

# Functions On Campus Applicant User Guide

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V0.2	22/08/2024	Amy Tielu, Service Design Lead, Service Solutions	Review
V0.3	30/08/2024	Rajarajeswari, Business Analyst, Service Solutions	Updated review comments
V0.4	12/03/2025	Rajarajeswari, Business Analyst, Service Solutions	Updated latest screens and functionalities
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## Document approval

Supported by:

*Approved by:*

*DATE*

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## Introduction

This user guide outlines the features and functions of the Functions on Campus Canvas App solution for applicants. Functions on Campus (FoC) is the application process for holding functions on university grounds and within university facilities. The functions may involve staff, students, or external members organising social, cultural, fundraising, or sporting events.

Please note the following:

- If you are planning to submit a FoC application to hold a function, you must upload booking confirmation on the 'Function description' page. Before submitting the application, please ensure you have obtained booking confirmation from the venue.
- If you have not yet booked your venue, please save this application and complete it once you have obtained booking confirmation. If you have booked multiple venues, you may upload a single, collated document.
- If your function type is BBQ, you may not need to submit any booking confirmation.
- You may require clearance and a licence for any music or film videos performed or played at Functions. The Function organiser is responsible for ensuring compliance with correct licensing and clearance requirements.  
For more information see [Event Licences](#) and [Screenrights Licences](#) or ensure that you have an appropriate license from the rights owner of the media you are using.
- Please note that applications must be submitted at least 14 days in advance for functions without liquor, and at least 21 days in advance for those involving liquor.
- For more details about applying for a Function, please see the Functions on Campus website in the link [Functions on Campus](#)

## Glossary of the Acronyms

FoC – Functions On Campus

HRMS - HR Management System

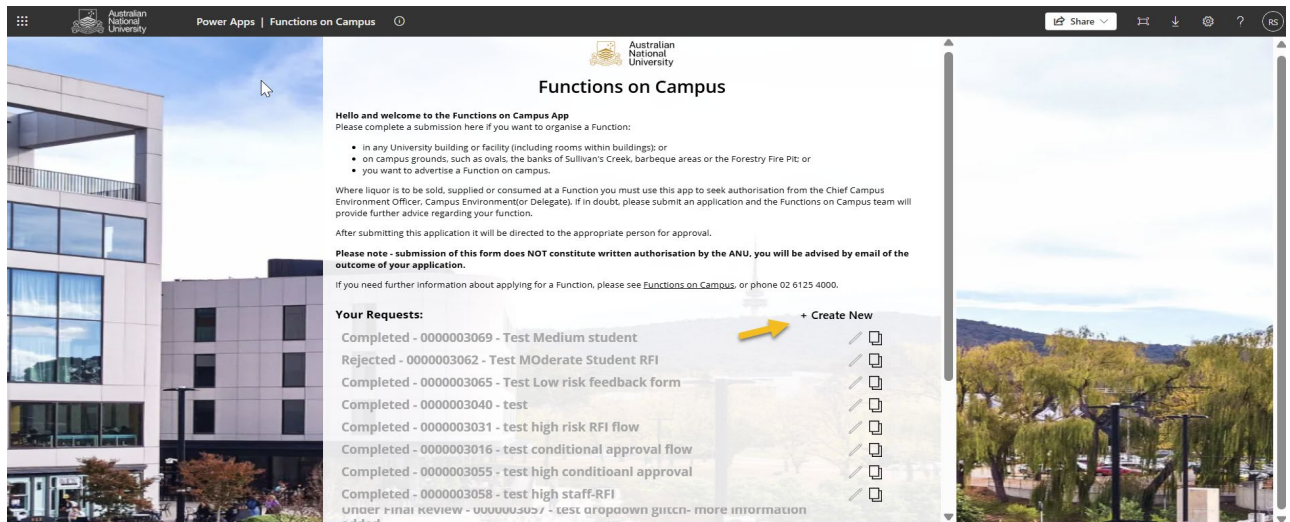
UID - University ID

## How to Access the application?

To access the application, please click on the URL provided in the Functions on Campus SharePoint site.

## Create a New application

To create a new application, the user should click on the **+Create New** button as shown below.

