



PARLIAMENT OF AUSTRALIA

RULES FOR MEDIA RELATED ACTIVITY IN PARLIAMENT HOUSE AND ITS PRECINCTS



NOVEMBER 2016



PARLIAMENT OF AUSTRALIA

Parliament House
Canberra ACT 2600

**RULES FOR
MEDIA RELATED ACTIVITY**


IN

**PARLIAMENT HOUSE
AND ITS
PRECINCTS**

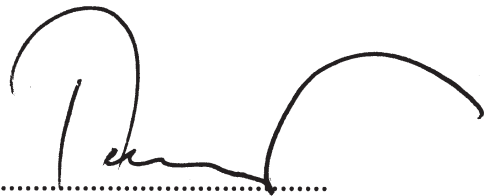
Issued by the Presiding Officers, 7 November 2016

We, the Presiding Officers:

- I. approve the following *Rules for media related activity in Parliament House and its precincts – 7 November 2016*¹ and
- II. delegate the administration of these rules to:
 - a. for the Senate wing, the Usher of the Black Rod;
 - b. for the House of Representatives wing, the Serjeant-at-Arms; and
 - c. for all other areas of the Parliamentary Precincts, the Usher of the Black Rod and the Serjeant-at-Arms, acting jointly.



.....
STEPHEN PARRY
President of the Senate
Date: 7 November 2016



.....
TONY SMITH MP
Speaker of the House of Representatives
Date: 7 November 2016

¹ These Rules were originally issued on 28 November 2012. The Rules were amended and re-issued on 7 November 2016 (contact the Black Rod's Office or the Serjeant-at-Arm's Office for details of the amendments).

Table of Contents

1. Introduction	4
2. Roles and responsibilities	4
3. Approval of Media Related Activity	5
4. Media Related Activity in Public and Private Areas	6
Public areas	6
Private areas	6
5. Media coverage of Parliamentary Proceedings	9
Audio visual recording of chamber proceedings	9
Still photography of chamber proceedings	9
Conditions of use – audio visual material	10
Conditions of use – photographs	11
Press Gallery	11
Parliamentary committees	12
6. Penalties for non-compliance with rules	13
Role of Presiding Officers’ delegates	13
Process for considering instances of non-compliance with these rules	13
Penalties	14
Appendix 1: Definitions	15
Appendix 2: Resolutions of the Senate, the House of Representatives, and the Joint Committee on the Broadcasting of Parliamentary Proceedings	17
Appendix 3: Areas of approved activity	18
Appendix 4: Approval forms	22

1. Introduction

- 1.1 These rules are issued by the Presiding Officers, under the authority of s.6 of the [Parliamentary Precincts Act 1988](#) (control and management of the precincts).
- 1.2 These rules operate in conjunction with the resolutions of the Senate, the House of Representatives, and the Joint Committee on the Broadcasting of Parliamentary Proceedings (see [Appendix 2](#)).
- 1.3 The rules provide a framework for [media related activity](#) (as defined in [Appendix 1](#)) within [Parliament House](#) and its precincts, and are underpinned by the following principles:
 - (a) openness and accessibility of the Parliament of Australia;
 - (b) facilitation of fair and accurate reporting by the media of parliamentary proceedings;
 - (c) respect for the privacy of Members, Senators, other building occupants and visitors to Parliament House; and
 - (d) non-interference with the operations of the Parliament or the ability of Members, Senators and other building occupants to fulfil their duties.
- 1.4 These rules apply to all building occupants and visitors to Parliament House and its precincts.
- 1.5 Failure to comply with these rules may result in penalties for individuals or organisations (as outlined in [Section 6](#) of these rules).

2. Roles and responsibilities

- 2.1 The Presiding Officers are responsible for the control and management of Parliament House and its precincts. The President of the Senate is responsible for the control and management of the Senate wing. The Speaker of the House of Representatives is responsible for the control and management of the House of Representatives wing. The Presiding Officers are jointly responsible for the control and management of all other areas of Parliament House. The Presiding Officers and the Special Minister of State have agreed conditions for the control and management of the Ministerial Wing, which include the same rules of access as other areas of Parliament House.
- 2.2 These rules are administered by the Serjeant-at-Arms (SAA) (House of Representatives wing) and the Usher of the Black Rod (UBR) (Senate wing), or both (all other areas of Parliament House).
- 2.3 The rules are enforced by officers from the Serjeant-at-Arms' Office (House of Representatives), Usher of the Black Rod's Office (Senate) and Parliamentary Security (Department of Parliamentary Services (DPS)).
- 2.4 All passholders (including contractors) must comply with these rules. Passholders are also responsible for ensuring that persons signed-in to the building are aware of, and comply with, these rules. Members, Senators and their staff should not encourage media related activity that is in breach of these rules.

2.5 Compliance with these rules is a licence condition for all Press Gallery occupants and Retail Licensees who conduct activities within Parliament House.

2.6 Compliance with these rules is a condition of entry for all visitors to Parliament House.

3. Approval of media related activity

3.1 These rules define areas where [media related activity](#) is [prohibited](#), [permitted](#), or [permitted subject to approval](#) in the public and private areas of Parliament House.

3.2 Where [approval](#) is required to engage in media related activity (see [paragraph 4.8](#) below), the Presiding Officers, their delegates or the relevant officeholder, are the approval authorities. Advice on the approval process can be sought from the offices of the delegates:

Senate—Usher of the Black Rod’s Office 02 6277 3500

House of Representatives—Serjeant-at-Arms’ Office 02 6277 4889

3.3 All requests to conduct media related activity in private areas for approval by the Presiding Officers or their delegates should be submitted in writing, using the application forms provided at [Appendix 4](#), through:

DPS Facilities—

facilities@aph.gov.au 02 6277 5532

DPS Facilities will seek advice from the relevant approval authority.

3.4 Where media related activity in public areas—including use of non-handheld equipment and the construction of temporary studios—requires approval by the Presiding Officers’ delegates, requests should be directed to DPS Facilities, as above.

3.5 The approval process involves consultation with relevant stakeholders and an assessment of whether the activity:

- (a) complies with these rules, particularly the principles outlined at [paragraph 1.3](#);
- (b) serves an educational purpose;
- (c) serves a news and/or information purpose; or
- (d) serves a cultural purpose (including films or television series that may be produced for commercial purposes).

3.6 If permission is granted, notification will be provided in writing, where practicable. The written notice of approval will include any conditions or restrictions.

3.7 Approval for media related activity in Parliament House is subject to [copyright and moral rights compliance](#) and [special conservation requirements](#).

4. Media related activity in public and private areas

Public areas

- 4.1 Public areas of Parliament House and its precincts are those areas open to the public and accessible without a Parliament House pass, as indicated at [Appendix 3](#).
- 4.2 [Media related activity](#) in public areas is prohibited:
- (a) on the Mosaic Pavement on the Forecourt of Parliament House (unless the filming is approved, and as specified in [Protests and other assemblies in the parliamentary precincts](#), related to the recognition of the mosaic as an art work);
 - (b) at security screening areas and of security arrangements;
 - (c) in the public viewing galleries of the House of Representative and Senate chambers, when the house is sitting (see [Section 5](#) for permissible coverage of parliamentary proceedings); and
- 4.3 Impromptu or “vox pop” style interviews with members of the general public visiting Parliament House are **prohibited**.
- 4.4 Media related activity in public areas is **permitted**:
- (a) for private purposes, subject to there being no objection from participants. The activity must not impede access or egress or interfere with other persons or activities;
 - (b) for broadcasting and publication purposes, subject to there being no objection from participants. The activity must not impede access or egress or interfere with other persons or activities. All equipment must be hand-held, the use of other equipment or establishment of temporary studios requires permission. Should alternative arrangements be required for events of national significance held in public areas (e.g. official visit by a Head of State), the Federal Parliamentary Press Gallery will be consulted in advance;
 - (c) on the Authorised Assembly Area (AAA) for private or broadcasting purposes, as part of an authorised activity (see also [Protests and other assemblies in the parliamentary precincts](#)). The activity must not interfere with other activities on the AAA. The establishment of temporary studios and remote broadcasting on the AAA requires permission; and
 - (d) within a function venue—such as the Parliament House Theatre—for private or broadcasting purposes, subject to the consent of function organisers.

Private areas

- 4.5 Private areas of Parliament House are areas accessible only via a security point and with a Parliament House pass, as indicated at [Appendix 3](#).

