



## FILMING

### Summary:

The purpose of this policy is to provide clear direction and support for companies wishing to engage in large-scale commercial filming activity within the Tenterfield Shire Council.

|                                 |                                                     |
|---------------------------------|-----------------------------------------------------|
| <b>Policy Number</b>            | 1.062                                               |
| <b>File Number</b>              | CM/163                                              |
| <b>Document version</b>         | V5.0                                                |
| <b>Adoption Date</b>            | 21 December 2022                                    |
| <b>Approved By</b>              | Council                                             |
| <b>Endorsed By</b>              | Council                                             |
| <b>Minute Number</b>            | 248/22                                              |
| <b>Consultation Period</b>      | N/A                                                 |
| <b>Review Due Date</b>          | September 2023 – 3 years                            |
| <b>Department</b>               | Office of Chief Executive                           |
| <b>Policy Custodian</b>         | Manager Economic Development & Community Engagement |
| <b>Superseded Documents</b>     | N/A                                                 |
| <b>Related Legislation</b>      | N/A                                                 |
| <b>Delegations of Authority</b> | Manager Economic Development & Community Engagement |

### 1. Overview

Welcome to Tenterfield Shire the perfect Gateway to Big Sky Country - New England & North West New South Wales. Located a comfortable three hours drive from Brisbane and the Gold Coast, Tenterfield Shire presents four definite seasons against a backdrop of rugged mountain beauty and in contrast to the serenity of rural landscapes, the surrounding bushlands of the area becomes a colourful carpet of wildflowers in spring. Warm summer days are followed by cool evenings then transformed into a blaze of rich colours as tree lined streets change through the autumn hues. Brisk winter nights give way to the welcome warmth of winter sunshine. Tenterfield is truly a town for all seasons.

### 2. Policy Principles

Tenterfield Shire is a film-friendly Local Government council committed to supporting film and television production in the district.

### **3. Policy Objectives**

The Tenterfield Shire Council Filming Policy has been developed to encourage filmmaking and to facilitate the use of the Shire as a film location.

### **4. Policy Statement**

Tenterfield Shire Council links organisations in the Shire and is a contact point for filming, providing support and referrals to assist you with your filming requirements and make your production a smooth and rewarding experience.

This policy complies with the Local Government Filming Protocols which outline the rights and obligations of filmmakers and councils throughout the State. We recommend you read the Local Government Filming Protocols before submitting your filming application.

**A copy of the protocols is available at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)**

#### **Council Requirements:**

- Application form
- Fees/charges
- Insurance Coverage
- Filming – Permissible times
- Risk Management
- Parking, Traffic and Road Closures
- Environmental factors – Noise
- Stunts, firearms, explosions; and
- Cleaning & Damages.

#### **Application Form:**

- Application form (Attachment 1) and Community Notification Letter (Attachment 2) is attached – Both have to be submitted at least 30 days prior to filming.

#### **Fees & Charges:**

- Refer to Councils Fee's & Charges

#### **Insurance Coverage:**

- Public Liability insurance cover to a minimum level of \$10m and a copy of the certificate of currency at the time of making your application.

#### **Filming:**

- Permissible time;
- Residential areas – filming activities may take place routinely between 8 am and 7 pm from Monday to Saturday;
- Permission can be sought for filming outside the hours excluding Sunday and Public Holidays; and
- Non-Residential areas – by negotiation with Council.

#### **Risk Management:**

- Council may require the applicant to demonstrate that a risk assessment has been conducted. Risk management plans must identify any potential

hazards and activities and how it is intended that the production company will mitigate these risks.

#### **Parking Traffic and Road Closures:**

- A traffic management plan has to be lodged with the application at least 30 days prior to filming. This will allow Council to notify the Councils Traffic Committee.

#### **Environmental Factors and Noise:**

- There will be minimal disruption to the normal working of the community;
- The applicant will ensure that the site complies with the Film Industry "Safety Code" requirements and that all conditions required in the applicants' insurance policy are met.
- You must provide a list of all dangerous substances of articles (Safety Data Sheets) to be taken on the location.

#### **Stunts/ Firearms/ Explosives**

- Application to carry or use firearms on site will not be considered except when accompanied by written proof of police approval and full information regarding their use, including e.g. Types of weapons and safety procedures.
- Where filming requires the use of stunts on the lighting of fires or the like, full information must be provided with the application and will require the written permission of Council.

#### **Cleaning & Damages**

- The production company will be responsible for the control and removal of all litter at its expense. The site will be left in the condition it engaged prior to filming taking place to the satisfaction of Council. Any repair for damages to Council property or infrastructure will be arranged by Council and borne by the production company/producer.

### **5. Scope**

This policy applies to large-scale commercial filming activities within the Tenterfield Shire Council.

### **6. Accountability, Roles & Responsibility**

#### **Elected Council**

- Tenterfield Shire Councillors

#### **General Manager, Executive and Management Teams**

- Chief Executive Officer
- Manager Economic Development & Community Engagement

#### **Management Oversight Group**

Nil.

#### **Individual Managers**

- Manager Economic Development & Community Engagement
- Tourism & Marketing Manager

## 7. Definitions

Not Applicable.

## 8. Related Documents, Standards & Guidelines

- Local Government Filming Protocols
- Filming Application Form
- Film Industry "Safety Code"

## 9. Version Control & Change History

| Version | Date     | Modified by | Details                                      |
|---------|----------|-------------|----------------------------------------------|
| V1.0    | 28/05/08 | Council     | Adoption of Original Policy (Res No. 292/08) |
| V2.0    | 26/06/13 | Council     | Review/Amended (Res No. 201/13)              |
| V3.0    | 22/08/17 | Council     | Review/Amended (Res No. 168/17)              |
| V4.0    | 23/09/20 | Council     | Review/Amended (Res No. 196/20)              |
| V5.0    | 21/12/22 | Council     | Re adoption (Res No. 248/22)                 |
|         |          |             |                                              |