



Facilities and Premises Schedule - Filming on University Premises

This schedule supports the Facilities and Premises Policy and procedures by setting out the officers authorised to carry out various functions under those documents. This schedule may be varied from time to time on approval of the Executive Director, Strategy, Marketing and Analysis.

Written request requirements

Requests must include the following information:

1. The proposed film, recording or photoshoot (shoot), including proposals to film subjects of a restricted or controversial nature.
2. The purpose of the proposed shoot.
3. The proposed date and time.
4. A listing of the university locations proposed to be used.
5. The name of the requesting production company, individual or organisation, 24-hour contact details and business address.
6. The name and affiliations of the manufacturer of any product(s) or provider of any service(s) for the shoot where university premises facilities or outdoor areas would be used.
7. A description of the product(s) or service(s) that will be featured and a copy of the shooting script that will be used in the shoot (if applicable).
8. The name and contact information for the person who will be responsible for the proposed shoot.
9. An undertaking not to capture the image(s) of university staff or students unless written consent from each individual is obtained and an image consent and release form is signed.

Assessing requests

When assessing requests, the Executive Director, Strategy, Marketing and Analysis (or delegate) or will consider the following:

1. Impact on the University's students, staff, University tenants and other stakeholders, to minimise inconvenience or disruption to all parties.
2. Productions should be sensitive to First Nations peoples and cultures, and to the multi-cultural diversity of the University's community.
3. Productions will not be allowed that advertise or promote products, services or programs that are inconsistent with the values and traditions of the University.
4. Productions will not be allowed that contain visual images or dialogue or voice-over inconsistent with the values and traditions of the University.
5. Footage may not be used in such a way as to bring the University into disrepute or make it subject to ridicule or contempt, including using footage with voice-overs or interspersed with other footage or material that would cause the same.
6. Productions must not interfere with the normal operations of the University.

Document history

Approval date	Resolution or delegation	Nature of Amendment
		This is the first version of this schedule, adapted from the Filming for Commercial Purposes Policy .

