

# A Guide to Filming and Photography on Department of Energy, Environment and Climate Action managed land



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# SECTION 1: FILMING ON DEPARTMENT OF ENERGY, ENVIRONMENT & CLIMATE ACTION (DEECA) MANAGED LAND

## Introduction

Victoria is internationally recognised as a world-class screen production destination with excellent crews, stunning locations, film-friendly location providers and exceptional production facilities.

In turn, screen production has a profoundly positive impact on the state and its residents - economically, culturally and socially.

This guide has been produced in partnership with Film Victoria as a resource for filmmakers seeking permits or approvals to film on public land within the jurisdiction of DEECA.

It covers the practical aspects of the approval process, from production planning and permit applications as well as the many resources available to assist in the application process.

This guide reflects DEECA's ongoing commitment to supporting film and television production. We hope that you find the guide useful and look forward to assisting with your next production.

## Why Film on DEECA managed land?

Victoria is committed to supporting a vibrant and professional film and television industry. DEECA is proud to support the screen industry and the opportunities it brings to businesses and the broader community.

DEECA has experience hosting notable feature films, documentaries, television series and commercials and is proud to facilitate a growing number of productions that choose to locate their filming on DEECA managed land.

DEECA is able to provide advice and expertise on the application process, including information about specialised filming requirements.

We look forward to assisting with your production needs.

# SECTION 2: APPLYING TO DEECA FOR A FILM PERMIT

## What is a film permit and when is it necessary?

Public agencies can approve filming on public land by issuing a permit, licence, approval, location agreement, or through another form of written permission.

There are a number of still and film activities that may require a permit including student, commercial, community and not-for-profit productions.

A film permit ensures public space is used safely and in accordance with all applicable legislation, local laws and regulations. It also guarantees minimal disruption to the public, public land and facilities are managed effectively, and that anyone who may potentially be impacted is notified.

The *Filming Approval Act 2014* sets in place specific standards for public agencies processing and approving permits for commercial filming.

DEECA requires a permit for filming or photography that is undertaken as part of a trade or business. Major amateur (e.g. student) productions which are considered likely to have a significant impact on a site or other visitors also require a permit.

News related media coverage of issues located on public land and most amateur filming or photography for personal interest do not require a permit. The requirement for a permit may be waived by DEECA if the filming activity is assessed as 'low impact'.

Low impact filming activities are defined by these criteria:

- a filming activity of up to six people including all production crew and talent;
- no more than one camera, one tripod, and handheld sound recording equipment;
- public safety is maintained at all times and public pathways, footpaths and roads are not be blocked; and
- the filming organiser has completed a risk assessment that identifies the risks of personal injury, property damage or environmental harm associated with the filming activity to be low.

Please note that Victoria's public land is vast and often remote, with numerous inherent safety risks which users need to take into account. If the filming activity is assessed by DEECA as low impact and does not require a permit, you should still carry appropriate public liability insurance to provide coverage in the event of personal injury or property damage resulting from your filming activities.

An example of low impact filming is a two-person crew gathering 'vox pops' for a show. To discuss whether your filming is eligible for low impact status, contact DEECA's Customer Service Centre on 13 61 86.

## The role of the DEECA Single Point of Contact

The assessment of a film permit application often requires consultation with different teams within a public agency. DEECA will assign a single point of contact to coordinate the application process.

We understand that filming is a cost-sensitive and deadline-driven business and DEECA will work with you so that the permit or approval is processed as quickly as possible and with minimum inconvenience.

## PLANNING YOUR FILMING

### Getting started

DEECA strongly advise the appointment of an experienced location manager as the key liaison between your production and DEECA ensuring there is someone who understands the local environment and processes to help the production run smoothly and efficiently.

It is crucial to allow sufficient time for planning your production, familiarising yourself with the practicalities of filming and determining what additional support you might require. Engaging with DEECA early in the process of planning your production will help streamline the application process and ensure everyone is informed. Filming activities have the potential to cause damage to environmentally sensitive areas and applications will be assessed to ensure that appropriate conditions can be put in place to protect these areas.

If your planned activities are complex, please contact DEECA before submitting an application as some discussion and negotiation may be required.

It can be useful to arrange a face-to-face meeting with DEECA to discuss the production before any paperwork is submitted. DEECA can provide clarity on the viability of filming at preferred locations, including specific dates and times. This consultation also allows the applicant to 'flag' issues or unusual filming requirements such as erecting structures, using firearms, or major disruption to traffic. In our

experience, proactive relationships achieve the best outcomes. DEECA can assist with location options, traffic management, consultation advice and other assistance regarding film permit applications.

## Submitting your application

Your application should be submitted in writing with enough information for DEECA to make a decision on granting a film permit.

All supporting documentation should be submitted at the same time, to ensure efficient processing of the application. Speak with DEECA if you have difficulty in providing all information as it may be possible to present some material at a later date. Delays in providing supplementary documentation may result in a delay in processing the application.

It is also important to consider the impact of the weather, particularly fire danger periods, that may impact on your filming activity and to set up contingency plans to deal with unexpected changes. The application form features 'weather hold' alternative dates, but notify DEECA if there are any other factors that may cause changes to your filming date or location.

Filming applications can be lodged by email. Please refer to DEECA's Filming and Photography webpage for more information.

## Timeframes

Applications for filming that does not have impact on the flow of traffic or pedestrians should be submitted a minimum of 10 business days before you intend to start filming.

Applications that require traffic management planning, pedestrian management or construction of a film set should be submitted with a minimum of 20 business days' notice to allow time to contact residents, businesses or public authorities in the immediate vicinity of the location.

## Decision and notification

DEECA will assess your application, contact relevant internal stakeholders and coordinate any internal approvals that are required.

You will receive a decision in writing which will include details of terms and conditions and any associated fees.

## Filming begins

Once your film permit is approved, you may begin filming. As the permit applicant, you are responsible for ensuring management of the site/s including adherence to the permit's terms and conditions.

When filming is over, the location must be left in the same condition as it was found. If it has been changed or damaged in any way, the production company is responsible for restoring it to its original condition and paying for any repairs. We also expect the crew to leave the area in a clean and tidy condition.

## Non-compliance with film permits

DEECA makes every effort to accommodate filming, but occasionally a production does not comply with the film permit's terms and conditions.

In such cases, we may take any of the following actions:

- cancel the approval that has been issued for the day;
- instruct that all activities cease immediately and remove all personnel and equipment from the site;
- forfeit any and all fees or bonds paid to DEECA to offset any losses or damages incurred;

- impose additional fees to offset losses, damages or reinstatement costs; or
- restrict the use of a particular location for further filming.

