



**Policy Category:** Arts

**Title:** **Film Making in the Shire Policy**

**Adoption Method:**  CEO  Council **Date Adopted:** 23/01/2001

**Review Period:**  Annually  Other **Date Last Reviewed:**

**Responsible Officer:** Director Corporate Services **Next Review Date:**

**Purpose / Objective:**  
(What is to be achieved)

**Who Is Affected By This Policy?**

**Background / Reasons For Policy:**

(eg. statutory requirement, Council reason, safety or risk management etc.)

**Scope:**

**Scope of Policy**

This document provides guidelines for filming within the Mount Alexander Shire Council including:

- Motion picture photography for television
- Feature films
- Advertising
- Student Film Projects
- Documentaries
- Musical Videos
- Commercial Stills Photography

## **Policy Content:**

### **Background**

The need for a Film Making in Shire Policy ("Policy") is in response to a level of demand for film locations within the Shire. The objective is to provide a co-ordinated service, maintain residential amenity, and business community support.

The Film Making in the Shire Co-ordinator ("Co-ordinator") issues permits, co-ordinates location bookings, maintains an overview of filming activity within the municipality, and provides an information service.

(Maldon Township Special Condition – When filming in and around Maldon, Maldon Inc. shall be consulted.)

The Co-ordinator is a central contact point for film crews and I will liaise within the Shire to ensure optimum traffic management, use of public and commercial spaces, and Council and community facilities.

### **Promotion of the Mount Alexander Shire and its Regional Attractions**

The Mount Alexander Shire Council enjoys a rich array of streetscapes, landscapes, and an historical ambience. The Shires natural heritage is its greatest physical asset. The Shires architectural heritage reflects the history of the region.

The Shire is highly regarded and sought after as a regional film location. The Co-ordinators clients range from low budget productions to fully fledged commercial feature film productions . The range of work produced includes documentaries, commercial television, television serials, and feature films.

Demand for locations in the Shire fluctuates, but is a regular occurrence.

Filming of location provides a sense of authenticity. Filming in the Mount Alexander Shire contributes to the cultural diversity of the Shire. It does this by drawing on and making more visible the sense of place, atmosphere, dynamism, diversity and vibrancy that our community experiences.

### **Services**

The Film Making in the Shire Co-ordinator provides a central contact person within the Shire. The Co-ordinator provides the film industry with advice on the guidelines and procedures and evaluates and processes film location permit applications. This service encourages location managers and film producers to provide ongoing information about filming activities and in specific circumstances to budget adequately for possible charges to offset costs.

### **Mission**

The Co-ordinator offers a co-ordinated film location service which effects communication amongst various interested parties, contributes to the industry's development and image, balances the amenity of residents and traders with those of the industry and creates opportunities and endeavours to promote the Mount Alexander Shire.

### **Vision**

To provide the best possible film making location service which maximises the promotion of the Mount Alexander Shire locations to the film industry and visitors.

### **Outcomes**

Implementation of this policy seeks to:

- Promote, facilitate and assist the work of the film and television community in the Mount Alexander Shire
- Ensure communication and a balance between residential, trader and film industry needs is achieved
- Promote the Mount Alexander Shire as a premier filming location in regional Victoria

The time frame for the issue of permits correlates to the location and the activities potential impact on the amenity of residents, traders and traffic.

The permit application form and guidelines follow as attachments A and B.

### **Pricing**

Council in some circumstances may levy fees to offset costs such as event co-ordination, expenses associated with advertising, waste collection, traffic control and road closures and any other expenses incurred by Council in the facilitation of the application.

1. Fees, as noted above, may be applied for filming in the municipality in those areas under Council's jurisdiction.
2. Similar fees may apply to commercial stills photography.

**(Maldon Township special condition – Traders reserve the right to negotiate with the film company for loss of profits and inconvenience arising from the film companies failure to work to a previously agreed schedule.)**

### **Sponsorships – Fee Reduction or Waiver**

Film makers may seek a waiver of any fees ( if applicable ). Such support would be treated as a sponsorship by the Mount Alexander Shire Council. The film maker would be required to acknowledge the Shire in the end credits. Sponsorship should be requested in writing and the Co-ordinator is delegated with the final authority to approve any fee reduction/waiver. The location acknowledgment such as "Filmed in the Mount Alexander Shire" or "Thanks to the Mount Alexander Shire" would be sought.

**(Maldon Township special condition – provision deleted.)**

### **Legal Requirements**

Film applications using the services of stunt performers are required to provide evidence of appropriate specialised risk insurance or work cover. It is the film makers responsibility to ensure that stunt persons are covered for public liability with their own policy or that of the stunt person.

All filming activities must comply with common law.

### **Internal Liaison within the Mount Alexander Shire Council**

Filming activities may impact on Council and some community operations. Collaboration and effective communication are essential factors in providing a good service to the film industry. Good liaison between all affected departments and community to support film making activity is essential in the provision of an efficient, effective service which develops and maintains excellent relationships between the film industry, the Shire, and its residents, traders and visitors.

**(Maldon Township special condition** - The Co-ordinator will liaise with all affected parties to ensure a satisfactory outcome for all traders, the general community, and the film company concerned.

