

PRODUCTION MANUAL 2008

FACULTY MEDIA CENTRE STAFF CONTACTS

<p>Media Centre Manager</p> <p>James Hurley 9514 1054 James.Hurley@uts.edu.au 03.03.05B</p>	<p>Media Centre Coordinator</p> <p>Mark Riordan 9514 2282 Mark.Riordan@uts.edu.au 03.03.05</p>
<p>Production Coordinator - Film and Video</p> <p>Teigan Kollosche 9514 1937 Teigan.Kollosche@uts.edu.au 03.03.03</p> <p>Production Support - Film and Video</p> <p>Ben Draisma 9514 1937 Ben.Draisma@uts.edu.au 03.03.04</p> <p>Toula Anastas 9514 1043 Toula.Anastas@uts.edu.au 03.03.04</p> <p>Miguel Valenzuela 9514 1936 Miguel.Valenzuela@uts.edu.au 03.03.04</p>	<p>Production Coordinator - New Media & Print</p> <p>Sharon Etter 9514 1942 Sharron.Etter@uts.edu.au 03.03.02</p> <p>Production Support - New Media & Print</p> <p>Clive Collins 9514 2482 Clive.Collins@uts.edu.au 03.03.04</p> <p>Megan Lawrence 9514 2159 Megan.Lawrence@uts.edu.au 03.03.04</p> <p>Lena Lowe</p>
<p>Production Coordinator - Sound</p> <p>Brendan Lloyd 9514 2756 Brendan.Lloyd@uts.edu.au 03.04.21</p> <p>Production Support - Sound</p> <p>Erin Rhone 9514 1053</p> <p>03.04.21</p>	<p>Faculty Equipment Store</p> <p>Paul Dinning Alex Ryan 9514 1044/1045 HSS.EquipmentStore@uts.edu.au 03.01.02</p>

UTS CONTACTS

<p>Room Bookings - 24 hrs notice required</p> <p>Rosa Bow 9514 1222 Rosa.Bow@uts.edu.au</p>	<p>UTS Security</p> <p>9514 1192 Building 1, Level 4</p>
--	---

PRODUCTION FORMS, DOCUMENTS AND APPROVALS

Download forms from the Faculty website: <http://www.hss.uts.edu.au/>

Group Booking Sheet

Use for group projects to establish joint responsibility of the equipment.

Request for Use of Site

This is a formal request to a site owner or authorised person for access to their property. Your Production Coordinator must sign the form on behalf of the Media Centre Manager prior to the request being submitted.

Insurance

Public and Products Liability Certificate & Personal Accident Certificate - These documents give site owners details of your UTS insurance cover.

Agreement for Use of Site

This form must be signed by the site owner or authorised person. The site owner and you retain a copy.

Location Survey Checklist & Safety Report

This checklist and report must be completed for every location.

Insurance Indemnity

This form must be submitted with the Location Survey Checklist & Safety Report and Agreement for Use of Site documents to your subject Production Coordinator prior to your shoot.

Cast Agreement

This form must be completed for each volunteer cast member.

Crew Agreement

This form must be completed for each volunteer crew member.

Deed of Release

Use this form if you are paying any crew or cast member in cash or kind. **If you are, this places you in the position of employer and so UTS Public Liability will not cover for this.**

Standard Personal Release (Documentary)

Use this form for permission to use and to record/film subjects of documentary productions.

Guests on Set

Information for guests actors and crew on an approved MAP film or video shoot, who are not currently enrolled in a MAP production subject.

Donation Form

To be signed by the Media Centre Coordinator.

Incident Report

Use to report any injury, accident, harassment, vandalism, theft, loss or damage of goods and equipment to the Media Centre Manager.

AGREEMENT FOR USE OF A SITE TO FILM OR VIDEOTAPE

As producer or producer/director of any film or video you are required to:

Obtain permission to use any location being used in the production.

Ensure that you accurately complete the required insurance and indemnity forms.

Sign the provided contract with all actors for permission to use their performances.

Sign the provided contract with all crew who are working with you.

Please Note: If you are paying any crew or cast member in cash or in kind, this places you in the position of employer and so UTS Public Liability will not cover for this. You will need to complete the Deed of Release form in these instances.

Ensure all aspects of safety of the production.

Please Note: You must promptly submit a fully completed Incident Report detailing any incident or injury to the Media Centre Manager.

Use the Request for Use of Site form when negotiating permission to use or to access a site to confirm that you are a legitimate UTS student and covered by UTS insurance.

Sometimes site owners may have their own set of forms that they may ask you to sign. **Do not sign these forms.** Refer these to the Media Centre Manager who will refer them to the UTS Insurance office.

Be aware that an employee of the owner of a property may not be empowered to give you permission. You may need to go to a manager, an owner, a council or committee meeting. Allow enough time to complete the process.

Using UTS as a Location

Filming and taping on UTS property requires the same production documentation as non-UTS locations.

