



AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL
STUDENT HANDBOOK 2012



Australian Government
AFTRS

CEO's Welcome

The Australian, Film, Television and Radio School has been supporting and developing creative talent for the Australian screen arts and broadcast industries since 1973. We passionately believe in the development of the creative potential of individuals and the rich rewards this brings at a personal creative level, as well as the greater benefits it brings our society in social and economic terms.

Our School is an exciting and dynamic place to learn, to challenge and to grow. Throughout the year, whether you are a Foundation Diploma, Graduate Certificate, Graduate Diploma or a Masters Degree student, you will experience an environment that places the highest value on the exploration of new ideas, an environment that encourages you to take the greatest creative risks you can imagine. Your teachers are highly experienced industry practitioners and your fellow students share your creative aspirations and dreams. You will learn and collaborate and network with each other, and build professional relationships, which will continue into the future.

AFTRS' close relationship with industry provides you with great creative opportunities and experiences. Special lectures, master-classes, seminars and industry-connected events at the School will challenge your thinking and inspire your creative journey. Through its collaboration with industry organisations and associations the School provides you with unique opportunities to directly connect with industry through internships, attachments and mentoring relationships. Every week the School has a free event Friday on My Mind giving you the chance to hear first-hand from leading creative practitioners who share their insights into their creative practice and will, no doubt, inspire you in yours.

At the School we have the privilege of learning and working in a wonderful building that provides ample spaces for meeting, learning, collaborating and socialising. Students have access to first class facilities, equipment and technologies. You are entrusted and encouraged to use these resources in support of your creative journey and in a manner that demonstrates your professional potential.

As CEO, I am very proud to lead and to be a part of this unique organisation that is dedicated to providing you with opportunities for the exploration of artistic expression, ideas, innovation and creative risk-taking. With all the staff, I am delighted that you have chosen to come here to AFTRS.

You are our next generation of storytellers.

Have a wonderful thought provoking and creatively challenging 2012.



Sandra Levy
Chief Executive Officer

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DISCLAIMER

The information provided in the Course of Study Rules section of the Student Handbook 2012 for the Australian Film, Television and Radio School (AFTRS) was approved by the AFTRS Academic Board on 22 December 2011.

The information is provided in good faith without any express or implied warranty.

AFTRS reserves the right to change at any time without notice any information included in the Student Handbook 2012.

ABN 19 892 732 021

The Entertainment Quarter

130 Bent St Moore Park NSW 2021 Australia

PO Box 2286 Strawberry Hills NSW 2012 Australia

T 1300 131 461 or +61 2 9805 6611 F +612 9887 1030

Web www.aftrs.edu.au

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Please note:

The content of the text in italics is provided to assist students but does not form part of the student rules, policies and procedures. These paragraphs will not be numbered.

Any authority allocated to an AFTRS position (title as varied from time to time) may be delegated to an alternate AFTRS position as appropriate.

PRINCIPAL DATES FOR 2012

Orientation	Monday 13 – Friday 17 February
Commencement of Semester 1	Monday 20 February
Semester 1 Census Date	Saturday 31 March
Easter Holidays	Friday 6 – Monday 9 April
Anzac Day	Wednesday 25 April
End of Semester 1	Friday 8 June
Exit Clearances for Semester 1 courses only	Friday 15 June
Queen's Birthday	Monday 11 June

Mid-Year Break **Monday 11 June – Friday 6 July**

Orientation semester 2 students	Friday 6 July
Commencement of Semester 2	Monday 9 July
Semester 2 Census Date	Friday 31 August
Labour Day (NSW and SA)	Monday 1 October
End of Semester 2	Friday 26 October
Exit Clearances for Students Completing in Semester 2	Friday 2 November
Graduation	Late November/early December (TBC)

GRADUATE DIPLOMA IN COMMERCIAL RADIO BROADCASTING (ADDITIONAL DATES)

Show Radio On-Air Broadcast	Thursday 5 – Wednesday 18 April
2RS On-Air Broadcast	Friday 27 July – Tuesday 7 August
NextFM On-Air Broadcast	Friday 7 – Friday 21 September
Work Attachment	Monday 8 – Friday 19 October

GRADUATE DIPLOMA IN RADIO BROADCASTING (ADDITIONAL DATES)

Show Radio On-Air Broadcast	Thursday 5 – Wednesday 18 April
2RS On-Air Broadcast	Friday 27 July – Thursday 7 August
NextFM On-Air Broadcast	Friday 28 September – Friday 12 October
Work Attachment	Monday 22 – Friday 26 October

What is AFTRS?

AFTRS is Australia's national screen, arts and broadcast School and has been delivering advanced training for the film, television, radio and digital media industries for 39 years. The School attracts students from all over Australia and New Zealand who are driven to create and experiment and to develop their skills.

AFTRS offers study options for those just starting out, professionals who want to combine work with part time study and students who are able to commit to one of the full time specialist advanced courses.

All AFTRS programs provide teaching to highest professional standards. Academic staff are drawn from experienced industry practitioners. Professional associates, critics, theorists and specialists also contribute to the teaching program and to the assessment of students' work.

AFTRS Vision

The Australian Film Television and Radio School exists to enrich the screen arts and broadcast culture through education and training, research and the dissemination of ideas.

AFTRS Purpose

The Australian Film Television and Radio School provides education and training in the screen arts and broadcast industries. AFTRS conducts research relevant to industry and disseminates ideas to stimulate conversation about the screen arts, creative practice and broadcast activity. It reaches out to Regional and Indigenous Australia, and to new markets to deliver short courses, tailored training, workshops and other screen arts and broadcast activities. It partners with cultural institutions and makes a unique contribution to joint activities with them through its creative expertise and educational reputation. It collaborates with industry to deliver relevant education and experience and it shares its facilities, services and resources with industry organisations, associations, and individuals for their activities and events.

AFTRS Guiding Principles

AFTRS encourages:

Creativity

By providing opportunities for the exploration of artistic expression, ideas, innovation and risk-taking.

Enterprise

By fostering career sustainability, collaboration and resourcefulness.

AFTRS activities are conducted in the spirit of:

Excellence

Aspiring to the highest standards of creative excellence.

Diversity

Nurturing and valuing difference and originality.

Respect

Encouraging mutual respect in all collaborations.

The AFTRS Learning Experience

AFTRS is a self-accrediting Higher Education Provider. Teaching is based upon a unique combination of professional mentoring, experiential and practice-based learning.

The School's curriculum is informed by current industry thinking, trends and needs and this is reflected in the assessment process.

The AFTRS learning experience challenges students creatively. They participate collaboratively in realistic and experimental workshops and exercises giving them an opportunity to develop communication skills, self awareness and networks. AFTRS Graduate Attributes include creativity, collaboration, skills & entrepreneurship.

In accepting a place in an AFTRS award course, students are agreeing to participate fully in the AFTRS teaching strategy and its potential challenges. If students feel in need of any form of support to help them to achieve their goals they should speak with their lecturer or Student Services.

AFTRS Graduate Attributes

The AFTRS Graduate Attributes are generic learning outcomes for all AFTRS award courses.

The AFTRS has identified four overarching graduate attributes – creative, collaborative, skilled and entrepreneurial. These attributes form the core of AFTRS award courses. They articulate the qualities that equip graduates for a role within Australian culture and the screen arts and broadcasting sector.

The AFTRS Graduate Attributes are:

Creative – an AFTRS graduate will have the capacity to generate new ideas through invention, synthesis and responsiveness to the ideas of others.

Collaborative - an AFTRS graduate will be committed to the benefits of team work to realize creative visions.

Skilled – an AFTRS graduate will be accomplished and effective in the execution of their work.

Entrepreneurial – an AFTRS graduate will have the capacity to initiate activities and achieve outcomes based on their knowledge and understanding of the screen arts and broadcast sector.

AFTRS Code of Conduct

By enrolling you agree to abide by the AFTRS Code of Conduct and to observe the rules, policies and procedures of AFTRS as determined from time to time.

Code of Conduct

The AFTRS Code of Conduct requires you to:

- behave honestly and with integrity, without discrimination, and act with care and diligence;
- treat everyone with respect and courtesy and without coercion, bullying or harassment of any kind;
- not harass or victimise students with a disability (or their associates) on the basis of disability;
- comply with all applicable laws and any instrument made under such laws;
- maintain appropriate confidentiality about dealings as a student during the course of your studies, and comply with Privacy legislation;
- not provide false or misleading information in response to a request for information;
- comply with any lawful and reasonable direction given by someone in AFTRS who has authority to give the direction;
- acknowledge the ideas, materials, concepts, processes and practices of others that you have used, borrowed or developed in your own work;
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your enrolment;
- use AFTRS resources in a proper manner;
- not make improper use of inside information, or your duties, status, power or authority in order to gain or seek to gain a benefit or advantage for yourself or another person;
- at all times behave in a way that upholds AFTRS values and the integrity and good reputation of AFTRS, and
- not consume alcohol, or other substances to the extent that they adversely affect performance while engaged in any activity which forms part of a course of study.

A breach of any element of the Code of Conduct may result in an allegation of misconduct.

Supporters of AFTRS

AFTRS enjoys a strong relationship with its sponsors. These sponsors support the School's students through the generous provision of awards, the financing of specialist training and cultural exchange. Our sponsors' commitment over many years to provide unique experiences for our students demonstrates their commitment to developing creative talent. This benefits our industry and the broader community as well as our students.

FOXTEL Award for Exceptional New Talent

With a focus on television, the FOXTEL Award for Exceptional Talent supports emerging talent in screen production. All students in Graduate Diplomas or Graduate Certificates in Documentary, Screen Business, Screenwriting, Producing and Directing are eligible to apply for this award of \$30,000. The award supports an exceptional graduate in the first year following their graduation. FOXTEL works with the recipient to help them make contacts and achieve experience, especially in the area of subscription television.

The Kenneth B. Myer Award for Exceptional Talent

The Kenneth B. Myer Award for Exceptional Talent selects and supports emerging screen production talent in the screen production landscape. It provides up to \$20,000 to an exceptional graduate in the first year following their graduation by supporting them in an attachment to a creative person or organisation in Australia or overseas.

The Kenneth B Myer Award for Project Development

The Kenneth B Myer Award for Project Development aims to select and support emerging talent in the screen production sector with a focus on creative development. The award provides \$20,000 to support an exceptional graduate in the first year following their graduation in the development of an individual project.

The A.V. Myer Indigenous Award

Through a generous donation made by Mr Andrew Myer to the School in 2001, the A.V. Myer Indigenous Award provides up to two awards of \$20,000 each to Indigenous students who demonstrate exceptional talent in their chosen discipline.

The Shark Island Foundation Documentary Prize

Ian Darling generously supports 'The Shark Island Foundation Documentary Prize' for 'an outstanding documentary project with strong outreach and education potential'. The prize consists of a direct grant of \$5,000 to the winner, \$5,000 in support to develop the educational and outreach strategies and materials for the winning documentary, and a one-month mentorship with the Shark Island Productions. Mentorship with the executives of Shark Island will also be provided to assist with the creation of an effective outreach campaign.

The European Union Travelling Award

The European Commission, in partnership with a member state and a major film festival held in that member state, offers one or more travelling awards to outstanding AFTRS graduates in a discipline appropriate to the relevant festival. This means, each year provides a new opportunity to AFTRS graduates to connect with peers in Europe.

Selwyn Speight Award for Radio Reporting

The Selwyn Speight Award for Radio Reporting was established as a bequest from Selwyn Speight, a former ABC journalist. The purpose of the award is to 'encourage the pursuit of excellence in and the proper practice of radio reporting'. The award of up to \$11,000 is given to AFTRS students with the aptitude and enthusiasm to undertake news/journalistic careers.

ASTRA Graduate Program

The ASTRA (Australian Subscription and Television Association) Graduate Program provides three-month contracts for ten graduates of AFTRS Foundation Diploma to work in subscription television. The program provides the opportunity for Foundation graduates to work in a variety of roles in the areas of production, marketing and programming. The ten positions will be hosted by BBC Worldwide, Disney Channel, Premier Media Group (FOX SPORTS), ESPN, TVSN/Expo Channel, Discovery Networks Asia Pacific, STUDIO/World Movies and FOXTEL, commencing February 2012.

Section 1 — Course of Study Rules

These student rules, policies and procedures (this document) apply to all students undertaking award courses and applicants seeking to enrol in award courses (where relevant).

1. Applications

- 1.1** AFTRS policy is to direct its educational and training resources towards those people with demonstrated creative potential and clear ability and commitment. This reflects AFTRS' interest in encouraging applications from people with both creative ability and passion. Students are selected on the basis of prior experience, skills and knowledge (deemed to be equivalent to the AQF level below that to which they are applying), referee support for their creative skills and the quality of creative tasks and a creative portfolio submitted on application. Students may also be required to attend an interview in support of their application.
- 1.2** Prior learning and experience will be recognised. Recognition of prior learning at an academic level or at work will be assessed upon application.
- 1.3** All courses are open to Australian and New Zealand citizens, Australian permanent residents, and holders of Australian permanent humanitarian visas only.
- 1.4** Applications for all courses must be made on the official AFTRS Application Form.
- 1.5** The allocation of places in courses is competitive and based on merit selection. Applicants who meet the selection criteria specified for each course may be admitted to the award courses.
- 1.6** Applications for all AFTRS award courses offered for a particular academic year will only be accepted during the application period in the preceding year.
- 1.7** **Late Applications** — Requests to submit a late application may be considered upon receipt by AFTRS of a Request to Submit a Late Application. The outcome of any such requests will be advised in writing within 3 working days of AFTRS receipt of the request.

2. Enrolment

- 2.1** You are required to enrol and pay the relevant course fee by the due dates specified in the enrolment documentation. If you do not enrol by the specified date, you will forfeit your place and will be deemed to have withdrawn.
- 2.2** You are deemed to be an enrolled student at AFTRS from the time of enrolment until you complete, withdraw, or are excluded from your course of study. Your student status is confirmed when you sign your Enrolment Form and pay the relevant course fee. By agreeing to the terms and conditions in the enrolment form you are agreeing to adhere to the rules, policies and procedures contained within the Student Handbook 2012 (which shall be understood as meaning this document as amended from time to time).

3. Payment of Fees

- 3.1** Course of Study fees apply to all award courses. The current schedule of fees can be found on the AFTRS website.
- 3.2** You must pay the full fee set by AFTRS for your course of study. You must pay these fees by the specified dates as advised in your letter of offer and the How to Enrol page of the AFTRS website: <http://www.aftrs.edu.au/about/current-students/how-to-enrol.aspx>.
- 3.3** Students can pay their course fees upfront. Eligible students may borrow the full course fee through FEE-HELP. Fees are payable upfront or on a per semester basis. At enrolment, you will be asked to nominate your option for paying fees.
- 3.4** You will be excluded from your course of study unless you sign your enrolment documentation, pay the relevant course fee, or have arranged the FEE-HELP payment by the due date. If you are experiencing financial difficulties you may apply to the Student Services Manager to pay your fees in installments.
- 3.5** You can apply to AFTRS to have your course fees refunded if you withdraw from your studies after the Census date and you have not completed the requirements for the course of study due to special circumstances. Each application will be examined and determined on its merits.

Special circumstances must be those that:

- are beyond your control; and
- did not make their full impact on you until on, or after, the Census date, and
- made it impractical for you to complete the requirements for the semester in which you are enrolled.

You must provide independent supporting documented evidence with your application, which substantiates your claim.

- 3.6** AFTRS will consider applications for refunds or re-crediting within 14 days of submission of an application and will notify you of a decision within 28 days from the date the application is received.
- 3.7** Your course fees will be re-credited or refunded (as applicable) if AFTRS is satisfied that the documented evidence you have provided substantiates your claim.
- 3.8** Applications for refunds or re-crediting will be subject to determination as outlined in Clauses 5 and 6 of this section.

4. Fee Help

FEE-HELP is the Australian Government's student loan scheme that assists students to pay their course of study fees, up to a lifetime limit, for eligible courses at approved higher education providers. AFTRS is an approved higher education provider. The FEE-HELP loan scheme can assist eligible students to pay their course of study fees by offering a HELP loan. The loan is repaid through the tax system once your income reaches the minimum threshold for compulsory repayment.

You are eligible for the FEE-HELP loan scheme if you are:

- an Australian citizen, or
- a holder of an Australian permanent humanitarian visa.

You are not eligible for the FEE-HELP loan scheme if you are:

- a New Zealand citizen
- a Permanent resident (other than a holder of an Australian permanent humanitarian visa)

A loan fee of 25% (or as varied by legislation) applies to FEE-HELP loans for undergraduate courses (Foundation Diploma) of study. The FEE-HELP limit does not include the loan fee.

This is a guide only. For more information on FEE-HELP please refer to the FEE-HELP information booklet provided to all eligible students. This booklet is also available from Student Services. Information is also available on the "going to uni" website: www.goingtouni.gov.au.

5. AFTRS Re-crediting FEE-HELP Balances or Refunding Upfront Payments Policy

The AFTRS Policy on re-crediting FEE-HELP balances or upfront payments is developed in accordance with the requirements of the Higher Education Support Act 2003 (HESA) and the FEE-HELP Guidelines. Details on applying for a refund or re-credit are in the accompanying procedure.

5.1 If you withdraw from your course after the Census date you can apply in certain circumstances to have your:

- FEE-HELP balance re-credited (to an amount equal to the amount of assistance received for the semester in which you withdrew), or
- upfront payment refunded.

A person who withdraws after the Census date but has successfully completed the semester cannot be re-credited with their FEE-HELP amount for that semester or receive a refund of any upfront fees.

5.2 You may only apply for a re-credit to your FEE-HELP balance or a refund of your fees in special circumstances. They are:

- beyond your control, and
- did not make their full impact on you until on, or after, the Census date, and
- made it impractical for you to complete the requirements of the semester.

- 5.2.1** Beyond your control. This is defined as a situation that a reasonable person would consider is not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal. This would not include, for example, a lack of knowledge of how FEE-HELP works, the relevant AFTRS policies and procedures, nor your capacity to repay a FEE-HELP debt.
- 5.2.2** Did not make their full impact on you until on, or after, the Census date. Pre-existing conditions are acceptable here. For example, you may have an illness (or other underlying, pre-existing condition or incapacity) prior to the Census date but a reasonable expectation that you will recover and be able to complete the requirements of the semester.
- 5.2.3** Made it impractical for you to complete the requirements of the semester. Circumstances may include medical, family/personal, employment or course related. Course related circumstances may be, for example, if you are unable to:
- undertake the necessary private study required, or attend sufficient classes or meet other compulsory attendance requirements in order to meet the compulsory course requirements or
 - complete the required assessable work or
 - complete any other course requirements because of your inability to meet the above.
- 5.3** You must apply to AFTRS in writing within 12 months of your withdrawal date.
- 5.4** AFTRS will consider your application within 28 days of its receipt. AFTRS will also notify you in writing of its decision and the reasons for making that decision.
- 5.5** If you are not satisfied with the decision you may apply to AFTRS for a review of the decision stating the reasons you are applying for a re-consideration. You must do so within 28 days from the day you first received notice of the decision.
- 5.6** AFTRS will advise you of its decision within 45 days of receiving your application for reconsideration.
- 5.7** You may make an application to the Administrative Appeals Tribunal (AAT) for a review of a provider's decision to refuse to re-credit.
- You may contact the AAT on 1300 366 700 or visit their website: <http://www.aat.gov.au>.
- 5.8** Detailed information concerning FEE-HELP will be forwarded to you if you are eligible to apply. Copies of the Information Booklet are also available at Student Services. Up to date information on all matters concerning FEE-HELP can be found on the FEE-HELP website at <http://www.goingtouni.gov.au/Main/Quickfind/PayingForYourStudiesHELPLoans/FEEHELP.htm>

6. AFTRS Procedure for Re-crediting FEE-HELP Balances or Refunding Upfront Payments

If you withdraw after the Census date or fail to complete the requirements of a course due to special circumstances, you may apply to have your FEE-HELP balance re-credited or to have your upfront fees refunded for the semester in which you withdrew.

- 6.1** If you withdraw from a course after the Census date, Student Services will advise you that you may apply for a re-credit to your FEE-HELP balance or a refund of your semester fees.

