

fiveDME Policy Document 2011

NOTE:

This document is now a combination of all policies rather than the original structure of separate documents. It has been updated from our original Policy Documents of 2008.

Contents:	Page 1
Web Content Display Policy	Page 2
Photographic Acknowledgements Policy	Page 3
Clothing Policy	Page 4
Dealing with the Public	Page 5
Photographic Shoot Policy	Page 6
Photographic Checklist	Page 7
fiveDME Identity Cards	Page 8

These policies are subject to change at the discretion of the Team Leader.

Web Content Display Policy

5DME has the following policy in place to govern the content of the web site. There are certain limitations and liberties in place to protect the 5DME reputation and to allow us to work freely and in positive cooperation with companies and authorities.

1. Live Data

- a. We must not provide unsanctioned live data feeds on the web site.
- b. We must not refer to sites that provide live data unless prearranged via the 5DME Team Leader. This must be coordinated with the various authorities and/or companies that are assisting 5DME. (Our credibility and trustworthiness is at stake).

2. Security

- a. No secure or restricted data or imagery is to be displayed on the site without prior approval of the 5DME Team Leader.
- b. The 5DME **Photographic Checklist** covers display of images on 5DME.
- c. All content is to be verified and approved by the Team Leader prior to open public display.

3. Identity

- a. Where photos or video contain clearly identifiable persons the image either:
 - i. Must not be used, or
 - ii. Pixilated areas to be overlaid to protect the person's identity.
 - iii. Persons may be used in photographic or video presentations if they have given prior approval.
- b. Secure areas must not be photographed or otherwise distorted or edited to protect the secure nature of the area. Avoidance is the best policy.
- c. All photos and video to be checked against the Photo Policy before open public display.

4. General Content Rules

All content is to be added to the web site via the Team Leader. Crew should zip their files and images and email to: david@5dme.net or use the **You Send It drop box**. Not all content that is submitted will be displayed. There may also be a time lag as we like to add new material constantly so as to increase our search engine scans. Thus keeping our ranking.

Photographic Acknowledgements Policy

(Revised: 7th September 2008 to accommodate no new members policy)

Procedures for crediting photos

1. All photos by 5DME crew are to be credited by a link to the crew bio lists. EG: D1, D2, K1 etc. with a hyperlink to the crew member's bio page..
2. Images from the public will not generally be accepted for display on our site.
3. Items from certified sources are to be credited to those sources. Information should be sought on how the credit is required. For instance; A company name. These photos must be used with permission.
4. Care should be taken when accepting outside content. Everything is to be verified. Including copyright and our permission to display such images.

Clothing Policy

5DME clothing includes shirts, safety vests and caps and is provided by 5DME.

1. **Airside clothing is to be the following.**

When airside and for safety all 5DME members should wear Yellow/Lime logo printed 5DME worker safety type shirts or vests over casual clothing.

2. **Landside clothing – public areas.**

5DME Black Polo Shirt or 5DME lime/yellow safety shirt. EG: Safety shirt whilst working roadside or in a car park. Ideally in areas where we may be reported, for instance behind Harbour Town, at Fire gates etc. At other times the Black Polo shirt is appropriate.

3. **5DME Printed Clothing.**

Printed 5DME clothing is not to be provided to other persons (non-crew). We do not want people passing off as 5DME crew.

4. **Care of 5DME Clothing.**

Care of the clothing provided by 5DME is the responsibility of the holder. Clothing should be maintained in a clean, neat and undamaged state. If clothing is damaged in the course of 5DME business it will be replaced. The 5DME Team Leader will arrange all 5DME clothing.

5. **Upon leaving the crew of 5DME.**

Clothing is to be returned to 5DME should a member of the crew leave the service of 5DME Adelaide. Leaving the crew is defined as permanently leaving not just a break away.

Dealing with the Public

1. All photo shoots are to be attended by 5DME crew only. No visitors allowed.
2. What to do if the public becomes a nuisance in a public area in the vicinity of 5DME photographers.

If we are on a general shoot where no permission has required or has been sought to be in a particular location and the area is public, we unfortunately don't have much choice on how to control the public. Be polite, do the job and move on as soon as possible.

