



FILM POLICY

Policy Number	CE28	Directorate	Development Services
ELT Approval Date		Department	Strategic Planning and Development
Council Adoption Date	May 2015	Primary Author	Ken Fraser
Revision Date	March 2020	Secondary Author	Anna Anthony

POLICY OBJECTIVE

This policy seeks to:

- Promote film and television production in South Gippsland Shire (Shire), build the image of the area and maximise associated economic benefits.
- Provides a framework to manage film and television projects in a safe and coordinated manner through a filming permit application process to ensure these outcomes.
- To ensure Council's compliance with new Victorian Government legislation.

LEGISLATIVE PROVISIONS

Filming Approval Act (2014)
Local Government Act (1989)
Road Management Act (2004)
Occupational Health and Safety Act (2004)
(Hazardous Substances) Regulations (1999)
Use of Council Logo Policy (Oct 2012)

POLICY STATEMENT

This policy seeks to increase the Shire's profile as a desirable film and television production destination. To advocate and facilitate filming activity in the region, and to generate greater economic benefits for the Shire by being flexible, prompt, positive, consistent and transparent whilst maintaining community amenities, ensuring public safety, preserving the environment and heritage assets.

POLICY BACKGROUND

Interest in Victoria as a location for production and post-production of films, television programs and commercials has increased in recent years. South Gippsland Shire Council (Council) recognises the need for a coordinated approach across local government to address the demand from the production industry and has committed to promoting and facilitating greater access to its locations.

Film and television production can generate revenue for hospitality, accommodation and other local industries. A secondary benefit of these projects is the promotion to the region and stimulation to tourism and investment.



The film and television industry provides a significant economic contribution to the State of Victoria and the Gippsland Region. Council wants to ensure all commercial and amateur film producers have a 'film friendly' experience. Council has a strong working relationship with Film Victoria and other Gippsland Councils to promote this activity.

The Filming and Approval Act (2014) came into effect in August 2014. The Victorian Government has produced Film Friendly Guidelines that Victorian public agencies, including Council, must comply with when considering film permit applications. This Policy is based on these guidelines.

COUNCIL'S ROLE

Council will:

- Promote South Gippsland as a location for film and television production.
- Provide a central contact person for all Council film enquiries, known as the Film Liaison Officer.
- Assess and issue Film Permit Applications.
- Liaise with relevant departments to expedite permit applications where possible.
- Assist in sourcing locations to match script specifications.
- Respond to all enquiries in a timely, flexible, positive manner relating to film and television production.
- Provide contact information for, but not limited to:
 - Council Services and Statutory requirements
 - Emergency services
 - Road closures and traffic management
 - Signage
 - Waste management
 - Business and support services
 - Local community groups and organisations
 - Local media
- Make available film permit application information on our website <http://www.southgippsland.vic.gov.au/> and provide a dedicated email address filmenquiries@southgippsland.vic.gov.au
- Comply with Film Friendly Guidelines as part of the Filming Approval Act (2014) when considering permit applications.

PERMIT PROCESS

Production companies/producers seeking to undertake a film or television production will submit a Film Permit Application Form with any other documentation required by Council.

Linked to this policy are three related documents. These are:

1. South Gippsland Shire Film Application Quick Guide.
2. Film Permit Application Form.
3. A Guide to Filming in South Gippsland Shire.



FEES

To encourage film projects Council will not charge a fee for the issuing of a 'Film Permit'.

Council may negotiate a fee for filming activity to recover costs where Council assets are used or where significant event coordination and officer time is required. These fees will be reasonable and transparent.

All expenses associated with advertising, traffic control, road closures and any other costs incurred in the facilitation of the application i.e. building/planning permits, will be borne by the applicant.

A bond may be required to offset any potential damage to public amenities.

Council has the right to waive or vary fees in certain circumstances.

SUPPORT FOR COMMUNITY FILM PROJECTS

This policy also seeks to encourage the development of Community Film and Television projects. These include: student projects, charitable activities or activities that relate to the cultural heritage of the South Gippsland Shire. In these instances Council may consider relaxing the provisions on the Guide to Filming in South Gippsland where they may be an impediment to these efforts and where public safety is maintained.

RISK ASSESSMENT

By having a Film Policy and guidelines Council mitigates the risks to the public and community. It sets standards for film makers so that they provide the necessary public safety, traffic management, pedestrian management and insurance cover to undertake their work in a safe and coordinated manner.

It ensures compliance of Council with Victorian Government legislation.

There could be a risk to the following with no Film Policy or Filming guidelines:

- Public Amenity;
- Safety and security;
- Environment and heritage risks;
- Fraudulent, corrupt activity or conflicts of interest;
- Non-compliance with State Government legislation; and
- South Gippsland Shire Council operational requirements.

IMPLEMENTATION STATEMENT

The Film Policy, A Guide to Filming in South Gippsland and the Film Permit Application provides a framework to review and process applications for filming and television production in South Gippsland Shire. These allow stakeholders to



understand precisely their responsibilities and expectations when filming in the South Gippsland Shire.

The implementation of the policy will be managed by the Economic Development and Tourism Unit.

Information regarding Policy, Guidelines and Application ,once adopted by Council will be endorsed and communicated to staff via email and will be available on the Council website.