



PARLIAMENT OF AUSTRALIA

Parliament House
Canberra ACT 2600

GUIDELINES FOR

FILMING AND

PHOTOGRAPHY

AND

GENERAL MEDIA RULES

IN

PARLIAMENT HOUSE

AND ITS

PRECINCTS

December 2008

Contents

1.	Introduction	1
2.	Filming for private purposes.....	1
3.	Filming intended for broadcasting or publication	2
	Press Gallery members	2
	Public areas of the building	2
	Private areas of the building.....	2
	Photographers and filmmakers who are not members of the Press Gallery.....	2
4.	Filming of parliamentary proceedings	2
	Television and radio recording of proceedings.....	2
	Still photography in the Chambers during proceedings.....	3
	Parliamentary committees	3
5.	General guidelines for Press Gallery members	3
	Areas "off limits" to the Press	3
6.	Visitors and dress standards	4
	Dress standards in the chamber press galleries.....	5
	APPENDIX 1.....	6
	Guidelines for Filming in Parliament House	6
	APPENDIX 2.....	8
	Guidelines for DPS Camera Operators in the Chambers.....	8
	APPENDIX 3.....	9
	Guidelines for Still Photography in the House of Representatives Chamber.....	9
	APPENDIX 4.....	11
	Guidelines for Still Photography in the Senate Chamber	11

1. Introduction

- (a) These guidelines are issued by the Presiding Officers. They apply to all filming, photography and sound recording in Parliament House. In addition, separate guidelines for still photography apply to each Chamber, and they are included at *Appendices 3 and 4*.
- (b) Where the terms "film" or "filming" appear in the guidelines, they encompass all related technologies, including video and sound recording, other filming methods and still photography, and include the use of digital technology. Where the term "Parliament House" is used in the guidelines, it includes the parliamentary precincts as defined in the *Parliamentary Precincts Act 1988*.
- (c) In relation to media access matters in Parliament House, "approval" means the approval of one or both Presiding Officers or their delegates as relevant. The President alone is responsible for access in the Senate wing, and the Speaker alone is responsible for access in the House of Representatives wing. Together, the President and the Speaker are responsible for access in all other areas.
- (d) Where access is limited to members of the Federal Parliamentary Press Gallery (Press Gallery), Auspic and/or parliamentary officers, it is noted in the guidelines.
- (e) This document also includes general guidelines relevant to members of the Press Gallery in Parliament House.
- (f) Should you require clarification of the guidelines, or wish to make a special request for media access or approval in Parliament House, contact the relevant Presiding Officer's delegate:
- | | |
|---|--------------|
| Senate - Usher of the Black Rod | 02 6277 3398 |
| House of Representatives - Serjeant-at-Arms | 02 6277 4889 |
- (g) For requests in the public areas, contact:
- | | |
|------------|--------------|
| Facilities | 02 6277 5532 |
|------------|--------------|

2. Filming for private purposes

- (a) Visitors to the building are welcome to film in public areas provided the film is for private purposes and is not to be published. No filming is permitted of security arrangements. No filming is permitted in the Chambers during proceedings.

3. Filming intended for broadcasting or publication

Press Gallery members

Public areas of the building

- (a) Filming is permitted in public areas (except in the vicinity of the chamber galleries and within security screening areas). This guideline is intended to facilitate the work of members of the Press Gallery covering public events in the public areas of the building. However, the establishment of temporary studio or work locations in public areas is not permitted without the explicit approval of both Presiding Officers. It is expected that every effort will be made by members of the Press Gallery to protect the privacy of individuals and not to compromise security of the building.
- (b) No use should be made of the Mosaic Pavement on the Forecourt of Parliament House which is not related to the recognition and appreciation of it as a work of art. Technical equipment should not be set up upon the pavement.

Private areas of the building

- (c) Filming is permitted in television studios, in private rooms with the explicit permission of the occupants and in rooms/areas in which press conferences are permitted, including courtyards. Apart from these circumstances, all filming in private areas of the building requires permission. Detailed guidelines are at *Appendix 1*.

Photographers and filmmakers who are not members of the Press Gallery

- (d) Photographers and filmmakers, who are not members of the Press Gallery, wishing to use public or private areas of Parliament House may do so only with the explicit approval of the Presiding Officers. They should apply in the first instance to the Facilities office of the Department of Parliamentary Services (DPS). The guidelines at Appendix 1 cover filming by non-Press Gallery members in both private and public areas of the building.

