

PARLIAMENT OF AUSTRALIA

SECURITY

INFORMATION CIRCULAR

Security Circular No: **2010/1**

Date: 25 February 2010

TO: SENATORS, MEMBERS AND OTHER BUILDING OCCUPANTS

Safety and personal security in Parliament House

1 From time to time, it is important to remind all building occupants that we all have a role in contributing to the overall safety and security of Parliament House. This circular outlines some of the various ways in which building occupants can support these safety arrangements.

Passes and visitors

2 Passholders should:

- (a) wear their pass in a prominent position whilst in the non-public areas of the building;
- (b) remove passes on departing the building to avoid drawing undue attention; and
- (c) store passes in a secure location when not in use.

3 Visitors in the private areas of the building with an "escorted pass" should be accompanied at all times by a passholder. The passholder should also ensure that the escorted pass is returned to a Parliamentary Security Service (**PSS**) officer when the visitor departs the private areas.

Suspicious activity

4 Unattended items or suspicious activity should be reported to the Parliamentary Security Control Room (**PSOR**) on extension 5999. In an emergency, extension 7117 should be used to ensure the call is responded to immediately.

Valuable and attractive items

5 Valuable and attractive items such as laptops, coins, sunglasses, mobile phones, handbags etc should be locked away when unattended. Keys should be kept in a separate location and not left in the lock itself. Where possible, it is good practice to refrain from keeping valuable and attractive items or large amounts of cash in the workplace. Likewise, valuable and attractive items should be removed from vehicles.

6 Implementing these simple measures will reduce the opportunity for theft to occur; however, should a theft take place in your work area you should promptly report this to the relevant Agency Security Advisor as listed in paragraph 7 below. On behalf of each Agency Security Advisor, Parliamentary Security Staff may seek details regarding the incident for reporting purposes, though this will not generally initiate an official investigation. Building occupants seeking an investigation into a potential theft incident will be referred to the ACT police.

7 For further information on security arrangements in Parliament House, or to report any loss or suspected theft of official or personal property, please contact your relevant Agency Security Advisor:

- (a) Senate—Deputy Usher of the Black Rod, extn 3378;
- (b) House of Representatives—Deputy Serjeant-at-Arms, extn 4444;
- (c) Ministerial Wing—Ministerial Wing Support, extn 6087;
- (d) DPS (including all other building occupants)—Director Security, extn 4701.

Alan Thompson
Secretary, Department of Parliamentary Services
Chair, Parliament House Security Management Board