

POLICY AND REGULATIONS FOR ALCOHOL USE ON MASSEY UNIVERSITY CAMPUSES

Section	Campus Facilities
Contact	Executive Director Operations & Campus Experience
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Introduction:

This document should be read in conjunction with the [Massey University Host Responsibility Implementation Plan and the Guide](#) to managing an event where alcohol is included:

1. The statement of policy and principles with regard to the sale, supply, and consumption 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 for both Students, Staff and University guests.

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 Executive Director Operations & Campus Experience and Associate Director of Hospitality (or their nominee), in conjunction with the Campus Hospitality Services Manager combine with the regional Students' Association, consider 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 Adhere to the Health & Safety standards under the University's Health & Safety policies and guidelines.
- 1.4 Be subject to the intended room being approved as a designated space and detailed on the relevant Massey University Campus Alcohol Licence
- 1.5 Adhere to a documented Host Responsibility policy which supports safe drinking practices, provision of non-alcoholic drinks and substantial food, and encourages responsible attitudes and behaviour towards alcohol consumption. These are requirements detailed in the University's Host Responsibility Implementation Plan.

2. Regulations:

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

A. General

- On behalf of Massey University, each Campus will hold a current Alcohol 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 & Alcohol Permit](#) **PRIOR** to the event being held (usually two weeks – refer to campus/event procedures related to this policy – [Auckland](#), [Manawatū](#), [Wellington](#)). The Permit will require information to be provided regarding which venue 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.
- The sale, supply, and /or consumption of alcohol on a campus venue requires the completion and confirmation of the [event notification process](#), at least 2 weeks PRIOR to the event. This confirmation of the event will be provided by the Campus Operations Manager /Hospitality Services Licensee and subject to the satisfaction of all operational, legal, and Health & Safety aspects of the proposed.

As required under the Act:

- All functions where alcohol is available, non-alcoholic drinks must be provided as well as readily available food of a substantial nature for all patrons. 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.
- The Duty Manager has responsibility for adhering to all aspects of the legislation otherwise they are 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

¹ Intoxicated means observably affected by alcohol

- Adhering to the responsibilities as shown in the Host Responsibility Implementation Plan
 - Ensuring appropriate signage is placed on the bar area
 - Delegating Duty Manager responsibilities when required, but such delegations must adhere to the requirements of the Act.

The Duty Manager is responsible for the sale, supply, and consumption 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 event notification as Acting or Temporary Manager must be present at the event for the duration of the event. An Acting Manager can be appointed to cover for short term absences where the manager is ill, absent, or on holiday and may only be appointed for up to three weeks at any one time and up to six weeks in any 12-month period. A Temporary Manager can also be appointed where a manager is ill or absent for any reason or is dismissed or resigns, but only in the case where application for a Managers Certificate is currently being determined by the local District Licensing Agency (Acting or Temporary Managers require notification to the local District Licence Agency as per sections 229,230,231 of the Act).

- Staff members who wish to obtain a General Manager's Certificate must seek the approval of the relevant Campus Operations/ Hospitality Services office prior to making application. Only those staff approved by the University can undertake Duty Manager responsibilities in relation to the Campus Alcohol Licence.
- A Duty Manager will hold a current General Manager's certificate. A copy will be recorded on the Duty Managers Register held at the Campus Operations office/University Hospitality Unit responsible for confirming the Event. General Manager training is available through training providers as recognised by a District Licensing Agency.
- A confirmed Event notification process must be achieved before alcohol is supplied or sold or consumed 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.
- An Event notification must be submitted through the appropriate Campus Operations/Hospitality Services Office at least two (2) weeks prior to the event date.
- Security Staff or Doorkeepers under the direction of the event organisers must maintain strict control of those entering or leaving any event and are required to remove or confiscate any alcohol introduced into or being removed from the event unofficially.
- Any alcohol confiscated will not be returned to the offender.
- No Duty Manager or person named on the event notification as being responsible for the event shall consume alcohol while working at or in charge of the event.
- No social event 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 Alcohol Licence for social events. A list of approved rooms is available from the relevant Campus/Hospitality Services office.
- Alcohol shall not be consumed in the grounds of any University campus except at an approved event for which the appropriate confirmed notification has been obtained.
- If a function where alcohol is sold or served or consumed in a location not approved on the Campus Alcohol Licence, a Special Licence will be required from the local District Licensing Agency. Such licences will need to be applied for at least four (4) weeks prior to the event.

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 for general student social activity. For formal student events please refer to Section E of this policy for conditions and guidance.

C. University Environment

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

D. Staff Social Gathering & Events

Massey University campuses are legally licensed premises, therefore at all times the University must observe licensing and other legal requirements. Alcohol can only be supplied or consumed in a designated area, and a certified Duty Manager must be present. Staff must also adhere to the University Host Responsibility guidelines, of which the key elements include provision of non-alcoholic beverages and food. Alcohol must not be provided to anyone under the age of 18 years.

E. Student Events

All student function applications for an event must be completed in full and have the signed approval of:

- i. the approved Booking Officer for the facility/venue,
- ii. the relevant Students' Association representative; and
- iii. An event notification must be made and the relevant Health and Safety requirements must be met to the satisfaction of the Campus Operations/Hospitality Services office before approval of the event is given.

Normally the hours for student functions will only be approved to 11.30pm unless special circumstances prevail. The times granted for both the event and when alcohol may be sold or supplied or consumed will be clearly indicated on the issued approval.

F. Discipline

With respect to management of the Alcohol Regulations on a Massey University Campus, any behaviour or conduct which disrupts any event, and any breach of regulations, particularly but not exclusively, with respect to wilful or accidental damage to property and/or 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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