4. Filming of parliamentary proceedings

Television and radio recording of proceedings

- (a) Television filming in the Chambers is the exclusive responsibility of parliamentary staff. Guidelines for DPS camera operators in the Chambers are at *Appendix 2*.
- (b) The live television "feed" of proceedings in both Chambers is broadcast directly to offices in Parliament House, including Press Gallery offices, to various other agencies, institutions and media outlets.
- (c) DPS maintains video and audio records of proceedings. They will generally be made available for rebroadcasting when they are required for fair and factual reporting of proceedings.
- (d) Rules regarding rebroadcasting of proceedings are available from the Serjeant-at-Arms (for the House of Representatives or <http://www.aph.gov.au/house/pubs/standos/pdf/resolutions.pdf>) and the Black Rod (for the Senate or http://www.aph.gov.au/Senate/pubs/standing_orders/f00.htm).

Still photography in the Chambers during proceedings

- (e) Visitors and members of the public are not permitted to take cameras into the chamber galleries during proceedings. Generally, only accredited members of the Press Gallery and Auspic photographers are permitted to take still photographs of proceedings. If other journalists have a particular need to take still photographs of proceedings they will require the specific approval of the relevant Presiding Officer. The rules for still photography in the Chambers are at *Appendices 3 and 4*.

Parliamentary committees

- (f) Filming and/or sound recording of a parliamentary committee requires the consent of the individual committee concerned. For approval, contact the committee secretary to the particular committee. Filming and/or sound recording of a parliamentary committee following a suspension or an adjournment of proceedings is not permitted.
- (g) Cameras must not be used to inspect or take photographs of Senators' or Members' documents or computer screens.

5. General guidelines for Press Gallery members

Areas "off limits" to the Press

- (a) Members of the Press Gallery may not linger in the corridors in the vicinity of the Cabinet Room, other Ministerial Wing corridors or corridors in the vicinity of party rooms or individual Senators' and Members' suites. In these areas,

members of the Press Gallery may not seek to engage Senators or Members in conversation. As a general rule, members of the Press Gallery wishing to speak with a Senator or Member should make an appointment by telephone.

- (b) Filming, photography and sound recording is not permitted in the Mural Hall, the Members' Hall or any other private access area in the central body of the building without the explicit approval of both Presiding Officers.
- (c) Filming, photography and sound recording is not permitted in any corridor, except the corridor of the Press Gallery itself, without explicit approval from the relevant Presiding Officer. It is not permissible for interviews of any kind to be conducted in corridors or other private circulation areas of the building without explicit approval from the relevant Presiding Officer.
- (d) Members of the Press Gallery are not permitted to enter the Members' and Guests' Dining Room on sitting days (unless invited to do so by a Senator or Member, and not for filming/photography/recording purposes).
- (e) Filming, photography and sound recording is not permitted within the Members of Parliament carparks. Journalists, photographers and camera crews must not impede the access of Senators, Members or others to any of the entrances of Parliament House. They must comply with the directions of security staff at the entrances.
- (f) Breaches of the guidelines will be determined by the Presiding Officers on a case by case basis.

6. Visitors and dress standards

- (a) As with all Parliament House pass holders, members of the Press Gallery sponsoring admission of visitors into Parliament House are responsible for those visitors until they leave the building. If those visitors are representatives of media organisations, the sponsor is responsible for advising the visitors of these guidelines.
- (b) Visiting media representatives may be given permission to sit in either of the chamber press galleries. The permission is given by the Serjeant-at-Arms or Usher of the Black Rod for the respective Chamber, on the recommendation of the President of the Press Gallery. If permission is given, an entry card must be collected from the Serjeant's or Black Rod's office as relevant, and this card must be produced for inspection by security or messengerial attendants in the galleries if requested. The visitor must also wear the security pass issued at the entrance to the building.

Dress standards in the chamber press galleries

- (c) In the press gallery of the House of Representatives Chamber, members of the Press Gallery should maintain the standards of dress adopted by the majority of Members when attending in the Chamber. This includes trousers, jacket, collar and tie for men, and a similar standard of formality for women.

