Responsible Management and Use of Alcohol Policy (MPF1267)

RELEVANT LEGISLATION

- Drugs, Poisons and Controlled Substances Act 1981 (Vic)
- Liquor Control Reform Act 1998 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Summary Offences Act 1966 (Vic)

SCOPE

This policy applies to:

- all members of the University including enrolled students, employees working for or representing the University in any capacity, honoraries and visiting fellows
- contractors and other visitors to the University
- University campuses, teaching sites and residential accommodation
- events involving alcohol when they are undertaken at University controlled sites or are organised or controlled by the University, including University controlled entities and University business operations.

POLICY

1. University objectives

1.1. The University will:

- aim to ensure a safe working and recreational environment which minimises alcohol-related harm to individuals and behaviour that may cause harm to people or property
- encourage the responsible use of alcohol in an environment that is free of inducement and social pressure.

2. Student responsibilities

2.1. Students must not attend the University or remain on University premises if adversely affected by alcohol.

2.2. Students must follow the reasonable directions of University staff in relation to management and use of alcohol at University events or in relation to attendance or remaining on University premises if adversely affected by alcohol.

2.3. Students may seek assistance from Counselling and Psychological Services for alcohol-related issues.

3. Staff responsibilities

3.1. Staff members must not attend the University or remain on University premises if adversely affected by alcohol.

3.2. Supervisors may direct a staff member whom they reasonably believe to be intoxicated to cease work immediately. Supervisors may consider an individual to be intoxicated where the person’s speech, balance, coordination or behaviour appears affected and there are reasonable grounds for believing this is the result of alcohol consumption. Supervisors should, where possible, seek corroboration of their assessment by involving another senior member of staff.

3.3. Staff must follow the reasonable directions of University managers or supervisors in relation to management and use of alcohol at University events or in relation to attendance or remaining on University premises if adversely affected by alcohol.

3.4. Supervisors will encourage staff members to seek assistance for alcohol-related issues.

3.5. Staff may seek assistance from Counselling and Psychological Services for alcohol-related issues.

3.6. Staff who are responsible for supervising students will:
• encourage appropriate behaviour in relation to management and use of alcohol at University events
• address improper or unsafe behaviour observed or brought to their attention that is influenced by alcohol and, if necessary, bring the behaviour to the attention of more senior staff (e.g. their supervisor, head of department) or security/emergency services, depending on the nature of the behaviour
• where warranted, encourage students to seek assistance for alcohol-related issues.

4. Heads of budget division responsibilities

4.1. Heads of budget divisions will ensure that alcohol is managed and used appropriately at University events organised within their division by:

• assessing and determining the level of risk associated with alcohol consumption (including which events will be considered low risk 'exempt events') in accordance with the Management of Alcohol at Events Procedure
• implementing appropriate management and mitigation strategies for the responsible use of alcohol.

4.2. Heads of budget divisions will ensure that, where appropriate, University events within their division are organised and conducted in accordance with the Management of Alcohol at Events Procedure.

4.3. Heads of budget divisions may delegate (in writing) the responsibilities outlined in sections 4.1 and 4.2 to a divisional delegate.

5. Event manager responsibilities

5.1. Event managers for University organised (or sponsored) events involving alcohol are responsible for:

• practical planning and clean up of the event
• ensuring the safe conduct of the event
• obtaining all relevant authorisations, approvals and licences for the event.

6. Response to behaviour influenced by alcohol

6.1. Security services and/or emergency services may be contacted to assist with immediate management of inappropriate or unsafe behaviour influenced by alcohol at University events.

6.2. Counselling and Psychological Services provides appropriate and confidential assistance to individuals with alcohol-related issues.

6.3. Staff and students who fail to seek assistance for alcohol-related issues and continue to display inappropriate or unsafe behaviour may be subject to disciplinary action in accordance with University legislation, policy and procedure.

RELATED DOCUMENTS

• Management of Alcohol at Events Procedure
DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>divisional delegate</td>
<td>A person to whom a head of budget division delegates responsibility for assessing the level of risk associated with a University event involving alcohol, implementing appropriate management and mitigation strategies for the responsible use of alcohol and ensuring that, where appropriate, events are organised in accordance with relevant University procedures.</td>
</tr>
<tr>
<td>event manager</td>
<td>The person responsible for the practical planning, management and clean up of a University event. The event manager is responsible for obtaining all necessary authorisations, approvals and licences for the event and for the safe conduct of the event by eliminating or minimising risks in accordance with risk management and mitigation strategies determined by the head of budget division or divisional delegate.</td>
</tr>
<tr>
<td>exempt event</td>
<td>A University event involving alcohol which, at the discretion of the head of budget division or divisional delegate, is deemed to be low risk and does not need to be managed in accordance with the Management of Alcohol at Events Procedure.</td>
</tr>
<tr>
<td>University event</td>
<td>Any event that takes place at a University-controlled site or that is organised or controlled by the University.</td>
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IMPLEMENTATION OFFICER

The Director, Campus Operations, Property and Campus Services is responsible for the promulgation and implementation of this policy in accordance with the scope outlined above. Enquiries about interpretation of this policy should be directed to the implementation officer.

