



# User Guide

## Submitting an accredited classifier decision for a film

March 2024

### Introduction

This user guide is for submitting a classification decision (decision) for the purposes of section 22K(2) of the *Classification (Publications, Films and Computer Games) Act 1995* (Classification Act) in the Classification Portal (Portal) at [classificationportal.classification.gov.au](https://classificationportal.classification.gov.au).

To learn more about accredited classifiers, go to [classification.gov.au/for-industry/accredited-classifiers](https://classification.gov.au/for-industry/accredited-classifiers).

### Before you start

Before you start, you must:

- have a Portal account.
- be an accredited classifier (AC).
- have the 'accredited classifier' role assigned to you for the organisation for which you are submitting the decision on behalf of.
- have the following information for the classification decision:
  - the organisation name
  - the title or file number of any previous decision for the film, if relevant
  - the title
  - any other titles (English and Foreign language)
  - director/creator names
  - producer names
  - duration/running time
  - embargo information
  - synopsis

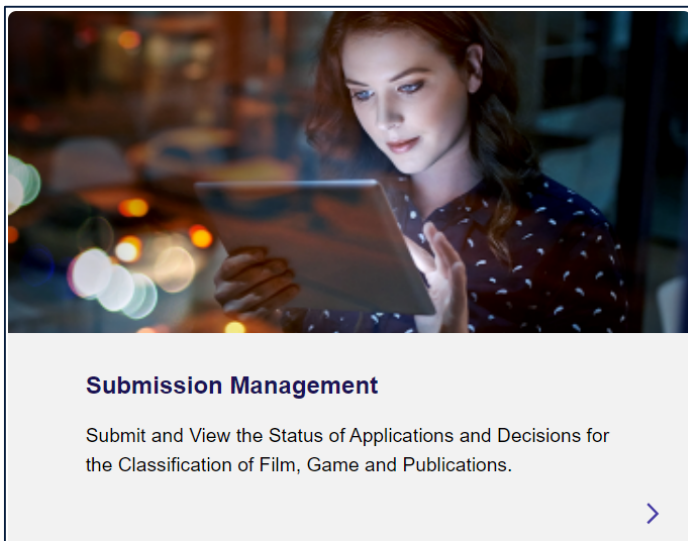
- release date
- IMDB URL
- publisher authorisation date
- date the content was viewed
- impact level of each classifiable element (themes, violence, language, nudity, drug use, sex)
- consumer advice as per the list issued under section 12A of the Classification Act
- a brief explanation why you gave the classification (rating) and consumer advice to the film, focusing on the classifiable element(s) that are most impactful
- anything else you wish to tell us about the content in the film, such as material that may be contentious or sensitive.

You can learn how to link organisations in the **Portal FAQ** and how to request the ‘accredited classifier’ role in the **Management of accredited classifiers user guide** at [classification.gov.au/for-industry/frequently-asked-questions-and-guides](https://classification.gov.au/for-industry/frequently-asked-questions-and-guides).

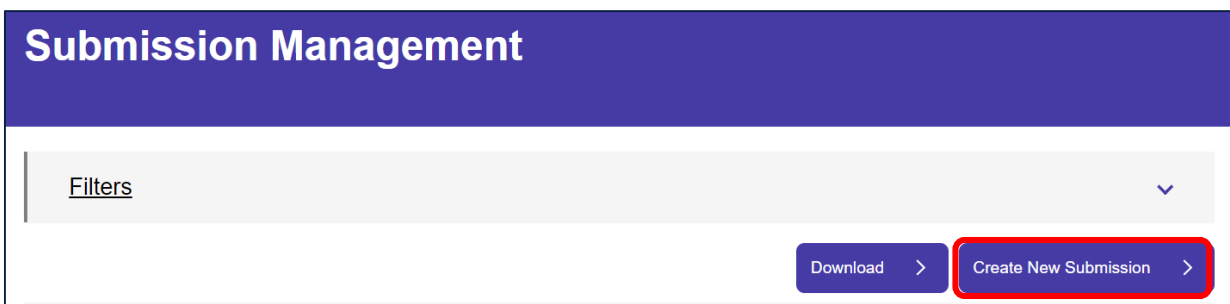
## Submitting an AC decision for a film

### Initial navigation

1. Log in to the Portal, select **Submission Management**.




2. Select **Create New Submission**.




3. Select **Films for cinema, home entertainment and on demand.**

What are you here to submit?