4.6 [Media related activity](#) in private areas is **prohibited**:

- (a) in all car parks;
- (b) at security screening areas and of security arrangements;
- (c) on the House of Representatives and Senate chamber floors;
- (d) in the Members’/Senators’ lobbies adjacent to the House of Representatives and Senate chambers;
- (e) at Aussies Cafe, the Staff Dining Room and the Members’ and Guests’ Dining Room (with the exception of ‘pre-interview’ discussions—not recordings); and
- (f) in corridors and other private circulation areas not expressly provided for in these rules.

4.7 Media related activity by [accredited](#) and [non-accredited](#) media personnel in private areas is **permitted**:

- (a) within the suites and corridors occupied by the Press Gallery;
- (b) within the Prime Minister’s Press Conference Room (the ‘Blue Room’), the Prime Minister’s courtyard and the Cabinet Room, when invited to attend a press conference;
- (c) in the corridor outside the ‘Blue Room’ and within the vicinity of the Cabinet Room, immediately prior to and following a press conference. Coverage may be of the subjects of the press conference only and must not impede access or egress or interfere with other activities;
- (d) within committee rooms—when invited to attend a press conference, committee hearing, or other event—but not in the corridors outside the committee rooms;
- (e) along the (Southern) mural wall in the Mural Hall (see [Appendix 3](#), Second floor), subject to there being no objection from participants;
- (f) outside the Ministerial, Senate and House of Representatives entrances, when conducting “door stop” interviews. Media personnel must not impede egress or access to the building. Filming and photography must not be directed at the security screening areas or deliberately or incidentally directed into the building; and
- (g) in the following courtyards, subject to there being no objection from participants or interference with other activities in the courtyard. Filming and photography must not be directed deliberately or incidentally into the building:
 - (i) south of the linkways leading to the House of Representatives Chamber and the Senate Chamber (numbers 27L and 28L, respectively);
 - (ii) north of the linkway leading to the House of Representatives Chamber (number 27A);
 - (iii) inside the curved wall, at the south of the building (numbers 27J, 27K, 28J and 28K);

- (iv) internal House of Representatives courtyard 27E; and
- (v) internal Senate courtyards 28D and 28E (see also [Appendix 3](#), Ground floor).

4.8 Media related activity by [accredited](#) and [non-accredited](#) media personnel in private areas is permitted, **subject to approval**:

- (a) within a Member or Senator’s office—subject to the permission of the Member or Senator concerned, and there being no objection from participants—but not in the corridor outside the Member or Senator’s office;
- (b) within the party rooms—subject to the permission of the relevant party official—but not in the corridors outside the party rooms unless specific approval has been obtained (see [paragraph 4.8\(g\)](#) below);
- (c) in the ground floor linkways leading to the House of Representatives and Senate chambers—subject to the permission of the relevant Presiding Officer (or their delegate). Filming and photography must not be directed deliberately or incidentally into the chamber;
- (d) in the courtyard outside the Health and Recreation Centre (number 28C)—subject to the permission of the relevant Presiding Officer (or their delegate). Filming and photography must not be directed deliberately or incidentally into the Health and Recreation Centre;
- (e) in the Members’ Hall on the ground floor, subject to the permission of the Presiding Officers (or their delegate);
- (f) within a function venue—subject to the consent of function organisers; and
- (g) in corridors or other private circulation areas during significant events (e.g. parliamentary events, visits by Heads of State, leadership ballots)—subject to the permission of the relevant Presiding Officer (or their delegate), following consultation with participants. The Presiding Officers’ delegates will assist in providing access to the media areas associated with the activity.

4.9 Media related activity by staff of parliamentary departments in private areas, for [official purposes](#), is **permitted**:

- (a) within committee rooms—when invited to attend a press conference, committee hearing, or other event—but not in the corridors outside the committee rooms;
- (b) along the (Southern) mural wall in the Mural Hall (see [Appendix 3](#), Second floor), subject to there being no objection from participants;
- (c) in the internal courtyards indicated at [paragraph 4.7\(g\)](#)—subject to there being no objection from participants or interference with other activities in the courtyard. Filming and photography must not be directed deliberately or incidentally into the building; and

- (d) outside the Ministerial, Senate and House of Representatives entries—subject to there being no objection from participants. Staff must not impede egress or access to the building. Filming and photography must not be directed at the security screening areas.
- 4.10 Photography by staff of parliamentary departments in private areas, for parliamentary administration purposes, is **permitted**:
- (a) to facilitate maintenance and project work (e.g. to record defects, items requiring maintenance, or document stages of a project) and to photograph staff in the course of parliamentary duties. The Presiding Officers’ delegates must be notified if photography is to occur in critical or high traffic areas and/or on sitting days to ensure that it does not impede access or egress or interfere with other activities;
 - (b) for asset management purposes (e.g. to document artworks or furniture); and
 - (c) for official publications (e.g. *About the House*) after notifying the Presiding Officers’ delegates.

5. Media coverage of Parliamentary Proceedings

Audio visual recording of chamber proceedings

- 5.1 Television filming in the Senate and House of Representatives chambers—including the Federation Chamber—is the exclusive responsibility of parliamentary staff. No audio or visual recording or live streaming via camera or other electronic device by other persons is permitted.

Still photography of chamber proceedings

- 5.2 Only still photographers who are [accredited members](#) of the Federal Parliamentary Press Gallery—registered in advance with the Presiding Officers’ delegates—and official government photographers (Auspic) are permitted to take still photographs of proceedings. No photography by other persons is permitted (though see [paragraph 5.8](#) below).
- 5.3 When the houses are sitting, authorised still photographic access to the Press Gallery is permitted at any time, and to the public galleries when they are open to the public. Access to the public galleries at other times is by prior arrangement with the relevant Presiding Officer’s delegate.
- 5.4 Access to the public gallery of the Federation Chamber is by prior notification to the Speaker’s delegate.
- 5.5 For each chamber, the maximum number of photographers (i.e. Press Gallery and Auspic) permitted across all galleries at any time is 20. The maximum number of photographers in each of the public galleries at any one time is 5. There can be more than 5 photographers in the Press Gallery provided that the total number across all galleries does not exceed the maximum of 20.

- 5.6 Authorised still photographic access in both chambers and the Federation Chamber is subject to an undertaking to comply with the following arrangements and conditions:
- (a) directions of the Chair, or the Presiding Officers' delegates, must be observed at all times;
 - (b) a Member, Senator or other persons must not be photographed closer than at "head and shoulders" distance;
 - (c) the use of telephoto lenses to inspect or take photographs of Members', Senators' or other persons' documents, computer screens or other electronic devices is not permitted;
 - (d) persons in the galleries must not be photographed, the only exception being photographs of distinguished visitors at the time they are being welcomed by the Chair;
 - (e) persons in the chamber environs (e.g. attendant or broadcasting booth, the Chamber lobbies) must not be photographed;
 - (f) disturbances in the galleries or on the chamber floor must not be photographed;
 - (g) flash or other sources of additional light are not permitted; and
 - (h) as a general principle, photographers should be as unobtrusive as possible and not disturb the view of guests or other persons in the galleries, or lean over into the chamber from the front row.
- 5.7 Alternative arrangements for still photographic access may apply during other significant events (e.g. address to the houses by a Head of State). The Presiding Officers' delegates will consult the Federal Parliamentary Press Gallery Committee in advance of such arrangements being made.

Conditions of use – audio visual material

- 5.8 The live official vision and sound "composite feed" of proceedings is broadcast directly to offices in Parliament House, including Press Gallery offices, to various other agencies, institutions and media outlets. "Isolated feeds" of the dispatch boxes in the House of Representatives chamber can be provided to the media, on request.
- 5.9 Proceedings of the chambers are broadcast live, and archived, on the Parliament's website (http://www.aph.gov.au/News_and_Events/Watch_Parliament).
- 5.10 Broadcasting and recordings may only be made from official (composite or isolated) vision and sound feed.

- 5.11 Access to the official “composite feed” and “isolated feeds” is subject to compliance with the resolutions of the House of Representatives and the Senate, including the following conditions:
- (a) broadcasting 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](#); or
 - (ii) [commercial sponsorship or commercial advertising](#);
 - (b) reports of proceedings shall be such as to provide a balanced presentation of differing views;
 - (c) broadcast material may not be digitally manipulated;
 - (d) excerpts of proceedings which are subsequently withdrawn may be rebroadcast only if the withdrawal also is rebroadcast;
 - (e) the instructions of the Speaker of the House of Representatives, or the Speaker’s delegate, in respect of broadcasting in the House, and of the President of the Senate or the President’s delegate in respect of the Senate, shall be observed; and
 - (f) audio or visual footage of parliamentary proceedings taken in contravention of [paragraph 5.1](#) must not be used.

