

**Policy Title: Alcohol on Campus**

**Policy Owner: Facilities and Services Centre**

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**1. INTENT**

This policy is to assist in facilitating the proper and effective management of alcohol on campus and to inform students, staff and visitors of their responsibilities when consuming alcohol on campus.

**2. ORGANISATIONAL SCOPE**

All Edith Cowan University students, staff and visitors.

**3. DEFINITIONS**

TERM	DEFINITION
<b>Approved Manager</b>	An Approved Manager is an authorised person who carries an Approved Manager ID Card and has been pre-approved by the Department Racing Gaming & Liquor (RGL) to manage licensed venues in Western Australia.  All liquor licensed events must ensure that an Approved Manager will be present on the premises for the duration of the event.
<b>Attendee (at a function)</b>	An attendee does not include a person who is: <ul style="list-style-type: none"><li>• Managing or supervising the function;</li><li>• Providing services at the function (e.g. serving or security);</li><li>• Providing entertainment at the function, or assisting a person who is providing such entertainment.”</li></ul>
<b>Function</b>	Also known as an activity (formal and informal) as defined in the Functions on Campus policy.
<b>The Liquor Control Act</b>	Government of Western Australia, Department RGL legislation

<b>1988 (“the Act”)</b>	governing the sale and supply of liquor.
<b>Occasional liquor licence</b>	A licence granted by the Office of Racing, Gaming and Liquor, that permits the sale of liquor at a function, event, sporting contest, show, exhibition, trade or other fair or reception at which it is proposed that liquor be sold and supplied to those present. This type of licence is for people who do not have any other licence under the Liquor Control Act 1988.
<b>Organiser or Applicant</b>	The entity or person responsible for organising and managing the event.
<b>Permanent licensed venues</b>	A venue where a liquor licence has been granted by the Office of Racing, Gaming and Liquor for the duration of the occupancy of that space
<b>Responsible Service of Alcohol (RSA)</b>	A process for ensuring that the serving of alcohol is conducted in a responsible manner. RSA places a duty of care on Licensees, Approved Managers and staff to ensure that service is conducted with the primary aim of ensuring harm minimisation.
<b>Security Staff</b>	University security staff or contracted security staff who may observe functions and events to ensure there are appropriate levels of behaviour.  They may also act as crowd controllers at the function or event.
<b>Supporting documentation</b>	All documents or licences as indicated herein that support an event approval.

#### 4. POLICY CONTENT

- 4.1. The University encourages a responsible attitude towards the use of alcohol on campus and has developed procedures to ensure:
- a) Standards of behaviour on University sites are consistent with the objectives of the University;
  - b) The effective management of social events at the University, and
  - c) The health and safety of students, staff and visitors to the University.
- 4.2. To lodge an application to hold a function on campus which entails the supply of alcohol, the applicant should refer to the “Functions on Campus Policy” ([http://www.ecu.edu.au/GPPS/policies\\_db/tmp/fs036.pdf](http://www.ecu.edu.au/GPPS/policies_db/tmp/fs036.pdf)) and complete the appropriate form (<http://intranet.ecu.edu.au/data/assets...-Function-On-Campus-Mar-15-Issue-13.docx>) before submitting it to the Campus Support Office.
- 4.3. The Dept. RGL provide guidance on exemptions to the Act. For example an occasional liquor licence is not required if the following conditions apply:
- a) The liquor is supplied at a function; and
  - b) Supply of liquor at the function is ancillary to the function; and

- c) Function starts after 6am and finishes not later than 10pm on the same day;

**And Either**

- d) The total number of attendees over the course of the function does not exceed 100, and liquor is sold during one continuous period not exceeding **two** hours;

**Or**

- e) Total number of attendees over the course of the function does not exceed 75, and liquor is served over one continuous period that does not exceed **four** hours.

