

# Local Government Alcohol Management Package

A toolkit to assist Western Australian  
Local Governments.



# Contents

## I. About the Local Government Alcohol Management Package

## II. How to Use This Resource

## III. Key Messages

### Section A: Alcohol and Local Government

1. Alcohol and the drinking culture in Western Australia.
2. Why alcohol management is an issue for Local Governments: the triple bottom line.
3. Common community alcohol issues faced by Local Governments.
4. Key Local Government roles.
5. Should preventing alcohol issues be a focus for Local Government?
6. Internal and external challenges.

### Section B: Integrated Alcohol Management

1. Whole of organisation approach.
2. Local Government alcohol data.

### Section C: Alcohol-Related Issues and Action

1. Crime and community safety.
2. Engaging with Aboriginal Communities.
3. Local laws.
4. Community security patrols.
5. Litter.
6. Alcohol Accords.
7. Managing public open space and alcohol.
8. Alcohol management at events.
9. Liquor licensing.
10. Noise and alcohol.
11. Public buildings.
12. Town planning.

### Section D: Pulling it All Together

1. Alcohol policy.
2. Alcohol management plan.

### Section E: Toolkit



# I. About the Local Government Alcohol Management Package

The problems associated with excessive alcohol use impact both directly and indirectly on the business of many Local Governments in Western Australia.

## What is the Local Government Alcohol Management Package?

This package contains guidance in the form of ideas, tips and tools that promote a ‘prevention and risk management’ approach to existing Local Government activities, responsibilities and processes regarding alcohol. Working to prevent and minimise alcohol issues is more likely to achieve positive outcomes such as cost savings for your Local Government. In addition, creating a safe place for people to work, live and play increases local income, through increased local involvement and expenditure within the community, and increased tourism dollars.

In recognition that every Local Government authority and its community are unique, the tools provided have been designed to allow them to be adapted to local circumstances.

Consultation with Local Government officers throughout Western Australia and evidence about best practice, in other words ‘what works’, has been used as a basis of the resource content.

## Who is the resource for?

This resource is for any Local Government that:

- provides services that relate to, or are affected by, alcohol;
- has an interest in preventing and minimising alcohol problems in their community; and
- is keen to build or promote their area as a safe place to live, work and play.

The resource promotes a whole-of-organisation approach to local alcohol issues. It is relevant to all tiers of Local Government organisation including elected members, management, policy and operational officers.

## Can it be used by individuals and specific department and unit areas within Local Government?

A whole-of-organisation alcohol policy and management

plan is one of the best ways for a Local Government to achieve a cost effective and positive approach to creating a safer, healthier community.

Having a clear alcohol policy and supporting management plan sets out a common understanding across the organisation and encourages more efficient use of resources, making it more likely that initiatives will be successful.

However, if you are not developing an alcohol policy and management plan, the Package also provides useful information, tips and tools for you to use to create safe drinking environments.

## Is the Package relevant to both non-metropolitan and metropolitan Local Governments?

Yes. The Package recognises the different types of alcohol issues that metropolitan and regional Local Governments often deal with and that one size doesn’t fit all when it comes to appropriate strategies. A state-wide survey of Western Australian Local Governments in 2005 and other consultation with non-metropolitan and metropolitan Local Governments has informed the issues covered in this resource.

## About the Local Government Alcohol Project

This guide is a key initiative of the Local Government Alcohol Project (LGAP), coordinated by the Drug and Alcohol Office. The Drug and Alcohol Office established the project in 2005 in collaboration with a core advisory group that includes representatives from the WA Local Government Association and metropolitan Local Governments. Ongoing advice has also been sought from non-metropolitan Local Government authorities.

The LGAP aims to support Local Governments to address alcohol-related issues within their communities. Evidence suggests that policies and environmental strategies that aim to prevent as well as manage alcohol issues can be extremely effective in reducing alcohol-related harm and problems in the community.



# II. How to use this resource

Local Government authorities throughout WA are in an ideal position to initiate positive plans and strategies that impact upon community beliefs and attitudes about alcohol. Communities have different needs. Some will have already initiated a number of the ideas throughout this package, while others will want to adopt and adapt ideas according to their unique situation.

This resource is divided into different sections:

## Section A: Alcohol and Local Government

This section looks at the drinking culture in Western Australia, why alcohol management is an issue for Local Government and explores common alcohol-related issues faced by Local Government. This section outlines key Local Government roles, and discusses internal and external challenges Local Governments may face.

## Section B: Integrated Alcohol Management

This section describes and explains the benefits of taking a whole of organisation approach to alcohol management. Alcohol-related data is also discussed, with particular reference to what information can be collected and shared 'in house'.

## Section C: Alcohol-Related Issues and Action

Section C works through the various sections of Local Government related to alcohol management, including crime and community safety, engaging with Aboriginal communities, litter and property damage, noise and community security patrols. It also discusses Accords and Liquor licence applications in relation to Local Government. Section C covers planning issues related to public buildings, public open space, town planning and alcohol and event risk management.

## Section D: Pulling it all Together

This section provides guidance to define the real issues, work with other agencies to support your needs and make effective policy. Finally, this section assists with writing an alcohol policy and management plan.

## Section E: Toolkit

This section contains tools to support suggestions throughout the Package and also to create alcohol policy and management plans, including templates and fact sheets.