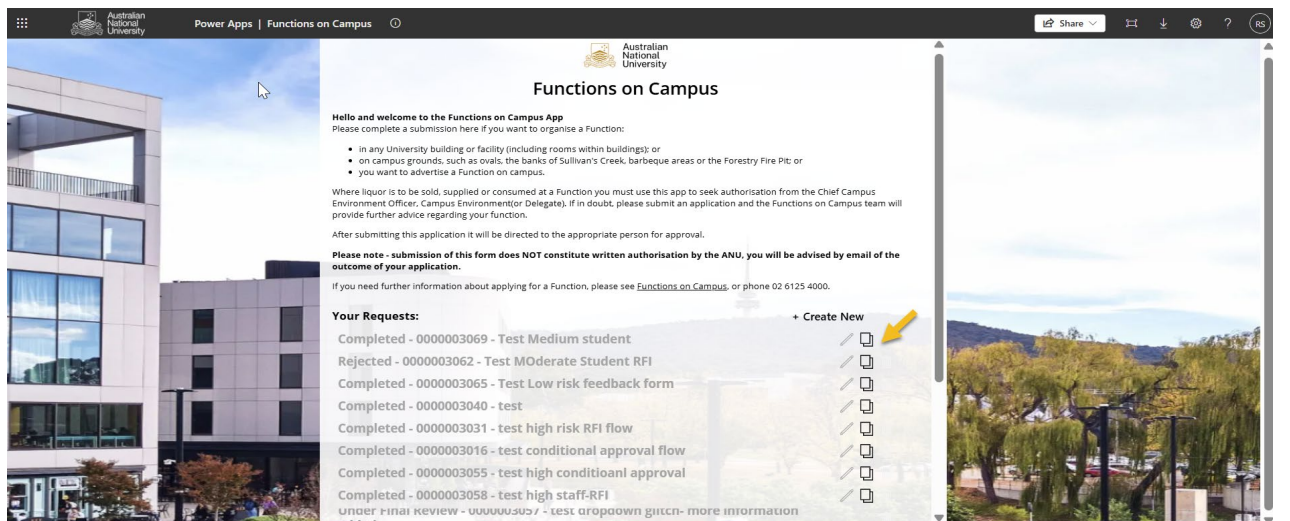


Once the button is clicked, a new application is created

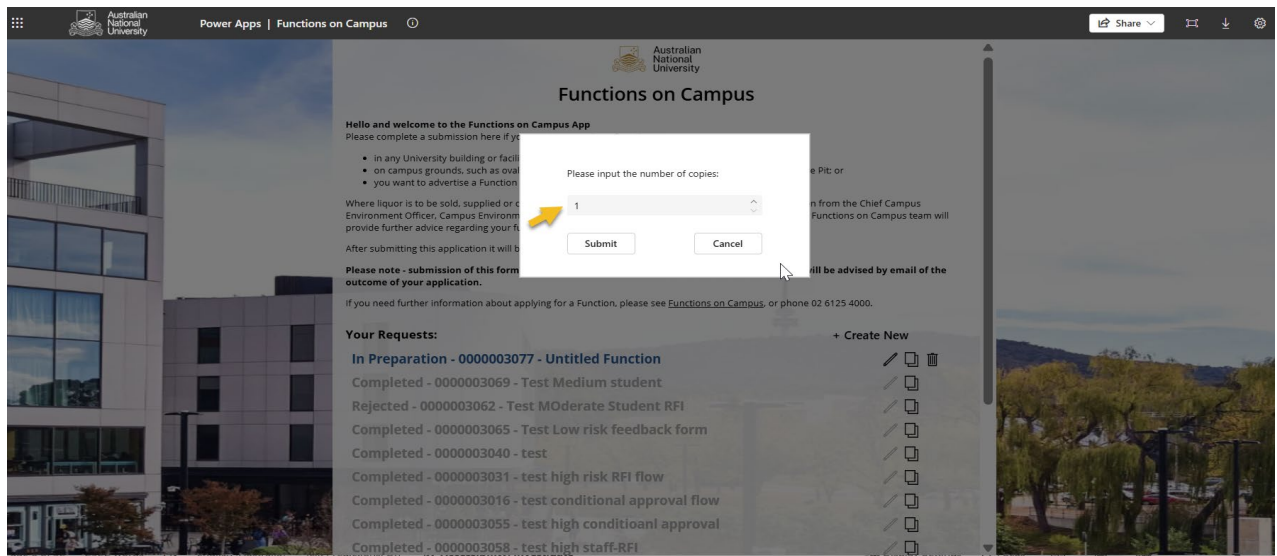
e.g. **In Preparation <application number Title >**

Please double-click to proceed to the next page.

Alternatively, users can copy details from their previously submitted application form to their new application by clicking on the icon shown in the image below.

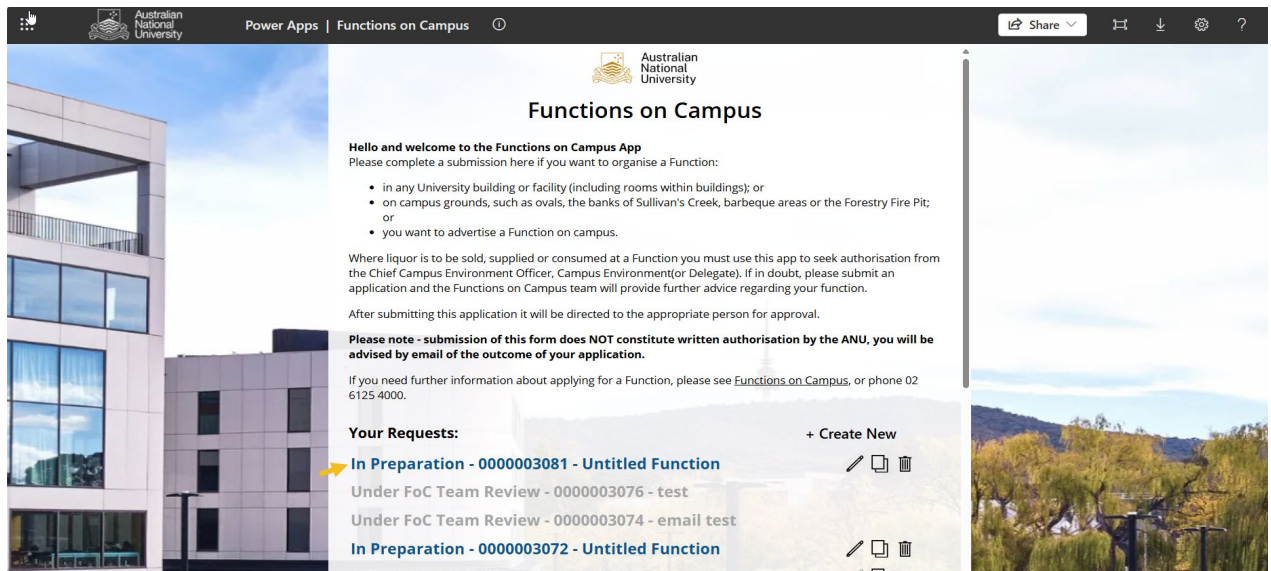


Provide the number of copies and click submit



The screenshot shows the 'Functions on Campus' app interface. A modal form is displayed in the center, prompting the user to 'Please input the number of copies:'. The input field contains the number '1'. Below the input field are 'Submit' and 'Cancel' buttons. The background of the app shows a list of requests under 'Your Requests:' and a 'Create New' button.

