

## 1. Purpose of policy

This policy articulates the University's commitment to:

- an inclusive and safe environment in relation to the management and consumption of alcohol;
- the prevention of inappropriate and unlawful use of liquor and its harm to individuals, property and the standing of the University in the community; and
- compliance with the Liquor Act 1992 (QLD) and equivalent legislation in other states and territories where the University undertakes operations.

## 2. Policy scope and application

This policy applies to:

- all members of the University community, including students, staff, independent contractors, tenants, honorary and adjunct academics, and visitors to the University;
- University campuses and teaching sites;
- events involving alcohol that are undertaken on University premises; and
- events involving alcohol that are organised, controlled, or attended on behalf of or by the University, including University-controlled entities, University business operations, University clubs affiliated to the University through a student or association and representatives of the University in sporting or other competitions.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Event means an occasion for which the use of University facilities by an internal or external client is approved.

University premises refers to any USC campus or controlled-site under the University's operation.

Liquor/alcohol/alcoholic beverages refers to any spirituous or fermented fluid of an intoxicating nature, and includes any beverage or substance intended for human consumption in which the level of ethyl liquor (ethanol) is greater than 5 mL/L (0.5%) at 20°C, but does not include that which is used merely as a preservative or medium in which fruit is offered for sale to the public in sealed containers if the contents are visible.

Liquor licensee means the holder of a liquor licence, and includes a person prescribed to be subject to the Liquor Act 1992 (QLD) as if the person were a licensee.

Event manager means the person who is responsible for the planning, management and safe conduct of events involving alcohol on University premises.

Supervisor means a person responsible for overseeing: the work program of other staff; the study program of honours and postgraduate students; or undergraduate students in lectures, tutorial and practical classes, and on field trips.

Manager means a person responsible for a group of staff.

Tenant refers to a person/s who hold a limited non-exclusive, non-transferable, lease or retailer licence agreement to occupy premises on a USC campus for the sole purpose of conducting business during an agreed term.

Impaired means adversely affected by alcohol to the point where they would be over the legal limit for driving.

Intoxicated refers to the state in which a person's speech, balance or coordination is noticeably affected and there are reasonable grounds for believing this is the result of the consumption of alcohol or drugs.

University representative means a person chosen or appointed to act on behalf of the University.

## 4. Policy Statement

Through this policy, the University actively encourages a responsible attitude toward the use of alcohol within the University community and outlines the provision of support services to assist USC staff and students with alcohol-related problems.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE OFFICER

Chief Operating Officer

### DESIGNATED OFFICER

General Manager, Strategic Infrastructure Developments

### FIRST APPROVED

7 June 2005

### LAST AMENDED

31 July 2019

### REVIEW DATE

20 June 2023

### STATUS

Active

## 4.1 Responsibilities

University staff, students, tenants, contractors, and visitors to University premises must observe local, state, and federal laws in relation to using, possessing, giving or selling alcohol, abide by the conditions of any relevant liquor licence, and comply with all University instructions and not place at risk the health and safety of any person.

Managers, supervisors, event managers, and liquor licensees are responsible for ensuring that anyone they provide alcohol to is aware of their obligations under this policy and of the standards of appropriate behaviour expected at the licensed premises, at an event, in the workplace, or the learning environment.

## 4.2 Provision of Alcohol

4.2.1 Low alcohol content drinks and non-alcoholic drinks must be available in adequate quantities, be sold at a cheaper cost than full-strength alcohol, and must be displayed as prominently as alcoholic drinks.

4.2.2 Free drinking water and drinking vessels must be available at any time where alcohol is available.

4.2.3 Suitable food must be available from the licensed or designated area at any time at which alcohol is available for sale and/or served.

4.2.4 Alcohol may only be consumed in the area designated or licensed for this purpose. This area must be clearly demarcated. No alcohol is to be brought into the area.

4.2.5 Alcoholic beverages must not be provided to anyone under the age of 18.

4.2.6 Alcoholic beverages must not be provided to anyone who is, or appears to be, intoxicated.

4.2.7 All those serving alcohol on University premises under a liquor licence must have a current Responsible Service of Alcohol (RSA) certificate.

## 4.3 Sale of Alcohol

4.3.1 A liquor licence is required on any University premises to be able to sell alcohol.

4.3.2 All applications for a liquor licence must be approved and signed by the University prior to being submitted to the relevant authorities.

4.3.3 The University's Designated Officer for approval of liquor licence applications is the Vice-Chancellor & President.

4.3.4 A copy of the liquor licence must be displayed in a conspicuous place at the licensed premises in a manner that invites public attention.

4.3.5 The liquor licensee must provide a copy of the liquor licence to Capital and Commercial and comply with all the conditions of the licence.

4.3.6 The liquor licensee must have a current Liquor Approved Manager who is responsible for the management of the licensed venues. The Liquor Approved Manager must hold a current RMLV certification.

4.3.7 The University reserves the right to impose additional conditions on the holder of a liquor licence on University premises, so long as they do not contravene any elements of the Liquor Act 1992 (QLD).

