



media, entertainment & arts alliance
the people who inform and entertain

Media, Entertainment & Arts Alliance National Stunt Committee Rules and Grading Procedure

September 2014

The Media, Entertainment & Arts Alliance

The Media, Entertainment & Arts Alliance (MEAA) is the industrial and professional organisation representing the people who work in Australia's media and entertainment industries. Its membership includes journalists, artists, photographers, performers, dancers, symphony orchestra musicians, freelance musicians and film, television and performing arts technicians.

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The National Stunt Committee (NSC)

The National Stunt Committee is a committee of graded stunt personnel elected every two years by the membership and constituted under the Union Rules as follows:

- Four graded Stunt Actors from a minimum of three states.
- Four graded Safety Consultants/Supervisors from a minimum of three states.
- Four graded Stunt Coordinators from a minimum of three states.

All National Stunt Committee members must have obtained work in the role for which they are nominated to be elected within 2 years immediately prior to the close of nominations. Evidence of such work by way of contracts or call sheets may be sought. Only Stunt Actors or higher may vote in the election for members of the National Stunt Committee.

Under the Union Rules, the duties of the National Stunt Committee are to devise and administer the **National Stunt Committee Rules and Grading Procedure** (this Procedure) and consider matters affecting stunts and related issues in the film and television industries.

Definitions

Stunt Actor Provisional (SAP) means a person suitably graded, qualified and skilled to perform in background action and group stunt work under the supervision of a MEAA graded Stunt Coordinator. A SAP cannot perform mainline stunts however in exceptional circumstances a SAP may act as a stunt double provided that the SAP possesses the necessary skills, a risk assessment has been undertaken, the Producer has provided written authority and received the written approval of the National Stunt Committee.

Stunt Actor means a person suitably graded, qualified and skilled to perform stunts. A Stunt Actor may also work as a Stunt Assistant or Safety Assistant provided that they work under the supervision of a MEAA-graded Stunt Coordinator or Safety Supervisor respectively.

Assistant Stunt Coordinator means a person assisting the Stunt Coordinator, including with administrative procedures (e.g., stunt budgets and production liaison) and the set-up and execution of stunts and/or hazardous action. An Assistant Stunt Coordinator cannot be utilised on another unit or area unless in the presence of a Stunt Coordinator or where the Stunt Coordinator has supervised the Assistant in preparation of the stunt or hazardous action.

Safety Consultant/Supervisor means a person suitably graded, qualified and skilled to provide specialist knowledge, expertise and advice regarding the most appropriate measures to minimize risks associated with the production.

Stunt Coordinator means a person suitably graded, qualified and skilled to arrange, set up and oversee the production of a stunt.

Identifiable Stunt means stunt action performed that requires any extraordinary skill or endured discomfort as part of the performance. Examples are including but not limited to: fire burns, near explosions, vehicle impacts, high falls, stair falls, horse falls, flying rigs, air rams and ratchet rigs, precision stunt driving.

Applications for Stunt Grading

Applicants must submit 15 copies of their application on 15 separate USB sticks, each clearly marked with the applicant's name. The application must be complete at the time of filing and include all supporting documentation (references, recommendations, logbooks, certificates, showreels etc). All applications must be received by Equity at our Federal MEAA office by 5pm (AEST) on the date of the application deadline.

All showreel or moving images included on the applicants USB must be provided in the following formats in order of preference;

- 1) MoV
- 2) Mp4
- 3) AVi

In addition to any showreel content provided on the USB applicants are also welcome to email a closed viewing link to the NSC committee and Equity using *Vimeo* or *Youtube*.

Email links for *Vimeo* or *Youtube* should be forwarded to members@alliance.org.au with attention Equity Stunt Grading in the subject line. You will also need to provide your name and the grading level applied for in the content of the email.

Your 15 USB copies of completed application material must be mailed to the MEAA Federal Office using the listed addresses below;

Att: MEAA/Equity – Stunt Grading
Stunt Grading Applications
PO Box 723
Strawberry Hills
NSW 2012

We no longer accept applications hand delivered or mailed to our state branch offices outside NSW. All applications must be mailed direct to the NSW PO Box Address listed above. For NSW based applicants who prefer to hand deliver their applications they can do this at the below to the Equity (MEAA) Federal Office listed below;

Att: MEAA/Equity – Stunt Grading
Level 1
245 Chalmers Street
Redfern NSW 2016

The National Stunt Committee will make its decision on the basis of the material provided and it is the applicant's responsibility to ensure that all relevant material is lodged.

The National Stunt Committee will consider each complete application before it and a majority decision of the Committee shall prevail.

The closing date for applications is generally 4 weeks prior to the scheduled National Stunt Committee meeting. Applicants are strongly advised to discuss their application with a member of the National Stunt Committee prior to lodgement; failure to do this may result in your application being rejected. A Committee member may assist an applicant by ensuring that all the requirements have been met and the application is complete. To find out who is on the National Stunt Committee please contact the MEAA federal office and request a consultation. Where agreed and practicable, MEAA can also facilitate a face-to-face meeting between the applicant and a Committee member in one of our offices around Australia. A face-to-face meeting is subject to the availability of the Committee member.

