

POLICY AND REGULATIONS FOR ALCOHOL USE ON MASSEY UNIVERSITY CAMPUSES

Section	Campus Facilities
Contact	Campus Registrars
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Introduction:

This document is a modification of CWC 92/22 and is set out in the following main sections:

1. The statement of policy and principles with regard to the sale, consumption and supply of alcohol on a Massey University campus.
2. The Regulations for the operation of that policy on a Massey University Campus are in consideration of the Sale and Supply of Alcohol Act 2012.

The **Statement of Policy** and the **Regulations** have been adopted primarily to encourage social responsibility and appropriate behaviour in respect of the sale, supply and consumption of alcohol on a Massey University Campus. It is not intended to be seen purely in terms of a regulatory purpose. The policy also contains the following associated recommendations to facilitate the educational purposes of the policy.

- i. That the Campus Registrar or his/her nominee, in conjunction with the relevant regional Students' Association, considers ways in which an ongoing education programme is adopted regarding the consumption and abuse of alcohol on a Campus to encourage safe and healthy attitudes and behaviours towards alcohol.
- ii. That the relevant regional Students' Association, in conjunction with the Halls of Residence/accommodation Management, consider on-going programmes of alternative activities which do not emphasise the consumption of alcohol.

1. Policy and Principles:

Consumption of alcohol is an accepted part of social interaction and social behaviour in New Zealand within national legislative constraints. Within these constraints Massey University acknowledges that there is a need to provide a responsible environment for the use of alcohol on Massey University Campuses. The following principles inform this policy.

The sale, supply and consumption of alcohol on a Massey University Campus will at all times:

- 1.1 Adhere to the Sale and Supply of Alcohol Act 2012 (the Act).
- 1.2 Recognise the rights of others and will not be promoted or fostered as a means of fundraising, profit making, or an end in itself.

- 1.3 Be subject to the intended room being approved as a designated space and detailed on the relevant Massey University Campus Liquor Licence
- 1.4 Adhere to a documented Host Responsibility policy (for example Massey University Accommodation Handbook 2015 page 17) which supports safe drinking practices, provision of nonalcoholic drinks and substantial food, and encourages responsible attitudes and behaviour towards alcohol consumption. These are requirements of a Host Responsibility Policy.

Regulations:

These regulations cover all occasions where the sale, supply and/or consumption of alcohol are to be part of any function held on a Massey University Campus.

A . General

- On behalf of Massey University, each Campus will hold a current Liquor Licence (On-Licence Sections 14 and 16, Sale and Supply of Liquor Act, 2012).
- The sale, supply and consumption of alcohol on a campus requires the issuance of an approved Campus Room & Liquor Permit **PRIOR** to the event being held (usually two weeks – refer to campus procedures related to this policy). The Permit will require information to be provided regarding which room is to be used, the name of the Duty Manager, and other matters such as cleaning and security arrangement. No permit will be provided until all these matters have been arranged and signed off by the relevant parties.
- As required under the Act :
 - All functions where alcohol is available, nonalcoholic drinks must be provided as well as readily available food of a substantial nature for all patrons. For example, potato crisps are not deemed to be substantial whereas sandwiches are. Food must be readily available throughout the event.
 - No alcohol other than that approved for any function will be permitted into the venue.
 - No liquor is permitted to be taken outside the boundaries of the approved venue/event. For example, smokers cannot take their drink outside a venue.
 - The General Manager has responsibility for adhering to all aspects of the legislation otherwise he/she is liable for any penalties as a result of non-compliance, including but not limited to:
 - Not selling alcohol to minors (under 18 years of age)
 - Not selling alcohol to intoxicated¹ persons
 - Adhering to the responsibilities as shown in the Host Responsibility Policy
 - Providing nonalcoholic drinks at all times
 - Ensuring appropriate signage is placed on the bar area
 - Providing readily available food of a substantial nature
 - Delegating General Manager responsibilities when required, but such delegations must adhere to the requirements of the Act.
- The on-duty Manager is responsible for the sale and supply of alcohol during the event. This responsibility can be delegated but can only be done so in line with delegations as required under the Act and the person named on the Campus Room & Liquor Permit as Acting or Temporary Manager must be present at the function for the duration of the function.
- Staff members who wish to obtain a General Manager's Certificate must seek the approval of the relevant Campus Registrar's office prior to making application. Only those staff approved by the University can undertake

¹ Intoxicated means observably affected by alcohol

Duty Manager responsibilities under the Campus Liquor Licence.

