

## Guidelines

### Guidelines for the Responsible Service and Consumption of Alcohol

- (1) These guidelines have been designed to promote a balanced approach to the consumption of alcohol. These guidelines apply to the serving of alcohol at Victoria University licensed facilities which are subject to the provisions of the Liquor Control Reform Act 1998. These guidelines should also be followed (as far as is practical) in other circumstances where alcohol is served at VU functions (including social functions and student events). The key elements include promotion of adequate quantities of non-alcoholic beverages and food.

### Responsibility of the organiser

- (2) The person responsible for organising any function where alcoholic beverages are to be served is accountable for ensuring that alcohol is served in an appropriate manner.
- (3) At all times VU must observe licensing and other legal requirements.
- (4) Personnel serving alcohol shall have undertaken training in responsible serving of alcohol, to ensure they are aware of their legal rights and responsibilities.
- (5) The use of alcohol is a personal choice. No one should feel pressured to drink or not to drink or be made to feel uneasy or embarrassed as a result of their choice.
- (6) A function must not include any activity that encourages the excessive consumption of alcohol.
- (7) No charge may be made for alcohol supplied outside licensed areas (including charge for the combined supply of alcohol and food).

### Promotion of functions where alcohol is served

- (8) Promotions should not over emphasise the availability of alcohol, or refer to the amount of alcohol available.
- (9) Promotions should not encourage in any way the excessive consumption of alcohol e.g. advertising drinking contests or "as much as you can drink" functions.
- (10) Promotions should give equal reference to the availability of non-alcoholic drinks.

### Availability of non-alcoholic and low alcohol beverages

- (11) Non-alcoholic beverages should always be visibly available in adequate variety and supply and should be presented in as appealing a manner as beverages containing alcohol.

(12) Low alcohol beverages should be available.

(13) Non-alcohol and low alcohol beverages should be offered at competitive prices.

## Food

(14) Adequate quantities of appropriate and healthy food should always accompany the serving of alcohol.

(15) Alcohol should not be served for longer than 30 minutes before substantial food is served.

(16) High salt content foods should be avoided as they promote thirst.

(17) Distribution of food should be in waves to encourage frequent return trips back to the table or have food served by walking around the room.

## Serving of Alcohol

(18) Personnel serving alcohol shall have undertaken training in responsible alcohol service and must be aware of VU's alcohol and drug policies.

(19) Personnel serving alcohol must be at least 18 years of age, unless they were engaged in a hospitality training course or in training for employment or work experience.

(20) Personnel serving alcohol should receive instructions and training on the following issues:

- a. Alcohol and the law.
- b. Permit each person to accept or decline an alcoholic beverage.
- c. Where spirits are provided, service of double/triple measures is discouraged.
- d. Adherence to standard measures of alcohol is encouraged. Accuracy in measures of alcohol assists individuals to accurately monitor their alcohol consumption.
- e. Management of intoxicated persons.
- f. Regulations pertaining to under-age drinking.

(21) Alcohol must not be provided to anyone under the age of 18 years.

(22) People under 18 years of age are not allowed to be on licensed premises unless in the company of a parent, guardian or spouse (over 18 years of age), or partaking of a meal, or engaged in a hospitality training course or in training for employment or work experience.

(23) Alcohol must not be provided to anyone who is, or appears to be, intoxicated.

(24) Signs shall be displayed in designated licensed areas, informing patrons that:

- g. They must be over 18 years to obtain alcoholic drinks and that proof of age is required to purchase alcohol.
- h. Apprentices have contractual obligations that preclude the consumption of alcohol during

working hours.

i. People who appear to be intoxicated will not be served.

(25) On licensed premises, times when alcohol will be served must be specified. Service should adhere strictly to these times. In other circumstances where alcohol is served at VU functions, the time period during which alcohol is served shall be limited.

(26) Where possible, service of alcoholic beverages should cease at least a half hour before the designated time for closure of the function. At this time, non-alcoholic beverages (e.g. coffee/tea, soft drinks) can be made available.

## Drinking and Driving

(27) Prior to any function where alcohol is to be served, the organiser of the function should provide information to those attending the function about the transport facilities available to travel to and especially from the function, e.g. designated driver arrangements, taxi services, public transport facilities, mini bus hire.

(28) Where people have to drive vehicles home following a function, the organiser should consider providing non-alcoholic drinks free of charge to the "designated drivers".