



Association of Heads of Independent Girls' Schools NSW

ABN 81 660 358 175

**IGSSA EVENT
SCHOOL PHOTOGRAPER INFORMATION**

Please indicate the official photographer from your school attending these IGSSA events.

All photographers attending events held at SOPA and SIRC, which includes Rowing, Swimming and Diving, Athletics and Gymnastics, must also complete the attached forms and return to SOPA and/or SIRC to receive permission from the venue as well.

All photographers must complete the AHIGS 100 Point ID Check and Child Protection Form that is attached and return with this form, verified by their school.

Only photographers with an IGSSA lanyard (and SOPA/SIRC pass if necessary), will be allowed on pool deck, track side, etc.

All photographers must report to the AHIGS Director or Assistant Director of Sport at the venue prior to the start of the event, to receive their IGSSA identification

SCHOOL: _____

Events 2012

Indicate event attending:

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Rowing | Friday February 17 |
| <input type="checkbox"/> Swimming and Diving | Friday March 9 |
| <input type="checkbox"/> Tildesley Shield | Wed March 21 – Friday March 23 |
| <input type="checkbox"/> Cross Country | Friday May 11 |
| <input type="checkbox"/> Athletics | Friday August 17 |
| <input type="checkbox"/> Gymnastics | Friday October 26 |

Name: _____

All necessary forms have been completed:

- SOPA/SIRC Filming permission returned to SOPA/SIRC
- AHIGS 100 Point ID attached to this form
- Child Protection

A separate form must be completed for each photographer.



AHIGS
Sporting
Committee
(IGSSA)

Website: www.ahigs.nsw.edu.au/IGSSA.aspx

LG1, 56 Delhi Road
North Ryde NSW 2113

Phone: (02) 9888 9477
Fax: (02) 9888 9277



Association of Heads of Independent Girls' Schools

AHIGS 100 Point ID Check

As detailed in *The Working with Children Employer Guidelines 2010*.

Please indicate which documents have been used to verify the identity of the Applicant and record the details on this form. These must be the same as the applicant has placed on the NSW Working with Children Check Applicant Declaration and Consent form.

Applicant's Name:

Family name: _____

First name: _____ Other given name(s): _____

Applicant's Residential address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____ Postcode: _____

Country: _____

These details have been verified by:

Name: _____

Position: _____

Date: _____

Points	Documents	Document No
70 <i>One only from this section</i>	Verify the name of the preferred applicant	
	<input type="checkbox"/> Birth Certificate	
	<input type="checkbox"/> Birth Card issued by the NSW Registry of Births, Deaths & Marriages	
	<input type="checkbox"/> Citizenship Certificate	
	<input type="checkbox"/> Current Australian passport	
	<input type="checkbox"/> Expired Australian passport which has not been cancelled and was current within the preceding 2 years	
	<input type="checkbox"/> Current passport from another country or diplomatic documents	
40 <i>One or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):</i>	Verify the name and photograph/signature of preferred applicant	
	<input type="checkbox"/> Current driver photo licence issued by an Australian state or territory	
	<input type="checkbox"/> Identification card issued to a public employee	
	<input type="checkbox"/> Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	
	<input type="checkbox"/> Identification card issued to a student at a tertiary education institution.	
	<input type="checkbox"/> Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: <ul style="list-style-type: none"> ◦ A financial body certifying that the applicant is a known customer. ◦ An acceptable referee under AUSTRAC Guideline No. 3. 	

Points	Documents	Document No
35 <i>One only from this section</i>	Verify name and address of preferred applicant <input type="checkbox"/> Document held by a cash dealer giving security over property	
	<input type="checkbox"/> A mortgage or other instrument of security held by a financial body	
	<input type="checkbox"/> Council rates notice	
	<input type="checkbox"/> Document from current employer or previous employer within the last two years	
	<input type="checkbox"/> Land Titles Office record	
	<input type="checkbox"/> Document from the Credit Reference Association of Australia.	
25 <i>One or more from this section</i>	Verify name of preferred applicant from <input type="checkbox"/> Current credit card or account card from a bank, building society or credit union	
	<input type="checkbox"/> Current telephone, water, gas or electricity bill	
	<input type="checkbox"/> Foreign driver's licence	
	<input type="checkbox"/> Medicare Card	
	<input type="checkbox"/> Electoral roll compiled by the Australian Electoral Commission	
	<input type="checkbox"/> Lease/rent agreement	
	<input type="checkbox"/> Current rent receipt from a licensed real estate agent	
	<input type="checkbox"/> Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years	
<input type="checkbox"/> Records of a professional or trade association of which the applicant is a member.		
Applicants under 18	Verify name of preferred applicant using <input type="checkbox"/> one document from the 70 point list above or	
	<input type="checkbox"/> a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.	

