



Received 21/4/8  
Submission 18

14 April 2008

Simon Finn MP  
Chair  
Broadcast of Parliament Select Committee  
Parliament House  
George Street  
BRISBANE QLD 4000

Dear Mr Finn

Further to your letter of 29 February 2008 I provide the following answers with regard to term of reference (a) of the Queensland Broadcast of Parliament Select Committee:

**Question 1: A summary description of the system (camera type and numbers, positioning of cameras, operation of the system, staffing to operate the system et cetera)**

*Operation of the Audiovisual Control Room*

- The Audiovisual Control Room was commissioned in March 1996 and was upgraded throughout 2006-07.
  - The Audiovisual Control Room operates the broadcasting equipment of both the Legislative Assembly and Legislative Council. The infrastructure for each chamber is essentially the same.
  - There are 4 Panasonic Standard Definition digital cameras in each chamber. One camera is a fixed, overhead wide shot of the chamber. The other 3 cameras are attached to Pan, Tilt and Zoom heads. The cameras are capable of widescreen 16:9 ratio, but are currently operating in 4:3. (See attached page for camera positions).
- ❖ Specifications:
- ❖ 4 x Panasonic AW-E860 SD digital cameras
  - ❖ 4 x Fujinon A20 x 8.6 BMD-DSD lenses
  - ❖ 1 x Fujinon WAT-75C wide angle adaptor (for wide-shot camera only)
  - ❖ 1 x Panasonic AW-CB400 camera control unit
  - ❖ 3 x AMX AXB-PT15 Pan, Tilt and Zoom heads.

- The wide-shot (or birds' eye) camera is the default "view" of the chamber; it is automatically selected when any switch between the cameras is made. This is to allow the other cameras to "position" themselves while off air. It is located on the top edge of the chamber above the Presiding Officer.
- Two cameras are located on each long side of the chamber. The camera located on the opposition side of the chamber is used to film government members, and the camera located on the government side is used to film the opposition members.
- The fourth camera is located at the back of the chamber above the Presiding Officer's gallery. It is used mainly for the head shots of the Presiding Officers and Clerks.
- There is a microphone at every member's seating position, and the microphones are attached to a Nion Digital Signal Processing System in the Control Room.
- Cameras and microphones are controlled remotely by the Audiovisual Operators in the Control Room via an LCD touch screen and an AMX controller. The touch screen has a full-screen window with the exact layout of the seating plan of the chamber, including members' names and their electorates.
- The AMX controller allows the cameras and microphone levels to be set to pre-determined positions for each members. That is, the cameras "remember" the correct height at which they must be focused for each member, and the microphone levels are set to the optimal level for each member's voice.
- When a member receives the call from the Presiding Officer, the AV Operator selects the member's seating position on the touch screen. The microphone is then activated immediately and the overhead wide-shot camera is switched "to air" while the designated camera pans and zooms into position. Once the designated camera is in position, the AV Operator then again selects member's seating position on the touch screen, which switches the head shot of the member "to air".
- Each member's preset position in the touch screen is linked to Lyric captioning software, so that when a member's camera position is selected and activated, the member's details—name, electorate, ministerial position—are automatically displayed. Captioning for the item of business is controlled by the chamber but runs through the same system.
- The cameras are monitored by the control room operators on a 50" High Definition commercial quality plasma screen. The screen is attached to a multi-image display processor which allows all 4 cameras, as well as up to 4 other video signals, to be displayed in "cells" arranged on the plasma screen. This provides a single point of focus for the operators and is essential as it is the operators' "eyes" into the chamber.

- The broadcast of proceedings is transmitted via a Master Antenna RF system around the House and to various other locations, such as Ministerial Offices and the Department of the Premier and Cabinet, via fibre optic.
- Council and Assembly broadcasts are digitised through a series of encoders and servers and are made available on the Intranet as video + audio and audio only streams. The streams are also made available on the Internet for outside users. Streams can be accessed with Windows Media Player, common on all Windows based PCs.

