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# NATIONAL STUNT COMMITTEE GRADING PROCEDURE 2023

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**BUILT ON INTEGRITY, POWERED BY CREATIVITY**

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## 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.

## The National Stunt Committee

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

- (i) four members who are graded as safety supervisors from a minimum of three states;*
- (ii) four members who are graded as stunt co-ordinators from a minimum of three states; and*
- (iii) four members who are graded as stunt performers or assistant stunt co-ordinators from a minimum of three states.*

All 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. Only stunt actors or higher grades have voting rights in this election.

MEAA's registered rules state that the National Stunt Committee shall devise and administer the National Stunt Grading Procedure and consider matters affecting safety and related issues in the Film and Television industries.

## Definitions

**Stunt Actor Provisional (SAP)** means MEAA graded person, qualified and skilled to perform in background action and group stunt work under the supervision of a MEAA graded Stunt Coordinator. An SAP can perform as a stunt double providing it is not mainline action. An SAP cannot perform mainline stunts, however in exceptional circumstances a SAP may perform such work where they possess the necessary skills, a risk assessment has been undertaken and a dispensation request has been granted by the National Stunt Committee. An SAP may also work as a Stunt Assistant provided that they work under the supervision of a MEAA-graded Stunt Coordinator and are not undertaking the duties of an Assistant Coordinator. A SAP cannot work as a safety assistant unless there has been a dispensation request showing their previous experience related to safety and the screen industry.

**Stunt Actor** means a MEAA graded person, 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 and are not undertaking the duties of an Assistant Coordinator.

**Assistant Stunt Coordinator** means a MEAA graded 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 the Stunt Coordinator is present on the production.

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

**Stunt Coordinator** means a person MEAA graded person, 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.

**Mainline Stunt** is an unusual and/or physical or physically testing feat, with a moderate to high risk factor or an act or combination of acts involving or requiring a special skill that is choreographed, rehearsed, demonstrated and then performed under the direction of a graded Stunt Coordinator. A mainline stunt is not determined by where the action is performed but by the type of action. There is an industry expectation that the action would require a degree of specialisation and that a graded stunt actor is needed. Where a stunt actor is unavailable a dispensation is required.

**Days in Front of Camera** must be for a professional production and include a call sheet. Days should be recorded in a logbook and signed off by the Stunt Coordinator. The National Stunt Committee may require production of deal memos, contracts and other forms of proof of production(s). In front of camera days are days on which principal photography is occurring. Pre vis days can be counted/utilised but only where they are identified in a call sheet and capped as per the stunt grading procedure.

**Equity Contract** is work conducted under an industry standard (or recognised) standard contract negotiated between the employee's union and producer. It may include work from overseas where the National Stunt Grading Committee recognises the production and stunt co-ordinator and the work has been performed under a recognised union contract.

**Recognised Stunt Training** is stunt action signed-off by either a MEAA-graded:

- Stunt Coordinator

- Assistant Stunt Coordinator

- Stunt Actor who has been graded for at least 3 years at that level.

**Logbook** means a logbook in a form approved by the National Stunt Committee.

# Applications for Stunt Grading

***By applying for stunt grading or regrading, applicants submit to the criteria and decision-making processes set out in this document.***

Applicants must be Australian citizens or permanent residents and be eligible to join the Alliance.

Applicants must follow the template forms provided.

Applications must be provided to MEAA by USB stick that is posted to the address below **and** by a single PDF document. Applications not submitted in a single PDF document will either be deferred from consideration or not considered.

## *USB Application*

Applicants must submit one (1) copy of their application on USB stick, clearly marked with their name and email contact details. This is to be addressed to:

MEAA / Equity Stunt Grading  
Stunt Grading Applications  
Level 3  
16 Peel Street BRISBANE 4101

The USB is to contain all the documents required in the PDF application, plus the showreel, which must be in a viewable format.

## *PDF Application to be submitted via on-line link*

<https://form.jotform.com/withMEAA/stunt-grading-application>

Stunt Actor Provisional - SAP\_YourName  
Stunt Actor- STAC\_YourName  
Assistant Stunt Coordinator- SACO\_YourName  
Safety Supervisor-Consultant- SASU\_YourName  
Stunt Coordinator- STCO\_YourName

The PDF must include:

- the application form
- links to the applicant's show reel
- references
- recommendations
- logbooks
- certificates

If the PDF file is too large to download the applicant must upload a document with a cover page that contains their name, headshot and grading level sort along with an accessible link to the PDF application.