Together, the sections provide a range of information that aim to help develop a whole of organisation alcohol policy and management plan. On their own, each section is designed to assist Local Government officers with different aspects of their work.

## Finding information relevant to your specific role

Because of the scope of Local Government service to the community, many different sections within a Local Government may be required to deal with alcohol-related matters.

Accordingly, there are a number of departments, program areas and individual officer positions that have alcohol-related roles but are not specifically mentioned within this package. Though not listed, these roles are recognised as an important and fundamental aspect of any council's comprehensive approach to alcohol. Whether it is indirectly or directly, the efforts of all workers within Local Governments to prevent alcohol-related problems and harm is invaluable.



# III. Key Messages

- The role of alcohol in many of the issues that Local Governments respond to is underestimated.
- Local Governments spend a lot of their resources and time managing and reacting to alcohol-related issues.
- Long term savings (both time and money) can be made by working to prevent problems as well as managing them effectively if they do come about.
- To prevent alcohol problems, it is best to work on what is causing or supporting the issues to occur, rather than simply responding to the problem itself.
- Good policy and planning that protects against the factors that cause or support alcohol issues occurring are an important tool to enable Local Government to prevent alcohol-related problems in the community.
- The drinking culture, drinking context and drinking environment shape and influence the way people drink.
- Key areas Local Government can have the greatest impact on include:
  - Creating a safer place to live, work and play.
  - Managing the physical availability of alcohol.
  - Environmental design and planning that supports community wellbeing.
  - Improving local economy and attracting tourist dollars with the creation and maintenance of safe environments.
  - Creating family friendly environments.



# Section A

## Alcohol and Local Government

This section provides a rationale for why Local Governments may be interested in preventing alcohol problems in their community and an overview of some common alcohol management challenges and issues currently experienced throughout WA.



### Contents

1. Alcohol and the drinking culture in Western Australia
2. Why alcohol management is an issue for Local Governments: the triple bottom line
3. Common community alcohol issues faced by Local Governments
4. Key Local Government roles
5. Should preventing alcohol issues be a focus for Local Governments?
6. Internal and external challenges



# 1. Alcohol and the drinking culture in Western Australia

## Key points

- Characteristics of drinking environments, community attitudes to drunkenness, the availability of alcohol, how alcohol is supplied, role-modelling, and alcohol advertising are just some of the factors that influence the drinking choices people make. These factors are also contributors to levels of alcohol-related harm and problems within the community.
- Changing community standards and expectations around drinking behaviour and creating safer drinking environments will support safer drinking choices.
- As planners, policy makers and community leaders, Local Governments can support the creation of environments that promote responsible drinking practices and a safer community.

Alcohol is enjoyed by many Western Australians, regularly featuring in a wide range of social situations. Yet alcohol is reported as a major drug of concern by the Western Australian community. As a drug, alcohol is no ordinary product and its misuse is the cause of significant economic and social burden in Australia.

Like other states and territories in Australia, it is not that Western Australians like to drink, but rather the way that they drink and the influencing community factors that support excessive alcohol consumption, which often leads to harm and other problems.

Research tells us that even with the best intentions it can be difficult for a person to drink responsibly if:

- getting drunk is accepted as normal drinking behaviour;
- there is social pressure to drink, and;
- the drinking setting and context make it easy to drink large quantities.

This means that environments such as drinking settings, community attitudes and the drinking culture have a strong influence on the way that people drink. As planners, policy makers and community leaders, Local Governments can support the creation of environments that promote responsible drinking practices and a safer community.

*'Councils play a crucial role in encouraging a change of drinking culture in their communities through statutory responsibilities for planning alcohol outlet locations, licensing approvals and monitoring and enforcing liquor laws.'* (ALAC, pg 7, 2005)

## A culture of drunkenness: a community issue?

While there are many people that drink responsibly as well as those that do not drink at all, getting drunk and drunken behaviour is viewed to be a common and sometimes expected part of the drinking culture in Western Australia. Drinking to excess and getting drunk is in many ways celebrated, supported and tolerated.

Given the social acceptability of drinking alcohol, a general community presumption is often made regarding the culprits of the 'serious' problems of drunkenness. It is easy to presume that most alcohol-related problems are caused by a minority. In fact, a large amount of alcohol-related harm such as injury is experienced by people who drink moderately most of the time but occasionally 'binge' drink - accounting for a large proportion of the drinking population. With 66.5% of Western Australians reporting that they drink at least weekly (Draper and Serafino, 2005), this means that the costs and harms associated with getting drunk in WA are an issue for the broader community, not just for a small group of people traditionally branded as being 'the problem' (Stockwell et al 1996).



## 1. Alcohol and the drinking culture in Western Australia

### Harms and problems associated with the WA drinking culture: a snapshot

In Western Australia, getting drunk is an expected and celebrated feature of the drinking culture which comes at a cost to us as a community:

- Inappropriate alcohol use kills many more people than do all illicit drugs combined (Draper and Serafino, 2005).
- Between 41% and 70% of violent crimes in Australia are committed while under the influence of alcohol (Commonwealth Department of Health and Aged Care, 2001).
- In a WA survey, 46% of respondents said that they had personally suffered, or a family member or friend had suffered, because of the actions of someone who was drunk (TNS Research, 2004).
- Up to 80% of all police attended incidents are alcohol-related (Doherty and Roche, 2003).
- In 2001, economists conservatively estimated the social cost of alcohol problems for Western Australia at more than \$760 million for the financial year 1998/99 (Collins and Lapsley, 2001).
- In 2001, it was estimated that alcohol use contributed to 8,196 hospitalisations in WA, most commonly the result of falls, road injuries, alcohol dependence, suicide and assaults (Drug and Alcohol Office, 2003).
- Alcohol is involved in about half the cases of domestic and sexual violence (National Health and Medical Research Council, 2001).
- Police report in some areas that up to 90% of family violence related incidents involve the excessive consumption of alcohol (Kimberley Police District, 2005).



