

# WESTERN CAPE PROVINCIAL PARLIAMENT



## MEDIA ACCREDITATION, PROCEDURES AND PRESCRIPTIONS

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# Media Accreditation, Procedures and Prescriptions

## 1. Introduction

In striving for service excellence and best practice, the Western Cape Provincial Parliament (WCPP) subscribes to the following values:

- Transparency
- Integrity
- Professionalism
- Impartiality
- Efficiency
- Accountability
- Respect
- Equality

The media plays an important role in assisting the institution to report on the activities of the WCPP that are in the public interest. The WCPP commits to adhering to the values as set out above, in its relationship with the media. The purpose of this document is to determine guidelines for a co-operative and mutually respectful relationship between the WCPP and its media partners. The guidelines are intended to accommodate the requirements of the media in reporting on the provincial parliament and its activities, while minimizing any potential disruption to the daily legislative proceedings.

## 2. Media accreditation

Media representatives can be nominated by their employers to cover the proceedings and activities of the WCPP. These representatives must apply for accreditation with the WCPP on the prescribed form obtainable from the Manager: Communication and Information.

### 2.1 Standard accreditation

Standard accreditation applies to media representatives that focus their reporting on the activities of the WCPP and regularly attend standing committees and oversight activities, sittings of the House and other parliamentary activities. These representatives must apply for accreditation on the relevant application form, accompanied by the required supporting documentation. If approved, accredited media representatives will be issued with an access card once their biometric data has been captured. Accreditation is valid for a period of 12 months, where after the representative will need to submit a new application.

## **2.2 Special accreditation**

Special accreditation is used on the occasion of a specific event where extraordinary media interest is expected, such as the official opening and state of the province address. The WCPP media office will issue invitations to these events to all media partners on its media contact database. Such invitations will contain specific information in respect of the process of accreditation for each event. This accreditation will only be valid for the day of the event. Media representatives in possession of standard accreditation will still be expected to apply for special accreditation for special events.

## **2.3 Accreditation process and application forms**

All accredited media representatives will be issued with an access permit/media tag that needs to be worn in a visible position at all times while the person is in the legislature building. These access permits/media tags are non-transferable.

### **2.3.1 Standard accreditation process**

To apply for standard accreditation, the following should be submitted to the Manager: Communication and Information:

- Letter from the editor of the publication/station confirming that the journalist is commissioned to cover the affairs of the WCPP;
- Completed media accreditation form, available from the Manager: Communication and Information;
- Certified copy of identity document/card/passport;

The media representative will also be expected to present himself/herself in order for biometric data (fingerprints) to be captured and a photograph taken in order to be uploaded on the WCPP access system.

### **2.3.2 Special accreditation process**

Media representatives invited to cover specific events will be prompted as to the specific procedure to follow for each event. This type of accreditation will only be valid for the day of the event. Support staff, such as camera operators, sound engineers, producers, etc, will all need to follow the same accreditation process. In addition, their equipment will need to be presented for screening (sniffer dogs, x-ray scanners, etc) before entering the legislature building.

## **2.4 Expiry, renewal, de-accreditation and revocation of accreditation**

### **2.4.1 Expiry and renewal**

Standard accreditation, see 2.1, is valid for a period of 12 months. After 12 months the accreditation will expire. The responsibility to re-apply for accreditation lies with the media representative. The process to re-apply is as per section 2.3.1.

### **2.4.2 De-accreditation**

Failure to re-apply for accreditation following the 12-month period, will lead to de-accreditation and removal from the WCPP's access system and the affected media representative will need to follow the standard guest protocol to gain entry to the building. Any changes in respect of the initial application for accreditation, eg publication/media house represented, will also result in de-accreditation.

### **2.4.3 Revocation**

Accreditation of a media representative may be revoked on instruction of the Presiding Officer or if it is found that he or she did not adhere to the prescriptions set out in this document (see paragraph 9).

## **3. Press Gallery**

Due to limited space in the Chamber's Press Gallery (access via the 7<sup>th</sup> Floor), only a limited number of media representatives can be accommodated. For special events, an overflow area may be arranged to accommodate additional representatives.

