



THE UNIVERSITY
of ADELAIDE

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 toward 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
- c) 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, students, and controlled entities. 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
- d) referral to professional accreditation and registration bodies

AUTHORITIES

| Key | Authority Category | Authority | Delegation Holder | Limits |
|------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------|
| 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 – advise breaches of policy and recommend action | General Manager, National Wine Centre Alcohol Compliance Officer | |
| Operations | Alcohol Management and Use | Authority to appoint the Alcohol Compliance Officer | Executive Director, Infrastructure | |

| Key | Authority Category | Authority | Delegation Holder | Limits |
|------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------|
| 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"> Remove from University grounds any intoxicated person Search University grounds and vehicles thereon for alcoholic liquor Seize any alcoholic liquor reasonably suspected of being brought onto University grounds contrary to University by-laws or policy | Authorised Person under University By-Laws | |

PROCEDURES

1. Responsible Service of Alcohol

1.1 General

Responsibility: The University Community

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

Responsibility: Event Organiser

- 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
- The Event Organiser must ensure:
 - that if alcohol is being sold at an Event, a current and appropriate Liquor Licence is held in relation to the Event
 - compliance with all requirements of the Liquor Licensing Laws, including that all people serving alcohol at an Event must be over the age of 18 and have completed Responsible Service of Alcohol (RSA) Training, and that, where the Event is open to the public, there is an approved Responsible Person present at all times that alcohol is being served
 - that an incident register is maintained for the Event and that any incident at the event or function is recorded on the register

1.2 Service of Alcohol

Responsibility: Licence Holder and Event Organiser

- a) People serving alcohol must not consume alcohol whilst on duty
- b) Drinking competitions or other activities that encourage excessive or rapid consumption of alcohol must not be permitted or encouraged
- c) 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
- d) Alcohol is not served to any person who cannot produce appropriate proof of age when requested to do so

1.3 Intoxicated Patrons

Responsibility: Licence 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
- 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: Licence Holder and Event Organiser

- a) Free, cool, drinking water should be readily available at all Events. Other non-alcoholic beverages (other than water) should be available for purchase, and at least one or more should not exceed the price of the least expensive alcoholic beverage available

1.5 Signage and Information

Responsibility: Licence 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 areas where alcohol is served

1.6 Advertising Events and Promotions

Responsibility: Event Organiser and Licence 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:
 - 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 includes 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 purchase at the bar
 - iii. Alcohol promotions in conjunction with alcohol suppliers which include free alcohol giveaways. Giveaways as part of a promotion will be limited to brand merchandise such as t-shirts, stubbie holders, caps etc

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- iv. Advertising and sponsorship that advertises or promotes alcohol in a way that the University considers may encourage:
 - i. minors to drink alcohol
 - ii. rapid or excessive consumption of alcohol

1.7 Security

Responsibility: Event Organiser and Licence 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) Any additional costs of security arrangements will be payable by the Event Organiser
- f) For Events held off campus, the Security arrangements will not apply but reasonable and appropriate steps must be taken to encourage safety and provide support for patrons at venues and in travelling between venues. This will include the undertaking of a Risk Assessment and may include providing or ensuring the provision of safe transport options. The Security arrangements (*outlined in Section 1.7 (a-e)*) will not apply

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) Events may only be booked by students for registered University Clubs and if alcohol is to be served, on every occasion, a short-term liquor license must be obtained, and the event must occur outside of otherwise licenced areas on the University premises. Short-term liquor licences are issued by Consumer and Business Services and can be applied for online.
- c) All other student-organised events requiring the service of alcohol, must only be held within the areas on the University premises where a licence is held, and alcohol served only by the licence holder in accordance with the existing liquor licence
- d) 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. In completing the application to serve alcohol it is a requirement that the Event Organiser make their own separate application to obtain a short-term liquor licence for their function or event if a licence is legally required
- e) The Booking and Events Coordinator may refer the application to the Alcohol Compliance Officer for approval before confirming the booking if:

- i. alcohol is being provided by a caterer other than the current nominated or appointed campus caterer
 - ii. the Event is being held in a temporary structure
- f) Where approval is required by the Alcohol Compliance Officer, they:
 - i. may apply such conditions as he or she may consider appropriate to the approval of an Event
 - 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
- g) No Event will be approved where any form of 'bring-your-own' alcohol will form any part of the event
- h) If the Event is to be held outdoors and more than 300 people are expected to attend the Alcohol Compliance Officer may not approve the event without the review and approval of the Executive Director, Infrastructure
- i) If an Event is approved, the Alcohol Compliance Officer may direct the Bookings and Events Coordinator to provide written approval for the Event subject to such conditions deemed appropriate at 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) Student events do not fall within the category of exempt events
- c) 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
- d) 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
- e) Other than as set out above, Exempt Events must still comply with the terms of this policy and any requirement under law

2.4 Licence Holders

Responsibility: Event Organiser

- a) All Events must have one person nominated as the Licence Holder. This person is responsible for planning and managing the Event in accordance with these procedures
- b) The following person will be the default Licence Holder
 - i. for Events in the Uni Bar and Cloisters: the Uni Bar Operator
 - ii. for Events on the North Terrace Campus subject to the University's liquor licence other than the Uni Bar and Cloisters: the National Wine Centre
 - iii. for Events in licensed premises on the Roseworthy campus: the operator of the University's applicable liquor licence
 - iv. for events/functions in licensed premises on the Waite campus: the operator of the University's applicable liquor licence
 - 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

DEFINITIONS

Alcohol Compliance Officer means the person nominated from time to time by the Executive Director, Infrastructure.

Bookings & Events Co-ordinator means the person responsible for the management of the booking of all bookable space on campus managed by the Infrastructure branch. **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 function, activity or event hosted or sponsored by the University or any controlled entity, including conferences, workshops, camps, field trips, inter-university events and other social functions, 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
- 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).

Intoxicated 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.

Licence Holder means the holder of the liquor licence under the Liquor Licensing Laws 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.

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.

Titleholder means appointees to adjunct, affiliate, clinical, visiting, honorary, and emeritus positions in accordance with the Titleholder – Conferral of Honorary Roles Procedure or the Award of Emeritus/Emerita Professor, Emeritus Fellow and Honorary University Fellow Titles Policy.

University Community means every person who undertakes or participates in University of Adelaide-related activities, uses University of Adelaide facilities and grounds and/or is 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, AU Sport and You X).

University Grounds has the same meaning as in the *University of Adelaide Act 1971* (SA).

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| RMO File No. | 2016/12422 |
| Policy custodian | Interim Chief Operating Officer |
| Responsible policy officer | Executive Director, Infrastructure |
| Endorsed by | VCE, 13 November 2019 |
| Approved by | Acting Vice-Chancellor on 16 December 2019 |
| Related Policies | HSW Handbook - 3.22 Events Safety Management |
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| Review Date | 16 April 2027 |
| Contact for queries about the policy | Alcohol Compliance Officer |