# 2. Why alcohol management is an issue for Local Governments: the triple bottom line

Alcohol misuse results in financial, social and environmental costs to Local Government authorities and can undermine the wellbeing of local communities. Examples of these costs are outlined below using the triple bottom line approach:

### Economic impacts

- Alcohol-associated anti-social behaviours such as graffiti, vandalism and criminal damage cost Local Governments across Australia millions of dollars every year in clean-up and repair costs relating to the maintenance of public space and property (Heine, 2001).
- Some cities spend more than \$1 million a year, mainly on uniformed contracted security services (Heine, 2001).
- Resource commitments to community safety and crime control activities by Local Government authorities are suggested to have increased more than one hundred fold over the last decade (Heine, 2001).
- In many urban Local Government authorities, the increasing need to commit resources to community safety and crime control places a burden on Local Government's tax base - property rates (Heine, 2001).

### Did you know?

In 2001, alcohol misuse contributed to 8196 hospital admissions in WA, costing \$32.4 million?

### Social impacts

- There is an increasing level of community concern with safety and the impact of crime associated with alcohol misuse (Heine, 2001).
- Alcohol-related social health and wellbeing issues are increasingly affecting at-risk groups such as youth, impacting on demand for some services provided by Local Governments.

### Did you know?

The social cost of alcohol problems for WA was conservatively estimated at more than \$750 million for the financial year 1998/99 (Collins & Lapsley).

### Environmental (physical)

- Implementation of environmental design initiatives to address crime, especially alcohol-associated crime. Examples include improved urban design, street lighting and streetscapes and the installation and monitoring of security devices.
- Alcohol-associated anti-social behaviours such as graffiti and vandalism result in adverse affects on the amenity of public areas that can be confronting and distressing for the general public and can increase safety risks and perceptions of these risks (King & Richards, 2003).

### Did you know?

Cleaning and repairing public property damaged as a result of drunken behaviour is an ongoing financial and resource burden on Local Governments.



# 3. Common community alcohol issues faced by Local Governments

A 2005 survey of Western Australian Local Government authorities has shown that many deal either directly or indirectly with a range of alcohol-related issues in their communities (Drug and Alcohol Office, 2006).

Participants reported the following alcohol-related issues occurring in their Local Government area:

- Anti-social behaviour.
- Family issues and domestic violence.
- Vandalism.
- Littering.
- Drinking in public places.
- Drunkenness.
- Drink driving/road safety.
- Violence.
- Underage drinking.

Anti-social behaviour, family and domestic violence and vandalism were the most commonly reported issues. More rural and remote Local Governments reported that family and domestic violence was an issue when compared to metropolitan Local Governments.

While country and city based locations share common alcohol issues, the nature of those issues and particularly the environments and population that those Local Government authorities deal with are often very different.



## 4. Key Local Government roles

It is common for more than one section of a Local Government authority to have certain responsibilities relating to alcohol-related issues. Positions/sections that are often required to respond to or manage local alcohol issues include:

- Environmental Health Officers.
- Planning Departments.
- Rangers and/or Park Officers.
- Community Development and/or Services.
- Executive officers.
- Youth services.

### Did you know?

In a survey of Western Australian Local Governments, of those that responded, the majority agreed that Local Governments have a role in reducing alcohol-related problems (82%). The results showed that Local Government officers believe that there are several strategies that they can undertake to address such problems. These strategies included:

- Developing and enforcing alcohol policies, especially in relation to the use of council-owned facilities;
- Town planning to create safer environments;
- Involvement in liquor licensing matters, including commenting on liquor licence applications to the Department of Racing, Gaming and Liquor and monitoring licensed venues;
- Supporting local Alcohol Accords;
- Creating local programs as alternatives to alcohol consumption;
- Partnerships with local agencies; and
- Enforcement of local laws (Drug and Alcohol Office, 2006).



# 5. Should preventing alcohol issues be a focus for Local Government?

**Alcohol-related problems are preventable. Preventing problems can result in savings and improving community amenity.**

Many regional and metropolitan Local Governments currently allocate significant resources to respond to and manage alcohol-related issues. A number of services that form part of everyday Local Government business deal with alcohol matters from the executive through to operational, planning and compliance levels. Because of the potential long term financial savings and increased community safety and wellbeing, the prevention of alcohol-related incidents can be in the best interest of any Local Government.

Key areas Local Government can have the greatest impact include:

- Creating safer drinking settings.
- Managing the physical availability of alcohol.
- Environmental design and planning that supports community wellbeing.

