



Australian  
National  
University

# Functions On Campus Delegate User Guide

Version 0.5, Jul 2025

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TEQSA Provider ID: PRV12002 (Australian University)

CRICOS Provider Code: 00120C

Document control

| Version # | Date       | Author, Position                                      | Nature of changes         |
|-----------|------------|---|---------------------------|
| V0.1      | 15/09/2024 | Rajarajeswari,<br>Business Analyst, Service Solutions | Draft released for review |
| V0.2      | 26/09/2024 | Pratik Mahajan, Project Officer, Service Solutions    | Review                    |
| V0.3      | 30/09/2024 | Rajarajeswari,<br>Business Analyst, Service Solutions | Updated review comments   |
| V0.4      | 27/03/2025 | Rajarajeswari,<br>Business Analyst, Service Solutions | Updated new UI screens    |
| V0.5      | 30/07/2025 | Rajarajeswari,<br>Business Analyst, Service Solutions | Updated new UI screens    |

Document approval

Supported by:

Approved by:

Date

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# Introduction

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.

This user guide outlines the features of the Functions on Campus Model-Driven Power App solution for the approvers to decide on the application submitted.

## **Audience**

This guide is intended for ANU Staff Delegates to approve the Functions On Campus applications.

## **Glossary of Acronyms**

FoC – Functions On Campus

HRMS - HR Management System

UID - University ID

## How to access the FoC Portal

When a staff member submits an application, delegates will receive a 'Login and Action' email. The email subject will show the function name, function start date, and end date, and the email body will have details of the function and a link to view the application, as seen below.

Login and Action for 0000003059 | [REDACTED] | Start date : 07/08/2025 - End date : 07/08/2025

|                                   |            |
|-----------------------------------|------------|
| Applicant Name                    | [REDACTED] |
| Function Name                     | [REDACTED] |
| Function Description              | [REDACTED] |
| Number of Attendees               | [REDACTED] |
| Function Start and End Date       | [REDACTED] |
| Set-up & Take-down Comments       | [REDACTED] |
| Function Organiser Contact Number | [REDACTED] |
| Function Organiser Email          | [REDACTED] |
| Alternate Contact Name            | [REDACTED] |
| Alternate Contact Number          | [REDACTED] |
| Alternate Contact Email           | [REDACTED] |
| Location                          | [REDACTED] |
| VIP Inclusive                     | [REDACTED] |
| Liquor Supplied/Sold              | [REDACTED] |
| Catering                          | [REDACTED] |
| External Service Providers        | [REDACTED] |

Please log on to ANU Power Apps to review and action the application. Supporting documentation and further information can be viewed within the record.  
Please use the link below to view details of the request.

[View Request](#)

If there are any changes to the function or any questions, please contact the Functions on Campus team

Once you "Click" on the '[View Request](#)' link, you will be directed to the Main Menu Screen.

## General Features

Key elements on the first page in the FOC review/decision Model-driven app:

1. Menu
  - Summary of all the applications (Function request)
2. Column name with drop-down arrow
  - The column Items and their order can be personalized by navigating the *edit columns* button.
3. A drop-down filtration box for each column
  - Click *Edit Filter* or *Clear filter* to manage your preferred application list

The screenshot displays the 'Active Applications' section of the FOC review/decision Model-driven app. The table lists several applications, each with a unique Application Number, a detailed description, a risk level, current status, assigned user, decision status, and creation date. Red circles are used to highlight specific features: (1) points to the 'Application Number' column header, (2) points to the 'Edit columns' button in the top right, and (3) points to the 'Filter by keyword' input field next to the 'Edit filters' button.

| Application Number | Function Description - Detailed Description | Final Risk Level | Current Status        | Assigned To                    | Decision         | Created On         |
|--------------------|---|------------------|-----------------------|--------------------------------|------------------|--------------------|
| 0000002660         | For guide - Delegates approval              | Moderate         | Under Delegate Review | u1143849@anu.edu.au            | Pending Decision | 27/03/2025 3:24 AM |
| 0000002654         | Test Rugby email                            | Moderate         | Under Delegate Review | DigitalSolutionsUAT@anu.edu.au | Pending Decision | 26/03/2025 3:45 AM |
| 0000002593         | Test Religious meeting event                | Moderate         | Under Delegate Review | DigitalSolutionsUAT@anu.edu.au | Pending Decision | 7/03/2025 12:29 AM |
| 0000002591         | Bollard removal request                     | Moderate         | Under Delegate Review | DigitalSolutionsUAT@anu.edu.au | Pending Decision | 7/03/2025 12:18 AM |
| 0000002582         | Test Rugby email                            | Moderate         | Under Delegate Review | DigitalSolutionsUAT@anu.edu.au | Pending Decision | 5/03/2025 11:12 PM |