3. If public approach us on site they are to be discouraged from tailgating us around. Especially if we are in areas by permission.
4. If the public becomes a nuisance in areas where we have been given special permission to photograph. We should proceed as discussed prior to attending with the person in charge.
5. Authorities may ask us to ask the public leave the area until the unwanted persons disperse.
6. Authorities may ask us to call their security number and advise them of the problem.
7. In any case no matter what the circumstances, we defer to the appropriate person as to how they wish 5DME to handle such situations. This information should be sought prior to attendance.
8. If required by the area manager, 5DME are to call the Airport Coordination Center if any of the above circumstances become apparent – confirm before visit as to our obligations.

5DME has a reputation to maintain and outsiders wishing to further their own ideals may wish to cash-in on 5DME and our hard work. If allowed to go unchecked this could have a detrimental effect on 5DME's reputation and relationships with aviation participants and authorities.

We do not generally accept unsolicited help from outside sources and this is to be discouraged if enquiries are made.

Photographic Shoot Policy

For the purposes of this document TEAM LEADER = David Hales. Snr Photographer = David Wilkie.

Procedures for organization and conduct at photo shoots

1. Usually photo shoots in designated or company areas are to be pre arranged with appropriate authorities, airlines or area managers.

Any 5DME crew can organise for photos to be taken. In all cases **this is to be co-ordinated with the Team Leader or Snr. Photographer** and must be recorded on our files. If possible and official request will be sent to the required parties. There may also be occasions where unplanned opportunities present themselves for a photo. (See section 6. Unplanned opportunities).

2. When confined to a designated area, there is to be **no deviation**. This is to protect our reputation. **We do not wander.**
3. All photography taken from outside the fence (landside) is to be considered as to what effect it may have on the general security of airfields. Locations must be considered, as we do not want to encourage public to enter undesirable areas. This could reflect badly on 5DME if it is seen to encourage public into non-desirable areas.
4. When operating airside all local regulations and rules must be adhered to at all times. Any restrictions imposed on the visit must be obeyed. If being escorted by a person with an ASIC, you must stay with the ASIC holder at all times.
5. Before entering airside on a field that requires an ASIC or ASIC holder and visitors pass; it must be pre-arranged with the appropriate person. EG. Airline Manager, Airport Authority. This **must be coordinated with the 5DME Team Leader** prior to the visit if possible, as 5DME files must be updated. If passes are required this is to be arranged by the 5DME Team Leader via official request.
6. Unplanned opportunities. When we find ourselves in an advantageous situation EG. On airfields or in vicinity of aviation related photo opportunities and may be able to attain a photograph by seeking local permission then and there, the photographer must identify themselves as from 5DME and that we are taking photographs for possible inclusion on our web site. The 5DME Team Leader is also be notified (prior if possible) so the event can be recorded in our files. The authorised person from the company or agency can contact the Team Leader on 0408 818 096 for verification.

PHOTOGRAPH/VIDEO CHECKLIST 5DME.NET

(Photos must be checked against this list before inclusion on web site)

1. Does the photo promote aviation in a positive light?
2. Is there anything in the image that may be perceived as negative?
3. Are there any security issues possible with the image or video?
(These must either be edited or pixilated. Otherwise they are not suitable for display)

for example...

- a. Secure access points.
 - b. Secure or classified equipment. (Check if unsure).
 - c. Personnel that are clearly identified or faces visible.
 - d. Images that may contain more detail than is advisable.
4. Photos of secure areas may require approval from the relevant person.
5. All images to be reduced to 640x480 pixels to prevent quality enlargements.
(This is done automatically by the software on the web site but it is preferred the originals are to be reduced in resolution before upload).
6. Original images that are used for promoting 5DME must comply with the above before enlargement.
7. Photos indicated as not appropriate by authorities are to be modified or removed from the site as required.
8. Photos provided by companies must pass the same criteria.

Note: Usually, photographs and videos will be of what the public can normally see during normal visits to airports. 5DME images may simply be from different angles or vantage points. Regardless, all imagery must be checked against this list and comply with any requirements imposed.

fiveDME Identity Cards

All 5DME crew must wear the provided Identity Card whilst on airports or at photo shoots for 5DME.

1. Cards will be provided by the Team Leader
2. ID cards will expire every 12 months from date of issue
3. Identification will be shown to any airport authority or police if requested
4. Identity cards must be handed back to the 5DME Team Leader upon expiry

SAMPLE fiveDME Identity Card