Ask your Production Coordinator as to whom you should approach for permission. Then book any specific rooms through Rosa Bow: Rosa.Bow@uts.edu.au **24 hrs notice is required.**

A copy of the completed Agreement for Use of Site, production schedule, crew list and cast list must be given to UTS Security for final approval.

Bringing Visitors Onsite

You must have Faculty approval to have any visitors in Building 3 when PIN access only.

Email your request to the relevant Production Coordinator who will advise UTS Security and give you written approval.

You must provide the following information:

Student name
Student number
Visitor name/s
Area/s requesting access to
Dates
Times
Reason for the request

Each visitor must be given a copy of the approval and if part of a shoot a copy of the Guests on Set document.

Do not give your PIN to anyone as this will result in your PIN being cancelled.

INSURANCE COVERAGE

Permissions & Insurance Forms Flowchart

Find locations & identify the site owners



Give these documents to the site owners:

Request for Use of Site signed by your Production Coordinator

Public and Product Liability Certificate

Personal Accident Liability Certificate



If the site owners agree to your use of the site, complete the Agreement for Use of Site form. Once signed, you and the site owner must keep copies

Agreement for Use of Site to be signed by site owner



Take the following documents, one for each location, to your Production Coordinator.

Copy of the Agreement for Use of Site (signed by the owner)

Completed Location Survey Checklist & Safety Report

Indemnity Form including a complete list of all cast and crew involved.



The Indemnity Form will then be completed and signed.

Remember! If you are paying any crew or cast member in cash or kind this places you in the position of employer and so UTS Public Liability will not cover for this.

Important!

The University Public Liability and Personal Accident Insurance policies only cover you and your cast and crew and the general public who may be affected by your filming when:

You are working on an approved project required for an assessment item for a subject in which you are currently enrolled.

You have completed and had approved a Location Survey Checklist & Safety Report and have taken due care with safety issues.

You have completed the Indemnity Form and listed all the cast, crew and volunteers who are assisting you. Anyone not appearing on the list and therefore not notified to the University will not be covered. There are large issues and sums at risk so please take care in your producer responsibility.

You are not negligent in any way. This includes ensuring that the set for any filming is drug and alcohol free.

Public Liability & Personal Accident certificates

The Public and Products Liability Certificate and the Personal Accident Certificate inform of the University Insurance Cover. You will have sent them to your location but it is good to carry a copy with you when on the shoot.

Please note: there is an age limitation on the Personal Accident Certificate: "Over 15 years old and less than 75 years old". **Contact the Media Centre Coordinator if you intend to use actors not in this age group for specific insurance approval.**

The Indemnity form

This is a vital form. It needs to be lodged with and signed by the subject Production Coordinator prior to your shoot. Keep a copy. Your site owner may also want a copy. All names of persons on the set must be listed (full names) to apply for insurance coverage. If someone extra arrives on the set on the day phone Mark Riordan on 9514 2282 to have his or her name added to the list.

Car insurance

Check the insurance cover of any vehicles you may be using, making sure you know the coverage and any limits on the policy.

Equipment insurance

There are strict requirements for compliance with the University insurance policy. Only equipment from the Faculty Equipment Store is covered. If it is judged that you have acted negligently you will be required to pay for any damaged, stolen or lost equipment.

In order to comply with the requirements of the UTS insurance policy you must:

Have someone with equipment at all times.

Ensure that equipment housed overnight is secure.

Never leave equipment in vehicles. This is a common mistake and often leads to theft.

Always operate the equipment in a safe manner for which it was designed.

Do not make any modifications to equipment.

If you hire equipment from an external supplier, or use your own equipment, you will need to organise separate insurance. It will not be covered by UTS insurance.

UTS is not responsible for personal property. It is your responsibility to take care of all belongings, your own, those of cast and crew, and the property of any site at which you are filming.

ACCIDENTS AND THEFTS

Incident reports

You must report any theft immediately to the police. Record the police report number as you will be asked for this.

Complete an Incident Report form and submit it to the Media Centre Manager within 24 hours.

In case of injury, the Incident Report should include the time and type of treatment: hospital, doctor or other.

Inform your lecturer by email of the problems that have occurred.

DONATIONS

Complete the Donation form when someone wants recognition of their donation of money or goods towards your production. The Media Centre Coordinator must sign the form.

Donors must confirm with their own taxation specialist to determine if these donations are tax deductible.

Donations of money to UTS cannot be directed to individual students.

EQUIPMENT STORE INFORMATION

Location

Level 1, Room 102
Building 3 (Bon Marche)
755 Harris Street
Ultimo 2007

Telephone: 9514 1044 or 9514 1045
Fax: 9514 1920

Opening hours

Teaching Weeks:

Monday to Friday 9.30am to 6.30pm

Non-Teaching Weeks:

Monday to Friday, 9.30am to 4.30pm. Closed between 12 Noon and 1.30pm.

