AFTRS
Australian Film Television and Radio School

# Hire of Facilities Procedure

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## 1. Purpose

1.1. The Hire of Facilities Policy establishes the parameters for allowing Australian Film Television & Radio School (AFTRS) alumni, external industry, community, and commercial use of AFTRS' facilities. This Procedure outlines how to manage requests in line with the Hire of Facilities Policy.

## 2. Scope

2.1. This procedure applies to AFTRS Staff in the management of external requests for the alumni, industry corporate or partnership use of AFTRS facilities.

## 3. Procedure

3.1. All enquiries for the use of AFTRS' facilities by AFTRS alumni or external person or organisation will be sent via the form on the AFTRS Website.

3.2. All enquiries will be initially dealt with by the Events Team via the enquiry form.

3.3. The Events Team will first assess the enquiry and its alignment with the relevant policy. They will provide an initial assessment of benefit and values alignment to the appropriate approver (or their delegate) who will then approve or reject the hire request (See approval levels). In the first instance, if the hire request is not in line with the policy, the request will be denied, go to 3.9.

3.4. The hire will be assessed as either a dry hire (space only), or a wet hire (requiring additional resources and equipment, both of which can be progressed by the Events Team.

3.5. Requests for partnership arrangements need to be escalated for initial approval *(See approval levels).*

3.6. If it is a wet hire, the Events Team should discuss the suitability, availability and applicable costs of the requested AFTRS' facilities with the requestor and confirm the AFTRS' facilities and resources (e.g. staff, technical support) required and their availability. In checking the availability of the resources and facilities, the Events Team will check with the Head of Program Resourcing to ensure no interruption to course delivery, during peak periods and for large scale hires.



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3.7. The Events Team is required to assess whether a member of the AFTRS Events team needs to be present at the event. Any event involving a high-risk factor (as per the AFTRS Risk Assessment) or a corporate hire, requires a member of the AFTRS Staff (or their nominee) present for the duration of the event, with the cost of staff being forwarded on to the hirer. Contributing factors at the discretion of the Events Team.

3.8. The Events Team will provide a quote for the hire and obtain the requestor's written confirmation to proceed pending AFTRS approval.

3.9. Once the scope of the event is confirmed, the Events Team will complete an internal risk assessment and forward the request to the correct delegate for approval for the event to proceed. (See approval levels).

3.10. If higher level approval is required the Events Team will forward the request by email with the relevant risk assessment and details of the hire to the approver (or their nominee),. *(See Approval Levels)*

3.11. If the hire is denied, the Events Team will promptly inform the requestor in writing.

3.12. If the hire is approved, the Events Team will inform the requestor in writing by email. A Hire Agreement will be drawn up for all approved hires and will be signed by the appropriate approver prior to going to the requestor. At this point the Events Team will place a tentative hold on any resources and room bookings.

- For any bookings over $2,000.00, 50% of the total hire cost will be taken as a deposit and must be paid to secure the space.
- Any events with less than 5 days lead time may be required to pay the full amount upfront, as they are operating already within the cancellation period

3.13. The Events Team will send the requestor an email with a clear deadline for the executed agreement to be returned. If required (dependent on risk assessment outcome), the Events Team will request a copy of the hirer's Public Liability insurance ($20M).

- In exceptional circumstances a request to waive the requirement for Public Liability Insurance may be sent by the requester, for approval by relevant delegate (see approval levels). Approval is at AFTRS' discretion.

3.14. For the booking to be considered valid and confirmed, AFTRS requires a signed hire agreement, copy of the hirer's public liability insurance (where relevant), and confirmed payment of any applicable deposits.

- The Events Team will inform the requester that no resources or spaces are guaranteed until the booking is considered valid and confirmed.

3.15. Once step 3.12 is completed and the agreement and payments processed, the Program and Event Manager will confirm bookings of all relevant crew, spaces and resources.

3.16. For any hires involving catering, the Program and Event Manager will liaise with the AFTRS café and put them in touch with the requestor.

