



Australian
National
University

GUIDANCE DOCUMENT

Insurance requirements for Functions on Campus

QMS-FS-GUI-74-406 Revision 0 – 08/11/2022

TABLE OF CONTENTS

1. Purpose	1
2. Process	1
2.1 Certificate of Currency (Public Liability) Insurance.....	1
2.2 Exception.....	1

Revision History and Approval

Rev.	Nature of changes	Approval	Date
A	Draft for QMS Implementation	Karen Roberts	02/11/2022
B	Updated	Geraldine Schmid	02/11/2022
C	Updated	Geraldine Schmid	07/11/2022
0	Approved	Geraldine Schmid	08/11/2022

1. Purpose

The purpose of this document is to provide the activities that should be referred to by Venues and Functions staff for Insurance requirements for Functions on Campus (FoC). The process detailed below is undertaken by Functions on Campus staff, located within the Corporate Portfolio in the Facilities and Services Division.

2. Process

2.1 Certificate of Currency (Public Liability) Insurance

No Certificate of Currency (Public Liability) insurance is required for:

- External attendees, whether individuals or company representatives, if they are just attending an event on campus.
- An individual or area from a government department, registered charity or another University or Public School or entity that has entered into an agreement with the ANU, that includes including promoting their organisation at an ANU event.
- An individual who is invited to be a speaker, a subject matter expert or as an individual coming to be part of a panel or judging at an event (excluding if they are bring equipment of any nature to the event – i.e. a booth, or advertising materials etc.)
- Performers/Artists that are ANU Staff or Students on behalf of an ANU request (music, painting, theatrical performance etc.), even if financially compensated for the service.

Certificate of Currency for Insurance (Public Liability) is required for:

- A company advertising its services on campus or at an event this includes hosting a stall, handing out items (flyers, promotional items, vouchers etc.) or promoting their company or services in any form (that does not meet the defined exemption provided above).
- A company that is part of a job, career or service fair hosting a stall highlighting their company services on ANU premises.
- All third party contractors that are paid to provide a service on campus (catering, external security, Audio Visual companies, equipment hire, music or performance etc.).
- All third party companies providing sponsorship and will be physically on campus providing a service or highlighting their companies services.

2.2 Exception

Individuals/groups representing a company who come from overseas will be reviewed by the FOC team individually. Understandably it is difficult to obtain these documents from clients who are overseas.

- The decision will be based on the risk of the company and the services being provided on ANU premises.
- Where the risk is found to be high, an insurance policy must be created for that company/individual to attend campus and provided to FOC.
- Please touch base via functionsoncampus@anu.edu.au for further advice.