



# **2019 AACTA AWARDS**

## **SHORT FORM AND ONLINE RULE BOOK**

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## **INTRODUCTION**

The AACTA Awards are a continuum of the proud tradition of celebrating Australia's screen excellence and heritage established by the Australian Film Institute's (AFI) Awards. The AFI Awards became known as the AACTA Awards when the AFI launched AACTA – Australian Academy of Cinema and Television Arts – on 18th August 2011. More information on AACTA can be found at **[www.aacta.org](http://www.aacta.org)**.

In addition to awarding screen excellence, AACTA also functions as the industry engagement arm of the AFI, and operates as the peak industry body for Australia's screen professionals.

A not-for-profit, membership based organisation, AACTA comprises practitioners from a cross-section of the screen industry including production, distribution, exhibition and television networks, as well as from each of the crafts. AACTA aims to attract a diverse range of members, spanning various age groups, levels of experience and cultural backgrounds.

The AFI also continues its important remit of connecting the screen loving public with Australian content, and membership is open to anyone with an interest in Australian film and television.

## PART ONE

### Rule 1 – Common Definitions

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- 1.1 **AACTA** means the Australian Academy of Cinema and Television Arts.
- 1.2 **AACTA Member** means a member of AACTA that has paid AACTA's annual membership fee and has met AACTA's criteria for membership (as published on the AFI and AACTA website) and has been registered as such by AACTA.
- 1.3 **Additional Supporting Materials** means the materials required to be provided to the AFI following Nomination for an Award in accordance with Rule 2.10 as set out on the AFI and AACTA website and the Form from time to time.
- 1.4 **AFI** means the Australian Film Institute (ACN 006 725 266).
- 1.5 **AFI Member** means any member of the general public who has paid the AFI's annual membership fee and has been registered by the AFI as such.
- 1.6 **Award Candidate** means an individual listed on a Form as eligible to receive an Award.
- 1.7 **Award Category** means each of:
- (a) Feature Film;
  - (b) Documentary;
  - (c) Short Form;
  - (d) Television Program;
  - (e) Online Video or Series;
  - (f) Hair and Makeup;
  - (g) Visual Effects or Animation; and
  - (h) Additional Awards,
- each as defined in Part 2.
- 1.8 **Awards** means the annual awards established by the AFI and now continued by AACTA to recognise and honour outstanding achievement in the Australian film and television industry and **Award** means each award within the Award Categories.
- 1.9 **Awards Ceremony** means any event at which the winners of the Awards are announced and may consist of more than one ceremony or event to be held at the discretion of the AFI and AACTA.
- 1.10 **Awards Nominations Announcement** means the event at which the nominees for the Awards are announced.

- 1.11 **Awards Screenings** means the film screenings held for the purposes of Voting Members viewing and voting on Productions submitted for the Award Categories to be voted on by AACTA and AFI members, to assist AACTA and AFI members to decide how to vote.
- 1.12 **Board** means the board of directors of the AFI elected in accordance with the Articles of Association of the AFI.
- 1.13 **Branch** means a pool of sufficiently and relevantly accredited AACTA Voting Members who will judge the entries in a particular category, and determine the nominees and winner for that category.
- 1.14 **Closing Date for Entry** means the last day by which a Form must be delivered to the AFI. The specific date and address details will be published on the AFI and AACTA website and on the Form for each Award Category. These details may vary from year to year.
- 1.15 **Closing Date for Materials** means the last day by which any Supporting Materials relevant to a particular Award Category must be delivered to the AFI. The specific date and address details will be published on the AFI and AACTA website and on the Form for each Award Category. These details may vary from year to year.
- 1.16 **Entrant** means the person(s) entering a Production into the Awards.
- 1.17 **Form** means the online form, which the Entrant completes to submit a Production for consideration for the Awards. Each Award Category will have a separate and distinct Form.
- 1.18 **Fee** means the sum of money in Australian dollars inclusive of Goods and Services Tax payable by the Entrant at the time of submitting a Form to the AFI. The fees payable in relation to each Award Category will be stated on the AFI and AACTA website and the Form relevant to the Award Category and may change from year to year.
- 1.19 **International Award** means any of the Awards presented pursuant to Rule 16 and **International Awards** means all of those Awards.
- 1.20 **Nomination/Nominee/Nominate** means the selection of a Production or an Award Candidate considered eligible to receive an Award.
- 1.21 **Part One** means the section of this Rule Book titled 'Part One' comprising Rules Rule 1 through Rule 3.
- 1.22 **Part Two** means the section of this Rule Book titled 'Part Two' comprising Rules 4 through **Error! Reference source not found.**
- 1.23 **Production** means a film or television program falling within one of the Award Categories.
- 1.24 **Producer** means the person or persons credited as the producer(s) of a Production for the purposes of a Nomination:
- (a) in the case of a Feature Film, Short Film, Short Animation or Feature Length Documentary in the following Award sub-categories:
    - (i) Best Film;
    - (ii) Best Short Film;