This is an extract from The Working with Children Employer Guidelines 2010 detailing why we collect this information.

“4.2. Identifying the preferred applicant accurately

Before you request a Working With Children Check you must ask preferred applicants to provide documents to verify their identity. This must include original documents adding up to a minimum of 100 points as required by the 100 Point Check under the Financial Transaction Reports Act 1988. Certified copies of original documents are acceptable for birth certificates and for citizenship certificates, but not for other documents. Applicants living overseas who cannot provide originals of other documents may initially provide certified copies, pending submitting the originals when they are employed in NSW. If an applicant is unable to provide documents to meet the identification requirements due to their personal circumstances or special needs, employers should contact their Approved Screening Agency for assistance. The applicant must nominate the identifying documents provided to you, when they complete their Applicant Declaration and Consent or Adult Household Member Consent. You must confirm that you have verified the identity of the applicant when you complete the Employer Request for Background Check.”



**NSW WORKING WITH CHILDREN CHECK
APPLICANT DECLARATION AND CONSENT**

Personal Details:**Name:**

Family name: _____

First name: _____ Other given name(s): _____

Previous names / aliases:

Family name: _____

First name: _____ Other given name(s): _____

Residential address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____ Postcode: _____

Country: _____

Contact:

Phone: _____ Mobile: _____

Email: _____

Date of Birth: _____ Gender: _____

Place of birth:

Suburb / Town: _____ State: _____

Country: _____

Identifying Document:

If you used one of these documents to verify your identity, please fill in these details

Licence Type: Drivers Licence Firearms LicenceIssuing Agency: Australian Capital Territory New South Wales Northern Territory Queensland South Australia Tasmania Victoria Western Australia Australian Army Commonwealth of Australia Defence Force Academy Australian Navy Australian RAAF Issued by a country other than Australia Other

Licence Number: _____

Passport Type: Private Government UN Refugee

Issuing Country: _____

Passport Number: _____

Position:Title: Referee / Umpire / Convener / Adjudicator (please circle whichever applies)Type: Paid contractor

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Details of these offences can be found online at Working With Children Employer Guidelines Fact Sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration

- I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.
- I have not omitted any names or aliases that I use or used in the past.
- I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.
- I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:
 1. National criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;
 - punishable by imprisonment for 12 months or more.I understand that this check includes convictions or charges that:
 - may have not been heard or finalised by a court; or
 - are proven but have not led to a conviction; or
 - have been dismissed, withdrawn or discharged by a court.
- 2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
- 3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

Consent

- I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.
- I acknowledge that:
 - the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
 - the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;

- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers; any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature: _____

Date: _____

What should I do next?

Once you have completed your details, you will need to sign the printed form and provide the signed form to your prospective employer/volunteer organisation. You may also wish to retain a copy for your records.

FILMING PERMIT



**Aquatic
Athletic
Archery**
CENTRES

COMPANY NAME: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

ON THE FOLLOWING DATES

DURING THE HOURS OF

THE FOOTAGE WILL BE USED FOR: (PLEASE TICK)

Print Editorial

Video Advertisement

Commercial Movie

Other, please specify : _____

FACILITY: SYDNEY OLYMPIC PARK AQUATIC CENTRE

Competition Pool Utility/Diving Pool

Training Pool Leisure Pools

The Water's Edge Bridge

Leisure Garden Front Entrance

Dawn Fraser Room Murray Rose Room

Shane Gould Room Lorraine Crapp Room

Western Grandstand Eastern Grandstand

Legacy Stand Gymnasium/Cardio Theatre

Other, please specify : _____

I have read and understood the conditions of filming overleaf:

