

Industry and Alumni Support: Facilities Use Policy

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2 PURPOSE

- 1.1. The Australian Film, Television and Radio School has a unique relationship with the screen and radio industries. This relationship provides students with access to the work and thinking of the most creative current practitioners and assists AFTRS to fulfil its functions, including the provision of advanced industry-focused education and training as provided for in the Australian Film, Television and Radio School Act 1973 (AFTRS Act).
- 1.2. AFTRS has a strong history of support for our Alumni. AFTRS encourages its' alumni to use AFTRS facilities to support their creative initiatives and endeavours in the screen and radio industries.
- 1.3. AFTRS' Corporate Plan recognises this important relationship through strategy - 4.7.1 stating the School's commitment to position AFTRS as a leading international cultural centre of excellence and innovation in education for the screen and broadcast industries, and the development of Alumni Engagement Strategy

3 SCOPE

- 1.1. This policy applies to AFTRS Alumni and any person or organisation from the screen or broadcast industry external to AFTRS requesting to use AFTRS' facilities, including Industry guilds.
- 1.2. This policy does not cover Events, Sponsorships and/or Collaborations managed by AFTRS Partnerships and Development or Industry Research.

4 POLICY STATEMENT

- 1.1. AFTRS may permit alumni and people and organisations in the screen or radio industries to use AFTRS' facilities if the use assists AFTRS to meet its Corporate Plan objectives to encourage industry engagement with AFTRS, and assists AFTRS to fulfil its functions.
- 1.2. Generally, the areas available for use will be those commonly open to the public, such as the AFTRS' foyer and the theatre, and some meeting and teaching rooms. The use must only be for industry purposes and, usually, non-commercial.
- 1.3. The Director of Partnerships and Development or their delegate may approve an industry or alumni request to use AFTRS' facilities. The decision and the terms of use will be determined in their sole discretion, but may take into account any or all of the following:
 - Restrictions placed on building use by the current COVID-safe plan;
 - whether or not the use assists AFTRS to fulfil its functions and meet its Corporate Plan objectives to encourage industry engagement with AFTRS;
 - whether AFTRS students' and staff can attend;
 - whether or not the use is for a commercial purpose, and if so, the reasonable availability of alternative commercial facilities;
 - how the use benefits and/or assists the alumni or industry person/s making the request;
 - whether approval of the use could adversely affect alternate facilities providers; and
 - whether the use could involve activities, AFTRS considers likely to be illegal or inappropriate, to conflict with AFTRS' mission, goals or values, or to bring AFTRS into disrepute.
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Where the industry use is for a non-commercial purpose, a venue hire fee will generally not be charged. AFTRS may, however, impose charges for ancillary costs, such as for a projectionist, security, COVID screening and cleaning.

5 RESPONSIBILITIES

5.1 COMPLIANCE, MONITORING AND REVIEW

- Compliance details as indicated in Policy Scope;
- The Director of Partnerships and Development is responsible for ensuring the policy and procedure aligns with relevant legislation, government policy and/or AFTRS requirements/strategies/values;
- The Policy and Procedure is implemented and monitored in accordance with the Policy Framework;
- The Policy and Procedure will be reviewed every three years from the effective date or earlier or later dependant on external factors such as legislative reform.
- At the time of review, the Policy and Procedure will be evaluated for its continuing effectiveness and revised to reflect the changing policy environment and to address any emerging issues identified.
- References in this document to positions and their authority (or delegated authority) to make decisions on specific matters must align with the AFTRS Delegations.

5.2 REPORTING

No additional reporting is required.

5.3 RECORDS MANAGEMENT

All records relevant to administering this policy and procedure will be maintained by the Policy and Governance Officer.

6 RELATED LEGISLATION AND DOCUMENTS

- The *Australian Film, Television and Radio School Act 1973* (AFTRS Act)
- AFTRS Corporate Plan (Current)
- Industry and Alumni Support : Facilities Use Procedure

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO — 2 October 2020
Responsible Officer	Director of Partnerships and Development
Contact Officer	Production Resources Coordinator
Distribution	Intranet and AFTRS website
Next Review Date	September 2023

Approval and Amendment History	Details
Original Approval Authority and Date	9 February 2018
Amendment History and Date	2 October 2020 Includes updates on roles of responsibility, use of the new template, updated to reflect COVIDSafe practises, and aligned to meet the obligation of competitive neutrality.
Notes	This document replaces v1.3
Minor Amendment Approval and History	N/A

AFTRS acknowledges its reference to the University of Melbourne's Guidelines for Drafting Policy and Procedure (June 2013) in developing this template