

# MELBOURNE FILMING GUIDE

JUNE 2019



CITY OF MELBOURNE





# A PROSPEROUS CITY

Melbourne will be regarded as the destination of choice amongst international and local business and enterprise by excelling in its ability to nurture a vibrant economy for those who work, live, study, visit and invest.

## Acknowledgement of Traditional Owners

The City of Melbourne respectfully acknowledges the Traditional Owners of the land, the Boon Wurrung and Woiwurrung (Wurundjeri) people of the Kulin Nation and pays respect to their Elders, past and present.

For the Kulin Nation, Melbourne has always been an important meeting place for events of social, educational, sporting and cultural significance.

Today we are proud to say that Melbourne is a significant gathering place for all Aboriginal and Torres Strait Islander peoples.

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## Disclaimer

The City of Melbourne's Melbourne Filming Guide is a guide only, and is subject to change. Further, it is incumbent on a filming applicant to ensure that all laws are complied with including obtaining any necessary permit from the City of Melbourne. The City of Melbourne accepts no liability for any loss or damage incurred by a filming applicant or third party from relying on the guide.



# MESSAGE FROM THE LORD MAYOR



Melbourne's excellent reputation for film and television production is grounded in world-class studios and crews and in the city's potential, as a backdrop for many different stories.

In a city renowned for welcoming creative industries, Melbourne supports filmmakers at many stages of production, in collaboration with Film Victoria.

This guide outlines the benefits of filming in Melbourne. It includes a step-by-step process to help guide producers and directors – international and local, in choosing great locations and production services in a famously film-friendly city.

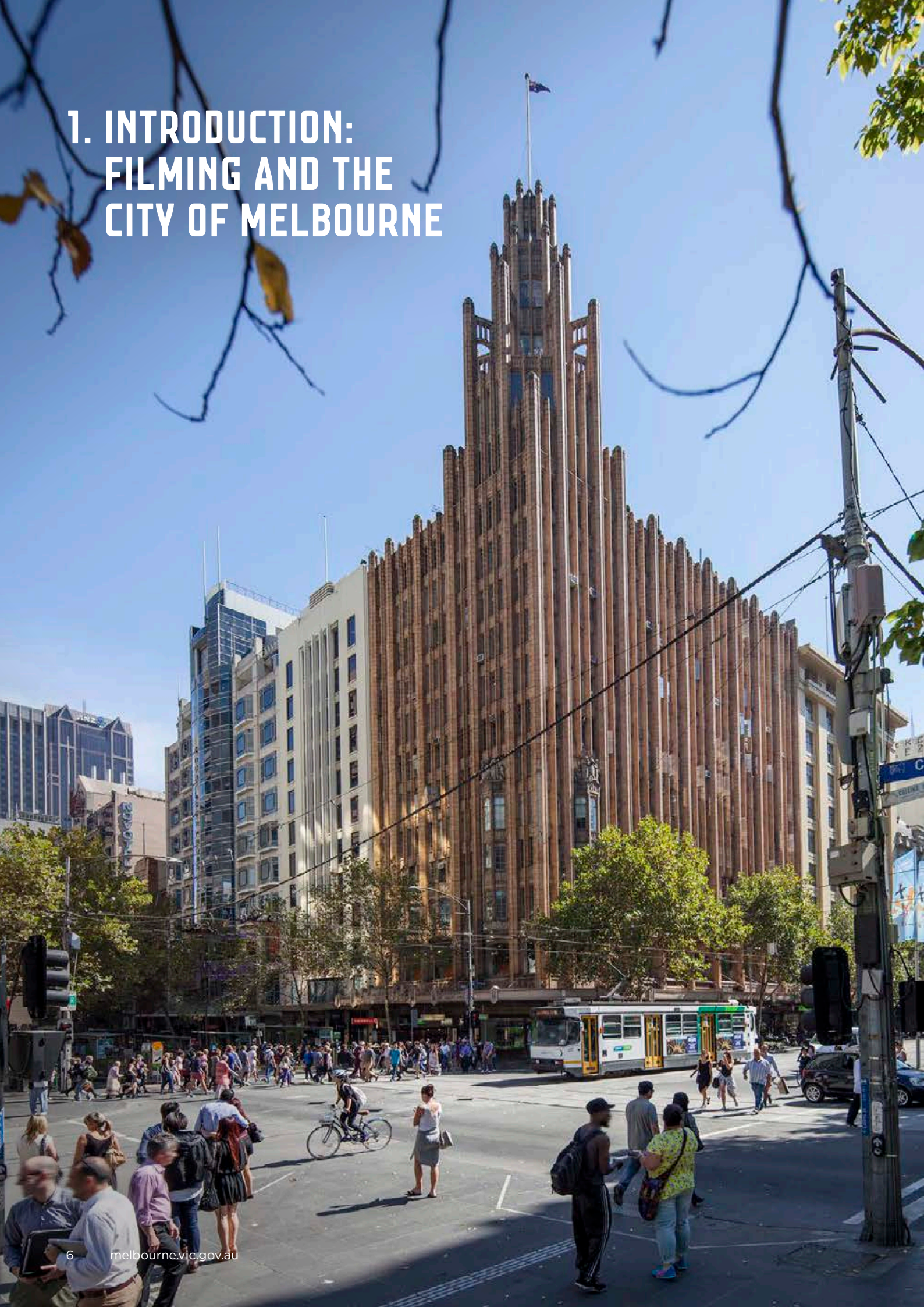
I hope you find the guide useful and I look forward to welcoming you to our city for your production.

A handwritten signature in black ink that reads "Sally Capp".

