



Commercial Filming and Photography Guidelines

The Rottnest Island Authority (RIA) supports appropriate commercial filming activities on the lands and waters of Rottnest Island. 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. 'Respect the Island's cultural heritage, particularly those areas of significance to Aboriginal people. Permission to film or photograph registered Aboriginal heritage sites including the Aboriginal Burial Ground, The Quod building, and surrounds is required through the Department of Planning, Lands and Heritage (DPLH). Prior application must be made to DPLH to undertake filming or photography in these areas; and Respect visitors' enjoyment of the Island, or 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 Manager or Director Marketing and Events.
- 2.2. All applications must be submitted to the Marketing Officer, within adequate time, for consideration and approval. 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 Manager or Director Marketing and Events.
- 2.3. Approval for filming and photography is not required when:
 - The taking of photographs, film and videos is for the news media of the day and current affairs.
 - Filming or photography is undertaken by people employed by the RIA.

3. Documentary filming conditions

- 3.1. The information and explanations are factual.
 - The RIA encourages filmmakers/photographers to seek approval from the Communications and Media Manager to use information relating to facts and figures about Rottnest Island.
 - The RIA may request evidence to be provided for any information or claims used in film footage of real-life events, places, people, nature, or wildlife.
- 3.2. Understanding ethical filming and photography.
 - It is important to always keep a reasonable distance from wildlife as close approach will cause significant disturbances to their surroundings and habitat.
 - Learn the behaviours of the Rottnest Island wildlife that you will be filming/ photographing so any wildlife distress and disturbance can be avoided.



- It is strongly discouraged to manipulate or influence behaviours or wildlife into more aesthetic or visible scenarios.
- 3.3. Where documentary filming requires RIA financial contributions, the proposed filming will need to go through a sponsorship evaluation.
 - 3.4. Exclusivity requirements are to be established between the RIA and the filmmaker/photographer prior to the commencement of any activity.

4. Protecting Aboriginal culture and heritage

- 4.1. No filming of registered Aboriginal heritage sites on Rottnest Island takes place until:
 - Prior written consent from the registrar of Aboriginal sites at DPLH, in accordance with Regulation 10 of the Aboriginal Heritage Regulations 1974.

5. Bookings

- 5.1. Bookings for commercial filming and photography requests, including application forms are required to be sent to marketing@rotnnestisland.com.
- 5.2. The following notice periods apply:
 - Thirty (30) days for commercials, production films and documentary production; and
 - Fourteen (14) days for commercial still photography.
- 5.3. The RIA will require a brief of the content and a filming schedule; if there is any doubt a full script can be requested.
- 5.4. Requests which are submitted with less than the required notice may be considered if they can be dealt with within the timeframe available.
- 5.5. The Marketing Officer 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.

6. Fees

- 6.1. 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 commercial drone use.
- 6.2. Fees, charges, and bonds that apply to commercial filming and photography applications are set out in Appendix A.
- 6.3. 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.

7. Aerial access and use

- 7.1. Commercial filming and photography utilising a UAV/RPA (Drone) requires additional assessment and management of risks prior to commencement of filming and photography. 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.
- 7.2. 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.
- 7.3. Drone applicant information will remain registered with RIA for a period of 12 months.

8. Operations

- 8.1. The approval holder acknowledges and agrees that this approval does not give them exclusive use or access to any site, facility, or wildlife.
- 8.2. 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.
- 8.3. 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;
- 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.

9. Public liability and indemnity insurance

- 9.1. 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.
- 9.2. 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.

10. Previewing of the final film and acknowledgement

- 10.1. Previewing of the final film product may be requested at the discretion of the Rottnest Island Authority with the objectives of the RIA (e.g., in the case of advertising material to be shown in Australia or overseas).
- 10.2. A copy of the film or selected photographs may be requested by RIA for internal use or archival purposes if considered necessary.
- 10.3. 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)
Application fee		\$241
Drone application fee (annual)*		\$171
Filming fee - Day visit	\$606	\$302
Filming fee - Extended (min 2 days)	\$404	\$203
Additional requirements		
RIA management & guides	\$125 per hour, business hours	
RIA staff	\$129 per hour, business hours \$967 per day (not including overnight allowances)	
RIA vehicle	\$114 per vehicle, half day \$171 per vehicle, full day	
Bond (if applicable)	Confirmed on application	