

Policy Title: Functions on Campus

Policy Owner: Manager, Campus Operations and Resources

Keywords: 1) liquor licence 2) insurances 3) crowd control
4) noise 5) food

Policy Code: PL120 [fs036]

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1. INTENT

To outline the requirements of formal functions on campus, how they will be managed and conducted, including the responsibilities of personnel involved with the organisation of the functions.

2. ORGANISATIONAL SCOPE

All ECU students, staff and Student Guild representatives planning a function on an Edith Cowan University campus through the Campus Support Office.

Note: Academic Performances by WAAPA, are not included in this policy however, it is the responsibility of the Head of School to ensure that they are managed and comply with liquor licensing requirements.

3. DEFINITIONS

TERM	DEFINITION
Campus	Joondalup, Mount Lawley or South-West campus of ECU.
Campus Security	ECU Security and Traffic Services.
Community Engagement	Reciprocal, mutually-beneficial knowledge-driven relationships between ECU and community partners.
CSO	Campus Support Office
Function	Activity or like as listed in 2. Organisational Scope

Function Organiser	The entity or person responsible for organising and managing the function.
Legal Obligations	Any relevant Statutory requirements, approvals and licences.
Minor Function	A small function organised by the Chancellery Group, Deans, Heads of School, Directors and Managers, or staff of these areas who have the authority to entertain guests or staff from time to time. Minor functions do not involve alcohol and have less than 50 people attending
Supporting Documentation	All documents or licences as indicated herein that support the application.

4. POLICY CONTENT

- 4.1 The function organiser is required to submit an application and supporting documentation for approval to the Manager, Quality and Service Delivery (Metro campuses) and the Campus Support Manager (SW campus) (and, as may be necessary, the Manager, Security and Traffic) prior to holding the function.
- 4.2 Organisers of functions must comply with all legal obligations, University Statutes, By-Laws, policies and procedures, and applicable Australian Standards.
- 4.3 Organisers of functions must familiarise themselves and comply with the emergency procedures in place for the function location.
- 4.4 The Manager, Quality and Service Delivery (Metro campuses) and the Campus Support Manager (SW campus) will require a Risk Criteria For Functions on Campus assessment and depending on the size and type of function may also request the function organiser/s to submit an [ECU Risk Management Plan](#) and/or a Traffic Management Plan prior to the approval of the function.
- 4.5 Functions involving alcohol must comply with the University's [Alcohol on Campus](#) policy and with all legal obligations and the conditions of a Liquor Licence (if any).
- 4.6 Noise levels must not exceed the tolerances stated by State and Territory Authorities, however the Manager, Quality and Service Delivery (Metro campuses) and the Campus Support Manager (SW campus) has the discretion to request the noise to be lowered or ceased.
- 4.7 Functions involving the serving of food, for sale or free of charge, require the approval of the Manager, Quality and Service Delivery (Metro campuses) and the Campus Support Manager (SW campus) and, if within close proximity of existing food outlets (within 50 metres), the approval of Campus Leasing and Projects. Storage and handling of food must comply with The Food Act 2008.

- 4.8 Where a function involves the creation of waste (i.e. food/drink etc), the function organiser must comply with the University's [Waste and Recycling Guide](#) by requesting the CSO provide appropriate waste handling / collection facilities (i.e. extra waste and recycling bins).
- 4.9 The function organiser will be responsible for all costs where applicable, associated with the function including cleaning, catering, security and other associated costs.
- 4.10 University furniture must not be removed from any room or area without prior approval of the Manager, Quality and Service Delivery (Metro campuses) and the Campus Support Manager (SW campus). Requests for additional University furniture can be made to the Campus Support Office.
- 4.11 The area used for the function must be left clean, tidy and free of damage at the conclusion of the function. In the event of the University having to make good any of the above items the Function Organisers may be liable and charged the full cost for repair or replacement.
- 4.12 Visitors to ECU may be required to pay for visitor parking in accordance with the University's [Parking and Traffic Management on Campus policy](#)
 - 4.12.1 Requests for parking fees exemption based on Community Engagement must be submitted, in writing, for the approval by the Director, Facilities and Services.
- 4.13 Function Organisers will be responsible for provision of security officers to meet any statutory requirements. In some cases where there is no statutory requirement to provide security officers, the Manager Security and Traffic Services may request that the function organiser provides security officers for the function.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

The Policy Owner - Manager, Campus Operations and Resources has overall responsibility for the content of this policy and its operation in ECU.

Campus Support Office has the overall responsibility to ensure that the administration and operational processes and procedures are managed as per the established policy.

ECU students, staff and Student Guild representatives planning a function must comply with the content of this policy and seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following documents which are relevant to the operation of this policy:

- [Facilities Hire Policy](#)
- [Alcohol on Campus Policy](#)
- [Occupational Safety and Health Policy](#)
- [Food Act 2008](#)
- [Liquor Control Act 1988](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Campus Operations and Resources
All Enquiries Contact:	Manager, Quality and Service Delivery (Metro campuses) and Campus Support Manager (SW campus)
Telephone:	08 6304 5586 and 08 9370 6534 SW campus 08 9780 7706
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8. APPROVAL HISTORY

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