No person may perform the work of a Stunt Action Person (SAP), Stunt Actor, Assistant Stunt Coordinator, Safety Supervisor or Stunt Coordinator unless they hold the appropriate certificate issued by the National Stunt Committee. This also means that applicants cannot work in the category sought until they have received notification by the Committee of their successful grading.

Approval by a majority of National Stunt Committee members will result in the applicant being recorded as graded in the appropriate category. Successful applicants will be subject to a period of 12 months' probation, during which time they cannot write recommendations for other applicants. No stunt professional may write a recommendation for grading for another stunt professional seeking a grading higher than their own (except in the case of Stunt Coordinator applicants).

Notification of the decision of the National Stunt Committee will be sent to each applicant within 7 days of the Committee meeting. The Membership Centre will also be advised so that the grading decision can be entered into the union database and grading certificates issued.

Absence from industry

If a stunt member is absent from the stunt industry for 2 years or more, the member must apply to the National Stunt Committee on their return to industry to have their grading reconfirmed.

No person may work beyond their grade

Aside from the limited circumstances which apply to SAPs, no person may work beyond their grading or perform, supervise or coordinate hazardous action without being appropriately graded. The only exception is the use of a specialist person to perform particular hazardous action where the specialist possesses highly advanced, specialised skills unique to that action (such as surfing, horse-riding) in which case a written dispensation is required from both the Producer and the National Stunt Committee.

General Assessment Criteria

For assessing applicants at all grades, the National Stunt Committee will take into consideration the following:

- Information contained in each application plus any additional video evidence as required
- Quality and type of stunt work and/or training carried out by the applicant

- Qualifications and achievements
- Attitude towards working in the stunt industry
- Ability to communicate effectively, both verbally and in written material
- Aptitude and potential for work in the industry
- Written recommendations/references in the standard format (see schedule A, pg 20.)
- Applicants must be Australian/NZ citizens or permanent residents and be eligible to join the MEAA.

All licences, qualifications and certificates must be nationally recognised in Australia. Where licences, qualifications or certificates of competency vary from state to state, the National Stunt Committee will advise the minimum level required. Contracted work done under a MEAA graded Stunt Coordinator will be considered for upgrade applications. Qualifications obtained overseas and work performed under internationally recognised Stunt Coordinators will be considered at the panel's discretion.

Any referee or letter of recommendation included in the application must be written by a person who has worked closely with or directly trained the applicant.

Applicants must not include any untrue, misleading or falsified information in their application.

All applicants going for SAP Grading must provide their payment details to the MEAA membership Centre for the payment of the SAP joining fee (\$235.00 in 2014/15). For all other grading levels applicants must be financial members of the MEAA prior to submitting an application. Contact the **MEAA Membership Centre** for further details on **1300 656 513** or members@meaa.org

The SAP joining fee will be deducted from your nominated account or credit card when and if you are successfully graded.

Graded stunt professionals must maintain their Equity membership fees for your grading to remain valid.

Specific requirements for each grade

For Stunt Actor Provisional (SAP)

Applicants must submit **FIFTEEN** copies of their application including as follows:

1. Application form & completed checklist
2. Evidence of a minimum 6 months compulsory recognised stunt training
3. Certificates and/or references as proof of qualifications/level of competency
4. Logbook; and
5. Two (2) written recommendations on the standard form - one (1) from a financial MEAA graded Stunt Coordinator and one (1) from a financial MEAA graded Assistant Stunt Coordinator or MEAA financial Stunt Actor (each with three (3) years' experience at that grade).

Plus **FIFTEEN (15)** copies of USB stick evidence demonstrating the applicant's relevant range of skills.

Any Applicants for Stunt Actor Provisional grading who are younger than 18 years of age must include with their application a signed written notice of consent from their parent or guardian. The employment of a child stunt professional must comply with the MEAA standards in relation to child employment.

There are five (5) categories of skills: **Body Control, Heights, Vehicles, Animals (Riding and Driving) and Water.**

Of the 5 categories, applicants **must have** competency in **Body Control** as well as **three out of the four** remaining categories, with a choice of skill within each category. It is compulsory for the applicant to have a minimum of 6 months recognised general stunt training and competency in **one of the two Body Control** sub-categories.

All applicants must hold a Senior First Aid Certificate or state equivalent. This must include a CPR component attained or updated in the 12 months, prior to the date of the grading application submission.

Category one – Body Control

Compulsory – General stunt training

SKILL LEVEL – Body Control competency must be evident in a range of basic stunt body control skills such as (but not limited to) basic falls, rolls, fights and work with mini tramp and rigs. Logbooks signed by MEAA graded stunt personnel must be used to present written evidence of skills achieved through training in addition to DVD evidence.

