

Guideline

Guideline for:	Requests for Media to film at or within City Facilities and Venues	Version	Final
Responsible Directorate:	Office of the CEO	:	

1. PURPOSE

- 1.1. This Guideline provides advice to the Media when wishing to film at/within City-managed Facilities and Venues.

2. SCOPE

- 2.1. This guideline applies to all City-managed Facilities and Venues, but excludes areas of public open space (parks, roads, pathways, reserves, beaches etc).
- 2.2. Filming or photography associated with a function or commercial activity on any Local Government Property requires a permit and is covered separately by the City's Filming and Photography application process: [Filming in the City » City of Busselton](#)

3. GUIDELINES

- 3.1. The City respects the right of the Media to film and conduct interviews in public places. The City must balance this right within City-managed Facilities and Venues with the need to protect privacy, ensure safety and maintain operational integrity.
- 3.2. Unless invited by the City's Stakeholder Relations team, members of the Media wishing to film at/within City-managed Facilities and Venues are required to submit a request to the City's Stakeholder Relations team by emailing pr@busselton.wa.gov.au
- 3.3. Requests should be submitted at least three business days prior to the intended filming date and must include the following information:
 - a. Purpose and nature of filming
 - b. Dates, times and specific locations
 - c. Equipment and crew details
 - d. Potential impact on public access or services

- 3.4. The City will not unreasonably refuse a request, but any approvals may be subject to conditions applied at the CEO's discretion to ensure the ongoing delivery of safe and effective operations and customer service objectives, such as:
- a. Insurance and indemnity requirements
 - b. Restrictions on filming sensitive areas
 - c. Requirements for signage or public notification
 - d. Time limits and noise control measures
- 3.5. When filming, the Media must, at all times, ensure they have permission from any individuals or groups they are interviewing or filming, and ensure they meet all relevant laws, especially pertaining to filming of children.
- 3.6. For further guidance, please contact the Stakeholder Relations team on 08 9781 0444 or pr@busselton.wa.gov.au

4. DEFINITIONS

Term	Meaning
Media	External news organisations undertaking mass communication activities using any of a wide variety of channels (including but not limited to television, radio, newspapers, social media sites, websites etc).
City-managed Facilities and Venues	Any buildings owned and/or operated by the City for any purpose.
Public Open Space	Parks, ovals, roads, pathways, reserves, beaches and other freely accessible places owned or managed by the City.

5. ENABLING LEGISLATION, POLICY OR STRATEGY

- 5.1. *Local Government Act 1995*
- 5.2. *Privacy Act 1988 (Cth)*