- 6.2** You must apply to AFTRS in writing stating reasons for your application within 12 months of your withdrawal date. You must also include independent supporting documentation, for example, a letter from your doctor or counsellor to support your claims.

Applications are to be sent to:
Student Services Manager
Australian Film Television & Radio School
PO Box 2286
STRAWBERRY HILLS NSW 2012

- 6.3** Upon receipt of a request for a re-credit to a FEE-HELP balance or a refund of upfront semester fees, the Student Services Manager will consult with the Director of Corporate Services or the Director of Education, as appropriate, to assign a Review Officer.
- 6.4** The AFTRS Review Officer receives the application with its supporting evidence. The AFTRS Review Officer will then review the application.
- 6.5** Each application will be examined and determined on its merits. The AFTRS Review Officer will consider the person's claims together with any independent supporting documentary evidence that substantiates these claims prior to making a decision.
- 6.6** The AFTRS Review Officer will advise the person of the decision, in writing, within 28 days. This advice will include:
- the reasons for the decision;
 - the person's rights for a review of the decision if they are dissatisfied with the outcome;
 - the time limit for applying for a review of the decision which is 28 days from the day the person first received notice of the decision, and
 - information on how the person must apply for a review of the decision. This will include:
 - AFTRS Senior Review Officer (appointed by the CEO) and their contact details, and
 - advice that the person must include the reason why they are applying for a re-consideration of the decision.
- 6.7** The AFTRS Senior Review Officer will acknowledge, in writing, receipt of the request for a re-consideration.
- 6.8** The AFTRS Senior Review Officer's available options are to confirm the decision, vary the decision or set the decision aside and substitute a new decision.
- 6.9** The AFTRS Senior Review Officer will review the application and notify the person in writing within 45 days. This advice will include:
- the decision;
 - the reasons for the decision;
 - the person's right to appeal to the Administrative Appeals Tribunal (AAT) for a review of the Senior Review Officer's decision if the person is dissatisfied with the outcome, and
 - contact details and address of the nearest AAT Registry.
- 6.10** Where the AFTRS Review Officer is satisfied with the application and the decision results in the re-crediting of the person's FEE-HELP balance and/or refund of a person's up-front payment, then:
- a copy of the decision will be given to Student Services;
 - Student Services Manager will notify DEEWR through the Revisions File, and
 - AFTRS will repay to the Commonwealth the amount of FEE-HELP received from the Commonwealth on the person's behalf, for the semester in which they withdrew, or
 - AFTRS will refund any applicable upfront payment to the person for the semester in which they withdrew.

7. Census Dates

- 7.1** The census date is the date at which you can withdraw from your course without incurring a debt for that semester. At AFTRS the census dates are 31 March 2012 for 1st semester and 31 August 2012 for 2nd semester courses.
- 7.2** For courses of 1 year or 2 years duration, if you paid your fees upfront and withdraw before the 1st semester census date, you will receive a refund of the full amount of your course of study fee. If you withdraw in 2nd semester and before the 2nd semester census date you will receive a refund of the 2nd semester fee only.
- 7.3** You can apply to have your course fees refunded if you withdraw from your studies after the census date and if you have not completed the requirements for the course of study due to special circumstances. Each application will be examined and determined on its merits. Please refer to the AFTRS Re-crediting FEE-HELP Balances or Refunding Upfront Payments Policy and Procedure (see Clauses 5 & 6 of this section).

8. Confirmation of Student Status

- 8.1** Your student status is confirmed when you sign your enrolment form and pay the relevant course of study fee.
- 8.2** If you are under 18, you must have your parent or guardian complete, sign and return the Parent/Guardian Consent Form, available from the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>.
- 8.3** If you are enrolled in an award course you are entitled to be included on a voting list for the purposes of voting for student representation on Council and relevant subcommittees.
- 8.4** If you require written confirmation of your student status for the purposes of Centrelink, etc, please contact Student Services at studentinfo@aftrs.edu.au or +61 2 9805 6444.

*Can a student be enrolled at another tertiary institution or attend outside classes at the same time as studying at AFTRS?
Yes, students are permitted to be enrolled at another tertiary institution or outside classes while enrolled at AFTRS provided this doesn't interfere with AFTRS coursework, assessment and your capacity to successfully complete your AFTRS course.*

9. Compulsory Orientation

In the week commencing 13 February 2012 students must attend a compulsory orientation program. Students must attend all orientation activities. An all School lunch will be held on Tuesday 14 February 2012.

10. Tuition Assurance Exemption

- 10.1** Tuition assurance is a requirement of the Higher Education Support Act 2003 (HESA) for all Higher Education Providers designed to allow students to access alternative courses of study and financial compensation if their Higher Education Provider ceases being able to provide a course of study. AFTRS has been granted a Ministerial exemption from this requirement. For more information on AFTRS' Tuition Assurance Exemption see the AFTRS website.

- 10.2** AFTRS may terminate your enrolment where AFTRS is unable to continue to offer the course of study in which you are enrolled. While AFTRS will make every effort to offer you a replacement course, it is under no obligation to do so.

11. Student Attendance

- You are required to attend all timetabled classes subject to the exceptions in this provision.
- You are expected to meet the Professional Conduct requirements (see 21.7 of this Section) of the media arts profession, including being on time.
- If you are more than five minutes late for class you may not be allowed to attend the remainder of the class. Lecturers may exercise their discretion in permitting the student to attend.
- If you are expecting to be late or absent you must telephone Student Services on 02 98056444. If you are expecting to be late or absent from an evening or weekend class, you must email your lecturer, at your earliest opportunity.
- If you are attending dental or medical appointments you should advise your lecturer or Head of Discipline at least the day prior to your appointment where possible.
- Non-attendance through illness or mishap must be explained at the earliest possible opportunity in writing with accompanying documentation.
- If you are consistently late or absent without a satisfactory reason you will be referred to your Director of Division and may be placed on a warning. These warnings will be advised in writing.
- Three written warnings will be deemed to constitute misconduct and if you receive a third warning you will be considered to be in breach of the Course of Study rules of the AFTRS. In this case you will be subject to review in accordance with the AFTRS Misconduct Policy (see page 8).
- If you are absent (without special consideration being approved) for more than 20% of the module's duration you will be deemed to have failed that module.

12. Deferral

- 12.1** Enrolment into AFTRS award courses is determined by merit-based selection on a year-by-year basis. If you do not accept an offer of a place in the year it is made, you are not guaranteed acceptance into that course in any following year. Students who wish to defer must withdraw and reapply in the next application round. The School may consider an application for deferral if exceptional circumstances exist.
- 12.2** If you have commenced a course of study of one semester only, you may apply for a deferral of one or more modules, where you are faced with circumstances of urgent necessity or you can demonstrate such circumstances will benefit your career. Application forms are available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>.
- 12.3** If you have commenced a course of study of 1 or 2 year duration the leave of absence policy (rather than the deferral policy) will apply (see clause 15 of this section).

13. Special Consideration

- 13.1** Special Consideration recognises hardship or exceptional circumstances that may have affected your progress. You may apply for Special Consideration if you believe your work may be or has been adversely affected by exceptional circumstances. Application is made to your Head of Discipline. This provision requires acceptable evidence of circumstances and is not automatic.

- 13.2** If you experience a serious illness during a course of study, where your illness causes you to miss a significant amount of one or more modules, you may apply for Special Consideration of the relevant module/s. In such cases, you may apply to submit your assessment at a later date (where appropriate) or alternative module work may be assigned to you, for example a Creative Research module. Where late submission or alternative module work is not appropriate you may repeat the module, if the module is run, in the following year. Application forms are available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>.

14. Withdrawal

- 14.1** You are expected to attend all course modules on a regular basis. You are also expected to be punctual.
- 14.2** If you are considering withdrawing from your course for any reason you are encouraged to discuss the matter with your Head of Discipline. If you wish to proceed with withdrawing from your course, you must complete a withdrawal form. This form is available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>. The relevant Head of Discipline signs their approval of the application to withdraw and forwards it to Student Services for inclusion in your student file. You will then be required to complete the standard student exit clearance process.
- 14.3** If you are absent for more than 8 consecutive teaching days without the approval of your Head of Discipline you may be deemed to have withdrawn from your course of study. In this case your enrolment will be terminated.

15. Leave of Absence

- 15.1** You are expected to complete your course of study within the time specified in your syllabus document. However, a leave of absence within this period may be available to you on the following basis:
- Where you are faced with circumstances of urgent necessity or can demonstrate such circumstances will benefit your career and,
 - where you have satisfactorily completed all compulsory modules for your current semester and,
 - where you can complete the compulsory modules for your current year of study or agreed program of study in the semester in which you will return, and
 - where you submit your application for leave to your Head of Discipline, and
 - where the Director of Education (or delegate) approves your application.
- 15.2** Leave of absence will only be granted once during your course of study unless exceptional circumstances apply.
- 15.3** Your application for a leave of absence must be discussed first with your Head of Discipline who will make a recommendation to the Director of Education. You must complete an application for a Leave of Absence, forms are available from Student Services and the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>. The Student Services Manager will forward the decision to you, your Head of Discipline and the relevant Administrative Manager. If approved, you are to complete the exit clearance process, please contact Student Services at studentinfo@aftrs.edu.au or +61 2 9805 6444. Your application for leave must specify the date you intend to resume your course of study. Any variation to this date may prevent your readmission.
- 15.4** If your application for a leave of absence is rejected and you wish to appeal this decision you must advise the Director of Education in writing. Your appeal will be forwarded to the Academic Appeals Committee for decision on a case by case basis.

16. Infectious Diseases

If you are affected by an infectious disease you must report this to the Student Services Manager. To minimise the risk of transmission to other students and staff you must not return to classes until you have been cleared as no longer infectious by a medical professional and proof is provided to the Student Services Manager.

17. Resumption of Course

- 17.1** If you are resuming your course after a leave of absence or deferral, such as attachments, overseas study or illness, you must advise your Head of Discipline and Student Services of the proposed date and course of study you are resuming.
- 17.2** If you intend resuming your course of study after a leave of absence and you fail to advise your Head of Discipline and Student Services of the date and course of study you are resuming, you will not be considered enrolled in the course and you will not be able to attend class.

18. Exclusion

- 18.1** You may be excluded from your course of study if you fail to meet course requirements.
- 18.2** AFTRS may exclude you from your course of study if at any time you are found to have committed misconduct (a breach of the AFTRS Student Code of Conduct). Offences that are considered to be misconduct include: theft or vandalism of AFTRS property; drunk or disorderly conduct within AFTRS premises or during an activity which forms part of an AFTRS course of study; negligent behaviour resulting in harm to persons or property within AFTRS premises or during an activity which forms part of an AFTRS course of study, or violence or threatened violence within AFTRS premises or during an activity which forms part of an AFTRS course of study; serious plagiarism.
- 18.3** AFTRS may also exclude you from your course of study if at any time if your behaviour is found to be a consistent disruption to the learning experience of other students.
- 18.4** Where you have been excluded from your course of study by AFTRS, your period of exclusion will be indefinite. If you have been excluded from your course of study you may apply for readmission in competition with other applicants. In these circumstances you will be required to demonstrate that you have taken action during the period of exclusion which will improve the likelihood of your success in your course.
- 18.5** If you have been excluded from AFTRS twice you are not eligible to reapply for admission.

19. Requirements for Qualification

- 19.1** Students must pass all modules assigned to their courses in order to be eligible for graduation.
- 19.2** You must satisfactorily complete all your required coursework as identified in individual syllabus documents to be eligible to receive an award under the AFTRS postgraduate program or the Foundation Diploma. All course modules should be regarded as compulsory unless otherwise indicated.
- 19.3** Where prerequisites are prescribed for a course module, you must have completed the prerequisites before enrolling in that course module.

- 19.4** If you fail a compulsory module you may be required to resubmit work or repeat the module or an approved equivalent module if the failed module is not available.
- 19.5** You will also not be eligible to be awarded a qualification until any outstanding fines or debts to AFTRS have been paid in full, unless approval based on exceptional circumstances is granted by the CEO.

20. Recognition of Prior Learning

- 20.1** Recognition of Prior Learning (RPL) involves the assessment of the skills and knowledge you have achieved through prior industry or academic experience.
- 20.2** You can apply for RPL if you are a full time or part time student.
- 20.3** Applications for RPL must be made prior to commencement of any module in your course of study.
- 20.4** You can apply for exemption/s from course modules via RPL. To be granted RPL you need to be able to demonstrate that your industry or academic experience has provided you with the same types and levels of competencies that you would have gained by completing the particular AFTRS modules for which you are claiming RPL.
- 20.5** Your fees will not be reduced for any module you have been successful in gaining RPL for.
- 20.6** If you apply for RPL, you need to provide documented evidence to support your application. Your evidence may include, but not be limited to, testamurs of previous study, module or subject descriptions, completed projects, references, work histories, curriculum vitae and references from past employers. In some cases you may be required to sit a competency assessment for the relevant module.
- 20.7** You may apply for RPL on the basis of having completed an AFTRS short course. If the relevant short course is determined to be the equivalent of an existing accredited course module and your short course work has been assessed on the same criteria as the accredited course module, you may be assessed as meeting RPL requirements.
- 20.8** RPL can be granted for a maximum of 30 per cent for any course unless where, in view of 20.6, the completion of a number of assessed AFTRS short courses constitutes equivalence to meeting qualification criteria.
- 20.9** To apply for RPL you must complete the RPL application form which is available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx> and attach your supporting documents. Your application will be forwarded to the Head of Discipline responsible for delivering the module(s) for which you are seeking RPL. The Head of Discipline will assess your application and forward it to the relevant Divisional Director and the Director of Education for approval. The Student Services Manager will advise you if you may be credited with RPL. The results of your application for RPL will also be advised to your Head of Discipline.
- 20.10** If you wish to dispute this decision you must advise the Director of Education in writing. Your appeal will be forwarded to the Academic Appeals Committee for decision on a case by case basis.

21. Assessment

- 21.1** All award course assessment results are recorded on your student record. The codes for the undergraduate and postgraduate programs are as follows:

Guideline	Code	Grade
High Distinction	HD	85-100%
Distinction	D	75-84%
Credit	C	65-74%
Pass	P	55-64%
Fail	F	0-54%
Non-Graded Pass	NGP	Participation and professional conduct
Credit Granted	CG	Recognition of Prior Learning

- 21.2** If you fail to achieve a satisfactory assessment for a course module you may be required to resubmit work within a specified time.

Students who fail written work may negotiate to redo the assignment once only in consultation with the relevant Head of Discipline and where appropriate the Academic Progression Committee. Students who fail practical work may negotiate with the Head of Discipline and Course Director and where appropriate the Academic Progression Committee to do remedial work if resources are available. Subsequent failure will result in the student repeating the entire module or similar when it is held again. This may be in the following year, if places and resources are available. Alternatively a student who fails a module may apply to their Head of Discipline to enrol in the Creative Research module.

- 21.4** If you fail to attend your course module(s) according to the assessment percentage time prescribed in the syllabus of a course module, and you have not received the approval of your Head of Discipline to be absent, you will be asked to show why you should not fail the module.

In the case of illness or another unavoidable cause, your absence from class must be approved by applying to your Head of Discipline with relevant documentation (e.g. medical certificate). Application forms are available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>. Please refer to the Special Consideration Policy (see Clause 13 of this section).

If you successfully show cause as to why you should not fail, you may be required to undertake additional work. If you fail to complete the additional work in the prescribed time it will result in your failing the course module or being excluded from the course of study, as appropriate.

- 21.5** You may apply to have an assessment task re-marked if there is just cause to do so. In the case of a miscalculation of grade/s you may apply using the Request to Amend Result form available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>.

21.6 If you do not show satisfactory progress in your course of study you may be deemed to be academically at risk.

If you have not achieved satisfactory progress in your course of study you will be asked to show cause why your enrolment should not be terminated by AFTRS. The grounds for termination include failure to satisfactorily complete the prescribed course modules for your current period of enrolment or failure to complete any remedial or alternative work set by your Head of Discipline within the specified time.

If you are performing poorly and are at risk of failing you will be referred to the Academic Progression Committee. There may be extenuating circumstances for poor performance, if this is the case you should avail yourself of support services including counseling and learning support. The Academic Progression Committee will provide advice and offer support to you if you have been identified as at risk of failing in time for you to be able to improve your performance in the subsequent learning period. For more information on the Academic Progression Committee (see Clause 27.2 of this section).

21.7 Professional conduct is an assessable component of all AFTRS courses and is determined by industry and educational standards.

Generally Professional Conduct will include:

- punctuality and reliability;
- high standard of preparation;
- positive attitude;
- effective and polite communication;
- high level of integrity and ethical behaviour;
- self discipline and accountability for one's actions;
- demonstrated respect for, and courtesy towards, others;
- adherence to meeting and collaboration protocols, and
- adherence to on-set and on-air guidelines.

Industry guidelines may vary between specialisations and will be articulated by lecturers and instructors in relevant modules of study.

21.8 Assessment for the degree of Master of Arts by Research is as follows;

- Two examiners appointed by the relevant Heads of Disciplines will assess the completed project.
- At least one of the examiners will be external to AFTRS.
- A candidate's supervisor may not be appointed as an examiner.
- The examiners will be of high professional and/or academic standing in the field in which the candidate's research program has been conducted.

21.9 For the AFTRS Assessment Guidelines, please refer to your syllabus document.

Foundation Diploma students should be aware that you will be responsible for managing and storing any data you generate as part of your course and project work. AFTRS takes no responsibility for this.

22. Academic Appeals

- 22.1** You may appeal to the Academic Appeals Committee against a decision related to academic assessment, exclusion or assessment of RPL or leave of absence made by the Director of Education or another AFTRS staff member.
- 22.2** You may appeal against an assessment result on the grounds that:
- assessment requirements were varied without consultation or in an unreasonable way;
 - assessment requirements were applied in a discriminatory way;
 - an error was made in the computation of a grade; or
 - due regard was not paid to evidence of illness or misadventure advised during the semester that purports to explain poor performance in the module.
- 22.3** You may appeal against a decision excluding you from a course of study for failure to meet academic requirements or consistent disruptive behaviour on the grounds that:
- equal opportunity principles were not applied; or
 - there were factors outside your control which contributed to your failure to meet the required academic standards to date and that those factors are unlikely to operate in the future.
 - there were factors outside your control which contributed to your consistent disruptive behavior to date and that those factors are unlikely to operate in the future.
- 22.4** You may appeal against an assessment of RPL or leave of absence on the grounds that the procedure for assessment has not been correctly applied.
- 22.5** You must make an appeal against a decision relating to assessment in writing stating the grounds for the appeal and lodge it with your Director of Division within 5 days of the results being posted online. Appeals against a decision relating to exclusion or assessment of RPL must be lodged with your Director of Division within 7 days of being notified of the decision. Documentary evidence should be supplied with the application where relevant.
- 22.6** In the hearing of appeals relating to assessment, exclusion, or assessment of RPL, the Academic Appeals Committee will comprise of members who are not directly involved in teaching the student. The Committee will include the relevant Director of Division, the Director of Education (Chair), the Student Services Manager and a HOD not directly involved in teaching the students, or their delegate.
- 22.7** The role of the Academic Appeals Committee is to ensure that due process has been followed, not to reassess the academic quality of the work.
- 22.8** On receipt of your appeal the Director of Division will seek a written response from the relevant Head of Discipline to be provided within 2 working days.
- 22.9** The Academic Appeals Committee will hear an appeal made under these rules within 5 working days of the receipt of that appeal by the Director of Division.
- 22.10** All documentation submitted to the Academic Appeals Committee will be made available by the Director of Education Division to you and all other parties to the appeal at least 2 working days before the date set down for the hearing or as they become available.
- 22.11** The Academic Appeals Committee may seek written evidence or hold interviews with relevant parties at its discretion. This would generally include you (the appellant), the Student Services Manager, the relevant Divisional Director and the Head of Discipline. If you are required to appear before the Committee, you are entitled to have a support person at the meeting. You must advise the Chair of the Committee if a support person will be in attendance.

- 22.12** The Academic Appeals Committee will inform you in writing of its decision within 2 working days of the decision being made. A statement of reasons for the decision will be given in writing.
- 22.13** If you are dissatisfied with the decision of the Academic Appeals Committee you may appeal to the Academic Board for review by lodging a written request stating your reasons with the Secretary, Academic Board within 2 days of receiving the Committee's decision.
- 22.14** A special meeting of the Academic Board will be called by the Secretary, Academic Board upon receipt of an appeal. The Academic Board will meet within 5 working days. A decision will be advised in writing within 2 working days of this meeting. The Academic Board's decision is final.