Note: The Equipment Store does not supply or sell recording media of any description. Last equipment pick up or return time is 30 minutes before closing.

Conditions of borrowing

Please see: <http://www.gsu.uts.edu.au/rules/15-index.html> for STUDENT AND RELATED RULES
Section 15 - UTS Equipment Loans

Equipment from the Store is not available for private purposes. The equipment is to be used for Faculty approved coursework or research only.

Equipment Store staff are not required to instruct you in the use of the equipment. If you have any questions or concerns speak to the relevant production support staff.

Equipment must be operated in accordance with the health and safety guidelines outlined in this manual, in the Lighting Safety booklet and as instructed in classes and workshops.

The person signing for the equipment is responsible for its care. For group projects you may submit a Group Booking sheet - one member of the group makes the booking and the other members of the group

agree to joint responsibility. The cost of repairing damaged or replacing lost equipment will be charged to the borrower/s if deemed by the Faculty the result of negligence.

'Responsibility' means ensuring that:

All equipment is thoroughly checked and functioning properly before it leaves the Equipment Store.

Everything that is signed for is received from the Store, and is returned to the Store correctly packed and on time.

The equipment is protected from damage - particularly exposure to dust, sand, water and extremes of temperature.

Only the authorised crew operate the equipment.

Equipment is stored securely with the person who signed the hiring form. Never leave equipment in a vehicle or unattended for any amount of time.

No aerial, marine, stunt or hazardous work using UTS equipment is undertaken.

All equipment needs to be booked beforehand. Items cannot be booked for longer than 72 hours and consecutive bookings to extend beyond 72 hours are not permitted. If you do not pick up equipment within one hour of the registered time the booking will be cancelled unless you advise the Equipment Store that you are running late.

Making equipment bookings

Some equipment is not made available until you pass a proficiency test or attend a compulsory workshop in the use of the item you wish to book.

Bookings are made via the web on <http://bookings.hss.uts.edu.au/erm/Login>

Booking equipment needs to be done accurately so that other students do not miss out on gear. If you have a change of plans and do not need equipment, cancel your booking so others may borrow it. If you finish earlier than expected please return the equipment early.

Knowing the exact name and description of the item you require will mean that you'll get exactly what you need to do your work. This is especially important when asking for leads and connections. Take notes when staff teach you about equipment so you remember what things are called.

When picking up equipment from the store

You must have your valid student card with you to collect equipment.

Allow enough time to check the equipment to ensure that you are receiving all the gear on the hiring form.

Make sure you remember all the equipment: batteries, extension leads, microphone leads etc.

Ask the Store staff if a trolley is available if you need one.

There is a door to Level 1 in Turner Lane at the side of Building 3. This can be used for larger bookings. Parking is only available for 10 minutes so come early to check out your equipment and have someone arrive later to collect you. Do not leave the equipment unattended in Turner Lane, either on the footpath or in the car.

When returning equipment to the store

Store staff must check all of the equipment before you leave so allow enough time. Inform the staff of any problems with the equipment.

SAFETY

Students must pass a Lighting Safety Proficiency Test before they can book lighting equipment from the Equipment Store. For each location the Location Survey Checklist & Safety Report must be submitted to the Media Centre Coordinator for approval before a shoot can proceed.

It is important to be familiar with and follow the National Safety Guidelines developed by the Media Entertainment and Arts Alliance. This is the agreed safety code for the film and television industry in Australia. It can be downloaded from: <http://www.alliance.org.au/> (follow link: "Film & Television Safety Code")

The safety of all cast and crew is always paramount.

Film equipment can be heavy so be aware of manual handling issues and share the weight.

Wear sturdy insulating footwear and clothing. **No thongs or sandals on set.**

Realistic scheduling is vital as accidents are more likely when cast and crew are tired and stressed.

Ensure there are enough competent crew so people are not trying to do too many tasks.

Make sure set construction and large props are stable and properly secured. Take extreme care with flammable items near lights.

Take special care when filming on roads or public access areas.

Consider environmental factors:

- Extreme temperatures – hydration and warmth issues
- Wind - security of equipment, sets and props
- Rain - electrical safety
- Terrain - ease of access

The following is not permitted in a UTS student production:

- Flammables and pyrotechnics
- Firearms and copies of firearms
- Stunts and special effects
- Aerial filming
- Marine filming

First Aid training is recommended. The Senior First Aid Certificate course is available from St John's Ambulance Australia (NSW) and is valid for 3 years.

USEFUL LINKS

The NSW Film and Television Office Stack of Facts
<http://filming.fto.nsw.gov.au/content.asp?content=10&id=36>

The Local Government Filming Protocol
<http://www.dlg.nsw.gov.au/Files/Information/film2.pdf>

Planning NSW (State Environmental Planning Policy re: filming on private property)
http://www.planning.nsw.gov.au/whatsnew/pdf/PN_sepp4am15.pdf