Complaints from members of the public will be investigated.

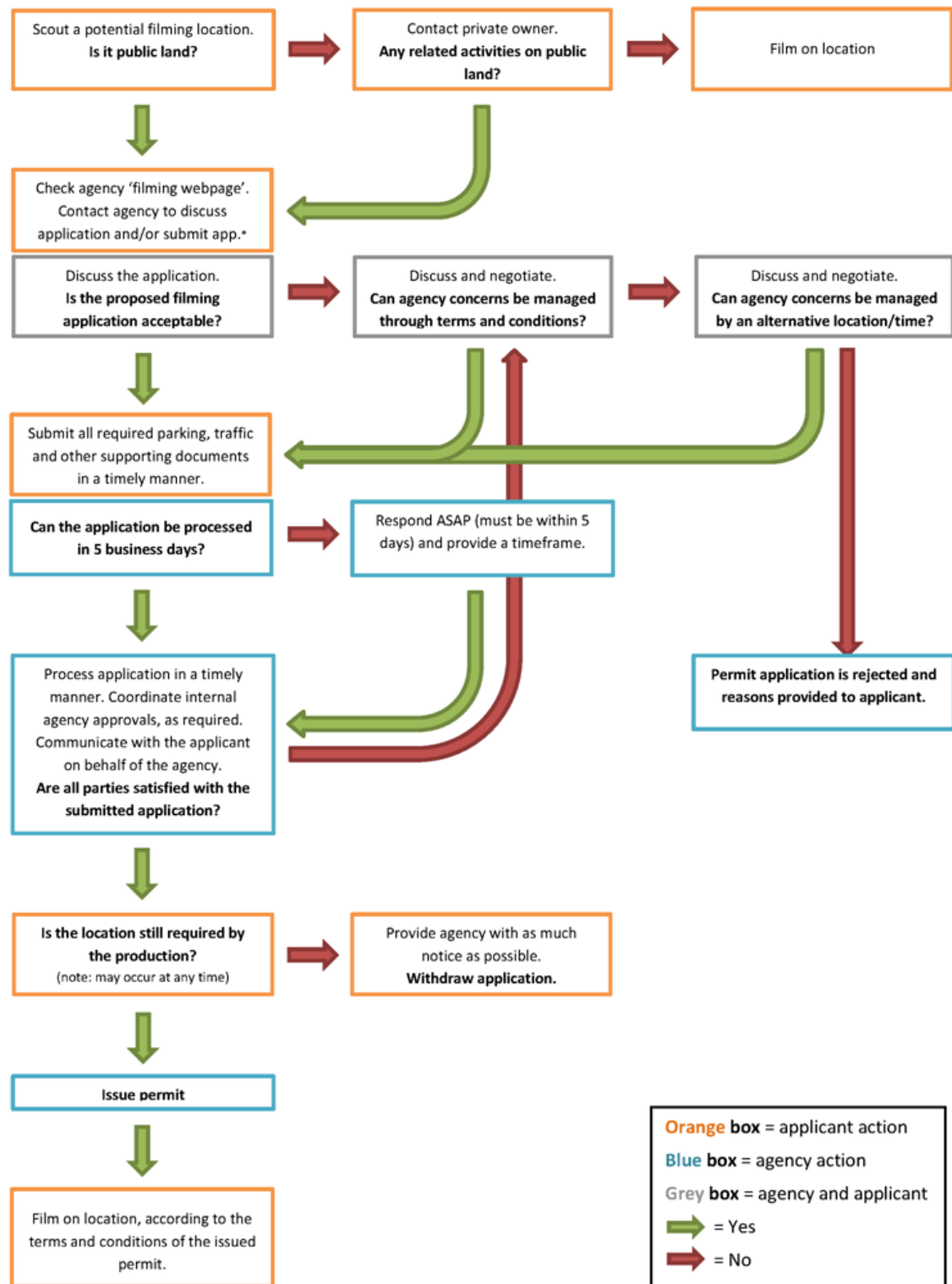
Contact the DEECA officer for assistance if difficulties arise on location.

### **Victorian Screen Industry Code of Conduct**

Full details of filmmaker responsibilities can be found in Film Victoria's *Victorian Screen Industry Code of Conduct*. To obtain a copy, visit [www.vicscreen.vic.gov.au](http://www.vicscreen.vic.gov.au)



