

Responsible Service of Alcohol Policy

Contents

1. Purpose.....	1
2. Application of this Policy	1
3. Relationship with other legislation and policy.....	2
4. Definitions.....	2
5. Policy	2
6. Procedures.....	3
6.1. Camps	3
6.2. Clubs and Societies	4
6.3. Orientation Festival.....	4
7. Related Legislation	5
8. Related Policies and Procedures	5
9. Version History	5

1. Purpose

- 1.1. The purpose of this policy is to provide direction to MSA departments; C&S affiliated clubs and societies, and any other individual or entity acting under the auspices of the MSA. It is aimed to ensure the responsible consumption of alcohol at on- and off-campus events.

2. Application of this Policy

- 2.1. This policy applies to the following persons:
- all prospective and current full-time, part-time and casual employees of MSA;
 - all volunteers engaged by MSA;
 - all agents and contractors engaged from time to time by MSA; and
 - all office bearers and members of MSA bodies
- 2.2. This policy is not restricted to the workplace or work hours. The obligations in this policy are also applicable to any work related events or functions. A “work related event or function” means any event or function that is connected to MSA. These may include, for example, on-campus MSA events, conferences, work lunches, Christmas parties. All workplace participants are expected to comply with this policy at work related events or functions.
- 2.3. This policy applies to all events serving alcohol organised under the auspices of the MSA, and includes on- and off-campus events, including, but not limited to: barbeques, balls, camps, cruises, and orientation week

3. Relationship with other legislation and policy

- 3.1. MSA must adhere to the requirements of the *Liquor Control Reform Act 1998* (Vic) and accompanying regulations. Where there is any inconsistency between this policy and any legislative requirements, the legislation must take precedence to the extent of the inconsistency.
- 3.2. MSA must adhere to the requirements of *Drugs, Poisons and Controlled Substances Act 1981* (Vic) and accompanying regulations. Where there is any inconsistency between this policy and any legislative requirements, the legislation must take precedence to the extent of the inconsistency.
- 3.3. This policy exists alongside the Monash University policies on drug and alcohol use and the responsible service of alcohol.

4. Definitions

- 4.1. 'Club' means a club or society affiliated with the Clubs & Societies Division.
- 4.2. 'Driver' means an individual legally permitted to drive unsupervised in Victoria, who has immediate access to a vehicle.
- 4.3. 'First aider' means an individual possessing a current Level 2 first aid certificate issued by an accredited body.
- 4.4. 'Liquor License' means a permit to supply alcohol, issued by or on behalf of the Department of Justice. A receipt of application for a liquor license does not constitute a liquor license.
- 4.5. 'RSA' means Responsible Service of Alcohol certificate, awarded by or on behalf of the Department of Justice.
- 4.6. 'Serve' means the provision of alcohol.
- 4.7. 'Sober' means having a blood alcohol concentration (BAC) of 0.00, not being under the influence of illicit drugs, and being in a fit state to enforce your duty of care to recipients of alcohol.
- 4.8. 'Sold' means the provision of alcohol in exchange for money, based on the recipient's club membership, via an event cover charge, or for 'free' with the purchase of another item for sale.

5. Policy

- 5.1. This policy is subject to any relevant legislation and the Liquor Licensing Guidelines
- 5.2. As per existing legislation; MSA reinforces that advertising for any event affiliated with MSA must not condone or encourage rapid or excessive drinking, drunkenness or anti-social behaviour. As such, MSA specifically bans the use of alcohol as a drawcard for events and all advertising must avoid terminology that promotes excessive drinking, including but not limited to terminology such as: booze cruise, unlimited drinks, drink to we drop, etc. Further information on legislation regarding the promotion of events with alcohol can be found in the Guidelines for Responsible Liquor Advertising and Promotions [factsheet](#) or [booklet](#).

- 5.3. The MSA, departments and clubs must be aware of their legal responsibilities when serving alcohol, including, but not limited to:
- a) Alcohol must not be sold without a liquor licence;
 - b) With reference to (a), events not possessing a liquor licence must provide alcohol to any individual, who is of age and not intoxicated, who requests it.
 - c) When on licensed premises, any individual selling, offering for sale, or serving alcohol must hold an RSA, and remain sober for the duration of the event;
 - d) Alcohol must not be served to any person aged under 18 years;
 - e) Alcohol must not be served to any individual who is in a state of intoxication;
 - f) Free drinking water must be available or provided on request at all licensed premises;
 - g) Non-alcoholic drink alternatives must be available at all events where alcohol is served, and such alternatives must be available at the same or lower cost as alcoholic drinks, subject to (f); and
 - h) Food must be provided at any event serving alcohol.
- 5.4. In addition to legislative obligations, the MSA, departments and clubs must adhere to the following requirements when serving alcohol at events:
- a) Any individuals engaged in serving alcohol must be sober;
 - b) With reference to (a), this individual must be from the club committee in the case of clubs and societies; or an workplace participant in the case of MSA departments;
 - c) Alcohol may only be served in cans or plastic cups at on-campus events – glass of any kind is strictly prohibited – with the exception of events held in licensed premises;
 - d) Monash Security must be notified of all on-campus events (day or night) where alcohol will be served, with at least five working days' notice;
 - e) Where persons under the influence of alcohol are engaging in conduct that is indecent or violent, Monash Security must be notified immediately;
 - f) For off-campus events, departments and clubs must ensure that proper security arrangements are made. The prescribed ratio is two guards for the first hundred guests and an additional guard for every hundred guests thereafter
- 5.5. All promotional material for events where alcohol will be served must contain a clearly visible statement that the department or club holding the event encourages responsible drinking.
- 5.6. The MSA President and at least one Activities Chairperson must complete a training course for licensees which provides an overview of liquor licensing laws and the legal obligations of possessing a liquor licensing.

