Chapter 1  Library Overview

1.1  Content
This Library contains the forms and administrative guidelines that facilitate interaction between the Department and ATDP Members and CoP/VC/ESO Mentors or Advocates whose activities are funded by the Department.

1.2  Purpose
The forms and procedures in this Library are for the use of all personnel who are tasked to undertake activities funded by DVA from the ATDP. Use of the forms and adherence to the procedures will contribute to national consistency and facilitate good governance.

1.3  Caution
All personnel using the forms in this Library must be aware that errors in completing the forms – whether deliberate or inadvertent – or misusing the funds that have been allocated for an activity leave that person open to allegations of fraudulent behaviour.

1.4  Companion Libraries
1.4.1 Library No. 1 contains the conceptual and explanatory levels of documentation. It is the ‘Why it is the way it is’ document. The constituent documents are references for:
- the rationale that shaped ATDP beyond the ATDP Blueprint,
- a deeper level of understanding of ATDP implementation,
- in-depth responses to VC/ESO executives and advocates’ questions, and
- the foundations for future development of ATDP to meet emerging needs.

1.4.2 Library No. 2 contains the Strategic-level Policies and the Glossary of Commonly Used ATDP Terms Policy Framework. It:
- records the boundaries within which the Operational Procedures that guide implementation and day-to-day operation of ATDP are written; and
- is the ‘Why to do’ level of documentation.

1.4.3 Library No. 3 contains ATDP Operational Policy and Procedures. It:
- identifies the actions that to be taken by the CFMG and RIG Members and by CoP Mentors to ensure:
  - national consistency operationally, and
  - delivery of quality assured advocacy services; and
- is the ‘What to do’ level of documentation.

1.4.4 Library No. 4 contains ATDP Management Policy and Procedures. It identifies the actions that are to be taken by the CFMG and RIGs to ensure:
- good governance, and
- national consistency managerially.