



# S6 Duchesne College Alcohol Policy and Procedures

## VISION AND VALUES OF DUCHESNE COLLEGE

### Vision

Inspiring personal formation within an inclusive community and an atmosphere of wise freedom.

### Values

We seek: “Strength in the Light of Truth”, as expressed in our motto: “*Robur in Luce Veritatis*”.

- We respect each individual within our community
- We embrace diversity and inclusivity
- We aim for the highest standards in all our undertakings
- We value and promote charity and service
- We are committed to our Vision

## INTRODUCTION AND PURPOSE

Duchesne College (the College) recognises that alcohol is part of the social life of many students and that, as the vast majority of student resident and associates (students) are over the age of 18 years, they are legally entitled to obtain and consume alcohol.

However, the College is also aware of the risks of alcohol related harm and seeks to create an environment that encourages the consumption of alcohol by students only in moderation and a responsible attitude amongst students to the consumption of alcohol. Consumption of alcohol at Duchesne College must be seen in the wider context of community standards and concerns. The service and consumption of alcohol needs to align with Commonwealth and State laws and The University of Queensland policies.

No person of 17 years or younger may be offered or consume alcohol at the College, at another College or on the University of Queensland campus or in the course of an event organised or sponsored by the College, another College, the University of Queensland or another University. No student should be induced to drink alcohol or drink to excess at the College or in the course of an event organised or sponsored by the College. Drunken behaviour or inappropriate activities at the College, at another College or on the University of Queensland campus or in the course of an event organised or sponsored by the College, another College or the University of Queensland or another University associated with, or caused by, the use of alcohol will not

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be tolerated and may result in the cancellation of a student's enrolment at the College, at the discretion of the Head of College.

The objectives of this policy are to:

- Outline the strategies that the College has in place to assist student safety and harm-minimisation
- Details the circumstances in which alcohol will be served at student events conducted by or sponsored by the College
- Clarify the processes by which inappropriate behaviour will be addressed
- Identify how this policy will be disseminated to College stakeholders through communication and education.

## **SCOPE**

This policy is applicable to all Duchesne College student residents and associate members.

## **STUDENT SAFETY AND HARM MINIMISATION STRATEGIES**

The College seeks to promote a culture which respects the rights of all students and is free from any inducements to consume alcohol at the College, at events conducted or sponsored by the College or at any time or on any occasion during a student's term of residence at the College. It looks to ensure that the potential harms associated with alcohol use are minimised. A number of strategies have been put in place. They include, but are not limited to:

- By ensuring an inclusive environment for students who choose not to consume alcohol
- Modelling of moderate alcohol consumption at events conducted or sponsored by the College
- The prohibition of hazing<sup>1</sup> and drinking games that involve alcohol and the drinking of alcohol in a fast and dangerous manner
- Clarify the events (conducted or sponsored by the College) in which, and how, alcohol will be served
- Student Leaders, including Resident Leaders (RLs), Student Club Executive and appointed or elected convenors being expected to model responsible behaviour that is consistent with the Student Code of Conduct and this policy, formally agreeing to abide by these expectations as mandatory when accepting the roles and responsibilities of the leadership positions.
- Responsible Service of Alcohol (RSA) certification requirements for the Student Club President, Vice-president, Treasurer, Secretary and Social Convenor
- Specific training by qualified personnel for student leaders, such as First Aid, Drug and Alcohol Training.
- All new students to College receiving information and training on the responsible use of alcohol, and the whole College regularly reminded of acceptable standards
- Student activities to include on campus events that are alcohol free
- Encouragement of planning and involvement in alcohol free events including ICC sports, cultural and community activities, as well as a broad range of social events

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<sup>1</sup> *Hazing, is defined as any action taken or situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.*

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- Support for the Heads of Colleges implementation of carefully managed and timetabled intercollege events where both non-alcoholic and alcoholic beverages are served
- Student wellbeing support that seeks to ensure student safety e.g. during Orientation (O) Week; Resident Leaders attending selected student events; students accompanied home from non - Duchesne College events by senior students on duty where appropriate
- Additional security provided for relevant student events at College

## SERVICE OF ALCOHOL AT STUDENT EVENTS

The following requirements relate to student events which involve the consumption of alcohol:

