



Closed Circuit Television in Parliament House

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Introduction

1 This document details the management of the closed circuit television (**CCTV**) system used in and around the Parliamentary precincts by the Parliamentary Security Service (**PSS**) and the Australian Federal Police—Uniform Protection (**AFP-UP**). The information in this document is drawn from the Department of Parliamentary Service (**DPS**) Operating Policy and procedure No. 10.18—CCTV Code of Practice.

2 The CCTV system is managed in accordance with the *Privacy Act 1988* taking a best practice approach and is based on the key principles described below and the Australian Standard (**AS**) 4806.1—2006 Closed circuit television (CCTV) Part 1: Management and operation.

Key principles

3 The following key principles apply to the operation of the Parliament House CCTV system:

- (a) The CCTV system will be operated fairly, within the applicable law, and only for the purpose for which it is established.
- (b) The CCTV system will be operated with due regard to the privacy and civil liberties of individual Senators, Members, other building occupants and the public, including the right to freedom of religious and political expression and assembly.

- (c) The public interest in the operation of the CCTV system will be recognised by ensuring the security and integrity of operational procedures.
- (d) The DPS has primary responsibility for compliance with the purposes and objectives of the CCTV system for the maintenance, management and security of the system.
- (e) Senators, Member and other building occupants will be provided with clear and easily accessible information in relation to the CCTV system.
- (f) Regular monitoring and evaluation of the CCTV system will be undertaken to identify whether the purposes of the system are being complied with and objectives are being achieved.
- (g) The DPS staff employed to work with the CCTV system will meet the Parliamentary Service values.
- (h) Access to the Parliamentary Security Operations Room (**PSOR**) will be restricted to operating staff and their supervisors. The Director Security Operations (**DSO**), DPS will authorise others as needed.
- (i) Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV system.
- (j) Information will be obtained fairly and in accordance with the privacy provisions of *Privacy Act 1988*.
- (k) The retention of, and access to, images and recorded material will be only for the purposes provided by the CCTV Code of Practice.

System use

- 4 The system is to be used to:
- (a) Detect, prevent or reduce the incidence of trespass, property crime and offences against a person.
 - (b) Reduce the theft of or from vehicles.
 - (c) Improve general security monitoring in the areas around the precincts, both in terms of personal security and security of premises.
 - (d) Reduce graffiti, vandalism and other criminal damage.
 - (e) Prevent and respond effectively to all forms of harassment and public disorder.
 - (f) Improve operational response of Security patrols in and around the precincts where CCTV operates.
 - (g) Assist in local traffic management on Parliament Drive and slip roads.
 - (h) Provide emergency service assistance.
 - (i) Investigate incidents.

5 There may be circumstances where DPS and the Australian Federal Police-Uniform Protection (**AFP-UP**) wish to conduct pre-planned operations in support

of emergency evacuation exercises and monthly validation exercises. The Assistant Secretary, Building Services (**ASBS**) may authorise the use of the CCTV system to support these operations, provided it is done within the provisions of the CCTV Code of Practice.

6 Any use of the CCTV system or materials produced which is frivolous, or for private purposes, or is otherwise inconsistent with the objectives and procedures outlined within the CCTV Code of Practice is not permitted and will be considered gross misconduct. Any DPS or AFP-UP staff member involved in incidents of this type will face appropriate disciplinary action.

7 All cameras are operational and appropriately maintained. Dummy cameras are not used.

CCTV operation

8 All cameras are constantly operating and most images are automatically recorded and saved before being overwritten.

9 Footage from CCTV cameras can be flagged which allows incidents to be put aside for further review and download if necessary. The ASBS, DSO and the AFP Protective Security Controller Parliament House (**PSCPH**) are authorised to flag CCTV footage for further review.

Data protection—privacy

10 All information collected using the CCTV system, including images, is to be managed in accordance with the provisions of the *Privacy Act 1988* and the Information Privacy Principles. Further information is available at: <http://www.privacy.gov.au/publications/ipps.html#4>.

11 All persons involved in the operation of the system and/or viewing of images are to strictly adhere to the key principles described at paragraph 3.

Management of CCTV system

12 The ASBS has executive responsibility for the system, including approving any minor extension of the CCTV system within the Parliamentary precincts and managing adherence with the conditions laid down in the CCTV Code of Practice. Any major changes to the CCTV Code of Practice will require approval by the Presiding Officers following consultation with the Security Management Board (**SMB**).