Conditions of use – photographs

- 5.12 Photographs of parliamentary proceedings—and associated captions and editorial comment—taken in accordance with [paragraphs 5.5](#) and [5.6](#) above, must:
- (a) be used only for the purposes of fair and accurate reports of proceedings;
 - (b) not be digitally manipulated; and
 - (c) not be used for:
 - (i) [political party advertising](#) or [election campaigns](#); or
 - (ii) [commercial sponsorship or commercial advertising](#).
- 5.13 Photographs of parliamentary proceedings taken in contravention of [paragraphs 5.5](#) and [5.6](#) must not be used.

Press Gallery

- 5.14 Press gallery members should maintain the standards of dress adopted by the majority of Senators and Members when attending in the chambers. In the House of Representatives, this may include a shirt with collar, jacket and trousers for men, and a similar standard of formality for women.

- 5.15 Mobile phones, laptops, tablet computers and handheld electronic devices may be taken into the press gallery. They must be in silent mode, and not used to make or receive phone calls, to record audio visual footage or to take photographs. Accredited still photographers may use electronic devices in the course of their work. Media personnel may use audio recording devices for the purposes of transcription.

Parliamentary committees

- 5.16 Broadcasting of parliamentary committees is subject to resolutions of the House of Representatives and the Senate. Requests should be directed to the committee secretary.

- 5.17 Media access requires the consent of the relevant committee and compliance with the following conditions:

- (a) A committee may authorise the broadcasting of only its public proceedings;
- (b) Recording and broadcasting of a parliamentary committee is not permitted during suspensions of proceedings, or following an adjournment of proceedings;
- (c) A committee may determine conditions, not inconsistent with these rules, for the recording and broadcasting of its proceedings, may order that any part of its proceedings not be recorded or broadcast, and may give instructions for the observance of conditions so determined and orders so made. A committee shall report to the relevant house any wilful breach of such conditions, orders or instructions;
- (d) Photography, recording and broadcasting of proceedings of a committee shall not interfere with the conduct of those proceedings. Members of the press and public must not encroach into the committee's work area or film or photograph documents (either in hard copy or electronic form) in the possession of committee members, witnesses and/or committee staff;
- (e) Broadcasting of committee proceedings shall be for the purpose only of making fair and accurate reports of those proceedings. Broadcasts of excerpts of committee proceedings shall not be used for:
 - (i) [political party advertising](#) or [election campaigns](#); or
 - (ii) [commercial sponsorship or commercial advertising](#);
- (f) Where a committee intends to permit the broadcasting of its proceedings, a witness who is to appear in those proceedings shall be given reasonable opportunity, before appearing in the proceedings, to object to the broadcasting of the proceedings and to state the ground of the objection. The committee shall consider any such objection, having regard to the proper protection of the witness and the public interest in the proceedings, and if the committee decides to permit broadcasting of the proceedings notwithstanding the witness's objection, the witness shall be so informed before appearing in the proceedings.

6. Penalties for non-compliance with rules

6.1 Non-compliance with these rules may incur penalties.

Role of Presiding Officers' delegates

6.2 Either or both of the Serjeant-at-Arms and Usher of the Black Rod (or their delegates), will consider instances of non-compliance and will—for instances of non-compliance by media personnel—consult with the President of the Federal Parliamentary Press Gallery Committee (or his/her delegate).

6.3 The Presiding Officers' delegates have the following roles and responsibilities:

- (a) consider reported instances of non-compliance with these rules;
- (b) issue written warnings or notices to show cause (if a previous warning has been issued);
- (c) determine penalties for breaches of the rules;
- (d) brief the Presiding Officers on the status of breaches and other reported incidents;
- (e) consider access issues for [non-accredited media personnel](#);
- (f) periodically review these rules and, where appropriate, recommend changes to the Presiding Officers; and
- (g) inform passholders of these rules and organise relevant awareness training.

Process for considering instances of non-compliance with these rules

6.4 Persons found engaging in activities in breach of these rules will be directed to cease the activity. In the case of visitors, refusal to comply with a direction may lead to removal from the building or the precincts.

6.5 The Presiding Officers' delegate(s), in considering reported instances of non-compliance with the rules, will ascertain the circumstances of the case.

6.6 Where an activity is found to be in breach of these rules:

- (a) on the first offence, an individual or organisation will be issued a written warning from the relevant Presiding Officer's delegate. Where the offence is considered a very serious breach of the rules, a show cause letter may be initiated without warning;
- (b) on the second offence, an individual or organisation will be invited to show cause to the Presiding Officers' delegates as to why one or more of the penalties listed at [paragraph 6.8](#) should not be incurred.

6.7 The Presiding Officers' delegate(s) will consider any response or appeal from the individual or organisation, and determine an appropriate penalty. The delegates may choose to penalise the individual or the organisation employing the individual (e.g. the Press Gallery Licensee), or both (depending on the circumstances).

Penalties

- 6.8 Depending on the circumstances and the gravity of the breach, the Presiding Officers' delegates may apply one or more of the following penalties:
- (a) denial of access to all chamber galleries for a sitting day;
 - (b) (in the case of passholders) suspension of an individual's pass for a day (suspended individuals cannot be signed-in by another passholder);
 - (c) denial of access to all chamber galleries for a sitting week;
 - (d) (in the case of passholders) suspension of an individual's pass for a week (suspended individuals cannot be signed-in by another passholder);
 - (e) for sustained and continued breaches by media personnel, suspension of passes of all individuals working for the relevant Press Gallery Licensee (because the breach of the licence condition was sanctioned by the media organisation) for a specified period;
 - (f) (in the case of passholders) cancellation of an individual's pass; or
 - (g) another penalty determined by the Presiding Officer.

Appendix 1: Definitions

- A. **“Accredited media personnel”** are members of the Federal Parliamentary Press Gallery (Press Gallery), issued a permanent ‘yellow’ Parliament House security pass.
- B. **“Approval”** is the permission to engage in media related activity granted by delegates of the Presiding Officers, or other relevant authority (see [Section 3](#)).
- C. **“Broadcasting”** is the transmittal of parliamentary proceedings by the Department of Parliamentary Services or a commercial media outlet for public reception.
- D. **“Commercial advertising”** is a form of paid communication to promote the sale or consumption of commercial products or services. **“Commercial sponsorship”** is an arrangement in which a sponsor provides a contribution in money or in kind to support an activity, event, person or organisation in return for certain specified benefits.
- E. **“Copyright and moral rights compliance”** applies to most of the artworks in Parliament House and its precincts under the *Copyright Act 1968*. Filming or photography of artworks in Parliament House requires the permission of DPS Art Services (02 6277 5034 or 02 6277 5123) to ensure it does not infringe copyright or moral rights or other special provisions.

Copyright may be owned by the Commonwealth and managed by DPS Art Services section, or owned by third parties (designers/artists/makers etc.). There are also specific restrictions that apply to reproduction of certain artworks for other reasons (e.g. specific contractual arrangements or license agreements with owners). The Copyright Act allows copying or reproduction of ‘in-copyright’ material in exceptional circumstances or ‘fair dealing’ provisions. However, for situations not covered by fair dealing exceptions, copyright permission must be obtained. More information is available from the [Australian Copyright Council](#).

There are three types of moral rights:

- (a) *Right of attribution*: this is the right of a creator to be identified and named as the creator of their work;
 - (b) *Right against false attribution*: this is the right of a creator to prevent others being named as the creator of their work; and
 - (c) *Right of integrity*: this is the right of a creator to ensure that their work is not subjected to derogatory treatment.
- F. **“Election campaigns”** are activities during an election period (as defined in the *Commonwealth Electoral Act 1918*) that are intended or are likely to affect voting in the election. These activities are not necessarily limited to parties or candidates contesting an election.
 - G. The Department of Parliamentary Services’ [Protests and other assemblies in the parliamentary precincts](#) sets out the Presiding Officers’ guidelines for the conduct of protests and other public assemblies in the Parliamentary precincts, and private activities outside Parliament House but within the precincts.
 - H. **“Media related activity”** refers to the range of activities including—but not limited to—interviewing persons or seeking to elicit public comment from individuals, photography for publication in printed and online media, sound and vision recording for radio or television broadcast or web streaming, and any other digital capture of text, images or sound for broadcast purposes or public distribution.
 - I. **“Non-accredited media personnel”** are those who are not members of the Press Gallery. They may be sponsored by accredited media personnel, or other passholders, to cover events in

Parliament House, including visits by foreign dignitaries or leadership ballots. Passholders sponsoring admission of non-accredited media personnel into Parliament House are responsible for those personnel until they leave the building. The sponsor is responsible for advising the non-accredited media personnel of these guidelines and for any breaches of the guidelines.