It is the applicant's responsibility to ensure the completed application is sent to the referee at the time of seeking recommendations.

### **Footage / Showreel**

Show reels included in an application must be provided in a viewable format and as a link that is not password protected. Show reels should be of no more than 3 minutes' duration.

Footage 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 applying for a particular category must include footage that shows competency in the nominated category. Showreels should clearly show landings and completed action of the skill being demonstrated.

### **Logbooks**

Failure to use the Equity logbook and provide all the required details may lead to an application's rejection by the Committee. A Stunt Coordinator may choose to send a letter to verify days within the logbook.

### **Letters of Recommendation**

No stunt professional may write a recommendation for grading for another stunt professional seeking grading higher than their own. Recommendations must be on the standard form (see page 17) and completed by the graded stunt personnel completing the recommendation. Where an application is hand-written, the writing must be legible, they must be signed and dated. 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. A recommendation can only be written by someone who has had more than 12 months at their current grading level.

### **Pre-submission Consultation**

It is recommended for all applicants to discuss their application with a member of the stunt industry who has previously successfully been graded at the level sought prior to submitting an application.

### **Closing Dates for Applications**

Applications for grading must be received no less than four (4) weeks prior to the Grading Committee meeting that will consider applications. Meeting dates are available on the MEAA website. Discussion of your application with a Committee member will assist in ensuring your application meets the relevant requirements for the level you are seeking grading at.

### **Determination of Applications**

The National Stunt Committee will determine all applications by majority vote.

Approval by a majority of Committee members will result in the applicant being recorded as graded in the appropriate category. No stunt professional may write a recommendation for grading for another stunt professional seeking grading higher than their own.

Notification of the decision of the National Stunt Committee will be sent to each applicant within 7 days of the Committee meeting. The MEAA membership Centre will also be advised in order that the grading classification is entered into the union's membership database and new membership cards issued.

### **MEAA Membership**

To obtain a MEAA-grading, stunt performers across the five classifications must be financial members of the MEAA. The only exception to this requirement is for candidates for Stunt Actor Provisional (SAP). Candidates for SAP grading are

required to pay a grading application assessment fee of \$235. This fee is credited towards MEAA membership fees for successful SAP applicants. MEAA membership fee levels are set out at [meaa.org](http://meaa.org).

### **General Assessment Criteria**

When assessing applicants across all grades, the National Stunt Committee will take into consideration the following:

- the information contained in each application;
- the quality and type of stunt work and/or training carried out by the applicant;
- the applicant's qualifications and achievements;
- the applicant's attitude towards working in the stunt industry;
- the applicant's ability to communicate effectively, both verbally and in written materials;
- the applicant's aptitude and potential for work in the industry; and
- written recommendations/references.

All licences, qualifications and certificates must be the relevant Australian regulatory authorities. 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.

### **Stunt Personnel Obligations**

Applicants cannot work in the category sought until they have received notification by the Committee of their successful grading.

No person may work beyond their grading or perform, supervise or coordinate hazardous action without being appropriately graded.

The exception is the use of a specialist person or SAP to perform particular hazardous action where the specialist possesses highly advanced, specialist skills unique to that action (e.g. surfing, horse riding) which case the Stunt Coordinator will need to apply for a dispensation from the National Stunt Committee and should inform the Producer of the dispensation need.

# Specific Requirements for Each Grade

## Stunt Actor Provisional (SAP)

Stunt Actor Provisional applicants must complete the standard grading application form and pay the \$235 application fee before the application will be considered. This fee will be credited to successful candidates' union membership fees

Applicants must submit a PDF application and USB including the following:

1. Application form and completed checklist
2. Evidence of a minimum 6 months and at least 52 hours compulsory recognised stunt training
3. Certificates and/or references as proof of qualifications / level of competency
4. Equity Logbook. The logbook must be signed or a verification letter from the Stunt Coordinator submitted with the Logbook.
5. Two (2) written recommendations (using the standard form) with at least one recommendation from a MEAA graded Assistant Stunt Coordinator or above and one from a MEAA graded stunt actor with no less than three (3) years' experience at this level or above
6. Evidence demonstrating the applicant's range of relevant skills (show reel no longer than 3 minutes' duration). The show reel must demonstrate ability in all categories applied for.

