



## **Policy Document**

### **POLICY ON STILL PHOTOGRAPHY, FILMING AND VIDEOTAPING ON OR IN UNIVERSITY PREMISES**

#### **1. Policy**

The University welcomes requests for access for filming assignments and will do its best to facilitate these, mindful that its primary customer focus is directed towards undergraduate and postgraduate students, and the facilitation of excellence both in teaching and research.

#### **2. Coverage**

As a public institution with a very broad range of building styles and ages, and a unique infrastructure, the University appreciates the potential that its premises offer for different location filming scenarios. This policy is provided to assist any person or organisation that wishes to apply to the University for approval to take still photographs, to film or videotape on University premises or in its buildings. The policy's purpose is to establish parameters in which the University will consider any request and the general principles that will govern any approval given.

#### **3. Principles**

The University is not able to take any action regarding its premises that would or might be prejudicial to the learning and research environments in which staff and students operate. Closing or restricting access to a building or place, whether for short or long periods, restrictions on parking and road access, and the unrestricted placement of structures for filming or videotaping cannot be endorsed where any such proposal affects the University's core operations. Each proposal will be assessed on a case-by-case basis, and except as otherwise indicated; specific approvals will be given in writing. In considering whether to grant permission for still photography, filming or videotaping on or in its premises, the University will abide by the following principles. It will:

- (a) consider the extent to which the proposed assignment may disrupt University core business and/or inconvenience students and staff;
- (b) take into account the timing, location and duration of the proposed activity, the quantity and type of equipment to be used, and the number of personnel involved; and
- (c) ensure that the proposed assignment does nothing to detract from the University's mission and the enhancement of its image.

#### 4. Television news and current affairs

The University recognises that those professionals who are working to short deadlines, e.g. television news and current affairs crews, and still photographers working for daily newspapers and weekly magazines, need a quick response to a request to film. For assignments of these types only, requests are to be directed to:

Director of Public Relations and Marketing  
Macquarie University NSW 2109  
Ph: (02) 9850 7378  
Fax: (02) 9850 9457

Where the Media Manager considers that any request made falls outside this category of work, he/she will redirect the enquiry as appropriate.

#### 5. Proposals to film

The University reserves the right to review the script for any production that is to be filmed on campus, whether *in toto* or not. No approval to proceed will be given before the appropriate script has been submitted and reviewed by the Director, Public Relations & Marketing and/or the University Solicitor. This caveat is necessary to ensure that the rights of the University and its good reputation, will not be put at risk in any production, albeit inadvertently.

Except as indicated above, any application to take still photographs, to film or to videotape on University premises or in its buildings, must be made in writing and be directed to:

Assistant Director, Operations  
Office of Facilities Management  
Macquarie University, NSW 2109  
Tel: (+612) 9850 2109  
Fax: (+612) 9850 7181  
Email: [jdikha@ofm.mq.edu.au](mailto:jdikha@ofm.mq.edu.au)

Given the complexity of usage of University premises and the devolved nature of the University's administration, it is essential that any **request must be submitted at least two weeks prior to the commencement date of proposed filming**. The request will need to specify a contact person and all necessary contact details.

While the University appreciates that preliminary contact regarding a proposal may be made by telephone, it will not be bound to any verbal advice given, nor will it confirm any details until such time as a formal written proposal is received and evaluated. Correspondingly, confirmation that the University accepts the proposal, if only in concept form or subject to further discussion, will also be evidenced in writing over the signature of the Assistant Director, Operations, or that officer's delegate.

#### 6. Hire agreement and conditions of hire

Any approval to film or videotape will be the subject of a Filming Location Agreement. This legal document will include all the terms and conditions of the approval and, by virtue of its status, will be the only document on which the hirer may rely. It will be signed on behalf of the University by the Assistant Director, Operations or that officer's delegate. Any variations to the conditions under which approval is granted will be evidenced in writing and authorised by the Assistant Director, Operations or that officer's delegate. No hirer will be entitled to rely on any other purported approvals or agreements.