Sub-category A - Physical

SKILL LEVEL - All applicants must show proof of a minimum of one-year active involvement by providing evidence of competition and/or reference from a recognised instructor/coach in a relevant field which may include:

- Gymnastics
- Trampoline
- High Diving
- Dancing
- Snow skiing/boarding
- Parkour
- Free running

Sub-category B - Fighting

SKILL LEVEL - All applicants must show proof of a minimum of one-year active involvement by providing evidence of competition and/or reference from a recognised instructor/coach in a relevant field which may include:

- Martial Arts
- Boxing
- Wrestling
- Fencing/theatrical fighting

Category two - Heights

SKILL LEVEL - All applicants must show proof of a minimum of one-year active involvement and/or certificate of basic proficiency (that is, completion of a recognised course and/or a reference from a recognised instructor/coach) in all of the following fields:

- Climbing
- Roping
- Falls 6 metre minimum into a fall arrest device supervised and witnessed by MEAA graded Stunt Coordinator

Additional qualifications are optional but would be considered favourably, including:

- Parachuting Qualification in free fall parachuting involving completion of a basic course consisting of theory, landings, ground work, static jumps and free fall.
- Hang-gliding Basic (1st level) licence involving completion of HGFA recognised course.
- Paragliding Novice (1st level) licence involving completion of HGFA recognised course.

Category three - Vehicles

One nationally recognised drivers licence AND successful completion of a government-recognised defensive and advanced driving course(s).

Category four – Animals (Driving or Riding)

SKILL LEVEL – with horses, camels or bulls - proof of minimum of one-year active involvement and/or evidence of competition. Active involvement may be any area - dressage, jumping, eventing, western pleasure, cutting, rodeo, carriage driving - provided the applicant has full knowledge of saddlery and tack. The applicant must be able to show full control of the animal in an unenclosed environment and must be able to ride with the horse.

OR

Blue Group (or equivalent State level) Pony Club.

OR

A recognised film and television Horse Master will assess the competency of rider and provide a signed written reference indicating that the rider can perform the following routine with both two-handed and one-handed control of the horse in these gaits:

- Circle left 20m canter
- Circle right
- Proceed working trot sitting
- Proceed working walk
- Halt 5 seconds
- Reign back 3 paces
- Walk forward 3 paces
- Halt salute

Category five - Water

SKILL LEVEL - All applicants must show proof of a minimum of one-year active involvement with evidence of competition and/or reference from a recognised instructor/coach in a relevant field which may include:

- Swimming Bronze Cross/Bronze Medallion or equivalent in Life Saving. (First Aid qualifications containing a CPR component must have been attained or updated within the last 12 months prior to the grading application being submitted)
- Under Water Diving Open Water Certificate with minimum of ten logged dives undertaken within the last twelve months.
- Yachting - Proof of minimum of one-year active involvement with a recognised sailing club and/or evidence of competition plus reference from a recognised instructor in the field.
- Water skiing/wind surfing/surf boarding - Proof of minimum of one-year active involvement and/or evidence of competition plus reference from a recognised instructor in the field.

Additional Requirements for graded Stunt Actor Provisional (SAP)

Once approved by the National Stunt Committee each SAP:

- a) must remain at this grading for a minimum period of **twelve months** (and at least until reaching the age of 18) to obtain basic experience and understanding of stunt work and safety issues in the film and television industry; and
- b) must apply for upgrading to Stunt Actor **within a three year period** or the National Stunt Committee will review the ongoing grading of the SAP.

A SAP can work as a Stunt Assistant or Safety Assistant. They cannot work as a Safety Consultant/Supervisor, Assistant Stunt Coordinator, Stunt Actor or Stunt Coordinator although they may assist any of these roles to gain experience.

For Stunt Actors

Applicants must submit **FIFTEEN** copies of their application including as follows:

1. Application form & completed checklist
2. Certificates and/or references as proof of qualifications/experience/level of competency, including verification that all days were worked as a SAP (as defined by this procedure) under the supervision of a graded Stunt Coordinator
3. Logbook and call sheets and where possible contracts, and
4. Written recommendations on the standard form – EITHER three (3) from financial MEAA graded Stunt Coordinators OR two (2) from financial MEAA graded Stunt Coordinators plus two (2) from financial MEAA graded Assistant Stunt Coordinators each with a minimum of 3 years' experience at that grade.

Plus **FIFTEEN (15)** copies of USB stick evidence demonstrating the applicant's relevant range of skills.

Stunt Actor applicants must have met the grading requirements at the Stunt Actor Provisional (SAP) level and have worked as a SAP for a minimum of twelve months. Stunt Actor applicants must have performed in at least five (5) productions on a variety of production types such as film, television (mini-series, telemovies, series, serials) and television commercials under the supervision of financial MEAA recognised Stunt Coordinators. In addition, the applicant must have worked fifty (50) days on camera which can be verified by call sheets, contracts and signed logbook specifying actual time worked, the nature of the action performed and the level of competency.

