



Australian
National
University

Functions On Campus Team User Guide

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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 organizing 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 reviewers and approvers of Functions on-campus applications such as the Functions on Campus team, Chief Campus Environment Officer, Campus Environment and Delegates.

Glossary of the Acronyms

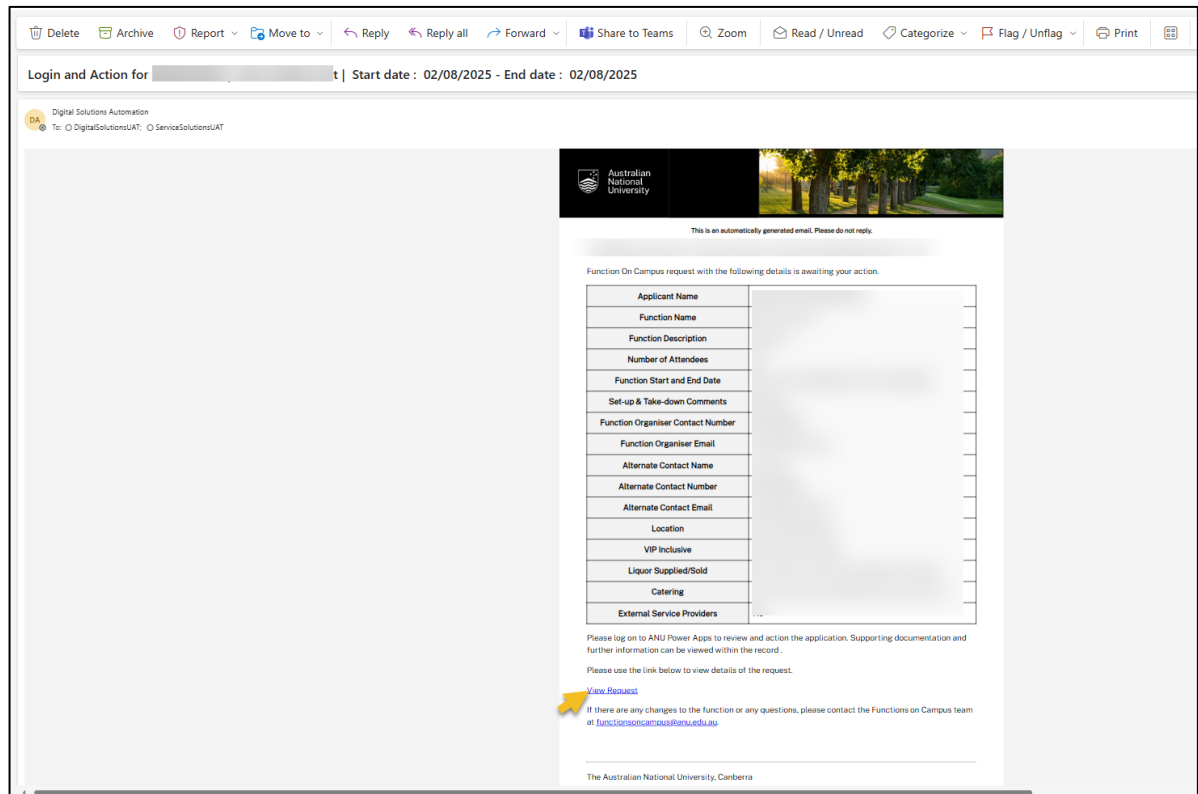
FOC – Functions On Campus

HRMS - HR Management System

UID - University ID

How to access the FoC Portal

The notification email will provide the link when an application is submitted as shown in the image below.



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 interface includes a top navigation bar with various action buttons like 'Show Chart', 'New', 'Delete', 'Refresh', 'Email a Link', 'Flow', 'Run Report', 'Excel Templates', 'Export to Excel', and 'Import from Excel'. Below the navigation bar, there's a table titled 'Active Applications' with the following columns: Application Number, Function Description - Detailed Description, Final Risk Level, Current Status, Assigned To, Decision, and Created On. The table contains five rows of data. Red circles are placed over specific elements: circle 1 is over the 'Application Number' column header, circle 2 is over the 'Edit columns' button, and circle 3 is over 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
0000002634	Test Rugby email	Moderate	Under Delegate Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	20/03/2025 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 applications submitted with their status is displayed