## Accessing the application

On the Home page, a summary of all the **Active** applications submitted with their workflow status is displayed.

| Application Number | Function Description - Detailed Description | Final Risk Level | Current Status        | Assigned To                    | Decision         | Created On         |
|--------------------|---|------------------|-----------------------|--------------------------------|------------------|--------------------|
| 0000002660         | For guide - Delegates approval              | Moderate         | Under Delegate Review | u1143849@anu.edu.au            | Pending Decision | 27/03/2025 3:24 AM |
| 0000002634         | Test Rugby email                            | Moderate         | Under Delegate Review | DigitalSolutionsIAT@anu.edu.au | Pending Decision | 20/03/2025 3:45 AM |
| 0000002593         | Test Religious meeting event                | Moderate         | Under Delegate Review | DigitalSolutionsIAT@anu.edu.au | Pending Decision | 7/03/2025 12:29 AM |
| 0000002591         | Bollard removal request                     | Moderate         | Under Delegate Review | DigitalSolutionsIAT@anu.edu.au | Pending Decision | 7/03/2025 12:18 AM |
| 0000002582         | Test Rugby email                            | Moderate         | Under Delegate Review | DigitalSolutionsIAT@anu.edu.au | Pending Decision | 5/03/2025 11:12 PM |

By **Clicking** on the hyperlink of the Application Number, it takes you to the respective active application details.

|   |  |
|---|--|
| 1 | The application number column provides details of all the applications submitted |
| 2 | The current status provides details of the application status.                   |
| 3 | The Decision column provides details on actions to be taken.                     |

Once you click on any application link, the application details will be displayed in various tabs.

**Please Note:**

To see a completed application (current Status=Completed), change the dropdown from Active applications to Inactive Applications.

## Contact Details

The purpose of this tab is for the delegates to review the contact details information submitted by the applicant.

The contact details tab will consist of details such as

- Applicant details that provide information such as applicant type, position, department, and affiliation type
- Primary contact details, including email and phone number
- Alternate Contact details.

The screenshot displays the 'Contact Details' tab within the FOC system. The interface includes a top navigation bar with various icons and a sidebar on the left with a tree view containing 'Functions Requests', 'Requests', 'Feedback Surveys', 'Admin Functions', and 'Email Settings'. The main content area is divided into two columns. The left column, titled 'Applicant Details', contains fields for 'Application Type' (set to 'ANU Staff'), 'Affiliation Type' (set to 'Work/Business Function'), 'Name' (set to 'I'), 'Position' (set to 'I'), 'Department' (set to 'I'), 'ANU Email' (set to 'i@anu.edu.au'), and 'Phone' (set to '1234567890'). The right column, titled 'Primary Contact', contains fields for 'Name' (set to 'I'), 'University Email' (set to 'i@anu.edu.au'), 'Preferred Email Address' (set to 'i@anu.edu.au'), and 'Preferred Contact Number' (set to '1234567890'). Below these are 'Alternate Contact(s)' fields for 'First Alternate Name', 'Second Alternate Name', 'First Alternate Phone', 'Second Alternate Phone', 'First Alternate Email', and 'Second Alternate Email'. At the bottom right is an 'Affiliated Groups' section with fields for 'Group Name', 'Group Email', 'Group', 'Group Description', and 'Group Role'. The top right of the main area shows a status bar with 'Assigned To', 'Under Delegate Review', 'Current Status', and 'Moderate' buttons, along with a 'Form assist' button.



## Function Description

The purpose of this tab is for the delegates to review the function details provided by the applicant.

Details include Function Name, Description, Type, date, and time of the function, Location of the function, attendee information, and advertising details.