#### *Audiovisual Operators*

- Currently the Parliament of Western Australia employs one full-time Audio Visual Supervisor, and three casual Audio Visual Operators, although the approved casual complement is four operators.
- The system for each chamber can be controlled by one operator, but during peak periods, such as question time, two operators are rostered on to each chamber.
- In broadcasting the chamber proceedings, AV Operators are bound by the following rules laid down by the Presiding Officers –
  1. As a general principle cameras should focus on the Member with the call. Shots should be no closer than 'head and shoulders'.
  2. Fine tuning or variations to depths of field at the discretion of the operator is acceptable.
  3. Wide-angle shots of the Chamber may be used during Divisions and Question Time. Sparing use of the wide-angle shot may be used at other times.
  4. Reaction shots of a Member are not permitted.
  5. In the event of unparliamentary behaviour or a disturbance on the floor of the House, the camera is to focus on the Chair or a slightly wider angle shot of the Chamber which incorporates the Chair and the Clerks at the Table but which does not show the incident.
  6. No close-up shots of Members' papers shall be permitted.

#### *Access to Recordings and Distribution*

- The Parliament of Western Australia records and distributes the program feed only; that is, only that which is broadcast on the CCTV system is recorded; individual cameras are not recorded.
- The program feed is recorded to DVD and to Panasonic DVCPPro digital tape. The DVDs are archived and form part of the permanent record, and the DVCPPro tapes are reused after six months.

**Question 2: The feeds that are supplied to local television media and the use to which they are put by the local television media.**

- Two feeds of the broadcast are distributed – an analogue feed containing the captions (names of members, items of business) and a “clean” feed without the captioning information.
- The media receives the “clean” feed, and this is distributed straight to the major news organisations. News organisations may also arrange to borrow the Control Room recording of a debate.
- No-one is given access to a feed of individual cameras beyond the broadcast feed.
- Provision of the feed to the media is subject to the conditions laid out in the “Conditions for Broadcasters” published by the Legislative Assembly. These provide, in part —

**1. Source of Recording**

Broadcast and rebroadcast may occur and recordings may be made only from the official composite vision and sound program provided by the Parliamentary Televising Unit.

**2. Fair and Accurate Reporting**

Program material shall be used only for the purposes of fair and accurate reports of proceedings, and shall not be used for -

- (i) political party advertising or election campaigns;
- (ii) satire, ridicule or denigration; or
- (iii) commercial sponsorship or commercial advertising.

**3. Balanced Reporting**

Reports of proceedings shall be such as to provide a balanced presentation of differing views.

- Feed supplied by the Parliament is generally used for TV news and current affairs programs.
- A local community television station (Access 31) has received permission to broadcast Legislative Assembly Question Time, subject to the conditions set out by the Speaker of the Legislative Assembly.

**Question 3: Whether local television media are permitted to film or photograph the proceedings of the House and, if so, what portion of the proceedings.**

- Generally, local television media are not permitted to film or photograph the proceedings of the chamber, but the Presiding Officers have on occasion permitted the use of pool photographers and camera operators to take file footage of a chamber and its members. This permission is granted on the basis that the footage is shared with all news organisations.

**Question 4: Relevant operational and media guidelines.**

*Conditions for Broadcasters*

Access to the proceedings of the Legislative Council for the broadcast of proceedings is subject to an undertaking to comply with a number of conditions. Non-compliance with the conditions may incur penalties for stations including withdrawal of access for such time as is appropriate. If it appears that the conditions may have been breached, that matter will be considered by the President of the Legislative Council.

The conditions are:

**1. Source of Recording**

Broadcast and rebroadcast may occur and recordings may be made only from the official composite vision and sound program provided by the Parliamentary Televising Unit.

**2. Fair and Accurate Reporting**

Program material shall be used only for the purposes of fair and accurate reports of proceedings, and shall not be used for -

- (i) political party advertising or election campaigns;
- (ii) satire, ridicule or denigration; or
- (iii) commercial sponsorship or commercial advertising.

**3. Balanced Reporting**

Reports of proceedings shall be such as to provide a balanced presentation of differing views.

**4. Withdrawn Remarks**

Remarks which are subsequently withdrawn may be rebroadcast only if the withdrawal is also rebroadcast.

**5. Sale of Program Material**

No program material may be sold to any person or organisation without the written permission of the President.

