

Alcohol Management and Use Policy

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OVERVIEW

The University of Adelaide is committed to providing its staff, students and visitors with a safe, secure and inclusive community. The University recognises that staff, students and visitors enjoy a range of social activities on and off the University's premises. However, excessive and irresponsible service and consumption of alcohol puts at risk staff, students and visitors, University property and the University's reputation. The purpose of this policy is to:

- a) encourage moderation and responsible attitudes to the use of alcohol; and
- b) outline University expectations and requirements for the responsible management of service and consumption of alcohol on and off University premises.

SCOPE AND APPLICATION

This policy applies to every person who undertakes or participates in University of Adelaide related activities, uses University of Adelaide facilities and/or are employed or engaged by the University or affiliated with the University in any capacity. This includes but is not limited to employees, title holders, volunteers, students, visitors or third parties engaged by the University under a contract of service or a contract for service and/or any person engaged on any basis by a controlled entity.

Residential Colleges affiliated with the University are also encouraged to develop, implement and monitor alcohol policies consistent with this policy that reflect the specific needs of their communities.

POLICY PRINCIPLES

1. The risks associated with holding an event at which alcohol is to be served must be assessed and addressed prior to the event so as to minimise risks to attendees, University property and the University's reputation
2. All staff and students and others responsible for organising events on or off University premises at which alcohol is served must ensure that:
 - a) an appropriate risk assessment is carried out in the course of planning the event and in accordance with the Event Planning Procedures;
 - b) the [Off-Campus](#) or [On-Campus](#) Event Checklist has been completed;

- c) the event is conducted in accordance with Liquor Licensing Laws and the associated Responsible Service of Alcohol Code of Practice and
 - d) appropriate action is taken to ensure the safety and well being of people and property.
- 3. Only licensed venues (including venues for which a temporary liquor licence is held) may sell alcohol on campus. This includes events where the entry price includes alcohol or a donation is made on entry to pay the cost of the alcohol.
- 4. Alcohol will not be served to anyone under 18 years of age.
- 5. Alcohol will not be served to anyone who is intoxicated.
- 6. An approved responsible person for the purposes of the Liquor Licensing Act 1997 must be present at every public event at which alcohol is served.
- 7. Alcohol may only be consumed in the area designated for the event.
- 8. Practices promoting a responsible attitude to the consumption of liquor on licensed premises will be implemented by the License Holder and Event Organiser.
- 9. Appropriate security arrangements must be made for any event on campus or on University premises at which alcohol is being served.
- 10. Activities that encourage the excessive consumption of alcohol must not occur at events on or off University premises.
- 11. Advertising and sponsorship of an event must not advertise or promote alcohol in a way that tends to encourage:
 - a) minors to drink alcohol; or
 - b) rapid or excessive consumption of alcohol.
- 12. At University events where alcohol is served, all those organising the event and those attending the event are expected to:
 - a) respect different individual and cultural attitudes regarding the consumption of alcohol;
 - b) ensure that events are welcoming and inclusive of all people attending the event including minors (where minors are permitted to attend the event) and attendees who choose not to drink;
 - c) ensure that an appropriate standard of conduct is maintained to protect the safety and enjoyment of those attending the event and other members of the University community.
 - d) ensure that non-alcoholic drinks (including water) are available to attendees.

Non-compliance with Policy

Non-compliance with this policy may have serious consequences for staff, titleholders and students. Those consequences will be

- a) addressed through the University's disciplinary procedures;
- b) subject to sanctions under the relevant legislation including in relation to Student Misconduct ;
- c) where significant breaches of this policy occur, the University reserves the right to refer this to professional accreditation and registration bodies.

Authorities

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Alcohol Management and Use	Student – investigate breaches of policy and recommend action	General Manager, Student Services & Administration	

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Alcohol Management and Use	Staff – investigate breaches of policy and recommend action	Head of School / Branch	
Academic	Alcohol Management and Use	Licensee: University Club – investigate breaches of policy and recommend action	General Manager, University of Adelaide Club	
Academic	Alcohol Management and Use	National Wine Centre – investigate breaches of policy and recommend action	General Manager, National Wine Centre	
Academic	Alcohol Management and Use	Authority to appoint the Alcohol Compliance Officer	Director, Infrastructure	
Academic	Alcohol Management and Use	Authority to appoint members to the Alcohol Management Committee	Director, Infrastructure	

PROCEDURES

1. Responsible Service of Alcohol

Purpose: To detail the measures that will be taken to ensure responsible service of alcohol at licensed venues, functions and events on and off University premises.

