



## Functional governance

# Standard Operating Procedure on Management of weapons inside Australian Parliament House

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### Disclosure and classification

This document is classified **OFFICIAL** and is intended for internal AFP use. Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

### Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on professional standards \(CO2\)](#) outlines the conduct expected of AFP appointees. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979 \(Cth\)](#).

This document is a functional governance instrument as defined in the [AFP Commissioner's Order on governance \(CO1\)](#).

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## Definitions

<b>AFP appointee</b>	Deputy Commissioner, an AFP employee, special member or special protective service officer and includes a person: <ul style="list-style-type: none"><li>engaged overseas under s. 69A of the <i>Australian Federal Police Act 1979</i> (Cth) (the Act) to perform duties as an AFP employee</li><li>seconded to the AFP under s. 69D of the Act</li><li>engaged under s. 35 of the Act as a consultant or contractor to perform services for the AFP and determined under s. 35(2) of the Act to be an AFP appointee.</li></ul> (See s. 4 of the Act.)
<b>Weapons</b>	Batons, Firearms, Oleoresin Capsicum (OC) spray, Conducted Energy Weapons (Tasers)

## Acronyms

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For example:

<b>AFP</b>	Australian Federal Police
<b>APH</b>	Australian Parliament House
<b>CERHOS</b>	Ceremonial and Hospitality Branch of Prime Minister and Cabinet
<b>CPP</b>	Close Personal Protection

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<b>DPS</b>	Department of Parliamentary Services
<b>GGPT</b>	Governor-General's Protection Team
<b>TPT</b>	Treasure Protection Team
<b>MHAPT</b>	Minister for Home Affairs Protection Team
<b>IPP</b>	Internationally Protected Persons
<b>LELO</b>	Law Enforcement Liaison Officer
<b>OICPH</b>	Officer in Charge Parliament House
<b>PAT</b>	Protection Assessment Team
<b>PL</b>	Protection Liaison
<b>PMPT</b>	Prime Ministers Protection Team
<b>PSOR</b>	Parliamentary Security Operations Room
<b>PSS</b>	Parliamentary Security Service
<b>SAA</b>	Serjeant-at-Arms
<b>SCPH</b>	Security Controller Parliament House
<b>SOP</b>	Standard Operating Procedures
<b>TL</b>	Team Leader
<b>UBR</b>	Usher of the Black Rod

## Introduction

This Standard Operating Procedure (SOP) outlines the roles and responsibilities of the AFP in relation to carrying AFP issued weapons inside Australian Parliament House (APH).

## Aim

To ensure carriage of weapons inside APH is in accordance with DPS *Operating Policies and Procedures (OPP) No. 10.3 – Entry to Parliament House: exemptions from security screening/carriage of weapons*, and the [AFP Commissioner's Order on Operational Safety \(CO3\)](#).

To provide weapons storage procedures for AFP appointees visiting APH.

## Background

In response to the changes in the threat environment, in September 2014 a review of the security at APH was conducted. This review recommended a number of changes to the security arrangements for APH, including an increased AFP staffing presence and transferring the command and control for security arrangements at APH to the AFP.

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The AFP is a key participant within the joint Parliamentary security framework. Under the enhanced model, a number of committees have been established whereby the AFP contributes to discussions and considerations of the security requirements for APH and its occupants.

The AFP provides security and response functions at APH, as is authorised by the [Presiding Officers Authorisation to the Australian Federal Police Security Controller](#). The AFP undertakes these functions pursuant to the [Memorandum of Understanding between the Australian Federal Police and Department of Parliamentary Services](#).

## Execution

No weapons may be brought into APH without the expressed written permission of the Presiding Officers. As per *OPP No. 10.3*, AFP appointees authorised to carry weapons inside APH are those permanently based at APH or have been temporarily assigned to duties at APH.

It should be noted that only the PMPT have approval for carriage of weapons within APH, with or without their principal. The TPT, MHAPT, GGPT, along with Israeli and US teams, can only carry weapons within APH when they are in advance of their principal attending APH or operating with their principal in APH.

