

Responsible Management and Use of Alcohol Policy (UOM0422)



THE UNIVERSITY OF
MELBOURNE

1 Relevant Legislation

Occupational Health and Safety Act (Vic) 2004
Liquor Control Reform Act (Vic) 1998
Drugs, Poisons and Controlled Substances Act (Vic) 1981
Summary Offences Act (Vic) 1996

2 Scope

All members of the University including:

- all enrolled students;
- employees working for or representing the University in any capacity;
- contractors, honoraries, visiting fellows and visitors to the University

All University campuses, teaching sites and residential accommodation

All activities undertaken at University controlled sites; including all activities which are organised or controlled by the University.

3 Policy

The University of Melbourne requires its members to act responsibly at all times on University sites and when representing the University. While the University accepts that alcohol consumption is ultimately a matter of individual choice it will only accept the responsible use of alcohol in an environment that is free of inducement and social pressure.

To assist with the achievement of these objectives the University has established specific procedures relating to the conduct of events and venues at which alcohol will be consumed. These are intended to ensure that they are managed effectively, minimising risk and ensuring that licensing and other legal requirements are met. *[See Procedure for the Management of Alcohol at Events (UOM0423)]*

Responsibility for the assessment of risk when alcohol is involved, and the implementation of appropriate management and mitigation strategies and procedures rests with the Heads of Budget Divisions.

3.1 Policy Objectives

The objective of the Alcohol Policy is to outline University expectations and requirements for the management and use of alcohol within the University.

The University's specific objectives are to:

- ensure a safe working and recreational environment for the University which minimises alcohol related harm to individuals and behaviour that may cause harm to people or property;
- encourage the responsible use of alcohol; and
- offer appropriate forms of assistance to those for whom alcohol has become a problem.

3.2 Individual Responsibilities

3.2.1 Students

Students must ensure that they do not attend the University if adversely affected by alcohol.
Students should follow the reasonable directions of Supervisors

Students are encouraged to seek assistance if they require support in dealing with an alcohol problem. Confidential help is available at University Wellbeing Services.

Where a student fails to seek assistance for a suspected alcohol problem and their behaviour is inappropriate or unsafe, disciplinary action or other University procedures may be instituted. Where there is an issue of safety, Security must be contacted immediately.

3.2.2 Personnel with Supervisory Responsibility for Students

Personnel with supervisory responsibility are expected to ensure acceptable behaviour and address inappropriate behaviour in students.

They have a responsibility to encourage students to seek assistance if they believe misuse of alcohol is occurring. Where the behaviour of a student is influenced by alcohol and this behaviour is improper or unsafe, the supervisor must address this issue immediately, and if necessary bring it to the attention of their immediate Supervisor or Head of Department/Campus.

3.2.3 Staff

Staff members must ensure that they do not attend the University if adversely affected by alcohol.

If a staff member is impaired by alcohol their supervisor will direct them to cease work immediately.

Supervisors will encourage staff members to seek assistance if they require support in dealing with an alcohol problem. Confidential help is available at University Wellbeing Services.

Where a staff member has been encouraged to seek assistance for an alcohol problem but fails to do so, disciplinary action or other University procedures may be instituted.

3.2.4 Heads of Budget Division

Heads of Budget Divisions are responsible for the management of the alcohol policy in their divisions, including the safe conduct of gatherings and events where alcohol is consumed as well as issues with individuals.

3.2.4 Response to Alcohol Problems

If either a student or staff member requires support in dealing with an alcohol problem, he or she should contact University Wellbeing Services.

All incidents resulting in or having a potential for injury, illness, or property or environmental damage, including those involving alcohol are required to be reported in accordance with the University of Melbourne's Environment Health and Safety Incident Reporting Procedure.

4 Other Supporting Documents

This policy aims to be consistent with, and is to be read in conjunction with the following:

- Procedure for the Management of Alcohol at Events
- Statute 13.1 – Student Discipline
- Incident Reporting and Investigation – EHS Requirements (UOM364)

5 Responsible Officer

The Executive Director, P&CS is responsible for the development, compliance, monitoring and review of this policy and any related procedures.