**Lord Mayor**  
Sally Capp



# 1. INTRODUCTION: FILMING AND THE CITY OF MELBOURNE





**The City of Melbourne manages filming permits through the Event Operations team within the Events Melbourne Branch, and is responsible for ensuring the interests of the City of Melbourne are being met by filming applicants. This involves managing the relationships that exist between the City of Melbourne, the filming applicant, stakeholders, public authorities including Film Victoria and any third parties.**

The City of Melbourne has a dedicated Filming Officer that works within the Event Operations team. The Filming Officer is responsible for ensuring that the experience of filming in Melbourne is trouble-free, that any permits required are processed efficiently and city-users are provided with as much vital information as possible before the production begins. This resource can act as the facilitator between stakeholders and the production companies ensuring that all concerned are well informed and any impact is minimal.

The Filming Officer can assist with pre-production consultation involving stakeholder agencies in order to better understand the requirements of the filming company. This process is advantageous to all parties providing key information exchange and range of contacts.

In accordance with the Filming Approval Act 2014, City of Melbourne aims to be welcoming and responsive to film crews, providing them with ideal shooting locations, whilst ensuring that crews minimise impacts on residents and stakeholders.

You can contact the Event Operations team via [email](#) or calling 03 9658 8008.

## 1.1 Benefits of Filming in the City of Melbourne

Melbourne is well known around the world as a film friendly city offering a diversity of locations, from bustling streetscapes featuring a variety of architectural styles, cafes and restaurants, to beautiful lush parklands, waterways and harbours.

The city is also home to the world class Docklands Studios Melbourne, featuring the very latest in filmmaking technology. These state-of-the-art studios include five purpose-built sound-stages with adjacent make-up and dressing rooms, production offices and holding bays. Melbourne is a wonderfully exciting and vibrant city and the City of Melbourne team is here to help make your next filming activity a success.

## 1.2 City of Melbourne in partnership with Film Victoria

As the State Government funding agency that provides strategic leadership and assistance to the film, television and digital media industries of Victoria, Film Victoria plays a critical role in attracting national and international productions to Melbourne.

Film Victoria works closely with the film and television industry, local councils and authorities to position Melbourne as a world-class production destination.

The agency is renowned for its film commission services, which includes outstanding location and production services and competitive financial incentives.

Of equal importance is Film Victoria's positive, proactive relationship with local councils to ensure our sophisticated, cosmopolitan city maintains its film-friendly reputation.

Film Victoria works in partnership with the City of Melbourne to facilitate national and international production that benefits the production, the screen industry and the city. [www.film.vic.gov.au](http://www.film.vic.gov.au)



## 2. PLANNING YOUR SHOOT IN MELBOURNE. A STEP-BY-STEP GUIDE





To conduct a shoot or place a unit base in public space managed by the City of Melbourne, you must have an approved filming plan and receive a filming permit from the Event Operations team. This guide has been designed to assist you in developing your filming plan while informing you of your responsibilities and other statutory permits that may be required. This ensures public safety and amenity in Melbourne's public spaces and assists in the sustainable management of our parks and gardens.

This guide deals primarily with the requirements involved in the application and approval of filming activities. If you don't find what you're looking for, you can visit [melbourne.vic.gov.au](https://melbourne.vic.gov.au) and search for more information on the relevant activity or contact the Event Operations team on [filming@melbourne.vic.gov.au](mailto:filming@melbourne.vic.gov.au) or by calling 03 9658 8008.

## 2.1 Why you need a filming permit

A filming permit ensures your activity is conducted in accordance with the Melbourne City Council's Activities Local Law 2019 and the Filming Approval Act 2014. It also ensures that any disruptions to stakeholders are minimal and parties that may be impacted are notified.

## 2.2 Do I need a filming permit?

A filming permit will be required if any of the following conditions apply to your planned activity:

- Your filming activity, inclusive of all production crew and talent, consists of more than six people.
- Your infrastructure exceeds one camera, one tripod and handheld sound recording equipment.
- You intend to block a public footpath or road leaving less than 2.5 metres of pedestrian thoroughfare at any time.
- You intend to implement pedestrian or traffic management.
- Your activities will disrupt the city's stakeholders (traders, residents and businesses) or motorists or other events in the vicinity of the activities.
- You require vehicle access to a location.
- You wish to film with a remote piloted aircraft (RPA) / drone.

**If your filming does not involve any of the above, it is considered to be 'low impact' and you are not required to notify the City of Melbourne.**

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## 2.3 When to apply for a filming permit

Filming applicants are required to apply for a [filming permit](#) online. All applications (other than those considered low impact), must be received at least five full business days in advance of the filming activity commencing, with seven full business days' notice required if the filming involves traffic management.

There are some highly sensitive stakeholder areas within the City of Melbourne requiring additional turnaround times for filming within these locations. Please refer to [Section 5 Filming at privately managed and/or sensitive locations](#).

We understand that sometimes a schedule may need to change due to unforeseen circumstances, necessitating submission of an application in less than five business days. While no guarantee can be given, the Filming Officer will try to accommodate out of the ordinary requests where possible. These applications will only proceed where all necessary documentation is submitted together and there is no impact on traffic or pedestrian movements.

For filming activities with large impacts on stakeholders, traffic and pedestrian movement, a face-to-face consultation with the Filming Officer should be arranged. The Filming Officer will be able to assist with location options, traffic management discussions, stakeholder consultation advice and assistance with other permit applications.

It is also important to consider the impact of the weather on your filming activity and contingency plans to account for any unforeseen circumstances that may occur. Please speak to the Filming Officer if you would like to discuss the possibility of putting a weather-hold day in as part of your application.

## 2.4 How to apply for a filming permit

Filming applications can be lodged via the [Filming Permits](#) webpage. All first time applicants will need to create an online account.

Please note that when making an application online, all relevant documentation must be submitted in order to ensure quick processing. Delays in providing supplementary documentation will result in a delay in processing your application.