While Local Government is not responsible for solving all alcohol problems in the community, there are many ways that existing Local Government activity can be applied to prevent and minimise issues. For example, Local Governments can target issues such as anti-social behaviour, drink driving, drunkenness and violence through designing out crime strategies, use of existing legislative powers to create safer drinking settings and where appropriate controlling the availability of alcohol. Opportunity also exists for Local Governments to work in partnership with other agencies to address these issues.

## Aiming for balance

Local Governments are often faced with the challenge of balancing the development and growth of local economies that include the provision of alcohol with health and safety priorities. If not managed with foresight, the financial gain to the community can soon be overcome by the cost of community safety, health and wellbeing which in the long term can affect the growth and appeal of a locality.

For communities that have alcohol as part of their social and economic fabric, the aim should ideally be to make alcohol available in a way that does not result in health, welfare and safety costs to that community.

In terms of Local Government business, this can be supported in a number of ways but particularly through planning and policy that considers population characteristics and how they may change over time alongside how alcohol might affect that community now and in the future. For example, a town or suburb that includes a large number of young families may want to consider how numbers, location and types of licensed premises might impact on the safety and wellbeing of the constituents. A hotel or liquor store might be considered appropriate but the policy may prevent it being located near facilities that are attended by children. This approach allows development in a considered manner.



# 6. Internal and external challenges

The most effective Local Government approach to local alcohol issues is one that involves different sections of the organisation working together towards a common goal.

For both small and large Local Government authorities, there can be a number of internal and external challenges to taking on a whole of organisation approach to address alcohol issues in the community. While challenges may vary, it is possible to put initiatives in place to overcome them, starting with being aware of what they are.

## Internal barriers to working on alcohol matters

In a 2005 survey of Western Australian Local Governments, officers reported that the top four internal barriers to a whole of organisation approach on alcohol matters were:

- Communication between departments.
- Lack of internal coordination.
- Lack of understanding of roles and responsibility.
- Resources (financial and time) (Drug and Alcohol Office, 2006).

### Tip

Section B provides ideas for how to work towards a whole of organisation approach.

If the whole of organisation approach does not seem possible in the near future, Section B also provides tips for how applying the principles to your own work can make a difference.

## External barriers to working on alcohol matters

As part of their role, many Local Government officers work with external stakeholders from all sections of the community. When it comes to alcohol management, there can be numerous stakeholders to liaise and work with, each with their own position and agenda regarding the matter. Working with external stakeholders can be both complex as well as straightforward.

In a 2006 survey, 50 per cent of the Local Government respondents indicated that barriers to working with other agencies did exist, while 46 per cent did not identify any barriers (Drug and Alcohol Office, 2006).

Barriers to working with external agencies, unique to rural and remote Local Governments, included isolation and the cost of travel between different towns.

Examples of barriers to working with external agencies on alcohol matters include:

Lack of resources	<ul style="list-style-type: none"> <li>• Everybody is busy, and resources are limited.</li> <li>• Limited access to funding and resources.</li> <li>• Staffing - the ability to take on extra work.</li> <li>• Difficulty attracting resources to the area.</li> </ul>
Roles and responsibilities unclear	<ul style="list-style-type: none"> <li>• Unclear on what the roles of different agencies are.</li> <li>• Different agencies don't have a clear understanding of each other's roles.</li> </ul>
Isolation	<ul style="list-style-type: none"> <li>• Isolation and distance between towns.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Some agencies lack local knowledge due to location.</li> </ul>



## References

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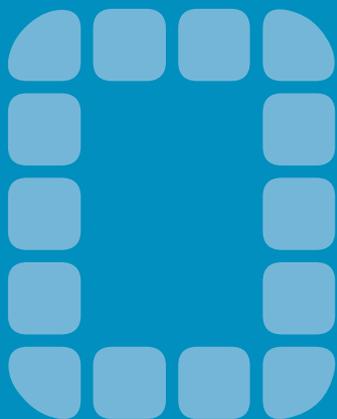
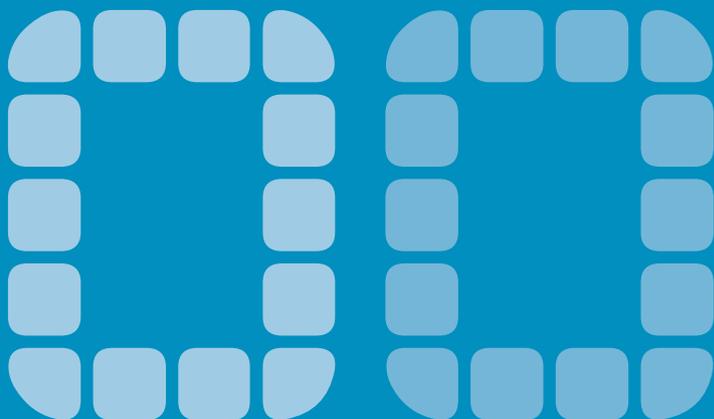
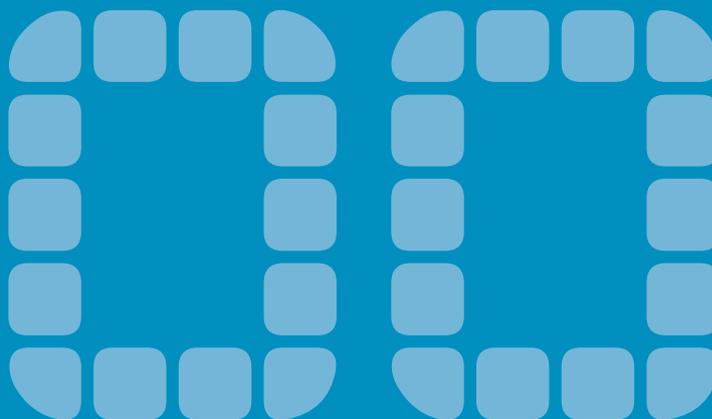
TNS Social Research, 2004, *ASSAD Alcohol Report 2002*, prepared for the Drug and Alcohol Office, Perth, Western Australia.