### Pre-planned Student Events

- Pre-planned events must be approved by the Head of College, or their delegate, using the relevant Event Management Plan Form or Student Event Request Form.
- All events must meet the requirements of [The University of Queensland Event Approval and Control Procedures](#)
- Limits will be placed on the amount of alcohol available, including any proposed BYO alcohol, based on RSA guidelines and [The University of Queensland Event Approval and Control Procedures](#)<sup>2</sup> regarding standard drinks per head over the time of the event. See **Appendix 1: Consumption Guidelines**
- Any “Pre” events prior to student events are considered a part of an event and require approval.
- Post event celebrations “summaries” following ICC sport, cultural or service events will require approval and placed on the College calendar.
- Post Ball events (“recoveries”) will require extensive planning, discussion and documentation to ensure the safety and wellbeing of all guests. The Head of College must be presented with an Event Management Plan that meets all standards for safety and inclusion for pre-event approval.
- Any other post event celebration must be held off site and not in the College. This is to respect the rights of all residents, including those not part of any post event.
- For any Student Club hosted events at College, all alcohol purchased by the Student Club must be declared to the Director of Business and Operations, and a suitable storage area identified. Any excess alcohol must be declared and either returned to the vendor, or stored by the College.
- The Student Club may not use Student Club funds to purchase alcohol directly from suppliers for student events. They may not store alcohol on campus for future events.
- These events are managed by the College Licensee (the student leader who applied for a temporary liquor license) who controls the composition of any mixed drinks and monitors the service of alcohol.
- Trained wait staff are to be used to ensure responsible service of alcohol at events. In some instances, students with RSA training may serve alcohol in addition to staff, but the College licensee will supervise these activities.
- Sober student leaders must be nominated for each event.
- BYO events will not be approved except in exceptional circumstances when the alcohol consumption can be carefully managed. Approval is at the Head of College’s discretion.
- All students (and their guests) will be required to present identification (proof of age) on every occasion should they wish to be served alcohol.

<sup>2</sup> Refer to Section 7.3: Consumption guidelines in the Event Approval and Control Procedures  
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- Non-alcoholic beverages and sufficient food must be provided at these events.

### **Informal Events at College**

- Students are not permitted to drink alcohol in communal College spaces, including but not limited to Common Rooms, the Dining Hall, Café Duchesne, the Quad, hallways, stairwells and/or College grounds without submitting a Student Event Request Form for approval from the Head of College or delegate.
- There are to be no glass or bottles of any kind in hallways and stairwells.
- Students planning informal student parties of;
  - six or more people on The Terrace,
  - six or more people on the two RP balconies,
  - five or more people in their rooms
- and which involve alcohol, must seek permission via submission of a Student Event Request Form, in advance of the event, so that the event can be adequately supported, otherwise the College reserves the right to close the event and require guests to depart the College. The organisers must;
  - Inform the College of the number of expected attendees, including non-College guests, and when the event will begin and end
  - Meet all guest at the front door of the College and accompany them throughout their time on College grounds
  - Ensure that their neighbours are informed
  - Ensure that non-alcoholic beverages and food is served
  - Ensure that the event concludes by 10pm thus respecting the rights of all students.
  - Be responsible for the event and any cleaning up that is required immediately following the conclusion of the event, including placing any glass bottles/cans in recycling bins located across the College.
- In acknowledgement of community living and respecting the rights of all residents, drinking is not permitted in the College prior to 10am, except in exceptional circumstances and approved by the Head of College.
- No drinking of alcohol in communal college spaces is allowed during SwotVac or exam periods for any of the universities that residents are enrolled in and attend in Brisbane.

### **External Venues**

- For Student Club hosted events at external venues, licensed registered caterers must be used. All alcohol must be organised through these caterers and alcohol consumption must be monitored as per RSA standards of consumption.
- The Student Club may not use Student Club funds to pay for a bar tab at external venues.
- For Student Club hosted events held at venues external to the College, a “cash bar” applies i.e. there is to be no external bar tab. Alcohol must be individually purchased by cash or via a pre paid ticketed system, except with the prior approval of the Head of College. Any private room hire must be covered by an additional ticket cost to cover the hire and must not be applied to beverage costs, except with the prior approval of the Head of College.
- Underage students will not be permitted to attend these events unless they are identified, e.g. by wristbands, and managed by the Licensee and Student Leaders. They will not be offered alcohol and are not allowed to consume alcohol.

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## MANAGEMENT OF INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour resulting from consumption of alcohol will not be tolerated. Intoxication is frequently associated with significant harm to people and property, constituting issues of both student welfare and discipline.

Instances of alcohol abuse, alcohol related injury or other incidents must be immediately reported to the Director of Admissions and Residential Life (DARL) via [reporting@duchesne.uq.edu.au](mailto:reporting@duchesne.uq.edu.au)

The matter will be addressed confidentially by the Head of College and DARL, and with the Student Club President and/or the Head Resident Leader, where the Head of College deems their involvement appropriate, with the individual(s) concerned. Actions may include;

- A meeting with the Head of College, Deputy Head of College and Director of Admissions and Residential Life to discuss behaviour and circumstances;
- Disciplinary action under the College disciplinary processes
- Charges levied to student accounts for any damage to property
- Individual follow up and monitoring
- Referral of the individual to the College Counsellor or an external professional services e.g the University Counselling Service for support and assistance
- Cancellation of residency: repeated similar behaviour may jeopardise a student's continued residency at the College and cancellation of residency is entirely at the discretion of the Head of College

In the case of a person of 17 years or younger having been offered or having consumed alcohol, the student/s will be required to meet with the Head of College, Deputy Head of College and Director of Admissions and Residential Life. The outcome may result in disciplinary action for all parties involved, up to and including cancellation of residency.

