



GOLD COAST FILM FESTIVAL

2021 Employee Induction Handbook

September 2021

Gold Coast Film Festival
April 20 – May 1, 2022

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1. ABOUT THIS HANDBOOK

Welcome to the Gold Coast Film Festival (GCOFF)!

This handbook is intended to provide you with a comprehensive guide to the various aspects of the Festival. Please read the handbook closely.

Welcome to the Gold Coast Film Festival team!

2. FESTIVAL INFORMATION

GENERAL OVERVIEW / HISTORY

Gold Coast Film Fantastic Ltd, t/a Gold Coast Film Festival (GCOFF) is the city's premier film and screen culture event, delivering an engaging and innovative program of films and film related events. GCOFF's year-round offering brings film to life in a distinctly Gold Coast way to attract local and visiting audiences, and helps to grow and support Queensland's flourishing screen industry.

Established in 2002 as a genre film festival, the Gold Coast Film Festival expanded in 2014 to offer a broader selection of Australian and international films and a more focused industry program. From 2015-2019 the company grew substantially, with a sharp increase in attendance, funding, and national reputation. In 2019, Gold Coast Film Fantastic's record year welcomed 19,650 attendees and delivered more than 200 events.

Today, the Gold Coast Film Festival brings diverse Australian and International films, filmmakers and film events to the Gold Coast, enhancing the city's cultural reputation, driving tourism and delivering economic impact to the region.

GCOFF has a national reputation for innovative and immersive screen events that highlight the Gold Coast's unique location and culture, and for advocating for Queensland filmmakers through screenings and industry events. These programs attract national and international filmmakers as guests and participants and reinforce the Gold Coast as Australia's home of filmmaking.

The cancellation of the festival in 2020 due to COVID-19 event restrictions was devastating to not only the Gold Coast Film Festival, but to the entire cultural sector and events industry. However, GCOFF quickly pivoted to host a number of key events online and continues to support the local screen sector through screening opportunities. GCOFF was responsible for developing and delivering a Queensland-wide online film festival, Screensland, which saw 5000+ people tune in to watch Queensland made films, curated from 11 of Queensland's film festivals.

The 19th annual Gold Coast Film Festival ran from April 14-25 across 10 venues on the Gold Coast, attracting 13,000+ attendees to Festival and year-round events. The 2021 Festival saw a strong festival offering of more than 100 film screenings, pop-up events and industry development opportunities, alongside the Festival's first-ever digital film screenings and online industry program.

Our distinctive points of difference from other film festivals in Australia are:

- Discovery and promotion of Queensland (and Australian) independent filmmaking talent
- One of Australia’s leading festivals in championing gender equality in the film industry (we were the first film festival to offer a free creche, we rate all films according to the Bechdel test, and we commit to 50% of all speakers across the festival identifying as women)
- Strong Queensland film industry engagement and accessibility of industry guests at the festival
- Use of uniquely Gold Coast locations and landscapes to bring films to life in special events

Our location is one with a heritage of filmmaking, with international filmmaking introduced on the Gold Coast in the late 1980’s. Fast-forward to 2017 and major international films *Aquaman*, *Thor: Ragnarok*, *Kong: Skull Island*, *Dora The Explorer*, *Untitled Elvis Project* and *Pirates of the Caribbean* have chosen the Gold Coast’s incredible locations and highly competent crew to shoot their multi-million dollar films.

Our Festival Patron is Gold Coast born actress and producer Margot Robbie and our festival ambassadors are producer Sue Maslin (*The Dressmaker*) and Hollywood journalist and member of the Hollywood Foreign Press Association, Jenny Cooney.

GCFF’s main event is a 12-day Festival held annually in April, presenting more than 100 films, panels, Q&As, networking opportunities and pop-up events right across the Gold Coast. The 2021 Festival attracted more than 13,000 attendees with over 25% of people travelling from outside the Gold Coast, contributing \$1.1 million to the local economic. By 2024, GCFF aims to welcome 25,000 attendees annually to the Festival and year-round program by increasing the Festival’s offering to 200+ films and events alongside a broad year-round program.