## Best practice film permit application and approval process

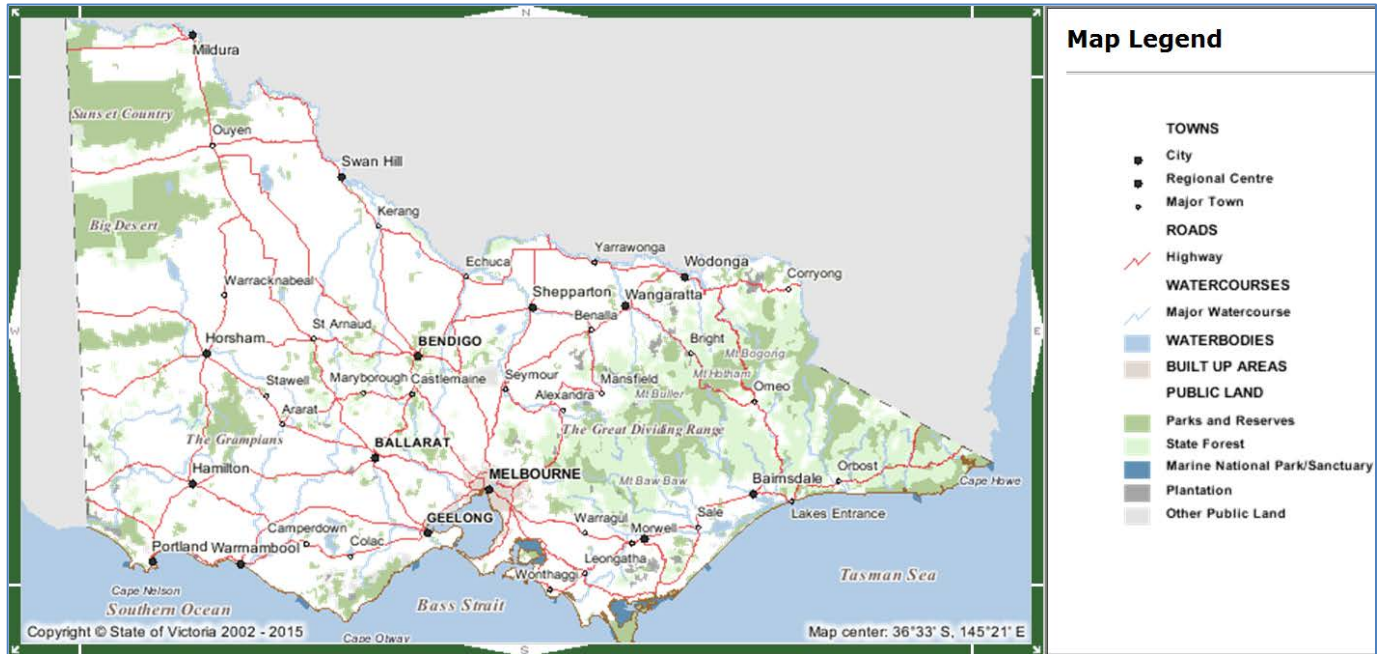


\* note: agency website will indicate whether an initial phone call is preferred

**Please note:** Some locations may require an extended and detailed discussion prior to a filming application being submitted.

## What land does DEECA manage?

DEECA is the direct land manager of some 3.1 million hectares of State forest. In addition, Victoria has over 1,200 Committees of Management that manage more than 1,700 Crown land reserves on behalf of Government. If the application relates to a Crown land reserve managed by a Committee of Management DEECA will advise where to redirect your application.



## Parking

Generally vehicles are included in filming requirements including wardrobe and make-up vans, equipment transporters, lighting trucks and catering vans.

Arrangements can be made to accommodate these vehicles. Before filming, carry out a parking audit of the proposed site and submit the following information:

- number of spaces required;
- specific date and time of filming;
- road details including names of roads/tracks as well as the specific locations where vehicles will be parked;
- a site plan with the number of spaces clearly marked (see Appendixes 4 and 5).

Please submit your parking request with your filming permit application.

Once a parking request has been approved, you will receive written confirmation which must be displayed in the vehicles according to the permit's terms and conditions.

Fees may apply to parking which vary according to the number of spaces and length of time that the parking is required.

## DEECA's roads

DEECA receives many requests to film on its roads, laneways, footpaths and in public open spaces which may require specific approvals. Section 3 provides further information on VicRoads managed road networks.

## Significant or sensitive locations

Some areas of public land, such as sensitive sites, may require additional negotiation. Please contact DEECA for further information.

## What documents do you need to submit?

The Filming Permit Application Form must be submitted to DEECA. You must receive your approved permit before filming can occur.

The following detail is provided to assist in the completion of the application form.

### *Description of your filming activity*

A description outlining what is being filmed on the day: What will take place? What will the cast and crew be doing? Will specialised vehicles or equipment be used? Your description should include any disruptive or potentially hazardous activities such as the use of firearms or explosives.

### *Location manager contact details*

The name/s of the person responsible for the set and the unit base on the day of filming must be provided.

### *Site plan/mud map*

A site plan/mud map should provide details of the filming activity including the location, type of equipment, infrastructure and major props, sets or vehicles that will be used and where they will be on site. (See Appendix 4).

The site plan/mud map should also indicate where your unit base is located including marquees, vehicles and other infrastructure. (See appendix 5.)

### *Infrastructure, equipment and props list*

A high level list detailing what equipment will be on site on the day of filming, i.e. track and dolly, trolleys, camera, lights, reflector boards, marquees and any major props is required. (See Appendix 3).

### *Public liability insurance*

Evidence of public liability insurance that comprehensively covers legal liability for the filming activities must be provided to DEECA. Proof of certificate of currency that is relevant to the production with a minimum coverage of A\$10 million that names the Secretary to the Department of Energy, Environment & Climate Action on the policy in relation to the risks assumed under the permit conditions is required.

For higher risk productions (eg. large-scale productions involving significant numbers of people, and/or special effects, pyrotechnics or other high-risk activities) DEECA may require a minimum of A\$20 million in public liability insurance. DEECA will advise in the application phase whether public liability insurance greater than the standard A\$10 million is required.

### *Risk management plan*

Filming on public land require a risk management plan to be completed that identifies key risks to be managed and the measures to be taken to control these risks. Note – Traffic management or pedestrian risks may be addressed in your traffic and pedestrian management plans (See Appendix 7).

### *Traffic and pedestrian management plans*

If filming is likely to interrupt the normal flow of vehicles, pedestrians, or cyclists, including being stopped, held or diverted, a traffic and/or pedestrian management plan must be provided by an accredited traffic management company.

### ***Applying for a Film Permit when using a Specialist Filming Vehicle***

Specialist Filming Vehicles include tracking, low loaders and vehicles with camera mounts and/or rigging shots require a special registration from VicRoads to be allowed to drive on open roads.

**Step 1:** Contact VicRoads to ensure the appropriate vehicle registration is in place. For more information visit [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

**Step 2:** Visit the DEECA filming website and apply for a film permit by completing an application form including a description of:

- the vehicle types and proposed uses; and
- the vehicle registration number/licence.

Additionally copies of the following Victorian Police documentation are required

- Traffic Management Operations Order (TMOO);
- Emergency Services Telecommunications Authority (ESTA) Filming Notification Form; and
- Confirmation of Police Resources Document.

For more information on Victoria Police's requirements, please visit [www.police.vic.gov.au](http://www.police.vic.gov.au)

### ***Communication strategy with stakeholders***

Clear communication with stakeholders is important before filming begins to help minimise impact and establish relationships with interested parties.

If required, a draft stakeholder letter should include the contact details of the location and/or production contact in case stakeholders have questions on the day or need arrangements to be made for access (See Appendix 8).

After providing DEECA the letter's wording, you should confirm when the letter drop will take place and which streets are involved. Note that additional streets may be suggested by DEECA. For road closures, a letterbox drop should take place at least 10 business days before the scheduled filming.

### ***Filming schedule/running sheet***

A filming schedule sets out the filming times and locations in chronological order, including bump-in and bump-out times (See Appendix 1).

### ***Health services permit***

If your filming activity includes catering, you may need to submit a Statement of Trade and a copy of the Caterers Victorian Food Act Registration. If it involves catering to the general public, there are further requirements that must be met.

### ***Waste Management Plan***

Film crews are expected to remove all waste after leaving a location. A waste management plan may be required to ensure that all waste resulting from the filming activity is cleared from the site including scraps of tickertape paper, special effects remnants and animal waste. This requirement may be added to the terms and conditions of a permit to ensure compliance.

