

Alcohol and Drugs on University Sites Procedure



1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To provide appropriate controls and ongoing educational programs relating to the use of alcohol and drugs within the University community.

2 Scope

This Procedure applies to all Students and Employees including casuals and contractors.

3 Procedure Overview

This Procedure outlines the University's active encouragement of a responsible attitude toward the use of alcohol and other drugs within the University community. The University will be responsive to the needs of Employees and Students with alcohol-related problems through appropriate support, intervention and referral Procedures.

4 Procedures

4.1 Requirements in relation to alcohol consumption on University sites

4.1.1 Permission to bring, keep, or consume alcohol on University sites

The storing and/or consumption of intoxicating liquor on any University site is subject to the terms of this Procedure.

For the University's Springfield Campus, 'site' is defined as all areas controlled by the University of Southern Queensland (Springfield), that is, the interior of University of Southern Queensland buildings and other areas specifically authorised for the use of the University for functions involving alcohol.

4.1.2 Designated regulatory authorities

This Procedure will be enforced by the following authorities: the Executive Director (Facilities Management) and/or nominees, the Student Guild, the Director (Student Engagement and

Leadership), management of the University Refectory, the Vice-Chancellor (for Springfield and Ipswich). Overall regulation is the responsibility of the Vice-Chancellor.

4.1.3 Jurisdiction of authorities

Each of the designated regulatory authorities will have responsibility in the following areas:

1. Director (Student Engagement and Leadership) - Functions within the Residential Colleges.
2. Operations Manager, Campus Catering People - Functions within the University Refectory.
3. CEO of the Student Guild - Functions within the Clive Berghofer Recreation Centre.
4. Executive Director (Facilities Management) and/or nominees - Functions at all campuses not covered by (1), (2) and (3).
5. Vice-Chancellor (for Springfield and Ipswich) - Functions organised by Students and/or Employees on site at the relevant campus.
6. Small functions where alcohol is not sold will be the responsibility of the Category 4 Delegate or above of the areas where the functions are held.

4.1.4 Responsibilities of authorities

4.1.4.1 Authorisation and supervision of entertainment and functions

Authorities will be responsible within their jurisdiction for:

- liaising with one another, as necessary, to ensure appropriate function and entertainment timetabling
- providing function and entertainment organisers with a copy of this Procedure
- authorising entertainment or function proposals that are appropriately timetabled and comply with University Policy Instruments and, as applicable, the standard operating Procedures of the relevant Springfield and Ipswich site management
- notifying University security of the whereabouts of unauthorised entertainment or functions which violate University Policies.

4.1.4.2 Monitoring of advertising and promotion of entertainment and functions on University sites

Authorities will:

1. Sight any proposed promotional and advertising materials to ensure that they comply with University Policy Instruments.
2. In the event of knowledge of unauthorised advertising of promotional activities, order the cessation of these activities and notify Facilities Management, and/or other relevant security personnel, indicating where possible the location of such advertising.
3. In the event of non-compliance regarding item (2), notify University security and/or other security personnel of the whereabouts of such unauthorised activities.

4.2 Responsibility of function or entertainment organisers

Organisers of functions and entertainment to be conducted on a University site must comply with this Procedure. With regard to authorisation, organisers must take note of the following requirements:

4.2.1 Authorisation

- The provisions of the Liquor Act apply to Universities. It is, therefore, illegal to sell liquor on University sites, either directly or indirectly (e.g. through an admission charge or the sale of tickets to functions), unless the relevant permit has been obtained from the relevant Queensland Government agency.
- A copy of the relevant permit, together with any special terms or conditions must be supplied to the relevant regulating authority before any function requiring a permit is held.
- The permits must be displayed prominently at function venues.

4.2.2 Supply of alcoholic beverages

- Alcoholic beverages must not be provided to anyone under the age of 18 years.
- Alcoholic beverages must not be provided to anyone who is, or appears to be, intoxicated.
- Alcoholic beverages may be consumed only in the area designated for the function.
- Food should always be on hand and be reasonably inexpensive.
- At functions and venues, low alcohol drinks and attractive non-alcoholic drinks should be available in adequate quantities and must be displayed as prominently as alcoholic

drinks.

- Drinks with high alcohol content should not be discounted in price.

4.2.3 Advertising/promotion

- The advertising or promotion of functions should not over-emphasise the availability of alcohol, or refer to the amount of alcohol available.
- Advertising or promotion should not encourage in any way the rapid and/or excessive consumption of alcohol and particularly must not encourage minors to consume alcohol.
- Equal reference should be made to the availability of non-alcoholic drinks.
- Advertising should not induce or encourage attendance by offering free alcoholic drinks.

4.2.4 Patron behaviour

- At all times patrons will be responsible and accountable for their own behaviour. However, patrons of functions should be advised of the standards of appropriate behaviour expected at that function and venue.
- Adequate supervision must be provided during and following a function in order to control poor behaviour and eliminate damage to property.
- It is the responsibility of the function organisers to ensure that competitive drinking practices (e.g. boat races), as well as any situations that exert pressure on patrons to drink to excess, do not occur.
- A responsible adult must accompany a person under 18 years of age at licensed functions and must not allow the minor to consume alcohol on the premises.