An applicant must be prepared to demonstrate their skills, as required, before representatives of the National Stunt Committee and in particular, the applicant must provide evidence of advanced stunt skills and a knowledge of stunts gained through experience and/or training in a minimum of **five of the following six categories: ANIMALS, VEHICLES, WATER, HEIGHTS, FIRE (compulsory) and BODY CONTROL (compulsory)**. To be graded as a Stunt Actor a performer must also show an increase in stunt skills since their SAP grading.

Applicants will be required to demonstrate that they have a full knowledge of the setting up and preparing (including choreography) for burns and/or torches as well as a clear understanding of the safety aspects of working with fire. Applicants will be required to provide logbook evidence that they have acted as safety assistant on a minimum of five (5) burns and/or torches in addition to participating in a minimum of one partial torch signed by a MEAA recognised Stunt Coordinator.

A Stunt Actor can work as a Stunt Assistant or Safety Assistant. They cannot work as Stunt Safety Supervisor, Assistant Coordinator, Stunt Actor or Stunt Coordinator although they may assist any of these roles to gain experience.

For Assistant Stunt Coordinator

Applicants must submit **FIFTEEN** copies on USB sticks of their application including as follow:

1. Application form & completed checklist
2. Completion of at least the following module/unit within the Certificate IV in Work Health & Safety: the combined unit code for the competency required is - BSBWHS404A - Contribute to WHS hazard identification, risk assessment and risk control.
3. Certificate IV in Training & Assessment
4. Logbook, call sheets and where possible contracts, and
5. Written recommendations on the standard form – EITHER three (3) from financial MEAA graded Stunt Coordinators OR two (2) from financial MEAA Stunt Coordinators and one (1) from a financial MEAA graded Assistant Stunt Coordinator each with a minimum of three (3) years' experience at that grade.

The minimum requirements for grading at this level are the following:

- a) Six (6) years' experience in the film and television industry as Stunt Actor with minimum of 100 days of in front of camera experience and a minimum of 100 days behind camera experience accrued under a nationally graded Stunt Coordinator and log booked accordingly.
- b) Level 2 First Aid certificate or state equivalent.
- c) Applicant must have completed the relevant units (see point 2 listed above that combines WHS Cert IV units dealing with conducting Risk Assessments under the applicable *Work Health and Safety* legislation). Applicant must provide proof of successful completion of these units.
- d) Written Recommendations from EITHER three (3) financial MEAA graded Stunt Coordinators OR two (2) from financial MEAA graded Stunt Coordinators and one (1) from financial MEAA graded Assistant Stunt Coordinator each with a minimum of 3 years' experience at that grade.

Note 1. - Applicants for this grading must provide evidence in their application they were supervised by their Stunt Coordinator at all times during preparation of, and where appropriate, during the execution of stunts or hazardous action.

Note 2. – Assistant Stunt Coordinator applicants are encouraged to attain the full Certificate IV in WHS (generally a 5 day course) when going for Assist Coord. grading, as this will be a compulsory requirement for future grading at a Stunt Coordinator and or safety Supervisor grading level.

For Safety Consultant/Supervisor

Applicants must submit **FIFTEEN** copies on USB sticks of their application including as follows:

1. Application form & completed checklist
2. Certificate IV in Work Health & Safety
3. Certificate IV in Training and Assessment
4. Logbook and call sheets and where possible contracts
5. Three (3) safety reports prepared in accordance with the safety code together with the scripts (having received approval from the relevant production company), and
6. Three (3) written recommendations on the standard form from graded Safety Supervisors/Consultants each with a minimum of three (3) years' experience at that grade.

The minimum requirements for grading at this level are the following:

1. Eight (8) years' experience in the film industry and must be graded as an Assistant Stunt Coordinator.

OR

Eight (8) years' experience in the film and television industry including experience as Stunt Actor with a minimum of 200 days of on-set experience or 500 days of on-set experience in another crew area with an appropriate breadth of specialist knowledge, experience and expertise aimed at minimising risks to both cast and crew.

OR

Six (6) years' experience in the film and television industry including experience as Stunt Actor with a minimum of 400 days of on-set experience or 800 days of on-set experience in another crew area provided the applicant can demonstrate the appropriate breadth of specialist knowledge, experience and expertise aimed at minimising risks to both cast and crew (example areas are Grips, Electrics or Special FX, Armourer or First Assistant Directors).

For the latter two (2) of these options, on-set experience must be verified by logbook and adequate evidence from call sheets, crew lists and deal memos/contracts or, upon request, from credits.