Scope: This procedure applies to all staff, students, title holders or third parties, including external hirers, engaged by the University under a contract of service or a contract for service (including the University Club and National Wine Centre) that organise or stage an event or function on or off campus at which alcohol is served.

1.1 General

Responsibility: License Holder

- a) The License Holder is responsible for ensuring that alcohol is served in a manner that reflects the potential risks it poses for health and safety.
- b) The License Holder must ensure:
 1. that if alcohol is being sold at an event or function, a current and appropriate Liquor Licence is held in relation to the event or function;
 2. compliance with all requirements of the Liquor Licensing Act 1997 and the Code of Practice under that Act;
 3. that an incident register is maintained behind the bar and that any incident at the event or function is recorded on the register; and
 4. a copy of the incident register is provided to the Alcohol Compliance Officer within 2 Business Days after the event or incident.
- c) The License Holder must ensure that there is an approved Responsible Person present at all times that;
 1. alcohol is being served at any function or event at which alcohol is sold (including those events where the entry price includes alcohol or a donation is made on entry to pay for the cost of the alcohol), or
 2. wherever alcohol is served and more than 30 people are in attendance.
- d) All people serving alcohol at an event or function, including students at a student run function, must be at least 18 years of age.

- e) All people serving alcohol at an event or function at which alcohol is sold, including students at a student run function, must have completed Responsible Service of Alcohol (RSA) Training. RSA Training must be completed prior to serving alcohol.
- f) The License Holder must ensure that drinking practices that encourage rapid or excessive drinking such as drinking competitions (eg. sculling competitions or 'boat races' or 'lay-backs') are not conducted.
- g) The License Holder must ensure that all bar and waiting staff or volunteers are aware, and understand the requirements, of this procedure and the Alcohol Management Policy.
- h) The License Holder must assess the nature of activities being conducted at the event and whether they impact on alcohol consumption or are impacted by the effects of alcohol consumption.

1.2 Service of Alcohol

Responsibility: License Holder, Bar and waiting staff (including students at student run functions)

- a) No person, including students at a student run function, shall serve alcohol unless they are at least 18 years of age.
- b) Only people that have completed RSA Training are permitted to serve alcohol at events at which alcohol is sold (including those events where the entry price includes alcohol or a donation is made on entry to pay the cost of the alcohol). RSA Training must be completed prior to serving alcohol.
- c) People serving alcohol at a function or event must not consume alcohol whilst on duty.
- d) People attending a function or event must not be permitted to serve or assist in the service of alcohol.
- e) Where alcohol is not pre-packaged (e.g. bottled beer), the number of standard drinks in each container must be displayed.
- f) Excessive or rapid consumption of alcohol is not encouraged and so drinking competitions such as boat races and sculling competitions will not be permitted.

1.3 Intoxicated Patrons

Responsibility: License Holder, Responsible Persons, bar and waiting staff

- a) Alcohol must not be served to any person who is intoxicated or exhibiting signs of drunkenness or intoxication.
- b) Servers must follow appropriate practices such as those demonstrated in Responsible Service of Alcohol training courses when refusing service of alcohol to an intoxicated person.
- c) People who are intoxicated and putting other patrons/function attendees guests at risk due to their behaviour will be required to leave the premises immediately and will be encouraged to use safe transport options.
- d) People who are intoxicated on arrival must be refused entry and encouraged to use safe transport options.

1.4 Service to Minors

Responsibility: License Holder, Responsible Persons, bar and waiting staff

- a) Servers of alcohol at any function or event will not serve alcohol to people aged under 18 years of age.
- b) Servers of alcohol will ask for proof of age whenever the server suspects that a patron requesting alcohol is under 18 years of age.
- c) Only current photographic identification (ID Cards) will be accepted as proof of age. The following ID Cards are the only ID Cards that will be accepted:
 - i. Driver's Licence

- ii. Proof of Age Card
- iii. Passport
- d) If a person cannot produce appropriate proof of age when requested to do so, that person will be refused service of alcohol.
- e) Notices stating that it is an offence to serve alcohol to minors will be prominently displayed at the bar or service area.