23. Misconduct

- 23.1** If you breach the AFTRS Code of Conduct or other AFTRS policies or rules you may be considered to have committed misconduct.
- 23.2** Where it is believed that you have breached AFTRS policies in regard to conduct, your conduct may be referred to a Misconduct Committee (the Committee).
- 23.3** AFTRS may terminate your enrolment at any time for misconduct.
- 23.4** Misconduct includes (but is not restricted to) conduct involving either dishonesty or harm (or a real fear of possibility of harm) to other person(s) or property. Such offences may include (but not be restricted to):
- theft or vandalism within AFTRS premises or during an activity which forms part of an AFTRS course of study;
 - willful behaviour leading to harm, or potential harm, to person(s) or property within AFTRS premises or during an activity which forms part of an AFTRS course of study;
 - disorderly conduct within AFTRS premises or during an activity which forms part of an AFTRS course of study;
 - violence or threatened violence within AFTRS premises or during an activity which forms part of an AFTRS course of study;
 - being under the influence of alcohol or other drugs within AFTRS premises or during an activity which forms part of an AFTRS course of study;
 - being found guilty of criminal offences affecting AFTRS, or
 - serious plagiarism.
- 23.5** The Committee will include the Director of Division (Chair) relevant to your specialisation or course, Director of Education, the relevant Head of Discipline (where appropriate) and the Student Services Manager or their delegates where necessary. The Committee's function is to investigate allegations of misconduct by a student and make recommendations to the CEO or their delegate. The Committee does not concern itself with academic matters.
- 23.6** Depending upon the offence committed the person who has initiated the misconduct process will not be a member of the Committee. The Committee meets at its discretion.
- 23.7** If you are required to appear before the Committee you are entitled to have a support person at the hearing. You must advise the Chair of the Committee if a support person will be in attendance.

- 23.8** The Chair will provide a written report including recommendations to the CEO or their delegate within 5 working days of the Committee meeting. The report will identify those responsible for implementing the recommendations. The CEO or delegate may request further discussion or information before making a decision.
- 23.9** The CEO or their delegate will convey their decision to the Chair of the Committee and to you within 5 working days of receipt of the report. The decision will be sent by certified mail (or equivalent) to your address as last known by the Student Services Manager.

24. Misconduct Appeals

You may appeal to the Misconduct Appeals Committee against a decision made by the CEO or delegate based on the recommendation of the Misconduct Committee regarding misconduct.

Appeals must be lodged in writing with the CEO or their delegate within 10 working days of notification of their decision.

- 24.1** The misconduct appeals committee will consist of the Director of Corporate Services or their delegate, a member of the AFTRS Council, a Head of Discipline and a student representative other than those on the initial committee. The Appeals Committee will elect its own Chair. The Secretary for this Committee will be the same as for the Misconduct Committee. A person directly involved in the situation resulting in the disciplinary action may not sit on the Committee.
- 24.2** The Misconduct Appeals Committee will determine whether due process was carried out. They may confirm, quash or vary any decision made by the CEO or their delegate. The Misconduct Appeals Committee will make its decision within 10 working days of the lodgment of the appeal.
- 24.3** The Chair will inform you of the Misconduct Appeals Committee's decision in writing within 5 working days of the decision being reached. This will be sent by certified mail (or equivalent) to your address as last known to the Student Services Manager.

25. Academic Student Grievance: Policy and Procedure

25.1 What is Academic grievance?

Academic grievance is a complaint about unfair treatment in relation to the delivery of academic services. Usually this would not include complaints of misconduct, discrimination or harassment which have separate identified procedures. If you are enrolled in an AFTRS course you may lodge a complaint about academic matters using the Academic Student Grievance Policy.

The intent of the Academic Student Grievance Policy and Procedure is to deal effectively, equitably and efficiently with student complaints in regard to academic matters. The Academic Student Grievance: Policy and Procedure was approved by the AFTRS Council on 16 February 2007.

25.2 General Principles

- Every effort will be made to deal with grievances at the local level and in the least formal way that is appropriate, involving as few people as possible.
- Confidentiality will be preserved as far as is possible whilst ensuring thorough investigation of the issue and the development of an action plan, as appropriate.
- Grievances will be dealt with as quickly as possible whilst ensuring thoroughness of process. Grievances lodged in writing will be acknowledged within 7 days and an anticipated timeframe for resolution will be outlined.
- Any harassment or discrimination against you as a result of lodging a grievance may result in a charge of misconduct against the perpetrator.
- Grievances may be informal or formal and may be lodged internally or with an external body.
- Both your (the complainant) and the respondent may be accompanied by a third party or involve a representative in any part of the process. Permission must be sought from the CEO or their delegate to involve a legal representative.
- You may access the procedures set out in this policy free of charge. AFTRS will not accept responsibility for costs incurred as a result of the involvement of any third party requested by the complainant but will consider any reasonable request for assistance.
- The reasons and a full explanation in writing for any decision made and actions taken in response to a complaint will be provided to both the complainant and the respondent if requested.

25.3 AFTRS will consider any reasonable request from you for assistance with costs associated with an investigation.

25.4 Procedures for lodging a grievance

Initially grievances can be lodged with a Head of Discipline, Director of Division, Director of Education, a student representative or the Student Services Manager.

Where you consider that lodging a grievance with any of the above parties is inappropriate due to the level of influence the person whom you are complaining about or the severity of the complaint, you may submit a formal complaint to the CEO or the CEO's delegate. In grievances involving the CEO a formal complaint may be submitted to the Chair of the AFTRS Council or their delegate.

You have access to a 3 stage academic grievance process as set out below.

25.5 Stage 1 Informal Procedure for Resolution of a Grievance

Initially attempts to resolve the grievance should be made at the Discipline level. A decision about the grievance will be made within 14 days of the grievance being made. The following procedures apply (in order until matter resolved).

- i. Informally discuss the issue/s to define the problem with the persons concerned, with a view to a resolution. At this stage do not forward any written material.
- ii. Informally discuss the problem with your immediate supervisor and/or Student Services Manager and/or the Director of Education, with a view to a resolution.
- iii. Submit a written request for internal or external mediation through your Head of Discipline, Director of Division or the Director of Education. A written record of the mediation need not be kept.

If you are dissatisfied with the process or outcome you may refer the matter to the CEO or their delegate in writing, explaining the action and stating why you feel aggrieved. This action will conclude the informal procedure for the resolution of a grievance.

25.6 Stage 2 Formal Procedure for Resolution of a Grievance

If your preference is for formal resolution the matter is referred to the CEO or their delegate to investigate. Investigation by the CEO or their delegate will proceed as follows.

- i. The CEO or their delegate will take a written record of the complaint from you. The written record will contain:
 - your name;
 - the name of the person(s) against whom the complaint is made;
 - the date the complaint is made;
 - the date(s) the matter resulting in the grievance took place;
 - a brief description of the nature of the complaint, and
 - a summary of follow up actions taken since stage 1.
- ii. This written record will be the basis for further action. A formal written record is considered to be a last resort and further processing of the matter may involve disciplinary actions as appropriate.
- iii. As soon as possible after receiving your grievance the CEO or their delegate will consider the matter. The CEO or their delegate may investigate in any manner they think fit. Any person may be requested to provide information or documents in relation to the grievance.
- iv. The CEO or their delegate may decide not to investigate the matter if:
 - they reasonably believe the grievance is frivolous, vexatious or not made in good faith;
 - there is a more appropriate person or authority to lodge the grievance with;
 - they reasonably believe investigation is not warranted having regard to all the circumstances of the case, or
 - you have referred the matter to a court or tribunal.
- v. The CEO or their delegate will inform you in writing of the outcome of the investigation, related decisions and reasons for making the decisions.
- vi. The CEO will deal with the complaint within a reasonable time, normally within 30 days of receipt of the complaint.

25.7 Stage 3 External Procedures for Resolution of a Grievance

If you are dissatisfied with the outcome of the grievance procedure you may pursue the matter through other internal or external processes. Internally, your matter may be referred to the Chair of the AFTRS Council or their delegate. The grievance will be addressed within 30 days. Externally, the options for resolution of a grievance include the Commonwealth Ombudsman www.ombudsman.gov.au.

The grievance will be dealt with according to the procedure of the external organisation selected. If the appropriate organisation makes recommendations in relation to your grievance, those recommendations will, within 14 days of receipt by AFTRS, be forwarded to the CEO who will ensure that the recommendations are implemented within 30 days of receipt.

25.8 Documents

- 25.8.1 Copies of relevant documents will be given to the parties on a need-to-know basis.
- 25.8.2 The CEO or their delegate may not give you copies of documents if it is believed to be harmful to your physical or mental well-being or that might be prejudicial to another person. They will inform you of the reason.
- 25.8.3 You will be given copies of the decision and reasons by the CEO or their delegate.

25.9 Record keeping

- 25.9.1** All documentation relating to grievances will be kept strictly confidential and will not be accessible to anyone who is not directly involved in handling the grievance.
- 25.9.2** Material relating to the outcome of the grievance will be placed in a separate file (not kept on the student or staff file) and stored in Student Services in accordance with AFTRS policies.
- 25.9.3** Separate grievance files will only be accessible to authorised AFTRS officers and the person about whom the complaint has been made. Permission for others to access the records must be obtained from the CEO.
- 25.9.4** Records in relation to a grievance may only be destroyed 5 years after completion of the action or later if new incidents occur.

25.10 Communication

- 25.10.1** Copies of these policies and procedures are provided to staff as part of the induction process for new staff.
- 25.10.2** Appropriate training for staff in academic grievance procedures will be arranged as required by the Director of Education.
- 25.10.3** You are entitled to use the grievance procedures set out in this policy, regardless of your place of residence or your mode of study.
- 25.10.4** This policy can be found on the AFTRS website <http://www.aftrs.edu.au/about/current-students/info-for-students.aspx>.

26. Non Academic Student Grievance: Policy and Procedure

A non-academic student grievance is generally a complaint about unfair treatment in relation to the delivery of administrative or support services. Usually this would not include complaints of misconduct, discrimination or harassment which have separate identified procedures. If you are a current or potential student in an AFTRS course you may lodge a complaint about non-academic matters using the Non-Academic Student Grievance Policy.

The intent of the Non-Academic Student Grievance Policy is to deal effectively, equitably and efficiently with student complaints. The Non-Academic Student Grievance: Policy and Procedures was approved by the AFTRS Council on 16 February 2007.

26.1 Procedures for Lodging a Non-Academic Grievance

26.1.1 Informal Procedure for Lodging of a Non-Academic Grievance

- i. Initially you are encouraged to raise your grievance directly with the person concerned, with a view to resolution. At this stage no written record is kept.
- ii. If you don't feel comfortable with a direct approach, or where the matter concerns allegations of illegal behaviour, the grievance should be lodged with a manager or a person in authority. Depending on the nature of the grievance, the appropriate person might be:
 - a Head of Discipline;
 - a Director of Division;
 - the Student Services Manager, or
 - a student member of a School governance committee.
- iii. Discussion at this level may resolve the problem in which case no documentation is necessary. At this stage grievances may be expected to be resolved within 14 days from the day the grievance is first raised.
- iv. If you are dissatisfied with the initial process or outcome you may request internal or external mediation through the Head of Discipline, Director of Division or the Student Services Manager. A written record of the mediation need not be kept.

26.2 Formal Procedure for the Lodging of a Non-Academic Grievance

If you feel dissatisfied with the response to your complaint or you are concerned about the severity of the complaint, you may submit a formal complaint in writing to the CEO. In grievances involving the CEO, a formal complaint may be submitted to the Chair of the AFTRS Council or their delegate.

Investigation by the CEO or their delegate will proceed as follows;

- i. As soon as possible (normally within 30 days) after receiving your formal complaint, the CEO or their delegate will consider the matter. The CEO or their delegate may investigate in any manner considered fit. The CEO may request any person to provide information or documents in relation to the grievance.
- ii. A decision may be made not to investigate the matter if:
 - the CEO reasonably believes that you knew about the subject of the grievance more than 12 months before formally lodging the grievance;
 - the CEO reasonably believes the grievance is frivolous, vexatious or not made in good faith;
 - there is a more appropriate person or authority to lodge the grievance with;
 - the CEO reasonably believes investigation is not warranted having regard to all the circumstances of the case, or
 - you have referred the matter to a court or tribunal.
- iii. The CEO will inform you in writing of the outcome of the investigation, related decisions and the reasons for making the decisions.

iv. Depending on the nature of the grievance, possible outcomes of any discussion/investigation process may include:

- you gain a better understanding of the situation so that the cause of the grievance is addressed;
- a mutually acceptable resolution is reached through conciliation or mediation, or
- you receive an apology, and/or the issue or behaviour that was the basis of the complaint is modified.

26.3 Appeals against the Outcome of Formal Non-Academic Grievance

26.3.1 If you are dissatisfied with the outcome of the grievance procedure you may pursue the matter through other internal or external processes.

26.3.2 Internally you may refer the matter to the Chair of the AFTRS Council or their delegate.

26.3.3 As AFTRS is an agency of the Australian Government, in most cases the appropriate external body to handle complaints will be the Commonwealth Ombudsman.

Sydney contact details:

Phone: 1300 362 072

Complaints may also be lodged through the online complaints form on the Commonwealth Ombudsman's web site, www.ombudsman.gov.au, which also provides addresses for offices in other cities.

The Commonwealth Ombudsman's Service Charter states that they will "Acknowledge written complaints within seven working days, and resolve all complaints as soon as possible".

26.3.4 In some cases it may be more appropriate for the complainant to contact the Australian Human Rights Commission (HREOC) www.hreoc.gov.au.

26.3.5 If either of the external review bodies makes a recommendation(s) in relation to your grievance, and these bodies forward those recommendations to the CEO of AFTRS, the CEO will ensure that the recommendations are implemented within 10 working days.

26.4 Record Keeping

26.4.1 All documentation relating to grievances will be kept strictly confidential and will not be accessible to anyone who is not directly involved in handling the grievance.

26.4.2 Material relating to the outcome of the grievance will be placed on the appropriate student and/or personnel file in accordance with AFTRS' policies.

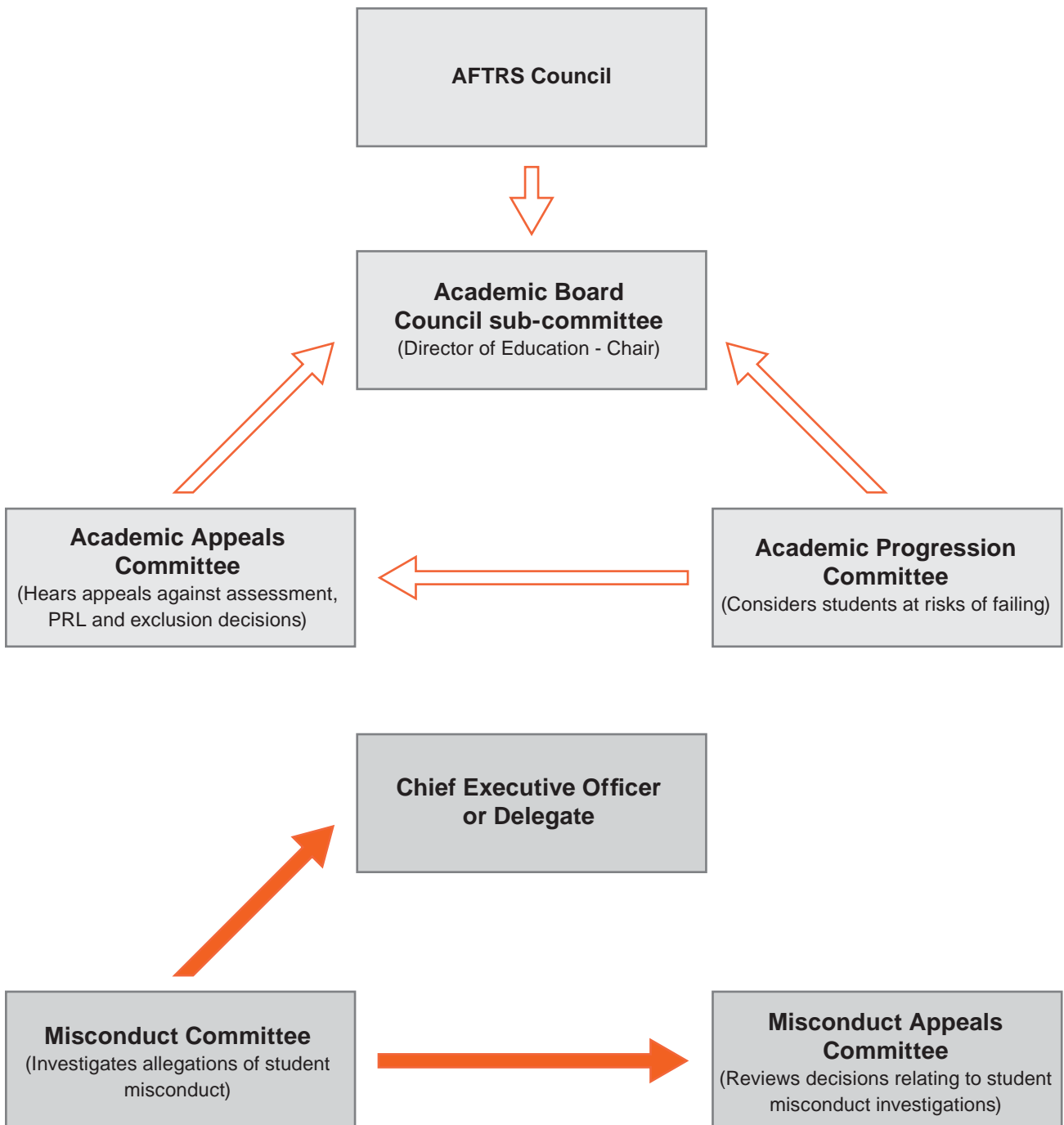
26.4.3 Files containing grievance material will only be accessible to authorised AFTRS officers and the persons directly concerned with the grievance subject to medical restrictions. Permission to access the records by anyone else must be obtained from the CEO.

26.4.4 Records may only be destroyed 5 years after completion of the action, or later if new incidents occur.

26.5 Communication

- 26.5.1** Copies of these policies and procedures are provided to staff as part of the induction process for new staff.
- 26.5.2** If you are a student at AFTRS or are seeking to enrol in a course of study with AFTRS (potential students) you are entitled to access the grievance procedures set out in this policy regardless of your place of residence or the mode in which you study.
- 26.5.3** This policy can be found on the AFTRS website <http://www.aftrs.edu.au/about/current-students/info-for-students.aspx>.

27. Boards and Committees



27.1 Academic Board

Academic Board reports directly to the AFTRS Council.

As at December 2010 membership of the Academic Board is:

- Director of Education (Chair);
- CEO;
- Directors of the Teaching Divisions;
- Up to two Council Members;
- Two Heads of Discipline and up to two other staff members as required;
- Undergraduate and postgraduate student elected by the Student body.

The Board's key functions include:

- making recommendations to Council concerning the approval of new curricula and major changes to existing courses;
- making recommendations to Council regarding the conferring of awards, and
- considering appeals referred to the Academic Board in relation to academic based disputes (assessment, misconduct, etc).

27.2 Academic Progression Committee

27.2.1 The progress of all award students is subject to review by an Academic Progression Committee which shall meet twice per semester.

The members of the Academic Progression Committee are:

- Director of Education (Chair);
- Student Services Manager;
- Head of Teaching Divisions;
- Administration Managers;
- Or their delegates when required.

27.2.2 The Academic Progression Committee will not determine or vary any academic policies. All matters of academic policy will be referred to the Academic Board for approval or otherwise. The Academic Progression Committee may recommend to the Academic Board a review or variances of academic policy as appropriate.

27.2.3 The Academic Progression Committee will notify students in writing of any matters bearing on their progress through their course of study, particularly where this progress is not satisfactory. Under special circumstances a student may be requested to attend an Academic Progression Committee meeting to discuss their progress.

27.2.4 The Academic Progression Committee will recommend those students to the Academic Board it deems are eligible to graduate.