2. A minimum of fifty (50) days on set/location as Assistant Safety Supervisor with an accredited Safety Supervisor. These days must be on a variety of productions which combine credits on feature films, television (mini-series, telemovies, series, serials) and television commercial productions. Further, a minimum of five production meetings and location surveys must be attended with an accredited Safety Supervisor. This experience must be verified by logbook or information contained in written recommendations from Safety Supervisors.

3. Completion of at least three (3) Safety Reports, one of which must be a feature film, telemovie or mini-series. The scripts used must contain a broad range of safety issues for assessment. The preparation of these safety reports must be under the guidance of an accredited Safety Supervisor(s). These safety reports shall be submitted with the grading application. Additionally, the actual scripts on which the reports are based should be made available to the Committee or the reports should give a detailed scene description, so the NSC can properly assess the quality of the report.
4. Written recommendations completed on the standard form from three (3) accredited Safety Supervisors, each with a minimum of three (3) years' experience. In writing recommendations for the applicant, the Safety Supervisor(s) should refer to both their work with the applicant and the safety reports submitted. At the very least, these reports should be evaluated on the basis of the originating scripts and the referees should provide written comment in their recommendations.
5. Level Two First Aid certificate or state equivalent. (With CPR component attained or updated within the last 12 months.)
6. Evidence of working knowledge of the Film and Television Industry Safety Code, industry approved AFC Safety Guidance Notes and State *Work Health and Safety* legislation. The applicant must be able to demonstrate an awareness of Australian Standards and other legislation affecting health and safety in the film industry e.g. Electrical Safety and Underwater Filming standards. Testing of this knowledge will be via home-state committee interview or by practical test. Applicants should note that the ability to prepare safety breakdowns and reports and liaise with production personnel concerning safety requirements is an important consideration of the National Stunt Committee.

For Stunt Coordinators

Applicants must submit **FIFTEEN** copies on USB sticks of their application including as follow:

1. Application form & completed checklist.
2. Certificate IV in Work Health & Safety (*This new requirement is being phased in as a preferred qualification for Stunt Coordinator applicants and current Stunt Coordinators over a 16 month period. It will become a compulsory component from 1st January 2016 for all Stunt Coordinators, both current Stunt Coordinators and new applicants for this grading level. For information on the MEAA preferred training provided and discounted courses with the ACTU training centre contact MEAA/Equity on 1300 656 513 members@alliance.org.au*)
3. Certificate IV in Training and Assessment
4. Any other certificates and qualifications held by the applicant to demonstrate competency
5. Written biography/filmography and logbook demonstrating the depth of experience gained as:
 - a) Stunt Actor including a resume of stunts performed for a variety of film and television productions, the name of the supervising Stunt Coordinator and the number of days worked on each project; and
 - b) Assistant Stunt Coordinator, including a list of credits and experience the following areas:
 - i. script analysis
 - ii. stunt breakdown and cost evaluation
 - iii. producers meetings and report writing
 - iv. casting experience for selection of suitable Stunt Actors
 - v. production Safety Supervisor experience (where applicable)
 - vi. whether the applicant has been involved in any major incidents in the industry involving injury, death or substantial damage to property; and
 - vii. knowledge of the film industry National Code of Practice (incorporating the Safety Code), Safety Guidance Notes and relevant State WHS legislation).
6. Written recommendations from five (5) different MEAA graded Stunt Coordinators OR three (3) recommendations from MEAA graded Stunt Coordinators and either three (3) recommendations from MEAA graded Assistant Stunt Coordinators or three (3) Safety Supervisors (each with a minimum of three years at that grade).

An applicant for grading as a Stunt Coordinator must meet the grading requirements of Safety Consultant/ Supervisor and be graded accordingly **OR** meet the grading requirements of Assistant Stunt Coordinator and be graded as such.

Applicant will not be considered unless the following requirements have been achieved:

1. The applicant has worked as an Assistant Stunt Coordinator for a minimum of 150 days on at least 10 different productions which must be a combination of feature films, television (mini-series, telemovies, series, serials) and television commercial productions. The applicant must prove that they have worked on a reasonable range (type, complexity etc.) of stunts on these productions. Verification will be by logbook entry signed by the relevant Stunt Coordinator and by providing evidence from call sheets, crew lists or deal memos/contracts and/or upon request from credits.

OR

The applicant has worked as an Assistant Stunt Coordinator for a minimum of 100 days on a reasonable range of productions plus experience as a Safety Consultant/Supervisor on a variety of productions covering the equivalent of 100 days provided that the applicant can show that the work performed includes Safety Consultancy and Safety Supervision involving stunts and/or hazardous action. Verification will be by logbook entry signed by the relevant Stunt Coordinator(s) and by providing evidence from call sheets, crew lists or deal memos/contracts and upon request credits.

PLUS

The applicant must show proof of the following 4 activities:

- Three (3) stunt breakdowns including Risk Assessments
- Three (3) budget breakdowns
- Producers' meetings and report writing
- Casting experience for selection of suitable stunt actors

The applicant must have minimum ten (10) years' experience as a Stunt Actor or above in the film and television industry including a minimum of 300 days of frontline stunt work across a range and complexity of stunts. In meeting this requirement, the applicant must prove that they have obtained a reasonable amount and range of work throughout this period (for example, an applicant who was unable to obtain work for a 2 year period would not be deemed to have met this requirement).