## 2.5 Compulsory permit application requirements

When applying for a filming permit, you will need to ensure that you have the following documentation to support your application:

- Full details of the location(s) required and estimated times of the proposed filming
- Full contact details for all involved
- Running sheet
- Details of any pedestrian and traffic management plans (if applicable)
- Safety and risk management plans
- Site plans including unit base/essential vehicle map
- Detailed infrastructure, equipment and major prop list
- Communication plans (stakeholder notification)
- A copy of your public liability insurance for a minimum of \$20 million

Please note that the submission of an application form does not constitute approval for filming, and that there may be additional requirements depending on the size and type of the filming you are undertaking. The Filming Officer will outline these requirements for you.

A filming permit will be issued only when all information has been received and processed, and will be subject to the terms and conditions agreed to on submitting your application.

For detailed information on what is required as part of your filming permit application, refer to [Section 3 Preparing your filming permit application](#).

## 2.6 Fees and charges

A range of fees and charges apply to filming activities conducted in the City of Melbourne. Find out more information on fees at [Filming Permits](#).

### Reinstatement costs

Where damage has occurred as a result of a filming activity, the permit holder is responsible for the cost of reinstatement to City of Melbourne property. This also includes damage incurred by third parties, suppliers and any contracted services.

Please be aware that if damage is caused to City of Melbourne parks or assets, reinstatement costs can run into the thousands of dollars. An example of such damage would be vehicles driving on soft lawn areas and damaging the turf.

Filming applicants are encouraged to use ground protection, such as profloor or trackmat, when driving on lawns and have marshals onsite to minimise the likelihood of damage occurring.



## 2.7 Other permits and approvals

If your filming requires additional permits from other departments within the City of Melbourne, your filming permit will not be valid until these permits have been approved. Please note that the filming fee does not include any additional permits or statutory approvals permits that may need to be issued by other City of Melbourne departments.

Additional permits and statutory approvals that might be required for your filming include:

### City of Melbourne permit type and timeframes

- **Reserved Parking Permits.** Applications are required more than five business days before your filming (allowing for weekends and public holidays). For more information, please see [Section 4 Reserved Parking Permits](#).
- **Vehicle Access Permits.** Applications are required for any film activity that needs vehicle access to Swanston Street or Bourke Street Mall. There are also a number of time restrictions on when vehicles can access these areas. Applications are required more than five business days before your filming (allowing for weekends and public holidays).

### Permits from other organisations outside of the City of Melbourne

- **Victoria Police** for approvals and permits for police traffic management, use of firearms, weapons and special effects, on-screen appearances, police uniform and equipment hire. They can be contacted on (03) 9247 5599 or (03) 9247 3259 or by [email](#).
- **Public Transport Victoria (PTV)** for public transport plan and approval if your filming is likely to have an impact on public transport. Impacts refer to any delay, replacement, deviation or cancellation of a public transport service. They can be contacted on 1800 800 007 or by [email](#).
- **Metropolitan Fire Brigade (MFB)** for total fire ban exemptions for the use of open fire or fireworks as part of your filming or supporting activities such as catering.
- **WorkSafe Victoria** for inspection and approvals of fireworks.
- **VicRoads** manages Victoria's main arterial roads and freeways (excluding tollways), and issues permits for the use of these roads, as well as specialist filming vehicles (including modified vehicles) and talent under direction driving a vehicle. Contact VicRoads on (03) 9854 2914 or by [email](#).
- **Parks Victoria** manages the Yarra River and Victoria Harbour within the municipality, and issues permits for filming and photography in these spaces. Contact Parks Victoria on 13 19 63 or by [email](#).



The Warriors - photo courtesy Arenamedia



### 3. PREPARING YOUR FILMING PERMIT APPLICATION





Filming applicants will need to supply the following information as part of your application. This information should outline the purpose and scale of the filming activity you are planning.

### 3.1 Filming overview

The filming overview section should provide a high level summary to give your Filming Officer a broader understanding of your proposed shoot.

Information in this part of your plan should include:

- filming name
- filming locations
- description of the filming planned to take place and what it will be used for.
- filming dates and times
- estimated number of cast and crew on site

### 3.2 Public Liability Insurance

All filming applicants are required to provide evidence of public liability insurance that comprehensively covers their legal liabilities in relation to their filming activities. Where the specific filming activity is not listed, the Certificate of Currency must incorporate the City of Melbourne as an 'interested party' and the amount of cover for filming must not be less than \$20 million.

### 3.3 Contact List

A contact list is necessary and should outline all of the key contacts for the filming shoot, including but not limited to location manager, director, staff, volunteers, contractors, stakeholders and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000.

### 3.4 Filming schedule/running sheet

A filming schedule sets out the filming times and locations in chronological order, including bump-in and bump-out times and list the crew who are responsible for completing each task.

### 3.5 Detailed infrastructure, equipment and major prop list

All infrastructure and facilities to be brought onsite for your filming, including vehicles, props, sound and lighting equipment, cameras and any other structure should be included on your infrastructure list. Careful consideration needs to be given to the placement of infrastructure to avoid damage to City of Melbourne managed spaces and assets. Please make sure you include the dimensions and weight loadings where possible.

You will also need to consider the movement of general public in and around your filming location or unit base.

### 3.6 Site plan

A site plan/mud map should provide details of the exact location of the filming activity, as well as what equipment, infrastructure and major props will be used and where they will be placed on site. Your site plan should be clear and drawn to scale, and must identify all aspects of the filming including pedestrian marshals, unit base and other supporting infrastructure that is to be brought onto City of Melbourne managed space. Where a park space is used for a unit base, consideration should be given to the best location which will minimise the impact on the use of the park, and incorporate turf protection measures.

#### Location Manager

The appointment of an experienced film location manager is strongly advised as this person will be the key liaison between the production company and the City of Melbourne.