- J. Where the term “**Parliament House**” is used in the guidelines, it includes the parliamentary precincts as defined in Section 4 of the [Parliamentary Precincts Act 1988](#), and illustrated in Appendix 3.
- K. “**Permitted**” means that media related activity is authorised by these rules, but may be subject to conditions. See paragraphs 4.4, 4.7, 4.9 and 4.10 for further details.
- L. “**Permitted, subject to approval**” means that media related activity requires the explicit approval of the Presiding Officers, their delegates or other officeholder. See [paragraph 4.8](#) for further details.
- M. “**Prohibited**” means that media related activity is forbidden by these rules, and may incur penalties.
- N. Work conducted by staff of parliamentary departments for “**official purposes**” is that which contributes to the promotion and engagement with the Parliament and its committees. This may include: interviews, photography and audio-visual activity related to the production of the *About the House* magazine, the *About the House* and *Matter of Public Importance* television programs, and other web-based activities; work related to parliamentary delegations and other visitors; work related to exhibitions and events within the building; work to assist the operation of committees, including the organisation of press conferences, media releases and background briefing materials; activity to assist the Parliamentary Education Office and other parliamentary department offices.
- O. “**Political party advertising**” is advertising or marketing communications authorised by a political party that includes, but is not limited to, hard copy publications—such as pamphlets, posters and billboards—and material on radio, television, the internet or social media.
- P. “**Social media**” are the online platforms, technologies and practices that enable users to participate in, comment on and create content as means of communicating with their social community, other users and the public.
- Q. Some artworks in Parliament House and its precincts are subject to “**special restrictions for conservation reasons**” as they may, for example, require controlled low light levels to ensure they do not fade over time. Any filming or photography requiring supplementary lighting should be discussed in advance with DPS Art Services (02 6277 5034 or 02 6277 5123). In some cases DPS Art Services already has high quality images of artworks available that can be provided for reproduction purposes. Artworks should not be moved or handled under any circumstances, by anyone other than DPS Art Services.

Appendix 2: Resolutions of the Senate, the House of Representatives, and the Joint Committee on the Broadcasting of Parliamentary Proceedings

Pursuant to Section 50 of the [Constitution of Australia Act 1901](#), each House of Parliament may determine the order and conduct of its business and proceedings, either separately or jointly with the other House. Under this authority, the Houses have each passed resolutions concerning broadcasting.

[Senate](#)

Broadcasting of Senate and committee proceedings, 11 December 2013

House of Representatives

Broadcasting of proceedings, 9 December 2013

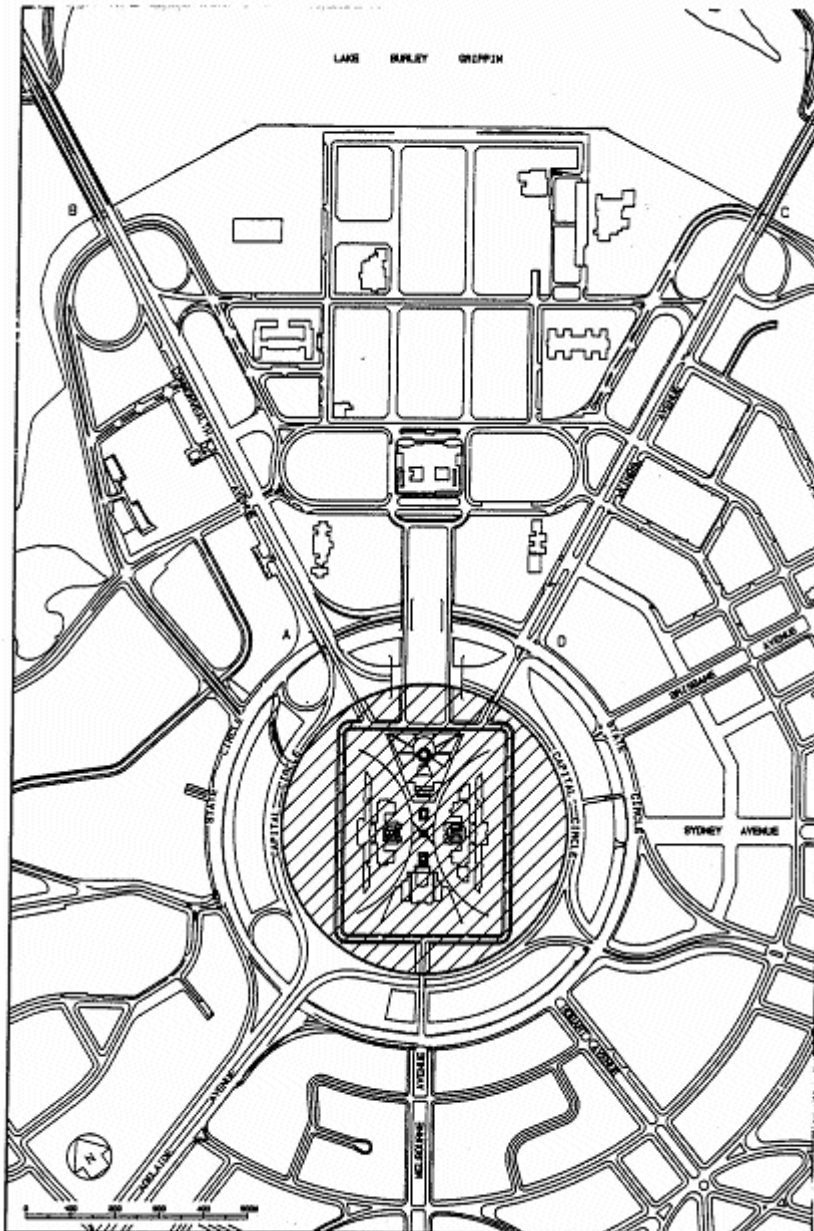
[JCBPP](#)

[General principles relating to the radio broadcasting of parliamentary proceedings](#) (Resolution adopted by the House of Representatives on 9 December 2013 and by the Senate on 11 December 2013)

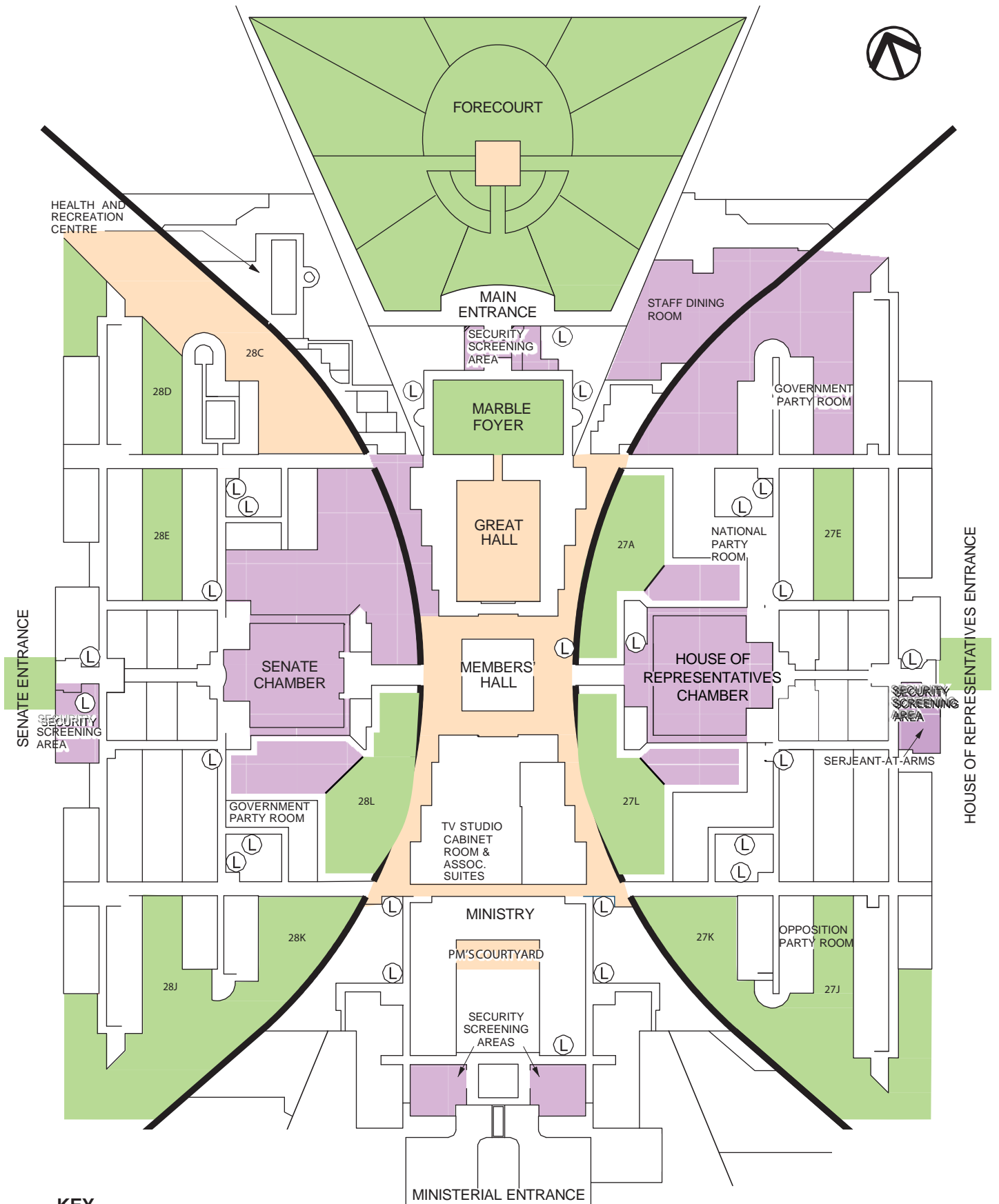
[Standing determinations relating to the radio broadcasting of parliamentary proceedings](#) (Tabled by the Joint Committee on the Broadcasting of Parliamentary Proceedings on 25 June 2013.)