In 2022, GCFF will celebrate its 20th anniversary with boutique programming to recognise the history and growth of the Festival and Gold Coast screen industry. Celebrating the ‘Golden Age’, GCFF will launch a 20th year celebratory series during the Festival that will continue through the year. Festival events will include a cocktail evening welcoming GCFF alumni, past filmmakers, patrons and team, retrospective screenings of past GCFF films and Q&As with filmmakers. Year-round, GCFF will continue to host special screenings of past films, alongside Q&As and discussions focused on local filmmakers.

In 2021, Gold Coast Film Fantastic’s strategic growth and vision resulted in another key step forward for the organisation as Gold Coast Film Fantastic was awarded the tender by Screen Queensland to deliver Brisbane International Film Festival (BIFF) from 2021-2023. The addition of BIFF to the Film Fantastic family reflects the organisation’s strength and commitment to supporting the Queensland screen sector. The expansion of Gold Coast Film Fantastic Ltd has allowed the organisation to invest in and recruit a dedicated CEO (Josh Martin) to lead the organisation as we embark on a new era of strategic growth.

The GCFF is supported by the Queensland State Government through Screen Queensland and Tourism and Events QLD, and the City of Gold Coast and Major Events Gold Coast. HOTA, Home of the Arts is a major partner and the hub of the festival.

FASTFACTS

- 2022 Festival Dates: April 20 – May 1, 2022
- In 2019, the GCFF welcomed a record 19,650 visitors to the festival year-round
- The 2022 GCFF will bring to life more than 100 films, industry panels, special events, parties, filmmaker Q&As and more across the Gold Coast.
- The GCFF is an AACTA-Award qualifying film festival for feature films
- GCFF supports indie filmmakers and films from female-led creative teams and from under-represented backgrounds, and was the first Australian film festival to offer childcare
- GCFF is the largest film festival in Queensland, closely contested by Brisbane International Film Festival

OUR 2022 VISION

In 2022, the Gold Coast Film Festival will be a highly anticipated film festival, bringing cinema experiences to life for local and visiting audiences, fostering Australian screen talent and building the skills and development of Queensland's screen industry.

