

CONFERENCES, MAJOR EVENTS AND FUNCTIONS - SERVICE OF ALCOHOL POLICY®

DOCUMENT SUMMARY/KEY POINTS

- The Sydney Children's Hospitals Network (Randwick and Westmead) ("SCHN") organises or coordinates conferences, events and functions.
- The SCHN recognises that at some of these events or conferences alcohol may be served to attendees.
- The SCHN has a duty of care to ensure the health and safety of all attendees at selected events and functions, which includes the responsible service and consumption of alcohol.
- The responsible services of alcohol at selected events and functions **MUST** be approved by the Chief Executive or their delegate.
- All facilities of the SCHN are **unlicensed** for the service of alcohol.
- 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).
- 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.

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| Approved by: | SCHN Policy, Procedure and Guideline Committee | |
| Date Effective: | 1 st April 2017 | Review Period: 3 years |
| Team Leader: | Director | Area/Dept: Community Relations |

CHANGE SUMMARY

- Not applicable - new document.

READ ACKNOWLEDGEMENT

- Staff who organise events, functions, conferences, fundraising or other activities where alcohol may be served are to read this policy.

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Purpose

To establish protocols for the responsible service of alcohol at The Sydney Children's Hospitals Network ("SCHN") events and to promote personal health and wellbeing by minimising the risk associated with alcohol at these events.

Scope

This policy applies to all SCHN staff that coordinate or organise or events, functions, conferences, meetings, fundraising or other activities where alcohol may be served.

Related Documents

1. Refer to NSW Health's Policy Directive [PD2005_148 Alcohol and Other Drugs Policy – NSW Department of Health](#) for further information.
2. [Liquor Act 2007 \(NSW\)](#)
3. [Liquor Regulations 2008 \(NSW\)](#)
4. [Work Health and Safety Act 2011 \(NSW\)](#)
5. [Work Health and Safety Regulation 2011 \(NSW\)](#)

Introduction

SCHN organises or coordinates events, functions, conferences, meetings fundraising or other related activities. SCHN has a duty of care to ensure the health and safety of all attendees at selected events and functions, which includes the responsible service and consumption of alcohol.

Key Principles

1. SCHN recognises that we are required to comply with relevant NSW Health Policies and associated legislation regarding performance or conduct issues which arise from the effects of alcohol and our legal responsibilities regarding the health and safety of those people for whom we owe a duty of care.
2. SCHN acknowledges that alcohol can change behaviour or perception in those who drink it and the onus is upon those that serve alcohol to ensure compliance with relevant legislation.
3. Any event, function or social activity that occurs within a facility of SCHN or is organised by SCHN that serves alcohol must:
 - i. Encourage responsible attitudes towards drinking in the community
 - ii. Ensure that alcohol drinking does not detract from the purpose of the event
 - iii. Ensure that alcohol is not served to minors (those under the age of 18 years old) or to intoxicated persons
 - iv. Food must be served before and during the service of alcohol at an event
 - v. Event organisers or coordinators must have regard to the health, safety and welfare of event attendees and minimise the risk of alcohol-related harm.

Responsible Service of Alcohol

Unlicensed Premises

- All facilities of SCHN are **unlicensed** for the service of alcohol.
- 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.
- 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).

Limited Licence

- A limited licence is for functions that are held by non-profit organisations as well as special events or trade fairs.
- 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 is made through the [NSW Office of Liquor, Gaming and Racing](#).
 - An application for a limited licence can be made online at www.licence.nsw.gov.au or
 - For a paper-based application form, go to www.olgr.nsw.gov.au/liquor_forms.asp.
 - at least 28 days in advance of the event.
- The limited licence holder or the person nominated by the licensee to supervise the function, must hold a Responsible Service of Alcohol (RSA) Certificate.
- 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). The RSA certification is **mandatory** for any person **servicing liquor** at an event, including volunteers working at the venue.

Signage

A limited licence must display the sign seen adjacent.

This sign **MUST** be displayed wherever liquor is sold or served on licensed premises, such as at a bar or service counter. Where there is no bar or service counter, the sign **MUST** be displayed at each entrance to the premises. Signage is available from the [Office of Liquor, Gaming and Racing](#).

In addition to the sign as displayed above, a sign must be displayed at the front of the premises that shows the name of the premises, the type of liquor licence held and the name of the licensee. The sign must be displayed so that it can be read by a person from outside of the front of the premises.



Serving alcohol responsibly

The responsible service of alcohol at any event or function of the SCHN shall require the authorisation of the Chief Executive (or their delegate).

Event organisers or coordinators MUST:

1. Complete the [Service of Alcohol Approval Form for SCHN Conferences, Events and Functions](#).
2. Submit the form listed above to the Chief Executive at least 30 days prior to the event.

Service of alcohol – General Conditions

Compliance with these General Conditions is MANDATORY if alcohol is to be served at an event of function:

- Provision and easy availability of free drinking water to event attendees.
- Service of food must occur before and during the service of alcohol.
- Alcohol may not be served unless non-alcoholic beverages are readily available.
- Appropriate signage must be displayed as described above.
- Food must be served and available during the entire time that alcohol is being served.
- Alcohol may only be served and consumed in the designated approved event/function area.
- Alcohol must be served responsibly.
- Alcoholic beverages will not be served to and or consumed by individuals less than 18 years of age.

Attachments (Service of Alcohol Approval Form)

1. [Service of Alcohol Approval Form for SCHN Conferences, Events and Functions](#).

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