

Access to AFTRS Equipment and Facilities Policy 2010



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Disclaimer

The information provided in the Access to AFTRS Equipment and Facilities Policy 2010 for the Australian Film, Television and Radio School (AFTRS) was approved by the AFTRS Executive on 10 May 2010.

The information is provided in good faith without any express or implied warranty.

AFTRS reserves the right to change at any time without notice any information included in the Access to AFTRS Equipment and Facilities Policy 2010.

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Section 1 Scope of Policy

1.1

The *Student Access to AFTRS Equipment and Facilities Policy* (this document) applies to all students enrolled in all AFTRS courses and all AFTRS staff.

Background

It is the intention of AFTRS to provide an appropriate level of access to equipment and facilities to all students. While the School is well resourced its equipment and facilities are finite. This Policy describes the level of access appropriate to your course of study determined by both need and availability.

AFTRS equipment and facilities are provided to support the learning experience of AFTRS students. They are not to be used for any other purpose. In particular, they are not to be used to generate commercial profits, or to undercut the commercial supply of services or facilities.

Any unauthorised use of AFTRS equipment or facilities will be considered serious misconduct and will trigger disciplinary action. Any unauthorised use of AFTRS equipment or facilities for non AFTRS, use whether for personal or financial gain, constitutes fraud and AFTRS is obliged to pass these matters to the Federal Police.

If AFTRS' materials, vehicles, facilities or equipment are damaged or lost by you or through any negligence or lack of professional care, you are liable to a charge of misconduct. Furthermore, it is your responsibility to pay for any loss, damage, late return or any traffic or parking fines, unacquitted advances and any other debt reasonably determined by AFTRS to be outstanding.

If you have borrowed AFTRS technical equipment and you wish to take such equipment off AFTRS premises you must have the written authority from the Technical Store to do so. The authorisation must clearly identify the item(s) being borrowed. You must produce your written authorisation to AFTRS Security or any other authorised member of staff when taking the equipment out of the building.

Section 2 : Conditions of access

2.1

Any access to AFTRS equipment or resources is at the discretion of the School and is subject to the School's operational needs. The Director, Screen Production is responsible for all approvals and delegations of approval.

2.2

The responsibility for care, return and safe operation of equipment is the responsibility of the borrower.

2.3

AFTRS Insurance covers equipment and resources while being used for approved AFTRS course activities.

2.4

Access to equipment requires appropriate 'Wings' and the satisfactory completion of the AFTRS OH&S online test. Wings are a system of accreditation indicating that you have been instructed in and are competent to use that particular piece of equipment safely.

2.5

Wings are usually issued by the staff of the Technical Store. You should enquire with them to arrange a mutually convenient time for training. Some high demand training is done in groups. Certain equipment, including the 35mm, 16mm and Red camera require Wings training and accreditation by the Head of Department, in that case Cinematography.

2.6

Students involved in practical exercises are required by AFTRS to demonstrate that they have understood the OH&S legislative and regulatory requirements.

To borrow any production equipment from the Technical stores, students must have successfully completed the online OH&S assessment. The Online assessment is available on the AFTRS Hub in your 'my courses' list. The Technical Store is notified the names of students who have qualified.

A Certificate of Competency for each student is available from the Production Resources Office.

Section 3 : Appropriate Access

3.1

Generally speaking all equipment required for the completion of your coursework will be booked by the lecturer or the divisional administrator.

3.2

On the approval of the feasibility of your Production (Graduate Diploma and Foundation Diploma) it is the responsibility of students to book the approved equipment for the approved duration. You should liaise with your lecturer prior to booking as there may be either omitted items or items in excess of your needs. When AFTRS is undertaking simultaneous shoots such as the Graduate Diploma production block you should liaise with the Production Executive who will book the equivalent approved equipment from external suppliers.

No student can enter into any agreement to hire with an external supplier. Should you have an industry contact you should pass that information on to the Production Executive who will negotiate and book on your behalf.