Appendix 3: Areas of approved activity

The Parliamentary Precincts



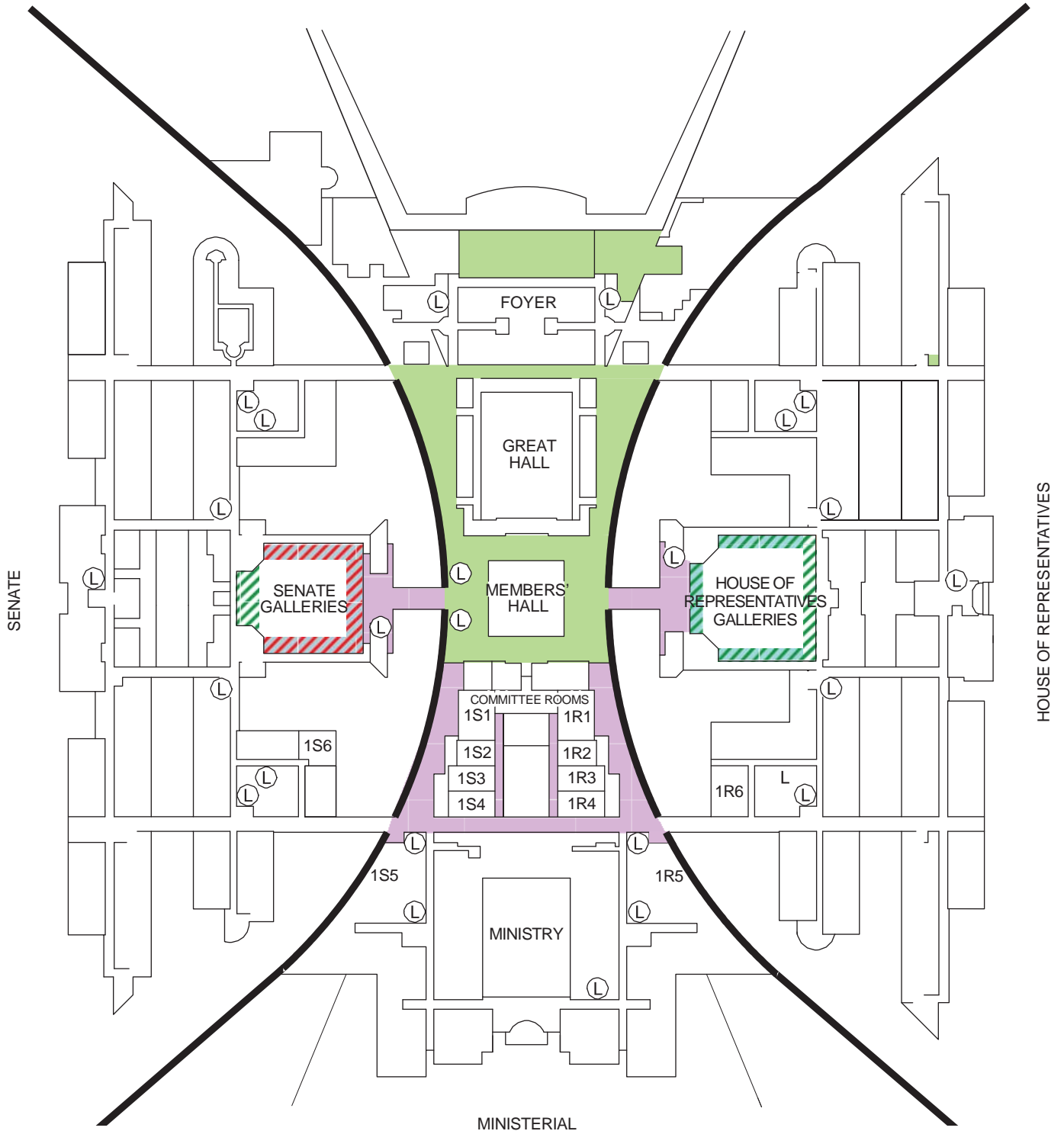
GROUND FLOOR



KEY

- | | | | |
|---|--|---|---|
|  | NO MEDIA RELATED ACTIVITY ALLOWED |  | PHOTOGRAPHY BY ACCREDITED MEDIA ONLY |
|  | MEDIA RELATED ACTIVITY ALLOWED (conditions may apply) |  | PHOTOGRAPHY BY VISITOR ON NON-SITTING DAYS ONLY |
|  | MEDIA RELATED ACTIVITY ALLOWED, WITH PERMISSION (see paragraph 4.7 and 4.8 of Media Rules) |  | PHOTOGRAPHY BY ACCREDITED MEDIA WITH PERMISSION |
|  | NO MEDIA RELATED ACTIVITY, UNLESS EXPRESSLY PROVIDED FOR IN MEDIA RULES |  | LIFT |