A new application form with the same details gets copied. Please double-click the newly created application as shown in the image below.



The screenshot shows the 'Functions on Campus' app interface after a new application has been created. The 'Your Requests:' list now includes a new entry: 'In Preparation - 0000003081 - Untitled Function'. This entry is highlighted with a yellow arrow. The app also shows a 'Create New' button and a list of other requests.

However, some of the details in the function description page need to be re-entered, such as function date, time, set up and pack up times, booking confirmation etc

# FoC Power Apps User Interface (UI) Pages

## Application Structure:

The UI pages of the FOC application are as follows:

- Introduction
- Contact Details
- Function Description
- Location
- Attendee Information
- Liquor Requirements
- Catering
- External Services
- Additional Information
- Advertising
- RAMP
- Risk Assessment Matrix
- Submit





## Introduction Page

The purpose of this information page is to provide general instructions on the Functions On Campus application process. Also, as an applicant, you need to provide consent to collect information to facilitate your event on the ANU campus and identify appropriate stakeholders.

Applicant View	1. Introduction – Privacy - Provides instructions for the completion of the form and outlines the University’s implementation of the Privacy Policy
	2. Checkbox – Mandatory checkbox to confirm the agreement to collect data and proceed
	3. Previous – enables navigation to the previous page
	4. Save & Continue – to save changes and navigate to the next page

Please note that while saving any page – if any fields appear in red, it indicates that some of the mandatory field’s (\*) details are not provided. Please fill in those details to proceed to subsequent pages.



## Contact Details



This page is for the applicant to provide their primary contact details and alternate contact details. This page also auto-populates some of the details of the applicant such as Name, Position, Applicant Type, Department and ANU Email details.

Applicant View	1. Applicant Details – Applicant’s Name, ANU email, Position, Applicant type, Department and Phone number are auto populated as per the Uid of the applicant.
----------------	---

	2. Position – Provides the position details of the applicant. If the applicant holds multiple positions then choose the position in this application by double-clicking the dropdown
	3. Affiliation Type – A dropdown based on the Applicant’s position, student/Staff. Emails will be sent to appropriate affiliation type stakeholders when the application is submitted
	4. Alternate Contact(s) for Function – Applicant must provide at least one alternate contact (Name, email and phone number)
	5. Progress bar - shows the progress of the application

## Function Description

This page is for the applicant to provide details about the function such as Function Name, Description, and Type. Also, the applicant should provide details of the date and time of the function. Please note that the application number field is auto-populated and will be used for all email communications. This page also requires the applicant to upload booking confirmation.



### Function Description

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1 Location \*

☒ On Campus

Off Campus - No Functions on Campus Application is required. Follow [Chapter 3.14 Event and Function Safety Management](#) and gain approval from the appropriate authority of the University, Division, College or School.

Please note:

- If you are planning to hold your function(with the exception of ovals), you can book the location using this Form.
- If you are planning to hold your function on an oval, you will need to upload your ANU Sport and Recreation booking confirmation before you can submit this Form.
- If you are planning to hold your function inside, you will need to upload your booking confirmation before you can submit this Form.
- If you have not yet booked your venue, please save this Form and contact the venue manger. Once you have the booking confirmation you can complete the Form. Please note that saving the Form may impact the timeline and ability to hold your function.

2 Function Details

Application # \*

0000002570

Function Name \*

Guide prep function

3 Function Description

Please enter a detailed description of your function below, including why the function is being run.



Function Description \*

Guide prep function

Progress

Previous

Save & Continue



### Function Description

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Please enter a detailed description of your function below, including why the function is being run.

Function Description \*

Test med function

Function Type \*

Fundraising

4

☒ Reviewed the carbon smart events guide for practical advice on how to reduce carbon emissions from your event

For more information see [Carbon smart events at ANU | Environmental Sustainability](#)

You may require clearance and a licence for any music or film videos performed or played at Functions. It is the responsibility of the Function organiser to ensure compliance to correct licensing and clearance requirements. For more information see [Event Licences](#) and [Screenrights Licences](#) or ensure that you have an appropriate licence from the rights owner of the media that you are using.

Applicant Declaration

- I certify that the information I have provided regarding the Function Type and its description is complete and accurate.
  - The University reserves the right to amend or withdraw any decision, or reject this application, if any information provided is found to be incorrect, incomplete, misleading, or false.
  - Providing incorrect, misleading, or false information may result in disciplinary action under the ANU Code of Conduct.

☒ I confirm that I have read and understood the declaration above, and I agree to the terms and conditions stated

Function Timeframes

Please note that it is mandatory that all the functions should be registered with Functions on Campus as per below criteria.

Function Type

Submission Deadline

Progress

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Save & Continue

## Function Description

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5 Please note that it is mandatory that all the functions should be registered with Functions on Campus as per below criteria.

Function Type	Submission Deadline
Functions without liquor	14 days prior to function
Functions with liquor	21 days prior to function
Large - scale functions (e.g. > 500 attendees, multiple locations/days etc)	Custom timeline based on event complexity

If the nature or timing of your event falls outside of the above criteria, please contact the [Functions on Campus team](#) (ph: +612612540007) as soon as possible.