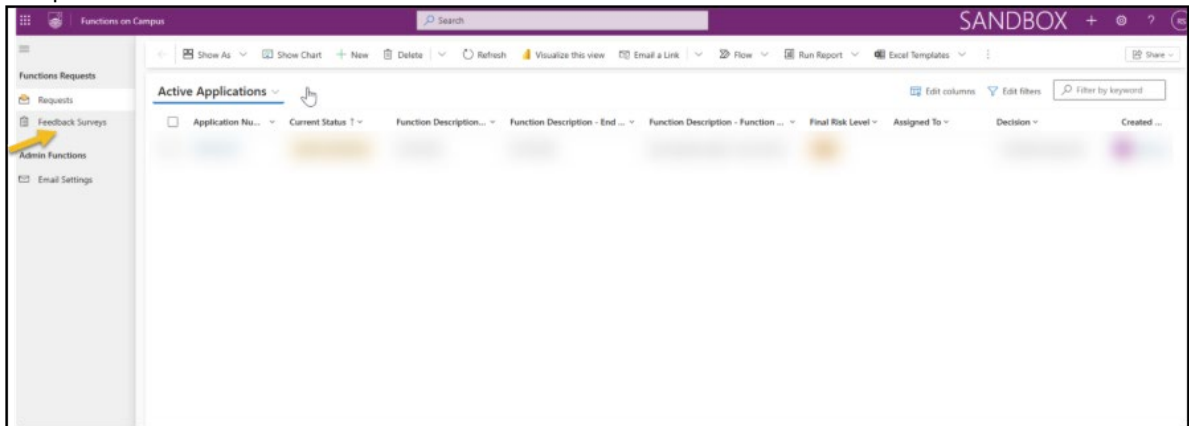
	Function Description - Detailed Description	Final Risk Level	Current Status	Assigned To	Decision	Created On
<input checked="" type="checkbox"/>	Testing Sec. Email	Moderate	Under Final Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	7/01/2025 12:30 AM
<input checked="" type="checkbox"/>	Test Religious meeting event	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	7/01/2025 12:29 AM
<input checked="" type="checkbox"/>	Boilard removal request	Moderate	Under Final Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	7/01/2025 12:18 AM
<input checked="" type="checkbox"/>	Test Additional Services - 102	Moderate	Under Final Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 11:48 PM
<input type="checkbox"/>	Test Additional Services	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 11:33 PM
<input type="checkbox"/>	Additional Emails	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 2:48 AM
<input type="checkbox"/>	vrnr	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 12:27 AM
<input type="checkbox"/>	ATI Test 103	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 12:19 AM
<input type="checkbox"/>	SMSB	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 11:59 PM
<input type="checkbox"/>	Test Rugby email	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 11:12 PM
<input type="checkbox"/>	semds	High	Under FSC Team Review	DigitalSolutionsUAT@anu.edu.au	Pending Decision	6/01/2025 11:01 PM

Active applications will be the default view.

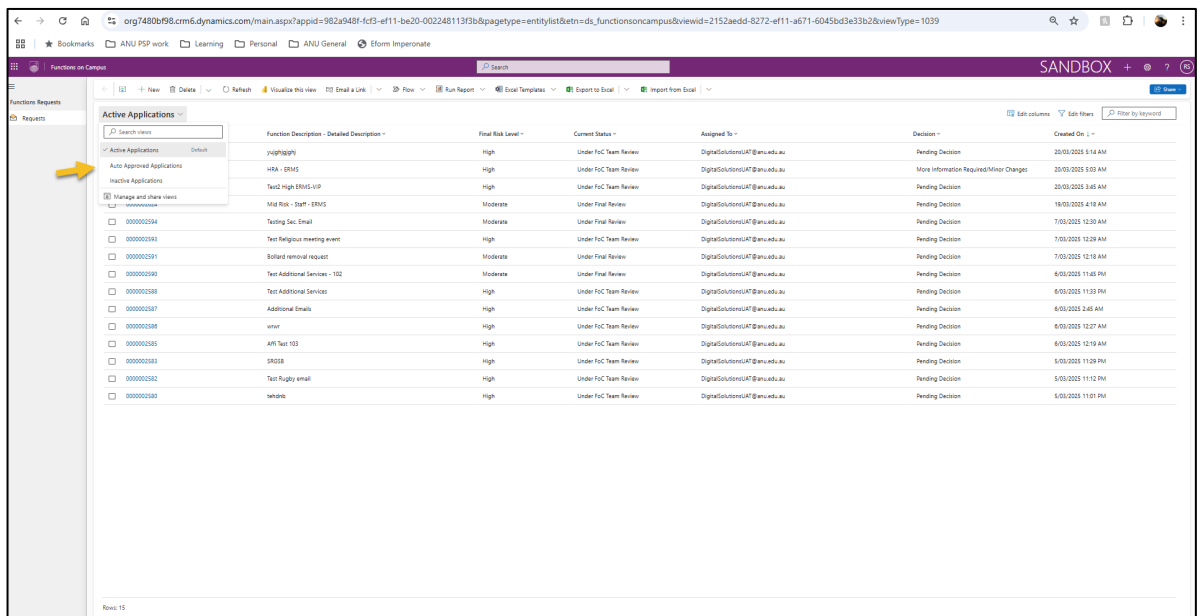
To view any active application, click on the application number hyperlink.