- (d) In the press gallery of the Senate Chamber, members of the Press Gallery should maintain the standards of dress adopted by the majority of Senators when attending in the Chamber. Members of the Press Gallery are not required to wear coats.

APPENDIX 1

Guidelines for Filming in Parliament House

(where the film, photograph or sound recording is intended for broadcast or publication)

These guidelines apply to members of the Federal Parliamentary Press Gallery (Press Gallery) when filming and recording in private areas of the building and to other photographers/camera operators in all parts of the building. They must be read in conjunction with section 3 of these guidelines.

- ◆ In these guidelines “film” or “filming” includes video and sound recording, filming and still photography and the use of digital technology.
- ◆ These guidelines apply to members of the Press Gallery and to others wanting to film for the purpose of broadcasting or publishing their work.
- ◆ Members of the Press Gallery do not need specific permission to film public events in public areas of the building. However, if they wish to establish a temporary studio or work location in the public areas they are required to obtain the specific permission of both Presiding Officers.
- ◆ Persons who are not members of the Press Gallery and who intend broadcasting or publishing their work need specific permission to film anywhere in the building, i.e. in public and private areas.
- ◆ Filming or recording of public hearings of parliamentary committees requires the consent of the committee.
- ◆ Filming is permitted at press conferences held in committee rooms and other areas used for press conferences including the courtyards.
- ◆ Filming in private offices requires the permission of the Senator or Member who occupies the office. Filming access to other areas, including for private functions, is at the discretion of the responsible person (e.g. a proposal to film in the Cabinet Room or Ministerial Press Office should be arranged with the Prime Minister's office, and in party rooms, with the relevant Whip's office.
- ◆ Filming requests for other private areas of the building under joint control - including corridors – requires the permission of both Presiding Officers with the exception of the corridor of the Press Gallery itself. The Speaker's permission is required for filming on the House of Representatives side of the building and the President's permission for filming on the Senate side. Requests for permission to film should be made in the first instance to the Serjeant-at-Arms and/or the Usher of the Black Rod.
- ◆ The Presiding Officers will consider filming proposals on a case by case basis, taking into account the following:

- the privacy of Members of Parliament, staff and visitors to the building should be protected and the specific permission of any person being filmed should be sought;
 - the principle that filming should not interfere with the operations of the Parliament and/or the people who work in the building;
 - filming of security facilities will not be permitted;
 - filming will not be approved for political party advertising or election campaigns; satire or ridicule; or commercial sponsorship or commercial advertising;
 - only parliamentary staff are authorised to film proceedings in the two Chambers.
- ◆ Decisions on whether to approve a filming proposal will take account of the public importance and value of the project. In assessing the value of a particular project, the following will be considered:
 - whether the project has a genuine educational purpose from the perspective of students and scholars;
 - whether the project serves a news and/or information purpose; and
 - whether the project serves a cultural purpose (including films or television series that may be produced for commercial purposes).
 - ◆ Filming which would be likely to offend broadly accepted community norms will not be approved.
 - ◆ Broad approval of a project is unlikely to be given. Specific approval should be sought for each individual segment of filming and a responsible parliamentary officer should be in attendance to ensure compliance with the terms of the approval.
 - ◆ These rules apply to interviews, filming, sound recording or 'pieces to camera' at all times. Whether Parliament is sitting or not is immaterial.
 - ◆ The filming guidelines which apply in private areas cannot be avoided by someone filming back into the private areas from another location, in particular, it is not permitted to film from courtyards or outside the building back into the building.

APPENDIX 2

Guidelines for DPS Camera Operators in the Chambers

1. As a general principle, the on-air camera should be directed toward the Senator/Member having the call.
2. Panning shots are permitted for the purpose of showing Senators/Members listening to debate.
3. Reaction shots of Senators/Members are permitted:
 - (a) when the Senator/Member has sought information which is being supplied by a Senator/Member having the call; or
 - (b) when the Senator/Member is referred to in debate.
4. If exchanges between Senators/Members are too rapid to permit normal camera switching, a wide shot of the Senators/Members involved is permitted.
5. Disturbances in the galleries or on the floor of either chamber are not to be broadcast.
6. Directions of the relevant Presiding Officer and his or her delegate in relation to the operations of the sound and vision equipment in the Senate or House of Representatives Chamber are to be observed.