REVIEW

This policy is to be reviewed by 28 February 2017.

VERSION HISTORY

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Management of Alcohol at Events Procedure (MPF1268)

GOVERNING POLICY
This procedure is made under the Responsible Management and Use of Alcohol Policy.

SCOPE
This procedure applies to events involving alcohol at University controlled sites or are organised or controlled by the University, including University controlled entities and University business operations.

This procedure does not apply to licensed premises on University grounds which hold a general licence, café and restaurant licence or club licence, or to licence agreements for the hire of University facilities.

PROCEDURE

1. Risk assessment and event authorisation

1.1. Heads of budget divisions or divisional delegates, in consultation with event managers, will determine:
- the level of risk associated with University events involving alcohol
- which events involving alcohol will be authorised to proceed
- which events involving alcohol require completion of the Event Risk Assessment and Authorisation Form (or a locally adapted version of this form)
- appropriate risk management and mitigation strategies for events involving alcohol.

1.2. When deemed appropriate by a head of budget division or divisional delegate, event managers and heads of budget divisions or divisional delegates will complete the relevant sections of the Event Risk Assessment and Authorisation Form (or a locally adapted version of this form).

1.3. Heads of budget divisions or divisional delegates may request that event managers complete the Alcohol Management and Safety Checklist (or a locally adapted version of this checklist) to assist with determining the level of risk associated with the event.

1.4. Where the Event Risk Assessment and Authorisation Form is completed, the event may only proceed if authorised by the head of budget division or divisional delegate.

1.5. Where the Event Risk Assessment and Authorisation Form and/or the Alcohol Management and Safety Checklist (or locally adapted versions of these forms/checklists) are completed, event managers must:
- be present for the duration of the event
- remain on site at the conclusion of the event until all participants have departed and the venue is secure
- have a hard copy of the form/checklist in their possession for the duration of the event
- retain copies of the form/checklist for at least 12 months after the event
- make the form/checklist available for inspection on request by University or security staff.

2. Exempt events

2.1. University events involving alcohol that are deemed by a head of budget division or divisional delegate to be low risk are considered ‘exempt events’ and do not need to be managed in accordance with this procedure.

2.2. When organising a low risk exempt event, event managers must comply with any policies, procedures or guidelines applicable to the relevant budget division.
3. Use of University grounds

3.1. Event managers wishing to use University grounds for outdoor events involving alcohol must seek approval as outlined in the table below:

<table>
<thead>
<tr>
<th>University grounds area</th>
<th>Approval required from</th>
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<tbody>
<tr>
<td>Parkville campus – other than sports precinct north of Tin Alley and Union House North Court</td>
<td>Property and Campus Services (refer to section 3.2)</td>
</tr>
<tr>
<td>Parkville campus – sports precinct north of Tin Alley</td>
<td>Melbourne University Sport</td>
</tr>
<tr>
<td>Parkville campus – Union House North Court</td>
<td>University of Melbourne Student Union</td>
</tr>
<tr>
<td>Other University campus</td>
<td>Campus manager</td>
</tr>
</tbody>
</table>

3.2. Event managers wishing to use University grounds at the Parkville campus other than the excluded areas mentioned in section 3.1 must complete a [Grounds Booking Form](#) and submit it to Property and Campus Services at least two weeks prior to the event date.

3.3. At their own discretion, Property and Campus Services may request payment of a good behaviour bond of up to $1000 for use of University grounds. This bond may be retained in part or in full if the Executive Director, Property and Campus Services considers that there is a breach of any of the following:

- the [Responsible Management and Use of Alcohol Policy](#)
- this procedure
- the [Terms and Conditions for Events in the Campus Grounds](#) issued by Property and Campus Services.

3.4. Event managers must have a hard copy of documentation approving use of University grounds in their possession for the duration of the event and must produce the documentation on request by University or security staff.

4. Liquor licensing

4.1. Event managers wishing to sell alcohol at a University event, either directly or via a cover/admission charge for the event, must apply for and pay for a Temporary Limited Liquor Licence from the [Victorian Commission for Gambling and Liquor Regulation](#) at least 8 weeks prior to the event date. Applicants must have approval to use the event venue/premises prior to applying for the liquor licence.

4.2. Where a Temporary Limited Liquor Licence is obtained, event managers must provide a copy of the liquor licence to the relevant individual listed below at least two weeks prior to the event date, otherwise the event cannot occur.

