

HOST RESPONSIBILITY PROCEDURES

Category	Finance
Procedure Owner	Chief Financial Officer
Last review	January 2025
Next review	January 2029
Approved by	Vice Chancellor
Effective date	1 February 2025

1. PURPOSE

To describe procedures for governing the supply, promotion and consumption of alcohol by students, staff, guests and visitors at University social and business functions.

2. SCOPE

These procedures apply to all University Functions where alcoholic beverages are sold, served, promoted and consumed by staff, students, University Guests and members of the public and which are:

- held on University premises; or
- hosted by the University on external premises; or
- hosted other parties using University premises..

3. DEFINITIONS

Function: A planned event hosted by the University, either for the enjoyment of staff or for work purposes, held on or off University premises, during which alcohol is served.

University Premises: Venues within the University owned or leased buildings, including recreational spaces and student accommodation..

University Host: The University staff member who is authorised to appoint/contract a service provider or provide the service themselves and is present to supervise the Function, or AUT Events

Licensed Staff Person: Means a member of University staff who holds a current General Manager's Licence (under the Sale of Liquor Act 2012 and Sale and Supply of Alcohol Amendment Act 2013).

Licensed Bar Manager: Means a manager of licensed premises appointed under and for the purposes of the Act.

Service provider: A provider of service to the University Host to manage the function/event on behalf of the University Host where alcoholic beverages are sold or served. The default provider is AUT Events.

University Guests: People invited to a University Function by the University host

4. ACTIONS

A. Events or activities that include the public or more than 100 attendees, or are held for over 90 minutes, must comply with the following requirements:

1. At University Functions where alcohol is supplied or served a licensed Duty Bar Manager must be present. The University's in house catering provider – AUT Events, is the only entity (other than Vesbar & the School of Hospitality) authorised to serve or sell alcohol for any event on AUT premises.
2. The Licensed Bar Manager for the Function is responsible to ensure compliance with the Host Responsibility Policy and relevant legislation.

3. The following protocols apply in relation to the supply and consumption of alcohol across the University:

At all times when alcohol is being sold or supplied on University premises or at an unlicensed venue outside of the University but hosted by the University, it is a condition of the University's caterers liquor license and in situ on-licenses that AUT Events Host Responsibility policy be adhered to at all times. See Appendix 1

B. For events or activities with less than 100 attendees, not including the public, and held for less than 90 minutes the following applies:

- A responsible University Host must be in attendance at the Function.
- The responsible University Host must ensure that:
 1. No intoxicated persons are allowed to enter or remain on University premises and will not be served alcohol.
 2. A reasonable range of non-alcoholic refreshments and low alcoholic beverages is available throughout the service period and tap water is provided free of charge
 3. A reasonable range of substantial food is available throughout the service period.

C. Sale and supply of alcohol to young people:

- Any staff who are involved in the Sale or Supply of alcohol must adhere to the requirements of the Sale & Supply of Alcohol Act 2012, which prohibits the sale or supply of alcohol to minors being persons under the age of 18 years. Acceptable forms of proof of age are a current driver's license, HANZ 18+ card or passport.

D. Students and alcohol at AUT

Recognising AUT's commitment to promoting students' academic success the following procedures are designed to manage the safe consumption of alcohol by students. Particular areas that these procedures address are Student Accommodation, sports events and activities, field trips and student alcohol-related behaviour on campus.

1. AUT Student Accommodation

The University's Student Accommodations Rules & Regulations outline the requirements of students in relation to the consumption of alcohol.

2. Sport Development and Athlete Support (SDAS)

In relation to the consumption of alcohol at SDAS events and activities, the following Codes of Conduct apply:

- General Code of Conduct
- Players Code of Conduct
- Coaches Code of Conduct ○ Officials Code Of Conduct for Volunteers, Referees/Umpires, Managers, Sport Specific Team Organisers (SSTO), and Code Coordinators (CCO)

3. Off Campus Activities Including Field Trips

All persons engaged in field activities have a responsibility to ensure that they are not, through the consumption of alcohol or drugs, in a state that may endanger themselves or any other person.

For any University organised off campus event or activity, the staff responsible for that event or activity, must ensure:

- Participants are provided information on the rules around alcohol.
- That any supply and consumption complies with the Sale & Supply of Alcohol Act 2012.

5. RESPONSIBILITIES

University Host and Service Providers.

6. POLICY BASE

[Host Responsibility Policy](#)

[Sale and Supply of Alcohol Act 2012](#)

[Sale and Supply of Alcohol Amendment Act 2013](#)

7. ASSOCIATED DOCUMENTS

AUT Events Host Responsibility Guidelines

8. FORMS/RECORD KEEPING

11. DOCUMENT MANAGEMENT AND CONTROL

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