# Section B

## Integrated Alcohol Management

Section B looks at taking a whole-of-organisation approach - why this is important, and how it can be done. There will be challenges for some Local Governments to overcome, working through this section, and relevant appendices in the toolkit will assist in addressing these challenges. Section B also includes information about harnessing the full potential of alcohol-related data that is, and can be, collected throughout the various departments of Local Government.



### Contents

1. Whole-of-organisation approach
2. Local Government alcohol data



# 1. Whole of organisation approach

For Local Government authorities wishing to establish a more proactive and cost effective approach to managing the impact of alcohol within their local areas, it is recommended that an integrated approach is adopted.

## Key points

- In-house communication and collaboration between departments is a key feature of a cost-effective response to community alcohol-related issues.
- Many Western Australian Local Governments report that their departments often work in isolation to each other on alcohol matters.
- Barriers to working with other internal departments can include a lack of resources, and roles and responsibilities being unclear.
- Because each department can have a different legislative mandate and role, it can be difficult to work towards a common goal without the umbrella of a good alcohol policy that links to other relevant policies and schemes.
- Ideally, a Local Government's position on alcohol matters should be clearly set out in a central policy and related management plan that is endorsed by Council.
- Implementing integrated alcohol management initiatives within Local Government does not necessarily mean that new strategies need to be invented - there are many existing policy, planning and practice mechanisms that can be used.
- All Local Government policy, plans and schemes should be considered for aspects that may relate to the prevention of alcohol-related harm and problems.

Due to the scope of Local Government services, it is common for more than one department within a Local Government to handle alcohol-related matters. From a business and operational aspect, it is beneficial for there to be an overall organisational understanding of the alcohol-related roles of each internal department and subunit. This can:

- Avoid duplication (e.g. making sure two departments are not doing similar projects).

- Improve efficiency and thus cost savings (e.g. streamlining processes, internal information sharing).
- Promote a professional, efficient public image (e.g. quick referral to appropriate departments, consistent message from different departments).
- Allow a more accurate understanding of alcohol-related outputs and costs of the Local Government.



## 1. Whole of organisation approach

### Barriers to working with other departments

A 2005 telephone survey in WA found over half of Local Government officers surveyed felt that there were barriers present to working with other departments within their own organisation (54%). These barriers included poor communication within the organisation, a lack of awareness and understanding of what each internal department is responsible for and the lack of a systematic approach to dealing with alcohol-related issues.

### Overcoming the barriers

Suggestions that were proposed by Local Governments to overcome these barriers included improving communication about alcohol-related issues by organising regular updates and circulating newsletters, clarifying the roles and responsibilities of different departments and educating staff about how Local Governments can be involved and be effective in addressing alcohol-related issues (Drug and Alcohol Office, 2006).



Table A provides four working examples of taking a comprehensive approach to alcohol management in a Local Government setting. The examples identify a clear goal and target, outline objectives that inform the overall goal and include working examples within a Local Government setting.

**Table A.** The comprehensive approach to alcohol management: Four example priority areas

<b>Area 1 Goal: Build Proactive Policy at the Local Government Level</b>	
Target	All makers of policy and plans within Local Government
Objectives	To place alcohol management on the agenda of all Local Government policy and plan makers To identify the organisational/structural obstacles to integrated action on alcohol management.
Examples	<ul style="list-style-type: none"> <li>• Alcohol management prioritised in the Corporate/Strategic Plan.</li> <li>• Alcohol management considerations built into Local Planning Strategies and Local Planning Schemes.</li> <li>• Alcohol Management initiatives integrated into Community Safety and Crime Prevention Plans.</li> <li>• Development of a Strategic Framework for Integrated Local Area Planning.</li> </ul>
<b>Area 2 Goal: Establish, Enhance and Maintain Intersectoral Partnerships</b>	
Target	All key stakeholders in local and state government, non-government organisations, and industry sectors.
Objectives	To identify key stakeholders and gain a general understanding of their views and organisational contexts through Stakeholder Analysis. To develop strategies that engage the right stakeholders at the right time within the framework of the Alcohol Management Plan. To agree upon and document a joint vision between the key stakeholders and establish clear goals, objectives and performance indicators for each project undertaken in partnership.
Examples	<ul style="list-style-type: none"> <li>• Development and implementation of local Alcohol Accords.</li> <li>• Development of protocols that define responsibilities of Police, health and Local Government in relation to planning permits and liquor licences, reduce duplication of activities, identify specific communication mechanisms, and determine agreed responses between each agency.</li> </ul>
<b>Area 3 Goal: Create Built and Natural Local Environments that Support Better Alcohol Management and Less Harm</b>	
Target	The physical (built & natural) environments
Objective	To assess physical environments and ensure they support community safety and reduced alcohol-associated anti-social behaviour
Examples	<ul style="list-style-type: none"> <li>• Integration of Crime Prevention through Environmental Design (CPTED) considerations into development assessment of proposals for licensed premises.</li> <li>• Creation of Precinct Plans (local planning policy) for entertainment nodes addressing alcohol management issues.</li> </ul>
<b>Area 4 Goal: Strengthen Community Engagement and Action at a Local Level</b>	
Target	Residents of the Local Government area
Objective	To strengthen community engagement and action in setting priorities, making decisions, planning strategies and implementing them to achieve better alcohol management
Examples	<ul style="list-style-type: none"> <li>• Local Community Drug Action Groups</li> <li>• Community involvement in implementing Safety Audits.</li> <li>• Informing community of how to be involved in local licensing matters.</li> </ul>