- 4.4. If the function does not satisfy the conditions for an exemption, the function organiser has to lodge an application to Dept. RGL. The University seeks to ensure that all functions with alcohol comply with the requirements of the Liquor Control Act (the Act). Any persons seeking an occasional licence under the provisions of the Act will be required to lodge an application online, (via the Dept.'s website at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)).
- 4.5. Function organisers are advised to contact Dept. RGL to determine if their function is exempt or there is a requirement to have an occasional liquor licence. Please comply with the Dept. RGL requirements and complete any supporting documentation. This could include the application to Dept. RGL, advertising material and a map of the proposed licensed area. This documentation must be submitted to the Dept. RGL at least 28 days before the planned event to allow sufficient time for processing.
- 4.6. A copy of an approved Occasional Liquor Licence under section 59 of the Act must be submitted to the CSO at least 14 days before the event or as soon as the Dept. RGL have issued the licence. It is noted that the Dept. RGL may not provide the approval until closer to the event date. Events and functions organised by staff or students are subject to the requirements of the Act and they must contact the Dept. RGL to determine whether an occasional liquor license is required.
- 4.7. Mandatory training requirements are imposed in the Act (Sections 33 and 103A) on licensees, approved managers, supervisory staff and bar staff in relation to the management of licensed premises and the responsible services of alcohol. The University, via the Campus Support Office, monitors compliance to this requirement by seeking evidence of RSAs and Approved Manager status prior to the approval of a function where alcohol is provided. This does not include licensed premises operating under the normal conditions of their license.
- 4.8. Within permanent licensed venues, the licensee is responsible for the management of consumption of liquor, and compliance with all relevant laws including and not limited to Liquor Control Act 1988, University By-Laws and Occupation Safety and Health regulations.
- 4.9. Campus Life Services is responsible for the letting of permanent licensed venues and subsequent monitoring of their activities. Where such venues hold special functions and/or extend their trading hours, the holder of the licensed venue should seek prior approval from the Manager, Campus Life Services and advise the Manager, Security and Traffic Services.

- 4.10. University Security Staff are advised of all functions where there are more than 100 attendees and they will observe functions and events for appropriate levels of behaviour.
- 4.11. The CSO will liaise with event organisers to obtain an understanding of their particular needs, however the event organiser must contact the Marketing & Communications Services Centre with any advertising requirements for the event.
- 4.12. The organiser and/or applicant for either the function, or the occasional liquor licence will be responsible for ensuring that staff, students and visitors comply with the University By-Laws, Liquor Control Act 1988 and the conditions of the Occasional Liquor Licence. The organiser will be expected to act in a responsible manner and to maintain control of the function at all times and alert ECU Security staff should an incident occur.
- 4.13. Persons organising or participating in any University social event are reminded of their personal duty of care as required by University Policy and as prescribed by the Occupational Safety and Health Act of Western Australia.
- 4.14. Non-compliance with any component of this policy may be subject to prosecution or disciplinary action in accordance with the Liquor Control Act, University By-Laws, University Code of Conduct or the Occupational Safety and Health Act.
- 4.15. Responsible Service of Alcohol practices must be in accordance with the Liquor Control Act 1988.
- 4.16. Licensees have an obligation to ensure that they manage their function or event in a manner consistent with the objects of the Act, and that the safety and health or welfare of persons attending the event are not placed at risk. The responsible manager should ensure that an incident register is kept.
- 4.17. Misuse of alcohol by students, staff or visitors which results in anti-social behaviour; harm to themselves; placing others at risk, or damage to University property may be subject to disciplinary action under:
  - a) University Statute 22 - Student Conduct
  - b) University's Code of Conduct Policy

## **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

In relation to this policy, the following positions are responsible for the following:

The Policy Owner - Manager, Campus Operations and Resources has overall responsibility for the content of this policy and its operation in ECU.

The Manager, Quality and Service Delivery (Metro campuses) and the Manager Campus Support (SW Campus) has overall responsibility to ensure that the administration and operational processes and procedures are managed as per the established policy.

Students and staff planning to have alcohol on campus must comply with the content of this policy and seek guidance in the event of uncertainty as to its application.

## 6. RELATED DOCUMENTS:

The policy is supported by the following documents which are relevant to the operation of this policy:

- [Functions on Campus Policy](#)
- [Functions on Campus Work Instruction](#)
- [Facilities Hire Policy](#)
- [Occupational Safety and Health Policy](#)
- [The Liquor Control Act 1988](#)
- [University By-Laws](#)
- [ECU Code of Conduct](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Campus Operations and Resources
All Enquiries Contact:	Manager, Quality & Service Delivery
Telephone:	08 6304 5586 and 08 9370 6534
Email address:	<a href="mailto:k.gilmore@ecu.edu.au">k.gilmore@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy Approved by:	Facilities and Services Directorate Management Group
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