The screenshot shows the 'Functions On Campus' application form in the 'Function Description' tab. The form is titled '0000002649 - Saved' and is assigned to 'u1143849@anu.edu.au'. The status is 'Under Delegate Review' with a 'Current Status' of 'Moderate' and a 'Final Risk Level' of 'Moderate'. The form is divided into several sections: 'Function', 'Location', and 'Attendee(s)'. The 'Function' section includes fields for 'Application Number' (0000002649), 'Function Name' (Test Mod risk Model app), 'Type' (Staff briefing), 'Other Description' (Test Mod risk Model app), and 'Function Description' (Test Mod risk Model app). The 'Location' section includes 'Location Description' (Other - Location is not included in the list), 'Other Location Description' (Near Anthony Low building), and 'Indoor Location Required?' (Yes). The 'Attendee(s)' section includes 'Expected Attendees' (70), 'Target Age Range' (18 and Over 18), 'VIPs to Attend' (No), and 'Invitees' (ANU Staff). The form is displayed in a 'Read-only' state, with a message at the top: 'Read-only: You don't have access to edit this record.'

If the "other location" option is chosen by the applicant (in scenarios where their function location is not available in the Location dropdown), then the Location description field will have the details of the Other Location.

## Liquor and Catering

This tab contains details on the supply and service of alcohol.

if the liquor at the function will be sold by a licensed provider, then the provider details are displayed under 'Liquor Provider details' as shown below.

Similarly, for Catering, if the function is catered by a 3<sup>rd</sup> party, then the caterer's details are displayed on the right-hand side under 'Catering Provider Details'.

Read-only: You don't have access to edit this record.

Functions Requests

Requests

0000001387 - Saved  
Functions On Campus

DigitalSolutionsUAT@anu.edu.au  
Assigned To

Under Final Review  
Current Status

Moderate  
Final Risk Level

Contact Details Function Description **Liquor & Catering** External Service Providers Additional Info RAMP & Risk Assessment Matrix Attachments Summary Approval

How is liquor sold/supplied  
Open containers for consumption at the authorised premises

Liquor Provider Details

| Created On      | Provider... | FoC Applicati... | Provider Type |
|-----------------|-------------|------------------|---------------|
| 17/09/2024 4... | 1           | 0000001387       | Liquor        |

Catering

How Food is Provided  
Self-catered - prepared at home -

Catering Provider Details

| Created On | Provider... | FoC Applicati... | Provider Type |
|------------|-------------|------------------|---------------|
|------------|-------------|------------------|---------------|

## External service providers

This tab provides details of the external service provider's request given by the applicant. Details such as Business name, contact details, service provided, and ABN are displayed as shown below.

The screenshot shows the 'External Service Providers' tab within a web application. The top navigation bar includes a 'Share' button and a 'Run Report' dropdown. The main header displays the ID '0000002852', the title 'Functions On Campus', and the user 'DigitalSolutionsUAT@anu.edu.au'. The status is 'Under Delegate Review' and the risk level is 'Moderate'. The 'External Service Providers' tab is selected, showing a table with one entry. The table has columns for Business Name, Contact Name, Contact Number, Email, Service Provided, and ABN. The entry shows 'test2' for Business Name and Contact Name, '1111111111' for Contact Number, 'test@test.com' for Email, and '11111111112...' for ABN. The 'Service Provided' column is empty. The table is titled 'External Service Providers' and has a 'Rows: 1' indicator at the bottom.

| Business Name | Contact Name | Contact Number | Email         | Service Provided | ABN            |
|---------------|--------------|----------------|---------------|------------------|----------------|
| test2         | test2        | 1111111111     | test@test.com |                  | 11111111112... |

## Additional Info

This tab provides information about any additional services requested by the applicant, such as

- Additional Security Requirements
- Additional Power Requirements
- Additional Cleaning Requirements
- Gardens and Grounds Impact
- Pedestrian / Vehicle Movement Impact
- Bollard Removal.
- etc

Any relevant comments provided by the applicant for these services will be displayed in the Description section on the right-hand side as shown below.

The screenshot displays the 'Additional Info' tab in the FOC system. The interface is divided into two main sections. The left section contains a list of questions (Q1-Q11) related to various services. The right section contains a table for recording service details.

**Questions (Left Pane):**

- Q1: Do you require any security measures at your function?
- Q2: Do you have additional power requirements for your function?
- Q3: Do you have additional cleaning or rubbish disposal requirements for your function?
- Q4: Can the function impact on the environment and/or grounds management?
- Q5: Will the function impact on pedestrian or vehicle movement and/or safety (e.g. other large vehicles, coaches, meeting, meeting, meeting)?
- Q6: Will the function require removal of bollards to gain access to the location?
- Q7: Will the function include music or the generation of noise?
- Q8: Is the function sponsored/endorsed by an external organisation?
- Q9: Is the function sponsored by an external organisation?
- Q10: Will the use of any or several food/beverage/drink/beverage during your function?
- Q11: Will you have an environment plan for your function?

