

Cleaves, Rebecca

From: Cleaves, Rebecca
Sent: Wednesday, 3 April 2019 1:02 PM
To: [Redacted]
Cc: [Redacted] Sherring, Paul
Subject: CCTV viewing request [DLM=For-Official-Use-Only]
Attachments: 2018 APH CCTV - Request to Quarantine Form - Version 1.0.docx; 2018 APH CCTV - Request to View or Release Form - Version 1.0.docx

Importance: High

Tracking: Recipient [Redacted] Recall
[Redacted]
Sherring, Paul Falled: 3/04/2019 2:08 PM

For-Official-Use-Only

Good afternoon,

Please find attached the request to quarantine and view some CCTV footage.

Should you require further information please let me know.

Kind regards

REBECCA CLEAVES
PROTECTION LIAISON
CANBERRA OFFICE
Tel [Redacted] Ext [Redacted]
www.afp.gov.au



POLICING FOR
A SAFER AUSTRALIA

For-Official-Use-Only



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

Request to Quarantine – Australian Parliament House (APH) Closed Circuit Television Footage

Unless directed by law, the Department of Parliamentary Services (DPS) on behalf of the Presiding Officers can refuse the quarantining of APH CCTV footage (video or images) that is not in accordance with the APH CCTV Code of Practice (the CCTV Code) statement of purpose or engages parliamentary privilege.

Sufficient detail should be included in the request to enable an appropriate assessment to be made by the Presiding Officers, or delegate, in accordance with the CCTV Code.

Approval for CCTV footage to be quarantined does not provide approval for the viewing or release of the quarantined footage. In order to view or release quarantined footage a 'Request to View or Release' form is to be completed.

The requesting officer will be advised if this request is approved or not approved.

Requesting officer to complete Sections 1 to 3 and email the form to: asa.dps@aph.gov.au

SECTION 1 – REQUESTING ENTITY INFORMATION

Entity:	Protection Liaison		
Officer name:	Rebecca Cleaves		
Officer position:	Federal Agent		
Phone number:	██████████	Email:	██████████
Date of request:	3 April 2019		

SECTION 2 – INCIDENT INFORMATION

Date:	Friday 22 March - Saturday 23 March 2019
Time:	Specific time unknown – from 22:30 until 12:00 on Saturday 23 March
Location:	Access point was the bottom entrance to APH to Minister Reynolds suite located at M123, exit point is unknown.
Details of incident:	Between Friday evening on 22.3.19 until mid-morning on Saturday 23.2.19, an intoxicated male and female person accessed APH and made use of Minister Reynolds suite. Both parties left the room, and APH, at different times. There are concerns that what transpired within the confines of the room may contain a criminal element.

SECTION 3 – REASON FOR QUARANTINING

Purpose of the request	<p><i>The APH CCTV Code is applied to the management of the CCTV systems used in the Parliamentary precincts. The CCTV Code applies to all personnel who manage, operate or use the CCTV system, including the viewing, storing, accessing, releasing and disposing of footage.</i></p> <p><i>The specific focus of APH CCTV usage is for the purposes of security, safety and law enforcement. Use of CCTV for any other purpose, must be approved in writing by the Presiding Officers, or delegate, in accordance with the CCTV Code.</i></p> <p>An application to quarantine APH CCTV footage must meet one of the following criteria of the CCTV Code:</p> <p><input checked="" type="checkbox"/> to prevent, deter or detect crime, criminal damage, vandalism or</p>
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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 identify and investigate incidents that could result in a compensation or insurance claim against the Commonwealth

other reasons under the Statement of Purpose (Section 5)

Please state reason from the CCTV Code:

any other purpose approved in writing by the Presiding Officers

	To prevent, deter or detect crime, criminal damage, vandalism or public disorder;
State the reason for quarantining:	To assist in identifying, apprehending and where appropriate, prosecuting offenders in relation to criminality.
Is the requested footage required to be quarantined for longer than 90 days:	<i>In accordance with the CCTV Code, all approved quarantined footage will only be held for a period of 90 days and unless directed by law, quarantined footage will be destroyed after the 90 day period. It is the responsibility of the requesting officer to contact DPS prior to the expiry of the 90 day period to seek an extension. Approval is at the discretion of DPS.</i>
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please provide further information:	[insert supporting rationale for extension to the 90 day quarantine period]

Department of Parliamentary Services – Office Use Only

SECTION 4 – DPS SECURITY BRANCH ASSESSMENT	
Security and Technology Section	
Requested footage is available and has been quarantined	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of quarantining:	
Date to be destroyed:	
Authorised officer:	
Comments:	
DPS HPRM/TRIM reference:	



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

Request to View or Release – Australian Parliament House (APH) Closed Circuit Television Footage

Unless directed by law, the Department of Parliamentary Services (DPS) on behalf of the Presiding Officers can refuse the request to view or release APH CCTV footage (video or images) that is not in accordance with the APH CCTV Code of Practice (the CCTV Code) statement of purpose or engages parliamentary privilege.

