



# ROTTNEST IS

## ROTTNEST ISLAND AUTHORITY

### COMMERCIAL FILMING AND PHOTOGRAPHY GUIDELINES

The Rottnest Island Authority (RIA) supports appropriate commercial filming activities on the lands and waters it manages. The *Commercial Filming and Photography Guidelines* (Guidelines) provide an efficient process for responding to applications for commercial filming and photography in accordance with the *Commercial Filming and Photography Policy* (the Policy).

#### 1. Acceptable filming and photography activities

1.1. Filming and photography is acceptable if it portrays the area in a manner which is consistent with the objectives of the Policy (including any conditions of approval) and the objectives of RIA under the current Rottnest Island Management Plan. Any variation from these objectives must be negotiated before approval is granted and be stated clearly in the conditions of approval.

1.2. Photographers and film crews are required to:

- Avoid standing on reefs or near cliff edges, salt lakes, vegetation and sand dunes;
- Maintain a reasonable distance between humans and wildlife. Wildlife should not be encouraged to approach with the use of food/water, or handled in any way. 'Selfie' images should be taken using a selfie stick wherever possible;
- Respect the Island's cultural heritage, particularly those areas of significance to Aboriginal people. These include the Aboriginal Burial Ground, Quod building and surrounds. Prior application must be made to both the Aboriginal custodians of these sites and RIA to film or photograph in these areas; and
- Respect visitor enjoyment of the Island, or on contractors or staff carrying out their duties, health and safety of crews, participants, visitors, RIA staff and contractors.

#### 2. Application and approval process

2.1. Responsibility for administering the Policy and the Guidelines rests with the Executive Director who has delegated authority to the Marketing Coordinator.

2.2. All applications must be submitted to the Marketing Coordinator, within adequate time, for consideration and approval.

2.3. The major factors considered when assessing the merits of applications for filming or photography on Rottnest Island are:

- Compliance with:
  - *Rottnest Island Authority Act 1987* (the Act);
  - *Rottnest Island Authority Regulations 1988* (the Regulations); and
  - *Rottnest Island Management Plan* (RIMP).
- Compatibility with the objectives of the RIA.
- Potential environmental and cultural impacts and messaging.

2.4. An assessment of the application may include additional conditions being added to the Filming and Photography Permit (the Permit). All conditions of the Permit must be followed unless there is prior written approval from the Marketing Coordinator.

2.5. Approval for filming and photography is not required:

- If filming is for the purpose of television or print news of the day (electronic and print). Television and newspaper media are required to contact the Corporate Communications Manager prior to filming to determine any special requirements such as media accreditation, relevant management issues etc. The Corporate Communications Manager should then follow the media guidelines as defined in the RIA Media Policy.
- When filming or photography is undertaken by persons employed or contracted by the RIA.
- When filming or photography of Rottnest Island occurs from a vessel, drone or aircraft, in waters or within airspace that is outside the boundary of the land and waters managed by RIA.
- When filming or photography is undertaken whereby the principal intent of the activity is the pursuit of personal interests.

### **3. Protecting Aboriginal culture and heritage**

3.1. No filming of designated Aboriginal heritage areas without the prior written consent of the appropriate authority. This is to be obtained via the relevant Aboriginal group(s) maintaining custody of that material, in accordance with Regulation 10 of the *Aboriginal Heritage Regulations 1974*.

3.2. The Marketing Coordinator will assist, as required, in identifying the appropriate Aboriginal custodian group.

3.3. If authority from the Aboriginal custodian group is not received within the permit application timeframe, a filming and photography permit may be issued by RIA conditional on the exclusion of filming at Aboriginal heritage sites.

### **4. Bookings**

4.1. Bookings for commercial filming and photography must be made with the Marketing Coordinator.

4.2. The following notice periods apply:

- Thirty (30) days for commercials, production films and documentary production; and
- Fourteen (14) days for commercial still photography.

4.3. The RIA will require a brief rundown of the content and a filming schedule; if there is any doubt a full script can be requested.

4.4. Requests which are submitted with less than the required notice may be considered if they can be dealt with within the timeframe available. This is at the discretion of the Executive Director and the Marketing Coordinator, and will incur an additional fee.

4.5. The Marketing Coordinator will liaise with other relevant RIA staff to confirm resourcing requirements (at a cost to the filmmaker/photographer), and ensure availability of the proposed venue and identify any relevant site management issues.

