

Student Alcohol and Other Drug Policy

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1. POLICY PRINCIPLES

1.1 UNE is committed to encouraging and assisting students to realise their full academic and personal potential within an environment that actively promotes their health, wellbeing and safety.

1.2 All members of the University community share responsibility for protecting the academic and social environment for students by exemplifying high standards of professional and personal conduct.

1.3 The University prohibits the unlawful use, possession, cultivation or distribution of narcotic or other dangerous drugs, as defined by the law.

1.4 UNE encourages students to recognise the adverse effects of over-use of alcohol and/or the use of illicit drugs and to modify their behaviour accordingly.

1.5 UNE recognises the increased dangers to students of polydrug use where people combine drugs for a desired effect or combine them out of habit.

1.6 UNE encourages moderation and a responsible attitude to alcohol use. It aims to create an environment for students that is free of inducement and social pressure to drink to excess.

1.7 UNE will contribute to the provision of a healthy and safe learning environment for students by:

- (i) Promoting awareness of personal safety and security issues associated with alcohol and/or other drug use;
- (ii) Providing education programs for students that address the dangers of excessive alcohol and other drug consumption;
- (iii) Providing support to students who wish to address their patterns of alcohol and other drug consumption;

- (iv) Requiring a responsible approach toward the serving and consumption of alcohol on University premises and at University-endorsed events;
- (v) Ensuring that the needs of students who choose not to consume alcohol or use other drugs are catered for.

2. POLICY OBJECTIVES

2.1 The Student Alcohol and Other Drug Policy has specific objectives. These are:

- (i) To minimise alcohol and other drug-related harm to students;
- (ii) To ensure that persons consuming alcohol take responsibility for their own behaviour;
- (iii) To minimise the effect of alcohol consumption on the rights, safety and enjoyment of others;
- (iv) To promote awareness of personal safety, security and legal issues in relation to the use of alcohol or other drugs;
- (vi) To provide adequate information about alcohol and other drugs and the consequences of their inappropriate use;
- (vii) To facilitate assistance to those individuals for whom alcohol or other drugs have become a problem;
- (viii) To protect the good reputation of the University;
- (ix) To prevent alcohol and other drug-related damage to property;
- (x) To meet legal and compliance responsibilities across all University-related activities, including ensuring that the principles of the NSW Liquor Act 2007 (Responsible Service of Alcohol) and NSW Registered Clubs Act 1976 (Harm Minimisation Principles), are observed during all University-endorsed activities.

3. POLICY

To assist in achieving these objectives the University has established the following policies relating to the conduct of functions within, or associated with, the University at which alcohol is consumed. These policies are based on the assumption that individuals or groups organising events involving alcohol consumption will observe licensing and other legal requirements. Failure to do so may void any protection the University may otherwise afford to organisers of events and may result in disciplinary action.

3.1 Where alcohol will be provided at events involving students on campus or other activities associated with UNE:

- (i) There must be appropriate rules governing the supply of alcohol at the event;
- (ii) People serving alcohol must be aware of and comply with the standards of Responsible Service of Alcohol Legislation and the UNE Student Alcohol and Other Drug Policy;
- (iii) Signs must be displayed informing patrons of the UNE Student Alcohol and Other Drug Policy;

- (iv) Low-alcohol and non-alcoholic drinks must also be provided;
- (v) Organisers of events must comply with the Events Notification requirements and the Incident Reporting requirements (as specified in the UNE Alcohol Procedures).

3.2 All reasonable measures must be taken to ensure that:

- (i) Wherever possible, educational material on the effects of alcohol or other drugs is displayed at functions where alcohol is served;
- (ii) Where charges are made for alcohol, there is a price differentiation between heavy alcohol and low-alcohol or non-alcoholic drinks.

3.3 The University does not permit on University premises or in connection with any UNE sponsored activity or function:

- (i) Promotional activities offering inducements or otherwise encouraging drinking as the major objective;
- (ii) Customs that exert social pressure on students to drink to excess, particularly competitive, binge, or excessive drinking practices such as 'all you can drink' events or 'wet ticket' events;
- (iii) Alcoholic drinking games and other activities that promote binge drinking or rapid intoxication.
- (iv) Disorderly behaviour or lack of respect for people or property that is related to alcohol or other drug consumption;
- (v) Coercion or other peer pressure exerted against students who choose not to consume alcohol or other drugs.