- (iii) Best Short Animation;
- (iv) Best Feature Length Documentary;

(each as respectively defined in their own Award Category and 'Producer' excludes the executive producer);

(b) in the case of a television Production in the following Award sub-categories:

- (i) Best Documentary or Factual Program;
- (ii) Best Drama Series;
- (iii) Best Comedy Program;
- (iv) Best Lifestyle Program;
- (v) Best Entertainment Program;
- (vi) Best Children's Series;
- (vii) Best Reality Series; and
- (viii) Best Telefeature or Mini Series;
- (ix) Subscription Television Award for Best Live Event Production

(each as respectively defined in their own Award Category and 'Producer' includes any person named as executive producer(s) if that person has directly participated in a majority of decisions concerning a majority of the producing functions for the Production);

(c) in the case of an Online Video or Series in the Online Video or Series Award Category (as defined in Rule 5 and 'Producer' excludes the executive producer); and

(d) in the case of each Award sub-category detailed in Rule 1.24, (b) and (c) above, excludes the line producer, co-producer and/or associate producer.

- 1.25 **Rule Book** means the rules appearing in this document as supplemented by any information posted on the AFI and AACTA website and/or Forms clarifying the process to enter a Production into the Awards.
- 1.26 **Scrutineer** means the independent agency or body appointed by the AFI from time to time to ensure the voting process is conducted in a fair and transparent manner.
- 1.27 **Supporting Materials** means the materials required to be provided to the AFI at the time of submitting an entry, to support the entry of a Production, as set out on the AFI and AACTA website and the Form from time to time.
- 1.28 **Voting Members** means, in relation to each Award Category, the AACTA Members or AFI Members whose terms of membership give that member relevant voting rights.

## Rule 2 – Entry Process and General Rules of Entry

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- 2.1 All entries must be completed via the AACTA Awards Online entry portal:  
<https://eawards.com.au/secure/9th/aacta/>
- 2.2 Your entry should be completed by the Producer or a representative of the Production Company or Distributor/Broadcaster.
- 2.3 In order for a Production to be deemed eligible for entry (other than in relation to the International Awards), the Production must:
- (i) contain “significant Australian content” for the purposes of section 376-65(2)(a)(i) of the Income Tax Assessment Act 1997 regardless of whether the Production satisfies the thresholds for “qualifying Australian production expenditure” as set out in section 376-65(6) of the Income Tax Assessment Act 1997; **OR**
  - (ii) have at least 51% financing from Australian investors; **OR**
  - (iii) have been made under an arrangement entered into between the Commonwealth or an authority of the Commonwealth and a foreign country or an authority of the foreign country for the purposes of section 376-65(2)(a)(ii) of the Income Tax Assessment Act 1997; **OR**
  - (iv) in relation to a Children’s Series which is an animation, Feature Film which is an animation or Short Animation, be an “Australian program” as defined by Part 3 of the Broadcasting Services (Australian Content) Standard 2005; **OR**
  - (v) otherwise satisfy the AFI and AACTA, in their sole and absolute discretion, that the Production is an Australian Production.
- (b) A Production which has been previously entered into the Awards is ineligible for entry into the current or any future Awards.
- (c) The Entrant agrees that in order to make a valid entry to the Awards, the Entrant must:
- (i) comply with all the rules in:
    - A Part One of the Rule Book; and
    - B Part Two of the Rule Book in respect of the relevant Award Category;
  - (ii) Select on the Entry Form the most appropriate Award Category (if the Production satisfies the eligibility criteria for more than one Award Category). A Production may only be entered into one Award Category.
  - (iii) submit a fully completed Form (including all Supporting Materials) and Fee by the Closing Date for Entry;
  - (iv) submit a Production for viewing in the format required by Part Two of the Rule Book;
  - (v) pay all transport and freight costs associated with shipping any materials for an entry to the Awards.