6 Implementation Officer

The General Manager, Campus Operations, P&CS is responsible for the promulgation and implementation of this policy in accordance with the scope as outlined within this policy document.

Procedure for the management of Alcohol at Events (UOM0423)



THE UNIVERSITY OF
MELBOURNE

1 Scope

This procedure applies to all events involving alcohol when they are undertaken at University controlled sites or are organised or controlled by the University, including auxiliary operations and wholly owned subsidiaries. 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.

2 Definitions

Divisional Delegate – means either the Head of Budget Division or the person(s) within his or her Division to whom the Head of Budget Division delegates responsibility to approve Events. The Divisional Delegate will need to determine in conjunction with the Event Manager the level of approval an Event requires and the level of risk mitigation required.

Event – for this procedure means a gathering or occasion at which alcohol is consumed or available for consumption.

Event Manager – this is the person responsible for obtaining appropriate authorisation if required and for the practical planning, management and clean up of an Event. They are immediately responsible for the safe conduct of the Event and reducing or eliminating risks.

Exempt Event – means an Event which, at the discretion of a Head of Budget Division or Divisional Delegate, is deemed not to require prior approval or completion of the appended forms, such as an informal and low risk gathering. Exempt Events must comply with any policies or directions established by the Head of Budget Division.

3 Heads of Budget Divisions

Heads of Budget Divisions are responsible for the management of the Alcohol Policy and compliance with the Procedure for the Managements of Alcohol at Events in their divisions. They therefore have the discretion to decide which events need to be managed by this procedure and which can be excluded due to the minimal risks involved.

4 Obtaining Authorisation for Events

Depending on the level of risk identified the Event Manager must determine, in conjunction with a Divisional Delegate, or in accordance with divisional procedures, whether the event requires authorisation or whether it can be considered an Exempt Event.

Depending on the significance of the Event and the perceived risks involved, the Event Manager may be required to complete either Appendix 1 only or both Appendix 1 and Appendix 2. This will be determined by the Divisional Delegate in conjunction with the Event Manager.

The Appendices to this procedure are provided to assist with this process but each Budget Division will provide local guidance on when these forms, or equivalent locally generated or adapted ones, need to be used. [It may also be appropriate to use the form at Appendix 1 for events not involving alcohol.]

Events where Appendix 1, or a locally produced or adapted form may need to be signed and approved are likely to be informal gatherings of staff members and invited guests who may include students, visitors and contractors.

For Events where significant risk management is required, Appendix 2 is likely to be required in addition to Appendix 1. These are likely to be larger more formal Events and are likely to include most Events involving undergraduate students.

When the checklists in Appendix 1 or 2 are required, they must be completed to the satisfaction of the Divisional Delegate at least two weeks prior to the Event occurring.

If a checklist is not submitted or not completed to the satisfaction of the Divisional Delegate, the Event is not permitted to take place.

If the Event is not managed responsibly or in accordance with this procedure, the Event Manager may be subject to disciplinary action under Statute 13.1 Student Discipline, in the case of students and Employee Relations Policy, UOM 0109 in the case of staff.

5 Use of University Grounds

Event Managers wishing to utilise University Grounds at the Parkville campus must seek approval from Property and Campus Services, or if in the Sports Precinct north of Tin Alley, Melbourne University Sport, in addition to that of their Budget Division. At other campuses the Campus Manager must be contacted if they have not given the initial approval.

At the Parkville campus, Event Managers must satisfy the requirements of Property and Campus Services and complete the form at the link: http://www.pcs.unimelb.edu.au/services/booking_university_spaces/grounds_bookings in addition to the forms at Appendix 1 and Appendix 2.

At the discretion of the Executive Director, Property and Campus Services, or nominee, a good behaviour bond of up to \$1,000 may be levied on the organising body. This bond may be retained in full or in part if the Executive Director, Property and Campus Services, considers that there is a breach of the Alcohol Policy or this procedure, or the requirements laid down by Property and Campus Services.

6 Liquor Licensing

Under the Liquor Control Reform Act (Vic) 1998, it is an offence to sell alcohol without a liquor licence, either directly or indirectly. These laws apply to all property owned or leased by the University.