Active Applications						
Application Number	Function Description - Detailed Description	Final Risk Level	Current Status	Assigned To	Decision	Created On
0000002594	Testing Sec Email	Moderate	Under Final Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	7/03/2025 10:20 AM
0000002593	Test Religious meeting event	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	7/03/2025 10:29 AM
0000002591	Bolford removal request	Moderate	Under Final Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	7/03/2025 10:18 AM
0000002590	Test Additional Services - 102	Moderate	Under Final Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	6/03/2025 11:45 PM
0000002588	Test Additional Services	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	6/03/2025 11:33 PM
0000002587	Additional Emails	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	6/03/2025 2:45 AM
0000002586	unrar	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	6/03/2025 10:27 AM
0000002585	AM Test 103	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	6/03/2025 10:19 AM
0000002583	SRGSB	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	5/03/2025 11:29 PM
0000002582	Test Rugby email	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	5/03/2025 11:12 PM
0000002580	Vehicle	High	Under PoC Team Review	DigitalSolutionsIAT@anu.edu.au	Pending Decision	5/03/2025 11:01 PM

To view the feedback survey results, please click on the feedback surveys link on the left side of the panel.



To view Inactive applications, please click on the dropdown menu and change from Active to Inactive.



Application UI screens

Application details UI screens are as follows:

Contact Details

The purpose of this tab is for the reviewer/approver 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 shows a web application interface for 'Functions Requests'. The main content area is titled '0000002640 - Saved' and 'Functions On Campus'. It includes a navigation bar with tabs: 'Contact Details', 'Function Description', 'Liquor & Catering', 'External Service Providers', 'Additional Info', 'RAMP & Risk Assessment Matrix', 'Attachments', 'Summary', and 'Approval'. The 'Contact Details' tab is active, showing two main sections: 'Applicant Details' and 'Primary Contact'. The 'Applicant Details' section includes fields for Application Type (ANU Student), Affiliation Type (Student Society), Name (Pratik Mahajan), Position (B Information Technology), ANU Email (u7096771@anu.edu.au), and Phone (0123456789). The 'Primary Contact' section includes fields for Name (Pratik Mahajan), University Email (u7096771@anu.edu.au), Preferred Email Address (test@test.com), and Preferred Contact Number (1234567890). Below these is an 'Alternate Contact(s)' section with fields for First and Second Alternate Name, Phone, and Email, all containing placeholder text.

Applicant Details	
Application Type	ANU Student
Affiliation Type	Student Society
Name	Pratik Mahajan
Position	B Information Technology
ANU Email	u7096771@anu.edu.au
Phone	0123456789

Primary Contact	
Name	Pratik Mahajan
University Email	u7096771@anu.edu.au
Preferred Email Address	test@test.com
Preferred Contact Number	1234567890

Alternate Contact(s)	
First Alternate Name	Second Alternate Name
First Alternate Phone	Second Alternate Phone
First Alternate Email	Second Alternate Email

Function Description

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

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

If the applicant chooses an alternative location option, then in the model app, the location description field will contain those details.

Functions Requests

Requests

0000002640 - Saved
Functions On Campus

DigitalSolutionsUAT@anu.edu.au
Assigned To

Under FoC Team Review
Current Status

High
Fine Risk Level

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

Function

Application Number ⓘ
0000002640

Function Name ⓘ
HRA - ERMS

Type ⓘ
Rally (e.g. political protest)

Other Description ⓘ
HRA - ERMS

Function Description ⓘ
HRA - ERMS

Location

Location Description ⓘ
Other - Location is not included in the list

Other Location Description ⓘ
Platinum room

Indoor Location Required? ⓘ
Yes

Pavilion or Oval ⓘ
No

Attendee(s)

Expected Attendees ⓘ
350

Target Age Range ⓘ
18 and Over 18

VIPs to Attend ⓘ
No

Invitees ⓘ
ANU Staff

Details

Recurring Event
Not Recurring

Start Date ⓘ Start Time ⓘ
4/04/2025 02:30

End Date ⓘ End Time ⓘ
4/04/2025 06:00

Advertising

Will you be advertising your function on campus? ⓘ
No

Liquor and Catering

This tab contains details on the supply and service of alcohol (if included in the application) such as liquor provider details, provider type, contact details, and Business name. Similarly, if any catering is included in the function, details such as provider type, contact details, business details, etc can be reviewed.