4.3.8 The University reserves the right to limit the types of alcohol available to be sold by the liquor licensee.

4.3.9 The University reserves the right to limit the operating hours of a liquor licence.

4.3.10 The University reserves the right to cancel or suspend any approval for a liquor licence on a University premises at any time.

4.3.11 Any change to the nominee identified on the liquor licence must be notified to the Capital & Commercial.

4.3.12 It is illegal to sell alcohol on University sites, either directly or indirectly, such as through an admission charge or the sale of tickets to events or through wine tasting and alcohol promotion events, unless the relevant permit has been obtained from the Licensing Division of the relevant Queensland Government Department.

## 4.4 Event Management

4.4.1 Where an event involving the sale of alcohol is located outside a tenant's licenced area, USC Venues & Catering must be present to either serve the alcohol, or provide and serve the alcohol.

4.4.2 All events held on University premises involving alcohol, regardless of their location, must have at least one person nominated as an 'event manager' who:

- is in attendance for the duration of the event and must not be impaired by alcohol or drugs during the event;
- is responsible for the planning, management and safe conduct of the University events involving alcohol;
- is responsible for ensuring that they do everything that is reasonable and practicable to reduce or eliminate risk and minimise harmful consequences arising from the conduct of the event;
- is responsible for ensuring that the event/activity is held in accordance with relevant federal and state laws and university policy and procedures;
- has current training in Responsible Service of Alcohol (RSA); and

- discusses all aspects of the event with University representatives, including USC Security, and submits an event risk assessment for approval by the University prior to advertising the event. If an event is expected to have more than 50 attendees the event may be subject to additional security measures.

4.4.3 The University reserves the right to cancel or suspend any event.

## 4.5 Appropriate and Safe Behaviour

4.5.1 At all times individuals are responsible and accountable for their own behaviour whilst consuming alcohol. An appropriate standard of conduct is maintained to ensure the safety and enjoyment of others.

4.5.2 Managers, supervisors, event managers, and liquor licensees are to take action if there is a risk to the wellbeing or welfare of an impaired person or others, or possible damage to University property.

4.5.3 The licenced area or event involving alcohol is to be fully-inclusive and welcoming of all participants, including those who choose not to drink and those who are not of legal drinking age (except where a liquor license requires no entry for underage patrons).

4.5.4 Information about alternative transport options must be available where alcohol is to be served.

4.5.5 No alcoholic beverages are to be served outside of the approved licensed hours or start and finish times of an event.

4.5.6 Advertising of events involving alcohol should:

- only depict the responsible and moderate consumption of alcoholic beverages;
- not encourage under-age drinking; and
- not promote offensive behaviour, or the excessive consumption, misuse or abuse of alcoholic beverages.

4.5.7 Promotion and publicity that focuses on the availability of alcohol must promote, at a minimum, two of the following safe drinking messages:

- don't drink and drive;
- organise a designated driver or access public transport;
- intoxicated or underage drinkers will not be served alcohol;
- bags and eskies may be searched and alcoholic beverages confiscated;
- non-alcoholic drinks will be available;
- look out for your friends; and
- don't forget to eat regularly.

4.5.8 The University reserves the right to remove any non-compliant promotional material.

4.5.9 It is the responsibility of the liquor licensee or event manager to ensure that competitive drinking practices, as well as any situations that exert pressure on patrons to drink to excess, do not occur.

4.5.10 Entertainment provided in licenced areas or at events involving alcohol must not exceed noise levels approved by the University. Consideration must also be given to cease the provision of alcohol prior to entertainment finishing to ensure an orderly exit by patrons.

4.5.11 It is the responsibility of the liquor licensee or event manager to provide adequate supervision during and following alcohol being served in order to control poor behaviour, eliminate damage to property, and to ensure the safety and wellbeing of staff, students and patrons is protected as far as reasonably practicable.

4.5.12 A University representative will intervene when alcohol-related behaviour causes harm, or has the potential to cause harm to individuals, property or the operation and reputation of the University. Liquor licensees and event managers are to make University security aware of such behaviour immediately.

4.5.13 Failure to comply with this policy may result in suspension, dismissal, official warning, caution, referral to police, reimbursement for damage or other consequences.

## 4.6 Support Services

The University offers a number of support services to assist staff or students who may require assistance as a result of alcohol-related illness. These services include the University's Employee Assistance Program for staff, and the Student Wellbeing team who are available to offer their support to students.

Other options, including access to treatment programs or referral to health services for additional support, may also be considered.

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#### RELATED DOCUMENTS

Catering - Operational Policy  
Conduct on University Premises - Operational Policy  
Health, Safety and Wellbeing - Governing Policy  
Hire of University Facilities - Operational Policy  
Staff Code of Conduct - Governing Policy  
Student Conduct - Governing Policy  
Student General Misconduct - Procedures  
Third Party Retail Providers on USC Premises - Operational Policy

#### RELATED LEGISLATION / STANDARDS

Liquor Act 1992 (Qld)