



# Attorney General's

department of nsw

## Remote Witness Video Facilities

### Operational Guidelines

### Legal Representatives

#### Background Information

The remote witness room is part of the Court.

For the safety of witnesses their location is confidential.

#### Procedures

- 1 To examine the witness, legal representatives are required to move to the centre bar table position. (The image viewed by the witness in the witness room is a head/shoulder view of the examiner. The accused is not to be visible to the witness in the remote witness room).
- 2 To address the witness, stand at the central position and direct attention to the view of the witness on the large screen monitor to ensure the witness receives a full-face image.
- 3 The Judicial Officer will introduce the examiner to the witness. The examiner should greet the witness by addressing the view of the witness on the large screen monitor.
- 4 The Judicial Officer will ensure that the child witness will not be viewed in the remote witness room while the electronic statement is played to the court.

#### Notes

- 1 The Legal Officer when addressing or questioning the witness, should check regularly with the child that they can hear and understand the questions being asked of them.
- 2 The Legal Officer should clearly communicate to the witness that they may ask for any questions to be repeated if they do not understand them.
- 3 The Judicial Officer is able to override the transmission of audio only or both audio/video to the witness room.
- 4 The Judicial Officer is able to switch the image on the large screen monitor between head/shoulder view of the witness and the full room view of the witness room, if required, however to ensure the court has a clear view of the head/shoulders of the witness, the full view of the room should not remain on while the witness is giving his/her oral evidence. There is a full witness room view on the small monitor on the bench so that the judicial officer is aware of what is happening within the room at all times.
- 5 The audio is transmitted to the witness room via the Court recording system and the volume level will be preset to the optimum level or adjusted during proceedings by the Court recording operator.

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