

**Policy Title: Functions on Campus**

**Policy Owner: Manager, Customer Services – Digital and Campus Services**

**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.

*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
Community Engagement	Mutually beneficial relationship between ECU and community partners, which has the endorsement of the relevant Dean, Executive Dean or Centre Director and is supported by an agreement with the University.
Function	Formal event held on an ECU campus organised by ECU staff.
Function Organiser	The entity or person responsible for organising and managing the Function.
Legal Obligations	Any relevant Statutory requirements, approvals and licences.
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 Campus Support Office 10 working days prior to holding the function.
- 4.2 The Function Organiser must:
  - a. Comply with all legal obligations, University Statutes, By-Laws, policies and procedures, and applicable Australian Standards.
  - b. Familiarise themselves and comply with the emergency procedures in place for the function location.
  - c. Perform a Risk Assessment and create a Risk Management Plan if required.
- 4.3 Functions involving alcohol must comply with the University's [Alcohol and Other Drugs Management Policy](#) and with all legal obligations and the conditions of any Liquor Licence.
- 4.4 Noise levels must not exceed the tolerances stated by State and Territory Authorities; however, ECU has the discretion to request the noise to be lowered or ceased.
- 4.5 Functions involving the service of food, for sale or free of charge, require the approval of the Campus Support Office, especially if within 50 metres of existing food outlets. Storage and handling of food must comply with The Food Act 2008.
- 4.6 The Campus Support Office will arrange for appropriate waste handling facilities for the function as per the University's [Waste and Recycling Guide](#).
- 4.7 The function organiser will be responsible for all costs, where applicable, associated with the function including cleaning, catering, security etc.
- 4.8 Furniture should not be removed from any room or area without prior approval of the Campus Support Office. Requests for additional furniture can be made to the Campus Support Office.
- 4.9 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 of repair or replacement.
- 4.10 Visitors to ECU may be required to pay for visitor parking in accordance with the University's [Parking and Traffic Management on Campus](#) Policy.
- 4.11 Function organisers will be responsible for the 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, Customer Services (Digital & Campus Service Centre) has overall responsibility for the content of this policy and its operation in ECU.

The 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:**

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

- [Venue Hire Policy](#)
- [Alcohol and Other Drugs Management Policy](#)
- [Occupational Safety and Health Policy](#)
- [Food Act 2008](#)
- [Parking and Traffic Management on Campus](#)
- [Waste and Recycling Guide](#)

**7. CONTACT INFORMATION**

For queries relating to this document please contact:

Policy Owner	Manager, Customer Services (Digital & Campus Service Centre)
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**8. APPROVAL HISTORY**

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