- (d) The Entrant is responsible for ensuring that all eligible Award Candidates are listed on the Form. Only persons named in the credits of a Production may be Award Candidates.
  - (e) If more than one person is credited in a particular position (e.g. writer), the Entrant may select up to four Award Candidates (except in the categories of Visual Effects and Animation and Hair and Makeup) to be eligible to receive the Award.
  - (f) By submitting Award Candidates, the Entrant enters the Production for only Awards where a candidate is listed. If the Entrant has not submitted a candidate in a particular category, then the Production will not be considered for that Award.
- 2.4 The entrant warrants that it has the unrestricted authority to grant the rights specified in this Rule Book whether in the Entrant's own right or on behalf of any third party directly or indirectly associated with the Production.
- 2.5 Entrants must have obtained the consent of each individual member of the cast and crew to:
- (a) the Entrant making disclosure to the AFI of that individual's contact details (including telephone number, email address and street address, in each case whether work or personal); and
  - (b) the AFI making contact with any individual member of the cast or crew by using the personal information provided by the Entrant to AFI and AACTA.
- 2.6 The Entrant confirms the accuracy of any written or verbal declaration made or information provided to AFI in connection with the Awards and that the Production, including a series or part of a series, has not previously been entered into the Awards.
- 2.7 The Entrant agrees to grant to AFI a non-exclusive, non-transferable, royalty-free licence:
- (a) to publicise the Production by any means, which the AFI considers appropriate;
  - (b) to use any or all of the Supporting Materials and Additional Supporting Materials submitted with or in support of an entry;
  - (c) to use all or any part (selected in the AFI's sole and absolute discretion) of a Production for the purposes of the jury/branch viewing (including by digital distribution to all jurors), Awards Screenings (including by digital distribution to all jurors/Branch Members or Members eligible to vote in respect to the Entrant's entry and by or in association with any of the AFI's opposed or appointed sponsors or supporters of any of those events), the Awards Nominations Announcement, and the Awards Ceremony, the television broadcast of the Awards Ceremony, or the publicity of the Awards and the Awards Ceremony through any medium whatsoever including by digital distribution;
  - (d) to make and to provide watermarked DVD copies of the Production within Australia and overseas; and
  - (e) to screen any Production.
- 2.8 The Entrant agrees to indemnify the AFI for any loss or damage arising from any inaccurate, misleading or false declarations made or information provided.



2.9 The Entrant agrees that, where any Award includes a cash prize or prize other than a trophy, the Award recipient will comply with any terms and conditions attached to that prize as a condition of accepting that prize. Terms and Conditions of any prize will be notified to an Award recipient before such prize is presented to that Award recipient.

