

Filming Activities

Council Policy Number	080
Date adopted	16 November 2022
Scheduled for Review	15 November 2026



Purpose

To recognise the social and economic benefits derived from filming activities on Council managed land while protecting the interests of Campaspe Shire Council ('Council'), its residents, traders and visitors.

The policy provides guidelines for filming activities and complies with the *Filming Approval Act 2014* and applies to all digital and electronic filming mediums within the municipality, including but not limited to:

- Television shows
- Feature and short films
- Documentaries
- Music videos
- Internet based channels and streaming services

This policy excludes personal filming and short filming activities that highlight the tourism, lifestyle or environmental potential of the municipality and cause minimal disruption.

Policy Statement

1. Conditions

- All activities and events are to be in compliance with Council's Local Laws and the laws or regulations of any other authority having jurisdiction over the area proposed such as Victoria Police, Vic Roads, the Department of Environment, Land, Water and Planning and/or Parks Victoria.
- Applications will not be approved unless proof of current Public Liability Insurance indemnifying Council to a minimum amount of \$10 million dollars is provided by the proponent. The production company acknowledges that it conducts the filming entirely at its own risk.
- Applicants must apply to Council submitting all details of planned filming not less than fourteen (14) days before the scheduled filming date. Council will endeavour to respond to the applicant within five business days.
- Applicants may be required to enter into a 'Location Agreement' with Council if deemed necessary.
- Where major disruption and/or inconvenience is anticipated over a significant period, the applicant must contact affected local traders and residents in the immediate vicinity of the proposed filming location (in writing) five days prior to filming to ensure that the disruption can be minimised and there are no major objections. Any objections must be reported to Council's Economic Development Manager prior to filming.
- Council reserves the right to restrict noise levels of amplification or other similar equipment.
- In the event of activities not being in accordance with those indicated at the time of application, council reserves the right to cancel a Filming Permit.
- Filming and all support activities will not be permitted between 12.00am and 7.00am unless otherwise authorised.
- Council is entitled to have a representative present at all times.

- j) The production company will ensure all the crew, cast and other staff or volunteers follow reasonable directions given by the Council or its delegate.
- k) The production company will not portray Council as endorsing or supporting any product or service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted or otherwise expressed, without prior written consent from the Council.
- l) The content of the filming should not portray the municipality in a negative manner. Available content for the production must be authorised by Council Officers' prior to approval.
- m) The production company will acknowledge the assistance of the Council in the production of the film or video by the usual method of end credits, or as mutually agreed.
- n) The production company will ensure that all dangerous substances and articles to be brought on to location will be specifically listed in the Application. Before permission may be given, the production company will provide evidence of competence and working safety in accordance with the *Dangerous Goods Act 1985*, the *Occupational Health and Safety Act 2004*, and any other Act or legislation impacting directly on the safety issues of a particular application. No other dangerous articles or substances may be brought onto the location other than those listed in the application and acknowledged in the permit.
- o) The production company will not allow any wilful damage or make alterations (temporary or permanent) to the location or contents of the location without express prior permission in writing from the Council.
- p) Any damage to Council property must be reported to Council immediately. Upon completion of filming the production company will repair all damage at the location for which it has been responsible; remove all its personal property and rubbish from the location and restore the location to the condition it was in, prior to filming.
- q) The production company will not do, or allow to be done, any act that will become an annoyance or disturbance to owners, tenants or neighbours.
- r) The production company may be requested to pay Council a security bond at the discretion of Council. This bond may be applied by the Council, as its sole discretion, to repair or replace any losses as a consequence of the filming, including unpaid service charges. The balance will be refunded by Council within fourteen (14) days of receiving written application and only after the completion of the use of the location.
- s) Expenses or outgoings the Council is subject to or may reasonably incur as a result of the filming, and any charge levied for services rendered to any company or contractor as part of filming activities, are expenses to be paid by the Production Company within fourteen (14) days of the completion of the use of the location. This expense may be recoverable from the bond after consultation with the Producer.
- t) The Permit, Conditions, Special Conditions and any executed Location Agreement (if applicable), constitute the entire agreement between the production company and the Council and no external document or oral statement will be admitted in evidence to amend, alter or vary them.
- u) Should Council choose not to approve an application for a film permit, reasons will be provided to the applicant for the refusal.
- v) In considering applications under this policy, Council will comply with the Victorian Film Friendly Guidelines.

Exclusions

Excludes personal filming and short filming activities that highlight the tourism, lifestyle or environmental potential of the municipality.

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

'Short' filming activities

Any filming that takes less than three hours to complete and is low impact by nature

Related Legislation

Dangerous Goods Act 1985
Occupational Health and Safety Act 2004
Filming Approval Act 2014

Related Policies, Procedures and Strategies

Nil

Review Period

Three years

Responsible Officer

Economic Development Manager

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	13 August 2002	Minute Book Reference No 6307 (item 12.3)
Revised	16 October 2007	Minute Book Reference No 11542 (item 9.1)
Revised	21 August 2012	Minute Book Reference No 1057 (item 4.16)
Revised	20 August 2013	Minute Book Reference No 1041 (item 6.3)
Revised	19 August 2014	Minute Book Reference No 878 (item 6.1)
Revised	18 August 2015	Minute Book Reference No 905 (item 6.2)
Revised	21 November 2017	Minute Book Reference No 3382 (item 6.3)
Adopted	17 September 2019	Minute Book Reference No 3516 (item 7.1)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')
Adopted	16 November 2022	Adopted by Council on 16 November 2023

Chief Executive Officer:

Date: 5 May 2023