## **5. Fees**

- 5.1. Under the Act a fee can be charged for filming and photography conducted on Rottnest Island and its surrounding waters. A separate fee is applied for processing applications related to drone use.
- 5.2. Fees, charges and bonds that apply to commercial filming and photography applications are set out in Appendix A.
- 5.3. A bond may be required for the purpose of repairing any damage or cleaning up after the event. The amount will be determined in each case, based on the activities proposed and equipment involved.
- 5.4. Waiver or reduction of fees will be determined on an individual basis and approved at the discretion of the Executive Director.
- 5.5. All approvals are subject to advance payment of all fees seven (7) days prior to approval start date. All fees are payable to RIA.

## **6. Aerial access and use**

- 6.1. Film crews and photographers wishing to land on Rottnest Island should identify this fact when applying for Photography & Filming Approval. The use of the Aerodrome attracts additional fees.
- 6.2. Commercial filming and photography utilising a UAV/RPA (Drone) requires additional assessment and management of risks prior to commencement of filming and photography. The guidelines for safe operation of a UAV/RPA are contained in the Rottnest Island Policy – Unmanned Aerial Vehicles (Drones), a copy of which will be provided to the applicant as part of the application pack.
- 6.3. All documentation relating to Drone operation shall be forwarded to the RIA no less than thirty (30) days prior to Drone operation commencing for commercial filming and no less than fourteen (14) days for commercial photography for processing. Late applications will be considered at the discretion of the Executive Director or Marketing Coordinator, and will incur an additional fee.
- 6.4. Use of a Drone outside of the approved dates requires a new application to be submitted to RIA for assessment of requirements and risks. Drone application fees are applied on an annual basis, with subsequent applications not incurring fees.
- 6.5. Drone applicant information will remain registered with RIA for a period of 12 months.

## **7. Operations**

- 7.1. The approval holder acknowledges and agrees that this approval does not give them exclusive use or access to any site, facility or wildlife.
- 7.2. The approval holder acknowledges and agrees to provide appropriate safety equipment and caution employees and other people participating in the filming/photographic activity about the hazards likely to be encountered on RIA managed land and water.
- 7.3. The approval holder agrees to:
  - remove all equipment and completely clear and clean the location/s by the date of expiry of this approval with all rubbish to be removed unless bins are provided;
  - not erect any facilities or structures, whether temporary or permanent, without prior written approval from the RIA;
  - no lighting of fires other than in portable stoves;
  - adhere to designated roads or on such other areas as the RIA may approve;

- carry a copy of this approval at all times during filming/photography; and
- report on arrival to commence the filming/photography to the nominated RIA representative/officer.

## **8. Public liability and indemnity insurance**

- 8.1. The filmmaker/photographer (both fee paying and fee exempt) carrying out the commercial filming and photography must carry a minimum of \$10,000,000.00 public liability.
- 8.2. The filmmaker/photographer agrees that the RIA does not take any responsibility or liability for the security, loss, damage or otherwise of any vehicle, machinery, equipment or other goods or property owned by, or under the control of the approval holder.

## **9. Previewing of the final film and acknowledgement**

- 9.1. Previewing of the final film product may be requested at the discretion of the Executive Director or the Marketing Coordinator to ensure that the Island is portrayed in a manner consistent with the objectives of the RIA (e.g. in the case of advertising material to be shown in Australia or overseas).
- 9.2. A copy of the film or selected photographs may be requested by RIA for internal use or archival purposes if considered necessary.
- 9.3. The RIA requires, when requested, the producers to place the following in the credits:

***Produced with the assistance of the Rottnest Island Authority***

## Appendix A: Schedule of fees for commercial filming and photography

	Filming (motion)	Photography (still)
<b>Application fee</b>	\$50	\$50
<b>Additional late application fee</b>	\$25	\$25
<b>Drone application fee (annual)*</b>	\$150	\$150
<b>Filming fee – Day visit</b>	\$530	\$265
<b>Filming fee – Extended (min 2 days)</b>	\$795	\$395
<b>Additional requirements</b>		
RIA staff	<i>Standard hours (9-5pm, Mon to Fri):</i> \$50 per hour <i>After hours:</i> \$70 per hour	
RIA vehicle**	<i>Half day</i> \$100 per vehicle <i>Full day</i> \$150 per vehicle	
<b>Bond (if applicable)</b>	Confirmed on application	

\* Drone applicant information is registered with RIA for a period of 12 months. Refer to 6.4 for more details.

\*\* Vehicles are 4-seater and subject to availability. Larger vehicles can be chartered independently. Enquire on application for assistance.