3.17. The Events Team will send a weekly External Use of AFTRS' Facilities email to relevant stakeholder a week prior to notify them of all upcoming hires.

3.18. Following the hire, the Events Team will issue final invoices, follow up for payments and close out the hire agreements.

3.19. For AFTRS Staff wanting to hire AFTRS Spaces:

- AFTRS staff may hire AFTRS facilities related to projects outside of the scope of their employment. Enquiries must be submitted through the hire portal on the AFTRS website. Their request will be treated the same as an external party.
- All hire requests from staff are subject to the same conditions as an external hire. For more details refer to the Hire of Facilities Policy.
- AFTRS Staff must not hold the space in the internal booking system or book any resources. If they are found to be doing so, the booking will be cancelled, the hire request may be denied and the staff member may be liable for any costs incurred.
- AFTRS Staff may access the 20% discount on the hire fee as industry members. The discount will not be applied to any additional direct fees (e.g. crew, cleaning fees etc).
- For any hire requests related to professional development related to their current role, staff must get approval and budget from their Director. These bookings are outside of the scope of the Hire of



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Facilities policy and procedure and are to be handled by the relevant staff member and team. Please inform the Events Team once confirmed, and add to All School Planner in TimeEdit.

3.20. For AFTRS Students wanting to hire AFTRS Spaces:

- For current students wanting to use AFTRS spaces for anything related to course activity, please contact production.coordinator@aftrs.edu.au. Uses relating to course activity are outside the scope of this policy and procedure.
- For current students wanting to use AFTRS spaces for any projects unrelated to course activity, they can submit a hire enquiry as per the Hire Procedure. Their request will be treated the same as an external party.
- AFTRS Students must not hold the space in the internal booking system or book any resources. If they are found to be doing so, the booking will be cancelled, the hire request may be denied and the student may be liable for any costs incurred.
- AFTRS Students may access the 20% discount on the hire fee as industry members. The discount will not be applied to any additional direct fees (e.g. crew, cleaning fees etc).
- The use of AFTRS spaces for AFTRS approved student events is beyond the scope of this policy. Please refer to Student Centre for the correct procedure.

**Approval Levels and Contract Signatories:**

*Please note: where the hire includes multiple risk factors, approval must be assessed by delegation for the highest risk factor*

| HIRE DETAILS | HIRE REQUEST APPROVER | CONTRACT SIGNEE |
|---|---|---|
| Any hire with less than 30 people | Program and Events Coordinator | Program and Events Manager* |
| Any hire with 30 – 130 people | Program and Events Manager | Program and Events Manager* |
| Any hire requested by a corporate entity (Not industry and/or alumni) | Director of First Nations & Outreach | Director of First Nations & Outreach |
| Any hire involving Responsible Service of Alcohol | CEO | Director of First Nations & Outreach |
| Any hire undertaking activity considered to be above low risk *(see risk assessment matrix)* | Director of First Nations & Outreach | Director of First Nations & Outreach |
| Any hires undertaking activity considered to be above low risk *(see risk assessment matrix)* requesting Public Liability Insurance waiver | Director of First Nations & Outreach | Director of First Nations & Outreach |
| Any hire requesting fee to waived (except AFTRS Staff, see last row) | Head of Industry and Alumni Engagement | Director of Partnerships and Development |
| Any hire as part of a partnership agreement | Head of Industry and Alumni Engagement | Head of Industry and Alumni Engagement |
| Special exception for hires with less than 5 working days' notice | Program & Events Manager for Feasibility + CEO for Approval | Relevant to delegation |
| Staff requesting waiving of fees | Program & Events Manager for Feasibility + Division Director for Approval | Division Director |

*Program and Events Manager can sign Hire Agreements so long as they do not involve any expenditure (projectionist fees, catering on-costs) to be paid out by AFTRS as a result of the hire. If costs are involved, signature will go to Head of PMO.



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# 4. Responsibilities

**Compliance, monitoring, and review**

4.1 Compliance details as indicated in Procedure Scope.

4.2 The Director of First Nations & Outreach responsible for ensuring the associated policy, and this procedure aligns with relevant legislation, government policy and/or AFTRS requirements/ strategies/ values.