27.2.5 All records and minutes in relation to the Academic Progression Committee will be retained by the Education Division.

27.3 Academic Appeals Committee

See Clause 22 of this section.

Section 2 — General Rules and Procedures

28. Financial Assistance

If you are enrolled in the Foundation Diploma, a full-time Graduate Certificate or Graduate Diploma you may be eligible for Austudy, Abstudy or Youth Allowance.

Youth Allowance and Austudy

If you are aged between 16 to 24 years you may be eligible for support through the Youth Allowance. If you are aged 25 years and over you may be eligible for support through Austudy. To be eligible for Youth Allowance or Austudy you must be:

- *an Australian resident, and*
- *enrolled in a full time award course, and*
- *enrolled in an undergraduate or appropriate postgraduate course (up to Graduate Diploma level)*

There are other eligibility requirements depending on the personal situation of the student including partners and their income and assets, dependent children, living at home or away, home ownership, etc.

Abstudy

If you are an indigenous student and aged over 14 years you may be eligible for Abstudy if you are:

- *an Australian citizen, and*
- *enrolled in a part time or full time award course, and*
- *enrolled in an undergraduate or postgraduate course (up to Doctorate level)*

There are other eligibility requirements depending on the personal situation of the student including age, partners and their income, dependent children, living at home or away, etc. You will also be subject to a personal income test and a personal asset test you are independent.

Information on Youth Allowance, Austudy and Abstudy are a guide only. For more information please refer to the Centrelink website.

28.1 Special Financial Assistance and Emergency Financial Assistance

In certain circumstances, AFTRS may, in its discretion, provide limited financial assistance to award course students who are not able to access appropriate external financial support. AFTRS' assistance is designed to help students commence or continue their studies. The assistance that may be available is:

1. Special Financial Assistance, is a one-off payment to allow a student to take up his or her offer of award course study at AFTRS. For example, AFTRS may agree to meet or contribute to relocation costs; and
2. Emergency Financial Assistance, the purpose of which is to assist students experiencing unexpected financial hardship during their course of study. For example, AFTRS may agree to meet or contribute to living expenses, for a limited period of time.
3. Master of Screen Arts Assistance (2012), this is to assist full time Master of Screen Arts students during their course of study. For example – AFTRS may agree to contribute to living expenses and/or provide rental assistance. Students must meet similar eligibility criteria for basic Youth Allowance or Austudy assistance.

28.2 You must make your application on the appropriate form available from Student Services or the AFTRS website <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>. Student Services staff will be able to give you further information and assist you to complete the form. Before an application is considered you will be required to provide evidence that you have sought appropriate, available, external financial support.

All applications are assessed on a case-by-case basis. Your completed application will be approved or declined within 10 working days from receipt by Student Services. Decisions will be made at AFTRS' discretion on the merits of each case and are dependent on availability of funds. Decisions relating to special financial assistance may take into account whether or not the student would be able to take up their offer of a place in an award course without the assistance. Decisions relating to emergency financial assistance may take into account the student's academic progress. AFTRS' decision is final. The Student Services Manager will advise you of AFTRS' decision in writing.

Student Services

Student Services is located on level 2 and is open Monday to Friday from 9am to 5pm. It is responsible for the management and maintenance of all student records and the coordination of all applications and student enrolments in all states.

The staff in Student Services can provide information on award courses as well as advice on all administrative matters to do with enrolment (including applications, fees, financial assistance, welfare, withdrawal and grievances). All key administrative forms can be obtained from Student Services.

To contact Student Services you can either phone (02) 9805 6444 or email studentinfo@aftrs.edu.au.

Welfare Services

Externally run counseling services are available to help you with any issues or problems you may be experiencing. The service is free and confidential and you are able to refer yourself. Local Contact details are available from the Student Services office or the AFTRS website

<http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>.

If you find yourself in severe financial difficulties you can apply for assistance through Student Services. In addition, during term time AFTRS provides a weekly breakfast for full time students.

Students with a Medical Condition

If you have a pre-existing or newly diagnosed medical condition that might be exacerbated by your study please complete the Student Medical Questionnaire form, available from Student Services or the AFTRS website <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>. If changes are required to your learning environment you should also complete the Reasonable Adjustment form, also available from Student Services or the AFTRS website.

For more detailed information please refer to the AFTRS Disability Policy and the AFTRS Access and Equity Policy. Both policies can be found on the AFTRS website <http://www.aftrs.edu.au/about/current-students/info-for-students.aspx>.

Hours of Study for Students

AFTRS Award Courses are intensive and require full commitment. Foundation Diploma, Graduate Diploma and Master of Screen Arts classes are generally held from 9.30am to 5pm, Monday to Friday, during each semester.

In addition, students may be required to work at AFTRS or on AFTRS projects or attend additional activities in the evenings, at weekends and on public holidays when necessary.

It is difficult for full time AFTRS students to maintain regular part time work.

29. Identity Cards

- 29.1** Your AFTRS photographic identity card (ID Card) is a multi-purpose card used as a means of identification for AFTRS purposes including secure building access and borrowing from the Library.
- 29.2** You are required to wear your ID Card at all times while on AFTRS premises. You must present your badge when you pass security checkpoints as you enter or re-enter the School. If you cannot present your badge you must sign in at the Information Desk and receive a temporary visitor pass.
- 29.3** If you lose your ID card or if it is stolen or otherwise misplaced you must report it to Central Services immediately. New and replacement ID Cards are issued by Central Services (located on the ground floor in Sydney).

Do I get a locker for my personal things?

If you are a full time student you are entitled to the use of a locker for the time of your enrolment. A \$50 locker key replacement fee is payable to Student Services if the key is lost. Failure to pay the replacement fee is considered a debt to AFTRS and may impact on your ability to graduate. Lockers are issued by Student Services and key must be returned to Student Services upon completion of study.

Can I get Student Travel Concession?

If you are enrolled in a full time award course you are eligible for student travel concessions. Eligibility conditions are on the back of the travel concession application form. Your orientation pack will contain a travel concession application form. The pack will be available for collection from Student Services.

30. Personal and Contact Details

- 30.1** It is your responsibility to ensure that all your personal and contact details held by Student Services are kept up to date. This personal and contact information includes your home address, your email address, postal address, mobile phone number, daytime and after-hours contact numbers and emergency contacts.
- 30.2** AFTRS does not accept responsibility if official communications fail to reach you at your home address and/or your email address if you have failed to notify Student Services of a change of address. Updating your contact details through the student portal <http://myaftrs.aftrs.edu.au> is considered advising Student Services.
- 30.3** AFTRS does not accept responsibility if you do not access the email address you have supplied on a regular basis to access official communications from AFTRS.
- 30.4** You are also responsible for keeping the contact details of your next of kin up to date. Please contact Student Services to update these details.

31. Change of Name

- 31.1** All records held and statements issued by AFTRS will be in the name given by you at the time of enrolment. If you wish to change your name to something other than your name at the time of enrolment photo ID or certified documentation of legal proof of name change must be provided to Student Services.
- 31.2** Accepted documentation includes your Passport, Birth Certificate, Marriage Certificate, Certificate from the Registry of Births Deaths and Marriages.
- 31.3** In the case of a stage or writing name AFTRS will record this name in the Student Management System database and use it when appropriate but any official AFTRS documentation will be in the name provided at enrolment, unless legal proof of name change is provided.

32. Student Records

- 32.1** Your student record is confidential. Access to your student record is restricted to you and the appropriate current AFTRS staff. If you wish to inspect your student file please go to Student Services.
- 32.2** Relevant AFTRS staff members must put their request to the Student Services Manager to access student files. Student files must not leave the Student Services Office.

33. External Communications in Relation to Coursework

- 33.1** You may not enter into contracts with persons for work which relates to your course of study without prior approval from the relevant Head of Discipline.
- 33.2** If you wish to make an AFTRS related contact with organisations external to AFTRS you are required to consult the relevant Director of Division and the following members of staff as relevant.
- CEO's office for liaison with government departments.
 - Production Executive for contact relating to student productions.
 - Director of Division for matters relating to professional attachments, coursework or co-productions.

34. Internal Communications

- 34.1** It is the responsibility of all students to be acquainted with the contents of announcements that concern them.
- 34.2** On enrolment you are required to provide AFTRS with an email address that you access regularly. AFTRS will use this email address to issue official communications to you. AFTRS does not accept responsibility if you do not access this email address on a regular basis to receive such communications.

35. Library Loans

What is the Jerzy Toeplitz Library?

The Jerzy Toeplitz Library is the pre-eminent library in Australia for training and research resources related to film, television, radio and emerging technology production. It is located on the ground level of the Sydney campus.

What's in the collection?

The library collection includes an extensive range of DVDs and blurays (including many hard-to-find documentaries and short films), film and television scripts and a collection of materials relating to film and television production. Services include access to electronic databases, e-reserve and other e-resources.

What help can I get at the Library?

The Library staff can assist with all your reference and research needs. If you would like individual training on database use and internet searching please ask at the Library desk to arrange a convenient time.

- 35.1** DVDs, books, CDs and games can all be borrowed. All library materials should be treated with care particularly fragile materials such as DVDs, etc.
- 35.2** You must return all library materials on time and in good condition. The Library Manager may withdraw borrowing rights from you if you have an overdue item. Furthermore, it is your responsibility to pay for any loss or damage to any borrowed items.

The library's catalogue is available at <http://library.aftrs.edu.au>. You can view and renew your loans and place holds on items via this web catalogue using the last 6 digits of the barcode on your Student ID card.

When is the Library open?

<i>Semester hours:</i>	<i>Monday to Friday</i>	<i>9.30am to 6.00pm</i>
	<i>Wednesday</i>	<i>9.30am to 7.00pm</i>
	<i>Saturday</i>	<i>12.00pm to 4.00pm</i>

How can I contact the Library?

Telephone: (02) 9805 6440
Email: library@aftrs.edu.au
Website: www.aftrs.edu.au/library

36. Student Exits

36.1 Your final dates for coursework are:

- 8 June 2012 if you are enrolled in a 1st Semester 2012 only course, or
- 26 October 2012 for all other courses, completing in 2012.

The final date you will be a student is:

- 15 June 2012 if you are enrolled in a 1st Semester 2012 only course, or
- 2 November 2012 for all other courses, completing in 2012.

36.2 It is your responsibility to return all School property in an appropriate condition and ensure that you owe no debts. You must return all property and pay any outstanding monies to AFTRS by your final date as a student.

36.3 It is imperative that you complete the Student Exit Clearance process by the due date. You will be unable to graduate if you have not returned all property and paid any outstanding monies.

36.4 Once you are no longer a student your access to AFTRS facilities and equipment will cease.

37. Testamurs and Transcripts

On graduation you will receive a testamur and a transcript of your course of study and grades. If you require a replacement testamur or transcript you should contact Student Services. A fee of \$40 will be payable for a replacement testamur and \$20 will be payable for a replacement transcript.

38. Facilities and Equipment Loans

- 38.1** AFTRS equipment and facilities are provided to support the learning experience of AFTRS students. They are not to be used for any other purpose. In particular, they are not to be used to generate commercial profits, or to undercut the commercial supply of services or facilities. Therefore any proposed use of AFTRS facilities or equipment not directly connected with course work will require the completion of the 'Use of AFTRS Equipment or Facilities for non AFTRS purposes' form available from the Production Resources office which must be signed by your Head of Discipline and counter-signed by the Director, Production and Resources and the Production Executive prior to using the equipment or facilities. Any other use of AFTRS equipment or facilities will be considered serious misconduct and trigger disciplinary action.
- 38.2** AFTRS equipment can only be taken off AFTRS premises with the approval of the relevant HOD and/or written approval from the Technical Store.
- 38.3** If AFTRS' materials, vehicles, facilities or equipment are damaged or lost by you or through any negligence or lack of professional care you are liable to a charge of misconduct and a loss of borrowing privileges. Furthermore, it is your responsibility to pay for any loss, damage, late return or any traffic or parking fines, unacquitted advances and any other debt reasonably determined by AFTRS to be outstanding.
- 38.4** Without limiting the Debts Due to AFTRS clause, if you incur a fine while driving AFTRS vehicles (e.g. parking fines, speeding fines) you must pay the fine upon receipt. If Production Resources receives a reminder notice for payment of the fine you will automatically be excluded from the use of School vehicles until you have paid the fine. If you continue to incur fines and continue to fail to pay those fines you will be excluded permanently from booking or using School vehicles.
- 38.5** It is also your responsibility to ensure the security of AFTRS' equipment by making sure that it is not left unattended at any time. Any loss or theft that occurs because the equipment has been left unattended may not be covered by AFTRS' insurance. In that event the completion of your production may be jeopardised.

What is the Technical Store?

Camera, Sound and other technical equipment is held in the Technical Store. Film cameras include 35mm, 16mm and Arri SR3 Super 16mm cameras. Digital cameras include the RED One camera, Canon XF305 HD camcorders, a range of small HD handycams and TV studio cameras.

Additionally there are basic lighting kits, general-use digital audio recording equipment, lights and associated accessories as well as walkie-talkie sets. All equipment can be booked through the AFTRS booking system.

The Technical Store is located on the ground floor and is open from 8am to 6pm Monday to Friday and 8am to 1pm on Saturday.

39. Debts Due to AFTRS

Students with outstanding debts to AFTRS will be unable to graduate until the debt is cleared unless approval based on exceptional circumstances is granted by the CEO.

40. Security Procedures

- 40.1** You must comply with the building security procedures as established for the location in which you are studying.
- 40.2** All accidents involving personal injury or loss or damage to AFTRS' equipment or facilities must be reported immediately to an AFTRS staff member, Student Services or to Human Resources.
- 40.3** Students and staff are responsible for their personal belongings including equipment. AFTRS will accept no liability for any personal articles lost, stolen or damaged within its premises. Valuables, including handbags, should not be left unattended.
- 40.4** Everyone is required to wear, and make visible an identification (ID) pass at all times when in the building. Staff and students may wish to take an identification pass when visiting businesses in the Entertainment Quarter in order to identify themselves to vendors for the purpose of discounts on purchases.
- 40.5** Staff and Students entering the building on weekends are required to sign in at the security desk in case of an emergency.

41. Visitors to the School

- 41.1** You are responsible for any visitor you bring on the premises. You must advise your visitor to report to the Information Desk at the main entrance, sign the log book and pick up a visitor security pass. You must ensure that your visitor leaves the premises when their business is concluded.
- 41.2** If you wish your visitor to remain on the School premises after 6pm any day or to enter the building after 6pm or on weekends, you must complete an after hours security clearance available from the Production Resources office. Security is required to refuse entry to any unauthorised visitors after hours or on weekends.

42. AFTRS Production and ICT Service Areas

Production Resources

Production Resources provides the planning and accounting mechanism for AFTRS' productions and the resourcing required to support training activities. Production support equipment includes a fully equipped grip truck with Movietech Arco dolly, and a gaffer truck with a full range of luminaries, stands and accessories.

Production Resources Office

The Production Resources Office is located on the Ground Floor. It is open between 8am and 6pm Monday to Friday during the academic year. It manages the bookings for all resources and provides production advice and consultancy for students. All AFTRS production activity is coordinated through the Production Resources Office where daily call sheets are submitted and displayed.

Props and Staging

The Props and Staging Section manages art department support for all AFTRS activities involving studio and location production. This support includes set construction, props management, wardrobe, make-up and related facilities.

Production Technology

Production Technology is responsible for the design, installation and maintenance of all technical production facilities including studios, post production suites and computer labs. The department is located on Level 1 and can be contacted by emailing servicedesk@aftrs.edu.au.

ICT and Services

The Information and Communication Technologies and Services (ICT) Department is responsible for all computer and network infrastructure and all administration and office systems. The department provides centralised technology support services for all systems, hardware and software. ICT and Services is located on Level 1 and can be contacted by emailing servicedesk@aftrs.edu.au.

43. AFTRS Production Facilities

Screen Production Facilities

Studios

AFTRS has two professional film and television studios and three smaller workshop studios. Studios 1 and 2 are serviced by a single master control room with digital video, audio and control technology. Studio One is equipped with a 40m green screen and Studio Two with a 40m blue screen.

Sound Facilities

The main mixing theatre is a 5.1 environment featuring a 32 fader dual Operator ICON D-Control work surface controlling 2 Pro Tools HD3 Accel systems, plug-ins and other effects processors, with monitoring via JBL Screen Array speakers.

Three Recording Studios and Control Rooms allow Music, ADR and Foley recording as well as additional mixing capabilities. Each Control Room includes a Pro Tools HD Accel system with a Control Surface and Genelec 5.1 surround monitoring and a large selection of mics, pre-amps, and plug-ins. The Audio Control room servicing the Production Studios features a 108 input Euphonix System 5 Hybrid console with remote mic, pre-amps, a fully integrated Pro Tools HD Accel system and Genelec 5.1 surround monitoring. There are 9 Sound Editing suites and 6 Screen Composition Rooms.

Editing Facilities

Online video editing comprises a HD Avid Adrenaline Film Composer and HD Final Cut Pro Suite. The School has off-line video editing rooms housing AVID Mojo and Final Cut Pro editing systems and a 16mm, super-16 or 35mm Steenbeck flat bed film editor.

Computer Labs

AFTRS has computer labs equipped with sound, editing, music, graphics, interactive media and animation software. The labs can be configured as training rooms or for production purposes.

Autodesk Maya for high-end film VFX and Animation, and Adobe Creative Suite are available. A high-speed network provides connectivity between workstations as well as a robust distributed rendering system.

Main Theatre Facilities

AFTRS' Main Theatre is purpose built for screenings, seminars and as a teaching room seating 126 plus two wheelchair spaces. It is equipped to screen all current formats of 35mm and 16mm film as well as high quality video/data projection. DVD, Digital Betacam and hi-res data files and, via connection to Post-Production, HD Cam SR Video formats, 5.1 channel Dolby Digital and Dolby Surround, as well as S/PDIF and AES audio formats are provided. The Main Theatre has a separate PA system and theatrical lighting facilities. It is located on the Ground Floor.

Radio Facilities

Radio teaching facilities consist of the following.

- *Three On-Air Studios with Klotz Digital consoles in two studios and a Logitek console in the third. Other studio equipment includes a digital delay system, a Comrex multi-line phone system, VoxPro recorder, Flashlog monitoring, CD players, Flashcard recorders, cassette and reel to reel recorders, and two playout systems: NexGen, and Netia and a Newsboss News editing system.*
- *A Control Room with an Elan desk, Pro Tools and VoxPro digital editing system, a Comrex multi-line phone system, VoxPro recorder, Flashlog monitoring, CD players and Flashcard recorder.*

Video Post

The Video-Post Department provides: On-line editing – High Definition and Standard Definition; DVD and Blu-Ray encoding/authoring; Web streaming; Dubbing, and Multicam Studio support services.

The Video-Post Department provides support to you throughout the video and sound post-production process of all film and television projects. It services all studio and post-production areas with a full range of high-quality equipment. Equipment includes an HD SR deck, Digital Betacam, Betacam SP, DV Cam, an aspect ratio converter, a DVD and Blu-Ray authoring suite with real time video/Dolby 5.1 encoding, DVD duplication, a Discrete Combustion compositing suite as well as a full Adobe Production Suite with After Effects and a Digital Rapids encoding/web streaming system.

44. Filming in the Building, in the Entertainment Quarter or Centennial Park

- 44.1** You must get permission from the Facilities Services Manager to shoot in any part of the AFTRS building or grounds. An Internal Location Agreement can be obtained from the Production Resources Office. It is important to note that any damage or cleaning costs to AFTRS property will be charged to the production and/or may be considered unprofessional conduct for the student responsible.
- 44.2** If you are filming in any part of the Entertainment Quarter or Centennial Park you must abide by the Entertainment Quarter AFTRS Filming Policy and the NSW Local Government Filming Protocols. These policies can be obtained from the Production Resources Office.
- 44.3** All students are required to be aware of, and to strictly comply with, the code of conduct responsibilities in relation to the requirements for filming in the Entertainment Quarter and in the Centennial Parklands. Failure to comply is misconduct as defined in Section 1. These policies can be found in section 3 of the Student Handbook and on the AFTRS website.

