1. Preamble

1.1 Purpose

This Policy sets out the conditions for using the Council Chamber in the Chancellery.

1.2 Background

In March 1994 the then Vice-Chancellor issued a guideline document for the use of the Council Chamber. Since then the Arcade Room, facilities in The John Niland Scientia building and elsewhere on campus have been opened. There is now also a range of refurbished lecture space on campus with IT and audio-visual capacity exceeding that available in the Council Chamber. These facilities can be booked via UNSW Venues and Events and CATS.

2. Scope

This Policy applies across the University.

3. Definitions

No terms have been defined.

4. Policy Statement

To ensure availability of the Council Chamber as a prestige venue for significant University events, while protecting those purposes for which the Chamber was created, varying levels of priority are accorded to potential users, recognising that it cannot be made available where there are other more appropriate, purpose-built venues or where use would conflict with the Chamber’s primary purpose or status.

Level 1: This involves the most significant uses of the Council Chamber, for meetings of Council, Academic Board, Faculty Boards and VCAC.

Level 2: This involves occasional prestige events hosted by the Chancellor or Vice-Chancellor involving VIP external stakeholders, or special functions of a short duration approved by the Office of the Vice-Chancellor.

Level 3: This involves occasional events requiring a large interactive space and/or audio-visual equipment and which are either university-wide in their significance and applicability or high-profile events with external participants or PR opportunities for the whole University, approved by the Office of the Vice-Chancellor.

Executive Team members do not need to obtain the approval of the Office of the Vice-Chancellor for Level 3 use.
Under normal circumstances the Council Chamber will not be available for conferences organised by individual academic units or disciplines, or for training purposes.

Level 3 users must accept as a condition of booking that they may subsequently be required to move to another venue if an unanticipated high priority (level 1 or 2) need arises.

Level 3 users of the Council Chamber require permission from the Vice-Chancellor’s Office for events with food and beverages in the Chamber which need to be organised by the budget unit (the Chancellery Hospitality Coordinator only provides tea and coffee). Service of alcohol requires an RSA certified waitperson to be present.

5. Legal & Policy Framework

*Committee Room Guidelines* are relevant to this Policy.

6. Implementation

6.1 Roles & Responsibilities

The Office of the Vice-Chancellor will provide approval for Level 3 bookings.

Marketing Services is responsible for Chancellery Committee room and Council Chamber bookings, which are made via Chancellery Committee Room Bookings at UNSW Chancellery Reception.

Budget Units with Level 3 permission to use the Council Chamber are responsible for organising food and beverages.

6.2 Support & Advice

Contact Chancellery Committee Room Bookings on ext 99999.

7. Review

This Policy will be reviewed five years from the date of effect.
## Appendix A: History

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