6 Start Date \*  End Date \*

Start Time \*  End Time \*

Recurring event

Please provide details of set-up and pack-down times for your function: \*

Progress 

Previous Save & Continue

## Function Description

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Start Date \*  End Date \*

Start Time \*  End Time \*

Recurring event

Please provide details of set-up and pack-down times for your function: \*

Booking Confirmation - Supporting Documentation \*

Before submitting this application, please ensure you have obtained and provided booking confirmation from the venue.  
**If you have not yet booked your venue, please save this application and complete it once you have obtained booking confirmation.**  
**If you have booked multiple venues, you may upload a single, collated document.**

Please upload your document here :

7 Booking Confirmation Upload

Progress 

Previous Save & Continue

Applicant View	1. Function Location - Please note that function location can only be On-Campus as this application is for On-campus events only.
	2. Function Details – To provide identification details for the function <ul style="list-style-type: none"> <li>Application Number: An auto-populated unique ID which can be used to identify the form and application</li> <li>Function Name text field: For the applicant to supply a name for the function</li> </ul>

	<p>3. Function Description</p> <ul style="list-style-type: none"> <li>• Text area - To provide details of the function and why it is being held.</li> <li>• Function Type - To select the type of function being held. If Movie screening is selected for Function Type, additional information regarding Movie details needs to be entered.</li> </ul>
	4. Function Type – Choose from the dropdown list the type of function planned.
	5. Criteria to register with Functions on campus for various function types.
	6. Function Timeframes - Please note that it is mandatory that all functions are registered through the Functions on Campus process at least 14 working days in advance. For events involving liquor, registration must be submitted at least 21 days prior to the event date. Also, the applicant can state whether it is a recurring event. Validation rules apply for the start date and end date.
	7. Booking confirmation Upload- Please upload the booking confirmation (which is mandatory) as an attachment by clicking this button.

# Location

This page is for the applicant to detail the location of the function to be held. In the function location drop-down – type the location name and it can be located. If a particular location is not found in the drop-down menu, please check the option '**Location is not included in the list provided**' then In the drop down menu – **Other - location is not included in the list** will appear. In the **Other Location** text field, provide the details of your function location. Applicant can also choose if they want to use indoor or outdoor location if they want to choose it in specific.

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Please start typing your function location in the box below and select the relevant location from the list provided.

If the location is not available from the list below, please select 'Location is not included in the list provided' from the question below and then type and select 'Other - Location is not included in the list' from the location in order to continue.

Function Location \*

1 Other - Location is not included in the list

2 ☒ Location is not included in the list provided above.

3 Other Location: \*

Student central

Progress

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Save & Continue

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Submit

Please start typing your function location in the box below and select the relevant location from the list provided.

If the location is not available from the list below, please select 'Location is not included in the list provided' from the question below and then type and select 'Other - Location is not included in the list' from the location in order to continue.

Function Location \*

4 Substation 8972

☐ Location is not included in the list provided above.

5 Description: \*

Details provided could include room number, position on an oval, description of where the location is adjacent to etc.

Room number 141

6 Location Specific Details: \*

☐ Indoor Location

☒ Outdoor Location

Progress

Previous

Save & Continue

Applicant View	1. Function Location -.Other location- option for the applicant to choose if the location list is not available in the dropdown.
	2. If a particular location is not found in the drop-down menu, please check the option ' <b>Location is not included in the list provided</b> ' then In the drop down menu – <b>Other - location is not included in the list</b> will appear. In the <b>Other Location</b> text field, provide the details of your function location. Applicants can also mention if they want to use an indoor or outdoor location
	3. Description includes any specific room number, position on an oval, etc Or other location details
	4. The drop-down list is for the applicant to select their function location from a list of available buildings
	5. Location description to provide more details such as room number unit number etc
	6. Location specific details such as Indoor or Outdoor



## Attendee Information

This page is for the applicant to provide details on the number and nature of attendees. Please note that various scenarios such as the expected number of attendees (more than 300) or VIPs to attend, under 18 attendees etc will determine the risk level of the application. Please check all the helpful links at the bottom of the page as required.

**Attendee Information**

**Expected Attendees \***  
Please enter the number of attendees that you are expecting to attend your function, if you are not sure about numbers attending, please use the maximum occupancy allowed for this venue. \*

1

**Target Age Range \***  
Please select the target age range for the function from the list. This selection should aim to represent the expected attendees of the function.

2 ☐ Attendees under 18 years (this excludes your children or children of whom you are the legal guardian)  
☒ Attendees 18 years and over

**Invitees \***  
Please select who will be invited to the function, select all that apply:

3 ☒ ANU Students  
☐ ANU Staff  
☐ External Attendees

**VIPs to attend \***  
Are you expecting Very Important Person(s) to attend your function ?  
4

Please provide details of the VIP's position title and/or full name :  
VIP



Progress

[Previous](#) [Save & Continue](#)

Applicant View	1. Expected Attendees text field – To provide the number of attendees expected at the function. • This number directly influences the risk rating and workflow of the form
	2. Target Age Range checkbox list – To determine whether attendees under the age of 18 will be present at the function, if Yes WWVP declaration will be checked. • This influences the risk rating and RAMP entries
	3. Invitees checkbox list – to determine the type of attendees, whether staff, student or external attendees
	4. VIP attendance – a Drop-down list to determine whether VIPs are attending the function. • This also influences the risk rating and also triggers respective notification emails.

## Liquor Requirements

This page is for the applicant to provide details on the supply and service of alcohol. If the drop-down **Will liquor be sold, supplied, and/or consumed at the function** – is Yes there are some series of dropdown questionnaires to be answered. If the liquor is supplied by a provider, then the liquor provider details need to be entered, and the liquor license needs to be uploaded.



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Catering ✓

External Services ✓

Additional Information ✓

Advertising ✓

RAMP ✓

Risk Assessment Matrix ✓

Submit

### Liquor Requirements

Please note that under the ANU Liquor Statute, liquor must not be sold, supplied and/or consumed in any University building or facility (including rooms within buildings) or anywhere on campus grounds without the written authorisation of the Chief Campus Environment Officer of Campus Environment (see ACT Liquor Act 2010 and the ANU Liquor Statute 2022). You can apply for an authorisation within this application or you may be required to apply for a liquor permit through [Access Canberra](#).