## **Fees, bonds and charges**

Fees may be charged by DEECA to cover the cost of permit administration and filming activity supervision (if requested or as a permit condition). These costs are detailed on DEECA's Filming and Photography webpage and are payable before commencement of filming at the site.

In addition to these administrative and supervisory costs, a bond may be required as a condition of permit to offset any potential impact of filming activities on the environment, cultural features or other assets. Bonds will be required in the following circumstances:

- Where filming activities occur over multiple days; or
- Where large numbers of personnel and associated equipment are involved (more than 10 people and five vehicles and/or construction of sets); or
- Where the location has high environmental, cultural or asset value that may be damaged by the filming activity.

For low risk filming activities, no bond is required. The dollar value of bonds required for moderate or high risk filming activities are detailed on DEECA's Filming and Photography webpage.

Bonds are lodged with DEECA as a guarantee against damage to the public land estate. Bonds are returned to the permit holder within 30 days of the end of the permit period provided DEECA is satisfied that all obligations of the permit have been met. If the permit holder has not complied with the permit conditions, an amount of the bond will be forfeited to enable remediation of the permit holder's breach.

Any additional charges incurred after the permit is granted, such as additional supervision fees, will be deducted from the bond or invoiced where a bond has not been provided.

## SECTION 3: EXTERNAL AGENCIES AND ISSUES TO CONSIDER

A wide range of agencies issue film permits. Some agencies also issue approvals for activities related to filming. The most commonly approached agencies include:

- VicRoads for filming on major roads ; the use of specialised filming vehicles and changes to vehicles for the purposes of filming.
- Victoria Police regarding police resources including traffic management, on screen appearances, 'generic' police uniform and equipment hire as well as research assistance and filming notifications.
- Public transport providers
- Parks Victoria and committees of management for filming on land under their jurisdiction including coastal areas and assets such as buildings, piers and ramps.

### VicRoads

VicRoads manage Victoria's main roads and freeways known as arterial roads, except for privately managed tollways.

Local councils and other agencies, such as DEECA and Parks Victoria, manage local or non-arterial roads in national parks, State forest and other public land.

VicRoads generally supports filming on the road network provided road infrastructure is not damaged and there is no disruption to traffic flow and road safety.

You must have a permit from VicRoads if you are:

- filming on arterial roads;
- using specialist filming vehicles on arterial or non-arterial roads;
- filming while talent/artists are driving a vehicle under direction;
- using a modified vehicle on arterial or non-arterial roads including camera mounts, rigging, and dressed vehicles such as police cars, left hand drives or vehicles with changed number plates;
- using an unregistered vehicle; and/or



- seeking exemptions from certain requirements of the *Road Safety Act 1986* and associated rules and regulations.

Applications to film on the road network often requires traffic management, police involvement and an assessment of public safety. As a general guide, VicRoads requires a minimum of five business days' for applications. Applications for specialist filming vehicles that require police escort or supervision may take longer to process.

### **Other considerations**

If road rules or regulations are to be broken during filming, you must apply to VicRoads for an exemption from the *Road Safety Act 1986* or associated rules and regulations. There are some circumstances where VicRoads is unlikely to give permission for filming due to safety and public amenity.

Please note that it is important to contact VicRoads to discuss your requirements as early as possible when planning the production. Extra time may be required for more complex requests such as changes to infrastructure or the speed limit so it is best to contact VicRoads as early as possible. VicRoads updates its service operation and provides further information at [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

### **Traffic and Public Transport Management**

Traffic and public transport management planning is essential to ensure that all traffic flows, including public transport, are considered and that members of the public are not inconvenienced.

A traffic management plan from an accredited traffic management company must be provided if filming is likely to interrupt the normal flow of traffic or cyclists. The plan should outline the objectives and strategies for managing the proposed impacts in accordance with Australian Standard AS 1742.3 "Traffic Controls for Works on Roads".

Note that a pedestrian management plan may also be required if filming creates a disruption to pedestrian flow.

### **Public Transport Victoria**

If your filming activity is likely to affect public transport an Event Notification Form must be submitted to Public Transport Victoria (PTV). Failure to notify may result in PTV seeking costs.

### **Parks Victoria**

On behalf of DEECA, Parks Victoria manages Victoria's diverse network of parks and reserves, including iconic destinations such as the Twelve Apostles, the Grampians, Wilsons Promontory and the Alps, accounting for nearly 18 per cent of the state and is responsible for issuing permits to film on the land it manages.

Parks Victoria actively supports filming in Victoria's parks and works with applicants to manage these considerations through terms and conditions. For information on Parks Victoria's current filming and photography requirements and permit application forms, please visit [www.parks.vic.gov.au](http://www.parks.vic.gov.au)

For Parks Victoria contact details, see [Useful contacts](#).

### **Victoria Police Film and Television Office**

This unit is responsible for all liaisons between the film and television industry and Victoria Police providing a single point of contact for film makers when planning a production. The Film and Television Office coordinates the use of police resources such as traffic management, on-screen appearances, 'generic' police uniforms, equipment hire and research assistance for filmmakers.

Victoria Police authorises, manages and controls traffic management during filming if required by VicRoads or another road authority. They do not issue film permits or exemptions rather they enforces the law in every aspect relating to road management and public safety.

The [Useful Contacts](#) section contains contact details for the Victoria Police Film and Television Office. .

### ***Timeframes***

Information on timeframes can be found on the Victoria Police Film and Television Office website at [www.police.vic.gov.au](http://www.police.vic.gov.au)

### ***Notifying ESTA of your filming activity***

A Victoria Police ESTA Filming Notification form must be completed to notify Emergency Services Telecommunications Authority (ESTA) of any filming activity that involves firearms, weapons, special effects, private traffic management, mock police scenes or scenes which may cause public concern. This form helps to reduce the number of false call-outs received by ESTA's 000 service when a member of the public mistakes a filming event for a real incident.

If filming is likely to impact other emergency services such as fire or ambulance, they must be contacted and receive details of the planned schedule prior to that start of filming.

### **Road closures, blocks and holds**

An accredited Traffic Management Plan must be submitted to DEECA for all hold and releases as well as road closures.

### **Specialist filming vehicles**

'Tracking' and/or 'low loader' vehicles are designated as Special Filming Vehicles (SFVs) that are considered a high risk activity. VicRoads require Victoria Police to authorise and control all traffic management when an SFV operates on a road. It must also authorise the use of vehicle 'camera mounts' and/or 'rigging shots'. VicRoads must be provided with details of the proposed camera mount or rig and may also require a Traffic Management Plan that must be developed by an accredited traffic management company. If Victoria Police is involved, it will prepare a Traffic Management Operations Order, which is sent to the relevant road authority. A film permit can then be issued.