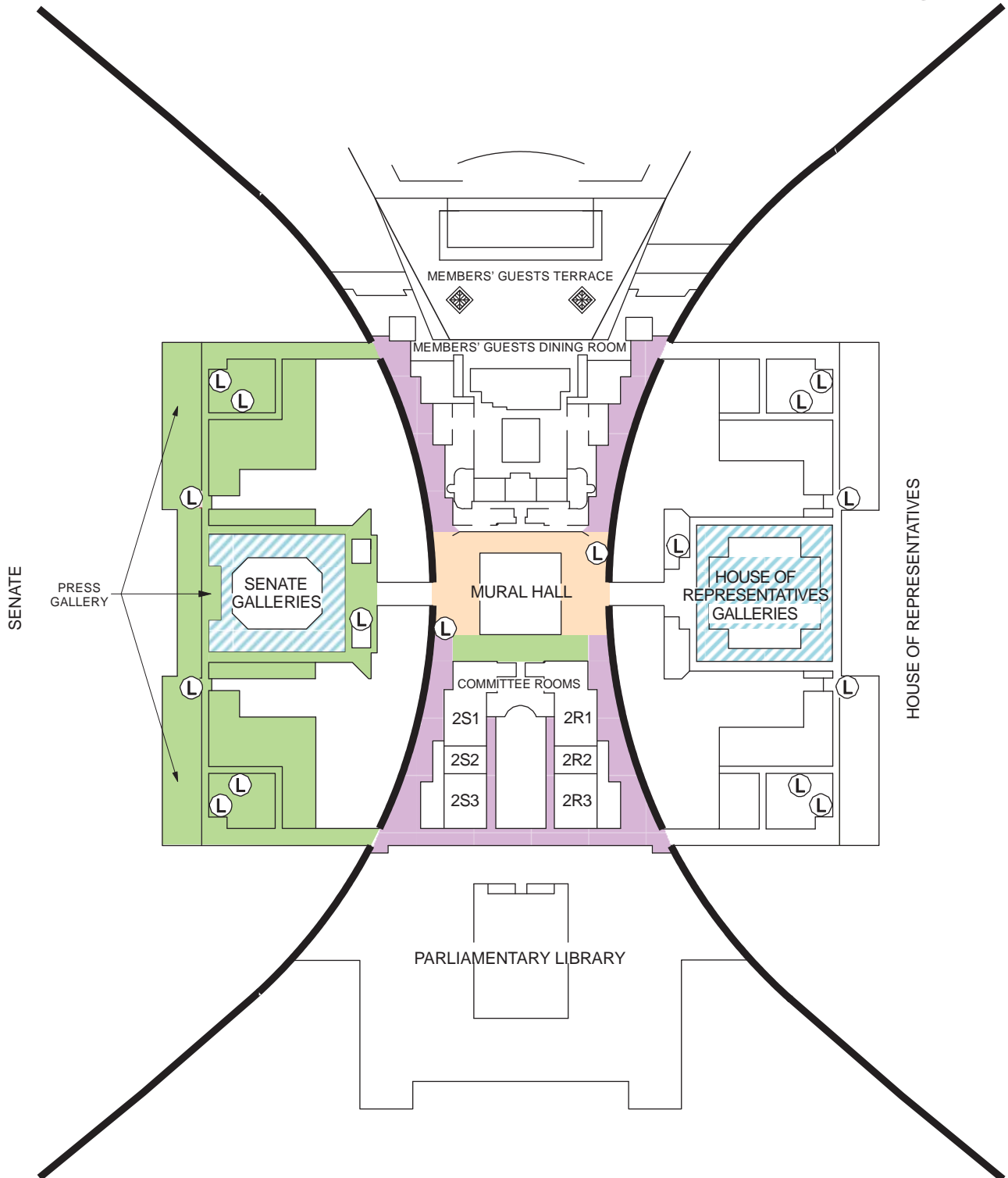
FIRST FLOOR



KEY

- | | | | |
|---|--|---|---|
|  | NO MEDIA RELATED ACTIVITY ALLOWED |  | PHOTOGRAPHY BY ACCREDITED MEDIA <u>ONLY</u> |
|  | MEDIA RELATED ACTIVITY ALLOWED (conditions may apply) |  | PHOTOGRAPHY BY VISITORS ON NON-SITTING DAYS <u>ONLY</u> |
|  | MEDIA RELATED ACTIVITY ALLOWED, WITH PERMISSION (see paragraph 4.7 and 4.8 of Media Rules) |  | PHOTOGRAPHY BY ACCREDITED MEDIA WITH PERMISSION |
|  | NO MEDIA RELATED ACTIVITY, UNLESS EXPRESSLY PROVIDED FOR IN MEDIA RULES |  | LIFT |

SECOND FLOOR



KEY

 NO MEDIA RELATED ACTIVITY ALLOWED	 PHOTOGRAPHY BY ACCREDITED MEDIA <u>ONLY</u>
 MEDIA RELATED ACTIVITY ALLOWED (conditions may apply)	 PHOTOGRAPHY BY VISITORS ON NON-SITTING DAYS <u>ONLY</u>
 MEDIA RELATED ACTIVITY ALLOWED, WITH PERMISSION (see paragraph 4.7 and 4.8 of Media Rules)	 PHOTOGRAPHY BY ACCREDITED MEDIA WITH PERMISSION
 NO MEDIA RELATED ACTIVITY, UNLESS EXPRESSLY PROVIDED FOR IN MEDIA RULES	 LIFT

Appendix 4: Approval forms



APPLICATION TO FILM & PHOTOGRAPH

[YY/XXX]

Please complete page 1 of the application and return it in a typed *MS Word* document format.

We will generally tell you the outcome of your request within **5 working days**.

Applicant declaration

I, , have read and understand the [Rules for Media Related Activity in Parliament House and its Precincts](#) prior to submitting this form. I agree to follow all Rules for Media Related Activity in Parliament House and its Precincts, as well as all standard conditions and special conditions outlined in this form.

OFFICE USE ONLY	
Date of outcome	
APPROVED	
CONDITIONALLY APPROVED	Special conditions:
NOT APPROVED	

APPLICANT DETAILS

Organisation name	
Applicant contact details name/tele/email	
Event name if applicable	
Request dates and start and finish times	
Description of request, including how footage and photography will be used E.g. for personal use, publication, print	
Locations of filming or photography	
Number of people involved # organisers and # visitors	
Equipment to be used	

ADVICE TO APPLICANT

Standard conditions:

- Where the terms 'film' and 'filming' appear in this application, they include video recording and all other filming technologies, as well as all forms of photography including the use of digital technology.
- Do not film any areas of Parliament House that are not detailed in this form.
- Do not use footage or photography for any purpose that is not outlined in this form.
- Do not place any equipment, including tripods, on the:
 - Marble Foyer
 - mosaic pavement on the Forecourt.
- If you're filming inside of Parliament House, you must enter the building through the Main Front Public Entrance. You must present all your filming equipment for security screening before you enter.
- Report to the Security Team Leader before you start filming by calling 02 6277 3299.
- Do not film any security areas or operations, including the screening processes at entrances.
- Do not film building entrances or restrict access to and from the building.
- Do not film members of the Australian Federal Police (AFP).
- Do not film any Members of Parliament, building staff or visitors unless you have their permission.
- Do not interfere with the operations of the Parliament or the people who work in the building.

Departmental contact

Communications
Department of Parliamentary Services

Email: communication@aph.gov.au
Telephone: 02 6277 2686



APPLICATION TO USE PARLIAMENTARY PRECINCTS Authorised Assembly Area (AAA)

Please complete and return in a typed Word Doc format.

All requests will be acknowledged within 3 working days.

APPLICANT DECLARATION

I have read and understand the [APH Protest and other assemblies in the Parliamentary precincts policy](#) prior to submitting this form.

ORGANISATION NAME		
REQUEST/EVENT NAME		
EVENT DATE(S) RANGE	Click to enter start date.	Click to enter start time.
EVENT TIME(S) RANGE	Click to enter finish date.	Click to enter finish time.
REQUEST/EVENT CONTACT(S) NAME/TEL/EMAIL		
LOCATION(S) REQUESTED		
DESCRIPTION OF REQUEST/EVENT		
PURPOSE OF EVENT		
MATERIALS TO BE USED BANNERS, PLACARDS, ETC		
EQUIPMENT TO BE USED MARQUEES, AUDIO, BBQS, ETC		
NUMBER OF PEOPLE INVOLVED # ORGANISERS AND # VISITORS		
OTHER RELEVANT INFORMATION MEDIA ATTENDANCE, INVITED MP'S/SENATORS		
DO YOU HAVE AN EVENT LOG? IF YES, PLEASE ATTACH	NO <input type="checkbox"/>	YES <input type="checkbox"/>
WILL PRIVATE SECURITY BE IN ATTENDANCE? IF YES, PLEASE PROVIDE DETAILS	NO <input type="checkbox"/>	YES <input type="checkbox"/>
DEPARTMENTAL CONTACT	Security Operations Support Department of Parliamentary Services	Email: aaarequests@aph.gov.au Telephone: 02 6277 5999

Applicant: If filming or photography will be conducted, please complete APPLICATION TO FILM AND PHOTOGRAPH on next page.

OFFICE USE ONLY	
APPROVED	
CONDITIONALLY APPROVED (see Special Conditions, Page 2)	
NOT APPROVED	

APPLICATION TO FILM & PHOTOGRAPH

[YY/XXX]

Please complete page 1 of the application and return it in a typed MS Word document format.

We will generally tell you the outcome of your request within 5 working days.

Applicant declaration

I, , have read and understand the [Rules for Media Related Activity in Parliament House and its Precincts](#) prior to submitting this form. I agree to follow all Rules for Media Related Activity in Parliament House and its Precincts, as well as all standard conditions and special conditions outlined in this form.