### **Damage to Council and/or Private Property**

All costs associated with any damage to parks, irrigation, roads and other Council property will be borne by the production company. The company shall be responsible for loss or damage to private property.

### **Permission from Other Agencies**

Film makers should be aware that other agencies and property owners may need to be consulted prior to filming in the Shire. Filming on land under the control of Parks Victoria, and Department of Natural Resources, will necessitate the applicant contacting those agencies, and obtaining any approvals necessary.

### **Definitions:**

(Probably unnecessary as policies should be a brief document. May be necessary when content of policy does require further definition).

### **Related Policies:**

(Other policies known at the time of writing should be included. If this information alters the policy document should be updated to reflect the change.)

### **Related Legislation:**

(Every effort should be made to precisely list related legislation.)

### **References:**

(Use only if required for other documents that are not a Council Policy or legislation. For example a procedure.)

**MOUNT ALEXANDER SHIRE COUNCIL  
FILM MAKING IN SHIRE AND COMMERCIAL STILLS PHOTOGRAPHY PERMIT  
APPLICATION FORM**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone:    BH: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Time & Date of Filming: \_\_\_\_\_

Proposed Activities and Purpose of Filming:

\_\_\_\_\_

\_\_\_\_\_

*ISSUES OF CONCERN:(Please Tick if Applicable)*

Firearms:                          Car Accidents:                      Safety Issues:      
Any other activity which may cause public concern/harm (ie: simulated hold up)                     

Area required: \_\_\_\_\_

Number of Productions Vehicles: TRUCKS: \_\_\_\_\_                      CARS: \_\_\_\_\_                      # In Crew: \_\_\_\_\_

- *Please send map of proposed parking for crew vehicles.*

Arrangements Proposed to Minimise Public Disturbance: \_\_\_\_\_

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**PERMITS WILL NOT BE ISSUED UNTIL INSURANCE REQUIREMENTS ARE FULFILLED**

Insurance Company: \_\_\_\_\_                      Policy Number: \_\_\_\_\_

Amount of Policy: \$ \_\_\_\_\_                      Expiry Date of Policy: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Copy of Insurance Policy Attached:                       Production Safety Report Attached:

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**OFFICE USE ONLY**    APPROVED BY: \_\_\_\_\_                      DATE: \_\_\_\_\_  
FEE: \_\_\_\_\_

**MOUNT ALEXANDER SHIRE COUNCIL  
FILMING AND COMMERCIAL STILL PHOTOGRAPHY APPROVALS**

**GENERAL REQUIREMENTS AND CONDITIONS**

1. All activities must comply with Mount Alexander Shire Council Local Laws, Department of Labour and Industry and the laws or regulations of any other authority having jurisdiction over the area proposed.
2. Public Liability indemnifying the Council to a minimum of \$10,000,000.00 is to be taken out by the applicant for motion picture photography. For commercial stills photography, Public Liability must be taken out to a minimum of \$5,000,000.00. A Certificate of Currency must be attached to each application.
3. Local traders and residents in the immediate vicinity must be canvassed in writing by applicants to establish objections to filming taking place at least 48 hours prior to the shoot, and preferably up to 7 days in advance. (A copy of the letter is to be provided to Council).  
  
**(Maldon Special condition – Local traders.....to invite objections to the filming at least 14 days prior to the filming.)**
4. The applicant will bear all costs associated with repairing any damage generated by the filming activities.
5. The Mount Alexander Shire Council reserves the right to cancel any approval in the event of activities not being conducted in accordance with the Film Making in the Shire Permit. No refund of any fees paid shall be made. The applicant shall lodge a filming schedule, with daily updates (if made) available to interested parties.
6. Reserved parking requests require 7 days notice. **(Maldon Township special condition – 14 days notice.)** Maps indicating the location and number of parking spaces required must be supplied. Support cannot be provided for parking in busy areas unless neighbouring traders/residents are provided with adequate notice (as outlined at point 3).
7. Activities which may cause damage to any area will not be approved. Irrigation clearance is required for tents, marquees etc.
8. Council **(Maldon Township special condition –** and the affected community) is entitled to have a representative present at all times. Any authorised Council officer may ask the film company's representative to produce a copy of the filming permit and the days schedule.
9. The applicant must notify the Victoria Police Film and Television Office of their activities including any intended road closures, stunt activity and use of firearms/weapons.
10. **(Maldon Township Special Condition -** The shire and the community involved shall be acknowledged in the film credits.)
11. The film company shall lodge a schedule for the period of filming. Daily updates shall be provided to those affected on the day.

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***LOCATION FEES***

If applied, shall relate to the cost to Council in event coordination, expenses associated with advertising, traffic control, road closures, and any other costs incurred by Council in the facilitation of the application

## GENERAL FILMING PROCEDURES

### **(Maldon Township special conditions)**

A request must be made to the Co-ordinator at least two weeks before the intended date of filming.

The Co-ordinator and those affected will assess the impact of the filming on residential amenity, based on issues such as the size of the film crew, equipment to be used and residential density.

**The Applicant will notify in writing all parties who may be affected. The film maker will provide information on measures to be undertaken to minimise disruption.**