The [Glossary contains](#) definitions of specialist vehicles and equipment.

### **Worksafe**

Filming may also need to comply with Worksafe legislation for No Go Zones. The website [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) contains further details.

## SECTION 4: ADDITIONAL INFORMATION

### Noise management

Managing noise levels is an important part of DEECA's commitment to providing a liveable and supportive environment. During filming, cast and crew should be considerate of anyone using the surrounding area so sounds from vehicles, generators, cast and crew do not cause unnecessary noise disturbance.

The EPA's *Noise Control Guidelines, Publication 1254* provides guidance on noise and sound management. The guidelines are used as a basis for public agencies to assess the potential noise impacts of filming and can be found at [www.epa.vic.gov.au](http://www.epa.vic.gov.au).

### Fire danger in regional Victoria

In some weather conditions, the risk of bushfires makes public land unsafe. To view current bushfire warnings, incidents and planned burn information visit [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au).

### Safety on set

In Victoria, members of the screen industry are responsible for securing the safety of employees, other individuals at the workplace and the general public. Compliance with occupational health and safety requirements is required at all times.

All cast and crew on location must follow the safety supervisor's direction by reading and understanding the Safety Report and taking responsibility for individual and collective safety. DEECA may require sections of the Safety Report to be submitted.

The cast and crew must also be aware of the objectives and principles of the *Occupational Health and Safety Act 2004* and implement a system for health and safety management. Film Victoria has compiled a free online resource for the screen industry which is accessible at [vicscreen.vic.gov.au/choose-victoria/resources/](http://vicscreen.vic.gov.au/choose-victoria/resources/)

### DEECA acknowledgment

DEECA supports filming. We would appreciate acknowledgement in the end credits of your production or as mutually agreed.

An acknowledgment should read "Filmed in [Public land name]" or "Thanks to the Victorian Department of Energy, Environment & Climate Action."

## Useful contacts

DEECA

The relevant DEECA contact is available from DEECA's Customer Service Centre on 13 61 86

[www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

VicScreen

03 9660 3200

[contact@vicscreen.vic.gov.au](mailto:contact@vicscreen.vic.gov.au)

[www.vicscreen.vic.gov.au](http://www.vicscreen.vic.gov.au)

Screen Australia

03 8682 1900

[www.screenaustralia.gov.au](http://www.screenaustralia.gov.au)

VicRoads

03 9093 1486

[vicroadsfilming@roads.vic.gov.au](mailto:vicroadsfilming@roads.vic.gov.au)

[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

Victoria Police Film and Television Office

03 9247 5599

[film.tv@police.vic.gov.au](mailto:film.tv@police.vic.gov.au)

[www.police.vic.gov.au](http://www.police.vic.gov.au)

Parks Victoria

13 19 63 or 03 8627 4699

[www.parkswebvic.gov.au](http://www.parkswebvic.gov.au)

Public Transport Victoria (PTV)

1800 800 007

[www.ptv.vic.gov.au/specialevents](http://www.ptv.vic.gov.au/specialevents)

Yarra Trams

03 9619 3200

[www.yarratrams.com.au](http://www.yarratrams.com.au)

Metro Trains

03 9610 2610

[www.metrotrains.com.au](http://www.metrotrains.com.au)

V/Line

03 9619 5901

[www.vline.com.au](http://www.vline.com.au)

Victorian Taxi Association

03 9676 2635

[www.victaxi.com.au](http://www.victaxi.com.au)

## SECTION 5: GLOSSARY

**Bump in** refers to the process of setting up a location before filming commences and includes setting up infrastructure, equipment and camera positions, props and scenery.

**Bump out** refers to the process of packing up a location after filming has been completed and may include breaking down infrastructure, equipment, props and scenery.

**Camera Mounts/Rigs** refers to a camera or another piece of equipment which is safely and securely attached internally or externally to a vehicle.

**Certificate of Currency** is documentary evidence that a current insurance contract has been issued by an insurer and outlines the insurance policy details including the level of insurance held, dates of policy cover and the interested parties.

**Director** is the person responsible for overseeing the creative aspects of a film including controlling the content and flow of the film's plot, directing the performances of actors, selecting the locations in which the film will be shot, and managing technical details such as camera positioning, lighting, timing and content of the film's soundtrack.

**Essential Vehicles** are vehicles that are required to be positioned as close to the filming location as possible and generally include camera truck, grips truck, electrics truck, standby props truck, sound van, generator van, safety and nurse vehicles.

**Establishing Shots** are images taken of the outside of a building or other structure to show where another scene is set. These are usually quick to film and have low-impact requirements involving minimal crew and equipment.

**Filming** in this handbook refers to the recording of images including but not limited to film, video, digital or electronically for the purpose of exhibition and/or broadcast (television, cinema, internet, etc). It also includes photography and photo shoots.

**Film-maker/Film Applicant** is the person/company responsible for the overall management of the filming activity and is the key contact for DEECA.

**DEECA contact** is the DEECA officer responsible for managing film permit applications.

**Film Permit** is a document that is issued to the film applicant upon successful submission. The film permit authorises the applicant to film in accordance with the terms and conditions which ensures filming is conducted in accordance with the safety and amenity regulations of a public agency.

**Filming Schedule/Running Sheet** is a comprehensive list which details the timing, sequence and location of the filming activity in chronological order. A good running sheet includes a timeline of the filming activity, bump in and out details and the sequence of scenes to be filmed.

**Hazard** is anything that has the potential to cause damage to life, health or property and applies to substances, work methods, machines or any other factors in the work environment.

**Hold and release** is a temporary road closure where traffic is prevented from travelling on a road where filming is taking place by an accredited traffic management person.

**Key Crew** refers to the people on the crew with authority to make decisions.



**Location** is the entire area of production including parking, traffic control, crew facilities, the set and/or unit base site.

**Location Manager** is responsible for finding and securing locations used in the production as well as managing the logistics, permits and costs, acting as the face of the production to the community. On large-scale productions, the head of the location team may be referred to as the supervising location manager.

**Location Scout** is responsible for scouting production locations, taking into account logistics such as fees, budgetary restrictions, local permit costs and regulations, camera and lighting requirements, convenience to other locations, production services, crew and unit parking.

**Location Survey/Recce** is a pre-filming visit to a location to determine its suitability for filming including access to necessary facilities and assessment of any potential lighting or sound issues.