The screenshot shows the 'Liquor and Catering' tab selected in the 'Functions on Campus' form. The form is in a 'Read-only' state. The left sidebar shows 'Functions Requests' and 'Requests'. The top navigation bar includes 'Functions on Campus', a search bar, and a 'SANDBOX' environment indicator. The form header shows the record ID '0000001387' and the user 'DigitalSolutionsUAT@anu.edu.au'. The 'Liquor and Catering' tab is active, showing details for liquor and catering providers.

Liquor Provider Details

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

Catering Provider Details

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

External service providers

This tab provides details of external service providers request given by the applicant.

Functions Requests

Requests

0000002580 - Saved
Functions On Campus

DigitalSolutionsUAT@anu.edu.au
Assigned To

Under FoC Team Review
Current Status

High
Final Risk Level

Contact DetailsFunction DescriptionLiquor & CateringExternal Service ProvidersAdditional InfoRAMP & Risk Assessment MatrixAttachmentsSummaryApproval

External Service Providers

Engaging Services ☒ Yes

+ New FoC_Providers + Add Existing FoC_Prov... Refresh Flow

<input type="checkbox"/>	Created On	Provider ID	FoC Application	Provider Type	Business Name	Contact Name	Contact Number	Email	Service Provided
<input type="checkbox"/>	6/03/2025 10:0...	1	0000002580	External Service	wgr	0123456789	0123456789	test@test.com	DJ

Rows: 1

Additional Info

This tab provides information about any additional services, logistics, noise, and sponsorship requested by the applicant.

Depending on the selections made by the Applicant, sections relating to these selections will be available to the reviewer/approver to provide comments and supporting documents. These sections show up in response to:

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

The screenshot shows a web application interface for 'Functions Requests'. The top navigation bar includes a search icon, a 'Requests' link, and a 'Share' button. Below this is a toolbar with various actions: Save, Save & Close, New, Deactivate, Refresh, Check Access, Flow, Word Templates, and Run Report. The main content area is divided into two columns. The left column contains a list of questions (Q1-Q10) with 'Yes' or 'No' radio button options. The right column contains corresponding description fields for each question, such as 'Security Description', 'Power Description', 'Cleaning Description', 'Gardens Description', 'Pedestrian Description', 'Bollard Description', and 'Music Description'. The top right corner of the interface displays the user's email (DigitalSolutionsJAT@anu.edu.au), the current status (Under Final Review), and the final risk level (High).

Functions Requests

0000002634 - Saved

Functions On Campus

DigitalSolutionsJAT@anu.edu.au Under Final Review High
Assigned To Current Status Final Risk Level

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

Q1. Do you require ANU security attendance at your function? ☐ Yes ☐ No

Q2. Do you have additional power requirements for your function? ☐ Yes ☐ No

Q3. Do you have additional cleaning or rubbish disposal requirements for your function? ☐ Yes ☐ No

Q4. Will the function impact on the environment and/or gardens and grounds? ☐ Yes ☐ No

Q5. Will the function impact on pedestrian or vehicular movement, including delivery or other large vehicles, coaches, erecting fencing/structures? ☐ Yes ☐ No

Q6. Will the function require removal of bollards to gain access to the location? ☐ Yes ☐ No

Q7. Will the function include music or the generation of noise? ☐ Yes ☐ No

Q8. Is the function sponsored/sanctioned by an official ANU body/group? ☐ Yes ☐ No

Q9. Is this function sponsored by an outside organisation? ☐ Yes ☐ No

Q10. Will the sale of new or second hand books/published items occur during your Function? ☐ Yes ☐ No

Security Description

Power Description

Cleaning Description

Gardens Description

Pedestrian Description

Bollard Description

Music Description

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.

