



COMMUNITY FACILITIES SAFE PARTY PRACTICES AND THE RESPONSIBLE CONSUMPTION OF ALCOHOL PROCEDURE

Adopted: 4 November 2015

TRIM 267482.2015.001



Community Facilities Safe Party Practices and the Responsible consumption of Alcohol Procedure.

1. PURPOSE/OBJECTIVES

- 1.1. The Liquor Licensing Act aims to ensure that those who consume alcohol only do so in a responsible manner. Liverpool City Council is committed to the principles of responsible service of alcohol.
- 1.2. Council has collaborated with NSW Police Force Liverpool Branch to create a procedure that will increase safety within our community 'working together for a safer community'.
- 1.3. Council in partnership with NSW Police Force requires that all Hirers of Council's Community Venues are informed of the Safe Party Practices and the Responsible Consumption of Alcohol as per Liquor Act 2007' and 'NSW Police Safe Party Practices.'

2. LEGISLATIVE REQUIREMENTS

- 2.1 Liquor Act 2007 and Local Government Act 1993

3. DEFINITIONS

- 3.1 **Council:** - Liverpool City Council
- 3.2 **Liquor:** - Alcoholic drink, especially distilled spirits.
- 3.3 **Responsible Consumption of Alcohol:** - the hirer has a responsibility to ensure safe serving of liquor to their guest that is within the Law.
- 3.4 **Intoxicated:** - A person is said to suffer from Alcohol intoxication when the quantity of alcohol consumes produces behavioral or physical abnormalities. The person's mental and physical abilities are impaired.
- 3.5 **Casual Hire Agreement:** - Terms and conditions of hiring the Council's Community Venues signed by the hirer.

4. PROCEDURE

- 4.1 The person whose name appears on the Casual Hirer's Agreement must be on site for the entire duration of the function.
- 4.2 If you are intending to host a party or organise an event (or a series of Council's events) where alcohol is to be consumed in a Community Venue, you are required to complete the Consumption of Alcohol on Council's Community Venues application form.

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- 4.3 The application form must be signed and stamped at the Police Station nearest to the Community Venue no later than 15 days prior to the function.
- 4.4 (1) Copy must be provided to Council's Community Facilities Management no later than 5 working days prior to the function.
- 4.5 The approved application must be available for inspection at the venue on the scheduled date of the booking.
- 4.6 Keys to the Community Venue will be denied if the application has not been provided.
- 4.7 NSW Police has systems in place to provide guidance regarding security at your function and procedures to register the location and date of your function.
- 4.8 An "Information Pack" can be obtained from your local Police Station or online.
 - 4.8.1 www.police.nsw.gov.au/hot_topics/safe_party
 - 4.8.2 www.mynite.com.au

5. THE RESPONSIBLE CONSUMPTION OF ALCOHOL

- 5.1 Council may disclose all relevant details of your booking and other supporting information to the NSW Police to increase safety within our community.
- 5.2 The NSW Police may conduct spot checks of your function to check venue capacity and conditions compliance.
- 5.3 The NSW Police may close down any function due to excessive noise or the safety of any person at the functions is at risk as a result of misbehavior or intoxication.
- 5.4 No person/s under the age of 18 years of age be allowed to consume/and or be in possession of alcohol.
- 5.5 The hirer and applicant are responsible for any person who is or becomes intoxicated whilst at the function.
- 5.6 No alcohol is to be consumed outside of the premises.
- 5.7 Alcohol is to be kept strictly under control and not sold.
- 5.8 Any breach of the Liquor Act 2007 relating to minors or intoxication may lead to summons before the local court of New South Wales and fines will be issued.

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6. HIGH RISK EVENTS

- 6.1 The following types of function are considered a High Risk Event and will be sent to the NSW Police for notification:
- a) 16-40 year old birthday parties;
 - b) Adult Functions;
 - c) Hens and Bucks Parties;
 - d) Christmas and/or End of Year Parties;
 - e) Weddings/Engagements;
 - f) any other function that Community Facilities Management determines as a high risk.

7. SMOKING

- 7.1 Smoking is prohibited in all Council's Community Venues.

AUTHORISED BY

Council's (Chief Executive Officer)

EFFECTIVE FROM

This date is the date the policy is adopted by Council resolution or approved by the CEO.

