



State Library Queensland Alcohol Policy

Policy number:	EP-SD-00001
Records file number:	695/380/007
Maintained by:	Commercial Services
Date created:	June 2007
Review date	June 2018
Next review date:	June 2020

1 Document control

Version	Approved by	Approval date	Revisions
1	Library Board	21 Jun 2007	
2	State Librarian	28 Sept 2009	Updated to meet legislation
2.1	Dir E&P	Oct 2015	Updated to meet legislation
2.2	ED I&E	Jan 2018	Updated to meet legislation
2.3	ED CGO	June 2018	Updated to correct name changes

2 Authority

State Librarian and CEO

3 Purpose

State Library Queensland considers the health, safety and general well-being of its staff and visitors as paramount, and endeavours to create a safe, friendly and non-threatening environment. This policy outlines the parameters for the responsible service, possession and/or consumption of alcohol on State Library premises and establishes appropriate staff and security responses when the policy is breached.

Nothing in this policy is intended to take away the individual's responsibility with regard to alcohol. State Library reserves the right to refuse approval of any event where alcohol may or may not be consumed.

4 Scope

This policy and its procedures apply to all permanent, temporary and casual State Library staff (including volunteers), contractors (including venue supervisors), and all individuals visiting, conducting business and/or attending events, functions or gatherings at which alcohol is to be served and/or consumed on State Library premises.

5 Objectives

- To ensure a safe, friendly and non-threatening public environment.
- To ensure the responsible service and/or consumption of alcohol in State Library indoor and outdoor spaces.
- To minimise alcohol-related harm to individuals and property.
- To ensure all functions obtain the necessary Liquor Licences and Permits.
- To ensure the provisions of the *Liquor Act 1992* are followed.

6 Definitions

Term	Definition
alcohol/liquor	Drinks such as beer, wine, or spirits containing ethyl alcohol - a substance that can cause drunkenness and changes in consciousness, mood, and emotions.
Intoxicated/ unduly intoxicated	The state at which through consuming alcohol/liquor a person has lost the normal control of his or her bodily and mental faculties.
Disorderly	A person who is considered to be causing a disturbance or interfering with the enjoyment of other guests.
Venue function(s)	Any external hirer/caterer requiring a Liquor Licence for an event on State Library premises
Board/VIP function(s)	A State Library closed function, such as Library Board of Queensland (LBQ) or Queensland Library Foundation (QLF) events, boardroom meeting drinks, staff gatherings or social drinks where no admission fee is being charged
kuril dhagun	State Library's Indigenous Knowledge Centre on level 1 incorporating both indoor and outdoor spaces including the Talking Circles.
The Library Café Licensee	Level 1 commercial food and beverage outlet marked by the boundary of the Library Café Licensee's indoor and outdoor footprint and service area, with liquor consumption as determined by applicable liquor licence
The Corner	State Library's creative space for children under 8, their parents, carers, educators and friends
The Edge	State Library's centre for experimentation in design, art, technology and enterprise.
QPS	Queensland Protective Services
OLGR	Office of Liquor and Gaming Regulation
Private Event	<p>OLGR definition of a Private Event is</p> <ol style="list-style-type: none">1. The event or occasion is not publicly advertised or is not open to the public or casual attendance; or2. Attendance at the event or occasion is restricted by personal invitation of the function's host; or3. Admission to the event or occasion does not involve paying a fee for:<ol style="list-style-type: none">a. Admission; orb. Entertainment or services provided at the event or occasion <p>If the event or occasion does not confirm to these regulations then it is deemed a Public Event and therefore a Commercial Public Event Permit or Community Liquor Permit MUST be obtained.</p>

Term	Definition
Public Event	OLGR definition of a Public Event is <ol style="list-style-type: none"> 1. Is open to the public or casual attendance 2. Is not restricted by personal invitation of the host of the function or 3. Involves the payment of a fee for admission to the function, or for entertainment or services provided at the function or 4. Is publicly advertised

7 Elements

Alcohol service, possession and/or consumption

The service, possession and/or consumption of alcohol is not permitted on any State Library premises unless alcohol is being served or consumed as part of:

- an official Library Board of Queensland (LBQ) function where licenced caterers are engaged;
- a Queensland Library Foundation (QLF) function where licenced caterers are engaged;
- a VIP function where licenced caterers are engaged;
- a hired venue where licenced caterers are engaged;
- a public event or program where licenced caterers are engaged;
- an Executive Group supported function where licenced caterers are engaged, or
- licensed café operations.

State Library premises include all indoor and outdoor areas including, but not limited to:

- thoroughfares e.g. Knowledge Walk;
- River Decks;
- The Parlour Terrace
- Studio Garden and Flame Tree Garden;
- Red Box;
- Study rooms;
- Meeting rooms;
- Heritage Collections Learning Room
- Meeting Room 1A and 1B
- Auditoriums 1 and 2;
- Queensland Terrace;
- Business Studio;
- slq Gallery and Philip Bacon Heritage Gallery;
- Talbot Family Treasure Wall;
- John Oxley Library
- Marica Sourris and James C Sourris AM White Gloves Room
- The Edge;
- The Platform;
- Infozone;
- Poinciana Lounge;
- General office spaces;
- State Library Boardroom and external deck;
- Reading Rooms.