Any applicants for Stunt Actor Provisional grading less 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 relevant State and Territory regulations regarding child employment.

There are five (5) categories of skills in the SAP classification: Body Control, Heights, Vehicles, Animals (Riding/Driving) and Water.

1. Across the five (5) categories, applicants must have completed compulsory stunt training plus competency in one of the Body Control sub categories as well as three 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. Applicants are reminded that before grading at this level they should not be working in a film set in the capacity of SAP.
2. 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 being submitted. Once graded, the applicant must keep their First Aid Certificate and CPR skills up to date.

### Category one – Body Control

#### Compulsory – General stunt training

SKILL LEVEL: Body Control Competency to be evidenced 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 show reel evidence.

#### Sub-category A - Physical

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 one of the following fields or other categories at the discretion of the Committee. Where a skill not specified is utilised the applicant should also provide evidence of the body control.

- 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 with evidence of competition and/or reference from a recognised instructor/coach in one of the following fields. Where a field not specified is utilised the applicant should also provide evidence of the body control.

- Martial Arts
- Boxing
- Wrestling
- Fencing
- Stage Combat

### **Category two - Heights**

SKILL LEVEL: All applicants must show proof of a minimum of six month active involvement and certificate of basic proficiency i.e., completion of a recognised course and/or a reference from a recognised instructor/coach in the field. Where a field not specified is utilised the applicant should also provide evidence of the height skill.

- Rock/Tree Climbing
- Abseiling
- Aerial Artistry (4 meters and above)
- Wire Work including Decel and rigging/operating(4 meters and above)
- High Diving (10 metres)
- Parachuting – APF A Licence - free fall parachuting involving completion of theory, landings, ground-work, static jumps and free fall
- Hang-gliding Basic (2nd level) licence involving completion of HGFA recognised course
- Paragliding licence involving completion of HGFA recognised course

### **Category three - Vehicles**

One nationally recognised manual vehicle licence (excludes learners permit) AND successful completion of a recognised advanced and/or stunt driving course(s). Skills covered within this course must include:

- Correct steering and posture for optimum control and comfort
- Braking skills – lock-up, threshold, ABS, braking in corners
- Reactive manoeuvres at speed - slalom, emergency lane change
- Cornering techniques and driving vision
- Correct use and limitations of vehicle technology such as ESP, EBD, ABS, TC
- Skid and slide recognition – understeer, oversteer, spins
- Skid prevention techniques
- Skid control – reactive throttle control, steering correction, balance points

Applicants that do not hold a nationally recognised driver's licence will need to complete another category to be eligible for grading.

### **Category four – Animals (Driving or Riding)**

SKILL LEVEL: With horses, camels, bulls - proof of minimum of one-year active involvement and evidence of competition. Active involvement may be any area - dressage, jumping, eventing, western pleasure, cutting, rodeo, carriage driving. Where a skill not specified is utilised the applicant should also provide evidence of the animal skill. The

applicant must be able to show full control of the animal in an unenclosed environment, evidence of which must be provided in the show reel.

### **Category five - Water**

SKILL LEVEL: One of the following are required. Where a skill not specified is utilised the applicant should also provide evidence of the water skill

- Swimming Bronze Cross/Bronze Medallion.
- Scuba Diving Open Water Certificate with minimum of ten logged dives undertaken within the last twelve months.
- Free Diving Level 1 certificate 10M depth and a continued training
- Water skiing/wind surfing/surfing 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 must remain at the SAP grading for a minimum of 12 months before applying to be a Stunt Actor (and at least until turning 18 years of age) in order to obtain basic experience and understanding of stunt work and safety issues in the film and television industry.

An SAP can work as a Stunt Assistant but cannot work as a Safety Consultant / Supervisor, Safety Assistant, Stunt Actor, Assistant Stunt Coordinator or Stunt Coordinator. Mainline stunt days will only be counted towards Stunt Actor if dispensation has been granted by the Committee.