2. Applications must contain a written biography/ filmography showing the following:
 - a) Depth of experience gained as Stunt Actor and include a resume of stunts performed for film and television productions, the name of supervising Stunt Coordinators and the number of days worked.
 - b) Evidence of experience gained in the following areas:-
 - i. Involvement in any major incidents in the industry involving injury, death or substantial damage to property; and
 - ii. Knowledge of the film industry National Code of Practice (incorporating the Safety Code, Safety Guidance Notes and relevant State WHS legislation).

3. Stunt Coordinator applicants must have obtained a Certificate IV in both *Work, Health and Safety* and *Training and Assessment*.
4. Written recommendations EITHER from five (5) different MEAA graded Stunt Coordinators OR three (3) recommendations from MEAA graded Stunt Coordinators and either three (3) recommendations from MEAA graded Assistant Stunt Coordinators or three (3) Safety Supervisors (each with a minimum of three years at that grade).

Dispensation on a production by production basis

A Stunt Coordinator or Producer or other person seeking dispensation to use a person who is not graded in accordance with the Procedure to perform hazardous action on a production must make written application to the National Stunt Committee, which must including the following information:

1. A comprehensive outline of the requirements of the work, including a copy of the risk assessment signed by the Producer
2. Certificates and/or references as proof of qualification/level of competency of the proposed person(s) performing the hazardous action
3. Evidence that shows no graded Australian stunt performer could perform the role
4. One written reference letter from another financial MEAA graded Stunt Coordinator endorsing the request for dispensation.

Where the National Stunt Committee requests, the Stunt Coordinator will also provide up to FIFTEEN copies of USB evidence demonstrating the applicant's relevant specialist skills.

Further general requirements for applicants

Footage/Showreel on USB

Acceptable footage provided on USB as evidence is not required to be of broadcast quality but must clearly identify the applicant as the person performing the action and must nominate each skill category being relied upon. Applicants wishing to have a particular skill included for consideration in their application must provide footage of having participated in the nominated skill.

Logbooks

Logbooks must include the date of training/work, details of the type of stunt undertaken and the level of competency achieved, the Certificate IV number, the name of the graded Stunt Personnel and/or Stunt Coordinator who supervised the training/work session and their signature/initial. It is strongly recommended that Applicants use the MEAA provided Stunt Grading Logbook document. This can be downloaded from meaa.org.au or ordered via email at members@meaa.org Failure to use the Equity Log Book and provide all the required details may cause your application to be rejected by the NSC.

Insurance

The employer (Producer/Production Company) will ensure that all stunt workers are covered by a comprehensive insurance policy, including all rehearsal, training and auditions/casting.

Training and courses

It is the responsibility of all persons undertaking stunt training and/or courses to ensure any training sessions or courses are conducted by a person(s) suitably graded, qualified, skilled and recognised under the National Stunt Committee Rules and Grading Procedure.

Letters of Recommendation

Recommendations must be completed on the standard form (see attached) and must be written by a currently graded financial Equity stunt member. The writing must be legible, they must be signed and dated and must be current (that is, within the last 12 months). Recommendations cannot be provided if the referee has not worked closely with or directly trained the applicant. For Stunt Actor Provisional (SAP) applicants, it is sufficient if the applicant has trained with the referee.

Applications must be provided on USB

From August 2014 grading applications must be submitted entirely on USB (15 separate copies on USB sticks), with the applicants name and grading level sought clearly marked on the exterior of the USB sticks. Applications provided on paper or on DVD/Disc will not be accepted.

Pre submission consultation compulsory with an NSC member

From August 2014 it is compulsory for all applicants to make every effort to discuss their application with a member of the current The National Stunt Committee prior to submission. The list of current NSC members is located on the stunt section of the MEAA website under Equity/Stunt Performers/Stunt Grading Calendar Dates. Discussing grading applications with a current NSC member should help ensure your application will meet the requirements of the grading procedure and therefore increase your chance of being graded by the committee.

Closing dates

Please contact the MEAA Information Desk on **1300 656 513** to discuss your application with a Committee member prior to submitting your application. Further information regarding the application process is contained on the MEAA homepage at alliance.org.au under the Equity menu section/Stunts. Applications for grading must be received by your MEAA federal office one month (4 weeks) prior to the next Grading Committee Meeting to be considered for grading.

MEAA / Equity Section - Contact Details

Membership & General Inquires
Ph: **1300 656 513**
E: members@meaa.org

Our Federal Office is located in Redfern NSW
245 Chalmers Street, Redfern NSW 2016

Mailing address for applications;
PO Box 723, Strawberry Hills NSW 2012

Please note all grading applications must be delivered either in person to the MEAA federal office in Redfern or by post to the MEAA Federal Office PO Box listed above.

