



Part B

Guidelines



Section 8

Management of alcohol

Guideline 22: Alcohol-related issues

Background

- Alcohol significantly increases the risk rating of an event, in accordance with the Department of Health risk matrix.
- Alcohol consumption is associated with increased likelihood and extent of aggressive behaviours, risk taking and risky sexual behaviours (NHMRC, 2009, p23; Morgan & McAtamney, 2009, p.4; Connor, Kydd & Dickson, 2015, p. 14) as well as verbal and physical abuse, violence and property damage (Allsop et al, 2005).
- The service and supply of alcohol at an event has a direct effect on the ability of patrons to get drunk. And drunkenness is a key predictor of alcohol-related harm (NHMRC, 2009 p.1). The responsible service of alcohol is critical to the wellbeing and safety of patrons at your event, as well as being key prevention and minimisation of alcohol-related problems at your event.
- The length of time alcohol is served at an event can contribute to alcohol-related problems and harm. Long trading hours and late-night trading are linked with alcohol-related problems (Chikritzhs & Stockwell 2002; Stockwell & Chikritzhs, 2009 p.153; Allsop et al. 2005 p.20).
- Alcohol content of beverages served contributes to the overall amount of alcohol consumed. Limiting the strength of alcohol available at events supports a reduction in drunkenness and risk of associated harm. It has been identified that the consumption of regular strength beer has an association with short-term alcohol-related harm such as injuries and assault (Allsop et al 2005).
- The attendance of juveniles at events where alcohol is sold, supplied and consumed presents a series of risk factors that require consideration and management, including the safety and wellbeing of unaccompanied juveniles interacting with adults who are consuming alcohol.
- Glass containers or broken glass can be used as weapons and can lead to serious, avoidable injury, and therefore should not be permitted at events.

Guidelines

Responsible service of alcohol

- Even when the event manager is not the licensee of the event, there is a duty of care to ensure the sale and supply of alcohol does not lead to harm. In this regard, the event manager should ensure that the prevention of alcohol-related problems is a priority and incorporated into the event planning process.
- The event manager should have a readily accessible and clearly understood management plan in place for addressing problems such as disorderly and intoxicated patrons.
- Responsible service of alcohol training should be reinforced through management communication and expectations regarding practices and supported by enforcement.
- Relevant staff should be trained in non-aggressive patron management techniques. Senior management should communicate an expectation that such strategies will be used when dealing with patrons to de-escalate or prevent potential problems.

- Clear communication mechanisms between staff should be established. Bar staff should receive a briefing on responsible service expectations prior to the event or immediately prior to their shift commencing. At a minimum, the briefing should include:
 - under the *Liquor Control Act 1988*, all employees of the licensee are considered to be 'authorised persons'. The Liquor Control Act gives 'authorised persons' powers that support responsible service. Being an 'authorised person' also means they can be held accountable for their actions if they do not serve alcohol responsibly
 - bar staff are not permitted to serve alcohol to anyone who they think is drunk, or to anyone who is under 18 years of age. All bar staff should be aware of the definition of drunk under section 3A(1) of the Liquor Control Act
 - recommended approach for refusing service and ensuring visibly intoxicated patrons are not able to enter the event
 - acceptable forms of proof of age as per the Liquor Control Regulations 1989.
- Consideration of diversion to medical or other assistance/monitoring if an intoxicated patron's safety and wellbeing requires such action, prior to removing them from the event.
- The pricing of alcoholic drinks should not encourage the irresponsible consumption of liquor. Cheap or discounted liquor can lead to irresponsible consumption.
- Competitions that involve the consumption of alcohol are not permitted (e.g. drinking games)
- The event manager and licensee are responsible for adequate measures to ensure that trading is not conducted in a manner which is harmful to public interest, including (but not limited to):
 - adequate control over the sale of alcohol
 - alcohol is only to be sold to bona fide persons attending the function/event
 - alcohol is not to be sold for consumption off the premises, unless otherwise permitted
 - alcohol is not to be sold to juveniles.
- Liquor license documents must be clearly displayed and made available upon the request of an authorised officer. Where the proposed event will have an anticipated attendance greater than 500 people, a plan must be submitted to RGL detailing the responsible service practices that will be put in place to manage the sale and supply of liquor.
- The event manager should have a management plan in place to address problems such as disorderly and intoxicated patrons.
- Where an event is considered high risk, strategies to minimise risk such as not providing alcohol until the event commences and closing bars prior to the end of the event need to be considered.
- Provide designated 'chill out' areas for alcohol-affected people to recover.