SIGNATURE: _____ DATE: ____/____/____

OFFICE USE ONLY

CONFIRMED/BOOKED

TO BE CONFIRMED

TOTAL HOURS: _____ TOTAL COST: \$ _____

SOPAC SIGNATURE: _____ DATE: ____/____/____

SYDNEY OLYMPIC PARK AQUATIC CENTRE
OLYMPIC BOULEVARD, SYDNEY OLYMPIC PARK NSW 2127
PHONE: (02) 9752 3666 FAX: (02) 9752 3699

CONDITIONS OF PERMISSION

1. Interpretation

"Applicant" means the person described as such in the Filming Permit
 "Application" means the document attached here to with the heading
 "Application for Filming Permit Sydney Aquatic and Athletic Centres"
 "Authorised Officer" means the Officer of the Sydney Olympic Park
 Aquatic and Athletic Centres who is empowered to sign the Filming
 Permit.

Authority" means either:

- a). a department, instrumentally or statutory corporation of the Government of New South Wales; or
- b). a Council within the meaning of the Local Government Act 1919; or
- c). the Owner or person in lawful position of the location or location service which has issued the Filming Permit.

"Authority Delegate" means the person or persons delegated by the Authority in writing with all or any of the Authority's powers, to act as primary contacts with the Film Crew during the filming.

"Claims" means without limiting the generality thereof actions, claims, demands, proceedings, losses, damages, compensation, costs (including solicitor and client costs and costs between party and party), charges and expenses.

"Conditions" means the Conditions of Permission.

"Dangerous Substances and Articles" means without limiting the generality of the term, any plant, furnishings, equipment, substances, or appliances which by virtue of their weight, nature, size or inherent vice or inadequacy of design will cause a fire hazard, excessive vibration or noise, an explosion, structural or other damage to floors, walls, or furnishings at the Location.

"Film Crew" means the Applicant's servants actor agents and contractors and sub-contractors or any other person on the Location by the invitation or at the benet (wether tacit or otherwise) of the Applicant or such servant, agent, contractor or sub-contractor as aforesaid.

"The Filming" means the entry use or physical presence upon the Location of the Applicant or the Filming Crew pursuant to the Filming Permit for the purpose of recording scenes in the preparation of film or video production.

"Person" includes the Corporation and vice versa.

"Recommended Film Industry Safety Code" means the recognised film industry procedures for safety and hazard management.

Parties to the Code are the Screen Producers Association of Australia, Actors Equity and Australian Theatrical and Amusement Employees Association, which are the employer and employee unions and associations for the Australian Film Industry.

2. If any term, covenant or condition of these Conditions or the application thereof to any person or circumstances becomes in valid or unenforceable the remaining terms, covenant and conditions shall not be affected thereby and such terms, covenants and conditions of these Conditions shall be valid and enforceable to the fullest extent permitted by law.

3. These conditions shall be deemed, construed or interpreted to generate any relationship of employer and employee, principal and agent or partnership between the Applicant and the Authority.

4. These conditions set forth the entire agreement between the Applicant and the Authority and no external document or oral statement shall be admitted in evidence to amend, alter or vary them.

5. Where two or more persons are applicants these Conditions shall bind them jointly and severally.

6. **Warranties** – The applicant to the Authority that all information provided in the Application is true and correct in every particular and no material or relevant information has been omitted from the Applicant.

7. **Representative to be present** – the authority shall be entitled to have the Authorised Officer or the Authority's Delegate present at all stages during the filming and the Applicant shall obey and cause to be obeyed by the Film Crew all reasonable directions given by the Authorised Officer or the Authority's Delegate.

8. **Information to be conveyed** – The applicant shall not portray in the film or video production the Authority as endorsing or appointing any production or service or any views, opinions, attitudes or ideas suggested, conveyed advertised, canvassed, depicted or otherwise expressed, without prior written consent of the Authority.

9. The applicant shall, if requested by the authority, acknowledge the assistance of the Authority in producing the film or video by the usual method of end credits, or as mutually agreed.

