



Safe Consumption of Alcohol PROCEDURE CORPR 3.1

Related Policy	<i>Safe Consumption of Alcohol (Policy AAA X.Y)</i>
Procedure Scope	All University members and property.
Commencement Date	February 2006
Review Date	February 2007
Organisational Unit responsible for day-to-day operation of the procedure	Unit name: Asset Management Services Phone: 6226 2791 Fax: 6226 2797 Email: A.M.S@utas.edu.au

PROCEDURE

1 Purpose

To outline the processes that support the safe consumption of alcohol at events held on University property.

2 Exceptions

There are no exceptions.

3 Definitions and Acronyms

Affiliated Organisation	An organisation which has entered into a deed or agreement of affiliation with the University and also agrees to abide by the objectives of the <i>UTAS Safe Consumption of Alcohol Policy</i> and this procedure.
AMS	University Asset Management Services
Function	A University social, cultural, sporting or other event where alcohol is served as part of the event either at a cost or at no charge.
Function Organiser	Person who is responsible for holding and managing a function where alcohol is to be served.
Licensed Premises	Premises specified in a Liquor License issued by the Tasmanian Commissioner for Licensing as premises on which liquor may be sold.
Managers	Senior University officers responsible for managing University organisational units: Divisions, Faculties, Schools, Sections or other work units.

SA	Student Association, Incorporated
Tasmanian Liquor Permit	Permit issued by the Tasmanian Commissioner of Licensing authorising the sale of liquor.
TUU	Tasmania University Union
University Members	In this case, this includes academic and general staff, students and associates of the University; contractors or other service providers, visitors or guests or other persons present on University property.
University Liquor Permit	Permit issued by the Director, AMS authorising the consumption of liquor at a function held on University property managed by AMS.
University Property	Any land or buildings owned, operated or leased by the University on any of its campuses, or by any affiliated organisation (for example, TUU, SA and Jane Franklin Hall).
UTas	University of Tasmania
Working Function	Staff, or staff and third party working events at which alcohol will be served without charge (such as meetings, conferences, workshops etc).

4 Links to Related Forms, Records and Electronic Databases

*Safe Consumption of Alcohol (Policy AAA X.Y)
Procedure for Safe Alcohol Consumption in University Residences
University of Tasmania – Liquor Permit Application
Tasmanian Commissioner for Licensing – Liquor Permit
Responsible Serving of Alcohol Program – Tasmanian Commissioner for Licensing*

5 Detailed Steps, Procedures and Actions

Procedure (including key steps)	Responsibility
Statement of Intent	
Nothing in this procedure is intended to take away any individual's own responsibility with regard to the use of alcohol.	ALL University Members
The University encourages personal and social responsibility in the serving and consumption of alcohol.	
The University does not condone the use of alcohol in any manner, which is unsafe, illegal or fails to respect cultural differences and the rights	

of others.	
Applying to Hold a Function	
<p>1. Different processes apply depending on where on University property the event is to be held. If the Function is to be held on property managed or operated by:</p> <ul style="list-style-type: none"> • Accommodation Services; • Jane Franklin Hall; • the Tasmania University Union (TUU); • the Students Association, Incorporated (SA); or • licensed sports clubs <p>the appropriate Manager or officer in these organisations is responsible for granting approvals for functions involving the consumption of alcohol. The appropriate contacts are the Director, Accommodation Services; the Principal, Jane Franklin Hall; General Manager, TUU, the Assets Manager, SA and the Presidents of the Cricket, Australian Football and Rugby Clubs. .</p> <p>These officers can provide advice on the function and the necessary permits and should be consulted prior to seeking any required licenses or permits.</p> <p>Separate alcohol procedures are in place and should be used for functions at Accommodation Services premises, Jane Franklin Hall and other affiliated residences.</p> <p>The procedures below apply to University staff or students wishing to hold a Function on property managed by the University's Asset Management Services (AMS).</p>	Function Organiser
<p>2. All Functions where alcohol is consumed require a University Liquor Permit. Applications are available through the AMS web-site. Enquiries</p> <p>Contact details for enquiries regarding Permits are: Hobart: telephone: 6226 6400, fax: 6226 6405. Launceston: telephone: 6234 3639, fax: 6234 3630.</p>	Function Organiser AND Director, AMS