1

Will liquor be sold, supplied and/or consumed at the function?

Yes - Liquor will be sold, supplied or consumed

2

How will the liquor be sold or supplied?

Open containers for consumption at the authorised premises

3

Will the liquor at the function be sold/supplied by a licensed provider/caterer?

Yes - a licensed provider/caterer is providing the liquor

4

Will your function be held on the licensed premises of the provider/caterer?

Yes

As your function will be held on the premises of a licensed provider/caterer, you are covered under their liquor license and a liquor permit is not required for your function. However as the Function Organiser you should familiarise yourself with the [ACT Liquor Regulation 2010](#) which provides guidelines on the Responsible Service of Alcohol. Function organisers intending for liquor to be sold, supplied or consumed at their function must read the [ANU Liquor Statute 2015](#).

Liquor Provider Details



If required, additional rows can be added by clicking the + button

Provider #1

Progress

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Submit

### Liquor Requirements

5

Liquor Provider Details

If required, additional rows can be added by clicking the + button

Provider #1

Business Name \*

Liquor provider1

Contact Name \*

ABC liquor provider

Contact Number \*

222222222

Email \*

test3@test3.com

ABN \*

2345678

6

Certificate of Currency document upload

Please upload here the Certificate of Currency for the above mentioned providers \*

Certificate Of Currency Upload

Document Type

Document Title

Certificate Of Currency - Liquor

Test print.pdf


Progress

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Save & Continue

The Australian National University

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider



## Liquor Requirements

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Submit

Contact Number \* 2222222222

ABN \* 2345678

Email \* test3@test3.com

Certificate of Currency document upload

Please upload here the Certificate of Currency for the above mentioned providers \*

|| Certificate Of Currency Upload

Document Type	Document Title
Certificate Of Currency - Liquor	Test print.pdf

Liquor license document upload

Please upload the Liquor Documents here

|| Liquor License Upload



Progress

[Previous](#)
[Save & Continue](#)

Applicant View	1. Applicant can choose the Liquor supply from a Drop-down list (Yes or No) If yes, there will be some sequence of questions to be answered
	2. How will the liquor be sold or supplied? – with the predefined answer list. Choose from the list.
	3. Will the liquor at the function be sold/supplied by a licensed provider/caterer? If Yes is selected, another question about license permission will pop up.
	4. Will your function be held on the licensed premises of this provider/caterer? If Yes – you must fill the Liquor Provider Details and upload the certificate of currency.
	5. If <b>Will the liquor at the function be sold/supplied by a licensed provider/caterer? Is YES</b> then liquor provider details have to be given.
	6. Certificate of currency should be uploaded if liquor is supplied by licensed provider
	7. Liquor license can be uploaded in this section.

## Catering

The purpose of this page is for the applicant to provide details about function catering. If food is provided as part of the function then there are various questionnaires to be answered on this page. Applicants need to provide details of the type of food that will be provided, as well as how it will be stored and transported. If it is catered by 3<sup>rd</sup> party that is supplied and served by the caterer on-site at the University, then the caterer's details need to be entered.



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1

Will food be provided as part of the function? \*

☒ Yes ☐ No

2

Catering Charges

Food supplied at functions within the campus are typically provided free of charge to patrons by the organisers, unless permission is granted to include a charge or donation.

Will you be charging for food at your function? \*

☐ Yes ☒ No

3

Please select how the food will be provided from the list below (select all that apply):

☐ Barbeque (BBQ)

☒ Pre-packaged food collected by organiser (sealed snacks)

☐ Pre-packaged food collected/delivered (Fast Food Chain/Restaurant)

☐ Self-catered – prepared at home

☐ Self-catered – prepared at function

☐ Catered by 3rd party (Supply & Serve)

If you select Self-Catered options, we recommend completing a free online Food Safety training through the ACT Government. There are two free programs available on [Food safety training I'M Alert Online Training](#) and [Department of Health Food Safety: Home](#).

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Save & Continue

Power Apps | Functions on Campus ⓘ

Share

Australian National University

## Catering

**Introduction**

*Note: '3rd party catering' is catering that is supplied and served by the caterer on site at the University for the specified function. (If you are purchasing food or having it delivered from a 3rd party and serving the food yourselves i.e. Domino's, please select: 'Pre-packaged food collected/delivered')*

**Contact Details**

**Function Description**

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**Risk Assessment Matrix**

**Submit**

Please provide details of type of food that will be provided, as well as how it will be stored and transported: \*

Sealed snacks

**Catering Certificate of Currency documents Upload**

Please upload here the Certificate of Currency for the above mentioned providers : \*

@ Certificate Of Currency Upload

Document Type	Document Title
Certificate Of Currency - Catering	Test print.pdf



Progress

Previous Save & Continue

Applicant View	1. When the applicant chooses option 'Yes' for food provided, details of Catering Charges will pop up and must be filled.
	2. If Yes is chosen for charging for the food option then the applicant can either provide the item details in the textbox or upload
	3. How the food will be provided? - Select all that apply. Different details will be required to fill for each option. <ul style="list-style-type: none"> <li>If food is prepared at the function premise (including BBQ) equipment and safety details will be provided for the applicant.</li> <li>If the applicant chooses catered by 3<sup>rd</sup> party option, they need to give provider details and upload the certificate of currency.</li> </ul>
	4. Details of the food that will be supplied should be given in this section.
	5. Certificate of currency can be uploaded in this section

## External Service Providers

The purpose of this page is for the applicant to provide details about any external service providers (excluding caterers), for instance, security, first aid, or equipment hire the applicant plans to hire. External service provider details need to be provided on this page.