The service, possession and/or consumption of alcohol is not permitted at any time within the following State Library areas:

- kuril dhagun Indigenous Knowledge Centre, including:
 - Talking Circles and Loris Williams Room;
- The Corner;
- car parks;
- cars;
- basement areas;
- stairwells;
- fire escapes;
- toilets;
- lifts.

It is noted that the prohibition of alcohol in kuril dhagun is consistent with community wishes established during community consultation and planning for the establishment of kuril dhagun.

With respect to minors, the following applies:

- minors are permitted entry to the premises where liquor is being served but will not be served alcohol;

- individuals procuring drinks for minors will be removed from the premises; and
- all patrons are required to provide acceptable evidence of age where there is any doubt they are at least 18 years of age or over.

8 Non-compliance

8.1 Grounds

Individuals who serve, possess and/or publicly consume alcohol on State Library premises and contravene this policy will be informed by QPS officers that under the Policy:

- the service, possession and/or consumption of alcohol is prohibited on State Library premises unless at an approved function; and
- they will be required to leave State Library premises if they persist.

QPS officers reserve the right to remove and discard any unauthorised alcohol brought onto State Library premises by individuals. Individuals who do not immediately cooperate will be required to leave State Library and will be escorted offsite by a QPS officer.

If any individual/s is identified by a QPS officer as intoxicated or disorderly, or a risk to themselves or other members of staff or the general public, QPS reserves the right to escort an offending individual offsite and follow security response procedures as necessary.

A critical incident report shall be completed for any significant incidents.

8.2 Authority

The authority to exclude a person from State Library is delegated to the QPS officer or senior State Library officer in charge of the applicable service point.

8.3 Responsible Conduct of guests

In accordance with the State Library Responsible Conduct Policy, individuals who are excluded from the State Library will not be permitted to be on State Library premises until the next day and will be informed of this at the time of exclusion. If individuals are still intoxicated then their exclusion will be explained when they return in a sober state.

8.4 Staff Conduct

In accordance with Section 1.5 of the [Code of Conduct for the Queensland Public Service](#), staff have a responsibility to always conduct and present themselves in a professional manner, and demonstrate respect for all persons, whether fellow employees, clients or members of the public.

When representing State Library away from the worksite and at official functions, staff will be mindful that appropriate workplace behaviour is called for at all times and that inappropriate conduct can bring State Library into disrepute.

8.5 Unduly Intoxicated

Intoxication can be the result of the consumption of liquor, drugs or another intoxicating substance.

A person is considered unduly intoxicated if:

- the person's speech, balance, coordination or behaviour is noticeably affected; and
- there are reasonable grounds for believing the affected speech, balance, coordination or behaviour is the result of the consumption of liquor, drugs or another intoxicating substance.

At all times licensees and staff must follow the existing requirements to not serve, supply to or allow the consumption of alcohol by an unduly intoxicated or disorderly person.

9 Responsible service of alcohol

9.1 RSA Certification

It is mandatory for certain people involved in Queensland's liquor industry to have a current responsible service of alcohol (RSA) certificate.

Licensees are responsible for ensuring that all staff that serve or supply alcohol have the appropriate certification. Penalties apply for licensees who fail to comply.

The following people must complete RSA training within 30 days of starting employment and maintain a current RSA training course certificate during their employment:

- the licensee (if an individual), unless trained in Responsible Management of Licensed Venues (RMLV)
- any staff member of the licensed premises who is involved in the service or supply of liquor at the premises. This includes bartenders, glass collectors, floor staff and room service staff.

RSA Certification must be undertaken every three (3) years.

Also refer to Section 7.5 – Sponsored Events

9.2 Volunteers

Volunteers serving or supplying alcohol are not required to hold a current RSA training certificate if performing duties under one of the following licence categories, however, the licensee or permit holder must ensure a person with current RSA training is available to supervise the volunteers:

- community club licence
- community other licence
- community liquor permit
- restricted liquor permit.

9.3 Promotional Activities

As a licensee or permit-holder, you have an obligation to ensure alcohol is supplied and promoted in ways that minimise harm and preserve peace and good order around your premises. You must maintain a [safe environment for patrons and staff](#) of your venue and promote the responsible use of alcohol in your premises.

Under section 142ZZ of the *Liquor Act 1992*, a licensee or permit holder must not engage in, or allow another person to engage in, an unacceptable practice or promotion in the conduct of business on the licensed premises. The Commissioner for Liquor and Gaming issued [Guideline 60: Unacceptable liquor practices and promotions in licensed venues](#),

which provides examples of unacceptable practices and promotions to help licensees and permit holders comply with these requirements.

Under section 142ZZA of the *Liquor Act 1992*, licensees and permit holders must engage in practices or promotions that encourage the responsible consumption of liquor. For example, this may include:

- having non-alcohol and low alcohol beverages available
- supplying alcohol in standard quantities recognised by patrons.

