

## **Governance Paper No 10.18 – Parliament House Closed Circuit Television Code of Practice – Public Version**

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### **Introduction**

1 This document details the Code of Practice to be applied to 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**) within Security DPS.

2 This CCTV Code of Practice applies to all parliamentary departmental employees, AFP-UP employees and contractors who manage, operate or use the CCTV system, including viewing, storing, accessing and disposal of images.

3 The term ‘images’ for the purpose of this Code of Practice includes both moving and still pictures.

4 The CCTV system is part of the layered security response at Parliament House. The CCTV system is to be managed in accordance with the *Privacy Act 1988* taking a best practice approach and is based on the Australian Standard (**AS**) 4806.1—2006 Closed circuit television (CCTV) Part 1: Management and operation.

## Statement of purpose

5 The CCTV system is intended to provide surveillance to areas in and around Parliamentary precincts (as established by the *Parliamentary Precincts Act 1988*). Subject to this Code of Practice, the CCTV system is only to be used for the following purposes.

- (a) Assist in the control and management of the Parliamentary precincts (including major or special events and traffic management).
- (b) Assist in the day-to-day management of security services including investigation of security incidents, pre-planning of security exercises, emergency evacuation exercises and monthly validation exercises.
- (c) Prevent, deter and detect crime, criminal damage, vandalism and public disorder.
- (d) Assist in identifying, apprehending and where appropriate, prosecuting offenders in relation to crime, criminal damage, vandalism and public disorder.
- (e) Provide evidence upon which to take criminal and civil proceedings.
- (f) Improve general security monitoring in the areas around the precincts, both in terms of personal security and security of premises.
- (g) Improve operational response of Security Patrols in and around Parliament House.
- (h) Assist emergency services in responding to incidents.
- (i) Identify and investigate incidents or accidents that could result in a compensation or insurance claim against the Commonwealth.
- (j) For any other purpose approved in writing by the Presiding Officers.

## Key principles

6 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) 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, Members 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) DPS staff employed to work with the CCTV system will uphold the Parliamentary Service values and Code of Conduct.
- (h) Access to CCTV equipment will be restricted to DPS staff, AFP-UP Officers and Contractors where required as part of their duties. The ADSS may authorise others as required.
- (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 the spirit of 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 this Code of Practice.

### **Accountability**

7 DPS acknowledges the importance of accountability in the management of the system. This de-classified version of the Code of Practice will be made available to the public via the Parliament House website. This public version of the Code of Practice excludes information relating to the technical specifications of the system, camera locations, system maintenance and operational procedures.

### **Management of CCTV system**

8 The Assistant Secretary, Building Services has executive responsibility for the overall management of the system including managing adherence with the conditions laid down in this Code of Practice.

9 Any expansion or addition to the CCTV system must be approved by the Security Management Board. Substantive policy changes to this Code of Practice must be approved by the Presiding Officers.

### **CCTV cameras and recording**

10 Cameras are not to be hidden and, as far as possible, will be placed in public view.

11 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.

12 Recorded footage can be saved which allows images of incidents to be put aside for further review and download if necessary before being overwritten.

## **Saved images**

13 For the purpose of this Code of Practice, the term 'saved images' refers to those images that are manually saved as described in Paragraph 12 of this document.

14 A Saved Images Register is to contain details of all saved images.

15 All saved images will be destroyed at the end of the retention period identified in the Saved Images Register, unless made the subject of an AFP application or required as evidence.

16 Ownership and copyright of all recorded material rests with the Parliament of Australia.

## **Control and use of CCTV equipment**

17 CCTV equipment, including remote control of cameras, will only be operated by DPS staff, AFP-UP Officers and contractors where required as part of their duties.

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

19 A record is to be maintained of all monitored:

- (a) persons of interest, suspect vehicles or items;
- (b) suspected crimes and criminal damage;
- (c) road traffic accidents;
- (d) incidents that may result in a civil, public liability or property claim;
- (e) public disorder; and
- (f) any other incidents with a degree of seriousness.