<p>For Functions organised by staff, the application must be approved by the responsible Manager. That is, is the Head of the University work unit which is sponsoring or hosting the event.</p> <p>In the case of Functions sponsored by student groups, the application must be approved by the President of the relevant club or society sponsoring the event.</p> <p>All applications for a University Liquor Permit must also be approved by the Director, AMS.</p> <p>The application must be lodged at least seven working days before the Function is to be held.</p>	
<p>3. Functions where alcohol is sold; and/or a cover charge is levied, require a Tasmanian Liquor Permit issued by the Commissioner for Licensing.</p> <p>The Function Organiser is responsible for applying to the Commissioner for Licensing to obtain such a Permit. Tasmanian Liquor Permits take at least seven days to process.</p> <p>The application for a University Liquor Permit must be accompanied by a Tasmanian Liquor Permit issued by the Commissioner for Licensing.</p>	
<p>4. The University has the right to determine where and when alcohol may be consumed and reserves the right to not grant approval to any event involving the consumption of alcohol.</p> <p>The University will not approve 'after party' events intended to follow an earlier Function where alcohol was consumed, whether this earlier Function was held on or off University property.</p> <p>The University reserves the right to determine the time at which any event will start or finish.</p>	Function Organiser
<p>5. No sale of alcohol is to proceed, under any circumstances, if a University and/or a Tasmanian Liquor Permit has not been granted.</p>	Function Organiser

<p>6. The Function Organiser must ensure that a copy of the University Liquor Permit is displayed prominently at the Licensed Function.</p>	<p>Function Organiser</p>
<p>7. Not all events involving the consumption of alcohol require a University Liquor Permit to proceed.</p> <p>Staff, or staff and third party Working Functions at which alcohol will be served without charge (such as working meetings, workshops etc). These are approved by the responsible Manager who must keep a record of such approvals and monitor events that they authorise.</p> <p>The appropriate Head of School must give prior approval for any alcohol to be transported on University vehicles or vessels and consumed on any field trip undertaken by staff and/or students for the purposes of teaching or research.</p> <p>Informal work occasions where alcohol is consumed do not require approval from a Manager but involved staff must adhere to University policy on the safe consumption of alcohol and any other relevant University policies or regulations.</p> <p>The personal consumption of alcohol within University Residences, Jane Franklin Hall and other affiliated residences must comply with the residences' respective alcohol procedures.</p>	<p>Function Organiser AND Relevant Manager</p>
<p>Other Conditions</p>	
<p>8. Consideration of applications for University Liquor Permits will take into account compliance with:</p> <ul style="list-style-type: none"> • the University's policies on <i>Safe Consumption of Alcohol and Harassment and Discrimination</i>; • University By Laws – Part II, Section 4; • Code of Conduct for University Staff; • Ordinance 9 – <i>Student Discipline</i> • <i>Liquor Licensing Act 1990</i>. 	<p>Director, AMS</p>
<p>9. The University can charge full cost of use for</p>	<p>Director, AMS</p>

non-core activities using University facilities.	
10. Only management of the University or affiliated organisations is permitted to negotiate the terms of sponsorships with alcohol manufacturers, suppliers or distributors. No other types of Functions sponsored by alcohol manufacturers, suppliers or distributors are permitted.	Director, AMS
Management of Functions	
11. Security: <ul style="list-style-type: none"> AMS may provide University Security with details of the event as part of the final approval of the application. the Function Organiser is responsible for informing University Security of the event's formal closure on the day. 	Function Organiser AND Director, AMS
12. Promotion and advertising for functions should not emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. <ul style="list-style-type: none"> in promotion and advertising, equal reference should be made to the availability of non-alcoholic drinks; and attendance at a function should not be induced or encouraged by the offer of excessive alcoholic drinks at reduced or no cost. 	Function Organiser
13. Responsible serving of alcohol: <ul style="list-style-type: none"> At least one person managing and serving at the function must have undertaken training in the responsible serving of alcohol prior to the Function. Alternatively professional servers with this training must be hired for the Function. Information on training is available from the Liquor Licensing Board web page at http://www.treasury.tas.gov.au All Functions must comply with all relevant guidelines enunciated in the Responsible Serving of Alcohol Program. In particular, but not confined to: <ul style="list-style-type: none"> the signs of intoxication will be recognised and individuals will not be served alcohol to or beyond the 	Function Organiser