4.3 The Procedure (and Policy) is implemented and monitored in accordance with the Policy Framework.

4.4 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.

4.5 At the time of review, the Policy and Procedure will be evaluated for their continuing effectiveness and revised to reflect the changing policy environment and to address any emerging issues identified.

4.6 References in this document to positions and their authority (or delegated authority) to make decisions on specific matters will align with the AFTRS Delegations.

**Reporting**

4.7 No additional reporting is required.

**Records management**

4.8 The Policy and Governance Officer will maintain all records relevant to administering this policy and procedure.

# 5. Definitions

| | |
|---|---|
| ***Direct Charges*** | Charges for services direct to the use of AFTRS' facilities, such as audio-visual projectionist, security, cleaning services, crew fees, administrative costs, event fees. |
| ***Requestor:*** | The customer requesting the hire of AFTRS Facilities. |
| ***Dry Hire:*** | Hiring a space where no additional services are required. |
| ***Wet Hire:*** | Hiring a space and the additional services with it (e.g. catering, projectionist, technical staff). |

# 6. Related Legislation and Documents

- *The Australian Film, Television and Radio School Act 1973* (AFTRS Act)
- AFTRS Corporate Plan (Current)
- Hire of Facilities Policy
- Hire of Facilities Booking Form
- Hire of Facilities Rate Card
- Hire of Facilities Risk Assessment
- Risk Management Policy and Guideline
- AFTRS Partnership Policy



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# 7. Approval and Review Details

| Approval and Review | Details |
|---|---|
| Approval Authority | CEO |
| Responsible Officer | Director of First Nations & Outreach |
| Contact Officer | Program and Events Manager |
| Distribution | BaseCamp only<br>Staff facing<br>(This procedure document is not an external document so should not be on the website – only the policy) |
| Next Review Date | ***01/01/2028***<br>*[Indicate the cycle for this document by completing the year. Usually, Policy Documents will be reviewed every three years from the effective date, or earlier or later, dependant on external factors such as legislative reform,* ***unless*** *another review schedule is required. For example, documents that align with Student Handbook, which are reviewed annually.*<br>*The Policy & Governance Officer will complete the rest of the date based on approval dates.]* |

| Approval and Amendment History | Details |
|---|---|
| Original Approval Authority and Date and relevant amendments details | CEO, 28 January 2025 — Amendments include changes to allow for a smoother delivery of AFTRS Hire of Facilities services, simplified approvals process, and subsequent clear procedures for all enquires.<br>• *This section displays the date the Policy Document received approval from the approval authority.*<br>• *The Policy and Governance Officer will add the date.*<br>• *The 'Original' date refers to the approval of either, (1) a new policy doc v1.0, or (2) the comprehensive/scheduled review of an existing document.*<br>• *This section does not capture Minor Amendment approval dates. They are captured below]* |
| Amendments History and Dates | CEO, 03/07/2023 —This version replaced the Industry and Alumni Support: Facilities Use Procedure<br>*[Include the previous approval authority approval dates and corresponding amendment detail. This section ill will expand over time. In the case of a brand new policy doc, insert N/A]* |
| Notes | N/A<br>*[If relevant, add notes to alert readers about the document/s this one replaces. E.g., This document replaces X Policy and Procedure with Z Procedure; or This document replaces X Procedure with X Procedure v1.5]* |
| Minor Amendment Approval and History | N/A<br><<DD/MM/20YY — Xxxxx>><br>• ***[A minor amendment consists of an administrative edit made to the document or a change that is not material to the document.***<br>• ***The Responsible Officer can approve a minor amendment.***<br>• *Insert the date that the Responsible Officer approved the minor amendment along with the details of the amendment (E.g., "01/12/2020 —administrative amendment: update of role titles aligned to restructure" or insert, if not relevant, N/A [If making a minor amendment, do not amend details in the Original Approval Authority section nor amend the version numbe****r, only replace the new minor amendment approval date to the file****]* |



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