<table>
<thead>
<tr>
<th>Event venue</th>
<th>Copy of liquor licence sent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkville campus – any venue other than campus grounds</td>
<td>Head of budget division or divisional delegate who has authorised event</td>
</tr>
<tr>
<td>Parkville campus grounds – other than sports precinct north of Tin Alley and Union House North Court</td>
<td>Executive Director, Property and Campus Services</td>
</tr>
<tr>
<td>Parkville campus grounds – sports precinct of Tin Alley</td>
<td>Director, Melbourne University Sport</td>
</tr>
<tr>
<td>Other University campus</td>
<td>Campus manager</td>
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4.3. Event managers must have a hard copy of the Temporary Limited Liquor Licence in their possession for the duration of the event and must produce the licence on request by University or security staff.

5. Advertising material

5.1. Advertising material for University events involving alcohol must:
• not unduly emphasise the availability of alcohol and make equal reference to the availability of non-alcoholic drinks
• not encourage the rapid or excessive consumption of alcohol
• not encourage minors to consume alcohol
• not promote any extreme discounting of alcohol or availability of free alcoholic beverages for extended periods.

6. Appropriate service of alcohol

6.1. Event managers must ensure that alcohol is served appropriately at University events in accordance with the following:

• the consumption of alcohol is a social adjunct to, and not the purpose of, the event
• the event is fully inclusive and welcoming of all invitees including those who are not of legal drinking age and those who choose not to consume alcohol (refer to Culturally Inclusive Social Events – Guidelines for Good Practice)
• alcohol is not served prior to the advertised event start time and service of alcohol finishes at least 15 minutes prior to the advertised event end time
• non-alcoholic drinks including plain water are available
• appropriate food which does not encourage further consumption of alcohol (i.e. food other than salty snacks) is provided
• alcohol is only consumed in the area designated for the event
• alcohol is not knowingly served to a person under the age of eighteen
• alcohol is not knowingly served to an intoxicated person.

6.2. Event managers and individuals serving alcohol or monitoring alcohol consumption at the event must not themselves consume alcohol immediately prior to or during the event.

6.3. An appropriate number of individuals serving alcohol at the event must have completed certified training in responsible service of alcohol prior to the event and must provide evidence of this training upon request to the event manager. The number of individuals with certified training required will depend on the number of event participants/attendees, in accordance with the following:

<table>
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<th>Number of event participants/attendees</th>
<th>Minimum number of staff with certified training in responsible service of alcohol</th>
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<tr>
<td>Less than 50</td>
<td>1</td>
</tr>
<tr>
<td>Between 50 and 200</td>
<td>2</td>
</tr>
<tr>
<td>More than 200</td>
<td>3</td>
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7. Appropriate behaviour and intoxication

7.1. Event managers and other event staff must:

• encourage event participants to maintain an appropriate standard of behaviour for the safety and enjoyment of those attending the event and other members of the University
• ensure that there are safe and appropriate means of managing difficult situations and inappropriate or unsafe behaviour resulting from consumption of alcohol.

7.2. Event managers must take appropriate action where there is any issue involving safety, including where an event participant:

• becomes intoxicated at the event
• arrives at the event already intoxicated
• passes out or becomes ill
• becomes violent or threatens to become violent.
7.3. Event managers may consider an individual to be intoxicated where the person’s speech, balance, coordination or behaviour is noticeably affected and there are reasonable grounds for believing this is the result of alcohol consumption. Event managers should, where possible, seek corroboration of any such assessment by involving another member of event staff or a senior University staff member.

8. Contacting security or emergency assistance

1.1. Event managers must have a charged mobile phone and relevant security, first aid and emergency contact details in their possession for the duration of the event.

1.2. For events held at a location other than the Parkville campus, event managers must determine prior to the event if local security services are available to assist with maintaining a secure environment if required.

1.3. Event managers must contact security or emergency services if they believe that an event is no longer under their control or if there is a serious safety issue.

1.4. At the Parkville campus, event managers may contact Security for assistance with management of inappropriate or unsafe behaviour influenced by alcohol. The contact numbers for Security are:

   • 03 8344 9765 or 03 8344 4322 or 1800 246 066 (non emergency numbers)
   • 03 8344 6666 (emergency number)

1.5. For events at other campuses or sites, event managers may contact local security services (if available) for assistance with inappropriate or unsafe behaviour influenced by alcohol. If no local security services are available, event managers may contact police on 000 for assistance.

1.6. In an emergency, event managers should first contact emergency services on 000 and request an ambulance, fire brigade or police as appropriate before notifying local security services. At the Parkville campus, the event manager must notify Security of the emergency on 03 8344 6666 (after contacting emergency services).

9. Incident reporting

9.1. Event managers must report any incident involving personal injury or damage to property in accordance with the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.

RELATED DOCUMENTS

- Alcohol Management and Safety Checklist
- Culturally Inclusive Social Events – Guidelines for Good Practice
- Event Risk Assessment and Authorisation Form
- Grounds Booking Form
- OHS Incident, Injury, Hazard Reporting and Investigation Procedure
- Responsible Management and Use of Alcohol Policy
- Terms and Conditions for Events in the Campus Grounds
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