10. **Release** – The Applicant acknowledges that it conducts the Filming entirely at its own risk and hereby releases to the fullest extent permitting by law the Authority and its servants, agents and contractors in the absence of any wilful default on their part from all Claims of every kind resulting from accident, damage, death or injury occurring at the Location to any person or property.

11. **Indemnity** – The Applicant hereby indemnifies the Authority against all Claims for which the Authority may become liable in respect of loss, damage, accident or injury to property or person caused or contributed to by the Filming or any act, failure to act of the Applicant or the Film Crew or the Applicant's failure to comply with its obligations under these Conditions.

12. **Insurance** – The Applicant undertakes to maintain with a reputable insurer Public Liability Insurance cover of AU\$5,000,000 (or such greater amount as the Authority may reasonably require) in any single claim and to produce certificate of proof of such cover for inspection by the authority when reasonably requested.

13. **Dangerous Substances or Articles** – The Applicant shall not without permission within the Film Permit bring on the Location any dangerous substances or articles which have not been listed as such on the Application. The Applicant shall provide evidence of competence and work safely, as required by the Recommended Film Industry Safety Code.

14. **Applicant's Use of Location** – the applicant shall not use or permit to be used any fittings, plumbing facilities or equipment in the Location for any purpose other than those for which they were constructed. The Applicant shall not permit to be caused any wilful, serious or irreparable damage or alterations to the floors, walls, furnishings, furniture, fixtures, fittings, partitions, floor coverings, hangings, plants, equipment or stationery in or about the Location, without the expressed prior written permission of the Authority. The Applicant shall not do or permit to be done or omitted any act in, upon or about the Location which may be or grow to the annoyance, nuisance, grievance or disturbance of the Authority, any other person lawfully present or occupiers or owners of any adjacent premises.

The Applicant shall:

Repair all damage at the Location for which the Applicant has been responsible.

Remove all of its personal property and any rubbish or waste material resulting from the Applicant's use of the Location.

Restore the Location to the condition it was in before Filming.

15. **Recoverable Expenses** – All fees, bonds and servicing charges as acted in the Filming Permit are payable as and where stated in the Filming Permit. All other expenses or outgoings to which the Authority may be subject or which it may reasonably incur as a result of the Filming or its need to supervise the Filming or otherwise exercise are recoverable expenses, payable within 14 days or written notice from the Authority. The Authority may deduct the amount of any recoverable expenses from any bond paid to it after reasonable consultation with the Applicant. The Authority undertakes to refund any bond furnished by the applicant less any deductions made in accordance with the Condition.

16. **Service of Notice** – Any notice required to be given by a party hereto shall be sufficiently given if reduced to writing and signed by or on behalf of the applicants representative or Authorised Officer of the party giving notice and if served personally or sent by post or facsimile to addressed and facsimile numbers shown in the Filming Permit.

17. **Applicant Entitlements** – Subject to these conditions the Sydney Aquatic and Athletic Centres hereby licences, authorises and permits the Applicant to conduct the Filming, enter the Location for this purpose with all necessary equipment, exhibit or release the resulting film or video production through the entire world, and represent the Location under any other name whether real or fictional according the requirements of the film or video production provided that this is not done with any fraudulent intent. The Authority acknowledges that it has no interest in the film or video production by means of the filming and concedes all rights therein. The Authority will not unreasonably refuse refund of fees paid in advance where cancellation or rescheduling of the Location requires withdrawal of the Application.

18. The Authority reserves the right to impose further Special Conditions to the granting by it of a Filming Permit and Special Conditions to be specified in Schedule "A" to the Filming Permit.

Application for filming/photography permit

Application information

Company name	Contact name
<input type="text"/>	<input type="text"/>

Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Phone	Mobile phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>

Feature film
 TV drama
 TV commercial
 Shorts/student/community
 Still shoot

If commercial, name product*

Title of production	Proposed location/s
<input type="text"/>	<input type="text"/>

Proposed operational times

Date/s	Between the hours of
<input type="text"/>	<input type="text"/>

Date/s	Between the hours of
<input type="text"/>	<input type="text"/>

Construction/set dressing requirements on location

Nature of scenes to be filmed/photographed

Animals/firearms/smoke/special effects or unusual scenes

Location Manager	Contact details
<input type="text"/>	<input type="text"/>

Number of cast	Number of crew	Number of vehicles and registration numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>

Public liability insurance provider

(Attach Copy of Certificate of Public Liability Insurance cover to this application)

I, the above-named Applicant or Applicant's Representative, herein acknowledge having read the location agreement and agree that by signing this application I shall render the applicant legally bound by them in the event that the filming permit is granted by the Department of Education and Communities.