2.10 Regarding Supporting Materials:

- (a) The Entrant shall ensure any portable hard drives are correctly formatted and clearly labelled; and
- (b) any other required materials are supplied in the format specified on the AFI and AACTA website and/or on the Form appropriate for the Award Category.
- (c) In the case of a Feature Film or Television Program, a copy of the final draft script will be lodged with the AFI Research Collection at the Royal Melbourne Institute of Technology.
- (d) The balance of materials submitted to AFI | AACTA in connection with an entry (including portable hard drives, Digital Betacam tapes and film prints) will be returned to the Entrant after the Awards Ceremony.
- (e) Neither the AFI nor AACTA shall be responsible for any loss or damage to any materials submitted with or in support of an entry (including but not limited to Supporting Materials and Additional Supporting Materials), whether in the possession of the AFI, AACTA or any other person (including any screening facility or cinema).
- (f) During the judging process, the AFI will retain possession of the Supporting Materials and Additional Supporting Materials; and
- (g) none of the Entrant, Producer, Distributor or any other person associated with the Production may access the Supporting Materials.

2.11 Once Entries Have Closed:

- (a) The AFI reserves the right to charge an administrative fee on any changes to a Form or entry made after the Closing Date for Entry.
- (b) An entry may only be withdrawn in exceptional circumstances and where an entry is withdrawn:
  - (i) at any time prior to the Closing Date for Entry for the particular Award Category, the AFI will refund the full amount of the Fee; or
  - (ii) at any time between the Closing Date for Entry and the Awards Nominations Announcement, the AFI may at its discretion refund up to one half of the Fee.
- (c) An entry may not be withdrawn or changed after the Awards Nominations Announcement by the AFI.
- (d) The Entrant must take all reasonable actions to ensure that the Production is able to be viewed by members at the Awards Screenings and on AACTA TV (AACTA's secure Member's only online screening portal) should this be necessary. The Entrant will take steps to ensure the distributor of the Production liaises with the AFI and AACTA for the specific arrangements.

2.12 In Case of Nomination:

- (a) The Entrant must supply all relevant Additional Supporting Materials to the AFI within five working days of the Awards Nominations Announcement.
- (b) The Entrant will:
  - (i) ensure that sufficient copies of the Production are made available for the duration of the Awards Screenings; and
  - (ii) make the film available for online streaming through the AFI and AACTA's secure online viewing portal to AFI and AACTA members for the purposes of judging the film.

## Rule 3 – The Role of the AFI

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### 3.1 Powers of the AFI

- (a) The AFI reserves the right:
  - (i) to rely solely on the information and materials submitted with or in support of an entry without any obligation or expectation on the AFI to make further inquiries or communications with the Entrant or any other third party;
  - (ii) to determine whether an entry is validly made in accordance with the Rule Book;
  - (iii) to reject an entry not validly made in accordance with the Rule Book;
  - (iv) to determine what process, if any, it may adopt to resolve the validity of any entry;
  - (v) to determine the appropriate Award Category for any Production and override the selection of the Award Category made by the Entrant;
  - (vi) to select any excerpt from a Production for screening at the Awards Nominations Announcement or the Awards Ceremony;
  - (vii) to determine the eligibility of an entry for an Award by reference to the credits either as they appear on the screen or as certified by the Entrant on the Form;
  - (viii) to select the membership of a jury or branch, and where appropriate, to determine a jury's/branch's processes and whether a jury/branch may make a Nomination or determine a winner of an Award;
  - (ix) to exercise a casting vote if a particular jury/branch is unable to decide the winner of an Award;
  - (x) to vary any of the rules in the Rule Book at any time prior to the Closing Date for Entry. The AFI will endeavour to publicise any such variations on the AFI and AACTA website;
  - (xi) to allow or refuse an Entrant to make an amendment to the Form after the Closing Date for Entry or to the Supporting Materials after the Closing Date for Materials;
  - (xii) to decline to give an Award in any given year, or to merge two or more Awards, where in the absolute discretion of the AFI and AACTA, the quantity or quality of entries do not warrant the giving of an Award (provided that where Awards are merged, Award Candidates for the affected Awards will be automatically entered into the merged Award);
  - (xiii) to delegate any power, right or discretion to the Board or its delegate(s); and
  - (xiv) to consult as required with the Scrutineer about any aspect of the application of the Rule Book.