Introduction ✓

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Function Description ✓

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Submit

External Service Providers

Are you engaging the services of external service providers (excluding caterers), for instance security, first aid or equipment hire? \*

☒ Yes ☐ No

All external contractors are required to complete the Contractor Site Induction. Please provide the below link to any external contractors assisting with your Function and ensure they provide the signed Certificate of completion for your records (you do not need to attach this certificate of completion to your application).

[Contractor Site Induction Link](#)

External Service Provider Details

If required, additional rows can be added by clicking the + button. +

Provider #1

Business Name \*ABC services

Contact Name \*ABC services

Contact Number \*4444444444

Email \*test4@test4.com

Service ProvidedMusic system hire

ABN \*2345678

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## External Service Providers

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[Contractor Site Induction Link](#)

External Service Provider Details

If required, additional rows can be added by clicking the + button. +

Provider #1
<div>Business Name * ABC services</div> <div>Contact Name * ABC services</div> <div>Contact Number * 4444444444</div> <div>Email * test4@test4.com</div> <div>Service Provided Music system hire</div> <div>ABN * 2345678</div>

3 Catering Certificate of Currency documents Upload

Please upload here the Certificate of Currency for the above mentioned providers: \*

Certificate Of Currency Upload

Progress

Previous

Save & Continue

Applicant View	1. If Yes is selected, <i>External provider instruction, link and provider details</i> will pop up.
	2. You must enter Provider's Business Name, Contact Name, Contact Number, Email, Service Provided.
	Press + button if you have more than one external service provider
	3. You must upload the Certificate of Currency for the mentioned provider



## Additional Information

The purpose of this page is for the applicant to provide details about any additional services they may require. When **Yes** is chosen against any additional service requirement a text box will appear to fill in the further details. Please note if the question **Will you have an amusement device at your function** is **Yes** the risk level for the application will be high.

**Additional Information**

1. Do you require ANU security attendance at your function? \* ☒ Yes ☐ No

2. Do you have additional power requirements for your function? \* ☐ Yes ☒ No

3. Do you have additional cleaning or rubbish disposal requirements for your function? \* ☐ Yes ☒ No

4. Will the function impact on the environment and/or gardens and grounds? \* ☐ Yes ☒ No

5. Will the function impact on pedestrian or vehicular movement, including delivery or other large vehicles, coaches, erecting fencing/structures? \* ☐ Yes ☒ No

6. Will the function require removal of bollards to gain access to the location? \* ☐ Yes ☒ No

7. Will the function include music or the generation of noise? \* ☐ Yes ☒ No

8. Is the function sponsored/sanctioned by an official ANU body/group? \* ☐ Yes ☒ No

9. Is this function sponsored by an outside organisation? \* ☐ Yes ☒ No

10. Will the sale of new or second hand books/published items occur during your Function? \* ☐ Yes ☒ No

11. Will you have an amusement device at your function? \* ☐ Yes ☒ No

**1. Security Attendance**  
You will be contacted by the Functions on Campus team regarding security attendance.  
Please describe your security requirements. \*

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**Additional Information**

1. Do you require ANU security attendance? \* ☒ Yes ☐ No

**1. Security Attendance**  
You will be contacted by the Functions on Campus team regarding security attendance.  
Please describe your security requirements. \*

2. Do you have additional power requirements? \* ☐ Yes ☐ No

3. Do you have additional cleaning or rubbish disposal requirements? \* ☐ Yes ☐ No

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Applicant View	1. When Yes is selected for each question, the specific requirement will pop up and you must fill and upload the required document.
----------------	---

## Advertising

The purpose of this page is to add any advertising requirements for the function on campus. Please note that any advertising for a function on campus should get approval from [brand@anu.edu.au](mailto:brand@anu.edu.au) before submitting this form.

If 'Yes' is chosen for advertising, there will be a series of questionnaires to be answered as shown in the below table.



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Advertising

No advertising for a function should occur on campus before approval is granted. Unapproved advertising material will be removed.

Will you be advertising your function on campus?

1

☒ Yes ☐ No

Please note that under the ANU Liquor Statute, regardless of whether your function is going to be held in a University building, on campus grounds, or is to be held off campus, you must attain written authorisation from the Chief Campus Environment Officer, Campus Environment before you can advertise on campus. Submission of this form does NOT constitute written authorisation by the ANU. You will be advised by email of the outcome of your application.

Please note that:

a) You must not state or imply that the University approves or endorses the Function without written permission; and

b) The University will not approve a function or advertising for a function that promotes or encourages the consumption of liquor.

Advertising used to communicate core University business should use the ANU logo and follow the [ANU Identity Services](#). This can include promotional events, conferences, training and courses. If you believe your function falls within this category, please contact [brand@anu.edu.au](mailto:brand@anu.edu.au) for assistance and approval.

2

Advertising Materials

Please note, advertising material must not promote any illegal activity, contravene any local or federal legislation or be likely to cause offence. Please indicate which forms advertising you are planning to use, selecting all that apply:

☐ Television (TV)

☐ Radio

☒ Email

☐

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## Advertising

Introduction ✓

Contact Details ✓

Function Description ✓

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Attendee Information ✓

Liquor Requirements ✓

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**Advertising ✓**

RAMP ✓

Risk Assessment Matrix ✓

Submit

conferences, training and courses. If you believe your function falls within this category, please contact [brand@anu.edu.au](mailto:brand@anu.edu.au) for assistance and approval.