A location manager will be able to provide an understanding of the local environment, challenging filming locations and the wider filming process, which will assist you throughout the filming application process. The location manager should remain on site at all times to manage the location and adhere to the conditions of the permit.

For information regarding personnel with experience filming in Melbourne, please contact [Film Victoria](#).

### 3.7 Unit base/essential vehicle map

A unit base/essential vehicle map should indicate where your unit base is located, including all marquees, vehicles and other infrastructure. Film applicants must comply with parking regulations and should apply for a Reserved Parking Permit where required.

If you are planning on setting up the unit base in a City of Melbourne managed Park or Garden, then you will need to provide further information about the following:

- Plan for vehicles and how they will be managed on the site, including how you plan to protect the reserve from damage. No vehicle access is permitted with City of Melbourne Parks and Gardens without prior written approval.
- Ensure that no structures are erected within 4.5m of trees and shrubs, or within 2.5 of mulch or garden beds.
- All structures must be adequately weighted, and under no circumstances can they be pegged.
- When using water-weighted structures, water weights must be pre-filled and cannot be emptied onto the grass. Under no circumstances should items such as rope, string, signage or balloons be tied, stapled or attached to any tree limbs or park infrastructure.

The erection of structures (i.e. pop-ups, marquees, etc) is prohibited in the following locations;

- Carlton Gardens
- Fitzroy Gardens

The following locations may allow infrastructure, but restrictions would apply:

- Kings Domain
- Parliament Reserve (Spring Street)
- Queen Victoria Gardens
- Speakers Corner at Birrarung Marr
- Royal Park



Ali's Wedding - photo courtesy Matchbox Pictures



### 3.8 Pedestrian and traffic management plan (if applicable)

If your filming activity is likely to interrupt the normal flow of traffic or pedestrian/cycling access then you will need to submit a pedestrian and traffic management plan. This includes times when traffic, pedestrians or cyclists are being stopped, held or diverted. The traffic management plan should be provided by an accredited traffic management company and be drawn in accordance with Australian Standards AS1742.3 (2009).

The traffic and/or pedestrian management plan should outline how you plan to manage proposed road closures, stop and holds (holds of no more than 3 minutes for takes, every 15 minutes), and public transport diversions and/or changes to pedestrian access.

Depending on the size, location and time of your traffic management plan, you may need to engage with the following key stakeholders:

- Public Transport Victoria
- VicRoads
- Victoria Police
- Victorian Taxi Association
- Commercial Passenger Vehicles Victoria
- City of Melbourne
- Citylink (transurban)

### 3.9 Special filming vehicles – low loader/tracking vehicles including camera mounts and rigging shots

Special Filming Vehicles (SFV) including low loader and tracking vehicles are considered high risk and additional conditions and approvals are required through VicRoads and Victoria Police. These conditions form part of the registration under which these vehicles operate. One of the conditions requires that Victoria Police authorise and control all traffic management when an SFV operates on a road.

VicRoads must also authorise the use of vehicle camera mounts and/or rigging shots as this affects the standards of registration. In some cases VicRoads may require Victoria Police to control all traffic management with vehicles containing camera mounts and/or rigging shots.

For this type of filming activity VicRoads must be provided with detail of the proposed camera mount or rig and may also require a Traffic Management Plan for assessment, which must be completed by an authorised traffic management company. Where Victoria Police are to be deployed, they will prepare a Traffic Management Operations Order, which is sent to the relevant road authority (VicRoads or Council). The filming permit issued by the City of Melbourne will include specific conditions, which relate to the use of SFV's.

For further information on process for using a specialist film vehicle, please contact [VicRoads](#) on (03) 9854 2914 or by [email](#).

### 3.10 Risk management plan

All filming or photographic activity in the City of Melbourne requires a risk management plan in accordance with the International Standard ISO31000:2018. The plan must include identification and measurement of the risks associated with filming, together with the proposed management of those risks.

The City of Melbourne also requires the filming activity to have an on location safety officer for the duration of the shoot. The name and qualification of the nominated safety officer should be included as part of the filming application. The Filming Officer will be able to provide a copy of a risk management matrix to assist in assessing the risks associated with your filming activity.

### 3.11 Communication plan with stakeholders

In order to minimise impact on surrounding stakeholders, communication is required and is vital to the success of your filming.

A draft stakeholder letter, when required, must include contact details of the location and/or production manager, so that stakeholders are able to make contact with any specific questions about the filming activity. The Filming Officer will be able to identify impacted stakeholders and who should be notified.

Once the wording of the letter has been approved by the Filming Officer, the applicant should organise for the notification to be distributed. It is then the filming applicant's responsibility to make sure that adequate stakeholder notification is conducted.

For all lane or road closures, a letterbox drop must take place at least five working days prior to the scheduled filming.

Applicants must also notify the Victoria Police Film and Television Office of any filming activity that may be of interest to the Victoria Police. This includes, but is not limited to:

- Filming that requires use of firearms, imitation firearms or special effects
- High speed vehicles on open roadways
- Applications that involve a traffic management plan.
- Use of remote piloted aircraft (RPA) / drone.

For further information visit [Victoria Police](#), call (03) 9247 5599 or (03) 9247 3259 or [email](#).

### 3.12 Waste management plan

A waste management plan will need to be developed for the filming that addresses how waste will be dealt with on site. It is the filming applicants' responsibility to assess what waste will be generated from the activity, and how to remove the waste from site at the completion of the filming. This includes waste generated from contracted services including catering.

The City Of Melbourne has a responsibility to consider the impact filming and other activity has on the environment, and has developed a [Sustainable Event Guide](#). The tips and tools within this guide can help you make your filming more sustainable and reduce the impact of your filming on the planet and our community.