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

0000001386 - Saved
Functions On Campus

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
testing

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

Occupancy Description Other

Emergency Evacuation Plan

How Providing Evacuation Plan
Describe emergency evacuation plan

Evacuation Plan
testing

People Trained
Others

People Trained Description

Risk Assessment Matrix

Risk ID	Created On	Risk Level - Initial	Risk Description
2	17/06/2024 4:01 AM	Low	Fire or other emergency requiring evacuation
1	17/06/2024 4:01 AM	Moderate	Harm caused by the activity or service provided by the 3rd party...

Rows: 2

Summary

The **Summary** tab provides the summary of the application for a quick review by the approver. Please note that only a subset of these details is sent via notification email to the approvers. All the detailed information about the application can be viewed in this **Summary** tab.

0000002634 - Saved
Functions On Campus

Assigned To: DigitalSolutions.IAT@anu.edu.au
Under Final Review
Current Status
High
Final Risk Level

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

Summary Details

Application Number	0000002634
Contact Details - Applicant Name	Rajarajeswari Srinivasamurthy
Contact Details - Applicant Phone	1111111111
Contact Details - Applicant Position	Senior Accommodation Officer
Function Description - Function Name	Test2 High BRMS-VIP
Function Description - Function Type	Training
Function Description - Start Date	2/04/2025
Function Description - End Date	2/04/2025
Function Description - Start Time	10:30
Function Description - End Time	11:30
Location - Function Location	Other - Location is not included in the list
Attendee Information - Invites	ANU Staff

Approval

The Approval tab will have various options for the Functions on-campus team/ FOC approvers, Delegates

FOC team members' view:

1	<p>Endorsed- for final review – As Functions on Campus team choose this option to send it to FOC Approver</p> <p>Decline/Do Not Endorse - Choose this option to decline or not endorse an application.</p> <p>Function Cancelled – If the applicant cancels the event the Functions on Campus team can then choose the cancel option and save it for their records purpose.</p> <p>More information required /Minor Changes– Choose this option for requesting more information from the applicant. Once the applicant resubmits the form after adding the necessary information, choose option 1 or 2 as described above.</p> <p>Notification only (No need for approval) – This option can be chosen for a Low-risk event where no approval is required(but it is not mandatory)</p>
2	<p>Approval History- provides details of various approvals, status, and date of approvals.</p>

Once the decision is made, click the **Save** or **Save & Close** option. Once done, the corresponding emails will be triggered as per the risk identified for the event.

FOC Approver view

The screenshot displays the 'Functions on Campus' interface. At the top, there's a search bar and a 'Sandbox' toggle. The main content area shows a 'Decision Outcome' dropdown menu with the following options: --Select--, Approve - I authorise this function, Conditional Approval, More Information Required/Minor Changes, Function Cancelled (which is selected and marked with a checkmark), and Decline - I decline this request. A red circle with the number '1' is placed next to the dropdown. Below this, the 'Approval History' section is visible, containing a table with columns for Decision, Current Status, Decision Comment, Operator, and Approval Date. A red circle with the number '2' is placed next to the 'Approval History' section header. The table shows a single entry: 'Endorsed - for final review' with a status of 'Under FoC Team Review', a comment 'Endorsed this application sent for final approval', operator 'Rajarajeswari Srinivasamu...', and approval date '24/09/2024 12:06 PM'.

1	<p>Approve-I authorise this function– choose this option to Approve an application, or to endorse an application, and send it to another person for approval.</p> <p>Conditional Approval – 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. A Login and Action email will be triggered to the FOC approver to make a final decision.</p> <p>Decline I decline this request - Choose this option to decline or not endorse an application.</p> <p>Function Cancelled – If the applicant cancels the event the Functions on Campus team can then choose the cancel option and save it for their records.</p> <p>More information Request/Minor Changes– Choose this option for requesting more information from the applicant. Once the applicant resubmits the form after adding the necessary information, choose option 1 or 2 as described above.</p>
2	<p>Approval History- provides details of various approvals, status, and date of approvals.</p>

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

The screenshot shows the 'Functions on Campus' application interface. The top navigation bar includes 'Functions Requests' and a search bar. The main content area is titled '0000001451 - Unsaved' and 'Functions On Campus'. It features a tabbed interface with 'Approval' selected. The 'Approval' tab contains a 'Decision Outcome' section with a 'Reviewer Decision' dropdown (highlighted with a red circle 1) and a 'Do Not Endorse Reason(s)' dropdown (highlighted with a red circle 2). The 'Do Not Endorse Reason(s)' dropdown is open, showing a list of reasons: 'Select all', 'Unable to confirm venue', 'University tenants objections', 'ANU Services objections', and 'Unable to provide Certificate(s) of Currency'. Below this is an 'Approval History' table with columns for 'Decision', 'Current Status', 'Decision Comment', 'Operator', and 'Approval Date'.