Event Managers wishing to sell alcohol on University property, either directly or via a cover charge for the Event, must obtain the appropriate liquor licence from the Department of Justice (see <http://www.justice.vic.gov.au/wps/wcm/connect/justlib/DOJ+Internet/Home/Alcohol/>). Applications including a fee must be made at least 8 weeks before the Event commences. Event Managers must first obtain University permission before applying for a liquor licence and a copy of the Liquor Licence must be provided and appended to the Event Authorisation at least 2 weeks before the Event otherwise the Event cannot occur.

7 Event Management Guidelines

When the risk involved in an event involving alcohol needs to be managed, at least one person must be nominated as an Event Manager.

When advertising such Events, material should:

- not emphasise the availability of alcohol;
- not encourage the rapid or excessive consumption of alcohol and particularly should not encourage minors to consume;
- not encourage attendance at a function by promoting alcohol at reduced prices; and
- make equal reference to the presence of non-alcoholic drinks.

At all such Events, Event Managers must ensure 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 drink (see link to the University's guidelines for Culturally Inclusive Social Events below);
- the Event has reasonably designated times between which alcohol will be served;
- non-alcoholic drinks including plain water are freely available;
- appropriate food which does not encourage further drinking is provided;
- alcohol is only consumed in the area designated for the Event;
- alcohol is not served to a person under the age of eighteen;
- alcohol is not served to an intoxicated person; and
- an appropriate standard of conduct is encouraged to ensure the safety and enjoyment of those attending the Event.

8 Ensuring appropriate behaviour

An appropriate standard of conduct must be maintained to ensure the safety and enjoyment of those attending the Event and other members of the University.

Event Managers must ensure there are safe means of managing difficult situations resulting from consumption of alcohol. Appropriate strategies to manage behaviour must be determined well before any Event takes place.

Event Managers must ensure they have a charged mobile phone along with Emergency, First Aid and Security contact numbers, and they should not hesitate to contact Security if they believe the Event is no longer under their control.

Event Managers must take appropriate action (which may include contacting Security or the police, arranging first aid or phoning for an ambulance, for example) in instances such as the following:

Where a participant:

- becomes grossly intoxicated at the Event;
- arrives at the Event already grossly intoxicated;
- passes out or becomes ill;
- becomes violent; or
- leaves an Event intoxicated.

or where there are other issues involving safety.

Symptoms of moderate to severe alcohol intoxication can include where a person's speech, balance, co-ordination and behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of alcohol consumption.

9 Emergency Assistance

In the event of an emergency occurring at an Event, the Event Manager should contact the Ambulance, Fire Brigade or Police Services as appropriate by dialling : (0) 000 from all University internal phones or 000 from a public phone or mobile.

If a situation is life threatening, the Ambulance should be contacted first.

In all emergency situations at Parkville, it is also essential that Security be contacted on extension 46666 (or toll free 1800 246 066).

If the emergency situation is taking place at one of the non-Parkville campuses, call Emergency Assistance (as above) and then contact the senior staff member at the campus via Reception during business hours. At campuses with residences, after hours emergency contact details for senior staff are displayed on notices in the residences.

Each of the non-Parkville campuses have emergency procedures and campus specific contact details which are printed in the campus Student Guide, and notices are displayed throughout buildings and residences.

10 Security

For Events at Parkville, contact Security on the non emergency numbers: 03 8344 9765 or 03 8344 4322, while at any of the non-Parkville Campuses, contact the Head of Campus.

Where available, security personnel can assist in maintaining a secure environment and should be the first point of contact in threatening situations (emergency contact number for Security: 03 8344 6666).

University Events involving Alcohol: Management and Safety Checklist

The University of Melbourne is committed to protecting the safety of its staff, students and members of the public participating in University Events involving Alcohol. The Event Manager must complete and submit this checklist at least TWO WEEKS prior to the event date when required by a Divisional Delegate. This checklist must be completed to the satisfaction of the relevant Budget Division Divisional Delegate. If not submitted or completed to their satisfaction, the event cannot take place.