KEY DATES

Festival: April 20 – May 1, 2022

Submissions open: November 1st

Submissions Close: January 31st

Programming Weekend: February 12th & 13th, 2022

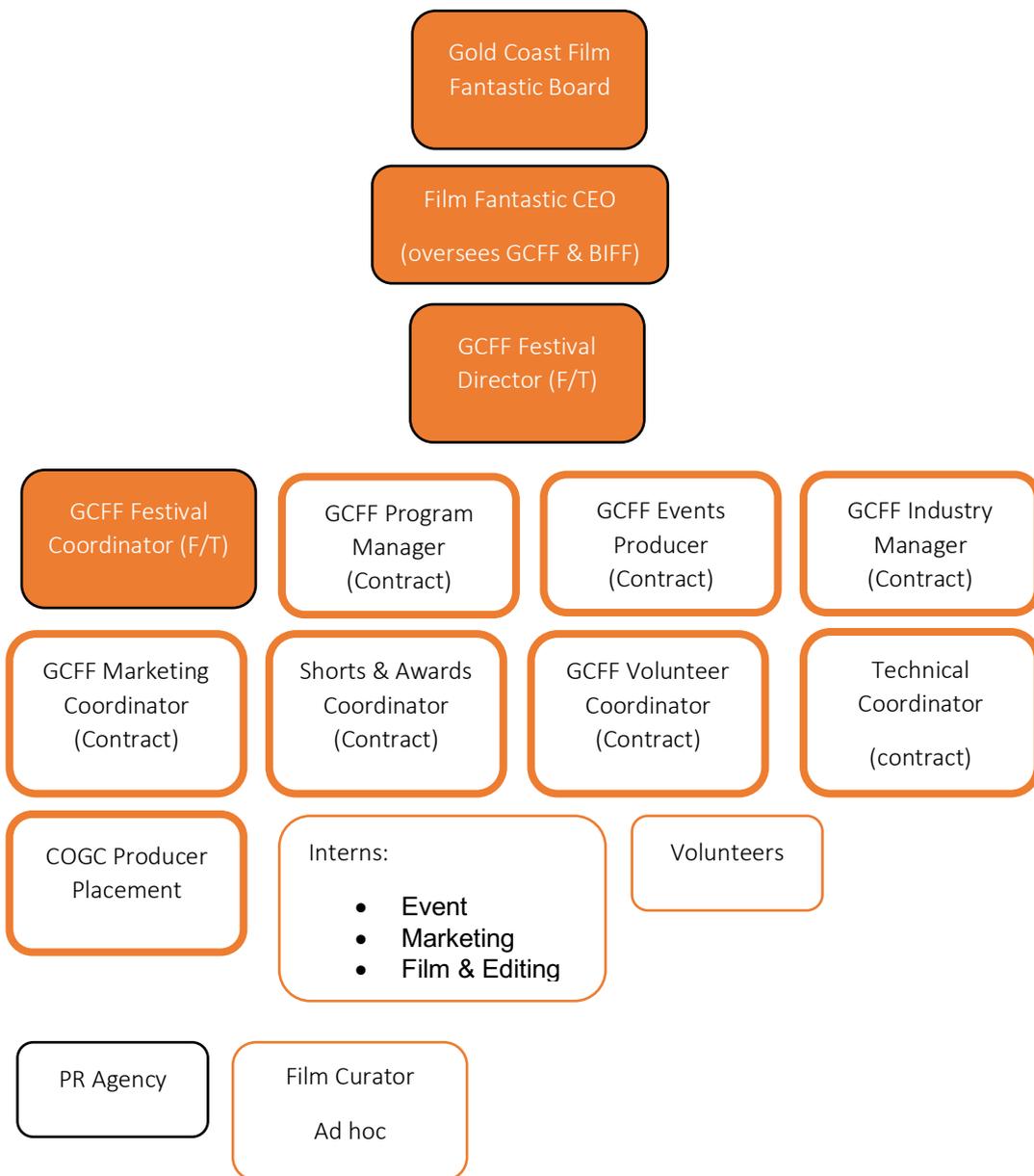
Special Events Ticket Launch: Wednesday 2nd March 2022 (*8 weeks out*)

Full Program Launch: Wednesday 23rd March 2022 (*5 weeks out*)

3. FESTIVAL STAFF & CONTACTS

MEET THE GCFF TEAM

Gold Coast Film Festival’s staffing structure:



MEET THE BOARD OF DIRECTORS

Sue-Anne Chapman: Chair



Luke Wheatley: Deputy-Chair



Ted Cawrey: Board Member



Michael Selwyn: Board Member



Lynne Benzie: Board Member



Brett Thornquest: Board Member



Nikola McWilliam: Board Member



Leanne (Le) Mash: Board Member



4. GOLD COAST FILM FESTIVAL | 2022

FESTIVAL DATES & SESSIONS

The 20th annual Gold Coast Film Festival will run for 12 days, from April 20 to May 1, 2022 and will feature more than 100 films and events across 10+ Gold Coast locations.

Gold Coast Film Festival's home venue is HOTA Home of the Arts, with secondary cinema venues at BCC Coolangatta and Event Cinemas Coomera. The festival also programs key events at venues such as QT Gold Coast, Surfers Paradise, Movie World, Skypoint and new pop-up venues each year, delivering a truly city-wide festival.

GCOFF is committed to delivering a safe and flexible festival experience, with contingency plans in place to support changes to programming and the ability to shift to online or livestreamed offerings due to the ongoing COVID-19 situation.

The Festival program can be broken down into five distinct categories: Films, Events, Industry, Education, and Awards.

FILMS

FEATURE FILMS

- 30+ feature films from Australia and around the world
- World, Australian and Queensland Premieres - a mix of drama, comedy, horror, romance, genre, action, documentary and thriller films
- Films from 10+ countries reflecting diverse languages and stories
- Australian Independent Focus – a strand of 3-4 films of new quality Australian filmmaking talent that includes at least two films made in Queensland, with awards and prizes designed to support local filmmakers

GCOFF is committed to supporting Gold Coast and Queensland-produced films wherever possible. The festival invites submissions from filmmakers from October until the end of January each year, as well as curating films from international festivals. The full program of film titles will be announced in March 2022.