**Service Table (Right Pane):**

| Service Type      | Business Name | Service Provided |
|-------------------|---------------|------------------|
| No data available |               |                  |

## RAMP (Risk Assessment Management Plan) & Risk Assessment Matrix

This tab is for the reviewer to review the risk assessments, pre-filled RAMP and control measure details provided by the applicant.

← 📄 🔍 ⌕ Save 💾 Save & Close + New 🚫 Deactivate 🗑️ Delete ↺ Refresh 🔍 Check Access 🔄 Flow 📋 Word Templates 📅 Run Report 🔗 Share

**000002823** - Saved  
 Functions On Campus

u1134992@anu.edu.au  
Assigned To

Under Delegate Review  
Current Status

Moderate  
Final Risk Level

[Contact Details](#)
[Function Description](#)
[Liquor & Catering](#)
[External Service Providers](#)
[Additional Info](#)
[RAMP & Risk Assessment Matrix](#)
[Attachments](#)
[Summary](#)
[Approval](#)

**Risk Assessment Management Plan (RAMP)**

---

How Provide RAMP ⓘ

Complete a RAMP within this application

Occupancy Load ⓘ

21

Occupancy Counted ⓘ

Staff or security will count the number of patrons upon entry or exist of the premises

Occupancy Description Other ⓘ

**Risk Assessment Matrix**

+ New FoC\_Risks    ⋮

| <input type="checkbox"/> | Ris... ↑▼ | Created On ↓↑     | Risk Level - Initial ▼ | Risk Description ▼ |
|--------------------------|-----------|-------------------|------------------------|--------------------|
| <input type="checkbox"/> | 1         | 23/04/2025 1:5... | Moderate               | test               |

Rows: 1

## Attachments

All the attachments added in the application can be viewed [here](#).

Read-only: You don't have access to edit this record.

0000002852 - Saved  
Functions On Campus

[Contact Details](#)
[Function Description](#)
[Liquor & Catering](#)
[External Service Providers](#)
[Additional Info](#)
[RAMP & Risk Assessment Matrix](#)
[Attachments](#)
[Summary](#)
[Approval](#)

DigitalSolutionsUAT@anu.edu.au  
Assigned To

Under Delegate Review  
Current Status

Moderate  
Final Risk Level

| Attachment File          | Attachment FileName | Attachment Type                  |
|--------------------------|---------------------|----------------------------------|
| <input type="checkbox"/> | Test print.pdf      | Booking Confirmation             |
| <input type="checkbox"/> | Test print.pdf      | Certificate Of Currency - Liquor |

Rows: 2

## Summary

The **Summary** tab provides the summary of the application for a quick review by the approver.

The screenshot displays the 'Summary' tab of the Functions On Campus (FOC) application. The interface includes a top navigation bar with various icons and a 'Share' button. Below the navigation bar, the application number '0000002823' is shown, along with the user 'u1134992@anu.edu.au' and the status 'Under Delegate Review'. The 'Summary' tab is selected, showing a list of application details in a two-column grid. The details include Application Number, Applicant Name, Applicant Phone, Applicant Position, Function Name, Will liquor be sold, Function Type, Function Location, Function Start Date, Function End Date, Function Start Time, and Function End Time.

| Summary of the application                     |  |
|--|--|
| Application Number                             | 0000002823   |
| Applicant Name                                 | [Redacted]   |
| Applicant Phone                                | 1234567890   |
| Applicant Position                             | Institutional Research Cadet                       |
| Function Name                                  | Tennis Tournament                                  |
| Will liquor be sold, supplied/consumed?        | No - Liquor will not be sold, supplied or consumed |
| Will Catering be included in this application? | No   |
| Attendee(s) Involved                           | ANU Staff  |
| Function Type                                  | Religious meeting                                  |
| Function Location                              | Law School   |
| Function Start Date                            | 20/05/2025   |
| Function End Date                              | 20/05/2025   |
| Function Start Time                            | 00:30  |
| Function End Time                              | 04:15  |

