service Act 1999</i> including:	Parliamentary Librarian		24/7	Term	Staff only	No	Yes
	PEL2 & above		24/7	As specified by sponsor - max 3 years	Staff only	No	Yes
	PEL1 & below		As specified by sponsor	As specified by sponsor - max 3 years	Staff only	No	Yes
Commonwealth Staff of Commonwealth agencies including:	Heads of Commonwealth agencies	Be sponsored by an Authorised Officer of the relevant agency	24/7	Same as APS pass (if known), or 1 year	Razor Blades Only	No	Yes
	SES and other senior staff of Commonwealth agencies: i. a 'significant and regular' business requirement for unescorted access, and ii. a valid Australian Public Service pass		24/7	Same as APS pass (if known), or 1 year	Razor Blades Only	No	Yes
	Comcar employees		No	1 year (subject to annual review)	No	Yes	No
Media	a) an ongoing business requirement for	Be sponsored by an Office Holder of the APH Press Gallery	24/7	Length of contract or as	Staff only	No	Yes

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Category	Eligibility	Suitability requirements	Access Arrangements				
			Hours	Duration	Car parks ^{4 5}	Slip roads ⁶	Sign in
Staff of APH licenced media outlets with:	<ul style="list-style-type: none"> unescorted access, or b) supervisory or management responsibility for staff working in APH 			specified by sponsor - max 3 years			
Contractor Staff of contracted non-government businesses, with:	<ul style="list-style-type: none"> a) an ongoing business requirement for unescorted access, or b) supervisory or management responsibility for staff working in APH 	<ul style="list-style-type: none"> a) Be sponsored by an Authorised Officer of the relevant department b) complete an NCCHC and be assessed as suitable, and c) NCCHC required on renewal 	As specified by sponsor	Length of contract or as specified by sponsor - max 3 years	Subject to approval	No	Subject to approval
Sponsored	Persons with a 'significant and regular' business requirement for unescorted access	<ul style="list-style-type: none"> a) Be sponsored by a Senator or Member or the head of a parliamentary department, and b) complete an NCCHC and be assessed as suitable c) NCCHC required on renewal d) NCCHC must be no more than 12 months old e) the nominating Sponsor must have known the individual or the organisation for 12 months or longer f) where the individual has not been known for 12 months their employing organisation must provide a letter vouching for the person and their need for 	As specified by sponsor	Term	No	No	No

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Category	Eligibility	Suitability requirements	Access Arrangements				
			Hours	Duration	Car parks ^{4 5}	Slip roads ⁶	Sign in
		significant and regular business access					
	Political Party Secretariats	a) Be sponsored by an Authorised Officer of the relevant political party, and b) complete an NCCHC and be assessed as suitable	24/7	3 years	Staff only	No	Yes
	Official guests and visitors	a) Be sponsored by an Authorised Officer of the relevant department, and b) be on an official guest or delegation list	As specified by sponsor	As specified by sponsor	No	No	No
	Parents of Children in Childcare	a) Be sponsored by an Authorised Officer, and b) have placement of their child confirmed by APH childcare provider	Childcare operating hours only	1 year	No	No	No
Sponsored	Local Recognised Elders and Custodians	a) local recognised elders and custodians with a significant and regular business requirement for unescorted access, and b) be sponsored by a Presiding Officer or the Secretary	24/7	As specified by sponsor	Staff only	No	No
Special Events	Special Events ⁷ (non-photographic)	a) Be sponsored by an Authorised Officer, or	Duration of event	Duration of event	No	No	No

⁷ Pass applicant must be sponsored by an authorised pass holder and be able to prove their identity in order to obtain this access. The Presiding Officers must approve the use of these passes in advance of a specific event or function.

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Category	Eligibility	Suitability requirements	Access Arrangements				
			Hours	Duration	Car parks ^{4 5}	Slip roads ⁶	Sign in
		b) be sponsored by a member of the Press Gallery					
Temporary Security	Temporary Security ⁸ (non-photographic)	Be a member of the AFP or the PSS	Specified at issue	Specified at issue	Yes	Yes	No

⁸ There are a small number of non-photographic passes retained by the AFP and PSS to be issued where a team-member has temporarily misplaced their access pass and a paper-based relief pass will not provide access to areas required to undertake their duties.