Cast and crew from selected films are invited to attend the festival where possible and take part in post-film Q&As, speak on industry panels to share their experience, and network with other filmmakers. Despite the impacts of COVID-19, GCOFF 2021 welcomed filmmakers from across Australia to the festival, alongside an extensive line-up of Gold Coast and Queensland-based practitioners.

Feature films screen across the Festival's three main locations, with majority of the program screening at HOTA Home of the Arts, a 'best of festival' selection screening at BCC Coolangatta, and a horror and sci-fi strand 'Dark Nights and Fantastic Fans' taking over Event Cinemas Coomera.

SHORT FILMS

SIPFEST (14 shorts)

SIPFEST (formerly Shorts in Paradise Festival) is an annual showcase of the best short films from across Australia. Recognised nationally as one of the best short film festivals in Australia, SIPFest will transform Surfers Paradise into a vibrant and unique outdoor cinema. GCOFF facilitates a nationwide short film competition, with an industry jury and 14 finalists selected to play on the night. Film finalists compete for \$7000 in prize money to support their continued career in the screen industry.

EMERGE (10 shorts)

EMERGE is a showcase of 10 short films from graduating film students from 7 South-East Queensland film schools/university courses, including Bond University, Griffith Film School, TAFE Coomera and New York Film Academy. The films are judged by the GCOFF Program Manager and a representative from Screen Queensland with a \$250 cash prize awarded for Best Student Film, and prizes for Best Cinematography and Best Screenplay.

WEBFEST (6 episodes)

Webfest is a national webseries competition with the six best webseries selected to screen within the festival. Awards for Best Australian Web Series (\$500 cash) and Best International Web Series are announced at the prestigious Screen Industry Gala Awards. Screen industry panels relevant to young content creators and digital/web producers are included in the industry program to recognise that filmmakers are increasingly creating innovative web content as the first rung on the screen industry ladder.

EVENTS

Opening night

Opening night is a gala night with red carpet arrivals, a catered party, opening speeches and a Q&A with filmmakers in attendance. The Opening Night film will screen simultaneously at HOTA, BCC Coolangatta and Event Cinemas Coomera to bring the opening celebrations to the whole city.

Closing night

Closing night is a special screening night with networking event and filmmaker Q&A, followed by closing night drinks.

Gala screenings

Special screenings of Australian films with a premiere-style event and filmmaker Q&A.

Screen Industry Gala Awards

The Screen Industry Gala Awards is a gala night of networking and dinner to award the festival's finalists and winners and includes The Chauvel Award – a prestigious national screen industry award named in honour of Charles Chauvel. The award recognises contribution to the Australian screen industry and is judged by a national committee of industry heavyweights. The evening includes an "In Conversation" interview with the recipient, moderated by Jenny Cooney. Previous recipients have included Sue Maslin, Deborah Mailman, and Claudia Karvan. The event is livestreamed to engage with interstate and international audiences.

Movie & Music Trivia

Movie & Music Trivia is a fun night where film and music buffs get to test their knowledge to win fabulous prizes, in partnership with Gold Coast Music Awards.

Immersive Cinema

Pending funding outcomes

A new and exciting immersive film experience will pop up in a unique Gold Coast location. From Horror in the Hinterland and Floating Cinema to Clueless on the Rooftop, these unique events are always a highlight of the festival's event program.

Poolside Flicks at QT

An exclusive outdoor screening, fully catered in the boutique grounds of QT Gold Coast.

Sky High Cinema

A family-friendly film event to get the imagination soaring held at Skypoint Observation Deck, surrounded by the Gold Coast beach and city.

Women in Film lunch

Annual lunch with a prominent film industry guest speaker and networking event, held at QT Hotel. 2022 will be the 8th year of this popular event.

Gold Coast Movie Locations Tour

Pending funding outcomes

Australia's first movie location tour – a 3-hour bus tour visiting Gold Coast film locations, accompanied by video interviews with Gold Coast crew and led by host Murray Shoring. GCOFF created this tour (the first of its kind in Australia and the first film tourism product on the Gold Coast) in 2017 and will return in 2022, with updated content and a new self-drive QR-coded program in partnership with City of Gold Coast.