Staff (as at 9 Dec 2011)

Executive

Chief Executive Officer	Sandra Levy
Chief Financial Officer	Ann Browne
Director of Screen Content	Neil Peplow
Director of Screen Production	Peter Millynn
Director of Radio	Mark Collier
Director of Open Program	Liz Hughes
Director of Technology and Infrastructure	Tim Sadler
Director of Education	Professor Cathryn McConaghy

Teaching Departments

Heads of Discipline

Screen Design	Sarah Stollman
Cinematography	Kim Batterham
Directing	Samantha Lang
Documentary	Dr Rachel Landers
Editing	Luke Doolan
Producing	Jo-anne McGowan
Screen Studies	Dr Karen Pearlman
Screen Music	Martin Armiger
Screenwriting	Ross Grayson-Bell
Radio	Lisa Sweeney
Screen Business	David Court
Sound	Chris McKeith

Administrative Managers

Screen Content	Sally Browning
Screen Production	Michelle Murch
Open Program	Kristen Moro
Education	Linda Browne

Administrative Coordinators

Screen Content	Julia Avenell
	Louise Said
Screen Production	Margot White
	Valerie Etienne
Open Program	Kate Mulcare
	Catherine Zealand
	Tegan Callinan
Radio	Christine Kirkwood

Education

Director of Education	Professor Cathryn McConaghy
Education Projects Manager	Dr Megan Carrigy
Head of Educational Media	Peter Giles
On-line Educational Designer	Phillip Hua
Administrative Manager	Linda Browne
Student Services Manager	Charlene Coleman
Senior Student Services Officer	Pam Milton
Student Services Officer	Samantha Lopez-Pereyra

Production Resources

Production Executive	Daphne Paris
Production Supervisor	Lisa Olesen
Production Resources Coordinator	Fiona Whalley

Marketing

Marketing and Promotions Manager	Carolina Totterman
Marketing Technologist & Designer	Alun Marshall
Marketing & Communications Officer	Melanie Hughes

Corporate Services

Head, Policy and Governance	Francine Finnane
Head of Business Affairs	Sally Hanson
Sales and Distribution Manager	Ruth Saunders
Facilities and Services Manager	Dan Conroy
Facilities and Services Admin Assistant	Rachel Cormack
Information Officer	Cathie Walker

Library

Co-Manager	Elizabeth McDonald
	Debbie Sander
Librarian	Jillian Kelso
Library Officer	Anna Juniper
	Hayley Brown
	Jasmine Jordan

Finance

Head of Financial Services
Financial Accountant
Senior Finance Officer
Finance Officer/Accounts Payable

Barry Raymond
Harry So
John St Quintin
Diane Weaver

Production Technology

Technical Store Officer

Domenic Pulone
Simon Gray

Servicedesk

Service Desk Officers

James Leondas
Alicia Miller
Shisheer Kishore
Chris Palmer

Section 3 — Policies & Guidelines

All students must be familiar with and abide by AFTRS' policies, as varied from time to time, which are set out on the AFTRS website.

45. AFTRS Copyright in Student Work Policy

What is copyright?

- Copyright is a legal right. In Australia, copyright is established by a Commonwealth Act, currently the Copyright Act 1968, as interpreted by decisions of Australian courts.
- Copyright allows the person or organisation which owns it to control certain uses of particular kinds of material, generally for a limited time.
- Copyright protects material like films, videos, computer games, webisodes, scripts, music, artwork, sculptures, sound recordings and tv and radio broadcasts. Copyright does not protect everything that is creative. For example, copyright does not protect mere ideas or concepts.
- Another person is only able to copy, screen, broadcast, make available online, email, publish and make certain other uses of all or an important or distinctive part of copyright protected material if:
 - a) they have permission from the copyright owner;
 - b) they have permission from someone the copyright owner has allowed to give permission; or
 - c) there is a special exception in copyright law that allows the use.
- Copyright will exist in an original student film, script, score or other copyright material as it does for any other original film, script or score. Whoever owns the copyright in these materials controls their copying and exploitation, such as their distribution in cinemas, on television and on the internet. However, profits or revenue from exploiting these materials are separate and different from copyright.
- The Copyright Act contains rules to determine who owns copyright. These rules may be altered in a contract with the person who would otherwise own copyright.
- Several people are able to own copyright in the same material. In this situation, it is best to set out in a contract between these people how the copyright is shared.

45.1 For Master of Screen Arts & Business and Masters of Arts, Research students

Each student enrolled in the *Master of Screen Arts & Business* or the *Masters of Arts, Research* owns all copyright in all work they create as a student.

Each student in these courses gives AFTRS the irrevocable right to use their student work for AFTRS' educational, promotional and archival purposes, and to meet AFTRS' responsibilities as a Commonwealth statutory authority. Each student agrees that AFTRS may arrange for other organisations to assist AFTRS to do these things, such as the National Film and Sound Archive of Australia.

45.2 For Master of Screen Arts and Graduate Diploma students

Copyright ownership

AFTRS owns copyright in all work created by *Master of Screen Arts* or *Graduate Diploma* students except for:

- *scripts* created by a student individually that are not for use in collaborative work such as the Graduate Diploma Workshops;
- *scores* created by a student individually that are not for use in collaborative work such as the Graduate Diploma Workshops; and
- *lyrics* created by a student individually that are not for use in collaborative work such as the Graduate Diploma Workshops.

If individual students create scripts, scores or lyrics for use in collaborative work, AFTRS owns the right to use those scripts, scores and lyrics for that (collaborative) purpose only. All other rights are owned by the student creator.

However, each student creator of a script, score or lyric irrevocably permits AFTRS to use this work for AFTRS' educational, promotional and archival purposes and to meet AFTRS' responsibilities as a Commonwealth statutory authority. Each student agrees that AFTRS may arrange for other organisations to assist AFTRS to do these things, such as the National Film and Sound Archive of Australia.

Uploading films to websites

AFTRS allows all students to use up to 3 minutes or 10% (whichever is the least) of their student work to promote themselves on websites so long as:

- each excerpt includes a copyright notice referring to AFTRS as the copyright owner; and
- the student respects the moral rights of all authors who hold moral rights in their work.

AFTRS may submit the student created film work that it owns to film festivals and markets. To help, each *Master of Screen Arts* and *Graduate Diploma* student irrevocably consents to AFTRS using his or her name, likeness and approved biography, and consents to material alterations to his or her student work. AFTRS will use reasonable efforts to consult with a student about any material alterations to their student work for distribution purposes. AFTRS reinvests any net returns from distribution of student work into AFTRS.

Further development of work

AFTRS strongly encourages all *Master of Screen Arts* and *Graduate Diploma* students to continue to develop their student work after graduation. A former student may contact AFTRS' Head of Business Affairs at any time to request permission to do so, giving details of their plans. The Head of Business Affairs will advise you in writing if your request is approved and the terms of any approval.

45.3 For all Graduate Certificate and Foundation Diploma students

Each student enrolled in a *Graduate Certificate* course or in the *Foundation Diploma* owns all copyright in all work they produce as a student.

Each student in these courses gives AFTRS the irrevocable right to use their student work for AFTRS' educational, promotional and archival purposes, and to meet AFTRS' responsibilities as a Commonwealth statutory authority. Each student agrees that AFTRS may arrange for other organisations to assist AFTRS to do these things, such as the National Film and Sound Archive of Australia.

Each student in these courses also gives AFTRS, while they are a student at AFTRS, and for three months after they graduate (**option period**), the exclusive, irrevocable option to acquire all distribution rights to their student work, on AFTRS' standard distribution terms at that time. If AFTRS wishes to exercise its option in relation to a student's work, AFTRS will send the student a letter during the option period that says this, with a copy of AFTRS' standard distribution terms. AFTRS may insert its logo into any film that it distributes.

AFTRS' option rights mean that, during the option period, students must not distribute, or permit anyone else to distribute, any of their student work without first obtaining AFTRS' written permission. If you want to ask for permission, please contact AFTRS' Head of Business Affairs, giving details of your plans. The Head of Business Affairs will advise you in writing if your request is approved and the terms of any approval.

46. Plagiarism Policy

46.1 Commitment to Integrity of Learning

The integrity of learning depends on a code of conduct governing acceptable, ethical academic practice and behaviour. One of the most important elements of ethical practice involves acknowledging the ideas, materials, concepts, processes and practices of others that you have used, borrowed or developed in your own work. All students are bound by these rules because all work depends in one way or another on the work of others.

46.2 Acknowledging Sources

You should use different ways to indicate that you understand the material you are relying on, while stating clearly from where the ideas, concepts, materials, processes and practices are derived. In this context, materials includes (but is not limited to) any textual, visual, auditory, numeric or haptic material.

You must acknowledge your sources to ensure that:

- ethical academic practice is maintained, and
- sources are credited so that their contribution is properly appreciated and evaluated.

46.3 Avoiding a Charge of Plagiarism

To avoid an accusation of plagiarism, you must:

- state clearly where you derived the material on which you have based your work, and
- acknowledge the person/people from whom the material has been derived, even if you put their ideas into your own style of work.

46.4 Finding of Plagiarism

You will be guilty of plagiarism if you do any of the following in an assignment task without clearly acknowledging your source(s) each time the derived material is used.

- Copy out part(s) of any textual, visual, auditory, numeric or haptic material.
- Use or extract someone else's ideas, concepts, results or conclusions, even if you put them in your own words or form.
- Submit the same final version of any material that substantially resembles that of a fellow student or another person. While collaborative work is actively encouraged at AFTRS, any task that relies on individual submission must be your own independent work.

46.5 Procedural Fairness

The following procedure is designed to:

- identify whether or not you are guilty of plagiarism and its level of severity;
- provide an opportunity for you to respond to an accusation of moderate or serious plagiarism, and
- set out the range of penalties which may be imposed if plagiarism is proved.

46.6 Suspicion of Plagiarism

When a staff member suspects an instance of plagiarism, the following steps will be taken.

- The staff member may arrange for plagiarism detection software to be used to check any suspected case of plagiarism;
- The staff member will report the matter to the appropriate Head of Discipline.
- The staff member and the Head of Discipline will determine the level of the breach (not plagiarism, minor, moderate or serious).
- If it is determined that there is no plagiarism then the matter is taken no further.
- If the instance is minor, then you will be issued with a verbal warning.
- If the instance is considered moderate or serious, you will be informed in writing and given an opportunity to respond in writing.
- If , after receiving and considering your response, the Head of Discipline still decides that there is a case to answer, the Head of Discipline will refer the matter to the relevant Divisional Director with a recommendation for a penalty.
- The Divisional Director then either calls for further investigation or signs off on the recommended penalty.
- If you are found to have been involved in repeated instances of plagiarism, this will constitute a serious breach.
- The most serious cases of plagiarism will be considered as misconduct and will be referred by the Divisional Director to the Academic Progression Committee.

46.7 Penalties

The level of intent to deceive and the extent of the plagiarism will be the principal criteria for determining penalties. For example, a deliberate intention to deceive and gain unwarranted advantage will attract severe penalties, as will copying entire works from other students or other sources.

The following penalties may be imposed if you are found guilty of plagiarism.

- You may be given a reduced mark for the assessment task.
- You may be given a mark of 0% for the assessment task.
- You may be required to undertake an additional assessment task in that subject.
- You may be given a 'fail' grade for the subject.
- You may be charged with misconduct.

In all cases where a penalty is imposed, written notification will be added to your file and a copy of the notification will be provided to you.

47. Student Privacy Policy

47.1 Policy Statement

AFTRS is committed to protecting the privacy of its students in all areas but especially with regard to the collection, security and disclosure of their personal information.

47.2 Definition

For the purposes of this policy 'personal information' is defined as information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

47.3 Compliance

Commonwealth government agencies must comply with the 11 Information Privacy Principles set out at section 14 of the Privacy Act 1988 (the Act). These principles provide a legal framework for the collection, storage, access and correction, use or further disclosure of personal information relating to students and other people.

The Act prohibits the disclosure of personal information subject to a limited number of exceptions. The Freedom of Information Act 1982 permits the disclosure of some information but any such requests should be referred to the Freedom of Information Officer, currently the Head of Business Affairs.

47.4 Access to Records

You are entitled to have access to records which contain personal information relating to you unless the record keeper is required or authorised to refuse access under Commonwealth law.

If you wish to access your records Student Services will allow you to do so in the presence of a Student Services officer. If a volunteer wishes to access their records Production and Resources will allow them to do so in the presence of an AFTRS staff member. Records may not be removed from the secure area but students or volunteers may be given copies of any records they request.

47.5 Exception

The only times when personal information may be used for any purpose not related to the purpose it was collected for are:

- with the individual's consent;
- if necessary to lessen or prevent a serious and imminent threat to the life or health of the individual concerned or another person;
- if required or authorised by legislation, or
- if reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

If there is any uncertainty as to whether a request to disclose personal information fits within these guidelines the matter must be referred to the Head of Human Resources prior to any information being given.

47.6 Inaccurate Records

If an individual's records are inaccurate they may ask for them to be changed.

47.7 AFTRS Privacy Contact Officer

The AFTRS Privacy Contact Officer is the Head of Business Affairs.

47.8 Complaints

Individuals who believe there has been an interference with their privacy may complain to the Privacy Commissioner. The Privacy Commissioner may investigate, determine and make declarations in a matter. There is provision in the Privacy Act for the enforcement of the Privacy Commissioner's determinations, including by order of the Federal Court of Australia.

48. Access and Equity Policy

AFTRS is committed to providing access to all students and applicants for placements on all courses. Access to training opportunities will not be affected by gender, sexual preference, marital status, disability, religion, social origin, racial origins, political preference, pregnancy, age, colour, transgender status or family responsibilities except in programs addressing specific recognised disadvantaged target groups.

The AFTRS Access and Equity policy and program is designed to:

- eliminate discrimination in the selection and training of students;
- ensure the development and implementation of policies and practices which embody the merit based system of selection and enhance the concepts of equality, efficiency and effectiveness within AFTRS, and
- ensure measures are in place which would allow students in the designated groups to effectively pursue careers in their chosen field(s).

Human Resources and Student Services monitor Access and Equity matters including issues of discrimination, harassment and other grievances. The Student Services Manager provides advice on these matters for students. The full Access and Equity Policy can be found on the AFTRS website.

49. Work Health and Safety Policy

Statutory duties

AFTRS is bound by the *Work Health and Safety Act 2011 (WHS Act)*, and will provide students with information and training on health and safety matters relevant to them.

The WHS Act, however, places responsibility on everyone associated with a workplace to look after their own health and safety and the health and safety of other people. For students, this means that:

- you must take reasonable care for your own health and safety;
- you must take reasonable care that your acts or omissions do not adversely affect the health and safety of other people; and
- you must comply, so far as you are reasonably able, with any reasonable instruction that AFTRS gives you to allow AFTRS to comply with its duties and obligations under the WHS Act.

As part of your responsibility, AFTRS asks students to report hazards to their lecturer and, when requested by an AFTRS' representative, to work to rectify any hazards.

The AFTRS Student Safety Policy

49.1 Policy Statement

AFTRS will provide all students with information and training on health and safety matters. Students will not be eligible for the use of AFTRS equipment until they successfully complete their online WHS assessment.

Each Director of a teaching division will be responsible for ensuring any health or safety matters arising in relation to curriculum are appropriately addressed.

49.2 Procedures

49.2.1 Borrowing Technical Equipment

If you wish to borrow technical equipment from the Technical Store, you will be required to obtain a *Certificate of Competency – Work Health and Safety and Safe Sets Assessment* and, where applicable, WINGS (this is an official assessment of your skills in relation to equipment use). The staff member issuing the equipment will ensure you have met these requirements before they release the equipment to you.

49.2.2 Productions

All productions must adhere to applicable health and safety requirements and the legal and regulatory framework that governs production.

The Production Executive and the Director, Screen Production, are able to help you access information about the legal and regulatory framework.

AFTRS carries out individual risk assessments for each production, activity or event. These risk assessments must be carried out *before* any activities that have the potential to cause an accident or injury take place. It is the responsibility of students and as well as staff and certain other people to ensure risk assessments are prepared and followed through for the production they are working on. An AFTRS' template Safe Work Method Statement (**SWMS**) is available from the Information Desk.

Where a student identifies a risk that exists, AFTRS requires that this is documented in a SWMS, and that the correct process is followed to eliminate or reduce the risk.

All students who are expected to work in the Props, Sets and Costumes workshops must undertake general safety training and induction and are required to be familiar with the relevant area's *Safe Operating Procedures* and *Safe Work Method Statements*, copies of which will be made available to all students in these workshops.

49.2.3 Firearms, Weapons, Pyrotechnics and Live Flames

If a student wishes to use firearms, weapons, pyrotechnics or live flames, they must apply for permission to the Production Executive, who will seek the CEO's approval. Approval will only be considered if there are no alternatives and absolute safety can be demonstrated and documented.

49.2.4 Electrical Safety

All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested and tagged before being used at AFTRS. Exposed electrical leads must be covered to prevent them from becoming a trip hazard, being damaged, or exposing anyone to electrocution.

49.2.5 Footwear

Footwear must be worn at all times in the building, except where bare feet are a requirement for an actor in character for a performance or for a rehearsal.

Subject to this, anyone entering the studios, technical store and other technical areas such as the props, sets and costumes workshops and the loading dock is required to wear closed shoes.

49.2.6 Changing Rooms and Shower Facilities

There are changing rooms and shower facilities located inside the rear dock area near the goods hoist and on the mezzanine level near the students' production offices.

49.2.7 Smoking

Smoking is not permitted inside or in front of the AFTRS' building or on balconies. Smoking outside the building may only take place in designated areas at the rear of the building, behind the theatres, or at least 5m away from any other entry/exit.

49.2.8 Consumption of Alcohol

Students must not consume alcohol or other substances to the extent they adversely affect their performance while they are engaged in any activity that forms part of their AFTRS' study, for instance while performing AFTRS' work or operating AFTRS' equipment.

49.2.9 Emergency Procedures

An emergency evacuation plan is displayed in each area in these premises and procedures for evacuation are in place, run by evacuation wardens. Practice evacuations are held regularly.

In an evacuation emergency follow the directions of the designated evacuation warden (yellow helmets). When you hear the evacuation notification (it will tell you to leave the building) you should evacuate the building immediately. Do not stop to gather possessions. Close doors once there is no one in the area.

You should leave the building by the nearest safe exit and proceed to the assembly point. Remain there until advised it is safe to return to the building.

- Do not panic.
- Do not run.
- Proceed directly to assembly point (the bottom of Heritage Park stairs).
- Do not re-enter the building until officially advised that it is safe to return.
- Report missing people.
- If caught in smoke keep low.
- Follow all directions from fire wardens.

49.2.10 Accidents, Incidents and Emergency Contacts

You can access a current list of Emergency phone numbers and First Aid at AFTRS' Information Desk on the ground floor.

If you are injured or ill at AFTRS during normal hours and require First Aid, please seek the assistance of AFTRS' First Aid Officers, who have current certified qualifications. Ask your lecturer to help with finding First Aid assistance, or call Reception on extension 900. The names of AFTRS' First Aid officers are also listed next to the First Aid Kits.

If you are injured or ill at AFTRS outside normal hours, you can contact security as all security officers are trained in first aid.

If you believe an ambulance is required, please contact the Switchboard Operator on Ext 900 to place the call or, if using an AFTRS' landline, dial "0" for an outside line followed by "000". If you are involved in an accident or incident while you are engaged in AFTRS' activities, details of it must be reported to Student Services, who will ensure that an adequate record is made, including of witnesses.

Accidents or incidents at AFTRS are reported to the AFTRS' WHS Committee and, through the Committee, to the Executive.

49.2.11 External Security

AFTRS' students should be aware of issues of personal security when leaving AFTRS to travel home, particularly late at night. Students should try to walk as a group, rather than alone in nearby streets or parklands.

The Entertainment Quarter precinct is fully lit until at least 12:00 midnight, with security services regularly monitoring the area.

Safety at Work Manual Handling

What is Manual Handling?

Each time you:

- lift or carry an object
- push or pull a load
- move or restrain a load at work or at home, you are performing manual handling

While the best way of controlling the risk of manual handling injuries is to redesign the workplace to eliminate or reduce the need to perform manual handling, there are occasions when manual handling is unavoidable.

By applying the following principles whenever you perform manual handling you can significantly help reduce the risk of injury.

Manual Handling Principles

Step 1 — Size up the load

Is the weight, size and shape of the load within your capacity? If it is not, use mechanical handling equipment or ask a co-worker for assistance.

