



Australian Government

AFTRS

AFTRS

## AFTRS Policy Framework

<b>Authorisation</b>	CEO
<b>Responsible Officer</b>	Director Corporate
<b>Contact Officer</b>	Manager, Policy and Governance
<b>Effective Date</b>	26 September 2011
<b>Associated Documents</b>	<i>Australian Film, Television and Radio School Act 1973</i> <i>Commonwealth Authorities and Companies Act 1973</i> AFTRS Administrative Orders AFTRS Delegations

### 1. POLICY NAME

Policy on Policies

### 2. PREAMBLE

The Policy on Policies articulates the principles and describes the process by which policy is made at the Australian Film, Television and Radio School (AFTRS).

### 3. POLICY SCOPE

This policy applies to all staff at AFTRS.

### 4. POLICY STATEMENT

A policy is the expression of a decision made by the appropriate authority that determines and informs how AFTRS will operate and how its staff will act in regard to a specific matter.

The framework for the making of policy at AFTRS is determined by the *Australian Film, Television and Radio Act 1973* (the Act). Under Section 26 of the Act the CEO manages the affairs of the School, subject to the general direction of Council. At an operational level, the CEO delegates to the Executive the responsibility for the creation, the facilitation of the approval process, the implementation and the review of policy.

Policy at AFTRS is made in respect of legislation and compliance requirements; to articulate and implement its vision and values; to support AFTRS in meeting its objectives and achieving its goals; to set standards; and to manage risk.

Clarity and consistency in policy making leads to improved outcomes for AFTRS including improved communication; consistency in decision-making across the organisation; efficiency in the allocation of resources and the strengthening of AFTRS' capability; streamlined administrative practices; improved staff performance; and improved experience of the institution's services and culture by the AFTRS' key stakeholders.

The need for a formal Policy and Procedures should be carefully considered. Good policy will be strategic in the sense that its design and implementation will achieve desired outcomes; will be sustainable and meet the fluctuating needs of a changing environment; will be accessible and easy to read and follow; and, where appropriate, will reflect consultation across AFTRS to ensure all dimensions of an issue are captured.

At times, guidance in the form of Guidelines, bulletins or information sheets or other communication to provide advice to staff may be the better option than a formal policy.

The AFTRS Policy on Policies sets the framework for the creation, the facilitation of the approval process, implementation and review of policy.

Policies shall be reviewed at least every three years or earlier, as required to ensure clarity, consistency, accuracy and relevance.

## **5. IMPLEMENTATION**

### **5.1 Establishing the need for the policy**

The process for initiating, drafting and/or amending policy may arise in response to a variety of reasons including:

- In response to a known issue
- Compliance with legislative or regulatory requirements, or best practice
- A request from CEO
- An issue brought to Executive for discussion, or Executive or Divisional initiative
- Council.
- Request from OH&S committee, from the Workplace Forum.

At the time of request for a policy to be developed, either by the CEO or by the relevant Director of Division, the person responsible for the development of the policy and the Executive member responsible for the overall implementation of the policy should be identified.

## **5.2 Policy Drafting**

### **a) Research and Analysis**

The responsible officer for the development of the policy will identify and consult with relevant stakeholders and conduct relevant research and analysis to establish:

- Compliance and regulatory requirements
- Review of legislation and policy in comparable organisations that will inform best practise
- Whether resources may be required to assist with the process and other operational constraints
- Other relevant AFTRS policy and procedures

The responsible office may consult with the Manager, Policy and Governance to obtain advice and feedback as required.

### **b) Drafting**

In drafting the policy, policy will be expressed as concisely and clearly as possible using 'plain' English. The use of the AFTRS policy template will ensure consistency of style and format. The template can be amended to the requirements of the responsible office however the table that captures the Authorisation power, the Responsible Officer, the Contact Officer, the Effective date, the Review Date and Associated Documents should be on every policy issued.

The policy document must include:

- The Policy, which establishes the parameters of the policy
- Procedures which will establish the specific sequence of action that must be followed to implement the policy
- Guideline document, where relevant, are written to provide information and advice to Staff and/or stakeholders which provides advice and guidance on a particular subject.

## **5.3 Authorisation**

When the consultation process is complete and the policy has been drafted to the responsible officer's satisfaction, the draft policy will be forwarded to the Manager, Policy and Governance for review and signing off a checklist. Once

the checklist has been signed the relevant Director of Division will present the policy to Executive for final authorisation by the CEO.

The policy formally comes into effect from the date specified on the policy document and supersedes any earlier version.

Once policy is approved by the CEO, the responsible officer will ensure the policy is submitted to the Manager, Policy and Governance for inclusion on AFTRS' Policy Register, to facilitate the publication of the policy and to promulgate the new policy through a communication to the relevant stakeholders.

Division Directors are also responsible for communicating the new policy and its implementation to their department heads and staff once approval has been received.

In the case of policy initiated by Council, approval will be through the normal Council approval processes.

#### **5. 4 Review**

Policies are to be reviewed every three years to ensure relevance and effectiveness for the needs of the School and to ensure compliance with legislation and other regulatory requirements. During review consideration needs to be given to the policy intent, implementation, effectiveness and outcomes. The process to review policy is the responsibility of the responsible officer.