Golden Age: Gold Coast Film Festival 20th anniversary celebration

Gold Coast Film Festival will celebrate its 20th anniversary in 2022, and will host a series of screening programs and events focussed on Gold Coast filmmaking and the Festival's heritage, including:

- Filmmaking exhibition – featuring ephemera, cameras, and props from iconic Gold Coast films, as well as a special collection of Chauvel family artifacts.
- Retrospective screenings – screening from GCOFF film alumni alongside Q&As with filmmakers, academics, and critics about the work
- Alumni program – a series of networking events for Gold Coast filmmakers who screened at GCOFF, and former Board Directors, Festival Directors, and staff to come together and celebrate their connected history

Seniors Morning Tea

Partnering with BCC Coolangatta, GCOFF hosts two morning tea's for Cinebuzz Seniors Members, alongside discounted film screenings of films programmed for the audience.

Free outdoor screenings:

- **Burleigh Brewing Cinema** – adults only films screening in the brewery
- **Titans Cinema: Films at the Footy** - screening of a family-friendly action film

INDUSTRY

REELLIFE

Industry panels designed for students, emerging and early career film practitioners that explore a range of filmmaking topics including writing, directing, producing, editing, sound design, cinematography and more. Guest speakers include national industry leaders alongside local practitioners.

Post-film Q&A's with filmmaker guests, bringing to life the film and the filmmaking process.

Live Script Read – a live script reading of a feature film script by a Queensland writer featuring local actors.

Childcare (COVID dependent) Free childcare offered for a selection of industry panels and films to help remove a barrier for parents in the screen industry to access professional development. GCFF was the first film festival in Australia to offer this service.

Pitch in Paradise

Launched in 2021, Pitch in Paradise is a unique opportunity for local screen industry practitioners to access industry decision makers and producers to develop their projects. This program supports the film industry and enhances the Gold Coast's film reputation nationally, and provides a unique professional development opportunity for local filmmakers and storytellers. Partnering with Queensland Writers Centre, Pitch in Paradise also invites shortlisted authors and writers from the QWC Adaptable program to pitch their work to producers and financiers, expanding GCFF's audience in new markets and providing opportunities for new creative work.

Networking events

Collaborations with film guilds and associations to host networking or discussion events with the aim of fostering new connections.

Across GCFF, there are a total of 150+ guest speakers, panellists and industry moderators - including international, national, and local guests.

EDUCATION

Screen education is a key focus for supporting and inspiring the next generation of filmmakers and screen industry professionals on the Gold Coast. Education is an important part of building a healthy, vibrant screen industry here on the Gold Coast and providing a foundation for emerging creative workers. Our screen education program engages students from junior school through to school leavers through two key activities: Future Filmmakers and Yscreen.

Future Filmmakers

Future Filmmakers is a free seminar day held at Bond University for year 11 & 12 students considering a career in screen. The day includes panels with industry speakers from a range of screen specialties, interactive workshops and tours of film facilities. In 2021, Future Filmmakers was livestreamed for schools outside the local drive region, and we aim to build this digital component in 2022 to improve access to screen programs for schools.

YScreen

YScreen is a program of youth films and workshops that seeks to encourage young audiences to become active viewers, stimulates critical discussion of film and provides an insight into other cultures and ways of life. Beginner workshops are offered to children aged 5-8 years and 10-12 years on topics including cinematography, directing or editing. Additionally, family-friendly films from diverse cultures are included for ages 8+. YScreen was paused in 2021 due to COVID-19, but will resume in 2022.

AWARDS

Uncovering and supporting local screen talent has been a key driver of GCFF for many years. Gold Coast Film Festival is proud to support Queensland and Australian filmmakers, writers and creators through a number of awards across the festival.

GCFF accepts submissions for feature films, short films, web series and Queensland feature film scripts and offered free entry for Gold Coast-based creators in 2021. We also accept nominations for Gold Coast Screen Professional of the Year and Queensland Screen Business of the Year, and invite film schools and universities in South-East Queensland to nominate their best graduation films to screen within the EMERGE! Student Short Film showcase.

Supporting Gold Coast and Queensland filmmakers is at the heart of what we do: In our Australian Independent Film category, we strive to include at least two feature films from Queensland filmmakers; all EMERGE short films are from Queensland filmmakers; SIPFEST has a specific prize for best Gold Coast filmmaker and we award \$6,000 to Queensland screenwriters.