**Low Loader** is a specialist filming vehicle used to transport a vehicle on open roads that contains talent.

**Make Good** means to recompense or repair damage. In terms of filming 'making good' refers to the agreement that a production company will return a location to the same condition it was in prior to filming once filming is complete including repairing any damage that may have occurred during the course of filming.

**Mobile Production Office** is used by crew in large-scale productions to work on the details of logistics and running sheets for upcoming filming.

**On-Set Location Manager** assists the location manager and is on set before, during, and after the filming process. General responsibilities include arriving first at the location to allow the set dressers onto the set, maintaining the cleanliness of the location areas during filming and liaising with residents and other stakeholders on the day.

**Pre-production** is the planning stage of a film that occurs once the project has been financed but before actual filming begins and can include script editing, budgeting, set design, location scouting and casting.

**Producer** is the person with the ultimate responsibility for the entire production and controls matters such as raising finance, hiring the writer, director and other key personnel. The producer is involved throughout the production from development filming and post production through to the theatrical release or broadcast on television.

**Production Manager/Line Producer** supervises the physical aspects of the production including personnel, equipment, budget, and scheduling. The production manager is responsible for making sure the filming stays on schedule and within budget.

**Production** is the process of putting a film together from pre-production through to completion and delivery. It can also refer to the middle stage of the process (preceded by pre-production and followed by post-production) when principal photography occurs.

**Production Designer** is responsible for creating the physical and visual appearance of the film including settings, costumes, props and character makeup.

**Post Production** is the final stage in a film's production once principal photography concludes which typically includes picture and sound editing, visual effects, musical scoring, sound mixing and dubbing.

**Public Agency** is a committee of management, council, Court Services Victoria, a Department Head, Minister, public entity, the Secretary of the Department of Energy, Environment & Climate Action, a trust established by legislation to manage Crown land or the Victorian Racing Club Limited.

**Public Land** means Crown land or land owned by or vested in a public agency.

**Risk** is the effect of uncertainty on objectives and depends on factors such as the nature of the hazard, the degree of exposure, the potential consequences and individual characteristics such as susceptibility to hazardous substances.

**Risk Assessment** is the process of evaluating the probability and consequences of an injury or illness occurring and includes hazard identification and risk control initiatives.

**Rigging Shots** is the setting, hanging or attaching of any additional features, equipment or scaffolding to a vehicle in order to capture a particular camera position.

**Road closure** is the complete blockage of a road for a set period of time. Road closures require detours to be organised and cannot occur on major roads unless suitable precautions have been taken. 'Partial' or single lane closures are often used to avoid complete road closures.

**Rolling road blocks** is a technique is used to enable traffic to move safely at a controlled speed when it is not suitable to stop traffic completely (eg. on a freeway) .

**Safety Supervisor** works with the producer to oversee the safety of the cast, crew and any other individual who may come in contact with the film crew or filming activities. They also ensure the implementation of recommendations contained in the production safety report and/or safety plan.

**Site Plan (commonly referred to as a mud map)** is a snapshot of the location that identifies all aspects of the filming activity including equipment, infrastructure, camera positions, pedestrian and/or traffic controls, generators, amenities, etc. The site plan should also reference streets, laneways and other distinguishable landmarks.

**Specialist Filming Vehicles** require a special registration from VicRoads to be allowed to drive on open roads and include tracking, low loader vehicles or vehicles with camera mounts and/or rigging shots.

**Stakeholders** refers to a person, resident, business or group with an interest in any happenings taking place in the vicinity of where their residence or business is situated.

**Tracking Vehicle** is a specialist filming vehicle designed specifically for film crew to be transported safely while filming a moving vehicle on open roads. Tracking vehicles can also have rigs and cranes attached to them.

**Unit Base** refers to the production area while filming on location. The unit base will generally consist of unit truck/van, makeup/ wardrobe/greenroom buses, catering truck and runner vehicles which is where the cast and crew gather for meals and the on-set production office is managed.

**Vox pop** is an interview with members of the general public.

## SECTION 6: APPENDIXES

In this section, you will find examples of:

- Appendix 1. Filming Schedule / Running Sheet
- Appendix 2. Contact list
- Appendix 3. Infrastructure, Equipment and Major Props List
- Appendix 4. Site Plan
- Appendix 5. Unit Base/Essential Vehicles Mud Map
- Appendix 6. Risk Management Checklist
- Appendix 7. Risk Management Plan
- Appendix 8. Sample Stakeholder Notification Letter
- Appendix 9. Filmmakers Checklist

## Appendix 1 - Example Filming Schedule / Running Sheet

**Filming Schedule / Running Sheet** allows film companies, DEECA and other stakeholders to know the timing, sequence and location of the filming activity in chronological order. The running sheet should include a timeline of the bump in, scenes being filmed and bump out details.

**Scene** refers to scene number marked within the script.

**Internal/External** refers to whether the filming is taking place in an interior or exterior location.

**Scheduled Time** refers to the times that certain scenes will be filmed in 24 hour format.

**Scene/Location** refers to the scene location according to the script.

**Actual Location** refers to the location on public land where the scene will be filmed.

**Action** refers to what will be filmed in the scene.

FILMING SCHEDULE					
Filming Activity:					
Date:					
Time:					
Scene	Internal/External	Scheduled Time	Scene Location	Actual Location	Action
	0700 – 0730			Grey Street	Bump In
13/34	External	0730 – 1030	Exterior Hospital	Grey Street	Exterior dialogue scene where character is leaving hospital and bumps into friend. Conversation takes place.
12/36	External	1030 - 1430	Exterior Hospital	Grey Street	Exterior cut away of characters going their separate ways
12/37	Internal	1430 - 2000	Hospital	Marcy Hospital	Internal dialogue scene set in hospital room with patient in bed.
		2000 - 2030			Bump Out

## Appendix 2 – Example Contact List

A **contact List** should outline the key contacts for the filming activity.

Please note a contact list must include the full name of the person, their position as well as contact number for the day of filming.