☐ Yes   ☒ No

---

**Advertising Materials**

Please note, advertising material must not promote any illegal activity, contravene any local or federal legislation or be likely to cause offence. Please indicate which forms advertising you are planning to use, selecting all that apply:

☐ Television (TV)  
☐ Radio  
☒ Email  
☐ Poster  
☒ Social Media  
☐ ANU Bulletin Board  
☐ External Link/URL  
☐ Other

URL:

testurl

**Advertising Materials Upload**

Please upload the attachment here :

Advertising Materials Upload

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Applicant View	1. If you would like to advertise your function on campus, the Advertising material questions will pop up and you must fill those fields.
	2. If Yes is selected for the ANU log/styling or contain reference to the University for your advertising material, You must obtain ANU Marketing approval for your materials.
	3. Advertising Materials – select all that apply from the list <ul style="list-style-type: none"> <li>If External Link/URL is selected, you must provide the link/URL</li> <li>If Other is selected, you must provide relevant description</li> </ul>

WHS Hazard and Risk Assessment upload is optional if the number of attendees is less than 300. In case the number of attendees is more than 300, complete Ramp within this application option will not be available and WHS Hazard upload will be mandatory.

Applicant View	1. RAMP must be completed for your application
	2. You must upload a relevant WHS Hazard and Risk Assessment document

## Risk Assessment Matrix

The purpose of this page is for the approver's to assess any risk involved in conducting this function. Using the risk rating matrix provided, applicant should indicate the impact and likelihood of each risk as well as strategy regarding how to mitigate the risk. Some of the risk assessments are auto-populated depending on the answers provided by the applicant in previous pages. It is also required to fill in control measures and impact of the risk involved.



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**Risk Assessment Matrix**

Submit

### Risk Assessment Matrix

Pre-populated Risks for Assessment

Some risks have been automatically included based on your function type and answers provided within this application. Using the risk rating matrix provided below, please indicate the impact and likelihood of each risk as well as your strategy regarding how to mitigate the risk.

Any additional risks relating to the function can be detailed in the next section. For additional information on the ANU Risk Management Matrix, please visit the [ANU Risk Management website](#).

If required, additional rows can be added by clicking the + button. **5**

Risk Assessment #1

**1** Risk Description

Harm caused by the consumption of liquor

**2** Impact

Minor

**3** Control Measures

controlled consumption

**4** Impact after Control Measures

Insignificant

Likelihood

Unlikely

Risk Level

Low

Risk Assessment #2

Risk Description

Harm caused by the activity or service provided by the 3rd party service(s)

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### Risk Assessment Matrix

Introduction ✓

Contact Details ✓

Function Description ✓

Location ✓

Attendee Information ✓

Liquor Requirements ✓

Catering ✓

External Services ✓

Additional Information ✓

Advertising ✓

RAMP ✓

**Risk Assessment Matrix ✓**

Submit

Some risks have been automatically included based on your function type and answers provided within this application. Using the risk rating matrix provided below, please indicate the impact and likelihood of each risk as well as your strategy regarding how to mitigate the risk.

Any additional risks relating to the function can be detailed in the next section. For additional information on the ANU Risk Management Matrix, please visit the [ANU Risk Management website](#).

If required, additional rows can be added by clicking the + button. + **5**

Impact after Control Measures	Insignificant	Likelihood after Control Measures	Rare	Risk Level after Control Measures	Low
Risk Assessment #4					
Risk Description					
Impact	Select Impact	Likelihood	Select Likelihood	Risk Level	Pending
Control Measures					
Impact after Control Measures	Select Impact	Likelihood after Control Measures	Select Likelihood	Risk Level after Control Measures	Pending

Progress

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Applicant View	1. Based on the function type and answers provided some risks are auto-populated to assess.
	2. Impact of the risk and likelihood of occurrence before control measures are taken should be indicated.
	3. Control measures and strategies regarding how to mitigate the risk has to be specified
	4. The impact of the risk and likelihood of occurrence after control measures are taken should be indicated.
	5. If the applicant would like to add any more risk, this can be done by clicking on the + symbol and filling in the details.

## Submit

After all the pages are filled in with the required information, an applicant can submit the application.

Before submitting the application, make sure all pages are filled in correctly, which will be indicated by the symbol ✓. If any page has ! symbol, it indicates an error. If so, please go back to the page and rectify the error before submission.

The screenshot shows the 'Submit' page of the ANU application form. The left sidebar lists sections: Introduction, Contact Details, Function Description, Location, Attendee Information, Liquor Requirements, Catering, External Services, Additional Information, Advertising, RAMP, Risk Assessment Matrix, and Submit. Each section has a status icon: a checkmark for completed sections and a yellow circle with an exclamation mark for sections with errors. The 'Advertising' and 'RAMP' sections have error icons. The main content area shows the 'Application Summary' with a 'Moderate risk' rating. Below this, there is a 'Personal Information' section with a disclaimer. At the bottom, there is a progress bar and two buttons: 'Previous' and 'Submit Now'.

**Submit**

**Introduction** ✓

**Contact Details** ✓

**Function Description** ✓

**Location** ✓

**Attendee Information** ✓

**Liquor Requirements** ✓

**Catering** ✓

**External Services** ✓

**Additional Information** ✓

**Advertising** !

**RAMP** !

**Risk Assessment Matrix** ✓

**Submit**

**Application Summary**

The following provides a summary of the application, which was rated as Moderate risk :

ApplicationID : 0000002643  
Function Name : Test Medium staff- Other locations  
Attendees : 50  
Location : Other - Location is not included in the list  
Function Type : Training  
Function Description : Test Medium staff- New Canvas  
Running from 4/3/2025 14:15 to 4/3/2025 16:15 with the following e.g. arrangements :  
1 PM set up 5 PM pack off  
Applicant Type : ANU Staff application.  
Liquor Details :  
No - Liquor will not be sold, supplied or consumed

Delegate Type: D3 | Dept ID: 83310 | Final Risk: Moderate | Applicant Type: ANU Staff | Assigned To: u1143849@anu.edu.au  
Please select your delegation:

**Personal Information**

The personal information requested in this form is collected by The Australian National University (ANU). ANU requires your personal information to action your request. If you do not provide us with the personal information requested in this form we will not be able to process your request. ANU may disclose personal information collected here to Australian Government and other bodies authorised to require the information. You can find more information about our usual disclosures in the [ANU Privacy Policy](#). The [ANU Privacy Policy](#) also contains information about how to access or seek correction of your personal information and how to complain about a breach of the Australian Privacy Principles. You can contact ANU with questions about how ANU handles your personal information at [privacy@anu.edu.au](mailto:privacy@anu.edu.au).