Sufficient detail should be included in the request to enable an appropriate assessment to be made by the Presiding Officers, or delegate, in accordance with the CCTV Code. This request form will be included as an attachment to the approval submission.

DPS, Security Branch, will prepare the covering approval submission for all external entity (non-DPS) requests. DPS requesting areas will be responsible for preparing the covering approval submission in consultation with Security Branch.

Approval to view footage does not provide approval for the release of the footage.

The requesting officer will be advised if the request is approved or not approved. If approved, viewing and use of the footage must only be use for the purposes stated in Section 3.

Requesting officer to complete Sections 1 to 3 and email the form to: asa.dps@aph.gov.au

SECTION 1 – REQUESTING ENTITY INFORMATION			
Entity:	Protection Liaison		
Officer name:	Rebecca Cleaves		
Officer position:	Federal Agent		
Phone number:	██████████	Email:	██████████
Date of request:	3 April 2019		
Request type:	View	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Release	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the requesting entity subject to the <i>Freedom of Information Act 1982</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has a quarantine request been made in relation to the footage			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 2 – INCIDENT INFORMATION			
Date:	Friday 22 March		
Time:	Specific time unknown – from 22:30 until 12:00 on Saturday 23 March		
Location:	Access point was the bottom entrance to APH to Minister Reynolds suite located at M123, exit point is unknown.		
Details of incident:	Between Friday evening on 22.3.19 until mid-morning on Saturday 23.2.19, an intoxicated male and female person accessed APH and made use of Minister Reynolds suite. Both parties left the room, and APH, at different times. There are concerns that what transpired within the confines of the room may contain a criminal element.		
SECTION 3 – REASON FOR VIEWING OR RELEASE			
Purpose of the request	The APH CCTV Code is applied to the management of the CCTV systems used in the Parliamentary precincts. The CCTV Code applies to all personnel who manage, operate or use the CCTV system, including the viewing, storing,		

accessing, releasing and disposing of footage.

The specific focus of APH CCTV usage is for the purposes of security, safety and law enforcement. Use of CCTV for any other purpose, must be approved in writing by the Presiding Officers, or delegate, in accordance with the CCTV Code.

An application to request to view or release APH CCTV footage must meet one of the following criteria of the CCTV Code:

- to prevent, deter 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 identify and investigate incidents that could result in a compensation or insurance claim against the Commonwealth
- other reasons under the Statement of Purpose (Section 5)

Please state reason from the CCTV Code:

- any other purpose approved in writing by the Presiding Officers

	To prevent, deter or detect crime, criminal damage, vandalism or public disorder;
State reason for viewing or release:	To assist in identifying, apprehending and where appropriate, prosecuting offenders in relation to criminality.
Use and access:	Two members of the AFP Protection Liaison Team will view the requested footage to ascertain the level of intoxication of both parties which may provide evidence as their cognitive ability to provide consent for any intended physical acts and corroborate the known time line and version of events. It is not intended for Court proceedings.

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SECTION 4 – DPS SECURITY BRANCH ASSESSMENT

Security and Technology Section

Requested footage is available and/or quarantined Yes No

Parliamentary privilege engaged Yes No Unsure

Where the requested footage engages parliamentary privilege, or Security Branch is unable to make a clear determination, the Serjeant-at-Arms and Usher of the Black Rod are to be consulted to consider if parliamentary privilege applies to the requested footage.

Assistant Director / Director name:

Signed:

Date: / / 20

Security Policy and Governance Section

Sufficient detail provided in the request form Yes No

Presiding Officer submission Yes No

The Serjeant-at-Arms and Usher of the Black Rod are to be consulted, and are required to endorse, all view or release submissions to the Presiding Officers.

Assistant Secretary, Security Branch submission Yes No