**Films for cinema, home entertainment and on demand**

Movies or episodic content made available online, in physical format or shown at a cinema or event.



**Computer games**

Computer games made available online or in physical format.




**Publications**

Publications, like magazines that should be restricted to adults (submittable publications).


4. Select **Classification.**

← What would you like to do?



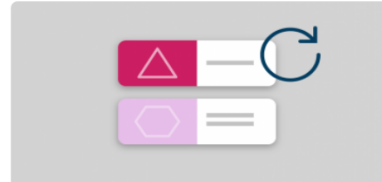
**Classification**

Apply to the Classification Board for a classification, submit an accredited classifier decision or give notice of a deemed classification



**Title Change**

Request a title change.




**Request Review**

Apply for a review of a classification decision.


5. Select Submit an **Accredited Classifier decision.**

← How would you like the classification to be done?




**Apply for Classification by the Board**

The Board will make a classification decision.



**Submit an Accredited Classifier decision**

Submit your classification decision for a film or game.



**Submit a Notice of Classification**

Notify us of a broadcaster's decision for a film that you are making available in a non-broadcast format.

6. Select your organisation from the drop-down list, then **Next**.

← Which Organisation is this Submission for?

**i** The organisation is the post-classification publisher who seeks to publish content classified for broadcast in other formats. You can only submit notices for organisations you have [linked with](#).

Selected:

7. Select the relevant tile for 'Is this submission related to a previous decision':
- If you select **No**, go to step 9.
  - If you select **Yes**, go to step 8.

[Your Dashboard](#) > [Submission Management](#) > [New Submission](#)

## New Submission

← Is this submission related to a previous decision?

**i** If this submission is related to a previous decision, select the submission that the decision was associated with below. E.g. your submission is for a new version of a previously classified product.

**Yes**

My submission is for a new version of something that is previously classified.

>

**No**

My submission is for something that has not been classified before.

>

8. If the submission is for a film that has been classified previously:
- Select **Select to Search**, this opens up a search screen.


← Select previous decision for this Application

**i** Please select the Application that the previous Decision was associated with below

Selected:

[Click to Search](#) >

b. You can search by: File number, Title (exact title yes/no) or keywords, then select **Search**.

 **Search Applications**

**Production Search Criteria**

File No

Title

Exact Title

☒ No


☐ Yes

Keywords

Remove

Search >

c. To get to the ‘Select’ button, you may need to use the scroll bar on the right-hand side and drag it down. Once it appears, choose **Select** then **Start Submission**.

 **Search Applications**

**Production Search Criteria**

**Results**

<input checked="" type="checkbox"/>	Title	File Number	Certificate Number (National Classification Database Record)
<input type="checkbox"/>	SMURFS	T84/11636	0030177C826A
<input type="checkbox"/>	BEWITCHED, BOTHERED & B-SMURFED	T87/1886	0030682D4999
<input type="checkbox"/>	SIDESHOW SMURFS	T87/1885	0030682D590A
<input type="checkbox"/>	SMURFS CHRISTMAS	T85/1603	0030681D3279
<input checked="" type="checkbox"/>	SMURF'S EASTER SPECIAL	T85/3474	0030681D741B
<input type="checkbox"/>	SOUP A LA SMURF	T86/2528	0030682D1713
<input type="checkbox"/>	SMURFS II, THE	T85/599	0030681D421D
<input type="checkbox"/>	ROMEO & SMURFETTE	T86/974	0030681D951F
<input type="checkbox"/>	SMURFS & THE	T86/975	0030681D9620

Close

< 1 2 3 4 5 6 >

Select >

Close

5

## Basic details

9. Use the toggles to expand the sections on this page. Mandatory fields are marked with \*.
- If you completed step 8, the information from the original decision will appear.  
Keep any information that still applies, and edit any that has changed for this version.
  - Input all the relevant fields and then select **Save and Next**.
    - For **Director/Creator name(s), Producer name(s) and Production Company**, select **Add** and then enter each name one at a time. If there are multiple names, you must repeat this step for each one.
    - For **Production Year**, enter a four-digit number (e.g. 2022).
    - For **Language**, use the look up function to search for a language. Select a language and/or subtitle language, then select **Add Language**. If there are multiple languages, you must repeat this step for each one.  
  