### 3.13 Remote Piloted Aircraft (RPA)/Drones

Any filming that plans on using a RPA/drone to capture footage within or above the City of Melbourne's Public Open Space will need to adhere to the City of Melbourne [RPA/drone guidelines](#).

The guidelines reference the requirements of the [Civil Aviation Safety Authority \(CASA\)](#), which provides general regulatory controls for the safety of air navigation throughout Australia.

Filming applicants must submit the following documents as part of a filming application when using RPA/drones:

- Remote Pilot License (REPL)
- RPA Operator's Certificate (REOC)
- VHF Airband radio licence (for all locations within controlled airspace)
- Operators Public Liability Insurance for a minimum sum of \$20 million
- Pedestrian Management Plan – detailing specifically how the 30m exclusion zone will be implemented including use and positioning of signage
- Risk Management Plan – including risks specific to the operation of the RPA
- Stakeholder Notification







## 4. RESERVED PARKING PERMITS





**In addition to submitting a filming application with the City of Melbourne, you will need to submit an application for reserved parking permits for any essential vehicles that require parking near your site. Reserved parking applications are addressed on a case-by-case basis and are for essential vehicles, such as lighting and equipment trucks, catering vans, wardrobe and make up vans. Reserved parking permits are issued by the Permits team, which sits outside of the Events Melbourne branch.**

Existing parking restrictions such as “no parking during clearway times” and “no stopping” areas will need to be observed, and only existing parking bays (not including designated accessible parking bays) can be reserved. It is advised that prior to application, the applicant conducts a parking bay audit around the proposed area in order to ascertain:

- The total number of spaces required\*
- Specific date and time of filming
- Street details – for example Collins Street, between Russell and Swanston, North side
- Map indicating where parking is required with the number of spaces clearly shown.

\*Please note reserved parking is for essential vehicles only.

You must apply for reserved parking spaces more than five business days before your event (allowing for weekends and public holidays). If you are staging a major shoot, your application must be made at least 15 working days before the shoot.

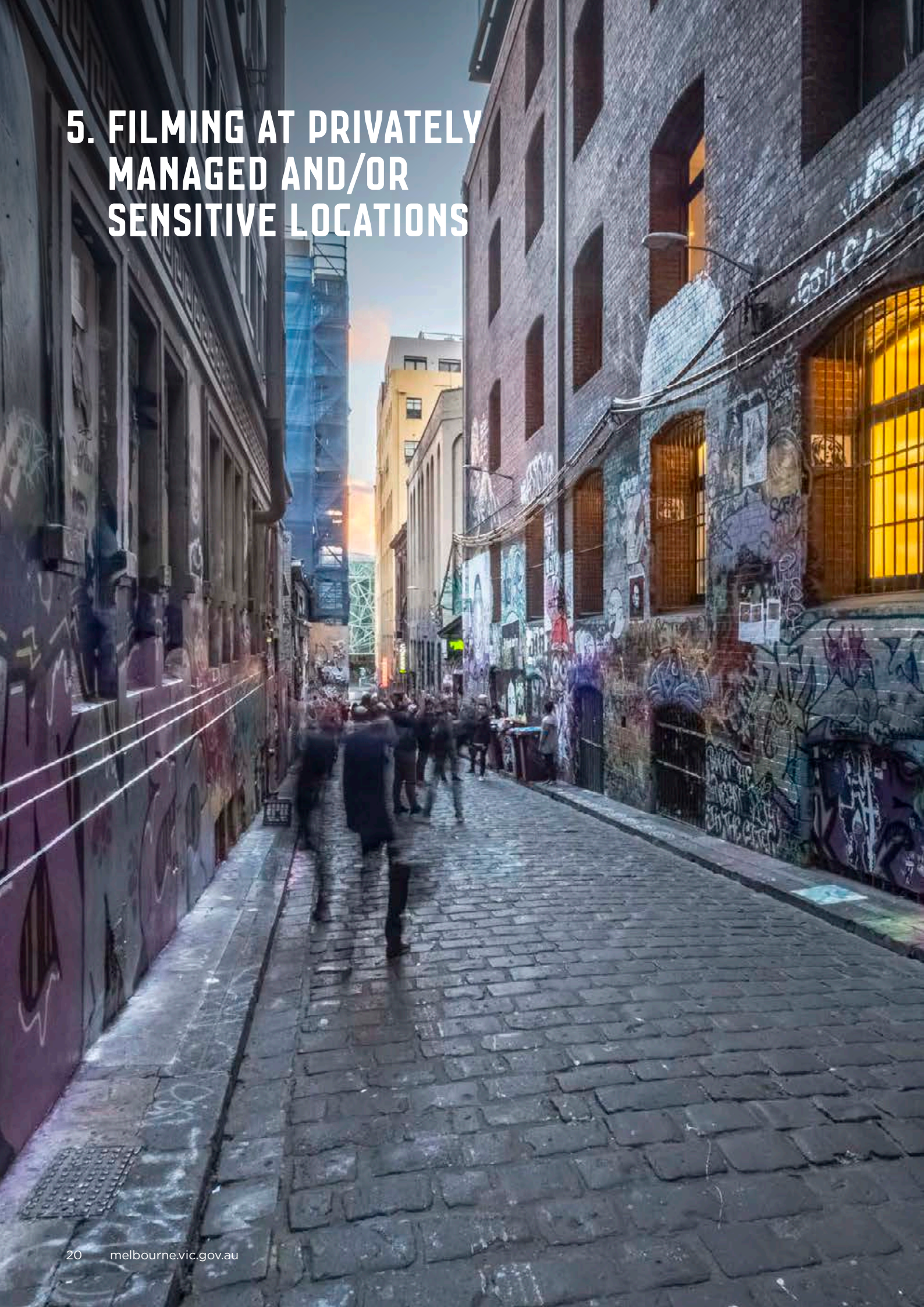
You can call the Reserved Parking team on (03) 9658 9658, [email](#) them, or find out more about reserved parking permits by visiting [Parking for special events](#).