1.5 Alcohol and Low Alcohol Alternatives

Responsibility: License Holder, Responsible Persons, bar and waiting staff

- a) Non-alcoholic beverages such as tea, coffee, soft drink and water will be available at all events and functions.
- b) Those responsible for the service of alcohol will ensure that free drinking water and other reasonably priced alcohol-free and low-alcohol drinks are available at all times and at all events where alcohol is served.
- c) Alcohol-free and low-alcohol drinks will be priced at least 10% cheaper than full strength drinks where alcohol is being sold.

1.6 Signage and Information

Responsibility: License Holder and Responsible Persons

- a) Signage required to be displayed under the Liquor Licensing Act 1997 will be prominently displayed at the bar.
- b) The Responsible Person for the event will prominently wear the required identification to ensure they can easily be identified by people attending the event/function.
- c) Information posters about "Standard Drink measures" will be prominently displayed at the bar.
- d) The License Holder will ensure that information regarding safe transport options (including taxi phone numbers and details of local bus stops and train stations) is retained behind the bar and known by all staff/ servers at the event or function.

1.7 Advertising Events and Promotions

Responsibility: Event Organiser and License Holder

- a) Advertising and promotion of an event/function will not promote alcohol in a way that:
 - i. tends to encourage minors to consume liquor; or
 - ii. tends to encourage rapid or excessive consumption of alcohol.
- b) University premises and systems (including email) can only be used to promote events or functions that comply with this Policy. Evidence of compliance may be required before permission is given to promote events within the University.
- c) All promotions will comply with the Alcohol Beverages Advertising Code (ABAC). Examples of promotions that would not comply include:
 - i. Prizes and raffle prizes that encourage the excessive consumption of alcohol.
 - ii. Ticket prices, where the ticket does not include a meal, that are inclusive of alcohol consumption or include in the ticket price 'all you can drink'. Tickets, where a meal is not included, should be for entry only and any alcohol made available for cash purchase at the bar
 - iii. Alcohol promotions in conjunction with alcohol suppliers which include free alcohol give-aways. Any give-aways as part of a promotion will be limited to brand merchandise such as t-shirts, stubbie holders, caps etc.

1.8 Security

Responsibility: Event Organiser and License Holder

- a) Licensed security must be obtained for all events and functions on campus at which alcohol is served.

- b) Security, where required for on campus events, must be organised through the University of Adelaide Security Office.
- c) For events held off campus, appropriate steps must be taken to encourage safety and provide support for patrons at venues and in travelling between venues.

2. Event Booking and Planning Procedures

Purpose: To establish procedures for planning and booking of events and functions on University premises at which alcohol is to be served to ensure all relevant risks are addressed and all necessary hazard management controls are implemented.

Scope: These procedures apply to all events and functions at University owned or occupied premises at which alcohol is served except any events or functions held in areas of the University leased to the University Club, National Wine Centre Pty Ltd or other third party.

2.1 Alcohol Not to be Served Without Permission

Responsibility: Event Organiser and License Holder

- a) Alcohol must not be served at any function or event (including informal functions where alcohol is not sold) on University premises unless its service is in accordance with these procedures.

2.2 License Holders

Responsibility: Event Organiser

- a) Any event at which alcohol is being served must have one person nominated as the License Holder. This person is responsible for planning and managing the event in accordance with these procedures.
- b) The following person will be the License Holder:
 - i. for events/functions in Union House: the University of Adelaide Club
 - ii. for events/functions in licensed premises on Roseworthy campus: the University of Adelaide Club
 - iii. for events/functions in licensed premises on Waite campus: Waite Campus Services
 - iv. for events/functions outside of licensed premises but catered by the relevant campus catering operator: the relevant catering operator (eg the University Club)
 - v. for events/functions for which an external caterer is engaged: the external caterer
 - vi. for informal events/functions at which alcohol is not provided by caterers or sold (including through charging an admission): the Event Organiser.