In the case of serious intoxication by Student Leader/s, the student/s will be required to meet with the Head of College, Deputy Head of College and Director of Admissions and Residential Life. The outcome may result in disciplinary action, mandated counselling, demotion from a Student Leader position and potential cancellation of residency.

## DISSEMINATION OF POLICY

The College acknowledges the importance of raising awareness of the risks attached to alcohol misuse and the importance of insisting on a responsible and moderate approach to alcohol consumption. In order to achieve these outcomes, the College will ensure that this policy is disseminated to residents, associates, staff, the College Council and other key stakeholders through:

- Ensuring accessibility to the policy at all times by publishing on the College's website
- Ensure that incoming and continuing students have read the policy and acknowledged their agreement to abide by it in signing the student code of conduct/student leadership agreement as applicable.
- Inform students about the Policy during OWeek, PWeek and at other student information sessions. This may be undertaken in association with an external provider or with presentations by professionals working/researching in the field of alcohol and drug awareness.
- Related information sessions, such as those on the college's Bullying, Harassment and Discrimination Policy, will cross reference the Alcohol Policy and Procedures

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- The Student Handbook and Resident Leader’s Handbook includes information on;
  - where the Alcohol Policy and Procedures document can be accessed, and
  - External resources include counselling support services, such as the [Alcohol and Drug Information Service](#)

**RELATED LEGISLATION AND DOCUMENTS**

<b>Relevant Legislation</b>	<a href="#">Liquor Act 1992</a>
<b>Related Duchesne College Policy Documents</b>	<a href="#">Duchesne College Covidsafe Plan</a> <a href="#">Duchesne College Student Code of Conduct</a> <a href="#">Duchesne College Fair Treatment Policy</a> <a href="#">Duchesne College Resident Handbook</a>
<b>Related UQ Policies</b>	<a href="#">The University of Queensland Event Approval and Control</a>  <a href="#">The University of Queensland Alcohol and Other Drugs Policy</a>  <a href="#">The University of Queensland Discrimination and Harassment Policy</a>  <a href="#">The University of Queensland Student Integrity and Misconduct Policy</a>  <a href="#">The University of Queensland Student Charter</a>  <a href="#">The University of Queensland Event Approval and Control Procedures</a>

**FEEDBACK**

College staff, residents, associates, and parents/guardians may provide feedback or inquiries about this policy by emailing: [manager@duchesne.uq.edu.au](mailto:manager@duchesne.uq.edu.au)

**APPROVAL AND REVIEW DETAILS**

<b>Approval and Review</b>	<b>Details</b>
Policy Approval Authority	Chair of College Council
Last Updated	15 March 2021
Review Date	01 December 2021
Policy Administrator	Head of College

## APPENDIX 1: [Consumption guidelines](#)

As per RSA guidelines and [The University of Queensland Event Approval and Control Procedures](#)<sup>3</sup> regarding standard drinks per head over the time of the event, limits will be placed on the amount of alcohol available at events.

- The maximum amount of alcohol available at a function must be controlled so that the anticipated allowance per person will be well below the level likely to result in a blood alcohol concentration of 0.05%.
- The maximum allowable quantities of alcohol are calculated on the basis of the amounts per person set out in the tables below. It is assumed that 20% of the patrons will be very light or non-drinkers.
- Where male/female attendance is known:
  - For Males:

Type of liquor	First 1 1/2 hours		Each hour extra	
	Alcohol (grams)	Liquor (litres)	Alcohol (grams)	Liquor (litres)
Light beer	30	1.5	10	0.5
Beer	30	0.75	10	0.3
Wine	30	0.4	10	0.15
Spirits	30	0.1	10	0.04

- For Females:

Type of liquor	First 1 1/2 hours		Each hour extra	
	Alcohol (grams)	Liquor (litres)	Alcohol (grams)	Liquor (litres)
Light beer	20	1.0	7	0.3
Beer	20	0.5	7	0.2
Wine	20	0.25	7	0.1
Spirits	20	0.06	7	0.02

- Where male/female attendance is not known (assuming 50:50 ratio):

<sup>3</sup> Refer to Section 7.3: Consumption guidelines in the Event Approval and Control Procedures  
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Type of liquor	First 1 1/2 hours		Each hour extra	
	Alcohol (grams)	Liquor (litres)	Alcohol (grams)	Liquor (litres)
Light beer	25	1.25	8.5	0.4
Beer	25	0.6	8.5	0.2
Wine	25	0.3	8.5	0.1
Spirits	25	0.08	8.5	0.03

- One standard drink (285 ml glass of full strength beer, 100 ml glass of wine, 30ml nip of spirits) is equal to 10gms of alcohol approximately.
- Promotional staff at events must not promote consumption patterns that are inconsistent with responsible consumption, as defined in the [NHMRC Guidelines](#).