

Management of Alcohol at Events Procedure (MPF1268)

GOVERNING POLICY

This procedure is made under the [Responsible Management and Use of Alcohol Policy](#).

SCOPE

This procedure applies to events involving alcohol at University controlled sites or are organised or controlled by the University, including University controlled entities and University business operations.

This procedure does not apply to licensed premises on University grounds which hold a general licence, café and restaurant licence or club licence, or to licence agreements for the hire of University facilities.

PROCEDURE

1. Risk assessment and event authorisation

1.1. Heads of budget divisions or divisional delegates, in consultation with event managers, will determine:

- the level of risk associated with University events involving alcohol
- which events involving alcohol will be authorised to proceed
- which events involving alcohol require completion of the [Event Risk Assessment and Authorisation Form](#) (or a locally adapted version of this form)
- appropriate risk management and mitigation strategies for events involving alcohol.

1.2. When deemed appropriate by a head of budget division or divisional delegate, event managers and heads of budget divisions or divisional delegates will complete the relevant sections of the [Event Risk Assessment and Authorisation Form](#) (or a locally adapted version of this form).

1.3. Heads of budget divisions or divisional delegates may request that event managers complete the [Alcohol Management and Safety Checklist](#) (or a locally adapted version of this checklist) to assist with determining the level of risk associated with the event.

1.4. Where the [Event Risk Assessment and Authorisation Form](#) is completed, the event may only proceed if authorised by the head of budget division or divisional delegate.

1.5. Where the [Event Risk Assessment and Authorisation Form](#) and/or the [Alcohol Management and Safety Checklist](#) (or locally adapted versions of these forms/checklists) are completed, event managers must:

- be present for the duration of the event
- remain on site at the conclusion of the event until all participants have departed and the venue is secure
- have a hard copy of the form/ checklist in their possession for the duration of the event
- retain copies of the form/checklist for at least 12 months after the event
- make the form/checklist available for inspection on request by University or security staff.

2. Exempt events

2.1. University events involving alcohol that are deemed by a head of budget division or divisional delegate to be low risk are considered 'exempt events' and do not need to be managed in accordance with this procedure.

2.2. When organising a low risk exempt event, event managers must comply with any policies, procedures or guidelines applicable to the relevant budget division.

3. Use of University grounds

3.1. Event managers wishing to use University grounds for outdoor events involving alcohol must seek approval as outlined in the table below:

University grounds area	Approval required from
Parkville campus – other than sports precinct north of Tin Alley and Union House North Court	Property and Campus Services (refer to section 3.2)
Parkville campus – sports precinct north of Tin Alley	Melbourne University Sport
Parkville campus – Union House North Court	University of Melbourne Student Union
Other University campus	Campus manager

3.2. Event managers wishing to use University grounds at the Parkville campus other than the excluded areas mentioned in section 3.1 must complete a [Grounds Booking Form](#) and submit it to Property and Campus Services at least two weeks prior to the event date.

3.3. At their own discretion, Property and Campus Services may request payment of a good behaviour bond of up to \$1000 for use of University grounds. This bond may be retained in part or in full if the Executive Director, Property and Campus Services considers that there is a breach of any of the following:

- the [Responsible Management and Use of Alcohol Policy](#)
- this procedure
- the [Terms and Conditions for Events in the Campus Grounds](#) issued by Property and Campus Services.

3.4. Event managers must have a hard copy of documentation approving use of University grounds in their possession for the duration of the event and must produce the documentation on request by University or security staff.

4. Liquor licensing

4.1. Event managers wishing to sell alcohol at a University event, either directly or via a cover/admission charge for the event, must apply for and pay for a Temporary Limited Liquor Licence from the [Victorian Commission for Gambling and Liquor Regulation](#) at least 8 weeks prior to the event date. Applicants must have approval to use the event venue/premises prior to applying for the liquor licence.

4.2. Where a Temporary Limited Liquor Licence is obtained, event managers must provide a copy of the liquor licence to the relevant individual listed below at least two weeks prior to the event date, otherwise the event cannot occur.

Event venue	Copy of liquor licence sent to
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Parkville campus – any venue other than campus grounds	Head of budget division or divisional delegate who has authorised event
Parkville campus grounds – other than sports precinct north of Tin Alley and Union House North Court	Executive Director, Property and Campus Services
Parkville campus grounds – sports precinct of Tin Alley	Director, Melbourne University Sport
Other University campus	Campus manager

4.3. Event managers must have a hard copy of the Temporary Limited Liquor Licence in their possession for the duration of the event and must produce the licence on request by University or security staff.

5. Advertising material

5.1. Advertising material for University events involving alcohol must:

- not unduly emphasise the availability of alcohol and make equal reference to the availability of non-alcoholic drinks
- not encourage the rapid or excessive consumption of alcohol
- not encourage minors to consume alcohol
- not promote any extreme discounting of alcohol or availability of free alcoholic beverages for extended periods.