2.3 Application for Permit to Hold Event

Responsibility: Event Organiser

- a) The Event Organiser must have approval from the venue owner/manager to use the space for an event where alcohol is available.
- b) For events where attendance is expected to be greater than 30 people, the Event Organiser must complete an [Application to Serve Alcohol form](#) and provide it to the relevant booking officer at the time of making the booking, which must be at least two weeks prior to the date of the event. The application must include all relevant information required to assess any risks including:
 - i. the nature date and time of the proposed event/function
 - ii. the name of the Event Organiser
 - iii. the number of people expected to attend, including whether it will be attended by members of the general public
 - iv. the proposed nature of the beverages to be served and the quantity to be supplied

- v. details of proposed catering provider (if this is not being supplied by the University Club or National Wine Centre)
- vi. whether alcohol is being sold
- c) The relevant booking officer must refer the application to the Alcohol Compliance Officer for approval prior to confirming the booking if:
 - i. alcohol is to be sold (including if any admission charge is payable that includes alcohol) except if it is at a function or event held within the normal hours of operation of one of the licensed venues;
 - ii. a venue within the University is being hired by a third party or member of the general public
 - iii. alcohol is being provided by a caterer other than the relevant campus caterer, including any form of bring-your-own.
 - iv. the event is being held out doors or in a temporary structure
 - v. the event is being held outside of the licensed venues on campus and more than 200 people are attending.
- d) Where approval is required by the Alcohol Compliance Officer, they must be satisfied that each of the items on the Alcohol Management and Safety Checklist have been addressed prior to approving a function or event.
- e) If the event:
 - i. is to be held outdoors and more than 300 people are expected to attend or
 - ii. the event has failed to address all items on the Alcohol and Management Safety Checklist,
 the Alcohol Compliance Officer may not grant approval to the event without the concurrence of the Alcohol Management Committee.
- f) If an event is approved, the Alcohol Compliance Officer will provide written approval for the event subject to such conditions deemed appropriate including:
 - i. the date and approved times for the event
 - ii. the amount and type of alcohol authorised to be served at the event
 - iii. the required number of Responsible Persons to be present at the event
 - iv. the security requirements for the event.

2.4 Third Party Caterers

Responsibility: Event Organiser

- a) If the event is to be catered by a third party caterer (ie not the University Club or National Wine Centre Pty Ltd), the caterer must be approved by the Alcohol Compliance Officer. The Alcohol Compliance Officer must be satisfied that the caterer holds all required approvals and licences for the operations including a relevant liquor licence.
- b) The Alcohol Compliance Officer will require the caterer to enter into an agreement with the University requiring compliance with all liquor licensing laws and with the University's Alcohol Management Policy and Responsible Service of Alcohol Procedures.

2.5 Venue Hire

Responsibility: Event Organiser

- a) If the Event Organiser is not the University, a member of staff or a student, the Alcohol Compliance Officer will require the Event Organiser to enter into a Room Hire Agreement or Venue Usage Agreement.

2.6 Payment of Bond

Responsibility: Event Organiser

- a) A bond may be required at the discretion of the Alcohol Compliance Officer for functions:
 - 1. held by third parties where alcohol is to be served; or

2. where alcohol is to be served and more than one hundred people are expected to attend, unless the function is held on licensed premises during normal opening hours of those licensed premises (eg. in Lirra Lirra Cafe, Uni Bar etc)
- b) The bond moneys may be used for the repair or cleaning of University property required as a result of damage attributable to the function.

DEFINITIONS

Alcohol Compliance Officer means the person holding the position of Manager, Campus Services

Event Organiser means the person organising the function and in the case of a function organised by a club or society or a third party company means the nominated responsible officer of that entity.

License Holder means the person nominated as the manager of a particular event under the Event Booking and Planning Procedures. In the case of an event in a licensed venue (i.e. University Club, UniBar, Wine Centre, etc.), the License Holder is the person nominated under the license as being responsible for the venue. The License Holder must be present throughout the event.

Responsible Person means a person approved as a responsible person under the Liquor Licensing Act 1997 and named under the license for the specific venue being used.

RSA Training means training in responsible service of alcohol by a training provider registered as a training provider with the Office of the Liquor and Gambling Commissioner.

Location Manager means the person appointed by the University as being responsible for the physical space to be used for an on-campus event.

Alcohol Management Committee means a committee formed by the University under the direction of the Director, Infrastructure.

RMO File No.	2013/3591
Policy custodian	Deputy Vice-Chancellor and Vice-President (Academic)
Responsible policy officer	General Manager, Student Services and Administration, ext. 34001
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Related Policies	HSW Handbook - 3.22 Events Safety Management
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