Misconduct and Disputes

All members of the Union must comply with the National Stunt Committee Rules and Grading Procedure and any decisions of the National Stunt Committee made in accordance with this Procedure.

In the event that a stunt member has a dispute about any issue arising under this National Stunt Committee Rules and Grading Procedure or in relation to a decision of the NSC or the conduct of a stunt member generally, the following procedure shall apply:

1. If a member does not agree with the decision of the National Stunt Committee (including but not limited to a decision on a grading application) they shall provide in writing a written summary of their concerns. The NSC may by majority vote agree to review the decision on the basis of the written concerns raised.
2. If the matter remains unresolved, the member may request a formal review of any decision of the NSC. In the event of a formal review, the complainant member will nominate three (3) Stunt Coordinators to constitute an Appeal Panel. The composition of the Appeal Panel must be agreed by the National Stunt Committee, provided that the Committee will not unreasonably withhold agreement. The Appeal Panel shall, at its discretion, decide how best to conduct the review so long as it operates fairly, as quickly as practicable and if requested, commits the decision to writing. The decision of the Appeal Panel will be final.
3. The National Stunt Committee may impose a penalty on a member who has not complied with the National Stunt Committee Rules and Grading Procedure or is acting in a manner which is unsafe or detrimental to the interests of the stunt community or contrary to a decision of the NSC.
4. Penalties which may be imposed by the National Stunt Committee on a stunt member include: issuing of a formal warning, referring the matter to WorkCover (or the applicable state safety authority), suspension, revocation or demotion of the member's stunt grade, or referral of the member to the Federal Secretary of MEAA for a charge of misconduct under the Rules.
5. A decision to impose a penalty on a stunt member must be passed by an absolute majority of the National Stunt Committee. A member is entitled to receive written notification outlining the dispute against them before any penalty is imposed and the member will be given the opportunity to respond. Provided that if the dispute relates to a serious or immediate safety matter, the NSC is not required to provide advance notice to a member of the decision to refer the matter to WorkCover or to issue a formal warning.
6. The National Stunt Committee may also decide on appropriate action in response to the conduct of a non-member (eg an employer) which may include imposing a ban on members working with that person.

Schedule A

- **Standard Letter of Recommendation**
- **Application Forms**
- **Grading Applicant Checklists**

Equity Stunt Grading - Letter of Recommendation: For all Stunt Actor Provisional, Stunt Actor, Safety Consultant/Supervisor, Assistant Stunt Coordinator, Stunt Coordinators

All letters of recommendation MUST be completed by the referee on this form.

Name of the grading applicant:

Name of referee:..... Referees' contact number:.....

Level at which you are graded:..... Date of your grading:/...../.....

How long have you known the applicant for (years)?

Please list dates and details of personal experience working and/or training with the applicant taking into consideration level of competency and range of skills:

.....
.....
.....
.....
.....

How does the applicant ensure that their work is not only safe but performed effectively?

.....
.....

Provide one example of how you have observed the applicant demonstrating a good working relationship with other cast and crew:

.....
.....

Does the applicant have a good working knowledge of the industry in technical & creative terms? **Yes / No** (circle)
Does the applicant have a good working knowledge of safety in the film and television industry? **Yes / No** (circle)

What is the applicant's physical type/capacity (having regard to casting requirements)?

.....
.....

What qualification's or licences are held by the applicant?

.....
.....

In your opinion, what is the applicant's potential for stunt work?

.....
.....

Are you aware of the applicant having had any other experience in the industry? If so, in what area(s)?

.....
.....

Please list any known credits of the applicant:

.....
.....

Do you believe the application and the facts it contains are genuine? **Yes / No** (circle)

Signature of referee:

Date:/...../.....

STUNT GRADING APPLICATION FORM

Equity National Stunt Committee, please find enclosed my application for stunt industry grading.

Name:

Address:

..... Postcode:

Contact Phone: Email:

Agent: Agent's Phone:

Agent's Email:

Are you an Australian/New Zealand Resident or Citizen: **Yes/No**

Equity Member number:..... (You must be a financial member of Equity or in the case of SAP applicants, applied to pay the SAP grading membership fee, to be considered for Stunt Grading)

I wish to be considered for grading as (please tick):

1. Stunt Actor Provisional (SAP)
2. Stunt Actor
3. Safety Consultant/Supervisor
4. Assistant Stunt Coordinator
5. Stunt Coordinator

QUALIFICATIONS:

(ATTACH ALL RELEVANT DOCUMENTATION) including copies of all licences, supporting information, certificates and references etc. and the date attained.

EXPERIENCE AND CREDITS in the form of a LOGBOOK that lists: the date of work and number of days, the title and type of production*(1), what you were credited as*(2) – the role and action performed or the range of action supervised or coordinated, and the name and signature of the supervising stunt coordinator (3).