Applicant's signature	Date
<input type="text"/>	<input type="text"/>

*It should be noted that the use of Olympic symbology (i.e. the Olympic Rings on the western bridge), in relation to the product, needs authorisation from the Australian Olympic Committee.



Sydney International Regatta Centre
 Castlereagh Road, Penrith NSW 2750
 phone (02) 4730 0000 fax (02) 4730 6789
 email regatta@communities.nsw.gov.au
 www.regattacentre.nsw.gov.au



Communities
 Sport & Recreation

Location agreement

Application information

Production company

Address

Postcode

Phone

Fax

ABN

In consideration of the payment by _____ ("The Producer") to the Department of Education and Communities of the Location Fee set out below, permission is granted to the Producer to use the premises of the Sydney International Regatta Centre ("The Property") for the purposes of

The permission shall include, the right to bring personnel and equipment onto the Property and such other rights as set out below and on the accompanying application.

The permission is granted for _____ day/s, commencing on _____ during the hours from _____ to _____ to enable completion of all scenes and work required by the Producer. The shooting date/s is subject to variation by the Producer, after written notification to the Department of Education and Communities, because of changes in the production schedule or weather.

In the event that the Producer is unable to use the Property for whatever reason, the Location Fee shall not be payable. In the event that the Producer's use of the Property is less than agreed, the Producer shall only be obliged to pay the Department of Education and Communities, a Licence Fee on a pro rata basis. In the event of either of the above, the Producer will be liable to pay the Department of Education and Communities, reasonable costs in providing staff such as required, including security.

The Producer agrees to indemnify and hold the Department of Education and Communities, harmless against and from any and all liability and loss, which the Department of Education and Communities, may suffer by reason of any accidents or other damage to the Property or bodily injury including death, caused by the negligence of the Producer or any of its employees or agents on or about the Property. The Department of Education and Communities, agrees to notify the Producer in writing within seven (7) days of completion of the Producer's use of the Property of any damage claimed to arise from the Producer's use of the Property and to allow the Producer access to the Property to assess and (where appropriate) rectify any such damage. Failure by the Department of Education and Communities, to notify the Producer in accordance with this paragraph shall not relieve the Producer of all responsibility in respect of damage arising from its use of the Property.

The Producer warrants to effect Public Liability insurance for a sum not less than \$10,000,000 and provide evidence of such insurance to the Department of Education and Communities, prior to the Producer's use of the Property.

The Producer warrants that the images will not be used in any way to portray the Department of Education and Communities, in an unfavourable light, or create a work which in any way could be associated with the Olympics held in Sydney in the Year 2000. The Department of Education and Communities, hereby expressly disclaims any right, title or interest in the filmed work including all copyright therein and acknowledges that the Producer has the unfettered right (without payment of further fee) to exhibit and license others to exhibit and to otherwise exploit in all media throughout the world all or any part of the filmed work photographed or recorded at the Property.

The Producer shall acknowledge the assistance of the Department of Education and Communities, in enabling the production of the filmed work photographed or recorded at the Property.

Subject to the Producer remaining liable for its obligations under this agreement, the Producer may assign the benefits of this agreement in whole or in part.

For and on behalf of: (Production Company)

Signature

Title

Date

For and on behalf of: (The Department of Education and Communities/SIRC)

Signature

Title

Date

Location Fee: (incl. GST)

(Attach copy of Certificate of Public Liability Insurance cover to this application)

*It should be noted that the use of Olympic symbology (i.e. the Olympic Rings on the western bridge), in relation to the product, needs authorisation from the Australian Olympic Committee.



Sydney International Regatta Centre
 Castlereagh Road, Penrith NSW 2750
 phone (02) 4730 0000 fax (02) 4730 6789
 email regatta@communities.nsw.gov.au
 www.regattacentre.nsw.gov.au



Communities
 Sport & Recreation