## **4. Television camera crews**

The WCPP Chamber can only accommodate two TV cameras to record footage from the back of the Chamber from a demarcated area. Audio feed points are also available here. Due to the limited space, access will be awarded to the first two TV-stations that submit their applications for accreditation for each event. Additional high-definition video and audio feed will be available from the audio-visual control room on the 6<sup>th</sup> Floor should it be required. This feed may be broadcast, with the following understanding:

- That programme material shall only be used for the purposes of fair and accurate reporting of proceedings, and may not be used for political party advertising or election campaigns; satire, ridicule or denigration; and commercial sponsorship or commercial advertising;

- Reports of proceedings shall be such as to provide a balanced representation of differing views;
- No programme footage may be sold to any person or organisation without the written permission of the Speaker;
- The instructions of the Presiding Officer in the Chamber regarding broadcasting must be observed. Any breach of these rules may result in the privilege of press accreditation being withdrawn by the Presiding Officer concerned. A warning may be issued.

## 5. Photography

Access to the proceedings of the WCPP for still photography is subject to the following conditions:

- Photographs can only be taken from the press gallery, side and central public galleries and, on specific occasions, from behind the blue rope in the Chamber;
- No flash photography is allowed in the Chamber;
- During events, specific areas will be allocated to photographers to shoot from;
- Photography is permitted outside the parliamentary building, including the steps and the concourse;
- In committee rooms, the committee chairperson needs to specifically approve the taking of photos during committee meetings. If permission for the taking of photographs is granted, the photographs may not be used for commercial or party political promotional purposes;
- Photographs taken under these circumstances should only be used for the purposes of fair, accurate and appropriate reporting of proceedings. Photographs shall not be used for: political party advertising or election campaigns, satire or ridicule, or commercial sponsorship or commercial advertising;
- Telephoto/zoom lenses may not be used to inspect or take photographs of Members' documents, computer screens, or personal communication devices;
- Photographs of persons in the Public Gallery are not permitted;
- As a general principle, photographers should be as unobtrusive as possible and not obscure the view of visitors in the Public Gallery;
- The directives of the Presiding Office or his/her delegate in relation to these guidelines, must be observed;
- The same rules mentioned above apply to cellphones, computer tablets and other electronic devices capable of taking photographs;
- Access to WCPP venues may be withdrawn for non-compliance with these arrangements.

## **6. Media enquiries, requests for comment and interviews**

Media enquiries, requests for comment or interviews of a party political nature should be arranged via the media office of the relevant political party.

Media enquiries, requests for comment or interviews with the Speaker, Deputy Speaker, standing committee chairpersons or parliamentary officials must be arranged through the Communication and Information Section.

## **7. Accommodation**

Limited office space is available for media representatives and the WCPP is not obliged to provide accommodation to media representatives. Applications for accommodation, accompanied by a motivation, should be submitted to the Manager: Communication and Information. No parking will be provided to media representatives.

## **8. What media accreditation means**

An accredited media representative will:

- Have access to the legislature building via the entrance at 7 Wale Street;
- Have access to the Press Gallery on the 7<sup>th</sup> Floor and committee rooms on the 4<sup>th</sup> Floor;

## **9. Responsibilities of accredited media representatives**

Media representatives must adhere to acceptable behaviour when working in the parliamentary precinct, including:

- Not entering the Members' floor area in the Chamber;
- Not entering the offices of the presiding officers, Members or parliamentary officials, when unoccupied;
- Not entering the Members' Dining Room (6<sup>th</sup> Floor), unless specifically invited;
- Always observing and respecting the confidential nature of private conversations and conversations between Members in corridors;
- Not taking cellphones into the Press Gallery or other meeting venue unless the phone is on silent or turned off, and not making calls while in the Press Gallery or other meeting venue under any circumstances; and
- Not eating or drinking in the Press Gallery.

## 10. Transgression

Non-adherence to the guidelines as set out in this document may result in the revocation of accreditation privileges.

## 11. Contact persons

The New Media Officer is the official spokesperson for the WCPP:

Matthys Odendal  
Tel 021 487 1714  
Email modendal@wcpp.gov.za

For matters regarding accreditation, access and security, contact the Manager:  
Communication and Information:  
James Retief  
Tel 021 487 1853  
Email jretief@wcpp.gov.za

## 12. Conclusion

It is the wish of the WCPP to have an open and respectful relationship with the media, a partnership that can only improve communication with the people of the Western Cape. It is in this spirit that this document has been drafted and its contents prescribed.



SHARNA FERNANDEZ  
SPEAKER

DATE: 31 March 2016