



PARLIAMENT OF AUSTRALIA

DEPARTMENT OF PARLIAMENTARY SERVICES

Authorised Officer Nomination Form

This form is to be completed by:

- Parliamentarians
- Federal Parliament Press Gallery Committee President and/or Federal Party President
- Head of a Parliamentary Department or Secretary/CEO of an Australian Government Entity, Australian Parliament House (APH) Entity Access Authority (EAA) or their delegate (SES Band 1 or above).

To nominate or remove a:

- **'Sponsoring Authorised Officer'** - authorised to approve an APH Access Card applicant for access into the common private areas of APH.
- **'Access Official'** - authorised to approve access into specified suites/offices/areas.

Note: Both roles may be held by one person.

Please note:

- Nominated person(s) must have a classification of Executive Level 2(EL2) or equivalent* (*for Parliamentarians, this means a senior member of staff such as 'Chief of Staff'*).
- Specified suite/office/areas must be under the jurisdiction/control of the Parliamentarian, President, Head, EAA, Access Official (*an Access Official may nominate their replacement or another Access Official for the area they are nominated for*).

SECTION 1 – SPONSORING AUTHORISED OFFICER NOMINATION – to authorise APH Access Card issue

Nominee details			ADD <input type="checkbox"/>	REMOVE <input type="checkbox"/>
First Name		Surname		Position held
Classification*		Telephone #		Email
Sample Signature				

SECTION 2 – ACCESS OFFICIAL NOMINATION – to authorise suite/room/area(s) access

To authorise access into which Suite/Room/Area(s)		Role base access <i>e.g. cleaners</i>	
Nominee details		ADD <input type="checkbox"/>	REMOVE <input type="checkbox"/>
First Name		Surname	
Classification*		Telephone #	
		Position held	
		Email	

SECTION 3 – APPROVAL

First Name		Surname	
Department/Entity/Position			
Signature		Date	

Please submit completed form to securitypass@aph.gov.au

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