Step 2 — Plan the action

Determine the best handling technique for the task making sure that it does not involve bending, twisting or reaching. Plan where you will place the load and check that the pathway is free of obstacles, both underfoot and overhead, spills and traffic (people and vehicles) and changes in elevation.

Step 3 — Position the feet correctly

Feet should be a hip width apart with one foot behind the load and the other beside the load in the direction of travel. Get as close to the load as possible.

Step 4 — Bend knees and keep back straight

Bend the knees and squat down. Never bend from the waist to pick up an object no matter how small.

Step 5 — Take a secure hold of the load and test the weight

Firmly grip the load using the whole of both hands placed at diagonally opposite ends of the load. Test the weight by lifting one corner and make sure that it is within your capacity.

Step 6 — Lift with legs, keep back straight and hold load close to your body

To lift the load use the powerful muscles of your legs and straighten your knees. Keep your head raised, chin tucked in and back straight. Do the movements smoothly and slowly. Keep the load close to your body throughout the lift and whilst you are carrying it so that less stress is placed on your back.

Step 7 — Control lowering of the load

It is important to lower the load in a controlled manner. Bend knees and keep back straight. Do not release your grip until the load is securely in position.

Team Lifting

- Choose team mates of similar height.
- Agree on an action plan and nominate a team leader to co-ordinate the lift.
- Use the clear instruction and make sure each member knows exactly what they are expected to do.

Manual Handling Tips

USE MECHANICAL LIFTING EQUIPMENT where available.

GET ASSISTANCE for heavy, bulky or awkward loads.

SPLIT THE LOAD into lighter loads where possible.

DO NOT TWIST your body while you lift, lower, carry, push or pull a load.

Step around with your feet when you need to change direction.

PUSH OR ROLL THE LOAD where possible using your body weight. When pushing start in a lunge position, use your body weight to help propel the load, to reduce fatigue and strain on the arms.

VARY HANDLING TASKS WITH LIGHTER WORK to allow active muscles to recover.

Remember

YOU ARE RESPONSIBLE FOR THE CARE OF YOUR BACK.

49.2.13 Concerns?

If you have any concerns about health or safety issues at AFTRS, please contact Student Services' staff.

50. ICT User Policy

50.1 Policy Statement

AFTRS provides ICT resources to staff and students and other Authorised Users for the purposes of teaching and research, production and creative work, events and exhibition and to conduct all other business and communications. All Authorised Users will use AFTRS' ICT resources for these purposes and exercise their use in a legal, ethical and responsible manner and according to this policy.

50.2 Conditions of Use

- 50.2.1** Authorised Users are required to use their assigned User-ID to access AFTRS' ICT Resources. Users are not to access ICT resources anonymously or by false identity.
- 50.2.2** All User-IDs that have been inactive for at least 60 days will automatically have the associated privileges revoked. System privileges will be re-established only after the respective User obtains approval from Human Resources, Student Services or departmental heads who will forward their recommendation to the Head of ICT and Services or the Director, Technology and Infrastructure.
- 50.2.3** The primary User of a computer is considered to be a custodian of the equipment. Computer equipment must not be moved or relocated without the approval of the Head of ICT and Services. If the equipment has been damaged, lost, stolen, borrowed or is otherwise unavailable for normal activities, the custodian must promptly inform the Head of ICT and Services or the Director, Technology and Infrastructure.

- 50.2.4** Users must not use ICT Resources for private business activities, however incidental personal use of ICT resources is permissible so long as:
- it only uses a trivial amount of resources;
 - it does not interfere with productivity;
 - it does not pre-empt any AFTRS business activities; and
 - it is not used to make political, religious or other similar statements to any external recipient or organisation including but not limited to governments, the press and charities.
- 50.2.5** Software may only be loaded onto an AFTRS computer system in consultation with the Technology and Infrastructure division. Only those Authorised Users granted Administration privileges, by application, may load software themselves.
- 50.2.6** Users must not use AFTRS' ICT Resources to solicit, collect, use, disclose, alter or store personal information in any way that breaches the Privacy Act 1988.
- 50.2.7** Users must not use AFTRS' ICT resources to access, transfer or store, or reproduce, copy, communicate publicly or otherwise use, any material without an appropriate licence if to do so would or is likely to contravene the Copyright Act, 1968. Applicable material may include, but is not limited to, software, images, artistic work, live pictures, computer games, film, music and video.
- 50.2.8** Users are forbidden to use ICT Resources to access pornographic material of any sort other than for the purposes of education and research. Transmission is not permitted under any circumstance.
- 50.2.9** It is illegal to harass, menace, defame, vilify or discriminate against any person within or external to AFTRS. AFTRS' ICT Resources must not be used in a harassing, discriminatory, abusive, rude, insulting, threatening, obscene or otherwise inappropriate or illegal manner.
- 50.2.10** Users must not use ICT Resources in inappropriate ways, which are likely to corrupt, damage or destroy data, software or hardware, either belonging to the School or to anyone else, whether inside or outside the network. Users may only delete and alter data as required by their authorised School activities.
- 50.2.11** All files downloaded from non-AFTRS sources via the Internet or received via the AFTRS email system must be screened with virus detection software prior to being used.
- 50.2.12** Computer systems provided by AFTRS must not be altered or added to in any way without the prior approval of the Head of ICT and Services or the Director, Technology and Infrastructure.
- 50.2.13** Users must not acquire, possess, trade or use hardware or software tools that could be used to evaluate or compromise AFTRS' information systems and networks or allow unauthorised access to AFTRS systems and information. This includes, but is not limited to, bridging AFTRS networks to the Internet or other external network and exposing systems or data through servers or other tools.
- 50.2.14** Users must not copy software provided by AFTRS without written permission from the Director of Technology and Infrastructure.
- 50.2.15** AFTRS reserves the right to revoke the system privileges of any User at any time.
- 50.2.16** AFTRS reserves the right to remove any material it views as offensive or potentially illegal from its ICT systems.
- 50.2.17** AFTRS reserves the right to access, review, delete, summarise or edit any information stored on AFTRS ICT resources.

50.3 Security, Privacy and Confidentiality

- 50.3.1** AFTRS takes all reasonable steps to secure its ICT Resources and ensure all confidential and personal information stored in its ICT Resources are electronically safeguarded as required by the Privacy Act 1988 and in accordance with best practice. However it cannot guarantee the protection of such confidential and personal information.
- 50.3.2** All files, communications and other data transmitted and stored on AFTRS' ICT Resources are regarded as AFTRS' records, including any data resulting from permitted incidental personal use.
- 50.3.3** A User must use reasonable efforts to ensure that every electronic document created by the User and designated as 'Confidential' displays the Confidential marking on the first screen shown to the recipient. All hardcopy computer output generated by a User and designated as Confidential must be marked Confidential. All computer-readable storage media containing Confidential information must have a Confidential designation on its external label. When not in use, this media must be stored in a locked safe, draw or cupboard, or a similarly secured location.
- 50.3.4** Users in possession of AFTRS computers including laptops, notebooks, smartphones and other portable computers that contain Confidential Information must not leave these computers unattended at any time unless the Confidential Information is stored in encrypted form or its access can only be gained using a password.

50.4 Monitoring

- 50.4.1** AFTRS reserves the right at any time and without notice to monitor, access, retrieve, copy, read, and/or disclose any files, communications or system information stored or transmitted using AFTRS' ICT Resources.
- 50.4.2** All files and messages stored on AFTRS systems are routinely copied to tape, disk and other storage media. Information stored on AFTRS systems - even if it has been specifically deleted - is often recoverable at a later date to be examined and where relevant, subpoenaed.
- 50.4.3** Access to all websites is recorded in the proxy log generated by the proxy server and all information technology actions are routinely logged.

50.5 Breaches

- 50.5.1** All suspect policy violations, system intrusions, virus infestations, and other conditions that might jeopardise AFTRS information and AFTRS information and communications systems must be immediately reported to the Director of Technology and Infrastructure or the Head of ICT and Services.

These violations, intrusions, infestations and other conditions include but are not limited to:

- Suspicion that sensitive AFTRS information is, or is suspected of being, lost or disclosed to or used by unauthorised parties.
- Belief that password or other system access control mechanisms are, or are suspected of being, lost, stolen or disclosed.
- Unusual systems behaviour such as missing files, frequent system crashes, misrouted messages that indicate a potential virus or security problem.

- 50.5.2** Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.
- 50.5.3** If a request for information held on AFTRS' computers is received from an external authority in regard to cases of potentially serious, deliberate, and/or criminal breach, the request must be forwarded to the CEO.

50.5.4 Where Users are found to be in breach of this policy, penalties will depend upon the type and severity of the breach. Penalties may range from the loss or restriction of access, to formal disciplinary action.

50.5.5 If a staff member has a suspicion that this policy is being breached through fraudulent activity they should refer to the Fraud Control Policy for guidance on how to report suspected fraud.

50.5.5 If a staff member has a suspicion that this policy is being breached through fraudulent activity they should refer to the Fraud Control Policy for guidance on how to report suspected fraud.

50.6 Legislation and References

- Copyright Act 1968
- Freedom of Information Act 1982
- National Classification Code 2005
- The Commonwealth Sex Discrimination Act 1984
- The Commonwealth Racial Discrimination Act 1975
- The Commonwealth Disability Discrimination Act 1992
- Privacy Act 1988

51. The Entertainment Quarter AFTRS Filming Policy

The Entertainment Quarter (EQ) and AFTRS have agreed on a policy for filming on site that aims to provide the optimal learning environment for AFTRS students. It provides a flexible and practical guideline to the use of EQ's facilities in the facilitation and enhancement of teaching and learning techniques. AFTRS students must be easily recognisable at all times by way of an identification pass or clothing.

51.1 Locations

Although the EQ is subject to strict and demanding protocols as a result of our heritage status and geographic locations, we have provided 6 key locations within our precinct where staff and students of the AFTRS will be able to utilise. As a benefit of being a valued stakeholder, 4 of these locations will not require prior bookings (with exception for full-scale productions), whilst our key events facility, The Forum, will be available to the AFTRS at highly reduced rates.

These locations are listed below.

Locations NOT requiring bookings;

1. The Show Ring
2. Errol Flynn Boulevard
3. Heritage Park
4. Studio and Cinema Plazas

Locations requiring bookings;

5. Car Park Roof – Tier B and C only, subject to availability
6. The Forum – Tier B and C only, location can only be put on hold 1 week prior to filming.

51.2 Summary of Key Requirements

Tier A	- Student and Teacher Exercises
Fees	- N/A
Locations	- 1-4
Maximum Numbers	- Max of 5 students per location at any one time
Admin + Security Requirements	- Notification email to reception_eq@cfspm.com.au prior to the exercise - No security guards required
Equipment	- Handheld cameras and sound devices. No tripods or cables.

Tier B	- Vox Pops and Tenants
Fees	- N/A
Locations	- 1-4
Maximum Numbers	- Maximum of 5 students per location at any one time - Maximum of 20 students in total
Admin + Security Requirements	- Completion of Film Notification Form at least 24 hours prior to shoot - Verbal notification of tenants if filming is being performed in/or around tenancies, 24 hours prior to shooting - No security guards required
Equipment	- Handheld and cableless cameras and sound devices.

Tier C	- Full Scale Film Shoot
Fees	- Venue Management - \$250 + GST - Security - \$37 per hour - Power – On application
Locations	- 1-6
Maximum Numbers	- Maximum of 35 person crew
Admin + Security Requirements	- Completion of Film Notification Form at least 1 week prior to film shoot • Adherence to EQ film regulations • EQ OHS induction for all crew members • Completion of location release form • Provision of Public Liability to \$20M and workers' compensation • Traffic management plan if shoot will interfere with traffic • Notification of tenants and permission granted to shoot their tenancy if filming is being performed in or around tenancies • An ACES security guard will be required for the duration of the film shoot.
Equipment	- All equipment allowed.

51.3 Filming in Tenancies

Whilst we greatly encourage students of AFTRS to make full use of the ample locations available to conduct their filming exercises, there are certain regulations and procedures that have been agreed with the retain tenants of the EQ that must be abided by. These include:

- The EQ Village Markets, its traders and customers cannot be filmed at any time;
- Hoyts cinemas cannot be filmed or photographed at any time;
- children are not to be filmed at any time, and
- remaining retail tenancies as per the Retail Leases Act of NSW are entitled to “quiet enjoyment” within their trading hours so that they may peacefully enjoy their premises during their Term. As such should any Tier B or C activity impact upon any retail tenancy, prior written approval needs to be obtained from such a tenancy, 1 week before the commencement of filming.

51.4 Adherence to Work Health and Safety

Safety of the AFTRS, our staff, tenants and customers is of paramount importance to us. The EQ has a commitment and obligation to ensure its property is a safe and secure workplace. One important aspect of your engagement with the EQ is therefore the continued awareness of our occupational health and safety requirements.

As such, we require all film crew, contractors and participants to undergo site specific on-line inductions to obtain a current certificate prior to the commencement of filming. This certificate remains valid for a period of 2 years.

51.5 Dealing with the Public

Along with being the home of the AFTRS, the EQ also contains a number of retail precincts, playgrounds and venues that will result on occasion in large numbers of the general public being present on the premises.

It is highly important to the EQ that all members of the public enjoy a positive experience. The AFTRS are kindly asked to keep this in mind when approaching or interviewing the general public. At no times are filming activities to block public access and thoroughfares.

51.6 Other Events/Activities

The multiple venues of the EQ and its proximity to other major venues such as the Hordern Pavillion, Sydney Cricket Ground and Sydney Football Stadium will result in high crowd attendance on certain days and as such will render the EQ locations unsuitable for filming activities. The events team at the EQ will forward a detailed sitewide event calendar on a weekly basis for the upcoming month to enable the AFTRS to effectively plan their desired filming activities.

51.7 Parking

Parking for all non-essential production vehicles must be within the multi-deck car park. Oversized essential production vehicles can be parked in the Coach Bay free of charge, subject to availability.

Should you have any concerns or questions regarding the above, we will be more than happy to assist you. Please contact the EQ Events Department on 8117 6700.

52. AFTRS Indigenous Protocols, Ethics and Codes for Reporting Indigenous Content

(derived in part from Screen Australia Guidelines)

Adherence to OH&S

The Entertainment Quarter (EQ) and AFTRS have agreed on a policy for filming on site that aims to provide the optimal learning environment for AFTRS students. It provides a flexible and practical guideline to the use of EQ's facilities in the facilitation and enhancement of teaching and learning techniques. AFTRS students must be easily recognisable at all times by way of an identification pass or clothing.

What are Indigenous Protocols?

Indigenous cultural protocols are about acknowledging and respecting Indigenous cultural beliefs and practices. Indigenous cultures place an importance on the observation of cultural protocols. Across the spectrum of Indigenous Australia, there are many different protocols for communicating with and working with Indigenous material, and interacting with Indigenous peoples and their communities. Indigenous protocols with differ from community to community.

Why were they introduced?

Protocols aim to encourage ethical conduct and promote interaction based on good faith and mutual respect. Protocols are not legally enforceable and are only effective if people adopt the standards or incorporate them into contractual arrangements.

- Fairness in reporting of news and information as negative media reporting can create and reinforce negative stereotypes.
- Protect Indigenous intellectual property and cultural rights by respecting Indigenous people's right to be owners and guardians of their cultural heritage.
- Encourage better relationships between the media and Indigenous people.

Welcome to Country

Contact the local Land Council to request an appropriate person/elder attend a function to 'Welcome to Country'. For details regarding the appropriate Land Council to contact refer <http://australia.gov.au/people/indigenous-peoples/land-councils>. Reconciliation Australia advises that for the Sydney EQ campus either of the following Land Councils is appropriate:

- La Perouse (Email: lapaland@bigpond.com. Phone: 02-9661 7423)
- Metropolitan (Contacts: <http://www.metrolalc.org.au/Pages/home-template.html>). Phone: 02-8394 9666. Email: metrolalc@metrolalc.org.au)

Acknowledging Indigenous People (Sydney EQ Campus suggested text):

I would like to acknowledge the Cadigal people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Dharug and Eora Nations and extend that respect to other Indigenous Australians present.

According to Reconciliation Australia, it is acceptable to include in your acknowledgement any personal acknowledgements of special relationships between the speaker and those present as appropriate.

All other locations:

Refer to the Australian Government web site for information about the land owners and custodians for a particular location and substitute in the above text.
<http://australia.gov.au/people/indigenous-peoples>

Where Indigenous protocols apply

- Preparing programs involving Indigenous content or when dealing with Indigenous people
- To communicate and consult with communities for better understanding
- Appropriately manage and store recorded material
- Where appropriate, to pay respect to Indigenous cultural practices.

Indigenous Cultural and Intellectual Property (ICIP) Rights

Refers to Indigenous people's rights to their cultural heritage. Heritage comprises all objects, sites, knowledge, stories and images the nature of the use of which has been transmitted or continues to be transmitted from generation to generation and which is regarded as pertaining to a particular Indigenous group or territory. Indigenous people's heritage is a living heritage and includes objects, knowledge, stories and images, created now or in the future, based on that heritage.

The following codes apply to ICIP rights

Indigenous people have the right to:

- Ensure that any means of protecting Indigenous cultural and intellectual property is based on the principle of self-determination
- Be recognised as the primary guardians and interpreters of their cultures
- Authorise or refuse to authorise the commercial use of Indigenous cultural and intellectual property according to Indigenous customary laws
- Maintain the secrecy of Indigenous knowledge and other cultural practices
- Be given full and proper attribution for sharing their heritage
- Control the recording of cultural customs and expressions, and the particular language which may be intrinsic to cultural identity, knowledge, skill and teaching of culture.

Many generations may contribute to the development of an item of knowledge or tradition. In this way, Indigenous cultural heritage is communally owned. Currently, intellectual property laws do not recognise this element, focusing on material form and individual ownership, and only protecting for a limited period.

Examples of ICIP

Oral stories; information about sites; places and cultural practices; traditional knowledge, language words and histories; recording of songs and performances.

Commercial codes (CBA Code of Practice)

The media influences to a large extent community attitudes towards Indigenous Australians. A large number of guidelines have been published in an effort to educate journalists and prevent media racism. Institutional watchdogs such as the Australian Press Council play a role in policing these guidelines.

A licensee shall not broadcast a program which:

(e) is likely to incite or perpetuate hatred against or vilify any person or group on the basis of age, ethnicity, nationality, race, gender, sexual preference, religion or physical or mental disability."

There are also guidelines for the portrayal of Indigenous Australians in commercial radio which include the following:

1.3 "Media reports about Aboriginal and Torres Strait Islander peoples should respect the protocols of those peoples."

1.6 "The positive portrayal of Indigenous people in programs and news media should ideally assist those communities to:

- maintain and pass on to their descendants their cultures and traditions;
- facilitate an understanding of Indigenous people's cultures among all Australians."

Community Radio Codes (CBAA Codes of Practice)

- Consider regional differences in the cultural practices and customs of Indigenous Australians.
- Seek appropriate advice on how to best respect Indigenous bereavement customs on the reporting of people recently deceased.
- Use the appropriate words and phrases for referring to an Indigenous Australian and his/her regional group.
- Seek and involve and take advice from Indigenous Australians, and where possible Indigenous media organisations and/or Indigenous broadcasters, in the production of programs focusing on Indigenous people and issues.
- Broadcasters will avoid prejudicial references to, or undue emphasis on a person who is Aboriginal or Torres Strait Islander

In Practice

- Do not place unnecessary emphasis on a person's Aboriginality in reporting
- Don't misrepresent a viewpoint by giving misleading emphasis, editing out of context or withholding relevant available facts
- Get permission to record and replay material. Treat cultural material with respect.
- Discuss and get agreement to use recorded material
- Get permission to use archived material
- Use appropriate terminology and language for different groups.
- Be aware of protocols for naming and depicting deceased people
- Respect knowledge, customs and objects that may be sacred or secret.
- Do not question a person's Aboriginality
- Choose the correct person to interview

Terminology

"Indigenous Australian": is a person who a descendant of an Indigenous inhabitant of Australia and is recognised by the community as such, by the community in which the person lives.