## **Stunt Actor**

Applicants must submit a PDF application and USB including the following:

1. Application form and completed checklist
2. A document highlighting the skill increase across each category from their SAP level
3. Certificates and/or references as proof of qualifications / experience / levels of competency
4. Logbook signed by Stunt Coordinators including verification that all days were worked as an SAP (as defined in these procedures) under the supervision of a graded Stunt Coordinator. (Where a signature is unavailable call sheets or contracts must be supplied)
5. Copy of all successful dispensation requests
6. Link to a show reel containing evidence of the applicant's relevant range of skills and improvement from previous grading across all categories. (Where possible, incorporate professional filmed material in the show reel)
7. Written recommendations (using the standard form) – either three (3) from financial MEAA graded Stunt Coordinators or two (2) from MEAA graded Stunt Coordinators plus two (2) from financial MEAA graded Assistant Stunt Coordinators each with a minimum of three (3) years' experience at that grade.

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 (from SAP grading date) on camera which can be verified by call sheets, contracts and signed logbook. Days worked must be from at least three (3) different stunt coordinators. An applicant must show proof that at least 35 of the days worked were under an Equity contract. No more than 5 days can be from non-SVOD internet productions.

An applicant must be prepared to demonstrate their skills, as required, before representatives the National Stunt Committee and in particular, the applicant must provide evidence of advanced stunt skills and a competent knowledge level of stunts gained through experience and/or training in a minimum in five out of the following six categories: ANIMALS, VEHICLES, WATER, HEIGHTS, FIRE and BODY CONTROL (compulsory). All applicants to demonstrate they have a full range of setting up and preparing of a wide variety of stunt action across each of their skill categories. To be graded as a Stunt Actor a performer must show an increase in stunt skills since their SAP grading.

A stunt actor who chooses high falls as a sub-category of heights must show proof of accuracy and technique in at least four different types of falls from a minimum of six (6) metres – i.e. step out, back drop, header, face off. Applicants must also be able to set their own landing rig or demonstrate proof of knowledge of where and how to set up. This must be signed-off by a graded Stunt coordinator.

Where an applicant chooses fire as a category they will need to have completed at least one partial three-quarter burn (two arms, two legs and back as a minimum) as shown on their show reel and log book. In addition, all applicants must demonstrate fire safety skills. All applicants choosing FIRE 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 stunt 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 Stunt Safety but CANNOT accept work as an Assistant Stunt Coordinator, or Stunt Coordinator.

## **Assistant Stunt Coordinator**

Applicants must submit a PDF application and USB including the following:

1. Application form and completed checklist
2. Certificate IV in Workplace Health and Safety
3. Logbook signed by Stunt Coordinators including verification that all days were worked as an SAP (as defined in these procedures) under the supervision of a graded Stunt Coordinator. (Where a signature is unavailable call sheets or contracts must be supplied)
4. Written recommendations (using the standard form) – either three (3) from financial MEAA graded Stunt Coordinators or two (2) from MEAA graded Stunt Coordinators plus two (2) from financial MEAA graded Assistant Stunt Coordinators each with a minimum of three (3) years' experience at that grade.

Assistant Stunt Coordinator applicants must have met the grading requirements at the Stunt Actor level and have worked as a graded Stunt Actor for a minimum of three years.

The minimum requirements for grading at this level are:

- a. Minimum of six (6) years' and 275 days experience in the film and television stunt industry including experience as a stunt performer (from SAP grading) with minimum of 100 days of in front of camera experience and a minimum of 100 days behind camera experience 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 a financial MEAA graded Stunt Coordinator and log booked accordingly. Days worked must be from at least five (5) different Stunt Coordinators. An applicant must show proof that at least 200 of the days worked were under an Equity contract. No more than five (5) days can be from internet productions that are not for SVOD.

- b. Level 2 First Aid certificate or state equivalent, including CPR competency.
- c. Work Health and Safety Certificate IV
- d. Written Recommendations from either four (4) financial MEAA graded Stunt Coordinators or 3 financial MEAA graded Stunt Coordinators and two financial MEAA graded Assistant Stunt Coordinators, each with a minimum of three (3) years' experience at that grade.

## Safety Consultant/Supervisor

Applicants must submit a PDF application and USB including the following:

- 1. Application form and completed checklist
- 2. Certificate IV in Workplace Health and Safety
- 3. Logbook and call sheets, and where possible, contracts
- 4. Three (3) script breakdown safety reports with risk analysis and associated location safety reports prepared in accordance with screen industry safety guidelines, together with scripted scenes or a brief of the action take, having received approval of the relevant production company
- 5. Three (3) SWMS for high-risk activities such as working at heights, powered mobile plant, fire effects
- 6. Three (3) written recommendations on the standard form from graded Safety Supervisor / Consultants each with a minimum of three years'

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

- a. Five (5) years' experience in the film and television industry with a minimum of 200 days of on-set experience in either stunt performance or crew area with an appropriate breadth of specialist knowledge, experience and expertise aimed at minimising risks to cast and crew in the following (example) areas: Grips, Electrics, Special Effects, Armourer or First Assistant Directors.

