

# 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 the welfare of 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;
- b) ensure that activities hosted by or associated with the University that involve the sale, supply, or consumption of alcohol do so in a safe and responsible manner, and in a manner that complies with legislative and policy requirements; 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 the University Community.

Capitalised terms have the meaning set out in the Definitions section of this policy.

## POLICY PRINCIPLES

1. The University will only permit the lawful and responsible use of alcohol on University grounds in accordance with this policy.
2. A risk management approach will be taken in planning all Events to minimise risks to attendees, University property and the University's reputation.
3. All Events must comply with this policy and associated procedures.
4. Event Organisers are responsible for, and must ensure that Events are conducted in accordance with Liquor Licensing Laws and University policies and procedures.
5. Alcohol may only be sold on University grounds by licence holders approved by the University.
6. The University will not tolerate service and consumption of alcohol on University grounds that it considers may pose a risk to the health, welfare or safety of the University Community.
7. The University will not support activities that encourage the excessive consumption of alcohol on or off University premises.
8. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that may endanger others, breaches the law or this policy or damage the reputation of the University.
9. The University will encourage all members of the University Community to cooperatively develop, implement and monitor provisions consistent with Liquor Licensing Laws and this Policy.

## NON-COMPLIANCE WITH POLICY

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

- a) disciplinary action through the University's disciplinary procedures and the University's Enterprise Agreement;
- b) sanctions under the relevant legislation, rules and statutes including in relation to Student Misconduct;
- c) criminal prosecution; and
- d) referral to professional accreditation and registration bodies.

## AUTHORITIES

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Operations	Licensing	Make or respond to applications to the liquor licensing commissioner regarding existing or new University liquor licences	Executive Director, Infrastructure  Alcohol Compliance Officer  General Counsel	
Operations	Alcohol Management and Use	National Wine Centre – investigate breaches of policy and recommend action	General Manager, National Wine Centre	

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
			Alcohol Compliance Officer	
Operations	Alcohol Management and Use	Authority to appoint the Alcohol Compliance Officer	Executive Director, Infrastructure	
Operations	Alcohol Management and Use	Approve or reject applications to run an Event on University grounds	Bookings and Events Coordinator  Alcohol Compliance Officer  Executive Director, Infrastructure	
Operations	Alcohol Management and Use	<ul style="list-style-type: none"> <li>Remove from University grounds any intoxicated person</li> <li>Search University grounds and vehicles thereon for alcoholic liquor</li> <li>Seize any alcoholic liquor reasonably suspected of being brought onto University grounds contrary to University by-laws or policy.</li> </ul>	Authorised Person under University By-Laws	

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## PROCEDURES

### 1. Responsible Service of Alcohol

#### 1.1 General

**Responsibility:** The University Community

- a) Must not provide, encourage or allow people aged under 18 to consume alcohol.
- b) Must not participate in or encourage excessive or rapid consumption of alcohol (e.g. drinking competitions).
- c) Must not pressure anyone to drink alcoholic beverages.
- d) Must respect people's choice to not consume alcohol.
- e) Must not be Intoxicated while carrying out work duties or duties as a representative of the University.
- f) Must accept responsibility for own behaviour and take a responsible approach and use good judgment when alcohol is available.

**Responsibility:** Event Organiser

- a) The Event Organiser is responsible for ensuring that alcohol is served in a manner that reflects the potential risks it poses for health and safety.
- b) The Event Organiser must ensure:
  - i. that if alcohol is being sold at an Event, a current and appropriate Liquor Licence is held in relation to the Event;
  - ii. compliance with all requirements of the Liquor Licensing Laws;
  - iii. that an incident register is maintained for the Event and that any incident at the event or function is recorded on the register; and
  - iv. a copy of the incident register is provided to the Alcohol Compliance Officer within 1 Business Day after the event or incident.
- c) All people serving alcohol at an Event must have completed Responsible Service of Alcohol (RSA) Training and are over the age of 18.
- d) The Event Organiser and License Holder must ensure that there is an approved Responsible Person present at all times that alcohol is being served at any Event other than an Exempt Event.