- (b) The AFI may, at its discretion, waive compliance with any Rule contained in Part Two in relation to 'Release Periods', 'Completion Periods' or 'Broadcast Periods' (as those terms are defined in Part Two) if it is satisfied that an Entrant is genuinely unable to comply with the Closing Date for Materials or meet any of the other eligibility criteria in the appropriate year having regard to its release, broadcast or completion date(s).
- (c) Neither the AFI nor AACTA will enter into any dispute between Producers or any Producer and a third party in relation to the entry of a Production into the Awards or any other matter.
- (d) The AFI will only consider a Form the submission of which has been agreed to by all of the Producers of a Production.
- (e) The decisions of the AFI and AACTA, including the decision of any Branch or Jury, shall be final.
- (f) The AFI and AACTA retain a general right of discretion in relation to all matters relating to the Awards, notwithstanding any other provision of the Rule Book.

### 3.2 **Licence of AFI and AACTA Logo**

A Production that receives a Nomination in respect of any Award may apply to the AFI and AACTA for permission to use an approved Awards logo on the Production's promotional material subject to any terms and conditions imposed by the AFI and AACTA in respect of the use of that logo.

### 3.3 **Ownership of AACTA Award statuettes**

- (a) The AFI and AACTA will present one statuette to the winner of each Award within each Award Category. If there is more than one winner, the AFI and AACTA may arrange at their discretion the purchase of any additional statuettes (at the expense of the Entrant).
- (b) Awards will only be presented to the individuals named as winners of the Award. Awards will not be presented to corporate entities that produce the Production.
- (c) The Award statuette remains the property of the AFI. Possession of the statuette is to remain with the Award winner to whom it is presented and that person's heirs and descendants. Should the Award leave the care of the Award winner or his or her heirs and descendants, the AFI reserves the right to repurchase the Award statuette for a fee of \$1.00. Under no circumstances are Award statuettes permitted to be sold to third parties, but the AFI will consider applications to transfer possession of an Award statuette to an appropriate museum, gallery or other not-for-profit institution.

## PART TWO

### Rule 4 – Special Conditions for Short Form

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#### 4.1 Definitions relevant to this Rule:

- (a) **Completion Period** means the period during which a Production must be completed in order to be eligible for the Short Animation or Short Film Award Categories as specified on the AFI and AACTA website and the Form.
- (b) **Director** means the person or persons credited with the direction of a Short Animation or Short Film.

#### 4.2 Eligibility to enter a Short Film and Short Animation

- (a) In order to be eligible, a minimum of two Award Candidates listed on the Form must be current AACTA members. In the event that fewer than two Award Candidates are listed on the Form, then the sole Award Candidate listed on the Form must be a current AACTA member. In the event that fewer than two Award Candidates qualify for AACTA membership, then AFI membership will be counted as “AACTA membership” for the purposes of this Rule 4.2.
- (b) A Production must be completed during the Completion Period in order to be eligible to enter in the Short Film and Short Animation Award Categories. Whether a Production is complete is to be determined by the Entrant.
- (c) A Production must be a self-contained and continuous fiction or experimental film, recorded primarily in live action, of less than 40 minutes in duration in order to be eligible for entry in the Short Film Award Category.
- (d) A Production must be a self-contained, continuous and primarily animated film of short fiction of less than 40 minutes in duration in order to be eligible for entry in the Short Animation Award Category.

#### 4.3 Special Rules for Nomination in the Best Short Film and Best Short Animation Award Categories

- (a) If the Short Film and Short Animation Branch Nominate a film in their respective categories for the associated award(s), the Entrant shall:
  - (i) take all reasonable actions to ensure that the Production is able to be viewed by members at the Awards Screenings; and
  - (ii) make the Production available for online streaming through the AFI and AACTA's secure online viewing portal to AFI and AACTA members for the purposes of judging the film.
- (b) The Award Candidates for the Best Short Film and Best Short Animation Awards may be any four of the Producer(s) or Director(s) of the Production, as selected by the Entrant and listed on the Form.
- (c) The Entrant must indicate whether they also elect to enter the Production in the AFI | AACTA Social Shorts competition, in the event that the Production is not selected as

a Nominee in either the Best Short Film or Best Short Animation Awards Categories. More information regarding the AFI | AACTA Social Shorts competition will be specified on the AFI and AACTA website.