On set experience must be verified by logbook and/or adequate evidence from call sheets, crew lists, deal memos/contracts or, where appropriate, from credits.

- b. A minimum of twenty-five (25) days on-set/location as Assistant Safety Supervisor or Work Health and Safety officer working 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 entries.
- c. Completion of at least three (3) Script Breakdown Safety Reports from at least two different productions, one of which must be a feature film, telemovie or mini-series (mini-series is defined by each episode being at least one hour in duration). 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 are 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 an adequate, detailed scene description, so proper consideration and assessment of the report's quality can be made by the Committee.
- d. Written recommendations completed on the standard form from three accredited Safety Supervisors, each with a minimum of two (2) 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.

- e. Level Two First Aid certificate with CPR competency updated within the previous 12 months.

## Stunt Coordinator

Applicants must submit a PDF application and USB including the following:

1. Application form and completed checklist
2. Certificate IV in Training and Assessment
3. Any other certificates and qualifications held by the applicant to demonstrate competency
4. Written biography, resume and logbook of Assistant Coordinator days and, if applicable, Safety Supervisor days demonstrating relevant experience
5. Written recommendations from five (5) MEAA graded Stunt Coordinators

Stunt Coordinator applicants must have met the grading requirements at the Assistant Stunt Coordinator level and have worked as a graded Assistant Stunt Coordinator for a minimum of three years.

Applicants will be required to attend a face-to-face interview (including by video conference) with four members of the National Stunt Grading Committee, at least three of whom must be graded at no less than Stunt Coordinator and the majority from a state different to the applicant, together with a MEAA representative.

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

The applicant has worked as an Assistant Stunt Coordinator for a minimum of 150 days on at least 10 different productions which can 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 MEAA graded Stunt Coordinators and proof that all days were worked in a stunt position (as defined in this procedure) under the supervision of a graded Stunt Coordinator. Where signature is not provided, call sheets must be provided. Days worked must be from at least four (4) Stunt Coordinators. An applicant must show proof that at least 120 of the days worked were under an Equity contract. No more than five days can be from non-SVOD internet productions.

OR

The applicant has worked as an Assistant Stunt Coordinator (see above) for a minimum of 100 days on a reasonable range of productions plus 100 days as a MEAA Safety Consultant/Supervisor on a variety of productions where the work performed includes safety consultancy and safety supervision involving stunts and/or hazardous action.

Verification will be by logbook signed by MEAA graded stunt coordinators including verification that all days were worked in relation to stunts. Where a signature is not available, call sheets and contracts must be provided. An applicant must show proof that at least 120 of the days worked were under an Equity contract. No more than five days can be from non-SVOD internet productions.

PLUS

The applicant must show proof of:

- 3 stunt breakdown including Risk Assessments
- 3 budget breakdowns
- producers meetings and report writing (which may include location notes or signatures in logbooks);
- casting experience for selection of suitable stunt actors (which may include location notes or signatures in logbooks);

The applicant must have a 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 signed by the Stunt Coordinator. In meeting this requirement, the applicant must prove that they have had obtained a reasonable amount and range of work throughout this period.

Applications must contain a written biography / filmography showing:-

- 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 Coordinator and the number of days worked.
  - b) knowledge of the screen industry safety guidelines (incorporating the Safety Code, Safety Guidance Notes and relevant State work, health and safety legislation / regulations.
1. Stunt Coordinator applicants must have obtained Certificate IV in Training and Assessment.
  2. Written recommendations from five (5) different MEAA graded stunt coordinators

It is the responsibility of the Stunt Coordinator to ensure they know the graded level of each stunt performer that they employ and that the performer is graded at the level required for the work being performed.

## **Dispensation on a production-by-production basis for use of a skill specialist who is not a graded stunt personnel?**

Dispensation requests are to be made on a case-by-case basis for non-graded personnel who are specialists within their field who are not part of the 408 visa application process – i.e. New Zealand non-graded personnel would need a dispensation application.