**6. President's Instructions**

The instructions of the President of the Legislative Council, in respect of broadcasting, shall be observed.

*Guidelines for Access to Video Recordings of Parliamentary Program Material*

Video recordings of program material may be made available on a cost recovery basis to any person on request to the Parliamentary Televising Unit, subject to the following conditions.

Program material is to be used only for the purposes of -

- (a) providing fair and accurate reports of Legislative Council proceedings; or
- (b) providing information about the proceedings and operation of the Legislative Council, and shall not be used for -
- (c) political party advertising or election campaigns;
- (d) satire, ridicule or denigration; or
- (e) commercial advertising.

*Guidelines for Camera Operators*

1. As a general principle cameras should focus on the Member with the call. Shots should be no closer than 'head and shoulders'.
2. Fine tuning or variations to depths of field at the discretion of the operator is acceptable.
3. Wide-angle shots of the Chamber may be used during Divisions and Question Time. Sparing use of the wide-angle shot may be used at other times.
4. Reaction shots of a Member are not permitted.
5. In the event of unparliamentary behaviour or a disturbance on the floor of the House, the camera is to focus on the Chair or a slightly wider angle shot of the Chamber which incorporates the Chair and the Clerks at the Table but which does not show the incident.
6. No close-up shots of Members' papers shall be permitted.
7. Instructions from the President in relation to the operation of the sound and vision equipment in the Legislative Council shall be observed.

*Media Guidelines*

- See attached “Accredited News Media Representatives” for media Guidelines.

**Question 5: A copy of footage of proceedings taken by the parliamentary broadcasting system, including Question time, in DVD format.**

- A DVD containing footage of questions without notice for both the Legislative Assembly and Legislative Council is enclosed.

**Question 6: A copy of footage of proceedings taken by the media, including Question Time, in DVD form**

- A DVD containing media footage of questions without notice for the Legislative Assembly and other clips for the Legislative Council is enclosed.

Yours sincerely

**Malcolm Peacock**

Clerk of the Legislative Council

Att.



## Accredited News Media Representatives

### 1. ACCREDITATION

Representatives of the news media, who are nominated by their employer to cover the proceedings of Parliament, must apply for accreditation from the Presiding Officer of each House (the Speaker of the Legislative Assembly and the President of the Legislative Council). **The period of accreditation lasts for one session of Parliament** (which may be of four years duration, contingent upon the Parliament not being prorogued).

The Sergeant-at-Arms and the Usher of the Black Rod, who are responsible to their respective Presiding Officers for control of the Press Galleries, will process the application on receipt, and may forward them to the President of the Press Gallery for comment (if required). If the application is in order, it may then be approved by the Sergeant-at-Arms and the Usher of the Black Rod (who may forward the application to either or both Presiding Officers, if deemed necessary).

It should be noted that where approval is not given, access to the Press Galleries and other facilities available to the Press within Parliament House are effectively denied. Normal access to the building and Public Galleries would still apply in these instances, along with any restrictions that apply to those areas.

Once approval has been given, the media representative is notified by mail and asked to attend at Parliament House, with the letter of approval for verification purposes, for the issue of a photographic security pass by the Security Manager.

**Chiefs of Staff are asked to ensure the immediate return of passes held by news media representatives who are no longer assigned to cover parliamentary proceedings. In particular, electronic passes provided to "Primary" media representatives must be returned immediately upon a media representative ceasing in that capacity.** Cooperation on this matter will ensure that only those persons selected by the respective media organisations are entitled to the use of the limited press facilities at Parliament House.



## 2. “PRIMARY” ACCREDITED NEWS MEDIA REPRESENTATIVES

Media representatives who are either **primarily based at Parliament House** or **primarily work out of Parliament House during sittings of the Parliament** are eligible to apply for “Primary” Accredited News Media Representative status. This status affords greater access rights to Parliament House and certain areas within the House (see sections 4 and 5 of these rules).

Given the criteria for this accreditation, the access rights afforded to persons with this accreditation and the limited press facilities at Parliament House, only a small number of applications from media representatives for “Primary” accreditation status can be approved. All applications must firstly be approved by the President of the Press Gallery and, with the exception of the initial applications at the commencement of a session, all applications should only constitute the replacement of existing “Primary” accredited personnel (provision for which is provided on the application form).

