

Aim: Purpose

The policy aims to:

- provide clear and consistent guidelines for filming/photography within the Authority's cemeteries
- promote effective working relationships between film makers/photographers and the Authority
- ensure photographs and/or film images are not published without the prior approval of either the Authority or the relevant grant holder/s.

Policy statement:

This policy covers videotaping, filming or still photography by individuals and/or organisations within the cemeteries managed by the Adelaide Cemeteries Authority: Cheltenham Cemetery, Enfield Memorial Park, Smithfield Memorial Park and West Terrace Cemetery.

Background

The Adelaide Cemeteries Authority is responsible for the operation, administration and maintenance of the cemeteries named above and is committed to providing an environment of peace and reverence.

Filming and photography in the cemeteries for private and personal use by family members and visitors is permitted.

However, images of the cemetery including individual headstones may not be published without approval from the Authority, and/or the grant holder of relevant grave sites.

Filming and photography by news media, professional and commercial film-makers and photographers, educational institutions and students requires the Authority's approval.

News media

All news media wishing to film or take still photographs in any of the Adelaide Cemetery Authority's cemeteries shall liaise directly with the Manager, Marketing and Client Services on 08 8139 7420.

Prior approval required

In order to protect the environment and privacy of families, visitors and staff, the Authority places conditions on the use of its cemeteries for filming and photography intended for publication.

Applicants are encouraged to discuss the content and context of the proposed media project with the Authority's Manager, Marketing and Client Services as early as possible.

Dates may need to be varied at short notice as funeral activity takes precedence and dates for filming/photography may need to be varied to accommodate funeral bookings as they arise.

In assessing applications, consideration will include the likely impact on the values of the cemetery involved and the likely impact on other visitors and proposed funeral services.

Where filming or photography is to take place in areas of cultural significance, permission may also be required from the relevant group or organisation (examples include Aboriginal people, or religious communities such as the Adelaide Hebrew Congregation, the Islamic community or Friends Society).

The Authority reserves the right to refuse any application, particularly if it deems that the project could bring the Authority into disrepute or discredit its staff in any way.

Fees

Fees may apply and penalty rates may apply for weekends, public holidays and location usage before 8am and after 4pm.

Application form

Permission to undertake filming or photography intended for publication should be sought by completing the *Application for filming and photography* form available from the Authority's Sales & Administration office by phoning 8139 7400 or on the Authority's website <http://www.aca.sa.gov.au>

Public insurance liability

Requests to film within the Authority's cemeteries or premises will only be approved for individuals or organisations that can provide a certified copy of a current certificate of currency with a minimum of \$10 million in public liability insurance.

Permit conditions

1. Filming and/or photography is:
 - a) not to take place during the conduct of a funeral or memorial service without the direct written permission of the family
 - b) not to take place in areas where visitors are at grave sites or where there is a likelihood that they will be disturbed or intruded upon in any way
 - c) restricted to general scenes and not directed at individual memorials so as to identify the inscription, without the direct written permission of the relevant grant holder.
2. Persons involved in the film production and/or photography are not permitted to stand on grave sites and must restrict their movements to the designated paths and roadways where provided.
3. Persons involved in the film production and/or photography are not permitted to approach visitors to grave sites or funeral services.
4. Filming or photography of Authority's staff is not permitted unless specifically approved.
5. Films or photographs are not to be used in commercial advertising or to imply the Authority's endorsement of a product.
6. Film-makers and/or photographers are required to provide all equipment, including power generators and lighting. No materials are to be affixed to any surface without prior permission.
7. Vehicle access in some cemeteries is limited. Applicants need to provide a detailed site plan indicating the proposed location of vehicles, trucks and any machinery or equipment. The Authority reserves the right to refuse or restrict vehicle access.
8. All persons involved in the film production and/or photography must comply with all regulations of the cemetery.

Copyright and acknowledgement

The copyright of footage and photographs remains with the owner. However, the use of the footage and images by the Authority for promotional purposes may be requested as part of the approval process.

The Authority's name should appear on any published acknowledgements relating to the film or photographs.