



APH Closed-Circuit Television Code of Practice Public Version

What is the purpose of this document?

The Closed-Circuit Television (CCTV) Code of Practice Guide provides an outline of:

- a definition of CCTV and CCTV footage
- the authorised purposes for CCTV footage can be used
- how to request quarantine of CCTV footage
- how to request to view and/or release of CCTV footage
- the process for the destruction of CCTV footage
- the management of licensees with CCTV at Australian Parliament House (APH)
- how to lodge a complaint about the operation of CCTV systems at APH, and
- who to contact for further guidance.

What is CCTV?

The CCTV system at APH includes the associated equipment and infrastructure that is owned and operated by the Department of Parliamentary Services (DPS). The use of the CCTV system is subject to the control of the Presiding Officers with appropriate regard to the primacy of the powers and immunities of Houses, their committees, and members.

CCTV footage refers to both video and still pictures and applies to live and recorded CCTV footage.

What is the purpose of CCTV and the CCTV Code of Practice?

At APH, CCTV is used as part of a layered security response and is intended to provide surveillance of areas in and around the Parliamentary precincts.

The primary objective of the security arrangements at APH is to provide a safe and secure environment for building occupants and visitors, while ensuring public accessibility, and maintaining the order and decorum of APH.

The CCTV Code of Practice provides a framework for the management, operation and use of the CCTV system including the viewing, storing, accessing, releasing and disposing of footage.

One of the purposes of the Code of Practice is to function as a safeguard against the possibility that the CCTV footage may be used in a manner which amounts, or is intended or likely to amount, to an improper interference with the free exercise by a House or committee of its authority or functions, or with the free performance by a member or the member's duties as a member. In this regard, the administration of the CCTV and the powers given under the CoP, have effect subject to the powers, privileges and immunities of each House and of the members and the committees of each House.

What are the authorised purposes for which CCTV footage can be used?

The only authorised purposes for which CCTV footage can be used are:

- to assist in the control and management of the Parliamentary precincts (including major or special events and traffic management)
- to assist in the day-to-day management of security services including investigation of security threats and incidents, pre-planning of security exercises, emergency evacuation exercises and monthly validation exercises
- to prevent, deter, disrupt, or detect crime, criminal damage, vandalism, or public disorder
- to assist in identifying, apprehending and where appropriate, prosecuting offenders in relation to criminality
- to provide evidence upon which to take criminal or civil proceedings
- to improve general security observation and monitoring in the areas around the Parliamentary precincts, both in terms of personal and physical security
- to improve operational response of security patrols in and around APH and precinct
- to assist emergency services in responding to incidents
- to identify and investigate incidents that could result in a compensation or insurance claim against the Commonwealth, and
- any other purpose approved in writing by the Presiding Officers.

How to access CCTV footage

To access APH CCTV footage for the above-mentioned authorised purposes, the following provides further guidance.

If further assistance is required, please contact the DPS Security Reporting and Compliance Team via security.reporting@aph.gov.au.

Quarantine of requested CCTV footage

- Subject to availability and appropriate approvals, requested footage will first be quarantined to ensure the CCTV footage is available if access is approved.
- If approved, the CCTV footage will be quarantined and retained for a period of 90 days.
- Extensions to the quarantine period may be requested and are subject to approval.
- To request access to CCTV footage the requestor must fill in the [CCTV Quarantine Request form](#)
 - The requestor is asked in the form to include why the CCTV footage is required and the time/date range for the CCTV footage being requested.

View and/or release of requested CCTV footage

- Requests for view or release of CCTV footage to anyone other than an [Authorised Officer](#) requires approval from Presiding Officers.
- Request to view can be made through the [CCTV View Request form](#).
- Request to release can be made through the [CCTV Release Request form](#).

- On approval, CCTV footage must be viewed on site at APH prior to that footage being released (e.g. on a USB stick).
- If CCTV footage is released to the requestor, they will be required to acknowledge the conditions of receiving the footage (including return and destruction requirements) and agree that at no time shall the footage be used for any purpose other than the purpose specified and identified when the footage is released.
- Ownership and copyright of all recorded material rests with the Parliament of Australia. CCTV footage may not be published, sold, or used for commercial purposes.

What is the process for the destruction of CCTV footage?

Unless required under law or otherwise approved under section 10.3 of the CCTV Code of Practice, any quarantined, viewed or released CCTV footage must be returned to DPS for destruction within the timeframe specified at the time of release or quarantine.

If the requestor requires access to the CCTV footage beyond the quarantine period or no longer requires the CCTV footage, the requestor must complete the [CCTV Extension/Destruction Request form](#) and notify DPS Security Reporting and Compliance Team via security.reporting@aph.gov.au.

What about licensees with CCTV within APH?

Licensees within APH must report any CCTV owned and operating within the Parliamentary precincts and may not operate CCTV outside of their own licenced space. Licensees who have CCTV within their licenced space must provide clear signage that CCTV is used in the areas before entering the recorded space. Licensees must follow security policies and procedures as outlined in their contract and be consistent with the Code.

Compliance

The Presiding Officers undertake to provide to the Committee of each House with oversight for Parliamentary security, regular reporting outlining information regarding requests and any alleged breaches or complaints.

How to lodge a complaint

A complaint regarding the operation or use of any CCTV system at APH must be made in writing to the Assistant Secretary, Security Branch through the DPS Security Reporting and Compliance Team via security.reporting@aph.gov.au.

Further Guidance

Further detail on the application of this guidance or requesting access to CCTV footage can be sought from the DPS Security Reporting and Compliance Team via security.reporting@aph.gov.au.

Definitions

Term	Definition
Quarantine footage	The isolation of specified footage, including printed stills, to ensure they are preserved and are not overwritten.
Release footage	The authorised provision of specified footage. For example, to law enforcement agencies and other investigation bodies for civil or criminal proceedings.
View footage	The process of looking at footage on site at APH (but it does not include removing or copying the footage).
Authorised Officer	Persons who are approved by the Presiding Officers to manage or access CCTV system (including viewing footage, excluding quarantining or downloading footage) where required as part of their duties.