OFFICE USE ONLY	
Date of outcome	
APPROVED	
CONDITIONALLY APPROVED	Special conditions:
NOT APPROVED	

APPLICANT DETAILS

Organisation name	
Applicant contact details name/tele/email	
Event name if applicable	
Request dates and start and finish times	
Description of request, including how footage and photography will be used E.g. for personal use, publication, print	
Locations of filming or photography	
Number of people involved # organisers and # visitors	
Equipment to be used	

ADVICE TO APPLICANT

Standard conditions:

- Where the terms 'film' and 'filming' appear in this application, they include video recording and all other filming technologies, as well as all forms of photography including the use of digital technology.
- Do not film any areas of Parliament House that are not detailed in this form.
- Do not use footage or photography for any purpose that is not outlined in this form.
- Do not place any equipment, including tripods, on the:
 - Marble Foyer
 - mosaic pavement on the Forecourt.
- If you're filming inside of Parliament House, you must enter the building through the Main Front Public Entrance. You must present all your filming equipment for security screening before you enter.
- Report to the Security Team Leader before you start filming by calling 02 6277 3299.
- Do not film any security areas or operations, including the screening processes at entrances.
- Do not film building entrances or restrict access to and from the building.
- Do not film members of the Australian Federal Police (AFP).
- Do not film any Members of Parliament, building staff or visitors unless you have their permission.
- Do not interfere with the operations of the Parliament or the people who work in the building.

Departmental contact

Communications
Department of Parliamentary Services

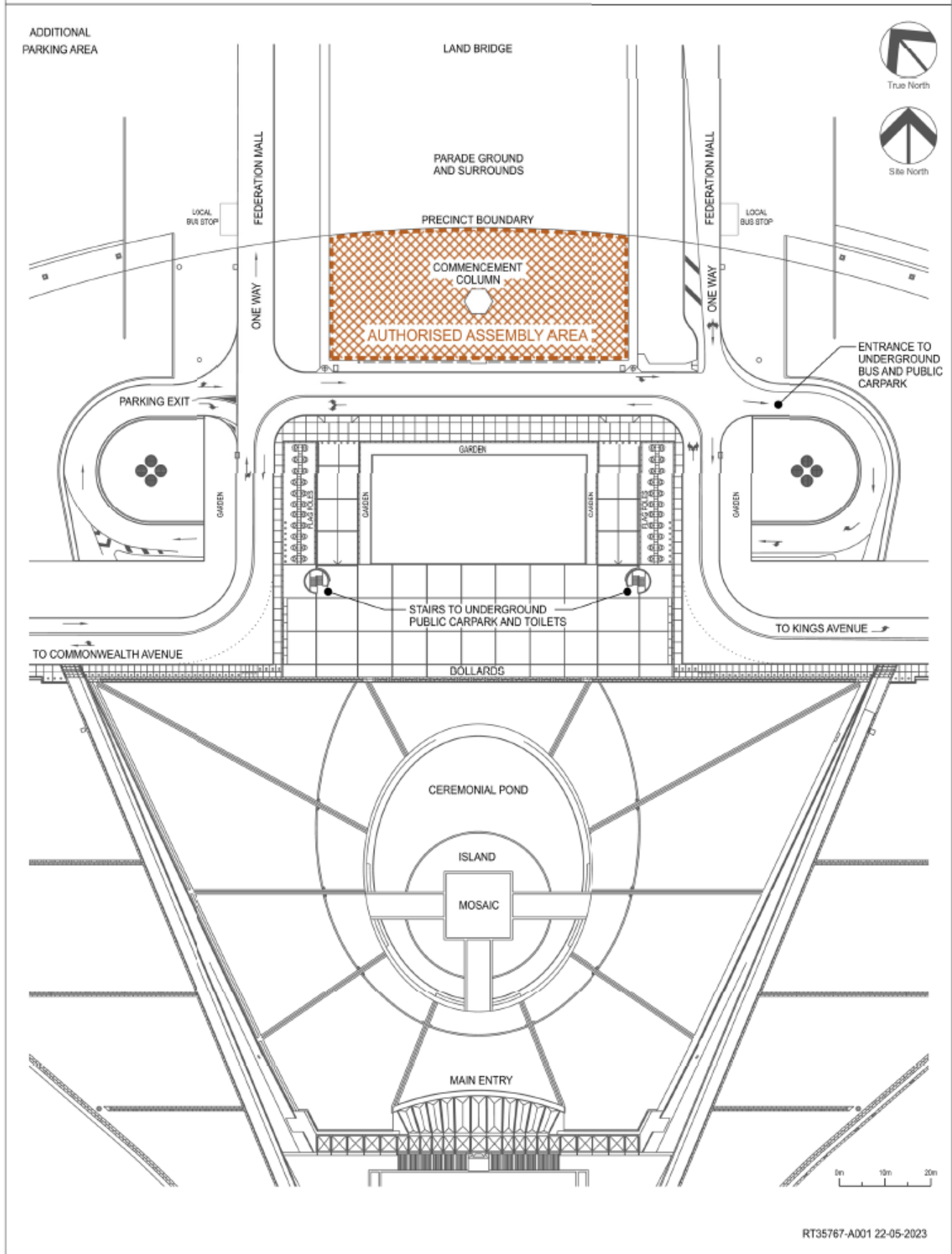
Email: communication@aph.gov.au
Telephone: 02 6277 2686

MAP OF PARLIAMENTARY PRECINCTS - AUTHORISED ASSEMBLY AREA



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

MAP OF PARLIAMENTARY PRECINCTS AUTHORISED ASSEMBLY AREA





APPLICATION TO USE FORMAL GARDENS

[YY/XXX]

Please complete and return in a typed Word Doc format

All requests will be acknowledged within 3 working days

have read and understand the attached information sheet, *Wedding Ceremonies and Other Private Events Held in the Eastern Formal Gardens* (Attachment A)

EVENT NAME	
EVENT DATE	
TIME START – FINISH	
REQUEST/EVENT NAME	
REQUEST/EVENT DATE(S)	
REQUEST/EVENT TIME(S) START – FINISH	
REQUEST/EVENT CONTACT(S) NAME/TEL/EMAIL	
DESCRIPTION OF REQUEST/EVENT	
PURPOSE OF EVENT	
NUMBER OF PEOPLE INVOLVED # ORGANISERS AND # VISITORS	
OTHER RELEVANT INFORMATION MEDIA ATTENDANCE, INVITED MP'S/SENATORS	
DO YOU HAVE AN EVENT LOG/RUNNING PLAN	
DEPARTMENTAL CONTACT	Engagement & Public Programs Department of Parliamentary Service Email: aphevents@aph.gov.au Telephone: 02 6277 8000

If filming/photography will be conducted, please complete APPLICATION TO FILM AND PHOTOGRAPH on page 3.

APPLICATION TO FILM & PHOTOGRAPH

[YY/XXX]

Please complete page 1 of the application and return it in a typed *MS Word* document format.

We will generally tell you the outcome of your request within **5 working days**.

Applicant declaration

I, , have read and understand the [Rules for Media Related Activity in Parliament House and its Precincts](#) prior to submitting this form. I agree to follow all Rules for Media Related Activity in Parliament House and its Precincts, as well as all standard conditions and special conditions outlined in this form.

OFFICE USE ONLY	
Date of outcome	
APPROVED	
CONDITIONALLY APPROVED	Special conditions:
NOT APPROVED	

APPLICANT DETAILS

Organisation name	
Applicant contact details name/tele/email	
Event name if applicable	
Request dates and start and finish times	
Description of request, including how footage and photography will be used E.g. for personal use, publication, print	
Locations of filming or photography	
Number of people involved # organisers and # visitors	
Equipment to be used	

ADVICE TO APPLICANT

Standard conditions:

- Where the terms 'film' and 'filming' appear in this application, they include video recording and all other filming technologies, as well as all forms of photography including the use of digital technology.
- Do not film any areas of Parliament House that are not detailed in this form.
- Do not use footage or photography for any purpose that is not outlined in this form.
- Do not place any equipment, including tripods, on the:
 - Marble Foyer
 - mosaic pavement on the Forecourt.
- If you're filming inside of Parliament House, you must enter the building through the Main Front Public Entrance. You must present all your filming equipment for security screening before you enter.
- Report to the Security Team Leader before you start filming by calling 02 6277 3299.
- Do not film any security areas or operations, including the screening processes at entrances.
- Do not film building entrances or restrict access to and from the building.
- Do not film members of the Australian Federal Police (AFP).
- Do not film any Members of Parliament, building staff or visitors unless you have their permission.
- Do not interfere with the operations of the Parliament or the people who work in the building.