4.2.5 Staffing

Larger functions should use trained bar staff whose serving practices are consistent with the Code of Practice for Responsible Service, Supply and Promotion of Alcohol.

The trained bar staff used at a function should have completed the Responsible Service of Alcohol Program conducted by the relevant Queensland Government agency.

Function organisers who may be required to deal with disciplinary issues will be adequately trained in negotiation and Mediation skills which are appropriate to the predominant client age groups.

Function organisers must not allow a minor to sell, supply or serve liquor except with the

approval of the relevant Queensland Government agency.

4.2.6 Security services

The University Security Service, and/or external security personnel as appropriate, is to be notified of all functions commencing or continuing after 6.00pm on University sites.

Security Employees will not consume alcohol or join in the social activities of the function.

4.3 Illegal drugs

Any person who is known to be using or distributing illegal drugs must be reported to the appropriate designated authority, who will inform the police.

4.4 Health, education and promotion

4.4.1 Aims

The provision of health education is intended to encourage a responsible attitude to alcohol and drugs by both the Students and Employees of the University. This will be achieved by:

- demonstrating that a healthy and enjoyable lifestyle requires the individual to make positive choices and personal decisions
- assisting individuals to make informed decisions about alcohol and drug consumption
- reducing any perceived glamour and excitement associated with alcohol and drug use
- reducing the harmful effects associated with alcohol and drug usage on the user and the University environment.

Oversight of the provision of this service is the responsibility of Student Support for Learning.

4.4.2 Actions

The University will undertake an integrated approach to health education and promotion by:

- encouraging Employees to provide educational material to Students
- providing relevant Employees with training in detection, referral and channelling of Employees and Students to appropriate services
- providing, through Student Support for Learning, educational programs, literature and

events to promote a responsible attitude to alcohol, and discourage the use of drugs

- using visual displays and the use of various Media to encourage awareness.

4.5 Counselling

The University, through Student Support for Learning, will:

- encourage Students and Employees who suspect that they may have, or are known to have, an alcohol or drug problem to seek assistance
- provide counselling for Students and Employees regarding alcohol or drug abuse and associated problems
- provide referrals to appropriate agencies with the cooperation of the client including the Alcohol and Drug Unit at the appropriate Hospital facility, Drug Arm, and Alcoholics Anonymous
- conduct confidential research into the use of alcohol and other drugs by University Students and Employees in order to provide better University based assistance.

4.6 Disciplinary action

4.6.1 Employees

University Employees are governed by the provisions of the University's Code of Conduct Policy in relation to personal and professional behaviour. Failure to comply with the Code's provisions will be managed and dealt with under the relevant University Policy Instruments and employment contracts as applicable. A failure to comply with this Code may result in disciplinary action. The University may also report any illegal matters to the police, and must report Corrupt Conduct to the Crime and Corruption Commission.

4.6.2 Students

The University may take action as set out in the Student General Conduct Policy and the Student General Misconduct Procedure for behaviour constituting misconduct, including but not limited to:

- the unlawful use, possession, cultivation of distribution of narcotic or other dangerous drugs
- the use, possession or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations

- conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

Civil action may also be taken against Students to recover damages to University property resulting from the above conduct.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Code of Conduct Policy
Subordinate Schedules	
Approved Date	7/6/2021
Effective Date	7/6/2021
Review Date	3/4/2024
Relevant Legislation	Crime and Corruption Act 2001 Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	Student General Conduct Policy Work Health and Safety Policy
Related Procedures	Student General Misconduct Procedure
Related forms,	

publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Corrupt Conduct</p> <p>Defined in section 15 of the Crime and Corruption Act 2001.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Media</p> <p>All print, radio, television and electronic Media including the internet and allied distribution channels. Includes social Media which are works of user-created video, audio, text or multimedia that are published and shared in a social environment, such as a blog, podcast, forum, wiki, or video hosting site. More broadly, social Media refers to any online technology that enables people to publish, converse and share content online.</p> <p>Mediation</p> <p>A process in which parties to a dispute, with the assistance of a neutral third party ('the Mediator'), identify the disputed issues, develop options, consider alternatives and endeavour to reach an agreement. The Mediator has no advisory or other determinative role with regard to the content of the dispute or the outcome of its resolution, but may advise on or determine the process of mediation whereby resolution is attempted.</p> <p>Policy</p> <p>A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.</p> <p>Policy Instrument</p> <p>A Policy Instrument refers to an instrument that is governed by the Policy framework. These include Policies, Procedures and Schedules.</p>

	<p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>Student</p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p>Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2023-2026.</p>
	Definitions that relate to this procedure only
Keywords	Drugs, alcohol
Record No	13/237PL