13 DPS and AFP-UP staff are to comply with the CCTV Code of Practice and PSOR procedures, including the compliance by staff and contractors working on the CCTV system or in the PSOR.

Public information

14 Signs that CCTV cameras are operating are to be displayed at all entrances to the building. The signs will allow people entering Parliament House to be made aware that CCTV systems operate within the building and precincts.

15 Cameras are not hidden and, as far as possible, are placed in public view.

Complaints

16 Complaints regarding the CCTV system and its operation must be made in writing to the ASBS. Where appropriate, the ASBS will appoint an independent person with suitable qualifications to investigate the complaint and provide a written report within an agreed period of time not to exceed eight weeks. The report is to be presented to the ASBS, who will normally take action as appropriate within DPS guidelines and then advise the complainant.

17 Where the complainant is not satisfied with the resolution, the complaint can be directed to the Secretary, DPS for investigation and action as appropriate. The definition of an independent person is one who does not directly work in areas responsible for the management or maintenance of the CCTV system.

Breaches of the code including those of security

18 Breaches of the CCTV Code of Practice and of security must be subject to proper investigation by, in the first instance, the person appointed by the ASBS to conduct an investigation. This person shall be responsible for making recommendations to the ASBS to remedy any breach which is proved or evidenced.

19 DPS may apply disciplinary sanctions for breaches, up to and including referring the breach to the Police.

20 Where appropriate, the AFP will be asked to investigate any matter recorded by the CCTV system which is deemed to be of a criminal nature.

21 The ASBS, in consultation with the DSO and PSCPH, will decide the nature of the incidents to be reported to the AFP. The DSO shall log all such incidents. The decision as to what level of response is deployed is a matter entirely for the AFP.

Control and operation of cameras

22 All use of cameras and recording equipment is to accord with the purposes and key objectives of the system and shall comply with the CCTV Code of Practice.

23 Cameras will not be used to look into private premises located outside the Parliamentary precincts. Cameras will not be used to look into vehicles unless there is a justifiable security purpose.

24 System operators are subject to supervision to ensure compliance with this aspect of the CCTV Code of Practice.

Access to and security of CCTV monitors

25 Access to view monitors, whether to operate the equipment or view images is strictly limited to staff with that responsibility. Public access to or the demonstration of monitors will not be permitted except for lawful and proper reasons. CCTV monitors located at the building entry points display real-time images from dedicated cameras to provide situational awareness of the building's perimeter. Monitors located on DPS managers', PSS supervisors and AFP-UP officers desks display real-time images.

Recorded material

26 Access to and use of recorded material is only to occur as defined in the CCTV Code of Practice. In particular, recorded material will not be sold or used for commercial purposes. The showing of recorded material to the public will require Presiding Officers approval and will only be allowed in accordance with the law, either in compliance with the needs of the AFP in connection with the investigation of crime, which will be conducted in accordance with the provisions of any relevant criminal or civil proceedings, and any advice and guidance given to the AFP from time to time; or in any other circumstances provided by law. Any showing of the material will protect the rights of innocent parties. In the case of possible insurance or compensation incidents against the Commonwealth the DSO may approve the viewing of footage.

27 Ownership and copyright of all recorded material rests with DPS.

28 The AFP may be given access to data recordings, dependant on Presiding Officers approval, where access to and/or copies of data is necessary for the investigation and detection of an offence or offences, or for the prevention of crime

29 Access to recorded data may be obtained in connection with civil disputes by Court Orders or be extended to lawyers acting for defendants or victims in criminal proceedings in consultation with the AFP. All requests for access to recorded material for this purpose must be approved by the ASBS, only after consultation with the Presiding Officers and DPS' Governance and Business Management Branch.

Still images from video

30 Still images from video will only be taken at the direction of the DSO. Still images can only be requested where they are required for the investigation of an incident, a possible crime or administration of security at Parliament House.

31 All still images will remain the property of DPS and a record will be kept of the reason for the production of any still image taken. Any still image released to the AFP will be dealt with by the AFP as an exhibit and shall at no time be used for anything other than the purpose specified.

32 Still images will be destroyed by the DSO within 31 days, unless made the subject of an AFP application or required as evidence.

Compliance review

33 Compliance by DPS and AFP-UP staff will be subject to review. The review will be conducted as required and at least once per year. The ASBS will appoint an independent and suitably qualified person to undertake the review and provide a written report.

Alan Thompson
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