#### 4.4 **Special Rules for Judging and Voting**

- (a) Nominations are decided by the Short Film branch.
- (b) Winners are decided by all AFI and AACTA Voting Members.

## Rule 5 – Special Conditions for Online Video or Series

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### 5.1 Definitions relevant to this Rule:

- (a) **Broadcast Period** means the period during which an Online Video or the first episode of a Series must be made publicly available via the internet in Australia in order to be eligible for the Online Video or Series Award Category as specified on the AFI and AACTA website and the Form for this Award Category.
- (b) **Online Video** means a single self-contained Scripted Program no longer than 60 minutes in duration that debuts via the internet and is intended primarily for online release and consumption via a video sharing site or unique URL.
- (c) **Series** means a Scripted Program that consists of potentially unlimited number of episodes but not less than two episodes that debuts via the internet and is intended primarily for online release and consumption via a video sharing site or unique URL.
- (d) **Scripted Program** includes:

**Drama** - a Program comprising either:

- (i) a series of self-contained stories, which can be screened in any order; or
- (ii) a number of interweaving and overlapping plots continuing from one episode to the next; or
- (iii) a single, self-contained and continuous drama made for online that is no more than one hour in length.

**Comedy** – a Program comprising either:

- (iv) self-contained stories or a continuing story with an ongoing plot and characters (**Narrative or Situation Comedy**); or
- (v) a series of unrelated sketches (**Sketch Comedy**).

**Children's Television Series** - a Program that is made predominantly for viewing by children, either created using animation or recorded in live action, consisting of a potentially unlimited number of episodes, comprising either:

- (vi) a series of self-contained stories, which can be screened in any order; or
- (vii) a number of interweaving and overlapping plots continuing from one episode to the next.

### 5.2 Eligibility to enter an Online Video or Series

- (a) A Production must be an Online Video or Series in order to be eligible for the Online Video or Series Award Category.
- (b) In order to be eligible, a minimum of two Award Candidates listed on the Form must be current AACTA members. In the event that fewer than two Award candidates qualify for AACTA membership, then AFI membership will be counted as "AACTA membership" for the purposes of this Rule.

- (c) An Online Video or Series cannot be entered in any other category (for example Best Television Comedy Series).
- (d) Where an Online Video or Series consists of a single program, that Production must be made available via the internet for the first time in Australia during the Broadcast Period in order to be eligible for the Online Video or Series Award Category.
- (e) Where an Online Video or Series consists of a series of programs, the first program in that series of programs must be made available via the internet for the first time in Australia during the Broadcast Period in order to be eligible for the Online Video or Series Award Category.
- (f) The entered Online Video or Series will be considered in the form that it appears online during the Broadcast Period and must remain posted online and available for review, via a video sharing site or unique URL, until the end of the Broadcast Period.
- (g) An online Video or Series can be broadcast on television or screened theatrically, however it must debut Online, via a video sharing site or Unique URL and be intended primarily for online release and consumption via a video sharing site or unique URL.

### **5.3 Special Rules for the Best Online Video or Series Award category**

- (a) Up to four candidates most responsible for the creation and execution of the production is the nominee for the best Online Video or Series Award. Candidates can include Producer/s, Director/s, Screenwriter/s, the combination of which is at the discretion of the entrant.
- (b) An Online Video or Series entry will only be considered for a Best Online Video or Series Award.

### **5.4 Special Rules for Judging and Voting**

- (a) The nominations and winners are decided by the Online Branch.