APPENDIX 3

Guidelines for Still Photography in the House of Representatives Chamber

Access to the proceedings of the House of Representatives for still photography is subject to an undertaking to comply with the following arrangements and conditions:

- (a) Still photographic access to the proceedings of the House of Representatives is limited to photographers who are members of the Federal Parliamentary Press Gallery and Auspic and whose names are registered prior to a session of sittings with the Serjeant-at-Arms.
- (b) The maximum number of still photographers permitted in the public galleries at any time is five.
- (c) Still photography is permitted:
 - (i) during Question Time;
 - (ii) during significant speeches or debates; and
 - (iii) at other times when approved by the Speaker and notified by the Serjeant-at-Arms.
- (d) Photographs and associated captions and editorial comment published under these arrangements should relate directly to the circumstances in the Chamber when the photographs were taken. Where photographs are not published in context (for example are used in non-specific reports), captions should identify the original general context in which the photographs were taken.
- (e) Photographs taken under these arrangements should be used only for the purposes of fair, accurate and appropriate reports of proceedings. Photographs shall not be used for:
 - (i) political party advertising or election campaigns;
 - (ii) satire or ridicule; or
 - (iii) commercial sponsorship or commercial advertising.
- (f) Telephoto lens photography must not show any Member closer than at “head and shoulders” distance.

- (g) Telephoto lenses must not be used to inspect or take photographs of Members' documents or computer screens.
- (h) Photographs of persons in the galleries are not permitted, the only exception being photographs of distinguished visitors at the time they are being welcomed on behalf of the House by the Chair.
- (i) Photographs of disturbances by visitors or any other persons, or unparliamentary behaviour are not permitted.
- (j) The use of flash or other sources of additional light is not permitted.
- (k) As a general principle, photographers should be as unobtrusive as possible and not disturb the view of visitors in the galleries.
- (l) Photographers shall observe the instructions of the Speaker or the Speaker's delegate. The Speaker reserves the right to determine whether a photograph taken in accordance with these guidelines is in keeping with the dignity of the House. In regard to this condition, if a photographer is in doubt about a photograph taken in the Chamber, the onus is on him/her to consult the Speaker's office, through the Serjeant-at-Arms, before either publishing the photograph or giving a copy of the photograph (developed or undeveloped) to any person.
- (m) Access to the gallery by the photographer and/or the newspaper concerned may be withdrawn for non-compliance with these arrangements.
- For the first breach - seven sitting days.
 - For any further breach - at the discretion of the Speaker up to the life of the Parliament.
- (n) Directions of the Speaker and his or her delegate in relation to these guidelines must be observed.

APPENDIX 4

Guidelines for Still Photography in the Senate Chamber

Access to the proceedings of the Senate by still photographers is subject to an undertaking to comply with the following conditions:

1. Photographers must be current members of the Federal Parliamentary Press Gallery or employees of Auspic whose names and the organisations they represent are registered with the Usher of the Black Rod. Access by other members of the media may be arranged on a case by case basis by contacting Black Rod.
2. The maximum number of still photographers permitted in the public galleries and press gallery at any time is five.
3. Photography is permitted at any time of the Senator with the call.
4. Photographs may be used only for the purposes of fair and accurate reports of proceedings and shall not be used for:
 - political party advertising or election campaigns;
 - satire or ridicule;
 - commercial sponsorship or advertising.
5. The Senator with the call must be the focus of photographs, with the exception of general photographs of the whole Chamber, or where a senator or group of senators has obtained the President's approval of a photograph to which all senators in the photo have agreed.
6. Photographs taken with telephoto lenses must only show the Senator with the call, and must be no closer than "head and shoulders" distance.
7. Telephoto lenses must not be used to inspect or take photographs of Senators' documents or computer screens.
8. Photographs of persons in the galleries are not permitted, with the exception of distinguished visitors at the time that they are welcomed to the Senate by the President or other occupant of the Chair.

9. Photographs of unparliamentary behaviour or disturbances in the galleries or on the chamber floor are not permitted.
10. The use of flash or other sources of additional light is not permitted.
11. Directions of the President and his or her delegate in relation to these guidelines must be observed.
12. Breaches of the guidelines may result in withdrawal of access to the gallery or some other penalty as determined by the President.