Language is set to English by default, you may delete if required.
    - For **Country of Origin**, use the look up function to search for a country. Select a country then select **Add Country**. If there are multiple countries, you must repeat this step for each one.

[Your Dashboard](#) > [Submission Management](#) > Film Submission

## Interstellar Pictures - Accredited Classifier Decision - Film - Fast X

<input checked="" type="radio"/> Doing Basic Details	<b>Title Information</b>	
<input type="radio"/> To do Additional Information	<b>Director/Creator name(s)</b> * -	
<input type="radio"/> To do Assessment	<b>Producer name(s)</b> * -	
<input type="radio"/> To do Consumer Advice	<b>Production Company and Production Year</b> * -	
<input type="radio"/> To do Upload Media	<b>Language</b> * -	
<input type="radio"/> To do Declare and Submit	<b>Country of Origin</b> * -	

Save and Next >

## Additional information

10. Use the toggles to expand the sections on this page. Input relevant fields and then select **Save and Next**. Mandatory fields are marked with \*.



- a. For **Embargo information**, enter the information as relevant
- b. For **Synopsis, duration, release date and IMDB URL**:
  - i. add a synopsis, if relevant
  - ii. input the run time in minutes (to the nearest whole minute)
  - iii. input a release date (DD/MM/YYYY)
  - iv. input the IMDB URL, if available.
- c. For **Publisher details**:
  - i. the company will auto-populate based on the organisation you selected at Step 6
  - ii. select the authorisation date as per the date the organisation authorised you to classify the film
  - iii. select the date you viewed the film. This date must be on or after the publisher authorisation date

## Rating

11. Enter a value for each classifiable element (element). Select the chevron and select **Edit**, select the rating from the drop-down list, and select **Submit**. If the element is not present in the content, select 'None'. Repeat for each element.

**Classification Matrix**

Select the impact level for each Classifiable Element:


Classifiable Element	Rating
Themes	
Violence	 Edit

**Edit**

Classifiable Element \*

Drug Use

Rating \*



**Submit**


---

**Edit**

Classifiable Element \*

Drug Use

Rating \*

MA 15+ 

None

G

PG

M

MA 15+

R 18+

**Submit**

12. After you have selected a rating for each element, select **Display Rating** to generate the overall rating. The overall rating corresponds with the highest rated element(s).

### Classification Matrix

Select the impact level for each Classifiable Element:

Classifiable Element ↑	Rating	
Themes	MA 15+	▼
Violence	M	▼
Language	R 18+	▼
Drug use	R 18+	▼
Nudity	M	▼
Sex	M	▼

Display Rating

Overall Rating \* R 18+

13. In **Reason(s) for decision**, input text for both questions. Then select **Save and next**.

- a. Please input brief details or examples of the classifiable element(s) you identified with the highest impact within the film. You can provide timestamps, as relevant.

*Example: The film contains a breakdown of a familial relationship as well as adolescent behaviour related to risk-taking and questioning sexuality. At 22min, a child is depicted witnessing a verbally abusive argument between their parents. The film contains use of the word 'f\*\*k' throughout.*

### Reason(s) for decision

Please provide a brief explanation why the classification was given to the film, focussing on the classifiable element(s) that are most impactful.

- b. Please input brief details or examples of any issues of community concern present in the film, if any.

*Example: At 43min, a teenager references that their father is violent towards their mother.*

Is there anything else you wish to tell us about the content in the film, such as materials that may be contentious or sensitive? This might include sexual violence, family violence, self-harm, suicide and/or mental health themes.

Previous

Save and Next >



## Consumer advice

The consumer advice (CA) section of the submission uses logic based on the ratings for each element you selected at Step 12. The form will only display the elements and consumer advice terms that may be applicable at the overall rating of the film, or one lower for any issues of community concern.

If an element or consumer advice term does not appear on the list, it is because it does not meet the logic for inclusion in the consumer advice.

14. Select **Add/Remove CA Terms** to add consumer advice, select the applicable terms using the tick boxes, and then select **Add CA terms**. There may be a scroll bar on the right-hand side. Use the scroll bar to view additional consumer advice terms and the Add CA Terms button.

