

FILMING MANAGEMENT PLAN

INTERNATIONAL BIBLE STUDENTS ASSOCIATION
12-14 ZOUC ROAD, DENHAM COURT, NSW

Date

17 February 2020

OVERVIEW: International Bible Students Association (IBSA) (&/or its nominee) is proposing to film a series of Bible-themed, educational re-enactments on its property for the purpose of religious instruction and training. This document serves as the Filming Management Plan to be implemented by IBSA to minimise potential impact on neighbours surrounding the property of IBSA, as well as the community in which it is located, while carrying out filming on its backlot. Details are set out below as to how the film production team will carry out their activities in order to limit any potentially disruptive elements (such as noise, light etc.) that may accompany a video production. The goal throughout the project is to engender a good community spirit between IBSA and its neighbours.

1 LOCATION

1.1 SITE

This Filming Management Plan is specific to the set buildings and subsequent filming that will take place on land owned by International Bible Students Association (IBSA), which is situated at 12-14 Zouch Road, Denham Court in the State of New South Wales. IBSA is a religious body, used by the religion of Jehovah's Witnesses. The land, which is referred to as "Bethel", meaning 'House of God', is used for religious worship, including residences for ministers of religion, who are referred to as "Bethelites".

The backlot set will be built on a small portion of land adjacent to the main site dam. Access to the filming location will be by means of internal roads. This includes vehicles transporting materials, supplies and equipment, as well as access by members of the cast and crew. The filming location will be restricted and not open to the public. For further details regarding access control, please refer to section 5 PARKING AND SITE ACCESS below.

An on-site indoor studio and off-site locations will also be used. The methodology, personnel and schedules contained within this plan also apply to the indoor studio. The focus of this plan, however, is the backlot set location, as the indoor studio is sound-proofed and entirely indoors, along with being located on a portion of the site with no residential neighbours nearby.

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2 PERSONNEL

All crew and cast who volunteer to participate in filming Bible-themed, educational re-enactments do so as an expression of their worship in a spiritual environment.

2.1 CREW

The production crew will be made up entirely of volunteer, ordained ministers of Jehovah's Witnesses. The crew will be comprised of:

- LIVING ON-SITE: 90 persons. These full-time video production personnel are Bethelites, who will live on-site and travel to their on-site location using the internal roads and pathways. The majority will work inside existing offices and workshops.
- PART-TIME COMMUTERS: The limited full-time personnel will be augmented as needed by part-time commuters from the local community.

2.2 CAST

The cast will be made up entirely of volunteer, ordained ministers of Jehovah's Witnesses.

- LIVING ON-SITE CAST: 40 persons. The main characters will live on-site and travel internally to the on-site filming location.
- PART-TIME COMMUTER CAST: The limited full-time staff will be augmented as needed by part-time local commuters.

3 SCHEDULE AND OPERATIONS

3.1 OVERALL SCHEDULE

Set construction is scheduled to begin in March 2020, subject to approvals. By September 2020, the sets are expected to be ready for film production. Filming is scheduled to commence in October 2020.

3.2 HOURS OF OPERATION

For the most part, film production will occur during normal business hours. No filming will occur past 10pm. For more detailed information, please refer to section 3.3 Table – Film Day Schedule below

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3.3 TABLE – FILM DAY SCHEDULE