<ul style="list-style-type: none"> • point of intoxication; and admittance to a venue or the service or supply of alcohol to anyone who appears intoxicated is prohibited. • All persons managing the Function, serving the alcohol or monitoring the consumption of alcohol must not themselves consume alcohol immediately prior to or at all during the function. • It is illegal to serve alcohol to anyone under the age of 18. Organisers must ensure that there is a system in place to check identity, age and status of a student if relevant. 	
<p>14. Conduct of a Function. The Function Organiser is responsible for ensuring that the conduct of any Function adheres to the following principles:</p> <ul style="list-style-type: none"> • Alcohol must only be consumed in the area designated for the function. • Functions should not include any activity that encourages the excessive consumption of alcohol - drinking contests and/or drinking games are not permitted at any time. • No one may be pressured to drink, or feel compelled to drink alcohol because no reasonable attractive alternative is offered. • Food (i.e. substantial snacks or hot meals) should be provided at all licensed functions. This should not be limited to salty snack foods such as chips or salted nuts, which encourage drinking. • Alternatives to full-strength alcoholic drinks must be offered: <ul style="list-style-type: none"> • Non-alcoholic drinks must be available and displayed as prominently as alcoholic ones. • Low-alcohol drinks should be 	<p>Function Organiser</p>

<p>served in preference to full strength alcoholic drinks and any differences in cost should be clearly displayed.</p> <ul style="list-style-type: none"> • Plain water should be freely available throughout the function. • An appropriate standard of conduct must be maintained to ensure the safety and peaceful enjoyment of those attending the function and of anyone who may be affected in consequence of the function. This includes the impact of the behaviour of people who have left the function. Organisers are expected to monitor this and to take action if necessary. • Offensive behaviour resulting from the excessive consumption of alcohol, which causes disturbance or annoyance, as this behaviour is unacceptable. This includes physical or verbal abuse, harassment, including sexual harassment, damage to property, both personal and University property and noise, which disturbs the rights of others. • Where a person is or appears intoxicated at a function, it is the responsibility of those managing the function to provide that person with appropriate assistance to ensure their safety and the safety of others. 	
<p>15. Reporting of Incidents</p> <p>Any incident involving personal injury or damage to property must be reported immediately to University Security staff and the relevant Manager.</p> <p>All other breaches of this procedure must be reported as soon as possible to the Executive Director of Finance and Administration. (EDFA). The EDFA may then refer the matter onto other internal and or external agencies as appropriate.</p> <p>Failure to adhere to the conditions of this procedure:</p>	<p>Function Organiser AND Manager AND University Security AND EDFA</p>

<ul style="list-style-type: none"> • may render the event organisers and participants open to civil or other action by the Liquor Licensing authority or other third party(s); and • will render the event organisers and participants open to action, including disciplinary action, by the University. 	
<p>16. After the event The Function Organiser is responsible for seeing that the venue is returned to its original state after the event is finished. This includes arranging for any cleaning and/or the removal of rubbish.</p>	Function Organiser

6 Key Words

- alcohol consumption
- Licensed Function
- Liquor Licence
- Liquor Permit
- Responsible Serving of Alcohol

7 Supporting Guidelines, Flow-charts, Check-lists, etc

N/A

RESPONSIBILITIES

Implementation	Executive Director, Finance and Administration
Compliance	Director, Asset Management Services Heads of Schools/Sections/Work Units
Development/Review	Executive Director, Finance and Administration
Interpretation and Advice	Director, Asset Management Services

WHO SHOULD KNOW THIS PROCEDURE?

- University managers
- All organisers of Licensed Functions held at the University

EFFECTIVENESS OF THIS PROCEDURE

- Number of incident-free functions (licensed and non-licensed involving the consumption of alcohol).

PROCEDURE HISTORY

Revision Ref. No.	CORPR 2.1
Approved or Rescinded	Approved
Policy Maker (Title)	Director, Asset Management Services
Policy Maker (Signature)	
Date	