## **Access to and release of images in any format**

20 Access to and release of images is only to occur as defined in this document

21 Images will not be sold or used for commercial purposes.

22 The showing or release of images to a member of the public or in a public forum will require Presiding Officers' approval with a copy of this request to be sent to the Usher of the Black Rod and the Serjeant-at-Arms. Reasons for approval may include the needs of the AFP in connection with the investigation of crime; in any other circumstances provided by law; or in relation to an insurance or legal claim.

23 For the purpose of Paragraph 22, a member of the public is any person other than a parliamentary departmental or AFP-UP employee.

24 The release of images to the AFP or others, for intelligence purposes only, can be approved by the Assistant Secretary Building Services (and the Usher of the Black Rod and the Serjeant-at-Arms if images depict Members or Senators).

25 Copies of images provided to the AFP or others shall at no time be used for anything other than the purpose specified and identified when DPS releases the data.

26 The CCTV System Administrators are responsible for copying saved images to disc for evidence purposes when directed. All discs containing images handed to the AFP or others will be subject to entries in the Released Images Register, which will also record details of all data copied. The Released Images Register is to be securely stored.

27 Data copying procedures will be agreed with prosecuting authorities.

28 In the case of possible insurance or compensation incidents, the viewing of images by parliamentary department employees may be approved by certain departmental managers.

29 The release of images containing possible insurance or compensation incidents will require Presiding Officers approval.

### **Still images from video**

30 Still images (photographs) from video will only be produced as authorised by the Director Security and the Assistant Secretary Building Services.

31 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.

32 All still images will remain the property of DPS and will be listed in the Saved Images Register.

33 Printed copies of still images will display the date of printing.

34 The release of printed still images to PSS or AFP-UP employees, for intelligence purposes only, can be approved by the Director Security or Assistant Secretary Building Services (and the Usher of the Black Rod and the Serjeant-at-Arms if images depict Members or Senators)

35 Printed copies of still images, held by PSS or AFP-UP operational staff, will be destroyed within 31 days unless otherwise authorised by the Director Security.

### **Complaints**

36 Complaints regarding the CCTV system and its operation must be made in writing to the Assistant Secretary Building Services, via the appropriate chamber department where applicable.

37 Where appropriate, the Assistant Secretary Building Services will appoint an independent person to investigate the complaint and provide a written report within an agreed period of time.

38 The report is to be presented to the Assistant Secretary Building Services, who will normally take action as appropriate within DPS guidelines and then advise the complainant. The ASBS will inform the SMB of the complaint and outcome of any subsequent investigation.

39 For this Code of Practice, 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. The investigating officer can be staff of the Building Services Branch.

### **Compliance operating staff**

40 This section applies to DPS and AFP-UP staff and contractors employed to work on the system. Staff and contractors are to comply with the following conditions.

- (a) All staff working in the Parliamentary Security Control Room or having access to the CCTV system (including viewing images) will be required to sign a Declaration of Compliance with this Code of Practice. The Assistant Director Security Support will be responsible for the coordination of this requirement.
- (b) The need for confidentiality, which can be enforced during and after termination of employment.
- (c) Systems of monitoring and supervision established by DPS management and Contractor managers that will ensure compliance with the Code of Practice and operational guidelines.

41 All DPS and contract staff must be briefed on the conditions of the Code of Practice before commencing work on the CCTV system or within the Parliamentary Security Control Room area.

### **Breaches of the code**

42 Breaches of the Code of Practice must be subject to proper investigation by, in the first instance, the person appointed by the Assistant Secretary Building Services to conduct an investigation. This person shall be responsible for making recommendations to the Assistant Secretary Building Services to remedy any breach which is proved.

43 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 this Code of Practice is not permitted and will be considered misconduct.

44 Any DPS or AFP-UP staff member involved in incidents of this type will face investigation and appropriate disciplinary action in accordance with the relevant departmental policies.

45 Contractors found to have breached this code might not be permitted to work on-site again.

### **Compliance review**

46 Compliance by DPS and AFP-UP staff will be subject to review. These reviews will be conducted as required and at least once per year. The Assistant Secretary Building Services will appoint an independent and suitably qualified person to undertake the review and provide a written report to the Security Management Board.

Alan Thompson  
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Chair, Parliament House Security Management Board