CONTACT LIST			
<b>Filming Activity:</b>			
<b>Date:</b>			
<b>Time:</b>			
Name	Title/Position	Mobile	Bus Phone
	Producer		
	Location Manager		
	On Set Location Manager		
	Traffic Management Officer		
	Safety Officer		
	Victoria Police Personnel		



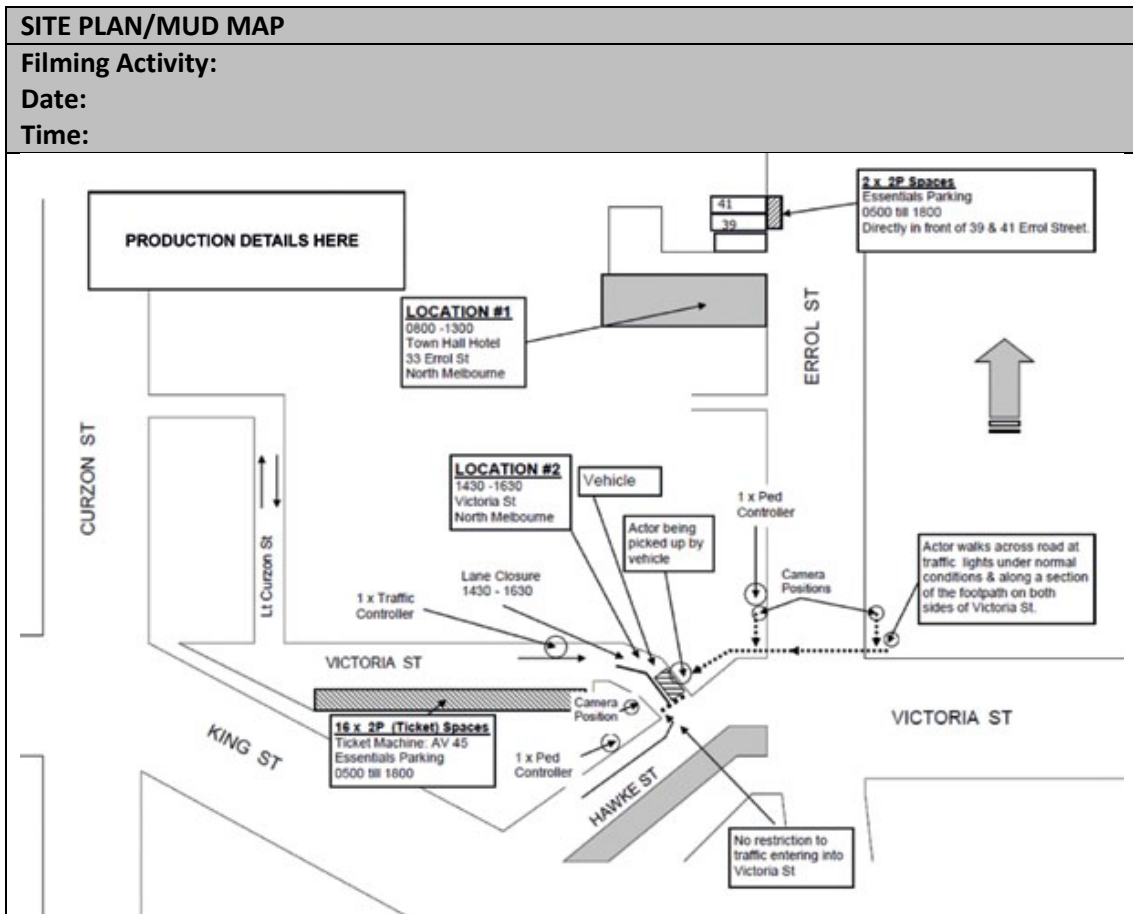
### Appendix 3 – Example Infrastructure, Equipment and Major Props List

The infrastructure, equipment and major props list should detail all infrastructure, equipment and major props on location as described in the film permit. Anything that is not listed is not approved and will result in a breach of permit conditions if used in filming.

INFRASTRUCTURE, EQUIPMENT AND MAJOR PROPS LIST	
<b>Filming Activity:</b>	
<b>Date:</b>	
<b>Time:</b>	
Department	Equipment
Camera	Camera, lens, tripods, trolleys
Sound	Boom, microphones, sound cart
Lighting	Light, cables
Grips	Dolly, tracks, stands, rigging equipment
Generator	Generator, cables
Unit	Tea/coffee cart, chairs, rubbish bins, pop up tent
Art	List all major props – couch, light, etc.
Safety	Cable mats, witches hats, safety mat, signs
Vehicles	3x trucks, 2x cars, 1x mock-up police car
Other	

## Appendix 4 – Example Site Plan / Mud Map

The **site Plan**, commonly referred to by the industry as a **mud map**, identifies the location and all aspects of the filming activity including equipment, infrastructure, major props, camera positions, pedestrian and/or traffic control, generators, amenities, etc.



## Appendix 5 – Example Unit Base/Essential Vehicles Mud Map

A **Unit Base/Essential Vehicles Mud Map** clearly identifies the type, number and location of the essential vehicles and unit base.

UNIT BASE/ESSENTIAL VEHICLES MUD MAP	
<b>Filming Activity:</b> <b>Date:</b> <b>Time:</b>	
	<b>Details</b> <p>UNIT BASE (all day)  19 x 1P spaces north side Harcourt St, Nth Melb between Flemington Rd and Courtney St from 0500 till 2000 Friday 3 October 2014. (Note: school holiday period)</p> <p>ESSENTIALS Loc #1 and #2  16 x 2P Spaces south side Victoria St, Nth Melb between Hawke St and Lt Curzon St from 0500 till 1800 Friday 3 October 2014 (ticket machine AV 45 ).  2 x 1P Spaces west side Errol St, Nth Melbourne between Errol Pl and Queensberry St directly in front of Shops no: 39 and 41, from 0500 till 1800, Friday 3 October 2014.</p> <p>ESSENTIALS Loc #3  15 x 3P Spaces south side Dudley St, West Melb between King St and Peel St from 0500 till 1900 Friday 3 October 2014 (ticket machine MWT 467).</p>

## Appendix 6 – Example Risk Management Checklist

A **Risk Management Checklist** is used to identify and manage risks associated with the filming activity. Below is a guide only as each production will have its own unique and individual requirements.