6. Appropriate service of alcohol

6.1. Event managers must ensure that alcohol is served appropriately at University events in accordance with the following:

- the consumption of alcohol is a social adjunct to, and not the purpose of, the event
- the event is fully inclusive and welcoming of all invitees including those who are not of legal drinking age and those who choose not to consume alcohol (refer to [Culturally Inclusive Social Events – Guidelines for Good Practice](#))
- alcohol is not served prior to the advertised event start time and service of alcohol finishes at least 15 minutes prior to the advertised event end time
- non-alcoholic drinks including plain water are available
- appropriate food which does not encourage further consumption of alcohol (i.e. food other than salty snacks) is provided
- alcohol is only consumed in the area designated for the event
- alcohol is not knowingly served to a person under the age of eighteen
- alcohol is not knowingly served to an intoxicated person.

6.2. Event managers and individuals serving alcohol or monitoring alcohol consumption at the event must not themselves consume alcohol immediately prior to or during the event.

6.3. An appropriate number of individuals serving alcohol at the event must have completed certified training in responsible service of alcohol prior to the event and must provide evidence of this training upon request to the event manager. The number of individuals with certified training required will depend on the number of event participants/attendees, in accordance with the following:

Number of event participants/attendees	Minimum number of staff with certified training in responsible service of alcohol
Less than 50	1

Between 50 and 200	2
More than 200	3

7. Appropriate behaviour and intoxication

7.1. Event managers and other event staff must:

- encourage event participants to maintain an appropriate standard of behaviour for the safety and enjoyment of those attending the event and other members of the University
- ensure that there are safe and appropriate means of managing difficult situations and inappropriate or unsafe behaviour resulting from consumption of alcohol.

7.2. Event managers must take appropriate action where there is any issue involving safety, including where an event participant:

- becomes intoxicated at the event
- arrives at the event already intoxicated
- passes out or becomes ill
- becomes violent or threatens to become violent.

7.3. Event managers may consider an individual to be intoxicated where the person's speech, balance, coordination or behaviour is noticeably affected and there are reasonable grounds for believing this is the result of alcohol consumption. Event managers should, where possible, seek corroboration of any such assessment by involving another member of event staff or a senior University staff member.

8. Contacting security or emergency assistance

1.1. Event managers must have a charged mobile phone and relevant security, first aid and emergency contact details in their possession for the duration of the event.

1.2. For events held at a location other than the Parkville campus, event managers must determine prior to the event if local security services are available to assist with maintaining a secure environment if required.

1.3. Event managers must contact security or emergency services if they believe that an event is no longer under their control or if there is a serious safety issue.

1.4. At the Parkville campus, event managers may contact Security for assistance with management of inappropriate or unsafe behaviour influenced by alcohol. The contact numbers for Security are:

- 03 8344 9765 or 03 8344 4322 or 1800 246 066 (non emergency numbers)
- 03 8344 6666 (emergency number)

1.5. For events at other campuses or sites, event managers may contact local security services (if available) for assistance with inappropriate or unsafe behaviour influenced by alcohol. If no local security services are available, event managers may contact police on 000 for assistance.

1.6. In an emergency, event managers should first contact emergency services on 000 and request an ambulance, fire brigade or police as appropriate before notifying local security services. At the Parkville campus, the event manager must notify Security of the emergency on 03 8344 6666 (after contacting emergency services).

9. Incident reporting

9.1. Event managers must report any incident involving personal injury or damage to property in accordance with the [OHS Incident, Injury, Hazard Reporting and Investigation Procedure](#).

RELATED DOCUMENTS

- [Alcohol Management and Safety Checklist](#)
- [Culturally Inclusive Social Events – Guidelines for Good Practice](#)
- [Event Risk Assessment and Authorisation Form](#)
- [Grounds Booking Form](#)
- [OHS Incident, Injury, Hazard Reporting and Investigation Procedure](#)
- [Responsible Management and Use of Alcohol Policy](#)
- [Terms and Conditions for Events in the Campus Grounds](#)

DEFINITIONS

Term	Definition
divisional delegate	A person to whom a head of budget division delegates responsibility for assessing the level of risk associated with a University event involving alcohol, implementing appropriate management and mitigation strategies for the responsible use of alcohol and ensuring that, where appropriate, events are organised in accordance with relevant University procedures.
event manager	The person responsible for the practical planning, management and clean up of a University event. The event manager is responsible for obtaining all necessary authorisations, approvals and licences for the event and for the safe conduct of the event by eliminating or minimising risks in accordance with risk management and mitigation strategies determined by the head of budget division or divisional delegate.
exempt event	A University event involving alcohol which, at the discretion of the head of budget division or divisional delegate, is deemed to be low risk and does not need to be managed in accordance with the Management of Alcohol at Events Procedure.
University event	Any event that takes place at a University-controlled site or that is organised or controlled by the University.

IMPLEMENTATION OFFICER

The Director, Campus Operations, Property and Campus Services is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

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REVIEW

This procedure is to be reviewed by 28 February 2017.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Vice-Principal Administration and Finance	25 Mar	25 Mar	N/A

	on behalf of Senior Vice-Principal	2014	2014	
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