

HOST RESPONSIBILITY POLICY

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

1. PURPOSE

The purpose of the policy is to provide a safe and healthy environment for staff, students, guests and visitors at the University's social and business functions during which alcoholic beverages are sold or served.

2. POLICY

The policy applies University wide to all functions and activities where alcoholic beverages are sold, served, promoted and consumed by staff, students, University guests and members of the public and:

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

When hosting University functions during which alcoholic beverages are served or sold, the University will be a responsible host by:

- acting in accordance with all relevant central and local government legislation;
- adhering to this policy and related procedures for the supply, promotion, use and consumption of alcohol at University social and business functions; and
- by complying with the Sale & Supply of Alcohol Act 2012 requirements regarding the sale and supply of alcohol to minors.

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 AUT 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 Services.

4. SCOPE

This policy applies to all University staff, contractors or consultants engaged with events, functions and activities where alcoholic beverages are sold, served, promoted and consumed by staff, students, University guests and members of the public and held on University premises; or hosted by the University on external premises; or by other parties using University premises

5. RELEVANT LEGISLATION AND COMPLIANCE

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

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

6. RELATED PROCEDURES/DOCUMENTS

Host Responsibility Procedures.

Health and Safety Policy and Procedures.

7. RESPONSIBILITY

University Host and Service Providers.

8. DOCUMENT MANAGEMENT AND CONTROL

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