YOU MUST ANSWER ALL ITEMS IN THE CHECKLIST

#		YES	NO
1	The event will be fully inclusive and welcoming of all participants including those who are not of legal drinking age and those who choose not to drink		
2	The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol such as pub crawls and drinking competitions		
3	Advertisements for the event will not emphasise the availability of alcohol or encourage in any way the excessive consumption of alcohol. Reference will be made to the availability of non-alcoholic drinks. Copies of Advertising materials to be attached to this checklist		
4	The event has an advertised start and finish time. No alcohol will be served prior to the start time or after the finish time		
5	Alcohol will not be served to a person under the age of eighteen		
6	Alcohol will not be served to an intoxicated person		
7	If alcohol is being sold directly or indirectly (including via an event cover charge) a liquor licence will be/has been obtained from Department of Justice Victoria [Note this process can take up to 8 weeks.] Proof of the licence to be attached to this checklist or provided to the Event Manager TWO WEEKS prior to the event.		
8	All persons managing the event, serving alcohol or monitoring alcohol consumption will not themselves consume alcohol immediately prior to or during the event and will not be adversely affected by alcohol.		
9	At least two people serving at the event have undertaken training in Responsible Serving of Alcohol prior to the event, or alternatively professional servers with this training have been hired for the event.		
	Name 1: _____ Certificate Sighted: <input type="checkbox"/>		
	Name 2: _____ Certificate Sighted: <input type="checkbox"/>		
	Name of company providing professional servers. [Proof required, to be attached]		
10	A system has been implemented to monitor and limit the number of alcoholic drinks served or consumed by individuals. Please provide a brief description below or on an attached sheet of paper.		
11	The consumption of alcohol is a social adjunct to, and not the focus of the event		
12	Attractive, high quality non-alcoholic drinks will be available and displayed as prominently as alcoholic drinks. Non-alcoholic and low-alcohol drinks will be served in preference to full strength alcoholic drinks and plain water will be freely available		

13	Substantial snacks (not only salty snack food which encourages drinking) will be provided. Please provide a brief description of any food, to be provided.		
14	Alcohol will only be consumed in the area designated for the event		
15	An appropriate standard of conduct will be encouraged to ensure the safety and enjoyment of those attending the event, and of anyone who may be affected in consequence of the event		
16	Safe means of managing difficult situations resulting from excess consumption of alcohol have been discussed with appropriate staff before the event takes place		
17	If possible, a person with at level 1 competency in First Aid (Emergency First Aid) will be on hand at the event (or details of nearest First Aid resource will be maintained by the Event Manager) Name of First Aid Person: _____ Certificate Sighted: <input type="checkbox"/> If no, First Aid on hand what is the nearest First Aid resource available?		
18	Security issues will be discussed with appropriate staff prior to the event taking place.		
19	At Parkville the event has been discussed with the Security section of Property and Campus Services? If Yes, what is their advice if any?		
20	A mobile phone and emergency, first aid and security contact numbers will be available at the event Number of Mobile Phone:		
21	All incidents involving personal injury or damage to property will be reported immediately to security. Incidents will also be reported to the University as soon as possible via completion of an Incident Report Form available at http://safety.unimelb.edu.au/docs/Incident%20Report%20New%20S3%20Form.pdf (only to be used if you don't have access to the University database and system called THEMIS)		

University of Melbourne Event Authorisation Form



Name of Event Manager: Event Manager Mobile Phone Contact Number:

Name of Event:

Date of Event: Times From/To

Purpose of Event:

Venue:

Expected Numbers by Type: Students/Staff/Guests and Visitors:

Facilities Provided: Food/Drinks/Alcoholic/Non Alcoholic/Music:

Additional Comments:

.....
 I have read and understood the University Alcohol policy and procedure on the management of alcohol at Events, and this Event will be held in accordance with these policies and procedures.

Signature of Event Manager: Date:

DIVISIONAL DELAGATE SECTION

RISK ASSESSMENT	ADDITIONAL COMMENTS
Low <input type="checkbox"/>	
Medium <input type="checkbox"/>	
High <input type="checkbox"/>	
Alcohol Checklist Completed... <input type="checkbox"/>	

Name of C&S Administrator or Faculty Representative: Signature: Date:

Record Keeping

Once completed and signed, forms are to be held by the Budget Division for at least 12 months.

A copy to be held by the Event Manager and to be available for inspection.