

WESTMEAD EDUCATION CONFERENCE CENTRE (WECC) – SERVICE OF ALCOHOL GUIDELINES

Issued by: Director Operations, Research and Education Network, Western Sydney Local Health District) and Chief Operating Officer, Westmead Operations, University of Sydney

Dated:

Last amended: n/a

Signature:

Name: Helene Abouyanni (Director Operations, Research and Education Network, Western Sydney Local Health District)

Signature:

Kate O'Sullivan (Chief Operating Officer, Westmead Operations, University of Sydney.

1 Purpose

- (1) To establish guidelines for the responsible service of alcohol at events booked in the WECC and to promote personal health and wellbeing by minimising the risk associated with alcohol at these events.

2 Scope

- (1) These guidelines apply to any event taking place within the WECC. The guidelines do not cover any additional policies or guidelines that NSW Health may have regarding the service and consumption of alcohol that NSW Health staff may need to follow.

3 Unlicensed premises

- (1) The WECC is an unlicensed premises for the service of alcohol.
- (2) Unlicensed premises do not need a liquor licence if guests/attendees are invited at no cost to them, that is, you are not charging people to attend an event where alcohol is being served.
- (3) The service of alcohol must be conducted by a person who has a current Responsible Service of Alcohol (RSA) Certificate (this includes SCHN staff or catering staff).

4 Limited Licence

- (1) A limited licence is for functions that are held by non-profit organisations as well as special events or trade fairs
- (2) If you are charging guests/attendees for attendance, or where a fee has been paid to attend a conference or event, and alcohol is being served, you will need to apply for a limited (one-off) liquor licence under the *Liquor Act 2007* (NSW) at least 28 days in advance of the event. An application for a liquor licence can be made through the NSW Office of Liquor, Gaming and Racing.
- (3) The limited licence holder or the person nominated by the licensee to supervise the function, must hold a Responsible Service of Alcohol (RSA) certificate.
- (4) The service of alcohol must be conducted by a person who has a current Responsible Service of Alcohol (RSA) Certificate. The RSA certification is mandatory for any person serving liquor at an event, including volunteers working at the venue.

5 Key guidelines

- (1) All events that occur within the WECC that serve alcohol must:
 - (a) Encourage responsible attitudes towards drinking in the community
 - (b) Ensure that alcohol drinking does not detract from the purpose of the event
 - (c) Ensure that alcohol is not served to minors (those under the age of 18 years old) or to intoxicated persons
 - (d) Food must be served before and during the service of alcohol at the event
 - (e) Event organisers or coordinators must have regard to the health, safety and welfare of event attendees and minimise the risk of alcohol-related harm.

6 Mandatory general conditions

- (1) Provision and easy availability of free drinking water to event attendees
- (2) Food must be served and available during the entire time that alcohol is being served
- (3) Alcohol may not be served unless non-alcoholic beverages are readily available
- (4) Appropriate signage must be displayed as per licence requirements
- (5) Alcohol may only be served and consumed in the designated approved event/function area.
- (6) Alcohol must be served responsibly
- (7) Alcoholic beverages will not be served to and or consumed by individuals less than 18 years of age.

NOTES

Date adopted: [This is the date on which the guidelines are formally signed]

Date commenced:

Administrator: WECC Manager, WSLHD and Head, Education and Student Development, Westmead Program Team, University of Sydney

Review date:

Related documents: Liquor Act 2007 (NSW)
Liquor Regulations 2008 (NSW)
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Regulation 2011 (NSW)
University of Sydney [Code of Conduct - Staff and Affiliates](#)
University of Sydney [Code of Conduct for Students](#)
University of Sydney [Work Health and Safety Policy 2016](#)
University of Sydney [Work Health and Safety Procedures 2016](#)
WECC Usage Guidelines 2017
WSLHD Code of Conduct
WSLHD Policies & Procedures
WSLHD WECC Building User Guide

AMENDMENT HISTORY

The style used above is "Heading 2". This section should be completed each time amendments are made to a document that is already on the Policy Register and outline the changes made.

Provision	Amendment	Commencing
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It may be appropriate to attach forms or standard documents to the guidelines. If so, this should be done by way of schedules. Start each new schedule on a separate page.