Availability of food and water

- Free drinking water must be available to patrons at licensed events (as per Section 115(A) of the *Liquor Control Act 1988*). Free water to be readily accessible, at a cool temperature and clearly signposted for patrons.
- Food and non-alcoholic drink alternatives should be readily accessible at a reasonable cost.

Crowd management

- Crowd controllers, licensed in accordance with the *Securities and Related Activities (Control) Act 1996*, are to be provided for the duration of the event.
- Crowd controllers should be briefed to monitor bar areas to support bar staff to identify problematic or intoxicated patrons and prevent problems from occurring or escalating.
- Crowd controllers should be briefed on non-aggressive patron management techniques prior to the event or immediately prior to the shift commencing.

Drink containers

- To prevent glass-related injuries and violence, glass containers should be prohibited except for areas that are strictly controlled and any glass containers are frequently removed. When events are held on a grassed area frequently used by the public, this condition is generally added to licences.

Design/layout

- Locating bars away from the main entertainment areas is recommended as it may influence the drinking patterns of patrons by reducing consumption.
- Designated seating and other physical barriers can be used to separate potentially competing crowds.
- Consider proximity to public transport and alternative transport options for patrons.
- Provide designated 'chill out' areas that are well sign-posted and that have access to medical assistance if needed.
- Single use plastics are now banned in WA. Drink containers and straws must now comply with the *Environmental Protection (Prohibited Plastics and Balloons) Regulations 2018*, products should be made from bamboo, natural or recyclable materials. More information about WA's plastic ban can be found here: <https://www.wa.gov.au/service/environment/business-and-community-assistance/western-australias-plan-plastics>

Juveniles

- If premises (i.e. an area at an event) are licensed, all the provisions of the Liquor Control Act relating to juveniles apply – including penalty provisions. The holder of an occasional liquor licence has the same liabilities and obligations as any other licensee.
- Implement strategies to prevent and deter juveniles gaining access to licensed areas.
- Implement strategies to prevent and deter juveniles from obtaining alcohol.
- If the event is to permit juveniles into licensed areas, an application which addresses how they will manage juveniles in these areas must be submitted to RGL, who will decide whether it is appropriate or not. A determination on this issue should be made before any advertising of the event, so that tickets are not purchased for or by a juvenile, and any advertising should be clear on this issue.
- The event manager should communicate to relevant staff/volunteers, the ID requirements under the Liquor Control Act in respect of suspect juveniles.

Consultation

- RGL should be invited to planning meetings and debriefings.
- Police and local government must be consulted about the liquor licence.
- For large events where alcohol will be sold, first aid providers should be employed and DFES should also be consulted.

Support tools

- [Preventing common alcohol-related problems at events.](#)
- [Checklist of key stakeholders to inform.](#)
- [Guideline 18: crowd control and security.](#)

Guideline 23: Liquor license application

If it is intended to sell or supply alcohol at an event, then a liquor licence must be obtained from the Department of Racing Gaming and Liquor (RGL), within the [Department of Local Government, Sport & Cultural Industries](#). The following information is provided as a guideline. It is recommended that event managers refer to the [RGL website](#) for detailed information. If the event is to be catered under a permanent liquor licence, then a variation of licence conditions or extended trading permit may be required. Refer to the RGL website to download an application kit.

Before lodging an application for an occasional licence, applicants should refer to the policy titled [Exemptions to the Liquor Control Act 1988](#) to check whether the event or function falls within those situations whereby the sale, supply and consumption of liquor is exempt from the requirements that necessitate the submission of an application.

For events of no more than 500 people, held outside the Perth metropolitan area, applications and licences may be lodged with the managing registrar of the local courts located throughout the state. Please note that non-member Extended Trading Permits for club licence holders must be referred to the Director of Liquor Licensing.

Once a liquor licence has been granted the holder of that licence (i.e. the licensee) is responsible for full compliance with all the conditions of that licence. It is an offence for a licensee to breach any of the licence terms and conditions. A conviction carries the following [penalties](#):

- in the case of licensee or manager \$10,000
- in the case of an agent of employee \$4,000, or
- in any other person \$2,000.

Where a liquor licence is approved by the Director of Liquor Licensing, the licensee must also ensure that the details of the approved liquor licence are forwarded to the relevant local government.