3.3

Activities outside the scheduled production slate such as testing, proof of concept or small scale production require approval.

Section 4 : Levels of Access

4.1

Foundation Diploma students may borrow equipment from the Technical Store for which they have wings. This excludes 35mm and 16 mm film camera and accessories and RED camera and accessories. Grip equipment is limited to those items held in the Technical Store.

4.2

Graduate Certificate students may borrow equipment from the Technical Store for which they have wings. This excludes 35mm and 16 mm film camera and accessories and RED camera and accessories. Grip equipment is limited to those items held in the Technical Store.

4.3

Masters (by research) students may borrow equipment from the Technical Store for which they have wings. This excludes 35mm and 16 mm film camera and accessories and RED camera and accessories. Grip equipment is limited to those items held in the Technical Store.

4.4

Graduate Diploma students may borrow any equipment from the Technical Store for their projects, and approved testing. The use of film or RED camera kits and accessories outside coursework and the production block requires wings accreditation by the Head of Cinematography. Limited access may be available to certain equipment from the Grip Store plus equipment held in the Technical Store if wings are held.

4.5

Open Program students do not have access to the Technical Store. All appropriate equipment and facilities for your course will be booked by Open Program Administration.

Section 5 : AFTRS Facilities

5.1

AFTRS Facilities are in high demand servicing several levels of coursework. That said it may be possible for Foundation, Graduate Certificate or Graduate Diploma students to book a studio (excluding studios 1 & 2) for appropriate activities beyond your coursework. You should liaise with the Production Resources office as to availability and seek approval from the Director, Screen Production.

5.2

Construction support is generally not available outside coursework and the production block.

5.3

The Mix Theatre is bookable outside coursework and the production block. Accreditation for these facilities is by the Head of Sound.

5.4

The Sound Recording studios are bookable outside coursework and the production block if wings are held. Accreditation for these facilities is by the Head of Sound.

5.5

The use of Make-up, Dressing and Green Rooms requires approval from the Production Executive.

Section 6: AFTRS Vehicles

6.1

Access to AFTRS vehicles is, due to high demand, generally limited to Graduate Diploma students. Where available Foundation Students may have some limited access.

6.2

AFTRS vehicles are provided strictly to service coursework and the production block. Under no circumstances are they to be used for private or commercial gain. Any such use is a breach of the Code of Conduct and will trigger disciplinary action.

6.3

Prior to borrowing an AFTRS vehicle you must provide a current, valid Australian driver's licence to the Production Resources office. A copy of your licence will be placed on file. Should your licence be cancelled or have other conditions imposed you must disclose this to the Production Resources office. Only AFTRS students or registered volunteers who have provided their licence details may drive an AFTRS vehicle.

6.4

All fines incurred are the responsibility of the borrower. Should you not be the driver you must provide the name, address and licence number of the driver. If you incur a fine while driving AFTRS vehicles (e.g. parking fines, speeding fines) you must pay the fine upon receipt. If Production Resources receives a reminder notice for payment of the fine, you will automatically be excluded from the use of School vehicles until you have paid the fine. If you continue to incur fines and continue to fail to pay those fines you will be excluded permanently from booking or using School vehicles.

6.5

It is a condition of borrowing an AFTRS vehicle that the borrower accurately complete the vehicle log provided

6.6

Any accident damage, no matter how minor, must be reported to the Production Resources office immediately. Vehicles are inspected prior to and on return of each loan. An insurance excess applies to each incident and this will be charged either to your department or your production.

6.7

Lost keys will incur a fee.

6.8

Vehicles must be returned clean both inside and out. A fee will be charged should the vehicle require cleaning.

Section 7 : Use of AFTRS Equipment or Facilities for non-course Production

7.1

Any internal AFTRS production whether shot at AFTRS or on location that is not student originated must satisfy all of the conditions of the *Production Checklist and Approval* form, available from the Production Resources office. This form requires the approval of the Director, Screen Production.