RISK MANAGEMENT CHECKLIST					
Filming Activity:					
Date:					
Time:					
#	Risk description	OK	Not OK	N/A	Details
1	Barriers in place – safety fences				
2	Catering checklists				
3	Confined spaces				
4	Disabled access and facilities				
5	Drinking water				
6	Electrics – i.e. lighting, stands				
7	Elevated work platforms – i.e. scissor lift				
8	Emergency access				
9	Emergency exits unlocked/ clear				
10	Emergency services briefed				
11	Exit signage				
12	Extension leads, cables, plugs				
13	Flammable storage				
14	Fire Brigade briefed				
15	Firearms, replicas and weapons				
16	Fire extinguishers in position				
17	Fire warnings (inc. going bushfires, total fire bans, Code Red declarations and planned burns)				
18	Gas bottles secured				
19	Hot surfaces out of public reach				
20	Housekeeping				
21	Ladders				
22	Manual handling				
23	Participants/ marshals briefed				
24	Noise				
25	Pedestrian access				
26	Performers trained				
27	Powered and non-powered lifting devices – i.e. crane				
28	Police briefed				
29	Radio (2 way) function				
30	Roads and walkway condition				
31	Safety officers				
32	Scaffolding – i.e. sets				
33	Sharp and protruding objects				
34	Steps and handrails condition				
35	Special effects – i.e. smoke machines, explosions				
36	Specialist filming vehicles				

37	Special rigs				
38	Sufficient number of toilets				
39	Tents/marquees secured				
40	Toilets functioning				
41	Trees and branches				
42	Tripping hazards – i.e. electrical cords, cables, ropes				
43	Umbrellas secured				
44	Vehicles removed from site				
45	Wardens				
46	Warning signage				
47	Weather and wind conditions				
48	Work involving heights				
Safety concerns transferred to sign off sheet and handed to site safety officer					
<b>Inspected by</b> _____ <b>Date</b> _____					



## Appendix 7 – Example Risk Management Plan

A **Risk Management Plan** is used to identify and manage risks associated with filming. From your risk management checklist you will be able to determine the level of risk and measures that must be put in place to mitigate the risk arising from possible incidents from happening.

1. Identify all foreseeable risks (as per risk management checklist).
2. Describe the physical consequence should risk occur (i.e. injury, financial loss).
3. Review current strategies (controls) for eliminating this risk and examine any current strategies in place to mitigate risk.
4. Assess the risk by considering the likelihood and consequence of the risk to determine a risk rating.
5. Select Accept (A) if satisfied with the current control to manage risk or select Reject (R) if you would like to implement further controls to better manage risk.
6. If rejected, assess further controls.
7. Re-assess the risk based on new control measures to determine the new likelihood, consequence and risk rating.
8. Assign strategies to relevant and appropriate persons.

Use the following risk matrix to identify and rate any foreseeable risks, then complete the risk management

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
<b>A (almost certain)</b>	H	H	E	E	E
<b>B (likely)</b>	M	H	H	E	E
<b>C (moderate)</b>	L	M	H	E	E
<b>D (unlikely)</b>	L	L	M	H	E
<b>E (rare)</b>	L	L	M	H	H
<b>Legend</b>					
<b>E</b>	EXTREME RISK: immediate action required				
<b>H</b>	HIGH RISK: senior management attention needed				
<b>M</b>	MODERATE RISK: management responsibility must be specified				
<b>L</b>	LOW RISK: manage by routine procedures				

Below is an example of how two risks identified in the risk management checklist have been rated and the controls in place to prevent potential incidents. This process needs to occur for all identified risks.

RISK MANAGEMENT PLAN						
<b>Filming Activity:</b>						
<b>Date:</b>						
<b>Time:</b>						
<b>Location</b>						
<b>Organiser responsible</b>						
#	Risk	Consequence	Current Controls	Risk rating	Accept/Reject	Person Responsible
23	Noise	Unpleasant surroundings causing aggravation to cast, crew and stakeholders.	First AD to prevent excessive and unpleasant noise levels.	D2 L	A	First AD
41	Tripping hazards – i.e. electrical cords, cables, ropes	Bodily injury to public or cast/crew.	All cables covered or taped down. Barriers used to fence off area from public.	C2 M	A	Safety Officer

## Appendix 8 – Example stakeholder notification letter

A **Stakeholder Notification Letter** is used to inform stakeholders (businesses, residents, public transport authorities, etc.) in the vicinity of the filming activity about the location and timing of your activities. The purpose is to minimise any impact and allow stakeholders to make contact if they have any questions or require access.

PRODUCTION COMPANY NAME/LETTER HEAD

DATE

**RE: NOTIFICATION OF FILMING**

Dear Resident/Tenant,

This letter is to inform you that (INSERT PRODUCTION COMPANY) will be filming scenes for a (TELEVISION COMMERCIAL / TELEVISION SERIES / FEATURE FILM / STUDENT FILM) at locations in this area. Please see details below.

**FILMING DETAILS**

DAY / DATE

START TIME to FINISH TIME

INSERT BRIEF DESCRIPTION OF FILMING

LIST STREETS/PARK/LOCATIONS AFFECTED and HOW THEY WILL BE AFFECTED

To facilitate the filming, the production has obtained permission from the Department of Energy, Environment & Climate Action (DEECA) to park equipment vehicles on the following tracks/streets/lanes:

LIST BLOCKS WHERE PARKING IS BEING HELD

This will mean a reduction in the available parking between DAY/TIME to DAY/TIME in the area.

We appreciate the support of the public in our use of locations in and around [LOCATION] and will make every effort to minimise our impact on your neighbourhood. Noise will be kept to a minimum at all times.

We will conduct our activities in accordance with the film permit that has been issued by DEECA.

We thank you in advance for your understanding and cooperation on this matter.

Should you have any queries or require more information please don't hesitate to contact our onsite location manager/production manager, NAME on MOBILE NUMBER or DEECA on [Public Agency contact details].

Kind Regards,

LOCATION DEPARTMENT

PHONE NUMBER

ADDRESS

EMAIL

## Appendix 9 - Filmmakers permit application checklist

The following is a best practice guide for filmmakers to use to ensure that they have all the correct documentation to apply for their film permit.

FILMMAKERS CHECKLIST
<b>Overview of film detail</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Filming activity title/production name</li><li><input type="checkbox"/> Filming activity date and times (includes bump in/bump out)</li><li><input type="checkbox"/> Filming activity location/s</li><li><input type="checkbox"/> Filming activity organiser's details</li><li><input type="checkbox"/> Filming activity description</li><li><input type="checkbox"/> Number of crew/cast</li></ul>
<b>Required documents</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Public Liability Insurance</li><li><input type="checkbox"/> Running Schedule</li><li><input type="checkbox"/> Crew/cast numbers</li><li><input type="checkbox"/> Infrastructure, equipment and props list</li><li><input type="checkbox"/> Site Plan/Mud Map</li><li><input type="checkbox"/> Pedestrian Management Plan (if applicable)</li><li><input type="checkbox"/> Traffic Management Plan (if applicable)</li><li><input type="checkbox"/> Risk Management Plan</li><li><input type="checkbox"/> Communication Plan / Stakeholder Notification Letter</li><li><input type="checkbox"/> Parking (if applicable)</li><li><input type="checkbox"/> Unit Base and Essential Vehicles Mud Map</li><li><input type="checkbox"/> Waste Management Plan</li><li><input type="checkbox"/> Health Services – Catering approval</li></ul>

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