- Consumer advice is mandatory for elements corresponding with the overall rating.
- Consumer advice is optional for elements that are one rating lower than the overall rating.  
If relevant, input only the issues of community concern present in the film at one rating lower.

[Your Dashboard](#) > [Submission Management](#) > Film Submission

## Interstellar Pictures - Accredited Classifier Decision - Film - Fast X

☒ Done Basic Details
 ☒ Done Additional Information
 ☒ Done Assessment
 ☒ **Doing Consumer Advice**
☐ To do Upload Media
 ☐ To do Declare and Submit

### Consumer Advice Terms

Select applicable CA terms for each Classifiable Element below:

**Language - R 18+ \***

Add / Remove CA Terms >

**Drug use - R 18+ \***

Add / Remove CA Terms >

**Themes - MA 15+**

Add / Remove CA Terms >

Display Consumer Advice

**Overall Consumer Advice \***

Previous Save and Next >

15. After you have selected all of the consumer advice terms, select **Display Consumer Advice**. The submission will auto-populate the **Overall Consumer Advice**. Once displayed, select **Save and Next**.

If the Overall Consumer Advice is not as you expected, go back to Step 12 and/or Step 15.

[Your Dashboard](#) > [Submission Management](#) > [Film Submission](#)

## Interstellar Pictures - Accredited Classifier Decision - Film - Fast X

☒ Done  
Basic Details

☒ Done  
Additional Information

☒ Done  
Assessment

☒ Doing  
**Consumer Advice**

☐ To do  
Upload Media

☐ To do  
Declare and Submit

### Consumer Advice Terms

Select applicable CA terms for each Classifiable Element below:

#### Language - R 18+ \*

Add / Remove CA Terms >

CA Term↑

High impact coarse language

#### Drug use - R 18+ \*

Add / Remove CA Terms >

CA Term↑

High impact drug use

#### Themes - MA 15+

Add / Remove CA Terms >

CA Term↑

Strong mental health themes

Strong suicide scenes

Display Consumer Advice

### Overall Consumer Advice \*

High impact coarse language, drug use, mental health themes and suicide scenes

Previous Save and Next >

## Upload media

16. You can upload or provide links to media, and then select **Save and Next**.

These options are available to you:

- **online via Box** – upload media files directly to Box (file size limited to 3GB).
- **online via another method** – enter the location or file path, including relevant access code or password in the text box. Please advise if the link is only available for a specified period.
- **a physical copy of the content** – if you are posting a DCP drive or other physical media via a courier.

The screenshot shows a web interface for the 'Upload Media' step. On the left is a vertical progress bar with six items: 'Done Basic Details', 'Done Additional Information', 'Done Assessment', 'Done Consumer Advice', 'Doing Upload Media' (highlighted with a blue bar and three dots), and 'To do Declare and Submit'. The main area is titled 'Upload Media' and contains the question 'How will you provide media?'. Below this is a dropdown menu with three options: 'Online via Box', 'Online via another method', and 'A physical copy of the content'. At the bottom of the main area are two buttons: 'Previous' and 'Save and Next >'.

## Declare and submit

17. Select **Download Summary** if you would like to download a copy of the submission.

18. Review the declaration, select the tick boxes to agree, then select **Submit**.

Done  
Basic Details

Done  
Additional  
Information

Done  
Assessment

Done  
Consumer  
Advice

Done  
Upload Media

...  
Doing  
Declare and  
Submit

i

You can download a copy of your decision for your records.

Download Summary

### Declare and Submit

In submitting this decision, I make the below declaration:

**I acknowledge that:**

☐ my decision will take effect when it is included on the National Classification Database (NCD) \*
 ☐ the Classification Board may check my decision and request access to the film \*
 ☐ the publisher of the film and I will both be notified: \*
 

- if my decision is selected for a check by the Classification Board
- if the Classification Board is considering revoking my decision
- of the outcome of any check by the Classification Board.

**I declare that:**

☐ the information I have provided in this form is true and correct. \*

Previous

Submit >

## After submission

The classification decision takes effect under the Classification Act when it is published on the National Classification Database at [classification.gov.au](https://classification.gov.au).

If you have made an error in the submission, please email [accreditedclassifier@infrastructure.gov.au](mailto:accreditedclassifier@infrastructure.gov.au). The department will notify you of the next steps.