6. Procedures

6.1. Camps

Where a department or club runs a camp, including Host Scheme, , it must ensure that:

- a) At all times when alcohol is being served, at least 2 sober individuals are present;
- b) At all times when alcohol is being served, at least 1 sober individual holding an RSA is present;
- c) At all times when alcohol is being served, at least 1 sober first aider is present;
- d) At all times when alcohol is being served, at least 1 sober driver is present;
- e) With reference to (a)-(d), these individuals are from the club committee or event-organising committee in the case of clubs and societies, or an office-bearer or staff member in the case of MSA departments;
- f) With reference to (a)-(d), for the exclusive purpose of Host Scheme camps, these individuals are a Mega-Host, Sub-Coordinator, or Volunteer Coordinator;
- g) Agreement is secured from the campsite owners or managers, normally as part of the booking arrangements, for the consumption of alcohol on camps;
- h) Wine, beer, and commercial pre-mixed spirits are the only alcoholic products permitted to be consumed at a camp;
- i) A Risk Management Plan is developed which demonstrates compliance with this policy.

6.2. Clubs and Societies

6.2.1.Clubs must provide a certified copy of a current RSA certificate for a current committee member to C&S if they wish to provide alcohol at club events.

6.2.2.Clubs have the responsibility to ensure that attendees at their events/activities do not engage in binge drinking and must refrain from promoting and/or participating in and/or encouraging drinking games.

6.2.3.Clubs must submit a Risk management Plan for camps which demonstrate compliance with this policy when submitting their Certificate of Currency

6.2.4.A club's grant report will be rejected for any event:

- a) Where the club is found to be in breach of this policy; and/or
- b) Where a substantiated alcohol-related complaint is received by the C&S Executive; and/or
- c) Where the club has promoted the excessive consumption of alcohol through drinking games or activities based solely around the consumption of alcohol.

6.2.5.The C&S Executive will maintain a register of all current club committee members that have a current RSA certificate.

6.3. Orientation Festival

6.3.1.Clubs wishing to serve alcohol at the Orientation Festival must:

- a) Indicate this to MSA through booking forms;
- b) Sign a list of terms and conditions for serving alcohol and submit this to MSA;
- c) Attend a meeting run by the MSA with Monash representatives prior to the Festival.
- d) Ensure only RSA-certified committee members who have submitted their RSA to C&S serve alcohol;
- e) Ensure an RSA-certified committee member is present at the club marquee for the entire period the club is serving alcohol;
- f) Retain copies of the terms and conditions, their committee members' RSAs, and student IDs of RSA-certified committee members at all times;
- g) Comply with any additional directions from Orientation Festival organisers regarding the service of alcohol.

6.3.2.Wristbands indicating that the bearer is over 18 years of age:

- a) Will be available from information tents and the tents of clubs registered to serve alcohol;
- b) Must be worn by anybody being served, or wishing to consume, alcohol at Orientation Festival; and
- c) Must be checked by RSA-certified club committee members and designated MSA volunteers prior to the service of alcohol.

6.3.3.Alcohol may only be served between 12 and 3pm. Any club serving alcohol before 12pm may not serve alcohol for the rest of the day.

6.3.4.The MSA will restrict the type of alcohol served and the manner in which it is served during Orientation Festival. The following is prohibited:

- a) Drinking games;
- b) Service of alcohol types banned by the Orientation Festival Organisers;
- c) Drinks with alcohol level above 6%;
- d) Service of alcohol without food and non-alcoholic drinks displayed and available as alternatives;
- e) Mixing of alcoholic drinks on-site; and
- f) Service of alcohol in glass containers.

- 6.3.5. 'Responsible Consumption of Alcohol' signs are to be displayed in areas where alcohol is served.
- 6.3.6. MSA will engage with Monash Security to ensure these rules are followed, and brief Monash Security prior to the Orientation Festival. Security will be provided with a list of clubs serving alcohol and may be inspected for compliance.
- 6.3.7. An incident report book will be maintained in the information tent for use by all Joint Orientation Group committee members, security, and members of registered alcohol-serving clubs.
- 6.3.8. MSA may discipline clubs for breaches of this policy relating to Orientation Festival by:
- Sending the club a formal warning message for breach of the policy;
 - Banning the club from serving alcohol for the rest of the day;
 - Revocation of their Festival permit; and
 - Further disciplinary actions as C&S considers appropriate.

7. Related Legislation

Liquor Licensing Control Reform Act (1998)
Liquor Licensing Victoria guidelines

8. Related Policies and Procedures

Alcohol and Other Drugs Policy
OH&S Policy
Vehicle Use Policy
Code of Conduct
Complaints Handling Procedure
Monash University Alcohol and Other Drugs at University Events: Procedures

9. Version History

Current Version: 3

Finance/Risk/Governance
Subcommittee Approval: 21/4/2016
MSC Approval: 5/16; 28/4/2016
Review Date: April 2018

Prior Versions: 2

2. MSC Approval: 18/12
1. MSC Approval: 15/10;