9.4 Food service with alcohol

Food must be served at any Library Board of Queensland, Queensland Library Foundation, VIP, State Library of Queensland management and/or hired venue events where alcoholic beverages are being served.

9.5 Provision of security officer/s

As a duty of care, any event held in State Library premises and serving alcohol requires the hire of security officers.

Private Events - one (1) security guard is required unless the event is high risk and it is felt further security would be required to mitigate risks.

Public Events – it is a requirement of [OLGR](#) that public events (as defined at 6. Definitions) must be supported by one (1) security guard per 100 patrons or part thereof up to 500 patrons ie:

- 1-100 patrons 1 guard
- 101-200 patrons 2 guards
- 201-300 patrons 3 guards
- 301-400 patrons 4 guards
- 401-500 patrons 5 guards

Every 250 patrons over 500 patrons (or part thereof) requires 1 additional guard.

9.6 Licensed Caterers

Under the Liquor Act 1992, all caterers providing the service of alcohol on State Library premises must hold a current Liquor License, suitably endorsed, to allowing the caterer to provide the service of alcohol away from their base premises. External caterers must provide copies of relevant licences and permits to State Library prior to being given permission to work in State Library.

10 Exclusions

10.1 Licensed café

The onsite Library Café holds a Liquor Licence and is permitted to serve alcohol for client consumption within the café designated area. Alcohol can be served and consumed at any function taking place within the Library Café area, including for individual events elsewhere within State Library premises where the Library Café Liquor Licence is applicable.

10.2 Hired Venue functions

The service, consumption and/or possession of alcohol is permitted at any approved hired venue closed function where an external hirer/caterer holds a Liquor Licence. The consumption of alcohol is only permitted within the function boundaries and for the duration of the official hired venue function period. Alcohol is not to be removed from the function boundaries, or stipulated boundaries for the purpose of the function.

10.3 Library Board of Queensland, Queensland Library Foundation, VIP and management supported functions

The service, consumption and/or possession of alcohol is permitted at any closed Library Board of Queensland, Queensland Library Foundation, VIP, State Library of Queensland management. The consumption of alcohol is only permitted within the function boundaries and for the duration of the official function period. Alcohol is not to be removed from the function boundaries, or stipulated boundaries for the purpose of the function.

10.4 Public Events (non Private Events)

The service, consumption and/or possession of alcohol is permitted at any approved ticketed function where an admission or ticket fee is being levied to attend the event, only if an external hirer/caterer holds an appropriate "[Commercial Public Event Permit](#)". The external hirer and their caterer are responsible for applying and obtaining the permit. The client or the State Library unit requesting the permit is liable for the payment of permit fees to Qld Liquor Licensing. A Form 13 and Event Management Plan must be completed and applications must be lodged at least **28 days prior to the event** (no exceptions).

An exemption to the Commercial Public Event Permit may apply for 'not for profit' entities by way of a 'Community Liquor Permit'. Exemptions can apply to the 'Community Liquor Permit' also if the Not For Profit meets the exemption criteria and is considered a low risk event.

<https://secure.olgr.qld.gov.au/forms/clp/Clp/Exemption>

The consumption of alcohol is only permitted within the function boundaries and for the duration of the official hired venue function period. Alcohol is not to be removed from the function boundaries, or stipulated boundaries for the purpose of the function.

10.5 Sponsored Events

The service, consumption and/or possession of alcohol is permitted at any Library Board of Queensland, Queensland Library Foundation, VIP, State Library of Queensland management events where beverages are being sponsored and no admission or ticket fee is being levied to attend the event, only if all persons serving or controlling the provision of alcohol has completed certification in the *Responsible Service of Alcohol (RSA)*.

The consumption of alcohol is only permitted within the function boundaries and for the duration of the official hired venue function period. Alcohol is not to be removed from the function boundaries, or stipulated boundaries for the purpose of the function.

Clients hiring venues and using sponsored beverages are to undertake the services of licensed caterers for the event.

10.6 Gifts/Prizes

Alcohol may be provided as a gift or prize by Library Board of Queensland, Queensland Library Foundation, VIP, State Library of Queensland management and/or hired venue events on the condition that it remains unopened and is not consumed on State Library premises.

11 Relevant legislation

- [Libraries Act 1988](#)
- [Liquor Act 1992](#)
- [Workplace Health and Safety Act 2011](#)

12 Other references

Related policies:

- [Code of Conduct for the Queensland Public Service](#)
- [Responsible Conduct Policy](#)
- [Queensland Government Smoking Policy](#)

13 Approval

- Initial policy approved by the Library Board by resolution on 21 June 2007.
- Revised policy approved as dated below.

State Librarian and Chief Executive Officer

____ / ____ /2018
Date:

14 Creative Commons license

© State of Queensland (State Library of Queensland) 2018

This policy is licensed under a Creative Commons Attribution 4.0 Australia licence. You are free to copy, communicate and adapt this work, so long as you attribute the State Library of Queensland.



For more information see <http://creativecommons.org/licenses/by/4.0/>