



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

**MURESK INSTITUTE ALCOHOL ON PREMISES POLICY**

EFFECTIVE: 15 APRIL 2020

VERSION: 6.0

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*All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.*

## **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 Licensing Act*;
- ensuring that individuals who bring and consume alcohol on Muresk Institute premises are aware of and abide by this policy; 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.

## **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 and intended clients of Muresk Institute.

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.

## **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.

## **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.

## **DEFINITIONS AND ACRONYMS**

### **Client**

All persons at Muresk Institute

**Event organiser**

Person responsible for booking and managing an event.

**Minor**

A person under the age of 18 years.

**Muresk Institute premises**

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

**PROCEDURES**

The General Manager Muresk Institute must ensure that all:

- alcohol consumption at Muresk Institute is confined only to:
  - lounge areas within the 'Halls of Residence' within individual accommodation units;
  - 'The Settlement' residences; and
  - houses.
- 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 Licensing Act:
  - Muresk Hall ;
  - Dempster Homestead;
  - Pavilion; and
  - Recreation Centre.
- 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 Racing, Gaming and Liquor 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; and
- incorporated groups and commercial clients must show evidence of relevant insurance cover.

Regular functions:

Alcohol may be consumed on Department of Training & 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 and must be observed at all times.

## **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 Racing, Gaming and Liquor.

## **RELATED POLICIES AND OTHER RELEVANT DOCUMENTS**

- *Exemptions to the Liquor Control Act 1988 Policy*
- *Muresk Institute Community Guidelines*
- *Muresk Institute Booking Terms and Conditions*
- *The Road Traffic Act 1974*

### *Staff*

- *Fit for work policy*
- *Public Sector Code of Conduct*
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *Public Sector Management Act 1994*
- *Alcohol and other drugs in the workplace – guidance note, Commission for Occupational Safety and Health*
- *Muresk Institute Community Guidelines*

## **RELEVANT LEGISLATION**

- *Liquor Control Act 1988*

## **REVIEW DATE**

15 April 2022

## **CONTACT INFORMATION**

General Manager  
Muresk Institute