- A Duty Manager will hold a current General Manager's certificate. A copy will be given to the Campus Registrar's office responsible for approving the Campus Room and Liquor Permit. General Manager training is available through training providers as recognised by a District Licensing Agency.
- A Campus Room & Liquor Permit must be applied for and approved before alcohol is supplied or sold at an event, at least two weeks prior to an event/function. Such approval by the authorised campus officer grants authority for use of the campus "On Licence" for the sale and provision of alcohol and food, subject to the requirements of the Act .
- Applications for a Campus Room & Liquor Permit must be submitted through the appropriate Campus Registrar nominated on the Permit at least two (2) week prior to the function date.
- Security Staff or Doorkeepers under the direction of the function organisers must maintain strict control of those entering or leaving any function and are required to remove or confiscate any liquor introduced into or being removed from the function unofficially.
- Any alcohol confiscated will not be returned to the offender.
- No Duty Manager or person named on the Campus Room & Liquor Permit as being responsible for the function shall consume alcohol while working at or in charge of the function.
- No social function involving the sale, supply and/or consumption of alcohol shall take place in any building on a Massey University Campus except such buildings or parts of those buildings designated and approved under the respective campus Liquor Licence for social functions. A list of approved rooms is available from the relevant Campus Registrar's office. These are also list on the Liquor Licence, a copy of which should also be pinned to the wall of approved rooms, as per the requirements of the Act (Section 150).
- Alcohol shall not be consumed in the grounds of any University campus except at an approved function for which the appropriate Campus Room & Liquor Permit has been obtained.
- If a function where alcohol is sold or served in a location not approved on the Campus Liquor Licence, a Special Licence will be required from the District Licensing Agency. Such licences will need to be applied for at least four (4) weeks prior to the event/function.

B. University Halls of Residence and Accommodation Complexes

- Residency in Halls is based upon consideration of others at all times. As stated in the Policy for Alcohol Use on Massey University Campuses, it is the aim to encourage social responsibility and appropriate behaviour in respect to the consumption of alcohol. Halls residents are provided with a Halls handbook as part of their residential agreement. This Handbook is updated annually and contains the rules and regulations pertaining to alcohol supply, storage and consumption in the Halls and residents are expected to comply fully with these rules and regulations.

C. University Environs

Where conditions for functions have been established use of the facility will be governed by these conditions at all times.

D. Student Functions

- All student function applications for a Campus Room and Liquor Permit must be completed in full and have the signed approval of:
 - i. the approved Booking Officer for the Facility,

- ii. the relevant Students' Association representative; and
 - iii. An event application must be made and the relevant Health and Safety requirements must be met to the satisfaction of the Campus Registrar's office before a permit will be supplied.
- Normally the hours for which a Campus Room and Liquor Permit for student functions may be applied for will only be approved to 11.30pm unless special circumstances prevail. Campus Liquor Licences may be approved for longer hours however 11.30pm applies to student functions. The times granted for both the function and when liquor may be sold or supplied will be clearly indicated on the issued Permit.

E. Discipline

With respect to management of the Alcohol Regulations on a Massey University Campus, any behaviour or conduct which disrupts any function, and any breach of regulations, particularly but not exclusively, with respect to:

- i. wilful or accidental damage to property
- ii. disruptive social behaviour, such as excessive noise, abusive or sustained threatening behaviour, or harassment

will be regarded as grounds for disciplinary action being taken against the person(s) involved. This action will be administered, depending on the circumstances, either in accordance with any particular regulations governing that area of a Massey University Campus (e.g. Halls of Residence), or in accordance with University discipline regulations as administered by the University Disciplinary Committee, or by application of Civil or Criminal Proceedings.

Audience:

All University staff and students

Document Management Control:

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Authorised by: AVC Operations, International and University Registrar

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