The Victoria Police Role when ‘Specialist Filming Vehicles’ are used on public roads in a ‘Contained Location’

Role of Victoria Police

In some circumstances and only where appropriate, Victoria Police will at a ‘Contained Location’ conduct the activity in conjunction with a private traffic management company. Where this occurs, the private traffic management company will be responsible for preparing and submitting a Traffic Management Plan to Victoria Police for assessment. Once assessed it is the responsibility of the private traffic management company to forward the Traffic Management Plan to the relevant authority for a ‘Non Road Activity Permit’ on behalf of the applicant. In such instances Victoria Police will adopt a ‘supervisory’ role and will have total control of the ‘Contained Location’.

Contained Location

There are many types of scenarios which fall into this category, and applicants are requested to make direct contact with the Victoria Police Film and Television Office to determine the category.

Example: A ‘contained’ site is a road or road related area that has been contained for the filming activity at the exclusion of ordinary vehicular traffic.

Non Road Activity Permits

A ‘Non Road Activity’ in accordance with the Road Management Act 2004, Section 99B means any activity to be conducted on a road which will significantly interfere with the normal use of a road by road users.

Example: A ‘non road activity’ would include the use of a road for the shooting of a film, a bicycle event, a street festival or a street market.

As per the Act and regulations, a road authority ie: VicRoads, Councils, may issue a permit to a person to conduct a non road activity on a highway or road. A non road activity must be authorised by way of a ‘permit’ subject to any terms, conditions and limitations which the road authority considers appropriate.

Victoria Police Risk Assessment

The Film and Television Office conducts an appraisal of every filming application by performing a thorough site risk assessment of the proposed filming locality. This assessment is to identify any obvious risks or threats that need to be addressed before the commitment of any police resources. This assessment will determine the required resources Victoria Police will provide and in every case Victoria Police will have total control and responsibility of all traffic management.

Minimum Victoria Police Resources for a ‘Contained Location’

The minimum resources required for any contained ‘non-road’ activity involving Specialist Filming Vehicles will be:

- 1 x police member
- 1 x police car

Please note that every application will be assessed individually by the Film and Television Office to determine the appropriateness of the resources required.

Circumstances that influence the allocation of Victoria Police resources

- Size of ‘contained location’
- Time of proposed containment
- Volume of traffic both vehicular and pedestrian
- Effect on public transport
• Any agreements with the respective road authority
• Any known conflicting events
• Any other risks or safety issues

How do I apply?

Application for Victoria Police Resources for a ‘contained location’ is via the Application Form located at the top right hand side of this page.

Application Form is to be submitted via e-mail to the Film and Television Office.
E-mail: film.tv@police.vic.gov.au

Applications need to include an accurate diagram (Traffic Management Plan) which is usually arranged through a private traffic management company. The following information is also required:

• Proposed filming location (including ‘contained location’ boundaries and routes proposed)
• The use of any Specialist Filming Vehicles
• Location of unit base set up
• Meeting place and times (for police attendance)
• Filming times
• Details of any weather hold
• Any traffic management treatment consisting of :

  ✓ Traffic Controllers (number and placement)
  ✓ Signage (speed reduction, advisory, barricades, witches hats)
  ✓ Any other safety equipment
  ✓ Details of any road closures

For advice on traffic management and location requirements contact the Film and Television Office on 9247 3259 or 9247 5599.

Time Frame

Traffic management involving Specialist Filming Vehicles within a ‘contained location’ requires a minimum notice of five working days. Any applications received after this period will be considered. However, Victoria Police resources cannot be guaranteed and the activity may not be able to proceed.

Fees and Charges

The use of police resources for non core policing activities such as filming, unless exceptional circumstances exist, attract fees and charges under the ‘User Pays’ system. See the attached schedule of resource fees located at the top right hand side of this page.

Applications for Victoria Police resources incur an Administration Fee of $100.00 per application.

Applications which require a Victoria Police Operation Order (Traffic Management Plan), incur an additional fee of $100.00, per Operation Order.

A minimum four-hour Call-Out Fee for each assigned police member, as per the current Fees & Charges Schedule applies.

Cancellation Fees

Once Victoria Police resources are confirmed in writing, should the Applicant need to cancel these resources the following cancellation fees will apply:

• Cancellation Fee = $100.00
• Operation Order = $100.00 (if applicable)
- A minimum four-hour Call-Out Fee for each assigned police member, as per the current Fees & Charges Schedule.

Failing to comply with Victoria Police direction during filming, can result in the withdrawal of police services, and the prescribed Cancellation Fees or relevant fees which have incurred in excess of the minimum four-hour Call-Out will also apply.

Late Application Penalty Fee

Applications for police resources received with 24 hours notice or less will incur a 'Late Penalty Fee' of $1,000.

Please note - the Victoria Police Film & Television Office is closed on weekends. Therefore, applications received on a Friday for the filming of events on the following Saturday, Sunday or Monday, will incur the $1,000 Late Penalty Fee.