3.4 The University reserves the right to declare alcohol-free areas such as laboratories, workshops, classrooms, sections of residences and other spaces as it sees fit.

4. RESPONSIBILITIES

All members of the University, when on University premises or attending any UNE-sponsored activity, are responsible for complying with the Student Alcohol and Other Drug Policy.

Heads of Residences are responsible for making reasonable efforts to ensure that students under their authority comply with the Student Alcohol and Other Drug Policy.

The Campus Services Manager is responsible for monitoring the use of the Events Notification and Incident Reporting Registers.

Non-members of the University, including external vendors and external organisers of functions, must adhere to the Student Alcohol and Other Drug Policy when on University premises or attending any UNE-sponsored activity.

5. FUNCTIONS AND EVENT MANAGEMENT

Under the NSW Liquor Act (2007) it is illegal to sell alcohol on University premises, either directly or indirectly, such as through an admission charge or sale of tickets to a function, unless an appropriate licence or permit has been obtained

The written permission of the relevant Head of Residence and the Campus Services Manager is required before a function involving the consumption of alcohol is held in any University Residence other than in licensed premises. This permission is sought through an events notification register

6. NON-COMPLIANCE WITH POLICY

Staff and students should be aware of the potential consequences of non-compliance with the UNE Student Alcohol and Other Drug Policy. These may include, but are not limited to, procedures laid down in the Code of Conduct, the Student Conduct Rules, and Residential College Code of Conduct.

Persons found to be responsible for holding and or conduct of functions and events which do not comply with this policy will be held accountable for any negative consequences.

The unlawful use, possession, cultivation or distribution of narcotic or other dangerous drugs, as defined by the law will be referred to the appropriate legal jurisdiction.

7. RELEVANT LEGISLATION

NSW Liquor Act 2007 (Responsible Service of Alcohol Principles)

NSW Registered Clubs Act 1976 (Harm Minimisation Principles)

NSW Drug Misuse and Trafficking Act 1985

NSW Environmental Planning and Assessment Act (POPE).



UNE RESIDENTIAL SYSTEM EVENT REGISTRATION FORM

**Must be lodged with Campus Services Manager at least 7 days prior to event*

Event and User Details	
Name of Residence:	
Contact Name:	
Contact Phone:	
Email Address:	

User Requirements				
Frequency of Event: <i>(Attach schedule if required)</i>	One Off	Weekly	Monthly	Annual
Date of Event:				
Location:				
Alternate Location:				
Time:	Set-up:	Start:	Finish:	Break-down:
RF on Duty:				
Please list any additional information for this event:				

Facilities Management Services

UNE RESIDENTIAL SYSTEM EVENT REGISTRATION FORM (cont...)

CHECKLIST

Checklist		
<i>This section must be completed by the user prior to submitting this form.</i>		
1. Is admission going to be charged to this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is alcohol going to be served at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. If so, is the alcohol going to be sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is the event licensed by a Hotel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. If so, have all conditions of the Licence for this event been addressed and adhered to?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indemnity <i>The licence provider must indemnify the University, its members, servants and agents from and against all liability for damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person or property however sustained, when using, leaving, within or near the venue during the period of hire.</i>		
4. I understand that alcoholic drinking games and other activities that promote binge drinking or rapid intoxication are prohibited.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. I understand that as Host of the event I may be held responsible for any negative consequences of excessive drinking.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. I understand that the Head of Residence, or their nominee, will monitor compliance with conditions outlined in this document during the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. I understand that I am obliged to call the appropriate emergency service (such as Ambulance) or UNE Safety and Security in the event of any incident which places, or may place, a participant of the event at risk of harm. I understand that private transportation of ill or injured patrons is not the preferred action to be taken.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. I have itemized all social activities, games and celebrations on the risk assessment form and have discussed these with the Head of Residence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. An incident log book recording all incidents will be maintained at the event. This log book will be an official record of the University and will be handed to the Head of Residence upon completion of the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. A UNE Residential System Risk Assessment Form (Appendix A) has been completed for this event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. A UNE Residential System Request to Serve Alcohol Form (Appendix B) has been completed for this event, if applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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UNE RESIDENTIAL SYSTEM EVENT REGISTRATION FORM (cont...)

