

CM REF: TWD/D24/0017693



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

MURESK INSTITUTE ALCOHOL ON PREMISES POLICY

EFFECTIVE: 9 OCTOBER 2024

VERSION: 8.0

DOCUMENT MANAGEMENT

Equity impact assessment

This policy considers and reflects where appropriate the principles of the Department's:	
<input type="checkbox"/> Disability access and inclusion plan	<input type="checkbox"/> Language services policy
<input type="checkbox"/> Workforce diversity and inclusion policy	<input type="checkbox"/> Innovate reconciliation action plan
<input type="checkbox"/> Substantive equality policy	<input type="checkbox"/> Employment policy
<input checked="" type="checkbox"/> Not applicable	

Approval

(To be completed by the Office of the Director General)

Corporate Executive endorsement date	09.10.2024
Director Office of the Director General approval to publish date	31.10.2024
Policy reference number	2013-48

Version control

(To be completed by the Office of the Director General)

Version	Date	CM reference	Brief description
8.0		TWD/D24/0017693	Policy amended to change alcohol consumption rules for accommodation and campus

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1. POLICY STATEMENT

The General Manager Muresk Institute is responsible for:

- granting permission for functions to be held on Muresk Institute premises at which alcohol is to be supplied;
- ensuring that all requirements relating to the supply of alcohol at such functions is in accordance with the Liquor Licencing Act;
- ensuring that stakeholders, clients and individuals are aware of and abide by this policy and **do not** bring and/or consume alcohol on Muresk Institute premises without Muresk Institute written approval; and
- ensuring that issues related to the duty of care owed to all Muresk Institute clients and the reputation of the Institute are considered in making decisions about the use of alcohol on Muresk Institute premises.

2. SCOPE

This policy applies to:

- all Department of Training and Workforce Development staff, including those who have a rental agreement but do not necessarily pay a lease fee; and
- all clients/visitors and intended clients of Muresk Institute. This includes, students, training partners, contractors and their employees.
- The consumption of alcohol by individuals, who are renting accommodation on Muresk Institute premises when this is their permanent place of residence, is not governed by this policy.

3. PRINCIPLES

To ensure that all alcohol supply and consumption on Muresk Institute premises is managed in accordance with the relevant legislation listed in this policy.

4. BACKGROUND

The Department of Training and Workforce Development's Muresk Institute is a multi-tenant, multi-functional vocational training and education facility. It offers student accommodation, training and education, conference and research facilities to a range of industry, government and community groups.

Muresk Institute has historically attracted bookings for short and long stay accommodation where alcohol has been consumed by individual clients and supplied and/or consumed through licensed events.

5. DEFINITIONS AND ACRONYMS

5.1. Client / Visitor

All persons on Department of Training and Workforce Development Muresk Institute premises, other than employees.

5.2. Event organiser

Person responsible for booking and managing an event.

5.3. Minor

A person under the age of 18 years.

5.4. Muresk Institute premises

Muresk Institute encompasses all the facilities available at Muresk Institute including accommodation buildings, lecture theatres, laboratories, classrooms, accommodation, farmland, and recreational facilities like the Muresk Hall, squash court, swimming pool, basketball and tennis courts, the Stables Recreation Centre, shearing shed and oval.

6. PROCEDURES

The General Manager Muresk Institute must ensure that all:

- Permission may be granted for occasional functions to be held in the following locations, ensuring that all requirements relating to the supply of alcohol at such functions is in accordance with the *Liquor Licencing Act 1988*:
 - Muresk Hall;
 - Dempster Homestead;
 - Pavilion; and
 - Conference room (located on the lower floor building 832)
- The client must seek approval using the Risk Management Application Form for consumption of alcohol at Muresk Institute (Appendix 1).
- Approved clients consuming alcohol do so responsibly and do not disturb or inconvenience Muresk Institute staff and clients;
- alcohol is not supplied to or consumed by minors; and
- alcohol is not supplied to any person who is intoxicated.

The General Manager Muresk Institute must additionally ensure that for licensed events that:

- event organisers have gained an exemption or a current licence from the Liquor Licensing Division of the Department of Local Government, Sport and Cultural Industries and is sighted by the General Manager Muresk Institute or delegated Muresk Institute officer;
- event organisers accept liability in writing for the repair of any damage to Muresk Institute caused by the event;
- event organisers accept liability for any accident, injury or illness affecting an event attendee;
- security is arranged by the clients of Muresk Institute as per the *Liquor licencing Act 1988*; and
- incorporated groups and commercial clients must show evidence of relevant insurance cover.

Regular functions:

Alcohol may be consumed on Department of Training and Workforce Development premises where approved in writing by the Director General only.

Responsible service of alcohol must be upheld at all times. Legislative requirements and guidelines relating to the supply of alcohol at such functions is in accordance with the *Liquor Licencing Act 1988* and must be observed at all times.

7. GUIDELINES

If the General Manager is uncertain whether a liquor license is required, advice should be sought from the Liquor Licensing Division of the Department of Local Government, Sport and Cultural Industries.

8. RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *Muresk Institute Community Guidelines*
- *Muresk Institute Booking Terms and Conditions*

DTWD Staff

- *Alcohol and Drugs in the Workplace policy*
- *Code of Conduct Policy*
- *Risk Management Policy*
- *Public Sector Management Act 1994*
- *Muresk Institute Community Guidelines*

9. RELEVANT LEGISLATION

- *Liquor Licencing Act 1988*
- *Exemptions to the Liquor Control Act 1988 Policy*
- *The Road Traffic Act 1974*
- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*

10. REVIEW DATE

9 October 2026

11. CONTACT INFORMATION

Muresk Institute
Service Resource Management
Department of Training and Workforce Development

APPENDIX 1. – RISK MANAGEMENT APPLICATION FORM FOR CONSUMPTION OF ALCOHOL AT MURESK INSTITUTE

Activity: _____ Muresk venue/s in which alcohol is to be served: _____ RSA certificate held by (needs to be present for the duration of the event) _____ Note: a RSA certificate is highly recommended and can be obtain by completing the on line course at https://www.eot.edu.au/online-courses/RSA/WA/	Date of event: _____ How many people: _____ Activity Start time: _____ Activity End time: _____
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Developed by: _____ Date: _____ Person/s in charge: _____ Contact: _____ (needs to be present for the duration of the event)	Approved By: _____ Date: _____
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Hazard Identification		Risk Assessment (prior to controls put in place)			Control	Residual Risk Assessment (After controls are put in place)			
Amount of Alcohol and What type	Potential Hazards	Consequence	Likelihood	Risk Score - Health and Safety Risk Matrix Included	Risk Control Measures	Consequence	Likelihood	Risk Score	Who is responsible to implement the changes