Once a booking has been approved you will be provided with a reserved parking permit, which must be displayed in the vehicles according to the permit’s terms and conditions.





## 5. FILMING AT PRIVATELY MANAGED AND/OR SENSITIVE LOCATIONS





## 5.1 Privately managed locations

City of Melbourne does not issue permits for some significant sites as they are privately managed. Direct contact with the appropriate authorities or land managers would be required for the following:

- [Federation Square](#)
- Yarra River ([Parks Victoria](#))
- [Melbourne Museum](#)
- [State Library of Victoria](#)
- [The Royal Botanic Gardens](#)
- Yarra Park including the [Melbourne Cricket Ground](#)
- [City Link \(including Bolte Bridge\) Roads](#)
- [VicRoads](#) managed roads
- [Metro Trains](#) for major city train stations including Flinders Street, Flagstaff, Melbourne Central, Parliament stations and inner suburban metro stations
- [Southern Cross Station](#)
- [The Shrine of Remembrance](#)
- Inside Melbourne Town Hall ([Epicure](#))
- [Victoria Barracks](#)

The Block Arcade and Royal Arcade, as well as some of the smaller laneways in the City of Melbourne, are privately managed and do not fall under City of Melbourne's jurisdiction. However your Filming Officer may be able to facilitate contact with the owners.

## 5.2 Sensitive locations

There are also a number of sites within the City of Melbourne that are considered sensitive and are subject to additional requirements. These sites include;

- Hosier Lane
- Rutledge Lane
- Bourke Street Mall
- Centre Place
- Supreme Court district
- ACDC Lane & Duckboard Place
- The Conservatory, Fitzroy Gardens

Filming applicants wanting to conduct their filming activities in any of these locations must contact the Filming Officer to discuss the special requirements and process involved.



## 6. HEALTH SERVICES





**The City of Melbourne provides a variety of health services to residents, business and visitors and is committed to continually improving the standard and quality of environmental and public health within the municipality.**

A key responsibility of City of Melbourne's Health and Wellbeing branch is to monitor and inspect businesses to ensure compliance with the Food Act 1984 and the Public Health and Wellbeing Act 2008. As such, catering companies are required to be registered with the City of Melbourne or another council within the state of Victoria. These requirements relate to all food operations, where any food or beverage is intended to be sold or given away as part of a service organisation.

As per the Tobacco Act 1987, smoking is banned in all outdoor eating areas, and new controls apply to smoking within 10 metres of food service areas, including caterers and food trucks. Find out more, including fact sheets and guidelines at [Department of Health and Human Services](#).

The film applicant must liaise directly with the City of Melbourne's Health and Wellbeing branch prior to the filming to make sure caterers are registered and meet all requirements of the Food Act 1984. The film applicant will be required to submit:

- A Statement of Trade
- A copy of your Victorian Food Act Registration.

You can [email](#) or phone (03) 9658 8858. Find out more about temporary and mobile food premises at [Temporary food premises](#).



Above: Sunshine - photo courtesy Easy Tiger Productions



## 7. NOISE MANAGEMENT





**Managing noise levels is an important part of the City of Melbourne's commitment to providing a liveable, supportive environment for all.**

Filming using public open spaces must comply with the [Activities Local Law 2019](#), which regulates all noise affecting public places, either by its nature or volume. Any noise emanating from an activity is not to exceed 72dba at the nearest point of possible complaint (residences or businesses), unless written approval has been obtained for an alternative sound level. There is to be no amplification equipment used in association with any activity unless written approval from the City of Melbourne has been obtained. Furthermore, any amplified sound must not start prior to 10am and must cease by 10pm Sunday to Friday and 11pm on Saturdays.

Noise from filming is also subject to the nuisance provisions of the Public Health and Wellbeing Act 2008. Residents may lodge a complaint that an event is adversely impacting on the amenity of the area and Council is obliged to investigate and take action where necessary.

Filming applicants need to be considerate of the amenity of the surrounding area. Noise from vehicles or filming activities can cause disturbance and plans should include strategies to address potential noise issues. Proactive measures such as positioning of loudspeakers and timing of activities can improve control of noise.

It's illegal to play protected sound recordings for commercial purposes without a license. The Australian Mechanical Copyright Owners Society (AMCOS), known as APRA AMCOS, protects the rights of their members' and their musical works. The Phonographic Performance Company of Australia Limited (PPCA) represents the interests of record labels (licensors) and Australian recording artists. Both APRA AMCOS and PPCA are not for profit bodies and exist to protect the rights of their members.

If you are having music as part of your filming, whether live or recorded, it is highly likely that you will need an APRA AMCOS and possibly a PPCA license. For more information, visit [APRA AMCOS](#) or call 02 9935 7900, and/or visit [PPCA](#) or call 02 8659 1100.

Advice about the types of licenses available and the costs and requirements can be found online. Support the Australian music industry and find out more about how you can obtain your license.

## 8. SAFETY

**The key concerns for the screen industry in Victoria in terms of Occupational Health and Safety are to secure the safety of employees, any other individuals present at the workplace and the general public whilst achieving occupational health and safety compliance under the law.**

It is incumbent upon all screen production personnel to follow the direction of the Safety Officer, to read and understand the contents and required actions of the production Safety Report and to take responsibility for individual and collective safety.

Safety concerns can also be addressed by an awareness of the objectives and principles of the [Occupational Health and Safety Act 2004](#) and through the implementation of a system for Health and Safety Management. [Film Victoria](#) has created a free online resource for the screen industry in Victoria.