"Aborigine": is a noun

"Aboriginal": is the adjective

"Indigenous": Aboriginal and Torres Strait Islanders collectively on a national sense. (sometimes individually- but most communities outside of city areas, prefer Aboriginal over Indigenous)

When written, Aboriginal/Aborigine and Indigenous should always be dignified with a capital 'A' or 'I' and Aboriginal should never be abbreviated. Torres Strait Islander should be used in full and not shortened to 'TSI'.

Seek advice on the use of regional Aboriginal terms like "Koori", "Murri", "Anangu", "Yolgnu" etc and on the use of the word 'black' in various contexts, before using on air.

Indigenous protocols (as taken out of Screen Australia's publication PATHWAYS & PROTOCOLS)

Protocols are ethical standards: protocols aim to encourage ethical conduct and promote interaction based on good faith and mutual respect. Protocols are not legally enforceable and are only effective if people voluntarily adopt the standards or incorporate them into contractual arrangements.

Protocols may change over time: like societies and laws, protocols may change over time and it is important that your filmmaking protocols be updated.

Overview – protocols for documentary and drama

The same principles of respect – for Indigenous culture and heritage, and for Indigenous individuals and communities – apply to both drama and documentary filmmaking, and just as it is standard practice for filmmakers to consult on documentaries, it is also recommended that filmmakers consult on dramas that involve Indigenous stories or that include Indigenous cultural and intellectual property content.

For documentary production, key issues include:

- Dealing with sensitive issues in Indigenous communities.
- An accepted practice in mainstream films is to get a release for documentaries, it is important that even if you get clearance into a community, that you still get individual releases from Indigenous people who are represented in the film.
- Whether participants will be paid.
- Handling dramatisation within documentaries; whether this is appropriate will require consultation.
- Handling a situation where the subject of the film changes during or after shooting. For example it is not ethical to open a door into a community by saying the documentary is about customary law, but the focus on public drunkenness.
- If there are existing archives, that the community has viewed footage and cleared ICIP rights to footage, or is aware that you may be using footage of deceased persons from the community and if they are willing to clear the footage or remove from the film, or if pixelating image and disguising voice will suffice.
- Avoid stereotypes that may be offensive or demeaning. Aim to represent Indigenous people in appropriate ways that have both authenticity and respect for the subject you are portraying.
- If there is cultural content, that proper research is obtained, so that material or content is not taken out of context.
- Where Aboriginal Land falls under a permit system, the appropriate permits to access the land is sought. Where Aboriginal land is not under permits, contact the local Aboriginal organisations to inform them you will be shooting in the community.
- In communities where English is second or third language, be concise when explaining what rights a release form would give to you the filmmaker if they sign.

For drama productions, key considerations include:

- If the film makes significant use of Indigenous cultural heritage, the filmmaker needs to be aware of why and how this is used, including issues of authenticity, representation and cultural integrity. If the film is based on a story from a particular area, for instance, what impact will this story have on the culture from which it is drawn? Are the language, music and cultural items used correctly?
- If the story is based on real events or the real life of a person, similar considerations to those for documentaries apply.
- If the film has Indigenous characters, even where they are not based on real life, issues of representation and authenticity again rise.
- If the Indigenous characters are leads, have you considered engaging an Indigenous writer/assessor to consult into issues.
- If the character's role involves some aspect of Indigenous heritage, there should be consultation on that point.

Here is a guide of checklists for each stage of production that may help you recognise some of the issues.

Checklist for initial research and project development

1. Have you considered why you are making the film or program, why you are using Indigenous material, and the perspective you bring to it?
2. Have you sought advice on the cultural issues that need to be addressed through consultation?
3. Are you proposing to adapt or alter traditional knowledge, communally owned material or cultural heritage material in any way? If so, have you explained the adaptation you propose, given people time to comment, and obtained consent?
4. Have you established that any Indigenous cultural and intellectual property in your film is used in the correct context?
5. Are there any restrictions on the material such as imagery, music, language, gender, or other cultural restrictions that you need to obtain consent for use of?
6. Have you spoken to an Indigenous person from the relevant area to identify any sensitivities and sacred or religious issues that might prevent depiction of the image, story or event?
7. Have you considered using an Indigenous writer or script consultant?
8. Has the final draft been endorsed by the representative organisations portrayed in the film, or the representatives/descendants of individuals portrayed in the film?

Checklist for pre-production and production

1. Have locations been chosen with due regard and respect for cultural beliefs?
2. Have the required permits been obtained?
3. Have the relevant contacts been identified and a liaison person appointed?
4. Has the use of Indigenous people as cast and crew members been considered? Are they being paid appropriately?
5. Have the required consents been obtained, eg for the use of Indigenous cultural and intellectual property, or to film Aboriginal and Torres Strait Islander people?
6. Have protocols been discussed for dealing with the death of actors or interviewees captured on film, and clearances been obtained?
7. Is the cultural value of the work recognised in financial returns?
8. Have fees or other benefits been negotiated with the contributors and traditional owners?
9. Are cast and crew briefed about protocols developed for the project, appropriate behaviour and any sensitivities involved?
10. Is there a procedure in place for monitoring relationships with the community and communicating changes?

Checklist for editing and post-production

1. Have the Indigenous people involved been consulted before picture lock off and sound editing, preferably at rough-cut and fine-cut stages?
2. Have the Indigenous communities and participants been made aware of any potential cultural issues and been given the opportunity to view the rough cut?
3. If reproducing deceased people's images, has permission been sought from the family or clan representatives for the proposed use?
4. Has a warning been placed in a prominent position at the beginning of the film, after discussing the proper wording with relevant community members?
5. If referring to deceased people's names in your film, have you checked with the relevant family and community whether it is appropriate to mention that person's name, or whether they would prefer to be referred to be another name?
6. Have Indigenous contributors been properly credited for their work?
7. Have you considered crediting the nation/community as a location. For example, shot on Girramae country, Murray Upper, Far North Queensland?
8. Have Indigenous participants been advised if footage is to be archived and consents obtained for this if required?
9. If archived, has the proper restrictions on cultural sensitive footage been included with footage that is to be archived?

Summary: Respect

At the end of the day it is about respect and spending the appropriate energy and time into research and understanding. Remember to consult Indigenous issues, especially cultural and sensitive issues, early on. Initial consultation will save misunderstandings and the possibility of causing offence.

Further Information

- AFTRS Indigenous Liaison Officer (Pauline Clague Mitch Stanley)
- Reconciliation Australia (<http://www.reconciliation.org.au/>)
- Indigenous Land Councils (<http://australia.gov.au/people/indigenous-peoples/land-councils>)
- Australian Government resources (<http://australia.gov.au/people/indigenous-peoples>)
- Screen Australia: Pathways and Pathways & Protocols: a filmmaker's guide to working with Indigenous people, culture and concepts (http://www.screenaustralia.gov.au/filming_in_australia/Indigenous_protocols.asp)
- RING Reconciliation Industry Network Group

53. Other Policies, Procedures and Guidelines

In addition to the policies, procedures and guidelines listed above, the AFTRS Code of Conduct and the EQ Filming Policy, you must be familiar with and comply with all other School policies, procedures and guidelines as varied from time to time. Please ensure you read and are familiar with the requirements of all School policies, procedures and guidelines. They can be found on the AFTRS website <http://www.aftrs.edu.au/about/current-students/info-for-students.aspx>.

Section 4 — Governance

54. AFTRS Governing Council

AFTRS is a federal statutory authority established by the Australian Film Television and Radio School Act (AFTRS Act). As a statutory authority AFTRS also operates under the Commonwealth Authorities and Companies Act 1997 which defines the key reporting, financial and fiduciary obligations on directors (Council members) and officers of statutory authorities.

AFTRS is governed by a Council, responsible to the Federal Parliament through the Minister for the Arts. The Council's role is to ensure good corporate governance and compliance with applicable laws and legislation, approve corporate strategy and provide guidance to and oversight of senior management. Council provides a forum for the discussion of AFTRS' operations, its relationship with government and the requirements government places upon it. It meets 6 times per year.

The AFTRS Council has nine members:

- Three members appointed by the Governor-General.
- Three members appointed from convocation by the Council.
- The Chief Executive Officer (CEO), ex officio.
- One staff member elected by staff.
- One student member elected by students.

The current Council members are:

- Michael Smellie (Chair)
- Peter Duncan (Deputy Chair)
- Sandra Levy (CEO)
- Jan Forrester
- Andrew Mason
- Tom Burstall
- Staff member to be elected in 2012
- Student member to be elected in 2012

Student and Staff members hold office for one year and cease to be members if they leave AFTRS. Staff members are eligible to stand for election for two terms as is a Student Member if they are enrolled in a course that is conducted part-time over two years. Members of Council, appointed by the Governor-General or by convocation hold office for a term of up to three years and may be appointed for a maximum of two terms.

55. Council Committees

Council has two sub committees. One is the Academic Board and the other is the Finance and Risk Management Committee (FARM).

55.1 Academic Board

Academic Board is a sub-committee of Council. The purpose of the Academic Board is to make recommendations to Council relating to the establishment of new courses, the approval of curriculum, the approval of the students for graduation and other academic issues.

Student members of Academic Board

There are two student members of Academic Board who are elected by the student body. One is a current Postgraduate Student enrolled as a Graduate Diploma student. The other is a current Undergraduate Student enrolled in the Foundation Diploma.

Election of the two student members of Academic Board is held early in the academic year and at the same time as the election of the Student member of Council. The term of office for Student members of Academic Board is one year.

55.2 Finance and Audit Risk Management Committee

AFTRS audit committee is the Finance and Risk Management Committee (FARM) which reports directly to the Council. The Committee is made up of two members of Council (appointed by Council for two years), and two independent members. The Committee considers any matters relating to the financial affairs and risk management of the AFTRS that it requires. In addition, the Committee examines any other matters referred to it by the Council.

56. Executive

The operations and activities of AFTRS are overseen by the CEO who leads the Executive. The Executive is comprised of:

- Ms Sandra Levy, CEO
- Ms Ann Browne, Director, Corporate and Chief Financial Officer.
- Mr Neil Peplow, Director, Screen Content
- Mr Peter Millynn, Director, Screen Production
- Prof Cathryn McConaghy, Director, Education
- Mr Mark Collier, Director, Radio
- Ms Liz Hughes, Director, Open Program
- Mr Tim Sadler, Director, Technology and Infrastructure

Section 5 — Student Guide to the AFTRS Campus

The information contained in this section is intended to assist students only. AFTRS is not responsible for any changes subsequent to the provision of this information, or for any matters arising out of its use.

57. AFTRS Entertainment Quarter, Moore Park, Sydney

Contact Information

Website: www.aftrs.edu.au

Location

Australian Film Television and Radio School

The Entertainment Quarter
130 Bent St
Moore Park 2021

For more information about the Entertainment Quarter, go to www.eqmoorepark.com.au

Postal Address

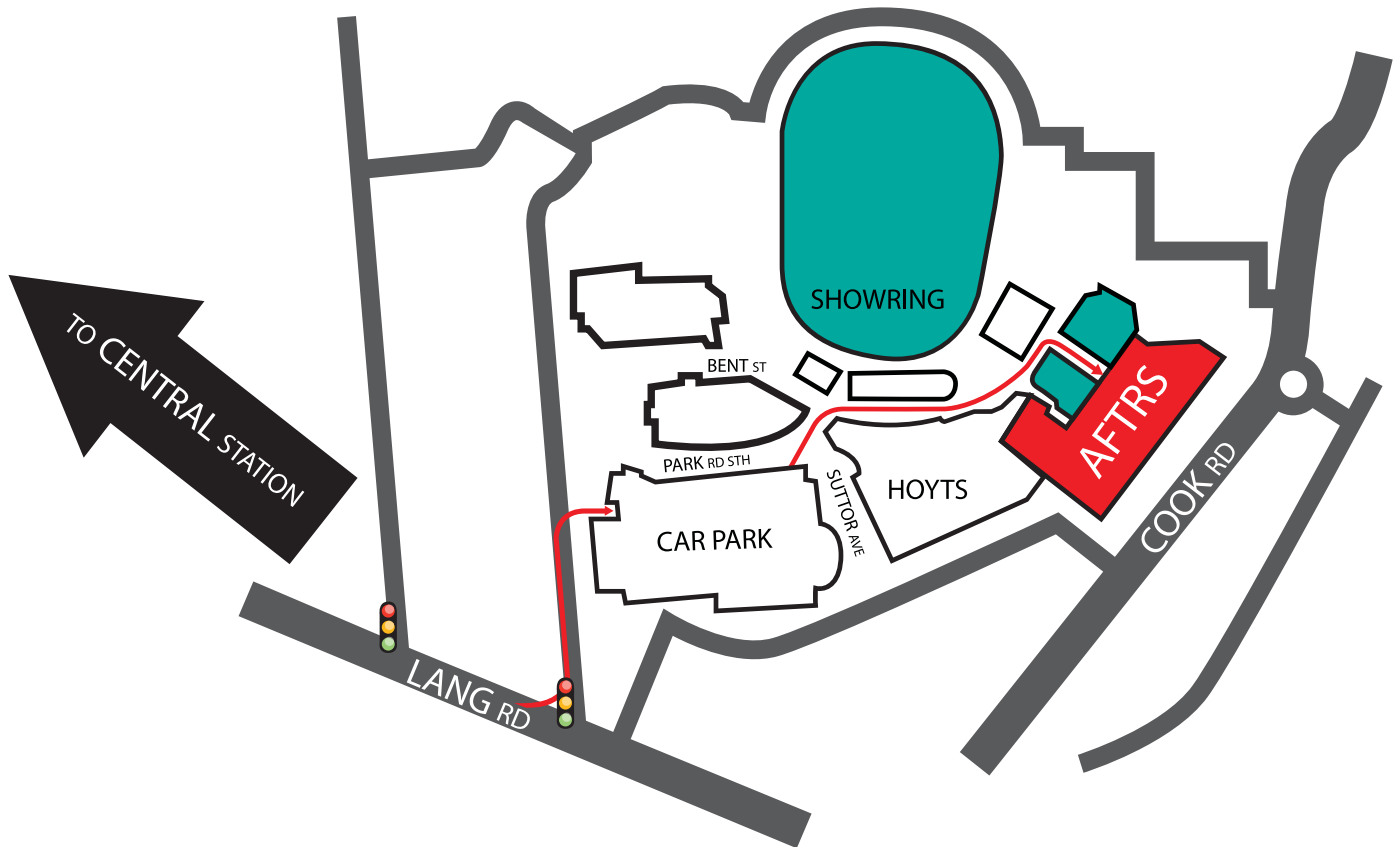
Australian Film Television and Radio School

PO Box 2286
Strawberry Hills NSW 2012

Important Phone Numbers

AFTRS switchboard (external): 9805 6611
Switchboard (internal): x900
Student Services (external): 1300 131 461 or 9805 6444
Student Services (internal): x444
Information Desk (front desk): x577
Facilities Management: x421
Emergency: 000
First Aid Room Access: x414

Getting to AFTRS



Public Transport

AFTRS Sydney is centrally located in the Entertainment Quarter, at Moore Park. Getting to AFTRS is easy. You can catch the following buses and alight either at Anzac Parade or Lang Rd (ask your driver for the closest stop).

Sydney Buses

From Central Station (Eddy Ave)

Stand A – take the 378 via Oxford St to Greens Rd for a short walk to Moore Park. Services run every 10 mins, seven days.

Stand C – take the 339, 374, 376 or 391 via Anzac Pde to Moore Park. Services run every 5mins, seven days.

From Central Station (Railway Square)

Stand A – take the 372, 393 or 395 via Cleveland St to Moore Park. Services run every 5mins, seven days.

From Bondi Junction

Stand N – take the 378, 380 or L82 along Oxford St to Oatley Rd for a short walk to Moore Park. Services run every 5mins, seven days.

Stand H – Take the 352 via Oxford St to Oatley Rd for a short walk to Moore Park. Services run every 5mins, seven days.

Stand H – take the 355 via Cook Rd and Lang Rd to Moore Park. Services run every 15mins, Monday to Friday.

From Martin Place

Take a 371-377 or 392-399 bus from Alfred St via Philip St, Elizabeth St and Anzac Pde to Moore Park. Services run every 5 mins (day time) and 10-20mins (early morning and evenings), seven days. Take the 378, 380, 383 or L82 buses via Oxford St to Greens Rd for a short walk to Moore Park. Services run every 5mins, seven days.

From Museum Station

Take a 371-377 or 392-399 bus from Alfred St via Philip St, Elizabeth St and Anzac Pde to Moore Park. Services run every 5 mins (day time) and 10-20mins (early morning and evenings), seven days. Take the 378, 380, 383 or L82 buses via Oxford St to Greens Rd for a short walk to Moore Park. Services run every 5mins, seven days.

From Circular Quay

Take the 371-377 or 392-399 bus from Alfred St via Philip St, Elizabeth St and Anzac Pde to Moore Park. Services run every 5 mins (day time) and 10-20mins (early morning and evenings), seven days. Take the 380, 383 or L82 buses via Oxford St to Greens Rd for a short walk to Moore Park. Services run every 5mins, seven days.

From Newtown

Take the 352 from King St nr Enmore Rd to Cleveland St nr Crown St for a short walk to Moore Park. Take the 355 from Enmore Rd nr King St to Land Rd.

For timetables and route information, please call the Transport Information Hotline 131 500 or go to www.131500.com.au

METROBUS (10 and 50)

The M10 and M50 connect Sydney's Inner West with the Eastern suburbs, via the CBD. This pre-pay service runs every 10 minutes during peak periods and every 15 minutes during off-peak times. Routes M10 and M50 stop at Moore Park, just a short walk from the Entertainment Quarter.

For timetable and fare information visit: <http://www.sydneybuses.info/routes> or call 131500

Train

Catch a train to Central Station, then take a bus or walk to Moore Park.

- Moore Park Link – combined train/bus tickets are available to get you to and from Moore Park on a single ticket
- Moore Park Link is available from most CityRail stations with a ticket office.

Other useful public transport websites:

Rail

www.cityrail.com.au

Buses

www.sydneybuses.info

Water Transport

www.sydneyferries.info

Walking

With Central Station just 30 minutes away, Bondi Junction 40 minutes and Circular Quay 50 minutes, walking is also an option.

Driving

It is also easy to get to AFTRS by car. The Entertainment Quarter is located on Lang Road, Moore Park (next to the SCG), about 10 minutes drive from the CBD and 15 minutes from the airport.

For maps or directions to AFTRS from your destination, go to
www.maps.google.com.au
www.whereis.com.au

Parking

The Entertainment Quarter Carpark contains 2000 car spaces. The first 2 hours' parking, outside of Special Event days, is free. When there is a special event, car parking rates increase. It is recommended that on these days, students and visitors to AFTRS catch public transport.

Visitors and student parking are available at a maximum rate of \$8 per visit (i.e. the current rate for 4 hours). Visitors need to validate their parking ticket at the front security desk to get the reduced rate.

Carpark Rates before 6pm

0-2 hours - FREE

2-3 hours - \$5

3+ hours - maximum \$8 with a validated ticket (AFTRS staff, students and visitors). Please see the AFTRS Information Desk to validate tickets.

Lost ticket - \$23

Entry after 6pm (Excluding Special Events)

Flat rate \$7

The carpark is open until late, 7 days a week.

Permanent car passes are available directly from Wilson parking, email centralservices@aftrs.edu.au for details.

Cycling

AFTRS is within cycling distance from areas such as North Sydney, Bondi, Botany, and the Inner West and is connected to many cycleways and low traffic cycle routes.

Details on cycle routes can be found on the City of Sydney website:

<http://www.cityofsydney.nsw.gov.au/AboutSydney/ParkingAndTransport/Cycling/CyclingMapsAndRoutes.asp>

AFTRS has the following facilities to cater for cyclists:

- 21 bike rack spaces located at the front of the building
- 3 showers located on the Mezzanine
- Staff lockers located on level 1, near the bathrooms
- Student lockers located on the ground floor and level 2; see Student Services for more details

Taxi

A Taxi rank is located in Errol Flynn Boulevard, The Entertainment Quarter (near the Hordern Pavilion).

AFTRS Hours of Operation and Access

Mon-Fri, the building is accessible via the front entrance from 8am-10pm.

Saturday and Sunday access is between 8.30am-5.30pm.

The School is closed on public holidays.

The rear dock vehicle entry is opened on request. Clearance from the Facilities and Administration Manager must be sought for entry outside these hours.