In 2021, GCFF proudly awarded \$15,000 in cash and prizes across a number of award categories:

- PKF Best Australian Film Award – open to all Australian films in the Festival
- Best Australian Independent Film Award - \$3k of Blackmagic Design camera equipment
- Queensland Screenwriting Award - \$5,000 for 1st place, \$500 for 2nd and 3rd place
- Gold Coast Screen Professional of the Year
- Queensland Screen Business of the Year
- EMERGE Best Student Film Award - \$250 cash prize (plus Best Screenplay & Best Cinematography)
- SIPFEST: 8 award categories for short films - \$7,000 in cash prizes
- Best Australian Web Series - \$500 cash (plus Best International Web Series)
- The Chauvel Award – for significant contribution to the Australian screen industry

WEBSITE & SOCIAL MEDIA

GCFF Website - www.gcfilmfestival.com

GCFF has four main social media channels:

- Facebook - <https://www.facebook.com/gcfilmfestival>
- Twitter - <https://twitter.com/gcfilmfestival>
- Instagram - <https://instagram.com/gcfilmfest/>
- YouTube - <https://www.youtube.com/user/GoldCoastFilmFest>

Hashtags for the event are as follows:

#GCFF2022 #gcfilmfest #gcfilmfestival

*#thisisqueensland #ourgoldcoast #wearegoldcoast #visitgoldcoast #creativegold #screenqld #hotagc
#majoreventsgc*

Cinefile

GCFF's monthly email newsletter. Cinefile content includes GCFF news, competitions to win tickets to film screenings/other festivals/events and promotion of partner events. You can sign up on our website (gcfilmfestival.com).

Cinefile's are sent monthly between May and January, then fortnightly from February-April and then more frequently during the Festival.

FESTIVAL FRIENDS & PARTNERSHIPS

These are the government agencies and businesses that support the Gold Coast Film Festival either with cash sponsorship or in-kind support. 2021 partnerships included:

Major Partners

Screen Queensland, Tourism and Events Queensland, City of Gold Coast (through City of Gold Coast and Major Events Gold Coast), HOTA Home of the Arts

Event Partners

BCC Coolangatta/Event Cinemas, QT Gold Coast, Bond University

Gold Partners

PKF, The Edit Suite, Movie World, Blue Shadow Group, Burleigh Brewing

Silver Partners

Australia Fair, Village Roadshow Studios, Elevate Production Finance, The Heaton Group, Blackmagic Design, Gold Coast Titans

Media Partners

91.7 ABC Gold Coast, Film Ink, Blank Gold Coast, Haven, Flicks.com.au

Industry Partners

Spectrum Accountants, Safe Knight, Queensland Writers Centre, WIFT Australia

Cultural Partners

Gold Coast Hospital Foundation, Somerset Storyfest, Australian Film Critic's Association, Skypoint, SWELL Sculpture Festival, Essential Screen Skills, Gold Coast Music Awards, Asia Pacific Screen Awards, Glass Engine, Course Rebel

TICKETS

Tickets for all film sessions and events are available via gcfilmfestival.com and participating cinema venues – HOTA, Home of the Arts, BCC Coolangatta and Event Cinemas Coomera.

Regular film sessions are \$17 for adults and \$14 for concession. School screenings and special events have different pricing. Some events are free. Check specific film and event pages for special pricing.

Book your GCOFF tickets online in advance to pay NO BOOKING FEES from gcfilmfestival.com. Transaction or booking fees of between \$1-2 may apply when purchasing tickets from partner venues. If people buy tickets at the HOTA box office there will be a booking fee per transaction of \$2.

There are two complimentary ticket types:

Double Pass

This has a code on the back and can be redeemed online or at the HOTA Centre box office for any regular film screening. It doesn't include opening night or any special events (such as Women in film lunch or Screen Industry Gala Awards).

VIP PASS

This will have the recipient's name on the front. VIP Passes will be held by our Board, by our Festival Guests and by Media.