Time	TYPE A – Typical Non-Film Set Maintenance Day	TYPE B – Regular Daytime Film Day Up to 35 crew 1-35 cast TOTAL: Up to 70 (combination of living on site and commuting)	TYPE C – Large Daytime Film Day 35 crew 36-100 cast TOTAL: Up to 135 (combination of living on site and commuting)
	Average of 8 days a month	Average of 8 days a month	Occasional
6-8	No activity planned	7:00 AM Arrival of part-time commuter cast/crew by car on Zouch Road. 7:00 AM On-property plant and equipment movement.	6:00 AM Arrival of part-time commuter cast/crew by car on Zouch Road. 7:00 AM On-property plant and equipment movement.
8-12	Movement of materials with vehicles using internal roads.	8:00 AM Arrival of balance of up to 35 part-time commuter cast/crew. Delivery of lunch/refreshments using van provided internally with all food prepared on premises and no catering via Church Road	8:00 AM Arrival of balance of up to 75 part-time commuter cast/crew. Delivery of lunch/refreshments using van provided internally with all food prepared on premises and no catering via Church Road
12-2	Break for lunch around 11.50 am. Personnel return to the main dining room to eat. Then return to set at 1.00 pm. Similar to the 8-12 activity.	Van would return used lunch items to kitchen on-site. Delivery of afternoon break refreshment from on-site kitchen	Van would return used lunch items to kitchen on-site. Delivery of afternoon break refreshment from on-site kitchen
2-5	Similar to the 8-12 activity, All activity finished by 5.00 pm.	Same as the 9-12 activity. Progressive departure of vehicles as cast finish.	Same as the 9-12 activity. Progressive departure of vehicles as cast finish.
5-8	No activity planned	Filming may end around sunset	Filming may end around sunset

3.4 GENERAL OPERATIONS

During the day, the cast and crew gradually arrive and depart from the set in a measured fashion as they are required for their scenes. When filming concludes for the day, equipment will be secured and any remaining cast and crew will depart. The majority of the cast and crew will return home by walking to their on-site accommodation. Part-time commuters will exit the site by car.

For further details regarding site access and egress, please refer to section 5 Parking and Site Access below.

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3.5 SPECIALISED FILMING OPERATIONS

Priority will be given to minimising the environmental and social impact of the production on the surrounding area..

A Jobsite Hazard Analysis procedure will be followed to comply with the local regulations.

Video effect (VFX) will be used strategically to reduce costs and scope throughout the project. This includes the use of crowd replication imagery to reduce the number of cast and extras needed, and CGI to provide set extensions and to save on set construction costs.

When supplemental electrical power is needed, a sound-attenuated, movie-set generator will be used. Movie set generators typically have a Sound Pressure Level (SPL) of 65 dBA at 7 meters. The Noise Impact Assessment confirms that the use of this type of generator will not cause a breach of relevant noise controls.

3.6 SAFETY

A copy of the Health and Safety Policy for location filming, including procedures on handling emergencies will be kept on-site at all times. A Safety Director will be assigned to the crew in order to ensure the safe handling and use of equipment. Regular safety meetings and discussions will be held with the cast and crew throughout the film production. A copy of the approval given by the local authorities to carry out an activity associated with the proposed filming at the location will be on hand.

3.7 COMMUNICATION

Crew members utilise a personal 'walkie-talkie' system with privacy headsets for internal communication around the site. This significantly reduces the potential for impacts on neighbours.

During filming, a small "Recording-In-Progress" light system is used to indicate to nearby cast and crew when the camera starts and stops rolling and when all need to be 'quiet-on-set'. Again this significantly reduces the need for a PA style instruction or warnings to other staff.

During normal filming days, communication to the cast is handled verbally using unamplified speech in close proximity.

During the few occasions which contain the full quantum of extras, a hand-held volume controllable voice amplifier, no greater than 10w, is used to communicate brief direction to the group. This system will comply with the requirements of the approved Noise Impact Assessment.

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3.8 ANIMALS

Apart from any agricultural farm animals already on site, some domestic farm animals will be used on-set. When they are used, trained animal handlers will be engaged.

4 EQUIPMENT AND LIGHTING

4.1 EQUIPMENT

Typical video production equipment will be used on this project, including handheld and mounted cameras, as well as a variety of lights and lighting support equipment (please refer to section 4.2 General Filming Lighting and 4.3 Night Filming Lighting below).

If it becomes necessary to use a drone, the filmmakers will utilise licensed drone operators and abide by the regulations of the Civil Aviation Safety Authority (CASA) and, prior to its use, provide the necessary documentation required for flying a drone.