All AFP appointees not assigned to duties at APH should adhere to the following process when attending APH during the normal course of their duties:

1. Contact the AFP TL on s47E(d) to advise of their intentions to attend APH.
2. TL to advise the OICPH or the SCPH of the AFP appointees intentions to attend APH. A decision should be made by the OICPH or SCPH in relation to the suitability of the AFP appointees attending, and as to whether they can carry weapons whilst inside APH.
3. If required, the SCPH should liaise with the offices of the SAA and the UBR to advise the Presiding Officers of AFP appointees attending APH (for example attending as part of an investigation, making an arrest, executing search warrants, conducting formal inquiries) and seek approval for their attendance as well as consideration for them to carry weapons whilst inside APH.
4. TL, OICPH or SCPH to advise visiting AFP appointees whether they have been approved to attend APH and also whether they can carry weapons whilst inside APH.
5. Upon arrival at APH, all visiting AFP appointees are to attend the APH AFP Station at Point 8, which is located inside the Ministerial Wing underground carpark, off Melbourne Avenue and wait for an AFP appointee stationed within APH to attend to sign them in and escort them inside the APH AFP Station.
6. If AFP weapons are to be stored, prior to entering APH they are only to be stored within the APH AFP Station – not at APH entry points.
7. Weapons storage for visiting AFP appointees is on a temporary basis and for the duration of the officers' visit to APH only. No extended storage can be offered.
8. The TL will facilitate the storage of all weapons that are required to be stored in the APH AFP Station. All visiting AFP appointees should utilise the AFP approved load/unload bay where practicable, remembering to comply with the national guidelines.
9. If permission has been granted by SCPH (in consultation with the offices of the SAA and UBR if required) for the visiting AFP appointees to carry weapons whilst inside APH, AFP appointees are to do so in line with [CO3](#).

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10. If permission has not been granted to carry weapons, all visiting AFP appointees attending APH should unload their firearm in the AFP approved load/unload bay in the APH AFP Station and securely store all accoutrements in an AFP approved safe for the duration of their visit (pursuant to [CO3](#), the [National Guideline on controlled items](#) and any other relevant AFP governance). At the completion of their visit, all visiting AFP appointees are to attend the APH AFP Station, collect their accoutrements and action their firearm in the AFP approved load/unload bay before departing APH.

## Operational Exemptions

For any attendance of AFP appointees at APH for an operational requirement, for example assisting with a demonstration, responding to an operational incident or preparation for an event an exemption from the PO's may be requested through the SCPH to the offices of the SAA and UBR for the carriage of weapons inside APH where required.

In a time critical emergency response to a serious security incident at APH requiring AFP appointees to respond (for example ACT Policing, Tactical Response), the nature of the incident may not support a request to the PO's for approval. In such a circumstance, permission to enter APH carrying weapons may be granted by the SCPH (or the highest ranking AFP appointee in APH at the time). Regardless, as soon as practicable the PO's and offices of the SAA and UBR should be briefed on the status of the incident and the decision to allow external AFP appointees inside APH carrying weapons.

## Administration and Logistics

- All AFP appointees assigned to APH are subject to security screening on commencement of official duty, as are AFP appointees attending APH for official business.
- AFP officers performing official CPP duties are exempted from security screening however this only applies if the AFP CPP officer(s) identify themselves to PSS officers by means of an official AFP identification.
- Following initial screening at the commencement of duty, AFP officers performing official duties stationed at APH (wearing full accoutrements) are exempt from security screening as they traverse in and out of screening points during their duties. If during the working day they leave the precincts without their accoutrements and for non- business purposes on their return they will be subject to rescreening as if they were commencing duty.
- ACT Policing and other AFP Specialist Response Teams are not subject to security screening when they are responding to an emergency within APH.
- The use and storage of weapons must occur pursuant to AFP governance, including [CO3](#), the [Commissioner's Order on Security \(CO9\)](#), the [National Guideline on controlled items](#), and any other relevant AFP governance.
- A weapons storage register, managed by the on duty TL should be completed upon lodging, and finalised upon collection of AFP issued weapons.
- AFP weapons includes operational, training or inert weapons for operations, exercises, events or display purposes.
- This SOP also applies to munitions and magazines.

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## Contact Telephone Numbers

1. Parliament House Team Leader  
[REDACTED] s47E(d)
2. Officer in Charge Parliament House (OICPH)  
[REDACTED] s47E(d)
3. Security Controller Parliament House (SCPH)  
[REDACTED] s47E(d)
4. Parliamentary Security Operations Room (PSOR)  
[REDACTED] s47E(d)

## Further Advice

Queries about the content of this document should be referred to SCPH.

## Resources

[AFP Commissioner's Order on Operational Safety \(CO3\)](#)

[Commissioner's Order on Security \(CO9\)](#)

[National Guideline on controlled items](#)

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