All applicants for “Primary” Accredited News Media status (including representatives already in receipt of normal accreditation) must complete the “Primary” accreditation application form, submit the form to the President of the Press Gallery for his/her recommendation for approval, and then forward the form to the Sergeant-at-Arms or the Usher of the Black Rod. As with normal press accreditation, if the application is in order, it may then be approved by the Sergeant-at-Arms and the Usher of the Black Rod (who may forward the application to either or both Presiding Officers, if deemed necessary). The normal processes for notification and issuance of an identification pass (with electronic access key) will then apply.

## 3. IDENTIFICATION PASSES

Once a representative has been accredited and an identification pass issued, the Pass must be worn, as required by the “Rules relating to the Control and Management of Parliament House”, whenever a representative is entering and whilst present within the building.

Press passes are strictly **non-transferable**. “Primary” press passes are a different colour from standard press passes, and include an electronic access key adhered to the back of the pass.

The Speaker of the Legislative Assembly and the President of the Legislative Council require media representatives to wear their press pass in a **prominent** position (ie. chest height) when in the building and using the Press Galleries.

**Support Staff/Camera Crews** will be issued with a *Visitors Pass* once they have been confirmed at the south door entrance by an accredited press representative. **There is no need for press passes to be issued to these members of media organisations.**

#### 4. ACCESS TO THE BUILDING

**“Primary” Accredited News Media Representatives are able to enter and exit the building via any staffed entrance to Parliament House.**

**All other Accredited News Media Representatives must enter and exit the building via the Legislative Assembly Southern Entrance.**

- (a) The House is open to Members and the staff from 8.00 a.m. to 5.00 p.m. Monday to Friday on non-sitting days, and from 8.00 a.m. until one hour after the last House adjourns on sitting days.
- (b) The **Legislative Assembly Southern Entrance** from the Members’ carpark is staffed on non-sitting days from 8.30 a.m. to 5.00 p.m., and on sitting days from 8.30 a.m. until half an hour after the Assembly rises. *It should be noted that the propping open of this door after hours is **strictly prohibited**, as it sets off an alarm in the security control room.*
- (c) The **Main Entrance** is equipped with electronic automatic doors. It is staffed on non-sitting days from 8.00 a.m. to 5.00 p.m., and on sitting days from 8.00 a.m. to 10.00 p.m. (or when both Houses have risen).

To exit the building after hours, the push button on the inside of the door is depressed; this allows the automatic function of the door to operate for a predetermined time.

- (d) The **Legislative Council Gallery Entrance** (Harvest North door) is only open when the Legislative Council is sitting (ie. when the Council is not sitting, there is no access from that end of the building).
- (e) **Security Doors: Legislative Assembly Southern Entrance and Legislative Council Gallery Entrance** - entry via the corridor doors off the Southern and Council Gallery entrances is controlled by a security system, with persons requiring a security card to activate and enter through these doors. “Primary” Accredited News Media Representatives will be issued with these cards. All other Accredited News Media Representatives will need to be accompanied by a “Primary” Representative in order to access the door to the Assembly Press Gallery corridor.

#### 5. WITHIN THE BUILDING

Office accommodation provided by the Presiding Officers to the Press shall be allocated in accordance with resolutions of the Press Gallery Committee.

Accredited news media representatives -

- (a) shall be entitled, as determined by the Press Gallery Committee, to use of rooms Nos 2.37, 2.38 and 2.39 on the second floor in the wing to the west of the Legislative Assembly and the Legislative Council Chambers;