The objectives of Occupational Health and Safety Act 2004 are:

- To secure the health, safety and welfare of employees and other persons at work.
- To eliminate, at the source, risks to the health, safety and welfare of employees and other persons at work.
- To ensure that the health and safety of members of the public is not placed at risk by the conduct of employers and self-employed persons.
- To provide for the involvement of employees, employers and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards.

The principles of health and safety protection under the Occupational Health and Safety Act 2004 are:

- The importance of health and safety requires that employees, other persons at work and members of the public be given the highest level of protection against risks to their health and safety that is reasonably practicable in the circumstances.
- Persons who control or manage matters that give rise or may give rise to risks to health or safety are responsible for eliminating or reducing those risks so far as is reasonably practicable.
- Employers and self-employed persons should be proactive, and take all reasonably practicable measures, to ensure health and safety at workplaces and in the conduct of undertakings.
- Employers and employees should exchange information and ideas about risks to health and safety and measures that can be taken to eliminate or reduce those risks.
- Employees are entitled, and should be encouraged, to be represented in relation to health and safety issues.



The Warriors - photo courtesy Arenamedia



## 9. CROSS PROMOTIONAL OPPORTUNITIES

The City of Melbourne is supportive of filming and photographic activity within the municipality and requests acknowledgement in the end credits or as mutually agreed.

The acknowledgment should read “Filmed on location in the City of Melbourne” or “Special thanks to the City of Melbourne”.

### Joint promotional opportunities

Where feasible, the City of Melbourne looks to secure joint promotional opportunities to ensure mutually beneficial objectives and outcomes. These may include set visits for Council officers or special dignitaries, media opportunities with visiting celebrities or attendance at private functions.

Any such cross-promotional opportunities will be canvassed well in advance of filming commencement to ensure smooth execution and accommodation within filming schedules.

For further information, please contact the Filming Officer on (03) 9658 8008 or [email](#).



Nowhere Boys - photo courtesy Matchbox Pictures

# GLOSSARY

**Bump-in** refers to the process of setting up a location before filming commences. This may include; 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. This may include; breaking down the infrastructure, equipment, props and scenery.

**Certificate of Currency** is documentary evidence that an insurance contract is issued by an insurer, outlining the insurance policy details, dates of policy and the interested parties.

**Director** is responsible for the overall creative vision of the screen production including the selection of locations, the performance of actors, and in collaboration with the Producer, the Production Designer and the Director of Photography, supervises all creative elements of the production.

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

**Filming** in this guide 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) and includes photography and photo shoots.

**Film-maker/Film applicant** is the person/company responsible for the overall management of the filming activity and will be the key contact for the Filming Officer.

**Filming Officer** is part of the Event Operations team within Events Melbourne who manages permitting of all external events (not owned by City of Melbourne) including filming and promotion applications.

**Film Permit** is the document that the filming applicant is issued upon successful submission and review of all filming activity plans and documentation. The film permit authorises the filming applicant to conduct their filming activity in accordance with the terms and conditions outlined in the permit. This ensures that filming activity conducted is in accordance with the safety and amenity regulations of the council. Filming that does not require a film permit includes:

- Wedding photography or video recordings;
- Photography or video recordings of other private celebrations (i.e. Birthday parties, Christmas parties) for the purpose of making a record of the celebration;
- Filming that is classified as Low Impact Filming

**Filming Schedule/Running Sheet** is a comprehensive list which details the timing, sequence and location of filming activity in chronological order so that the filmmaker, Events Melbourne and other stakeholders know what is happening and when. A good running sheet includes a timeline of the filming activity, bump in and out details and scenes being filmed.

**Gaffer** is responsible for providing the lighting to the set and the power source, whether this is a generator or on-site power. They also hold responsibility for the safety of electric power and lighting for the cast, crew and general public.

**Grip** is responsible for all the equipment that supports the camera from a simple tripod to dollies, cranes and tracking vehicles.

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

**Key Crew** refers to the most important people with authority to make decisions.

**Location** is the area of production, whether it relates to parking, road closures, crew facilities, and the filming set or unit base site.

**Location Manager/Supervising Location Manager** Location Supervisors are retained on large productions where several Location Managers may be employed. Many productions employ one Location Manager who may be assisted by a Location Coordinator or Location Scout. The Supervising Location Manager or Location Manager will generally be engaged during the very early pre-production period to collaborate with the Director, Production Designer, 1st Assistant Director and Producer in sourcing all locations. This position will manage the locations and site budgets and is the point of communication between the production company and location providers, local government, police, the community and any other interested authorities, organisations or individuals. The Location Manager should manage any concerns or queries that arise on location.

**Location Manager/Scout** This role is somewhat similar to the supervisor, however they will not usually manage the production budget nor consult directly with the Director and Production Designer. Principally the Location Manager/Scout will focus on sourcing locations, manage consultation with councils and stakeholders and may assist with the location deals, managing the logistics, mapping, public relations/ publicity and movement orders.

**Location Coordinator** will be stationed at the production office and coordinate all the team, together with their paperwork and permitting requirements, working closely with the Location Supervisor.

**Low Impact Filming** is a filming activity that has minimal filming equipment, personnel and likely to have minimal or no impact on city stakeholders (residents, businesses, traders, motorists). Please refer to section 2.2 for more details.



**Low Loader** is a specialist filming vehicle used to safely transport a vehicle containing talent while moving on open roads.

**On Set Location Manager** is a dedicated person, onsite at all times, to manage the location and ensure the site, whether on private or council property, abides by the conditions of the permit or location agreement.

**Pre-Production** is the planning stage of a film's production cycle, once the project has been financed but before actual shooting commences. This can include script editing, budgeting, set design, location scouting and casting.

**Production** is the general process of putting a film together and also refers to the middle stage of production (preceded by Pre Production and followed by Post Production). The production stage is when principal photography occurs (the actual shooting).