The University reserves the right to suspend any filming where a safety issue arises or where the terms of the approval are not honoured. It is aware of the terms of the "Filmmaker's code of Professional Responsibilities", published by the NSW Film and Television Office and, in so far as these are applicable to University premises, will presume that they will be honoured by any person or organisation given approval to film. Any hirer who continues to depart from the agreed conditions of the approval or the general terms of this Code may have the approval suspended by or be ordered from the University premises by the Assistant Director, Operations, or that officer's delegate.

## **7. Restrictions on parking and vehicle access**

The University's roads, though privately owned, carry significant pedestrian and vehicular traffic. These roads provide cross-campus access not restricted to vehicles having business within the University.

Parking on and around the University's campuses is also at a premium. No guarantee of a parking space is given to any visitor, staff member or approved student, and there is a constant demand for space even at the quietest times in the University's calendar. These pressures make it essential that the University minimise the number of vehicles in attendance where permission has been granted to film. The University recognises the industrial reality of equipment, wardrobe and canteen vehicles being required. It will severely limit the entry and location of all other vehicles on the campus, and urges potential hirers to accommodate this restriction in their planning.

All vehicles for which approval is given must be parked legally and/or in the specific areas reserved for them. They will be governed by the same traffic and parking regulations that apply to all other vehicles on campus.

## **8. Supervision of filming**

It is the University's prerogative to appoint a staff member from the Security Service, to facilitate detailed filming projects. Where relevant, the University will include the need for such an appointment at the hirer's cost within the conditions that form part of the Filming Location Agreement.

## **9. Cost of filming**

The University has an approved schedule of rates that apply to filming and videotaping by non-University organisations or other persons. These rates deal with the basic hiring charges, any additional costs that may apply, depending on the nature of the request, acceptance of responsibility for any damage caused to buildings or grounds or other infrastructure, and the necessary bond that has to be lodged.

## **10. Exclusions**

Except with the specific permission of the staff member concerned, filming or videotaping will not be allowed in staff members' offices. Photography, filming or videotaping in laboratories may be allowed, provided that the express approval of the relevant University Officer has been obtained in advance. Given the nature of many research projects and the environments under which they are conducted, and the safety and occupational health factors that attend on laboratory usage, access to all laboratories is restricted and is at the sole discretion of the relevant authority.

## 11. References

Please refer to the associated application form for this policy, available at (<http://www.ofm.mq.edu.au>). The application form should be read in conjunction with this policy.

## 12. Approval

This policy was approved by: The University Executive  
Professor Elizabeth More  
Deputy Vice-Chancellor (Administration)

Date:

**With effect immediately**

**Proposed date of review:**

12 months from the date of approval.



## APPLICATION TO ENGAGE IN STILL PHOTOGRAPHY, FILMING AND/OR VIDEOTAPING

### **Important Notes**

This application must be read in conjunction with the University's policy on 'Still Photography, Filming and Videotaping on or in University's Premises' available at: [www.ofm.mq.edu.au](http://www.ofm.mq.edu.au) and search for policies and filming.

The application should be lodged with the Office of Facilities Management at least two weeks prior to the proposed date(s) of access.

**The submission of an application is not to be considered as confirmation of a request to film. All applications are subject to review, and all approvals will be notified in writing. Until such time as the University receives the completed and signed 'Film Location Agreement' and specified location fee, any application will be regarded as a tentative submission.**

<i>Enquiry Date:</i>	_____	<i>Booking Reference:</i>	_____
<i>Contact:</i>	_____	<i>Title:</i>	_____
<i>Film Company Name:</i>	_____	<i>ABN No.:</i>	_____
<i>Address &amp; Postcode:</i>	_____		
<i>Telephone:</i>	_____	<i>Fax:</i>	_____
<i>Email:</i>	_____	<i>Webpage:</i>	_____
<i>Production Title:</i>	_____		
<i>Type of Production:</i>	Feature <input type="checkbox"/> Commercial <input type="checkbox"/> Still Photography <input type="checkbox"/> Documentary <input type="checkbox"/> Other <input type="checkbox"/>		

