



PARLIAMENT OF AUSTRALIA

# **Annual Report 2021–22**

Report No. 24

House of Representatives

**Standing Committee on  
Appropriations and Administration**

October 2022  
Canberra

© Commonwealth of Australia 2022

ISBN 978-1-76092-443-0 Printed version

ISBN 978-1-76092-444-7 HTML version

All material in this report is provided under a Creative Commons Attribution–NonCommercial–NoDerivs 3.0 Australia licence. The material may be shared, copied and redistributed provided that:

- it is for non-commercial purposes
- the committee named on the previous page is credited as the author
- the committee is not represented as endorsing the use of the material
- any changes are clearly identified
- no additional legal or technical restrictions are applied to restrict use that complies with the licence.

If the material is remixed, transformed or built upon, the modified material may not be distributed.



Full details of this licence are available on the Creative Commons website:  
<http://creativecommons.org/licenses/by-nc-nd/3.0/au/>.

# Contents

<b>Membership of Committee — 47th Parliament .....</b>	<b>iv</b>
<b>Membership of Committee — 46th Parliament .....</b>	<b>v</b>
<b>Standing Order 222A.....</b>	<b>vi</b>
<b>Annual Report 2021–22.....</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
Security of the Parliamentary Computing Network .....	3
<b>Conclusion.....</b>	<b>3</b>



# Membership of Committee — 47th Parliament

**Chair** Hon Milton Dick MP (Speaker)

**Deputy Chair** Hon Mark Coulton MP

**Members** Mr Russell Broadbent MP

Ms Sharon Claydon MP

Mr Steve Georganas MP

Dr Helen Haines MP

Ms Sally Sitou MP

Ms Anne Stanley MP

Mr Bert van Manen MP

**Secretary** Ms Peggy Danaee

**Researcher** Ms Kate Moore

**Administration** Ms Kathryn Thomas



# Membership of Committee — 46th Parliament

**Chair** Hon Tony Smith MP (Speaker)

**Deputy Chair** Ms Julie Owens MP

**Members** Mr John Alexander OAM MP

Hon Kevin Andrews MP

Ms Libby Coker MP

Mr Vince Connelly MP

Mr Chris Hayes MP

Mr Rob Mitchell MP

Mr Bert van Manen MP

**Secretary** Mr James Catchpole

**Researcher** Ms Kate Moore

**Administration** Ms Kathryn Thomas



## 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 2021–22

- 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 2021 to 30 June 2022.

## Reports Presented

- 1.2 In 2021-22, the Committee presented two reports:
- Report No. 22, Annual Report 2020–21
  - Report No. 23, Budget Estimates 2022–23.

## Meetings

- 1.3 During the reporting period the Committee met on six occasions.
- 1.4 Key matters considered included:
- the Electronic Access Control System (EACS) Code of Practice
  - Closed Circuit Television (CCTV) system Code of Practice
  - regular reporting against the EACS and CCTV Codes of Practice
  - Recommendations of the *Review of the Parliamentary Workplace: Responding to Serious Incidents* (Foster Review)
  - trial of manual reporting of after-hours access to Parliament House by staff employed under the *Members of Parliament (Staff) Act 1984*
  - Enhancements to the Parliamentary Computing Network (PCN).

## **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 review 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. The Committee reviewed each quarterly report during the reporting period and was satisfied that DPS is administering the CCTV system in compliance with the Code.

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

- 1.11 The CCTV Code of Practice requires that the Code be reviewed at least annually.
- 1.12 In October 2021, the Committee was informed that DPS had commissioned Synergy to conduct the review, with former Clerk of the House, Mr David Elder, to be engaged as an adviser to the review.
- 1.13 The review was not provided to the Committee during the reporting period.

## **Security of the Parliamentary Computing Network**

- 1.14 The Committee maintained its interest in the security of the Parliamentary Computing Network (PCN). The Committee was kept informed by DPS of the evolving cyber threat landscape and of initiatives being taken by DPS to enhance the robustness and security of the PCN.

## **Conclusion**

- 1.15 The Committee continues to meet regularly to discuss matters of importance to the operation of Parliament House and the services provided to Members, particularly by the Department of the House of Representatives and DPS.
- 1.16 Members appreciate the opportunity to contribute to the quality of services provided to Members and Senators, and the committee of the 47th Parliament looks forward to building on the work of its predecessors.

Hon Milton Dick MP  
Chair

26 October 2022