

ASSISTANCE TO THE MEDIA

- Media representatives are invited to contact the Inquiry staff if they require assistance in relation to the public hearings which are scheduled to commence on 15 March 2010. The Inquiry can be contacted on 02 6213 7777 or by emailing enquiries@montarainquiry.gov.au.
- A specific area of the hearing room has been reserved for media representatives who attend the hearings. It provides some desk space and two monitors that will show the transcript and any documents that may be considered in the hearing. Use of these facilities is subject to the following conditions:
 - private computers or external storage devices will not be connected to the network;
 - information that could allow the circumvention of the network's security, such as system IDs or password, will not be disclosed; and
 - the network will only be used for the purpose of accessing the transcript of, and the documents considered by, the hearings.
- The Inquiry intends to post the transcript of the hearings on its website each day. Media representatives may arrange in advance for the transcript to be emailed to them daily by contacting the Inquiry.
- While it is intended that the Inquiry's hearings will be conducted in public all those attending the hearings will be required to observe the conditions of entry. The following conditions apply:
 - No cameras or recording equipment may be used.
 - Mobile phones must be switched off.
 - No food or drink may be brought into the hearing room or its precincts.
 - Brief cases, bags, and parcels must not be left unattended.
 - Items deemed dangerous or disruptive cannot be taken into the hearings room, or its precincts. People entering these areas will be scanned for these items and this search may include a search of brief cases and bags.
- The Commissioner will provide a photo opportunity at 9.00am on the first day of the hearings, if there is interest from the media. Cameras and video recording equipment must then be removed from the premises. At all other times the above restrictions will apply.
- All those attending the hearings are required to cooperate with instructions from the security officers, fire wardens and Inquiry staff. Please check the location of fire exits which are displayed on the emergency evacuation procedures signs. The security officers and fire wardens will provide assistance in the event of an evacuation.
- The hearing room is located at Level 1, 51 Allara St, Civic Centre ACT. This is in the commercial centre of Canberra and close to all amenities. Disabled access toilets are located on the ground floor of the building.