<i>Location Company</i>	_____		
<i>Address &amp; Postcode:</i>	_____		
<i>Telephone:</i>	_____	<i>Fax:</i>	_____
<i>Email:</i>	_____	<i>Webpage:</i>	_____
<i>Location Manager:</i>	_____	<i>Telephone:</i>	_____
<i>Primary Contact (on site)</i>	_____	<i>Telephone:</i>	_____

Brief description of filming activities:

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List location(s) requested:

Location #1

Location #2

Location #3

Location #4

Filming dates & times for location(s) listed above

Location #1

Location #2

Location #3

Location #4

Move-In Date and Times

Location #1

Location #2

Location #3

Location #4

Move-Out Date and Times

Location #1

Location #2

Location #3

Location #4

Filming activities at each location:

Location #1

Location #2

Location #3

Location #4

Approximate numbers on site: Cast

VIPs

Crew

**Production:**

Will there be any structures, including sets, erected or plant and equipment brought onto the campus? Yes  No

If Yes (specify)

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Are any special security arrangements proposed? Yes  No

If Yes (specify)

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**Vehicles:**

Specify the number, size and type of any trucks that will be brought onto the campus:

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Specify how many other vehicles will be brought onto the campus:

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**Road closures/restrictions:**

Are any road closures or traffic restrictions required for this activity? Yes  No

If so, please provide all relevant details, including specific locations, roads and times.

*Location #1*

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*Location #2*

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*Location #3*

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*Location #4*

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**Parking Plan:** A parking plan is required as part of this application. Either attach a proposed parking plan with this application or fax it to +61-2-9850 7181 as soon as it is available. Approval for the event will be conditional upon receipt of this information.

**Parking & Driving on campus:**

The University precinct is a shared pedestrian-vehicle environment that is governed under the Self Enforcing Infringement Notice System (SEINS). Infringements are issued by University Traffic and Security Officers and are enforced by the NSW Police through the Infringement Processing Bureau. Parking is restricted to 'marked bays' at all times.

**The maximum speed limit on campus is 25kph.**

All drivers must comply with any signage or pavement markings that are displayed at access points and throughout the campus and in individual carparks, eg, 'University service vehicles only', 'service vehicles', 'Authorised Visitors Only', 'Loading Zone', '1/4P', '2P', 'Disabled' and so on.

**Public Liability and Workers Compensation Insurances: (A certified copy of your current public liability and workers compensation policies or a certificate of currency that clearly refers to that policy must be attached to this application)**

Public Liability Insurer's Name: \_\_\_\_\_

Policy No: \_\_\_\_\_ Amount Covered: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Workers Compensation Insurer's Name: \_\_\_\_\_

Policy No: \_\_\_\_\_ Amount Covered: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

***The University reserves the right to review the script for any production that is to be filmed on campus, whether wholly or in part. No approval to proceed will be given before the appropriate script has been submitted and reviewed. This caveat is necessary to ensure that the rights of the University and its good reputation will not be put at risk in any production, albeit inadvertently.***

**Office Use Only**

- Approved**
- Rejected & reasons for decision**

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## Filming and Photography

- Description of the service:** The University can be hired for use by filming crews and for photography purposes. Each request is assessed on an individual basis depending on the nature of the request, the time of the booking and the impact it will have on the university environment. There are formal guidelines for filming on campus which are also used to assist in determining the approval of any such request.
- Service Level Agreement:** As per terms of filming agreement.
- Availability - Campus:** Subject to application and negotiation.
- Availability - Building:** Subject to application and negotiation.
- Availability - Time:** Subject to application and negotiation, but typically not Monday through Saturday during business hours.
- Available to:** Charges will be incurred according to the University's film location fees \$440/hour. Additional charges may apply (e.g. parking, room hire, security, etc.)
- Costs:** Make a booking request to University Venues.
- How to access:** The filming and photography policy can be viewed on the main [University Policy site](#) and do a search for filming. The completed application form can be submitted by fax or email. It is strongly advised to read the guidelines prior to completing a request form, so as to ascertain whether it will be possible to undertake the desired filming or photography. Each request will be reviewed and assessed in conjunction with the guidelines.
- Performa:** Macquarie University trademark will not be incorporated.
- Support contacts:**