NB Opening times may vary throughout the year. Changes will be notified.

Administration/Office Supplies

Service and Copy Centre

General printing and copying can be done at the Multi Function Centres located on the ground floor level. ID passes are used to print and copy at printers throughout the building.

Bulk and specialist printing can only be done in Central Services. The Print Room is located on the ground level.

Office Supplies and Copy Paper

Supplies of stationery as well as other paper, envelopes and other office supplies, should be requested through department coordinators, or the print room. Toner and paper for printers should be requested from Central Services on ground level.

Services and Facilities

Disabled Access/Facilities

Disabled access is available via the ground level and level 1. Disabled access parking is available at the rear of the building with access via level 1 and entry through the rear security card entry door. Disabled access parking is also available in the ground level of the Entertainment Quarter multi level car park. If students require this access, they should contact Student Services.

Self Catering Facilities

Food and beverage points are equipped with refrigerator, microwave oven and dishwasher. Empty plates, cups, mugs and glasses should be placed in the dishwasher. The cleaning staff clean sinks and surfaces and operate the dishwashers each evening. Filtered chilled drinking water and boiling water can be found in the water dispensers throughout the building attached the sinks in the food and beverage points.

Waste Management/Office Cleaning

The offices are cleaned daily between 6.00am and 10.00pm. The cleaners do not touch any papers or computer equipment found on desks. If you have any complaints regarding cleaning please contact the Facilities Services Manager.

Waste paper recycling bins are provided for each workstation and around the building.

Food waste should be placed in the bins found in the kitchens only. Other bins are supplied in each kitchen for the collection of recyclable materials such as Glass and Plastic.

Large paper recycle bins are situated in the multi function centres (near the photocopiers) for recycling paper. If you wish to destroy confidential papers these should be placed in the blue lockable bins also situated on level 1.

Lift System

The lift which is located in the foyer operates to Levels G, 1 and 2. Card access is then required to enter office areas.

The goods lift will only operate with a security card as it accesses office areas and all levels.

The goods hoist is for goods only and should only be operated by those who have training on its operation.

Centrelink

Many AFTRS students will apply for Youth Allowance, Austudy or Abstudy while they are at AFTRS. Students who are not eligible for an allowance may still be eligible for a Centrelink Card, which will enable them to receive concession rates on public transport and medication. For all enquiries, please contact Centrelink directly:

Telephone: 132490 (Youth and Student Line)

www.centrelink.gov.au

Nearest Centrelink Customer Service Centre to AFTRS:

140 Redfern Street
Redfern NSW 2016

Centrelink General Hours

Monday	8am - 5pm
Tuesday	8am - 5pm
Wednesday	8am - 5pm
Thursday	8am - 5pm
Friday	8am - 5pm
Saturday	Closed
Sunday	Closed

The self service line 13 62 40 is available 7 days a week, from at least 4 am to 12 midnight Monday to Friday, and normally 4 am to 8 pm Saturday, and 4 am to 10 pm Sunday and public holidays (EDST). The self service line is available on national and state public holidays.

Banking

Commonwealth Bank

259 Oxford Street
Paddington 2021
Monday-Thursday 9.30am–4pm, Friday 9.30am–5pm

National Australia Bank

57 Oxford Street
Darlinghurst 2010
Monday-Thursday 9.30am-4pm, Friday 9.30am-5pm

St George Bank

354 Oxford Street
Paddington 2021
Monday-Wednesday 9.30am-5pm, Thursday 9.00am-5.00pm, Friday 9.00am-5pm by appointment til 7pm

ANZ Bank

392 Oxford Street
Paddington 2021
Monday-Thursday 9.30am-4pm, Friday 9.30am-5pm

Westpac Bank

345 Oxford Street
Paddington 2021
Monday-Thursday 9.30am-4pm, Friday 9.30am-5pm

There are several ATMs located in the Entertainment Quarter.

<http://www.eqmoorepark.com.au/map/>

Australia Post Branches

Surry Hills Shopping Centre

Shop 27, 2-38 Baptist Street
Surry Hills

246 Oxford Street
Paddington

Hospitals, Medical and Dental

Public Hospitals Emergency

Telephone: 000

NSW Hospitals and Emergency Wards Sydney

St Vincent's Hospital, Sydney

390 Victoria Street, Darlinghurst

Telephone: 8382 1111

Other Emergency Departments

Prince of Wales Hospital (Adult*)

Barker St, Randwick

Telephone: 9382 2222

Sydney Children's Hospital (Child*)

High St, Randwick

Telephone: 9382 1111

The Sydney Hospital and Sydney Eye Hospital

8 Macquarie St, Sydney

Telephone: 9382 7111

Royal Prince Alfred Hospital

Missenden Rd, Camperdown

Telephone: 9515 6111

Medical Centres

Holdsworth House Medical Centre

1/32A Oxford St, Darlinghurst (between College and Riley Sts)

Telephone: 9331 7228

Bulk billing with specified doctors, and private practice. Let them know if you wish to see a bulk-billing doctor.

Darlinghurst Medical Centre

213-219 Darlinghurst Rd, Darlinghurst (head towards Kings Cross)

Telephone: 8302 1111

\$30 to \$40 fee payable and remainder is bulk billed (walk in only, no appointments)

Spring St Medical Centre

32 Spring St, Bondi Junction

Telephone: 9387 7022

Bulk billing By Appointment

UNSW Medical Centre

Ground Floor – East Wing Quadrangle Building

Telephone: 9385 5425

No bulk billing

Dental

South Eastern Sydney Area Health Service - Adult Dental Services (most services free for Centrelink Card holders)

To make an appointment, telephone 1300 134 226 and have your Medicare and Centrelink Card details available.

Holdsworth House Dental Practice

4/32A Oxford St, Darlinghurst (between College and Riley Sts)

Telephone: 9331 7822

Normal fees apply

Roads and Traffic Authority

Bondi Junction

88 Ebley St, Bondi Junction, 2022

Mon – Fri 8.30 - 5.00 Sat. 8.30 - 12pm (noon)

Surry Hills — Centennial Plaza Motor Registry

Ground Floor, Centennial Plaza, 300 Elizabeth St, Surry Hills 2010

Mon – Fri 8.30 - 5.00, Sat. 8.30 - 12pm (noon)

Early Childhood Services

South Eastern Sydney Area Health Service

www.sesiahs.health.nsw.gov.au/Services/earlychildhoodservices.asp

City of Sydney Council

www.cityofsydney.nsw.gov.au/Community/ChildCare/Default.asp

Woollahra Council

www.woollahra.nsw.gov.au/local_information_and_activities/childrens_services_and_activities

Services for School Aged Children

www.cityofsydney.nsw.gov.au/Community/documents/ChildrensServices/ServicesForSchoolAgeChildren.pdf

New to Sydney?

Life in Sydney

If you are not familiar with Sydney, you might find the following links useful:

Citysearch, Sydney

sydney.citysearch.com.au

Discover Sydney

www.discoversydney.com.au

Official City of Sydney site:

www.cityofsydney.nsw.gov.au

Lonely Planet

www.lonelyplanet.com/destinations/australasia/sydney

TimeOut Sydney

www.timeoutsydney.com.au

Temporary Accommodation in Sydney

Short Stays

A choice of 9 fully self catering/self contained units in nearby Surry Hills from \$95 per night (generally a minimum stay of 2 weeks, unless there is a smaller block available).

www.shortstays.net

Railway Square YHA

The Railway Square YHA is right next to Central Station. Accommodation includes railway carriages on the former Platform Zero, or rooms in the historic 1904 main building. This backpackers has a spa pool, internet café, 24 hour access, communal areas and self-catering kitchen facilities. One bus to AFTRS, and walking distance to Chinatown and Darling Harbour.

Room Rates

8 share male or female \$31-\$42 per night

Double room share bathroom, \$88-\$110 per room per night

Double room private bathroom \$100-\$120 per room per night

8-10 Lee St (cnr Upper Carriage Lane and Lee St) – entry via the Henry Deane Plaza, Railway Square 2000

Telephone: 9281 9666

www.yha.com.au

YHotel City South (owned and operated by YWCA)

A great value 3 star boutique hotel. The rooms are compact, but they are modern and stylish and include all of the essential comforts. Facilities include a gym, outdoor terrace and rooftop garden, and internet kiosk. The YHotel is also opposite Prince Alfred Park, which contains an outdoor pool (open during summer).

All room rates include a continental breakfast.

Prices range from \$69 (for a single room) to \$423* (for a two bedroom apartment)

*Prices are subject to change depending on time of year/availability.

179 Cleveland St (Cnr Regent and Cleveland), Chippendale 2008 (a short bus ride or 30 min walk to AFTRS)

Telephone: Reservations 1800 300 882/Accommodation 8303 1303

www.yhotel.com.au

YHotel Hyde Park (owned and operated by YWCA)

A great value bed and breakfast hotel located in the CBD opposite Hyde Park and Oxford St. Room styles and prices vary, from traditional - deluxe (check their website for more details). A ten minute walk to Cleveland St, then a short bus ride to AFTRS.

All room rates include a continental breakfast, except for dorm rates, which include a 'simple breakfast.'

Dorm room \$37

Single room from \$79

Double room from \$104

5-11 Wentworth Ave, Sydney 2000

Telephone: Reservations 1800 994 994/Accommodation 9264 2451

www.yhotel.com.au

Sinclairs Hostel

Simple hostel-style accommodation for the budget-conscious, 10 min walk to AFTRS. Online bookings include a continental breakfast.

Room rates (indicative only, please contact Sinclairs for exact rates based on length/time of stay)

Single room, shared bathroom from \$55 per night/\$385 per week

Single room, own bathroom from \$78 per night/\$546 per week

Twin room, shared bathroom from \$70 per night/\$490 per week

Twin room, own bathroom from \$88 per night/\$616 per week

510 Cleveland St, Surry Hills 2010

ph: 02 4456 4291

www.sinclairs.com.au

Sinclairs City Pensione Hostel

Self-contained, serviced flats with kitchen facilities, study desks, ensuites. A 20-30 min walk to AFTRS.

Rates (indicative only, please contact Sinclairs for exact rates based on length/time of stay)

1 person \$155 per night/\$1015 per week

2 people \$155 per night/\$1155 per week

3 people \$185 per night/\$1050 per week

4 people \$205 per night/\$1170 per week

Self contained apartment - \$155 per night for two

147-149 Foveaux St, Surry Hills NSW 2010

ph: 02 4456 4291

www.sinclairs.com.au

Tokyo Village Backpackers

Tokyo Village is a backpackers hostel, located a short bus ride from AFTRS. It is opposite Prince Alfred Park, which contains an outdoor pool (open during summer).

Rates (all share bathroom) from:

Dorm room \$23-\$25 per night/\$140 per week, \$125/week for longer stays

Single room (limited numbers) \$55 per night/\$330 per week, \$280/week for longer stays

Double/Twin room \$55-\$65 per night/\$330-\$390 per week, \$300/week for longer stays

243 Cleveland St, Surry Hills 2010

Ph 1800 996 488/ 02 9698 8839

www.tokyovillage.com.au

Alfred Park Accommodation

Alfred Park is budget accommodation. It is opposite Prince Alfred Park, which contains an outdoor pool (open during summer).

Rates vary according to season/length of stay, but start from:

3-6 bed dorm room - \$25 per night

Single room, shared bathroom \$59 per night/\$330 per week

Single room, own bathroom \$69 per night/\$390 per week

Twin room, share bathroom \$79 per night/\$450 per week

Twin room, own bathroom \$95 per night/\$570 per week

Triple room, share bathroom \$90 per night

207 Cleveland St, Surry Hills 2010

Ph 02 9319 4031

www.alfredpark.com.au

790 On George

790 on George is a large backpackers close to Central Station, in a restored heritage building.

Rates (all share bathroom):

4 share dorm \$25-\$29 per night/\$189 per week

Double room \$70-\$82 per night/\$532 per week

790 George St, Sydney

Ph: 9080 1155

www.790ongeo.com.au

Big Hostel

A unique hostel opposite Central Station, offering single, twin and double ensuite rooms as well as a selection of family rooms for groups of up to six. BBQ facilities on roof, also close to Prince Alfred Park, which contains an outdoor pool (open during summer). 2 min walk to Cleveland St, then a short bus ride to AFTRS. All rates include a light continental breakfast

Rates:

Single room, own bathroom - \$75 per night/\$495 per week

Twin room, own bathroom \$89 per night/\$575 per week

Double room, own bathroom \$96 per night/\$610 per week

Triple room, own bathroom \$105 per night/\$680 per week

4 family, own bathroom \$130 per night

5 family, own bathroom \$145 per night

6 family, own bathroom \$160 per night

212 Elizabeth St, Surry Hills 2010

Ph 1800 212 244/ 9281 6030

www.bighostel.com

Temporary Accommodation in Sydney

Share Housing

Many AFTRS students will find that living in shared accommodation, either with other students or with the general public, is the cheapest accommodation option in Sydney. Students who share in inner city suburbs can expect to spend \$175-\$280 per week, depending on the condition of the house or flat, the number of people sharing, and the suburb or location.

Less expensive suburbs near AFTRS include Redfern, Surry Hills, Alexandria, Chippendale, Darlington and Randwick. Other suburbs such as Darlinghurst, Paddington, Centennial Park, Woollahra, Queens' Park and Bondi Junction are very close to AFTRS, however rent is often at a premium in these areas. It's always a good idea however to check out all nearby suburbs – you may be lucky! Inner-West suburbs favoured by students include Newtown, Erskineville, Enmore, Stanmore, Glebe and Petersham. Public transport from these suburbs usually involves a bus or train, then a second bus from Central to AFTRS.

Remember to budget for utilities, food and transport, as well as rent. Most share situations will also require at least two weeks' rent in advance, as well as a bond (usually the equivalent of four weeks' rent), which is refundable when you leave.

Good sources for finding shared accommodation include the following:

www.domain.com.au
www.realestate.com.au
www.flatmates.com.au
www.gumtree.com.au
www.cracker.com.au
www.flatmatefinder.com.au
www.homehound.com.au
www.share-accommodation.net
www.au.easyroommate.com (fees may apply)
www.flatmatefinders.com.au (fees may apply)

The Wednesday and Saturday editions of the Sydney Morning Herald and the Daily Telegraph contain listings for flat/housemates. There are also often ads on noticeboards at local Universities and cafes.

Renting

Rental accommodation is available in the suburbs surrounding AFTRS. Rents vary according to the number of bedrooms, condition and location of the flat/house. Utilities such as gas, electricity and phone are additional. Real estate agents usually require a six or twelve month lease, two or four weeks' rent in advance, and a refundable bond, usually equivalent to four weeks' rent. Most flats and houses are rented unfurnished, so you will also need to think about the cost of renting or purchasing household items, as well as furniture. If you are seeking rental accommodation, try the following websites:

www.realestate.com.au
www.property.com.au
www.domain.com.au
www.homehound.com.au

The Wednesday and Saturday editions of the Sydney Morning Herald and the Daily Telegraph also contain large rental accommodation sections. Competition for good quality rental accommodation in Sydney is very high, so make sure that you take the appropriate documents with you (proof of income, identification, the names and phone numbers of three referees) to any viewing – you may well need to place an application to rent a property on the spot, and provide a deposit. This may not be refundable if you change your mind, or at least a 10% fee may be charged. If your application is successful, you must sign a Residential Tenancy Agreement, and complete a Condition Report. The Condition Report is essential, as this is how agents determine that your bond should be refunded. It is also essential that you keep all of your rental payment receipts in case of disputes.

It's a good idea to make sure that you are familiar with your rights and responsibilities as a tenant. You can find more information about this, as well as a renting guide, at www.fairtrading.nsw.gov.au

Real Estate Agents

You will find hundreds of real estate agents servicing the inner city suburbs. Go to www.yellowpages.com.au and enter 'real estate agent' as a search term, along with the suburb or area you are interested in. To get you started, some local real estate agents include:

BresicWhitney

1 Kings Cross Rd, Darlinghurst 2010.
Telephone: 9356 5555 — www.bresicwhitney.com.au

Century21 Alliance Realty

Shop 6/185 Campbell St, Taylor Square 2010.
Telephone: 9331 6688 — www.c21alliancerealty.com.au

Century21 Cityline Realty

626 Crown St, Surry Hills 2010.
Telephone: 9310 2222 — www.Century21.com.au

Century21 Classic Realty

128 Belmore Rd, Randwick 2031.
Telephone: 9398 3000 — www.century21.com.au

Crown St Realty

596 Crown St, Surry Hills 2010.
Telephone: 8394 8888

Laing and Simmons

600 Crown St, Surry Hills 2010.
Telephone: 9310 2221 — www.lssh.com.au

Laing and Simmons

488 Anzac Pde (Cnr Meeks St), Kingsford 2032.
Telephone: 9663 0611 — www.lskk.com.au

LJ Hooker

437 Crown St, Surry Hills 2010.
Telephone: 8306 7777 — <http://surreyhills.ljhooker.com.au>

LJ Hooker

AR3/252 Botany Rd, Alexandria 2015.
Telephone: 9699 8388 — <http://alexandria.ljhooker.com.au>

LJ Hooker

48 St Paul St, Randwick 2031.
Telephone: 9326 6069 — <http://randwick.ljhooker.com.au>

NG Farah

48 Belmore Rd, Randwick 2031.
Telephone: 9398 0012 / 9398 4022 — www.ngfarah.com.au

Oxford Real Estate

284 Crown St, Darlinghurst 2180.
Telephone: 9331 2142 — www.oxfordrealestate.com.au

Raine and Horne

112 Belmore Rd, Randwick 2031.
Telephone: 9398 5522 — www.rh.com.au

Charity Stores

There are also a number of charity stores in the area, where profits from donated goods go to helping disadvantaged people. Again, check delivery prices as well as the price of your item/s.

St Vincent de Paul

Bondi Beach: 60 Hall St.
Mon-Fri 9.30-6, Sat 9-6, Sun 10-5.
Telephone: 9300 0585

Maroubra Junction: 785 Anzac Pde.
Mon-Wed, Fri 9-5.30, Thurs 9-7, Sat 9-5, Sun 10-4
Telephone: 9344 9990

Newtown: 187 King St.
Mon, Tues 9.30-8, Wed-Sat 9.30-9, Sun 10.30-7
Telephone: 9557 1996

Randwick: 27 Belmore Rd.
Mon, Wed, Fri 9.30-6.30, Thurs 9.30-8, Sat and Sun 10-5.
Telephone: 9399 8989

Paddinton: 292 Oxford St
Mon-Tue 9.30-6, Wed-Sat 9.30-8, Sun 10-6
Telephone: 9360 4151

Surry Hills: 406 Elizabeth St
Mon-Wed, Fri 9-6.30, Thurs 9-7.30, Sat 9-6, Sun 10-4
Telephone: 9281 9311

Redfern: 317 Cleveland St.
Mon-Fri 8-4, Sat 10-4.
Telephone: 9690 5600

Rozelle: 683 Darling St.
Mon-Wed, Fri, Sat 9-5, Thurs 9-6.30, Sun 9-4
Telephone: 9810 3453

Waverley: 255 Bronte Rd.
Mon, Wed, Fri 9.30-5.30, Thurs 9.30-7.30, Sat 9.30-5, Sun 10-4.30
Telephone: 9387 7088

For more information or locations please visit www.vinnies.org.au/centres-national

Salvation Army

Bondi Junction: 20 Spring St.
Mon-Fri 10-5.45, Sat 10-2.45.
Telephone: 9387 2315

Darlinghurst: Cnr Pelican and Oxford Sts.
Mon-Sat 10-6
Telephone: 9262 9451

Glebe: 265 Broadway (Cnr Glebe Point Rd).
Mon-Sat 10-5.45.
Telephone: 9552 2589

Marrickville: 207 Marrickville Rd.
Mon-Fri 9-4.45, Sat 9-1.45.
Telephone: 9550 9156

Rozelle: 686 Darling St.
Mon-Sat 9-4.45.
Telephone: 9555 2497

St Peters: 7 Bellevue St.
(This is a huge store, but is quite difficult to access by public transport)
Mon-Fri 9-5.30, Sat 8.30-3.45
Telephone: 9519 1513

For more information or locations please visit: <http://salvosstores.salvos.org.au/shop/find-a-store/>