DECLARATION

I, _____ have read and understand the University of New England *Student Alcohol and Other Drug Policy* and confirm this function complies with all sections of said policy. I have included with this Event Notification form a:

- UNE Residential System Risk Assessment Form
- UNE Residential System Request to Serve Alcohol Form (if required)
- Copy of the Licence by a Hotel (if required)
- Copy of a Development Consent for a Place of Public Entertainment (if required)

Signature: _____ Date: _____

Position: _____

Witnessed:

Signature: _____ Date: _____

Name & Position: _____

Approved by Head of Residence or authorised UNE representative:

I, _____ hereby authorise the abovementioned, to conduct this event as described.

Signature: _____ Date: _____

Approved by Campus Services Manager:

Signature: _____ Date: _____



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APPENDIX A

UNE RESIDENTIAL SYSTEM RISK ASSESSMENT FORM

Hazard Identification	Inherent Risk [Before Controls]	Proposed Control	Residual Risk [After Controls]
Materials handling (including sporting activities).			
Noise exposure.			
Working at heights (> 3 metres)			
Falls by slips, trips, overbalance.			



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APPENDIX A (cont...)

Hazard Identification	Inherent Risk [Before Controls]	Proposed Control	Residual Risk [After Controls]
Mechanical equipment use (i.e. drills, saws, ladders, powered equipment).			
Electricity.			
Compressed air or gas.			
Excess heat and/or cold.			
Alcohol and/or drugs.			



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APPENDIX A (cont...)

Hazard Identification	Inherent Risk [Before Controls]	Proposed Control	Residual Risk [After Controls]
Event activities, games and celebrations.			
Ultraviolet light.			
Insects, spiders, snakes, dogs.			
Screen based equipment.			
Violence.			



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APPENDIX A (cont...)

Hazard Identification	Inherent Risk [Before Controls]	Proposed Control	Residual Risk [After Controls]
Psychological.			
Travel to/from event.			

Risk Assessment Details (to be completed by trained OHS representative):

Name: _____

Position: _____

Signed: _____

Date: _____



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APPENDIX A (cont...)

RISK ASSESSMENT MATRIX

Consequence	Likelihood				
	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
1 Insignificant	1 Negligible	2 Negligible	3 Low	4 Low	5 Tolerable
2 Minor	2 Negligible	4 Low	6 Tolerable	8 Tolerable	10 Tolerable
3 Moderate	3 Low	6 Tolerable	9 Tolerable	12 High	15 Extreme
4 Major	4 Tolerable	8 Tolerable	12 Extreme	16 Extreme	20 Extreme
5 Catastrophic	5 High	10 High	15 Extreme	20 Extreme	25 Extreme

For comprehensive information on Risk Management please refer to the UNE Risk Management Policy Guidelines at
<http://www.une.edu.au/policies/pdf/riskmanagementguidelines.pdf>.

APPENDIX B

UNE RESIDENTIAL SYSTEM REQUEST TO SERVE ALCOHOL FORM

Event Details				
Name of Event:				
Location:				
Date of Event:				
Time:	Set-up:	Start:	Finish:	Break-down:
# Attendees:	Residents:	Affiliates:	Other:	

Service Details		
Drinks to be provided: (Specify type and quantity)	Alcoholic:	Non-alcoholic:
RSA certified persons:	Name:	Position:



APPENDIX B (cont...)

DECLARATION

I, _____ have read and understand the University of New England *Student Alcohol and Other Drug Policy* and confirm this function complies with all sections of said Policy.

Note: Conduct of a function outside of this approval will result in restriction on future approval and may involve disciplinary action.

Signature: _____ Date: _____

Position: _____

Approved by Head of Residence or authorised UNE representative:

I, _____ hereby authorise the abovementioned, to serve alcohol in accordance with the UNE Student Alcohol and Other Drug Policy.

Signature: _____ Date: _____

Approved by Campus Services Manager:

Signature: _____ Date: _____