Decision	Current Status	Decision Comment	Operator	Approval Date
Endorsed - for final review	Under FoC Team Review	Endorsed this application sent for final approval	Rajarajewari Srinivasamu...	24/09/2024 12:06 PM

1	Click on the reviewer decision to choose the decision for the application.
2	If the decision is “declined” or “function cancelled”, the reason must be selected from the dropdown list

Low risk – Auto approval

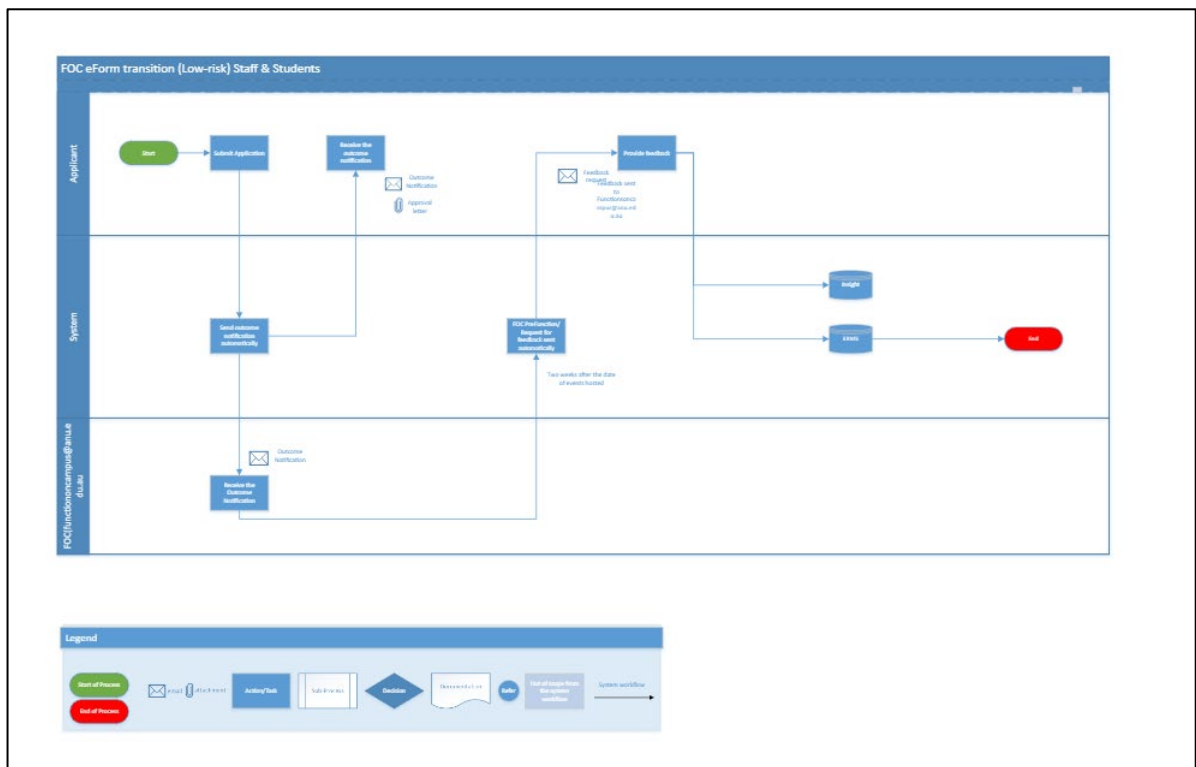
All the Low-risk applications will be auto-approved and the details can be seen under the tab as shown below.

Description - Function Name	Assigned To	Final Risk Level	Current Status	Decision	Created On	Created By	Modified On	Modified By	Auto Submit
risk feedback form	DigitalSolutionsUAT@anu.edu.au	Low	Completed	Auto - Approved	22/07/2025 1:15 AM	Ragupathi Srinivasan	22/07/2025 2:39 AM	Scott Powers (Unavailable)	No
Function Test	DigitalSolutionsUAT@anu.edu.au	Low	Completed	Auto - Approved	16/07/2025 4:01 AM	Scott Powers (Unavailable)	22/07/2025 2:37 AM	DigitalSolutions Automation	No

1	Click on the Active application drop down – choose Auto approved application
2	Provides the list of all Low-risk applications that are auto-approved. No action is required.