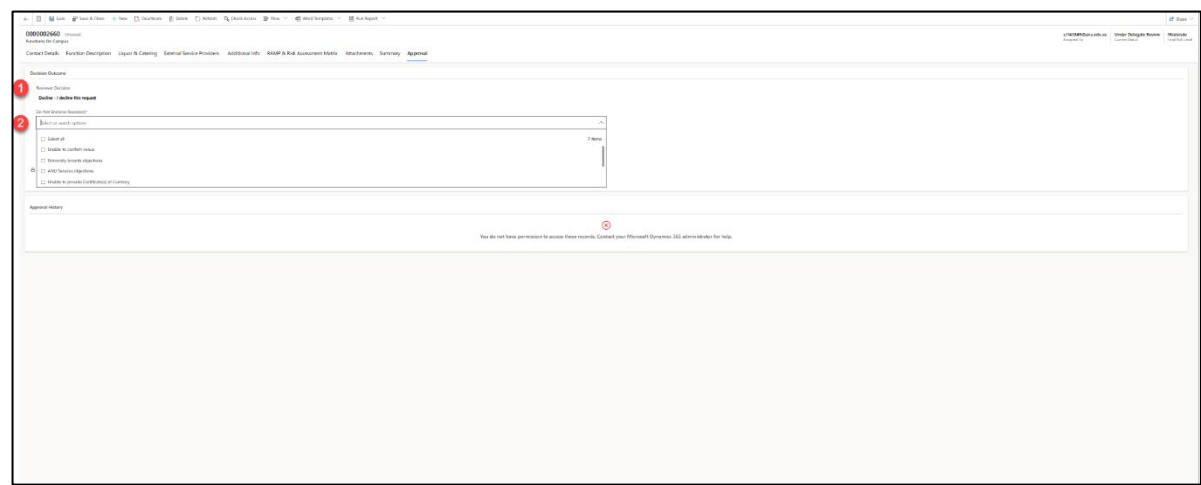
## Approval

As per the decision for the application, please select the option in the dropdown list.

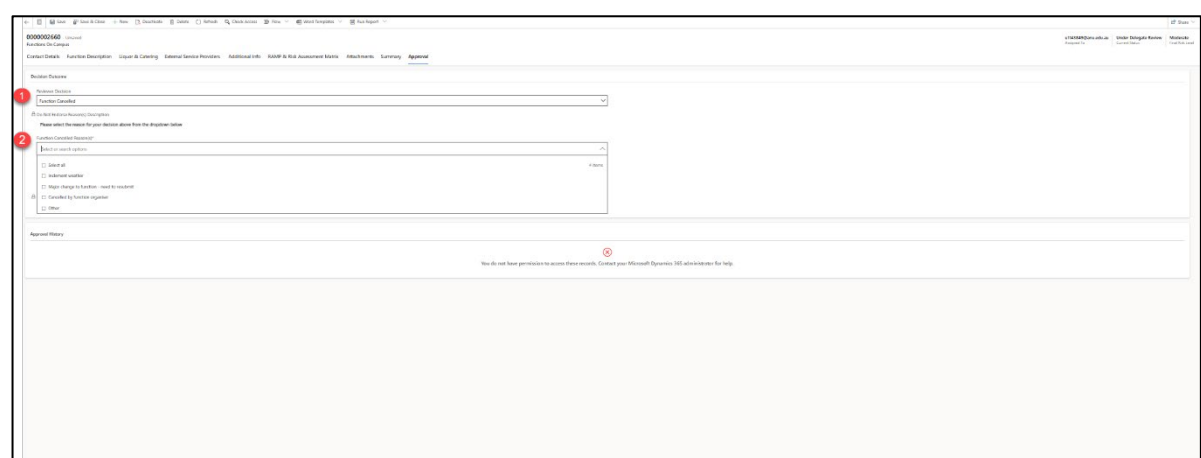
The Approval tab will have various options for the Delegates.

|   |  |
|---|--|
| 1 | <p><b>Approve-I authorise this function</b>– choose this option to Approve an application, .</p> <p><b>Conditional Approval</b> – Choose this option to provide conditional approval to the applicant. Please note that when this option is chosen, the applicant can be contacted via email to provide necessary information to the FOC approver and seek approval. A Login and Action email will be triggered to the FOC approver to make a final decision.</p> <p><b>Decline- I decline this request</b> - Choose this option to decline or not endorse an application.</p> <p><b>Function Cancelled</b> – If the applicant cancels the event the Functions on Campus team can then choose the cancel option and <b>save</b> it for their records purpose.</p> <p><b>More information Request/Minor Changes</b>– Choose this option for requesting more information from the applicant. Once the applicant resubmits the form after adding the necessary information, provide an approval decision.</p> |
| 2 | Approval History- provides details of various approvals, status, and date of approvals.  |
| 3 | Once the decision is made click the <b>Save</b> or <b>Save &amp; Close</b> option. Once done the corresponding emails will be triggered as per the risk identified for the event.  |