## 1. Whole of organisation approach

### How do you put in place a whole of organisation approach?

#### Step 1. Find out who does what

##### Mapping Activity of Different Departments

- If needed, find an organisational chart that shows the different departments of your Local Government.
- Find out what subsections or units are included within each department.
- In the most appropriate manner for your Local Government, conduct a mapping exercise (see Whole of Organisation Mapping Template) by contacting each of the departments and subunits and asking them if and how they come across alcohol-related matters in their Local Government duties.

*Depending on the size of your Local Government organisation, it may be easiest to arrange a central meeting with the managers of each department to explain what you are doing and ask them to suggest the most appropriate way to get the information.*

- Using the template, map the responses of each department/unit.

#### Step 2. Communicate

Effective communication between departments and officers is an important part of the whole of organisation approach. It is useful to have a framework that will facilitate ongoing regular communication and support the development of a relationship between officers and departments.

<b>1. Know who does what</b>	Using the Whole of Organisation Mapping Template, you can identify others within your organisation that deal with alcohol matters and the type of work each department does. The template should highlight any common areas or issues addressed by the different departments.
<b>2. Decide what should be communicated</b>	Based on the information in your completed Whole of Organisation Mapping Template, you can decide on a clear framework about what should be discussed between departments. For example: <ul style="list-style-type: none"> <li>• Do you need to do regular strategic planning together?</li> <li>• Would aspects of your work benefit from seeking comment from other departments? (e.g. liquor licence application planning variation approval seek comment from Environmental Health Officer (EHO) who has been visiting premises for information on how it is impacting on the amenity of the area).</li> <li>• Do you need to provide regular updates that include/exclude discussion?</li> <li>• Are there areas of work or projects you could join forces on to achieve better outcomes?</li> </ul>
<b>3. Decide on communication methods and how often.</b>	Once you have agreed on key areas to be in regular contact about it can be useful to agree on the most appropriate way to keep each other informed. <ul style="list-style-type: none"> <li>• Different matters may require alternative ways of communicating.</li> <li>• For example, if providing general updates or information that is not sensitive you may choose regular email updates instead of meetings because they are less time consuming. You may also agree to have a monthly one hour meeting that has a strict agenda and provides an opportunity for people to ask questions and brainstorm on issues.</li> </ul>



### Step 3. Seek an agreed position from council

Ideally, a whole of organisation approach to reducing alcohol issues will involve Council having an agreed position on alcohol management which is documented and reflected in all relevant policies, plans and schemes that relate to the Local Government's business.

It can help to think of the agreed position as the overall guiding principle on the issue. For example,

*'The Shire of DAO is committed to preventing and minimising alcohol-related problems and harm in our community.'*

An agreed position provides a common starting point for any officer or department of the Local Government working with alcohol-related issues. With a clearly set direction, the entire organisation is able to understand what they aim to achieve, making it easier to develop appropriate action to get results. An ongoing awareness of how your work and the work of other departments fits with the guiding principle may also create a greater sense of collective purpose.

It is also helpful to local businesses and the community for there to be a known, consistent approach to alcohol issues across the organisation.

In summary, to support a whole of organisation approach to alcohol issues, the following is suggested:

1. Commit to an agreed position on alcohol to prevent and minimise alcohol-related problems and harm in the community.
2. Include and expand on the agreed position on alcohol in all Local Government policies, schemes and plans that can directly or indirectly prevent or minimise alcohol problems.
3. Aim to prevent and minimise problems, not only react and manage issues.

**See Section D for detail on developing effective policy**

#### Tip

A strong feature of good policy and strategies that aim to prevent and minimise problems are that they focus on creating safer environments and communities, thus supporting reasonable drinking behaviour.



## 1. Whole of organisation approach

### What if you are not in a position get the whole of organisation approach underway?

For various reasons, it may not always be possible for each of the three steps in this section to be done, particularly regarding policy changes. If you are not in a position to get departments working together effectively or to put policy changes in place, you can still start with your own work.

- Begin by making the effort to communicate with other relevant officers and departments about your role and how it relates to alcohol. Also ask them about their role and if it involves any direct or indirect duties that relate to alcohol.
- Establish an ongoing relationship with them and build an understanding of alcohol issues common to your respective roles.
- In the longer term, identify and put in place simple communication systems and/or procedures that will support ongoing collaboration on relevant issues.

#### Tip

Each department or officer has speciality knowledge and experience and a particular role to undertake.