A Stunt Coordinator seeking dispensation to use a non-graded person to perform hazardous action on a production must make written application to the National Stunt Committee, such application to include the following:

1. A comprehensive outline of the requirements of the work, including a copy of the risk assessment
2. Certificates and/or references as proof of qualifications / competency concerning the hazardous action to be performed
3. Evidence establishing that no graded Australian stunt performer could perform the role to which the application applies
4. A MEAA dispensation form.

Complete dispensation applications must be emailed to [members@meaa.org](mailto:members@meaa.org). Applications will require a minimum of seven (7) days to be considered.

Where the National Stunt Committee requests, the Stunt Coordinator pursuing an application must also provide evidence (in video form) demonstrating the applicant's relevant specialist skills.

It is the responsibility of the Stunt Coordinator pursuing the application to check and confirm the grading level performers they seek to engage, noting that Stunt Actors Provisional (SAPs) cannot accept work as a Stunt Actor.

## Misconduct and Disputes

The National Stunt Grading Committee may receive and determine claims of alleged misconduct by any graded person or applicant for such grading.

Where the majority of the Committee sees fit, it may refer allegations of misconduct to the relevant work health and safety regulator for information and further consideration.

The Committee may only determine complaints:

- i) concerning alleged misconduct in the performance of stunt-related activities by graded personnel;
- ii) grading decisions

Where the Committee considers allegations of misconduct, it must provide the person or persons against whom the allegations are made with an accurate summary of the allegation and no less than two weeks to provide the Committee with a response before determining a complaint.

Where the Committee makes an adverse finding, it must advise the person concerned in writing and set out:

- i) The allegation considered
- ii) The decision of the Committee
- iii) The sanction to be applied (where applicable)
- iv) The right to appeal the Committee's decision

The Committee may impose the following sanctions in cases where an allegation is proven:

- a. *Formal (written) warning; and/or*
- b. *Demotion to lesser grade; and/or*
- c. *Suspension from performing stunt work for a specified period*

The Committee may, in its discretion, suspend enforcement of the sanctions in b. and c.

Where a penalty is imposed, it is to be communicated to the person the subject of the allegation within seven days of the decision being made.

## Appeals Process

Where a member does not agree with the Committee's decision, they may pursue an appeal.

Appeals are to be conducted by an Appeals Panel comprising three (3) Stunt Coordinators who were not part of the Committee that made the decision being appealed against. The Appeals Panel shall in its discretion, determine the process for appeal, which will adhere to the principles of natural justice. The format and timeframe of any appeals process must be advised to the appellant no less than two weeks prior to the appeal being considered by the Appeals Panel.

# Letter of Recommendation For all Stunt Actor, Safety Consultant/Supervisor, Assistant Stunt Coordinator, Stunt Coordinator

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

Name of the applicant:

.....

Name of referee:

.....

Your contact number:

.....

Level at which you are graded:

.....

Date of your grading:

.....

How long have you known the applicant for?

.....

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 general working knowledge of the industry in terms of the technical and creative aspects?

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 qualifications 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)

Signed:

.....

Date:

..... / ..... / 20.....

# STUNT GRADING APPLICATION FORM

## National Stunt Committee – Application for grading

Name: .....

Address: .....

.....Postcode: .....

Phone: (H): ..... (Mob): .....

Email: .....

Agent: .....

Agent's Phone: .....

Agent's Email: .....

Are you an Australian/New Zealand Resident or Citizen Yes/No (circle)

Equity Member number: .....

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

- Stunt Actor Provisional (SAP)
- Stunt Actor
- Safety Consultant/Supervisor
- Assistant Stunt Coordinator
- 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 Trainee, Stunt Actor, Stunt Utility, Stunt Technician, Assistant Stunt Coordinator, etc.

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

Attach Recommendations

<p>(Please refer to requirements for writing recommendations particularly verification of applicants days / details of credits)</p>	<p>Stunt Coordinators</p>
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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 Grading Procedure, National Screen Industry Safety Guidelines and relevant work, health and safety laws.

Signature:

Date of Application:

..... / ..... / 20.....

## OFFICE USE ONLY

Approved by Home State on:

..... / ..... / 20.....

Graded by National Stunt Committee on:

..... / ..... / 20.....