#### 1.2 Service of Alcohol

**Responsibility:** License Holder and Event Organiser

- e) People serving alcohol must not consume alcohol whilst on duty.
- f) Drinking competitions or other activities that encourage excessive or rapid consumption of alcohol must not be permitted or encouraged.
- g) Over 18 age verification of patrons purchasing alcohol is conducted using current photographic identification (ID Cards) of the following types:
  - i. Driver's Licence
  - ii. Proof of Age Card
  - iii. Passport
- h) Alcohol is not served to any person who cannot produce appropriate proof of age when requested to do so.

#### 1.3 Intoxicated Patrons

**Responsibility:** License Holder, Event Organiser and Event staff

- a) Alcohol must not be served to any person who is Intoxicated.
- b) Event patrons must not supply alcohol to or procure alcohol for any person who is Intoxicated or who has been refused service of alcohol by authorised servers.
- c) People who are Intoxicated and putting other persons at risk due to their behaviour must be required to leave the premises immediately and encouraged to use safe transport options.

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- d) People who are Intoxicated on arrival must be refused entry and encouraged to use safe transport options.

#### 1.4 Alcohol and Low Alcohol Alternatives

**Responsibility:** License Holder and Event Organiser

- a) Non-alcoholic beverages such as tea, coffee, soft drink and water must be available at all Events.

#### 1.6 Signage and Information

**Responsibility:** License Holder and Responsible Persons

- a) Signage required to be displayed under the *Liquor Licensing Act 1997* must be prominently displayed at the Event bar or area where alcohol is served.
- b) The License Holder must 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.

#### 1.7 Advertising Events and Promotions

**Responsibility:** Event Organiser and License Holder

- a) University premises and systems (including email) may 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.
- b) All promotions must comply with the Alcohol Beverages Advertising Code (ABAC). Examples of promotions that would not comply include:
  - iv. Prizes and raffle prizes that encourage the excessive consumption of alcohol.
  - v. 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
  - vi. 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.
  - vii. Advertising and sponsorship of that advertises or promotes alcohol in a way that the University considers may encourage:
    - i. minors to drink alcohol; or
    - ii. rapid or excessive consumption of alcohol.

#### 1.8 Security

**Responsibility:** Event Organiser and License Holder

- a) If directed by the Alcohol Compliance Officer or Bookings and Events Coordinator licensed security must be obtained for an Event.
- b) All Events where 30 or more patrons are expected to attend must have security arranged prior to the Event.
- c) Security, where required for an Event, must be organised through the University of Adelaide Security Office.
- d) In considering security arrangements the University of Adelaide Security Office may apply such conditions or requirements as it may consider appropriate or necessary, including but not limited to the appointment of third party security providers.
- e) 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.

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## 2. Event Booking and Planning Procedures

**Purpose:** To establish procedures for planning and booking of Events on University premises.

**Scope:** These procedures apply to all Events.

### 2.1 Alcohol Not to be Served Without Permission

**Responsibility:** University Community

- a) Alcohol must not be served on University premises unless approved in accordance with these procedures.

### 2.2 Application for Permit to Hold Event

**Responsibility:** Event Organiser

- a) An Event must have one person nominated as the Event Organiser.
- b) Unless the Event is an Exempt Event, the Event Organiser must complete an [Application to Serve Alcohol form](#) and provide it to the Booking and Events Coordinator at least two weeks prior to the date of the Event.
- c) The Booking and Events Coordinator must refer the application to the Alcohol Compliance Officer for approval prior to confirming the booking if:
  - viii. alcohol is being provided by a caterer other than the relevant campus caterer, including any form of 'bring-your-own';
  - ix. the Event is being held in a temporary structure; or
  - x. the Event is being held outside of the University's licensed areas and more than 200 people are attending.
- d) Where approval is required by the Alcohol Compliance Officer, they:
  - i. may apply such conditions as he or she may consider appropriate to approval of an Event; and
  - ii. may not approve any Event that would be contrary to the requirements of the law, this policy, or the University's rules, statutes or by-laws;
- e) If the Event is to be held outdoors and more than 300 people are expected to attend the Alcohol Compliance Officer may not grant approval to the event without the concurrence of the Executive Director Infrastructure.
- f) If an Event is approved, the Alcohol Compliance Officer will, or will direct the Bookings and Events Coordinator to, provide written approval for the Event subject to such conditions deemed appropriate in their discretion.