Buy 6+ Tickets – Get 15% Off

Buy 6 or more cinema sessions tickets and receive 15% discount off the total price. Only available online or through the HOTA Box Office.

PAY IT FORWARD TICKETS

In the same spirit as the random acts of kindness movement and pay-it-forward coffee initiative, you can now help others experience a film as part of the Gold Coast Film Festival.

Gold Coast Film Festival has partnered with the Gold Coast Hospital Foundation to enable you to gift tickets to cancer patients and families, hard-working cancer transport volunteer drivers and the amazing Gold Coast Health doctors and nurses. Your kindness will help deserving individuals escape to another world through film. Simply add a 'pay it forward ticket' when buying your own tickets to any regular festival cinema session at HOTA.

To find out more about the valuable work the Gold Coast Hospital Foundation does or to donate directly to them, please visit <https://gchfoundation.org.au>

RATINGS

GCOFF screenings are Festival Exemption (18+) except where otherwise indicated. Please check our website for updated classification information.

ACCOMMODATION

Want to make a night of it? QT Gold Coast is the official hotel partner of GCFF. Exclusive to GCFF guests, use the GCFF code at checkout to receive 20% off the best available rate. Visit qthotelsandresorts.com/gold-coast/ to book your stay.

5. LOCATIONS & VENUES

The festival runs across **10+** locations on the Gold Coast, from Coomera in the north to Coolangatta in the south (pending final program lock):

Cinema Screenings	
HOTA, Home of the Arts	Birch Carroll & Coyle Coolangatta
Event Cinemas Coomera	
Outdoor Screenings & Special Events	
Surfers Paradise Beach	Coolangatta – Queen Elizabeth Park
QT Gold Coast	Skypoint Observation Deck
Bond University	Burleigh Brewing
Southport	Movie Locations Tour (bus tour of 10 locations)
Warner Bros. Movie World	Cbus Super Stadium, Robina
HOTA Venues	
Theatre 1 – Opening, Closing, screenings and special premieres	Cinema 1 & Cinema 2 - Screenings
Theatre 2 – All industry panels, industry workshops, kids workshops	Panorama Room – Special networking events or panels
Lounge – child care	GCFF Office – Project office, volunteer sign in and GCFF team office
Lakeside Room – Larger industry panels, year-round events	

6. CODE OF CONDUCT

<u>CODE OF CONDUCT</u>	
Expectations	<p>The GCFF prides itself on its high level of professionalism and commitment to customer service. GCFF staff and volunteers will at all times conduct themselves in a professional manner and provide the highest level of customer service.</p> <p>More specifically, the GCFF expects a high level of professional and personal behaviour including:</p> <ul style="list-style-type: none"> • Respect for customers/members of the public; • Respect for staff members and volunteers including cooperation and equal opportunity, and a workplace free of discrimination and harassment; • Respect for health and safety issues including the organisation’s policy on alcohol and drugs, security measures; • Respect for the organisation’s procedures; • Respect for both individual and the organisation’s privacy and/or confidentiality; • Respect for dress code (including how the uniform is to be worn); • Responsible use of personal communication devices, including smart phones and tablets during shifts; • To identify and report potential conflicts of interest or other issues; • To be dependable and reliable, arrive on time, and notify the organisation if they are unavailable; • To not do anything that damages or lessens the reputation of the Festival or GCFF or otherwise brings the Festival or GCFF into disrepute; and • All requests for public (media) comment are to be directed to the Festival Director, CEO or Festival Publicist.
Breach	<p>The following activities constitute a breach of the code of conduct and results in instant dismissal:</p> <ul style="list-style-type: none"> • Being intoxicated whilst on duty; • Using threatening, bullying or abusive language towards members of the public, GCFF staff and/or other volunteers; and • Publicly disclosing sensitive or confidential information.