Departmental contact

Communications
Department of Parliamentary Services

Email: communication@aph.gov.au
Telephone: 02 6277 2686

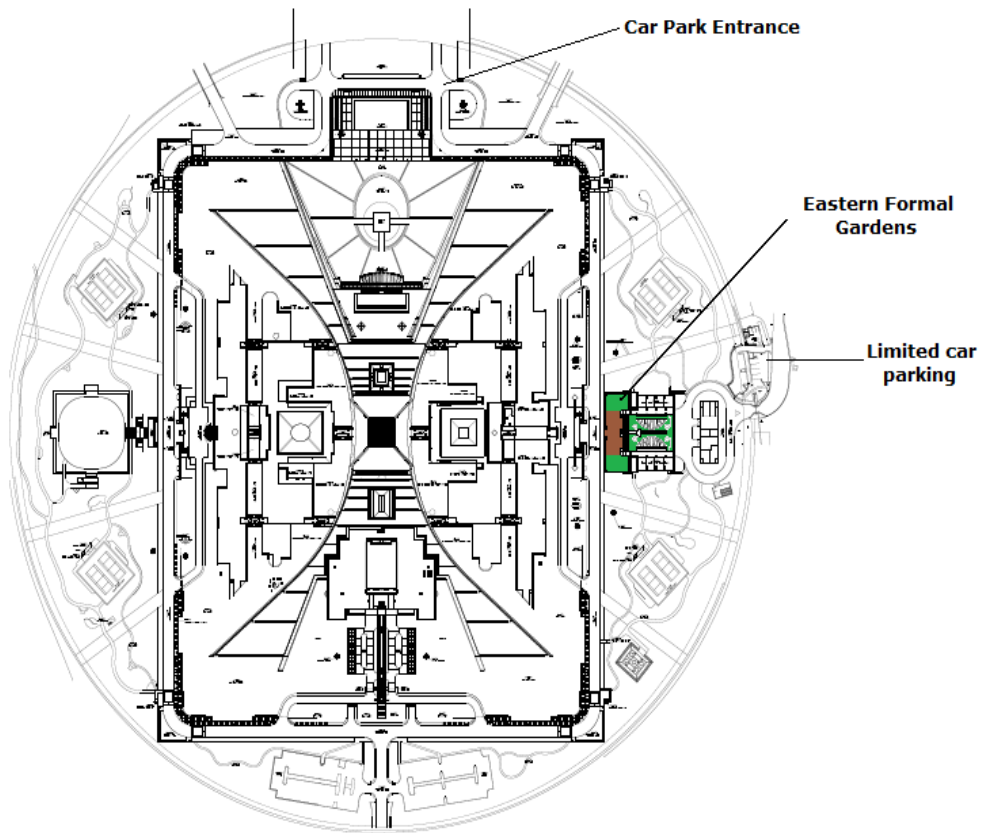


INFORMATION SHEET

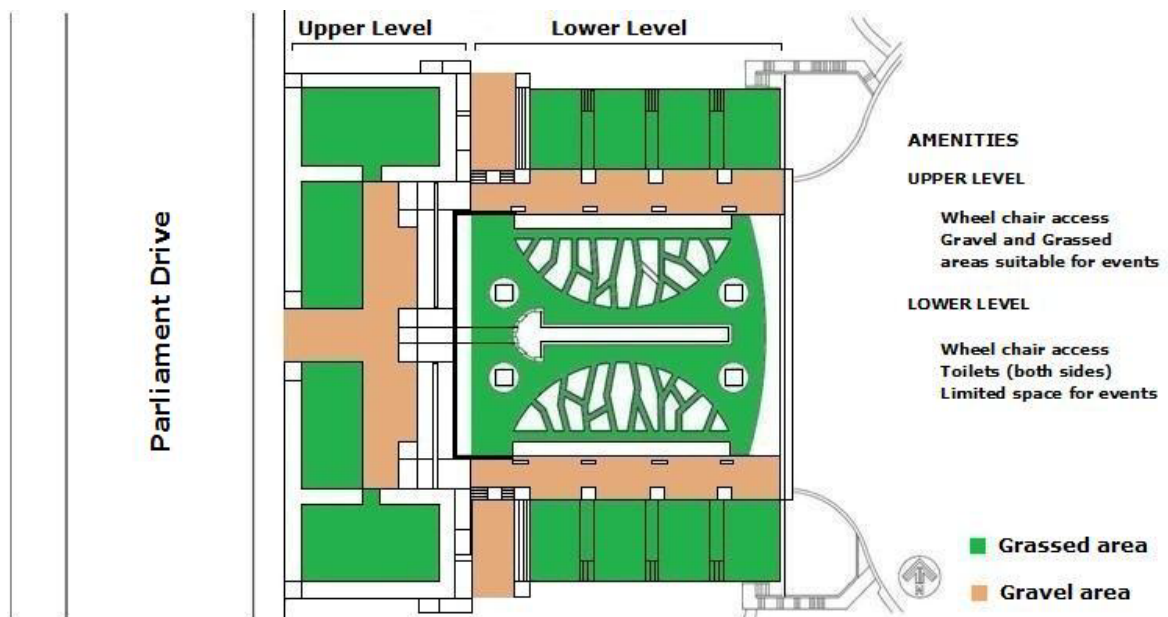
WEDDING CEREMONIES AND OTHER PRIVATE EVENTS HELD IN THE EASTERN FORMAL GARDENS

- 1 The following parameters are the guidelines for wedding ceremonies and other private functions held in the Eastern Formal Gardens:
- (a) Parliament House does not make special facilities or alternative venues available for events in the case of inclement weather. It is the responsibility of the applicants requesting use of the Gardens to make these arrangements.
 - (b) The Gardens are only available during daylight hours (after hours security lighting does not provide adequate illumination for functions held after dark).
 - (c) The Gardens are open to all members of the public and all bookings will be made on the understanding that they are for the non-exclusive use of the client.
 - (d) Parking is not allowed on Parliament Drive. Guests should use the public underground car park at the northern end of the building.
 - (e) As Parliament Drive is now restricted to one way traffic, please note that vehicles must stop on the opposite side of the road to the Gardens. There is a set down time of up to 10 minutes, providing a person stays with the vehicle.
 - (f) Confetti and/or rice must not be used within the Parliamentary Precincts, (this is an offence under the *Litter Act 2004*). Rose petals are also not permitted.
 - (g) Clients must respect the gardens by leaving them untouched. Particular care should be taken while posing for wedding photographs.
 - (h) The Gardens must be left clean and tidy at the end of an event.
 - (i) All areas of the Eastern Formal Gardens may be used. However, the viewing platform on the upper level may not be used for wedding ceremonies.
 - (j) Toilet facilities for able-bodied persons are available on the lower level of the Gardens. However, the closest facilities for disabled persons are situated within the Public Underground Car Park at the northern end of Parliament House. Refer attached plan for details.
 - (k) The floral displays in the Gardens are normally changed at least twice a year. The summer display is planted approximately mid to late October and the winter display in approximately mid to late March of each year. Notification of change of plans or cancellation of the event would be appreciated as this will allow others to use the space.

LAYOUT OF EXTERNAL PRECINCTS



LAYOUT OF FORMAL GARDENS EAST





Application to use images of Parliament House

All requests will be acknowledged within 3 working days Please complete and return in a typed Word Doc format.

I insert name have read and understand the [Rules for Media Related Activity in Parliament House and its Precincts](#) prior to submitting this form.

Organisation name		
Event name		
Event content	(Name/Phone/Email)	
Description/purpose of use	(Including type of publication/printing of imagery)	
Images to be used	(A copy of requested images to be attached with application)	
Restrictions	OFFICIAL USE ONLY	
OFFICIAL USE ONLY		
APPROVED / DECLINED		
Date of Approval: Click here to enter text.		
Approval granted in accordance with: Rules for Media Related Activity in Parliament House and its Precincts .		
Name of Approvers: Click here to enter text.		
<h3>Conditions of approval</h3> <ul style="list-style-type: none">• 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.• No filming is to be conducted in Private areas unless prior approval has been granted.• Security facilities and arrangement must not be filmed (i.e. the screening processes at entrances).• Where the terms 'film' or 'filming' appear in this application and the guidelines, they encompass video recording, other filming technologies and still photography including the use of digital technology.• Images determined to have copy right will require addition approval from the copy right holder.		
Departmental contact	Communications section Department of Parliamentary Services	Email: communication@aph.gov.au Phone: 02 6277 2686

RULES FOR MEDIA RELATED ACTIVITY IN PARLIAMENT HOUSE AND ITS PRECINCTS