### 2.3 Exempt events & Internal Staff Events

**Responsibility:** Alcohol Compliance Officer

- a) The Alcohol Compliance Officer may determine from time to time that an Event or class of Events is an Exempt Event.
- b) Where the Alcohol Compliance Officer determines an Event is an Exempt Event the Alcohol Compliance Officer may exempt the Event from any requirement of this policy other than those required by law.
- c) The organiser of an Internal Staff Event is not required to complete the Application to Serve Alcohol form under clause 2.2 of this policy.
- d) Other than as set out above, Except Events must still comply with the terms of this policy and any requirement under law.

### 2.4 License Holders

**Responsibility:** Event Organiser

- a) All Events 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 default License Holder:
  - i. for Events in the Uni Bar and Cloisters: the Uni Bar Operator;

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- ii. for Events on North Terrace Campus subject to the University's liquor licence other than the Uni Bar and Cloisters: the University of Adelaide Club;
  - iii. for Events in licensed premises on Roseworthy campus: the operator of the University's applicable liquor licence;
  - iv. for events/functions in licensed premises on Waite campus: Waite Campus Service Delivery;
  - v. for events/functions in licensed premises at the National Wine Centre: General Manager National Wine Centre;
  - vi. for Events outside of the University's licensed premises: the person named on the relevant liquor licence;
  - vii. for all other Events, the person named on the relevant liquor licence.

## 2.4 Third Party Caterers

**Responsibility:** Event Organiser

- a) If an Event is to be catered by a third party other than the University Club, National Wine Centre Pty Ltd or the Uni Bar Operator, the caterer must be approved by the Alcohol Compliance Officer at least one week prior to the Event.
- b) The Alcohol Compliance Officer may require the caterer to enter into an agreement with the University requiring compliance with all Liquor Licensing Laws and with the University's policies and procedures.

## 2.5 Venue Hire by Third Parties

**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 an appropriate venue hire agreement on University approved terms.

## 2.6 Payment of Bond

**Responsibility:** Event Organiser

- a) A bond may be required at the discretion of the Alcohol Compliance Officer as a condition of booking an Event.
- 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 nominated from time to time by the Executive Director – Infrastructure.

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

**Event** means an event, function or activity at which alcohol is proposed to be sold, served or consumed either on University grounds or off grounds in connection with a University activity, and includes events where the entry price covers the provision of alcohol or a donation is made on entry to pay for the cost of alcohol supply.

**Exempt Events** means:

- a) an Event that has been determined to be an Exempt Event by the Alcohol Compliance Officer in accordance with this policy; or
- b) an Internal Staff Event;

**Internal Staff Event** means an Event attended by no more than 30 University of Adelaide staff where alcohol is available for consumption for attendees but at no cost or pecuniary benefit to any person or organisation (e.g. informal staff drinks / celebratory event)

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**Intoxication** includes any indication of slurred speech, impaired balance, poor coordination, reduced inhibition, becoming aggressive or belligerent, and exhibiting inappropriate behaviour and it is reasonable in the circumstances to believe that the impairment results from the consumption of alcohol.

**License Holder** means the person nominated means the person nominated on the liquor licence applicable to the Event.

**Liquor Licensing Laws** means the *Liquor Licensing Act 1997* (SA) and associated regulations and Codes of Practice established under that Act.

**Responsible Person** means a person approved as a responsible person under the Liquor Licensing Laws 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.

**University Community** means 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 (and without limitation including the National Wine Centre and the University of Adelaide Club).

<b>RMO File No.</b>	2016/12422
<b>Policy custodian</b>	Chief Operating Officer
<b>Responsible policy officer</b>	Executive Director Infrastructure
<b>Endorsed by</b>	VCE, 13 November 2019
<b>Approved by</b>	Acting Vice-Chancellor on 16 December 2019
<b>Related Policies</b>	HSW Handbook - 3.22 Events Safety Management
<b>Effective from</b>	17 February 2014
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<b>Contact for queries about the policy</b>	Bookings and Events Coordinator