Agree on practical boundaries regarding the matters (in general terms) that will be consulted on and those that will be advised for information only. With practical terms in place to guide greater liaison and collaboration between officers and departments, it is possible to increase efficiency and reduce ongoing costs by: identifying complementary areas of action, avoiding duplication to support more efficient use of limited resources, and information sharing that allows ongoing issues to be identified and potentially prevented (eg waste management dealing with an ongoing issue that could be prevented with improved environmental design).

#### References

Drug and Alcohol Office, 2006, Local Government alcohol project baseline survey, Drug and Alcohol Office, Perth.



## 2. Local Government alcohol data

Most Local Governments have a number of departments and officers that deal with alcohol-related matters on a regular basis. Recording this activity and associated alcohol information can inform planning and decision making. This section outlines the value of collecting information to support a whole of organisation approach to alcohol matters, types of information that can be recorded and how it may be used by different departments.

### Key points

- Mapping alcohol-related activity in a local area supports a whole of organisation approach as well as the work of specific Local Government departments.
- With many individual departments involved in responding to alcohol-related incidences (e.g. cleaning up broken glass, addressing complaints, assessing council property damage), it can be useful for departments to work together to build a clear picture of the issues. This approach can support a Local Government to work in ways that prevent problems and save costs.
- Having activity-based data can help a Local Government to estimate the amount of resource that it dedicates to managing alcohol matters. It can also help to pinpoint trouble areas and key issues specific to their locale.
- Local Governments can use their alcohol-related data to provide information to the community and promote positive Local Government responses to issues.

### Why collect data about alcohol-related Local Government activity?

- Collecting alcohol-related data and information that reflects Local Government activity and community concerns can produce unexpected results. For some Local Governments, it may be surprising to see how much time and resources are being used to respond to alcohol-related matters.
- Alcohol-related data can be used to inform strategic planning processes and reports to Council.
- Alcohol-related data and information can help to encourage interest and action from internal and external stakeholders about particular issues.
- Collecting information can also show positive results such as a low level of problems, high levels of response and service provided, or to demonstrate how well a particular local government strategy is working.
- Alcohol-related data collated by Local Governments can ensure Council and officers are always aware of current alcohol issues and trends that affect their services and business.
- Knowing the what, where, who, how and when of alcohol issues that are being handled by your Local Government can help to determine the 'why' or the root cause/contributing factors to the issues. Being aware of the 'why' can help you to:
  1. Identify whether your Local Government is able to help prevent the problem or if the contributing factors are primarily the business of other agencies or groups.
  2. Identify whether your Local Government can assist to manage the problem.



## 2. Local Government alcohol data

### Data collection - keeping it simple

Keeping record of alcohol-related activity or issues that relate to the business of your Local Government does not have to involve complex data systems or analysis skills. For example, a simple excel document with different spreadsheets for different departments can be used to record information. See Tool 3: Whole-of-organisation mapping tool and Tool 8: Alcohol issues summary template for ideas.

The below table provides some examples of the type of data and information Local Governments can collect. Where possible, it is recommended that all information is recorded by time of day and location.

Data type	Examples	Possible Local Government source
<b>Alcohol-related noise complaints.</b>	<ul style="list-style-type: none"> <li>• Categorised and recorded noise complaints, including enforcement options used.</li> </ul>	Complaints register. Environmental Health.
<b>Alcohol-related litter.</b>	<ul style="list-style-type: none"> <li>• Clean-up costs associated with events &amp; licensed premises.</li> <li>• Volume collected.</li> <li>• Type of litter (eg cans, glass).</li> </ul>	Rangers. Contracted waste management. Environmental health.
<b>Patrol data</b>	<ul style="list-style-type: none"> <li>• Type incident or call out (eg property damage, party) where alcohol was a contributing or related factor.</li> </ul>	Rangers. Community Security.
<b>Resident and business complaints</b>	<ul style="list-style-type: none"> <li>• Complaints by residents recorded using specific software. May involve electronic service request systems or Excel. More elaborate programs such as 'Dataworks' are sometimes also available.</li> </ul>	Email available for people to write to council and register complaint. Electronic complaints system. All Departments.
<b>Liquor licence applications</b>	<ul style="list-style-type: none"> <li>• Number of existing licences and variations by licence type.</li> <li>• Number of new licence applications, licence variations (eg Extended Trading Permits) and their outcomes.</li> <li>• Community consultation regarding high risk licence applications.</li> </ul>	All Departments dealing with liquor licences (eg Environmental Health, Planning).
<b>Maintenance and management of public space</b>	<ul style="list-style-type: none"> <li>• Number of incidents and costs associated with alcohol-related property damage, damage to bus stops, flora and fauna.</li> <li>• Graffiti incidents and proportion of clean up costs.</li> <li>• Cleaning costs (alcohol-related litter).</li> </ul>	Rangers.
<b>Community attitudes and concerns</b>	<ul style="list-style-type: none"> <li>• Community surveys on local alcohol issues.</li> </ul>	All relevant Departments.



### Alcohol management in action - a working example of a whole of organisation approach, utilising alcohol-related data

**The issue:** A large number of complaints received about problems at a local park.

**Whole of organisation approach:** A meeting was called of the relevant departments within the Town of March Council to share data and other information about the park.