DEPARTMENT RESPONSIBLE

Community and Culture (Community Facilities Management)

REVIEW DATE

2 years from the date of adoption of this Procedure

VERSIONS

Version	Amended by	Changes made	Date	TRIM Number
1	Not applicable	Adopted	13 August 2013	180809.2013
2	CEO	Complete procedure review	4 November 2015	267482.2015.001

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

Corporate Services (Governance and Legal Services)
NSW Police Force (Liverpool Branch)

ATTACHMENTS

"Consumption of Alcohol on Liverpool City Council Premises (Community Venues) Application Form"

REFERENCES

NSW Liquor Act 2007
www.police.nsw.gov.au/hot_topics/safe_party
www.mynite.com.au



APPLICATION FORM

Trim: 291948.2015

Applicant's Name:

Dob:

Address

Telephone (Home):

(Mobile):

Venue Name:

Venue Address:

Nature of the Function:

Number of Guests:

Day / Date:

Start:

Finish:

Please note:

1. An applicant must make an appointment with the Licensing Section of the relevant Police Station no later than **15 days prior to the function**. You must take this completed application form to the Police Station at the time of your appointment.

Once signed by the Police, you must lodge this form at Liverpool City Council Customer Service Centre or email to f.management@liverpool.nsw.gov.au no later than **5 working days prior to the function taking place**. The approved application must be available for inspection at the venue on the scheduled date of booking. Applications for the consumption of alcohol may be refused and a permit may be revoked at any time.

2. Please be aware that Council may disclose all relevant details of your booking to the NSW Police, who may also conduct spot checks of your function to check venue capacity and condition compliance. The NSW Police may close down any function due to excessive noise or where the safety of any person at the function is at risk as a result of misbehaviour or intoxication.
3. Please note that the information that you provide on this form will be used by council or its agents to process this application. In accordance with the *Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan, Council will try to avoid releasing personal information that you provide on this form to third parties. For more information regarding your privacy rights, please contact council's Privacy Contact Officer (the Governance Coordinator) on 1300 36 2170.

Applicants Declaration

- I have read the above notes and understand the following
- a) no person/s under the age of 18 years of age is allowed to consume/be in possession of alcohol;
 - b) the applicant is responsible for any person who is or becomes intoxicated while at the function;
 - c) no alcohol is to be consumed outside of the premises;
 - d) alcohol is to be kept strictly under control and not sold;
 - e) **any breach of the Liquor Act 2007 relating to minors or intoxication may lead me to be summonsed before the Local Court of New South Wales, where fines could be issued to the amount of \$11,000.**

Applicant Signature

Print Name

Date

Police Use.

Police Signature

Print Name

Date

GENERAL INFORMATION

A Safe Function

Hosting a party can be great fun. You'll want to have a night your guests will remember for all the right reasons. As a host, it is your responsibility to ensure your guests party safe! Here are some tips to hosting a safe function:

- a) Make entrance to the party by invitation only – this will discourage uninvited guests.
- b) Make the start and finish time clear on your invitation.
- c) Clearly state on your invitation if the party is no alcohol permitted, BYO (bring your own) alcohol or whether alcohol will be supplied. If you don't allow people to BYO it is easier to control the amount of alcohol that is served.
- d) Ensure food and water is readily available for all guests throughout the party. Snacks high in protein and carbohydrates such as cheese, dips, crackers, chips, raw vegetables and seafood delay the absorption of alcohol.
- e) Stop serving alcohol one hour before the party is to end. Serve hot drinks or non-alcoholic drinks along with a light snack, maybe some cheese and crackers, prior to your guests heading home.
- f) Do not allow people to leave with drinks, remember generally it is illegal to consume alcohol in public places.
- g) As the host, you should not get intoxicated so that any problems can be dealt with effectively.
- h) It's your party and you have the right to ask people to leave.

Checklist for an applicant (please tick)

- An application form to consume liquor on the Council's Community Venue must be completed.
- I must ensure that a completed application form is signed and stamped at the Police Station nearest to the Council's Community Venue no later than 15 days prior to the functions.
- I must provide a copy to the Council's Community Facilities Management or email a copy to f.management@liverpool.nsw.gov.au no later than 5 working days prior to the function.
- I understand I will not receive keys to the Council's Community Venue until the signed form has been provided to Council's Community Facilities Management.

Police Stations



Hirers wishing to consume liquor on Council Community Venues must apply to the Licensing Section at the relevant Police Station for the Community Venues listed below:

Liverpool Police Station: (02) 9821 8444

- Casula Community Centre
- Chipping Norton Community Centre
- Chipping Norton (The Boatshed) Recreation Centre
- George Bates Community Centre
- Hilda M Davis Community Centre
- Liverpool Pipe Band Community Centre
- Liverpool Community Centre
- Moorebank Community Centre
- Orange Grove Community Centre
- Seton Community Centre
- Wattle Grove Community Centre
- Wattle Grove Youth Centre

Green Valley Police Station: (02) 9607 1799

- Bringelly Community Centre
- Cecil Hills Community Centre
- Greenway Park Community Centre
- Green Valley District Community Centre
- Heckenberg Community Centre
- Hinchinbrook Community Centre