Progress

**Previous** **Submit Now**

The screenshot shows the 'Submit' page of the ANU application form. The left sidebar lists sections: Introduction, Contact Details, Function Description, Location, Attendee Information, Liquor Requirements, Catering, External Services, Additional Information, Advertising, RAMP, Risk Assessment Matrix, and Submit. Each section has a status icon: a checkmark for completed sections and a red circle with the number 1 for sections with errors. The 'Advertising' and 'RAMP' sections have error icons. The main content area shows the 'Application Summary' with a 'High risk' rating. Below this, there is a 'Personal Information' section with a disclaimer. At the bottom, there is a progress bar and two buttons: 'Previous' and 'Submit Now'.

**Submit**

**Introduction** ✓

**Contact Details** ✓

**Function Description** ✓

**Location** ✓

**Attendee Information** ✓

**Liquor Requirements** ✓

**Catering** ✓

**External Services** ✓

**Additional Information** ✓

**Advertising** !

**RAMP** !

**Risk Assessment Matrix** ✓

**Submit**

**Application Summary**

The following provides a summary of the application, which was rated as High risk :

ApplicationID : 0000002570  
Function Name : Guide prep function  
Attendees : 25  
Location : University House  
Function Type : Fundraising  
Function Description : Guide prep function  
Running from 3/26/2025 10:45 to 3/26/2025 13:00 with the following e.g. arrangements :  
10 AM set up and 2 PM pack up time  
Applicant Type : ANU Staff application.  
Liquor Details :  
Yes - Liquor will be sold, supplied or consumed  
Yes - a licensed provider/caterer is providing the liquor

Yes  
Open containers for consumption at the authorised premises

**Personal Information**

The personal information requested in this form is collected by The Australian National University (ANU). ANU requires your personal information to action your request. If you do not provide us with the personal information requested in this form we will not be able to process your request. ANU may disclose personal information collected here to Australian Government and other bodies authorised to require the information. You can find more information about our usual disclosures in the [ANU Privacy Policy](#). The [ANU Privacy Policy](#) also contains information about how to access or seek correction of your personal information and how to complain about a breach of the Australian Privacy Principles. You can contact ANU with questions about how ANU handles your personal information at [privacy@anu.edu.au](mailto:privacy@anu.edu.au).

**Staff Member Declaration**

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**Previous** **Submit Now**



Australian National University

## Submit

Introduction ✓  
Contact Details ✓  
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Location ✓  
Attendee Information ✓  
Liquor Requirements ✓  
Catering ✓  
External Services ✓  
Additional Information ✓  
Advertising ✓  
RAMP ✓  
Risk Assessment Matrix ✓  
Submit

- I certify that the information supplied by me on this form is complete and true.
- I have read the relevant sections of the ANU statutes and policies referred to in this eForm.
- I acknowledge that smoking is prohibited anywhere on any ANU campus. I understand and agree to abide by the [ANU Smoke-free policy](#).
- I understand that:
  - if any of the arrangements change for this function I must contact Functions on Campus immediately to ensure the details are true and correct;
  - the University may audit my application and that I will provide original supporting documentation on request;
  - the University may vary or cancel any decision made or reject this application at any time on the basis of incorrect, incomplete or misleading or false information provided by me;
  - if I submit information that is, in the opinion of the University, incorrect, misleading or false I may be subject to disciplinary action under the ANU Code of Conduct.

☒ By ticking this box I confirm that I have read the above summary and declaration and agree with its content. \*
☒ By ticking this box I confirm that I have read and accept the Terms and Conditions.

[Terms and Conditions document](#)

Next Steps

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Upon submission, approval for this function will be sought from the Chief Campus Environment Officer of Campus Environment. Please note that submission of this form does not constitute written authorisation by the ANU, you will be advised by email of the outcome of your application.

**If you have any questions that you need to discuss with the Functions on Campus team, please phone 02 6125 4000.**

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Submit Now

If the application was sent back by the approver requesting more information, then the applicant can provide the requisite information and resubmit the application.

Applicant View	1. The summary details of all pages can be seen under Application summary
	2. All policies and declarations must be read and agreed to with your consent by ticking the check box.
	3. Click on the Submit button to submit the application.

## Email Details

Once an application is submitted, applicants receive an acknowledgment email.

If any further information is requested by the approver, the applicant will receive a login and action email.

Once the application is approved/decline, applicants will receive outcome notification email.

Also, if the application involves any VIP visits or any affiliation group, an email will be sent to the relevant stakeholders.

Email Trigger	Type	Subject	To
The applicant submits an application for Review/Approval	Acknowledgement	Functions on Campus Request - <Application number and function name>	Applicant's email id
	Notification email	Notification: Functions on Campus Request <Application number and function name>   Start date: - End date:	Applicant's email id
The approver decides on the application	Outcome notification (Email body shows the status of the application- approved or declined)	Notification: Functions on Campus Request <Application number and function name>   Start date: - End date:	Applicant's email id
The approver requires more information from the applicant	Login and Action	Functions on Campus Request <function name> - More Information Required	Applicant's email id
Submitted Application, VIPs to attend	Notification	VIP Notification: Function on Campus application for <Function Name> <Application ID> <Start Date >	vip.visits@anu.edu.au
Submitted application, Affiliated groups involved	Notification	Affiliate Notification: Function on Campus application for <Function Name> <Application ID> <Start Date >	Affiliated Group Email