* (1) Mini-series, Commercial, Feature Film, TV Drama etc.

* (2) Extra, Stunt Actor Provisional, Stunt Actor, Stunt Utility, Stunt Technician, Assistant Stunt Coordinator, etc.

* (3) Credits / days can also be verified by signed written references.

Attach Recommendations:

(Please refer to requirements for writing Recommendations particularly verification of applicants days / details of credits)	Stunt Coordinators Names:
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STATEMENT

I agree to be bound by the decisions of the National Stunt Committee, and agree to comply at all times with the National Stunt Committee Rules and Grading Procedure and the National Code of Practice (incorporating WHS Legislation, the Film Industry Safety Code and the Film Industry Safety Guidance Notes).

Signature of Applicant: Date of Application:/...../.....

Please return this form as the cover letter for of your Grading Application to the MEAA Federal Office, contact details are listed on page 15 of the Grading Procedure document.

OFFICE USE ONLY Graded by National Stunt Committee on: / /

NATIONAL STUNT GRADING APPLICATION CHECK-LISTS

STUNT ACTOR PROVISIONAL (SAP) GRADING - APPLICATION CHECKLIST

Have you attached the relevant written proof of competency and evidence of skills (see procedure) that is required in four out of five categories with your application form? Use the checklist below to help ensure your application is complete and also attach the completed checklist to your grading application form.

GRADING REQUIREMENT	YES	NO
Body Control (compulsory) including 6 months recognised stunt training and one other sub-category?		
Heights?		
One nationally recognised vehicle licence?		
Government recognised advanced & defensive driving course?		
Animals (Driving and or Riding)?		
Water?		
Copy of Current Senior First Aid Certificate or state equivalent? With CPR component attained in last 12 months.		
Logbook (using Equity recommended template log book)?		
Two written recommendations? (see point 5 on page 5 of the procedure)		
x15 copies of all my application material on USBs?		

STUNT ACTOR GRADING - APPLICATION CHECKLIST

Have you attached the relevant written proof of competency and evidence of skills (see procedure) in four out of six categories with the application form? Use the checklist below to help ensure your application is complete and also attach the completed checklist to your grading application form.

GRADING REQUIREMENT	YES	NO
Body Control (compulsory)		
Fire (compulsory)		
Vehicles		
Animals		
Water		
Heights		
Copy of Current Senior First Aid Certificate or state equivalent, with CPR component attained in last 12 months.		
Logbook (compulsory) & Call Sheets, Contracts where possible? (Logbook must verify all days worked as a SAP)		
The required number of written recommendations? (see point 4 on page 8 of the procedure)		
x15 copies of all my application material on USBs?		
I have included my completed application form and this checklist as a cover letter to my application?		

ASSISTANT STUNT COORDINATOR - APPLICATION CHECK-LIST

Have you attached the relevant written proof of competency and evidence of skills (see procedure) with the application form? Use the checklist below to help ensure your application is complete and also attach the completed checklist to your grading application form.

GRADING REQUIREMENT	YES	NO
Logbook (compulsory) & call sheets, contracts where possible? (The applicant must verify they were supervised at all times by a MEAA Graded Stunt Coordinator when preparing and execution of hazardous action).		
Level 2 first Aid Certificate or state equivalent? (Including CPR component attained in last 12 months)		
Certificate certifying that you are nationally qualified to write Risk Assessments?		
Certificate IV in Training & Assessment?		
The required number of written recommendations? (see point 5 on page 9 of the procedure)		
I have included my completed application form and this checklist as a cover letter to my application?		
x15 copies of all my application material on USBs?		

SAFETY CONSULTANT / SUPERVISOR GRADING - APPLICATION CHECK-LIST

Have you attached the relevant written proof of competency and evidence of skills (see procedure) with the application form? Use the checklist below to help ensure your application is complete and also attach the completed checklist to your grading application form.

GRADING REQUIREMENT	YES	NO
Logbook (Compulsory) & call sheets and or contracts?		
Three safety reports that meet the requirements set out in the procedure?		
Three written recommendations?		
I have included my completed application form and this checklist as a cover letter to my application?		
x15 copies of all my application material on USBs?		

STUNT COORDINATOR GRADING APPLICATION CHECK-LIST

Have you attached the relevant written proof of competency and evidence of skills (see procedure) with the application form? Use the checklist below to help ensure your application is complete and also attach the completed checklist to your grading application form.

GRADING REQUIREMENT	YES	NO
Written Biography/Filmography that demonstrates industry experience, credits & type of work/roles performed?		
Logbook?		
Certificate IV in training and assessment		
Certificate IV in Workers Health & Safety		
Any other certificates or qualifications that help to verify that demonstrate competency?		
Five written recommendations (see point 6 on page 12)		
I have attached my completed application form and this checklist as a cover letter to my application?		
x15 copies of all my application material on USBs?		