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

**Producer** is the key person in charge of the entire production. The producer selects the script, raises the finance, appoints the cast and key personnel and has oversight of both creative and administrative aspects of the production. The producer is also responsible for ensuring all relevant insurances and Occupational Health and Safety measures are in place. The term Producer can be extended to include all organisations or individuals responsible for the production of student projects, low budget or no budget short films or videos, still shoots, video clips, corporate videos, television commercials, television dramas or feature films.

**Production Manager** is responsible for keeping track of the budget, approving schedules and call sheets, and crew management. With location filming, the production manager may become involved in more complex issues of approval, oversight and insurances.

**Production Designer** is responsible for the overall look of feature film or television production. The Production Designer collaborates with the Director, Location Manager, Director of Photography, Art Director, Costume Designer, Make-up and Hair Stylists to establish the specific visual and aesthetic elements of the production. Risk the probability and consequences of occurrence of injury or illness.

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

**Risk Assessment** means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard and for the purposes of this document includes hazard identification and risk control initiatives.

**Runner** undertakes whatever basic tasks are required to ensure the smooth running of the production process. General responsibilities include transporting rushes, scripts and hire equipment, taking messages, looking after guests, and getting everything in place for shoots.

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

**1st Assistant Director** works with the Director to manage the day to day operations on set during filming. The 1st AD prepares the shooting schedule and plans each shooting day to make the most efficient use of the locations and production resources.

**Site Plan (Mud Map)** is a snapshot of the location, which identifies all aspects of the filming activity including; equipment, infrastructure, camera position/s, pedestrian and or traffic control, generators, amenities, etc. The site plan should also reference streets, laneways and other distinguishable land marks.

**Safety Supervisor/Officer** is responsible for the safety of the film crew and any other individual who may come in contact with the film crew or filming activities. The Safety Supervisor ensures the implementation of recommendations contained in the production Safety Report and/or the production Safety Plan.

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

**Stakeholders** refer 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** is the term used when referring to the hub of a film production while filming on location. The Unit Base will generally consist of Unit truck/Van, makeup/wardrobe/greenroom buses, catering truck and runner vehicles. This is where the cast and crew gather for meals and the onset production office is managed.

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

# USEFUL CONTACTS

ORGANISATION	CONTACT NUMBER	WEBSITE
Ambulance Victoria	1800 765 731	<a href="http://ambulance.vic.gov.au">ambulance.vic.gov.au</a>
APRA AMCOS	03 9426 5200	<a href="http://apraamcos.com.au">apraamcos.com.au</a>
Citipower	13 12 80	<a href="http://powercor.com.au">powercor.com.au</a>
City of Melbourne – Event Operations Team	03 9658 8008	<a href="http://melbourne.vic.gov.au">melbourne.vic.gov.au</a>
City of Melbourne – Customer Service	03 9658 9658	<a href="http://melbourne.vic.gov.au">melbourne.vic.gov.au</a>
Citylink (Transurban)	03 8656 8900	<a href="http://citylink.com.au">citylink.com.au</a>
Citywide	03 9261 5000	<a href="http://citywide.com.au">citywide.com.au</a>
Film Victoria		<a href="http://film.vic.gov.au">film.vic.gov.au</a>
Food Safety Victoria	1300 364 352	<a href="http://health.vic.gov.au/public-health/food-safety">health.vic.gov.au/public-health/food-safety</a>
Metro Trains	03 9610 2400	<a href="http://metrotrains.com.au">metrotrains.com.au</a>
Metropolitan Fire Brigade	03 9662 2311	<a href="http://mfb.vic.gov.au">mfb.vic.gov.au</a>
Parks Victoria	13 19 63	<a href="http://parkweb.vic.gov.au">parkweb.vic.gov.au</a>
Public Transport Victoria	1800 800 007	<a href="http://ptv.vic.gov.au">ptv.vic.gov.au</a>
Screen Australia	03 8417 9700 or 9385 7600	<a href="http://screenaustralia.gov.au">screenaustralia.gov.au</a>
Serco – Open Space Contractors	03 9388 9722	<a href="http://serco.com/aspac">serco.com/aspac</a>
VicRoads	03 9854 2761	<a href="http://vicroads.gov.au">vicroads.gov.au</a>
Victoria Police – Film and TV office	03 9247 3489 or (03) 9247 3259	<a href="http://police.vic.gov.au/film-and-tv-services">police.vic.gov.au/film-and-tv-services</a>







## How to contact us

### Online:

[melbourne.vic.gov.au](http://melbourne.vic.gov.au)

### In person:

Melbourne Town Hall - Administration Building  
120 Swanston Street, Melbourne  
7.30am to 5pm, Monday to Friday  
(Public holidays excluded)

### Telephone:

03 9658 9658  
7.30am to 6pm, Monday to Friday  
(Public holidays excluded)

### Fax:

03 9654 4854

### In writing:

City of Melbourne  
GPO Box 1603  
Melbourne VIC 3001  
Australia



### Interpreter services

We cater for people of all backgrounds  
Please call 03 9280 0726

03 9280 0717	廣東話
03 9280 0719	Bahasa Indonesia
03 9280 0720	Italiano
03 9280 0721	普通話
03 9280 0722	Soomaali
03 9280 0723	Español
03 9280 0725	Việt Ngữ
03 9280 0726	عربي
03 9280 0726	한국어
03 9280 0726	हिंदी
03 9280 0726	All other languages

### National Relay Service:

If you are deaf, hearing impaired or speech-impaired,  
call us via the National Relay Service: Teletypewriter (TTY)  
users phone 1300 555 727 then ask for 03 9658 9658  
9am to 5pm, Monday to Friday (Public holidays excluded)

[melbourne.vic.gov.au](http://melbourne.vic.gov.au)



CITY OF MELBOURNE