Approval Workflow & Emails

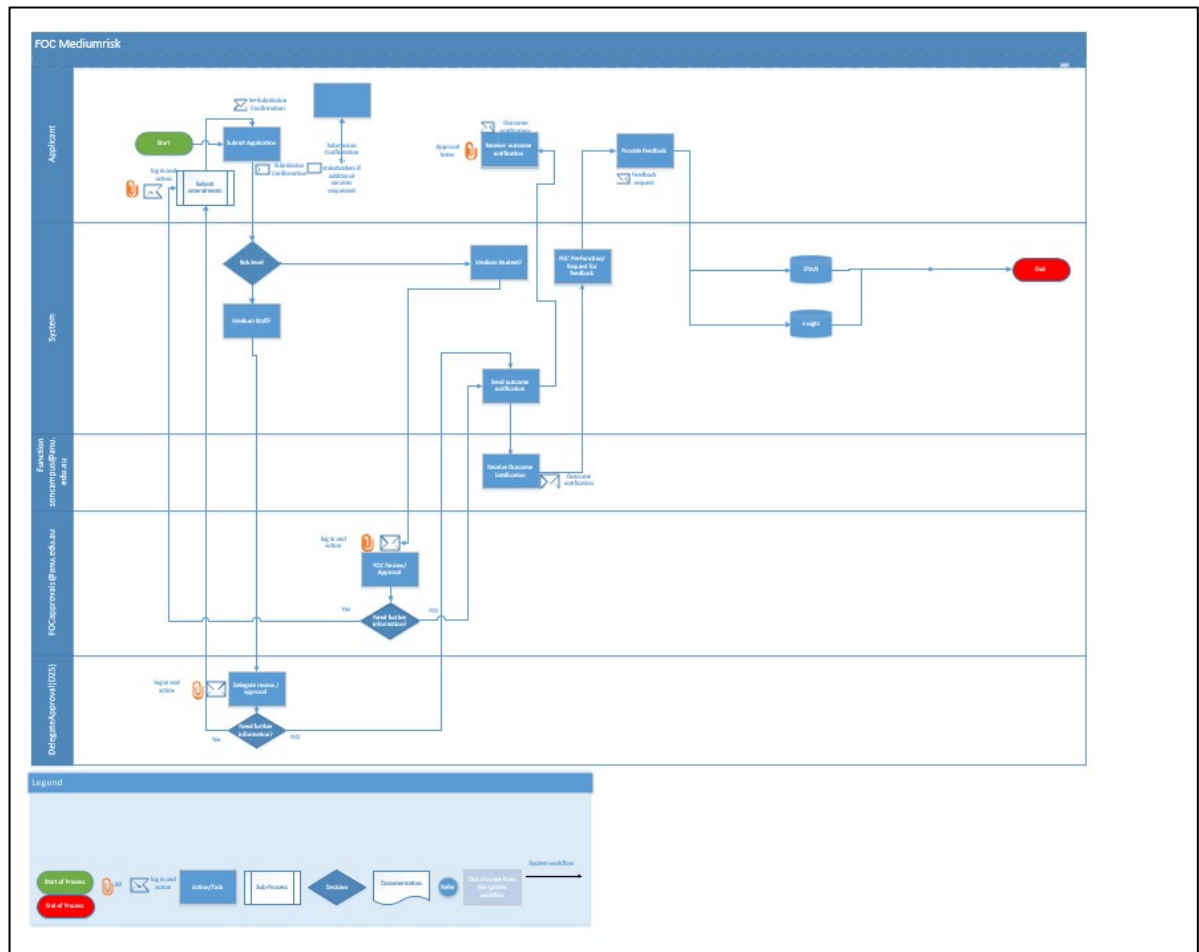
Low risk



Below are the emails received by the approvers for a Low-risk event

Email Details	Recipient
Notification email when the application is submitted	Applicant and functions@campus@anu.edu.au
Outcome notification	Applicant and functions@campus@anu.edu.au

Medium risk Workflow



Medium risk – Student

Below are the emails received by the approvers for a Medium-risk event where the applicant is a student.