7. WORKPLACE HEALTH & SAFETY

<u>HEALTH AND SAFETY</u>	
WH&S Policy	<p>The Work Health and Safety Act 2011 is the main legislation in Queensland that was developed to set out the health and safety requirements for anyone who interacts with a workplace. This includes the organisation, owners/managers, all employees, contractors, volunteers and visitors.</p> <p>Importantly, under the legislation you as a volunteer are considered to be a ‘worker’ with Gold Coast Film Festival. By working together, we can ensure a healthy and safe workplace.</p> <p>Gold Coast Film Festival has a primary duty of care for your health and safety. We must:</p> <ul style="list-style-type: none"> • Ensure our activities and the activities of our workers do not put any other person at risk • Provide and maintain a safe work environment, safe plant and equipment, safe structures, safe systems of work and the safe use, handling and storage of plant, structures and substances • Provide adequate facilities for worker’s welfare and access to those facilities • Provide information, training, supervision and instruction to a necessary level that protect persons from risk to their health and safety • Monitor the health of workers • Consult with workers about matters that may affect their health and safety in the workplace • Identify hazards and eliminate them from the workplace, or if they cannot be eliminated to control the associated risks <p>But <u>all workers, including volunteers</u>, have defined health and safety duties too. You have an obligation to:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety • Ensure your acts or omissions do not affect themselves or other people • Comply with any reasonable instruction given to you by Gold Coast Film Festival and their representatives • Cooperate with all policies and procedures issued by Gold Coast Film Festival, such as: <ul style="list-style-type: none"> ▪ Wearing Personal Protective Equipment (PPE) that has been provided to you ▪ Identifying and reporting hazards and risks that may harm yourself or others • Report all incidents and injuries • Undertake health and safety training (ie – Induction Training) • Identify hazards and eliminate them from the workplace, or if they cannot be eliminated to control the associated risks

	<p>For a workplace to be health and safe <u>everyone</u> needs to understand and carry out their duties and communicate with each other regularly on WHS matters. Enjoy volunteering – but be safe doing it.</p> <p>Workplace Harassment and Violence Response: Everyone, including volunteers, has the right to work in a safe environment that is free of harassment and violence and this right is enforced through several legislative Acts with substantial penalties. Both harassment and violence can occur from external sources such as visitors, customers and others who interact with the organisation or it can come internally from other employees, contractors or volunteers.</p> <p>All organisations should have a procedure explaining what workers should do in the event they are being harassed or subjected to violent acts, however as a volunteer you can help to ensure your personal security by:</p> <ul style="list-style-type: none"> • Not being afraid to speak up if you believe yourself or someone else is being harassed or subjected to violent acts • Not escalating or exacerbating a situation involving a person who is harassing or being violent • Remaining calm and speaking quietly at all times when confronted by someone who is angry or threatening • Withdrawing <u>immediately</u> from any situation that may escalate into violence • Being prepared to call the Police promptly • <u>Always</u> informing your supervisor or GC Film Festival Director about <u>any</u> incidents involving harassment or violence • Remaining aware of your surroundings, the presence of others around you, how to raise an alarm and escape points such as emergency exits and evacuation procedures • Informing others of your movements / location (if you are a remote or isolated worker) • Keeping car keys, diaries, schedules and valuables secure • Undertaking additional personal safety training programs to learn how to recognise, avoid or diffuse potentially violent situations
Safety Hazards	If you see a hazard, if possible, do something to rectify the issue straight away and then report it. Make sure people near the hazard are made aware until it can be rectified.
Incident Reporting	<p>In the case of any incidents occurring, the shift supervisor will have with him/her at all times, an incident report sheet that will need to be completed.</p> <p><i>Please complete the Reporting Incidents training and sign</i></p>
Manual Handling	<p>Manual Handling means any activity requiring a force for a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object. As a volunteer you may pick up a box of programs or pull up banner bag and we want you to be safe doing so.</p> <p><i>Please complete the Manual Handling Lifting Techniques training and sign</i></p>

Food Handling	<i>Please complete the Food Handling training and sign</i>
Working in the Sun	<i>Please complete the Working in the Sun training and sign</i>
Difficult Customers	<i>Please complete the Difficult Customers training and sign</i>
<u>Other Important Information</u>	
Non-disclosure	<p>You will have access to confidential information during your volunteering. This includes contact details and commercial information and schedules. This information must be kept confidential.</p> <p><i>Please complete the Non-Disclosure Form and sign</i></p>
Image Consent	<p>We may take your photo or you may end up in the background of a photo. We like to check that's OK with you.</p> <p><i>Please complete the Image Consent Form and sign.</i></p>