- (b) shall have access, where approval has been given by the respective Presiding Officer, to either or both of the Press Galleries of the Legislative Assembly and the Legislative Council when those Houses are sitting. Boundaries of the Press Gallery may be expanded at the discretion of the Sergeant-at-Arms and Usher of the Black Rod in their respective Chambers, upon request by the President of the Press Gallery. This also includes requests, approved by the Presiding Officers, to accommodate student journalists;
- (c) shall not have access to any of the following sections of the building:
  - (i) the division lobby areas of each House;
  - (ii) the gymnasium \*;
  - (iii) the north corridor of the Legislative Council;
  - (iv) the Members' or Strangers' Bar \*;
  - (v) the courtyard \*; and
  - (vi) the Presiding Officers' corridors (unless express permission has been granted by the respective Presiding Officer).
- (d) shall only access Member's offices **when specifically invited**;
- (e) must not linger near conversations;
- (f) must **always** observe and respect the **confidential nature** of private conversations and conversations between Members and groups in corridors;
- (g) shall contact Members within Parliament House initially **by telephone** to arrange an interview (or in a manner otherwise approved by the Member);
- (h) shall only interview Members -
  - (i) in the entrance hall (John Forrest Foyer) on the ground floor;
  - (ii) in the south entrance foyer;
  - (iii) in the north entrance foyer; and
  - (iv) in a Member's office or meeting room at the invitation of that Member;
- (i) shall not take mobile phones into the Press Galleries (unless the phone is muted or turned off) and shall not use a mobile phone whilst in the Press Galleries under any circumstances;
- (j) shall not take pagers into the Press Galleries unless the sound function is muted;

and

(k) are permitted to use the Staff Dining Room.

- \* **“PRIMARY” ACCREDITED NEWS MEDIA REPRESENTATIVES ARE PERMITTED TO ACCESS THE STRANGERS’ BAR (WITH NO GUEST PRIVILEGES), THE COURTYARD AND THE GYMNASIUM.**

## 6. PARKING

Parking is available to representatives of the news media in the staff carpark on the corner of Harvest Terrace and Parliament Place. It is necessary to have a parking permit displayed in the right-hand bottom corner of the windscreen of the vehicle. Parking permits are available for one vehicle per representative on application to the Security Manager, Parliament House. Parking is restricted to sitting days or when on official parliamentary business only.

**Parking of camera support vehicles or representatives in the Members’ carpark by either media representatives or their support news crews is strictly prohibited.** Camera support vehicles may park in the four designated media parking bays near the Sunken Gardens, on the driveway at the south east corner of Parliament House.

## 7. LIBRARY

News media representatives have access to certain facilities as determined by the “Rules Governing Access and Use of the Parliamentary Library” or as otherwise determined by the Parliamentary Librarian. Members and officers shall have precedence to these facilities.

## 8. MEALS

Meals are available to media representatives, at their own expense, in the Staff Dining Room on the ground floor.

## 9. PROGRAM MATERIAL OF PROCEEDINGS (VISION & AUDIO FEED)

Program material of all proceedings of both Houses is provided by the Parliamentary Televising Unit and is available to media organisations. No other filming or sound recording of proceedings by the media in either House is permitted unless express permission of the Presiding Officer of the respective House is obtained.

The following conditions apply to all program material supplied by the Parliament -

Access to the proceedings of the Legislative Assembly and Legislative Council for broadcast is subject to an undertaking to comply with a number of conditions. Non-compliance with the conditions may incur penalties for stations including withdrawal of access for such time as is appropriate. If it appears that the conditions may have been breached, that matter will be considered by the Speaker/President of the Legislative Assembly/Legislative Council.

**1. Source of Recording**

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**2. Fair and Accurate Reporting**

Program material shall be used only for the purposes of fair and accurate reports of proceedings, and shall not be used for:

- (i) political party advertising or election campaigns;
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- (iii) commercial sponsorship or commercial advertising.

**3. Balanced Reporting**

Reports of proceedings shall be such as to provide a balanced presentation of differing views.

**4. Withdrawn Remarks**

Remarks which are subsequently withdrawn may be rebroadcast only if the withdrawal is also rebroadcast.

**5. Sale of Program Material**

No program material may be sold to any person or organisation without the written permission of the Speaker/President.

**6. Speaker's/President's Instructions**

The instructions of the Speaker/President of the Legislative Assembly/Legislative Council, in respect of broadcasting, shall be observed.

**ANY BREACH OF THE ABOVEMENTIONED RULES MAY RESULT IN THE PRIVILEGE OF PRESS ACCREDITATION BEING WITHDRAWN BY THE PRESIDING OFFICER CONCERNED, ALTHOUGH IT WOULD BE NORMAL FOR A WARNING TO BE ISSUED FIRST.**