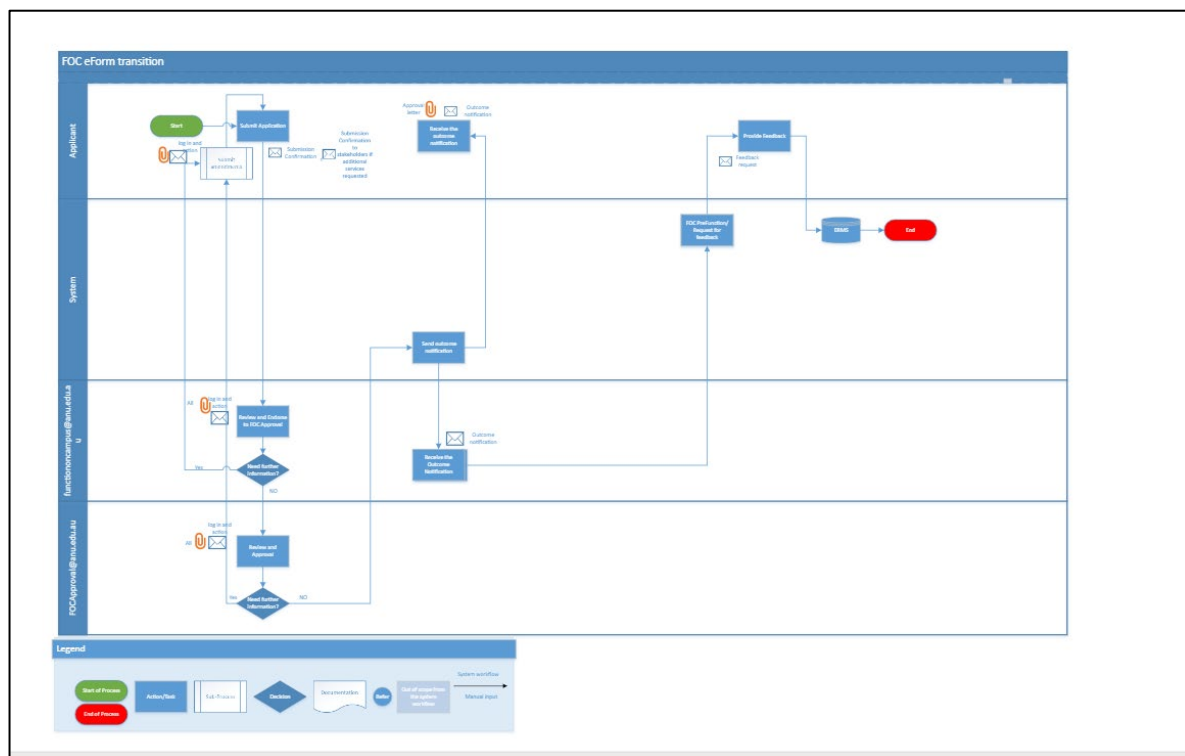
Email Details	Recipient
Notification email when the application is submitted	Applicant and functionsoncampus@anu.edu.au
Login and Action	focapprovals.fs@anu.edu.au
Login and Action (if more information is required)	Applicant
Notification email when the application is resubmitted	Applicant
Login and Action(after the applicant resubmits the application)	focapprovals.fs@anu.edu.au
Outcome notification	Applicant and functionsoncampus@anu.edu.au

Medium risk – Staff

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

Email Details	Recipient
Notification email when the application is submitted	Applicant and functionsoncampus@anu.edu.au
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 functionsoncampus@anu.edu.au

High risk



Below are the emails received by the approvers for a High-risk event (applicant could be student or staff)

Email Details	Recipient
Notification email when the application is submitted	Applicant and functionsoncampus@anu.edu.au
Login and Action	functionsoncampus@anu.edu.au
Login and Action (if more information is required)	Applicant
Notification email when the application is resubmitted	functionsoncampus@anu.edu.au
Login and Action (after the application is endorsed by the FoC team)	focapprovals.fs@anu.edu.au
Outcome notification	Applicant and functionsoncampus@anu.edu.au

Emails for Additional Services

Depending on the applicant's application request, the following services will be notified.

Email Details	Recipient
Notification email when VIP attend the event	vip.visits@anu.edu.au , security@anu.edu.au events@anu.edu.au
Notification email when additional services - Bookshop- is requested	k.pearson@harryhartog.com.au
Security services- is requested	security@anu.edu.au
Affiliation group	Affiliation services sport@anu-sport.com.au (ANUSRA) sa.admin@anu.edu.au (ANUSA)
Sport & Recreation Team service	Sport@anu-sport.com.au
Notification email when Kambri is chosen as location	Kambri.Venues@anu.edu.au
Notification email to additional services - Landscape and Conservation	gardens.grounds@anu.edu.au
Waste management services	fixmycampus.fs@anu.edu.au
Notification email to additional services - Parking	Parking@anu.edu.au
Additional Power requirement services	Power.functionsoncampus@anu.edu.au