4.2 GENERAL FILMING LIGHTING

The vast majority of the lighting needs for filming on the outdoor backlot will be provided by natural sunlight. Filming will be scheduled so as to take full advantage of daylight hours as this provides the most natural look.

At times, the sunlight will be diffused with cloths to cut the intensity and shadows. On cloudy days, some lights may need to be added to match the look of the brighter days.

4.3 EVENING FILMING LIGHTING:

For historical accuracy reasons, some filming may need to be done in the evening, although this is minimal. During evening filming, the intent is not to create daylight, but to create moon-light using as little filtered artificial light as possible. The goal is to provide just enough light to illuminate the cast and set. Cameras with sensors that are highly light sensitive are used in order to minimise the lighting that is needed. A primary 'moon-light' is raised, directed towards the set, and is shuttered to avoid spill. Some additional pedestrian level lighting is provided to augment the moon-light. Discrete bollard and pathway lighting provide for safe movement of the cast and crew.

5 PARKING AND SITE ACCESS

5.1 PARKING:

Parking will be in designated carpark assigned on-site during filming. There will not be any parking on public roads or in nearby neighbourhoods for the film production.

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5.2 ACCESS AND EGRESS FROM CHURCH ROAD

To minimise any disruption to neighbours via traffic and car light spill, any part-time commuters will be directed not to use the existing Church Rd entrance, but rather the Zouch Road entrance outside of business hours (Monday to Friday 8.00 am to 6.00 pm, Saturday 8.00 am to 4.00 pm). Any exiting by part-time commuters via Church Rd during business hours will be mitigated by commuters departing in a staggered fashion, due to the fact that not all cast extras and support staff will be required for filming throughout the day. Their exit trips will therefore happen gradually during business hours as their role for the day is completed.

6 MEASURES TO LIMIT IMPACT TO NEIGHBOURS

6.1 NOISE

A Noise Impact Assessment carried out by a certified Acoustical Engineer will be followed in order to maintain the peaceful amenity of the neighbourhood. Noise management measures to be implemented are:

- Use of an ultra-quiet sound-attenuated, movie-set generator. Movie set generators typically have a Sound Pressure Level (SPL) of 65 dBA at 7m.
- Vehicle engines will be switched off during loading activities.
- Church Road entrance will only be used during business hours (Monday to Friday 8.00 am to 6.00 pm, Saturday 8.00 am to 4.00 pm).
- Reversing safety beepers on all relevant plant equipment will be “broadband” style to reduce tonal noise annoyance.
- Noise commissioning to validate design will be undertaken as soon as site is operational.
- Use of hand-held amplified communication equipment will be limited, as outlined above in the Film Management Plan.

6.2 LIGHT

Evening filming is planned for less than 10% of the filming, thus there are very few occasions when filming lights could potentially impact on neighbours. Notwithstanding this, an Obtrusive Light Spill Assessment carried out by a certified Electrical Engineer will be followed to limit light spill and therefore limiting any impact to neighbours. Use of light shields and 1200x1200 mm steel flags to light only what is required for filming, as well as shielding provided by set buildings, other site buildings and landscape screening will limit any impact to neighbours.

6.3 MAINTENANCE

The filmmakers will control noises and vibrations by using equipment that is well maintained and promptly repaired as needed, in harmony with the manufacturer’s specifications and

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that are designed for quiet use on movie sets. Log books of the preventative maintenance program and any repairs are maintained by the onsite maintenance office.

6.4 DESIGN

The production set location has been designed to be as far from adjacent homes and properties as possible to limit any neighborhood disturbance.

6.5 LIVING ARRANGEMENTS

Since the majority of the cast and crew will live on-site and walk to and from work via internal pathways, this will limit any disturbance to the community and reduce impact on the environment.

6.6 PERSON TO CONTACT

While every effort will be made to avoid any disturbance to neighbours, as an additional measure, the name and phone number of an IBSA contact person will also be provided to neighbours so any unforeseen disruption can be ameliorated as soon as possible.

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