The liquor licence will only apply for the same or a lesser period than the event duration.

Note

Failure to lodge the application within the specified timeframe may result in the application for a liquor licence being refused.

Guidelines

Refer to guideline 22 for recommended harm minimisation provisions to be considered in your licence application.

Applications for an occasional licence or extended trading permit must be submitted according to the below requirements of the Liquor Control Act:

Events for:	Must lodge application forms:
Up to 500 persons	At least 14 days before the event
Between 501 and 5,000 persons	At least 60 days before the event
More than 5,000 persons	At least 90 days before the event

Licence submissions must include information and outline management practices to demonstrate that there will be:

- Enough facilities and expertise available to ensure that liquor will be sold and consumed in a responsible manner.
- Adequate measures taken to ensure that trading is not conducted in a manner detrimental to the public interest (e.g.: there must be proper health and fire safety measures taken where necessary).
- Means to prevent the sale of liquor to juveniles and to prevent public disorder.
- Any other supporting information about the event that can be provided (brochures, advertisements etc.).

See the RGL site for details on [RSA training](#) and when it is required. In the case of an occasional licence, unless the director determines otherwise, the licence holder and the person/s in charge of an event where there are less than 250 people, do not need to complete any form of training. Where there are more than 250 people they need to complete either:

- the national unit of competency – Provide Responsible Service of Alcohol as delivered by any one of the Registered Training Organisations listed on the [RGL website](#)
- the abridged, non-accredited course in responsible service of alcohol as delivered by AHA, Aragon and Clubs WA – refer to the [RGL website](#)

Unless otherwise determined by the director of liquor licensing, the staff involved in the sale, supply or service of liquor at an event where there are:

- less than 250 people, no training is required
- anticipated to be 251 to 300 people, the licensee/s must have completed the nationally accredited unit of competency - Provide Responsible Service of Alcohol training
- more than 300 people, the licensee/s, crowd controllers and all servers of liquor must complete either:
 - the national unit of competency – Provide Responsible Service of Alcohol as delivered by any one of the Registered Training Organisations listed on our website
 - the abridged, non-accredited course in responsible service of alcohol delivered by AHA, Aragon and Clubs WA.

In addition to the above requirements, every occasional licence must be managed by the holder of a Restricted Managers Approval. To obtain this, the applicant must have completed the nationally accredited unit of competency – Provide Responsible Service of Alcohol. Applications for approval as a manager can be lodged on the RGL website.

Consultation with local police, local government and RGL about the event should commence as early as possible.



Event managers and licensees are advised to consider the following conditions when submitting a liquor licence application for temporary event liquor licenses.

1. Provide low and no-alcohol drinks. Consider only selling low alcohol drinks.
2. Chilled water must be available (for sale) at the same location as alcohol sales.
3. Free water must be available.
4. Limit drink purchases.
5. Restrict access to alcohol to 1-hour pre-event and finish before the main event ends.
6. Pricing should reflect alcohol content.
7. Consider serving drinks in bamboo, natural, biodegradable or recyclable cups or cans.
8. No glass.
9. Bottled wine may be permitted in special circumstances, and subject to strict conditions on bottle collection etc.
10. Consumption areas – generally alcohol consumption is not recommended in seated auditoria or formal seating areas of concerts.
11. No mobile vending of alcohol products. Points of supply should be predetermined and approved as part of the site design so that crowd flows and queuing may be ascertained.
12. Bars and associated queuing must not obstruct general pedestrian movements.
13. Licensed service areas must have a general level of illumination no less than 10 lux.
14. Entry and serving points should be illuminated to 100 lux to assist patron identification.
15. Crowd control plans are required to identify duties and locations of crowd controllers.
16. Appropriate signage at entry and exits:
 - 18+ and ID which include:
 - a current Australian driver's license with a photograph
 - current passport with a photograph
 - or
 - Western Australian Proof of Age Card.
 - No outlawed motorcycle gangs.
 - Leaving licensed area – No Alcohol Past This Point.

References

- Allsop, S, Pascal, R and Chikritzhs 2005, *Management of Alcohol at Large-Scale Sports Fixtures and other Public Events*, National Drug Research Institute, Western Australia.
- Department of Racing Gaming and Liquor 2008. Retrieved 18 December 2018, from <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor>
- *Liquor Control Act 1988*, Government of Western Australia Chikritzhs T, Stockwell T. *The impact of later trading hours for Australian public houses (hotels) on*