Please note that if the decision is ‘**Declined**’, a reason has to be selected, and an optional comment can be added(which goes to the applicant in the outcome email)



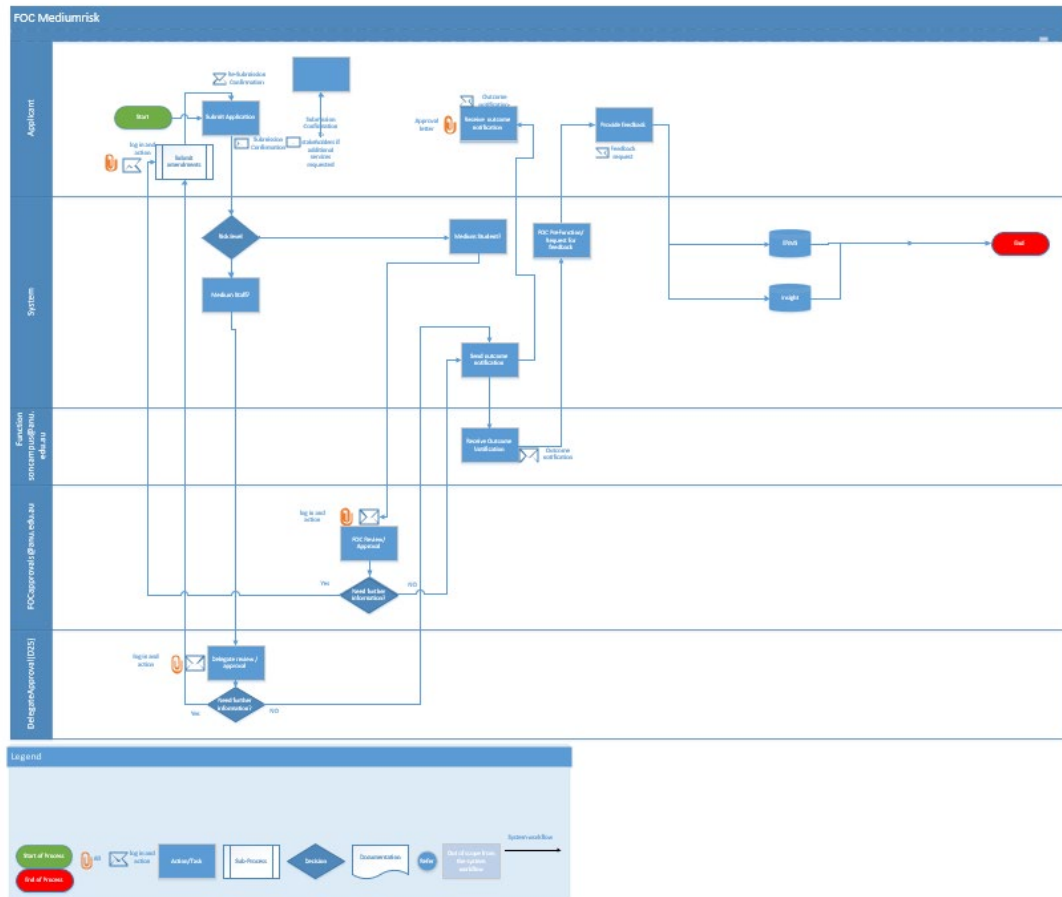
If the function is cancelled



|   |   |
|---|---|
| 1 | Click on the reviewer's decision to choose the decision for the application.  |
| 2 | If the decision is “Decline – I decline this request” or “Function Cancelled”, the reason must be selected from the dropdown list |



## Medium risk workflow



## Email details

Below are the emails received by the delegate for a Medium-risk event where the applicant was a staff member.

| Email Details   | Recipient                                     |
|---|---|
| Notification email when the application is submitted  | Applicant                                     |
| Login and Action  | Delegates                                     |
| Login and Action (if more information is required)  | Applicant                                     |
| Notification email when the application is resubmitted  | Applicant                                     |
| Login and Action (after the application is resubmitted)   | Delegates                                     |
| Outcome notification  | Applicant and<br>functionsoncampus@anu.edu.au |
| When the delegate chooses Conditional Approval,<br>then,<br><br>Login and Action (The FOC approver can make a final<br>decision when the applicant provides necessary<br>information requested by the delegate via email) | functionsoncampus@anu.edu.au                  |