

**FILM FRIENDLY
WESTERN AUSTRALIA**

WHAT IS A FILM LIAISON OFFICER?

screenwest

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The Film Liaison Officer (FLO) role is a single point of contact for filmmakers within a local council, region or government department (local authority). The role manages all filming enquiries.

Having a single point of contact for filming enquiries helps a local authority understand and manage the impact filming may have in their region. It also helps a filmmaker - having a single point of contact means they do not need to contact multiple departments.

A FLO does not need to be a dedicated fulltime position. The duties can be carried out by a person or a team as part of a wider set of duties.

FLO duties should be written into the relevant persons position description. This helps retain corporate knowledge and ensures that managing film enquiries and permit applications is recognised as a key responsibility.

Staff carrying out FLO duties should have the authority to co-ordinate the departments involved in deciding filming and permit approvals.

FLO staff should be available Monday – Friday to respond to filming enquiries and process applications. Suitable staff should also be available to cover FLO staff holidays, and other leave.

All staff in the local authority need to know to direct filming requests to the FLO.



SKILLS AND EXPERIENCE

FLO staff do not need to have film experience. Consider staff who have:

- Knowledge of the local authority's organisational structure and permit requirements.
- Knowledge of legislation and regulations that apply to public land the local authority manages.
- Good stakeholder management, communication and problem-solving skills.
- Good negotiation skills with the ability to be flexible.
- Understanding of risk management.
- Experience in fast turnaround activities/events or an understanding of the screen industry.
- Availability and capacity to respond to film enquiries and permit applications during standard working hours.

A standard workday in film and television is a minimum of 10 hours and 45 minutes. So, filmmakers may occasionally need to contact FLO staff after hours and on weekends.

Local authorities should provide an after-hours contact number for the FLO or a delegate, e.g. a Ranger. Delegated staff should be familiar with permit approval processes and be able to deal with issues.

TRAINING AND SUPPORT

Screenwest offers training and ongoing support to FLO staff and will work with local authorities to streamline and simplify filming application and approval processes.

FLO TASKS

FLO's assist filmmakers in obtaining necessary approvals, support and access to the local authority's services in a timely manner.

Tasks include:

1. Acting as a single point of contact for productions wanting to film in the region and Screenwest.
2. Responding to filming enquiries in a timely manner including coordinating traffic management, road and walkway closures, access to state and national parks, parking and use of public buildings within the local authorities remit
3. Communicating and negotiating with the production on behalf of the local authority.
4. Coordinating filming and permit approvals and issuing the final approval and permit.
5. Ensuring the local authority's website has simple to find, up to date Film Friendly information.
6. Compiling a contact list of regional skills and service providers and promoting local businesses, facilities and services to filmmakers.
7. Compiling a Cultural Contacts list.
8. Completing Film Friending recertification check every two years.
9. Assisting with hosting location recces – providing in the area transport and access to locations.
10. Working with Screenwest to promote the region and share location images with Screenwest to upload to the Locations Gallery database.

WHAT DOESN'T THE FLO DO?

The FLO does not need the authority to approve all film permit application decisions.

A local authority may process parts of a filming application in different departments. The FLO will liaise with all the departments, collect any necessary internal approvals, assess the overall application and communicate with the production on behalf of the local authority.

Although the FLO is responsible for confirming the applicant has been granted any relevant external approvals required for filming e.g. police approval to use a firearm, it is the production's responsibility to apply for these external approvals.

Where public land is leased to a tenant, the FLO may not be able to approve or refuse a film permit application. However, they may choose to act as a liaison between the producer and the tenant to help make the process more streamlined.

