The University of Sydney

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, eg. 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 these assignments of these type only, requests are to be directed to:

The Media Manager
University of Sydney NSW 2006
Ph: (02) 9351 4514
Fax: (02) 9351 3737

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 Media Manager 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, Facilities Services
Facilities Management Office
University of Sydney NSW 2006
Fax: (+612) 9351 6129
Email: phillip.caraiscos@usyd.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, Facilities Services, 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, Facilities Services 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, Facilities Services 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, Facilities Services, 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.facilities.usyd.edu.au/documents/forms/about.shtml). The application form should be read in conjunction with this policy.

12 Approval

This policy was approved by:	Professor Michael Fry Acting Deputy Vice-Chancellor (Infrastructure)
Date:	16 December, 2004

With effect immediately

Proposed date of review:
12 months from the date of approval.