**Understanding the issue:** At the meeting it was determined that a group of young people were frequenting the park between the hours of 4pm and 11pm on particular days of the week. The group were leaving large amounts of litter and a majority of the litter was discarded alcohol beverage containers. The officers were also able to identify the nature of problems occurring in the park such as antisocial behaviour, damage to equipment and injuries from broken glass. To reach this conclusion, Ranger data which showed the number of observations of intoxicated young people at the park at certain times was mapped alongside resident complaints. The complaints reflected the Ranger’s observations regarding the ‘what, where

and who’. The officer in charge of waste management was able to show that a clean up of the litter was required on certain mornings which followed the nights that had previously been identified as problematic. Youth workers were then engaged to liaise with the young people at the park. The young people stated they were coming to the park after school because they were bored, that the park was dark at night which meant they were less visible and that they were asking people nearby the local bottleshop to buy alcohol for them or taking alcohol from home.

**The response:** This information allowed the officers to identify some of the key factors that contributed to the problems occurring such as a lack of supervision, standards of acceptable behaviour, boredom, access to alcohol and poor lighting at the park. The officers considered that they were not able to directly address the lack of supervision or standards of behaviour but could support both the prevention and management of the issues by improving the lighting at the park and advising licensees at the local Accord meeting to be aware of underage young people asking people to purchase alcohol for them.

### Action examples

• Record activity that is alcohol-related.
• Establish a centralised database (using available software such as Microsoft Excel) for Departments to record alcohol-related incidents by type of incident or issue, time of day, location and response.
• Facilitate regular meetings between relevant Departments to discuss collated Local Government alcohol-incident data regarding trends, hotspots and a coordinated response.
• Use data where appropriate to promote Local Government response to issues in community unpaid media.
• Use data when assessing planning and liquor licence applications.
• Use data to inform development of policies, plans and reports.
• Estimate costs associated with responses to alcohol-related incidents.
• Map cross-department responses to specific alcohol-related incidents.
• Use data to report positively on department or whole of Local Government activity.
• Use data to engage external stakeholders (eg police, health, business) on particular issues and strategies such as alcohol accords or community crime and safety plans.
• Use data in support of funding submissions.



## Support tools

- Tool 1: Developing a community alcohol profile
- Tool 3: Whole-of-organisation mapping tool

## Other helpful resources

Home Office Development and Practice Report. (2003). Guidance for local partnerships on alcohol-related crime and disorder data: London

Tierney, J & Hobbs, D. (2003). Alcohol-related crime and disorder data: guidance for local partnerships: London



# Section C

## Alcohol-Related Issues and Action

This section focuses on specific issues or types of action of concern for Local Governments. Background information on the issues and guidance on ways to effectively prevent and manage the issues is included. Due to the many priorities of Local Governments in WA, each authority will likely have additional issues to consider. This section also provides useful information that may assist when writing an alcohol policy and management plan. For more information on these areas, please refer to the detailed factsheets in Section E.



### Contents

1. Crime and community safety
2. Engaging with Aboriginal communities
3. Local laws
4. Community security patrols
5. Litter
6. Alcohol Accords
7. Managing public open space and alcohol
8. Alcohol management at events
9. Liquor licensing
10. Noise and alcohol
11. Public buildings
12. Town planning



# 1. Crime and Community Safety

This section focuses on the links between alcohol, crime and community safety and what Local Government officers can do in and around licensed premises and in public spaces to minimise alcohol-related harm and crime in the community.

## Key points

- Research shows there is a link between risky consumption of alcohol and crime.
- A majority of local governments involved in developing Community Crime and Safety Plans in partnership with the Office of Crime Prevention have identified alcohol misuse as contributor to their local crime and community safety issues.
- While not all alcohol-related problems such as crime can be addressed through environmental design, evidence shows that careful environmental design can set a high standard of behaviour, deter people from committing a crime and increase the community's sense of safety in an area.
- Designing out crime involves applying a range of strategies that focus on the design and management of a specific area in order to minimise the potential for crime and other problems to occur.
- Town planning, planning approvals and risk management initiatives can incorporate environmental and licensed premises design to support community safety priorities.

## Alcohol and crime

Significant evidence shows that alcohol consumption can directly increase the risk of criminal violence for both victims and perpetrators of crime (Weatherburn, 2001, cited in ACDA, 2002). More often than not alcohol is consumed by offenders and victims prior to an offence being committed. Research indicates that alcohol is associated with a multitude of crimes. Drinking alcohol in and around licensed premises is associated with alcohol-related harm, such as violent crime (Briscoe & Donnelly, 2001a). Excessive consumption of packaged liquor is also linked to crime in the community. The types of crime that can occur include property damage, assaults, domestic violence and burglary (Ireland & Thommeny, 1994, cited in Deehan, 1999).

## Example of research findings:

- Murdoch et al., (1990) researched over 900 crimes in 11 countries and found that nearly two thirds of violent offenders were drinking at the time of the crime and nearly half of victims were intoxicated when victimised.
- In an Australian specific study performed in a prison it was found that 34% of offenders had been drinking

alcohol before committing their last offence and one third of the group had committed offences against the person (Indermaur, 1990, cited in Briscoe & Donnelly, 2001b).

- Between 41% and 70% of violent crimes in Australia are committed while under the influence of alcohol (Commonwealth Department of Health and Aged Care, 2001, cited in ADCA, 2002).

## Why be interested in decreasing alcohol-related crime?

Local Government has a significant role in the community as an experienced authority in local planning and policy.

- Crime can lead to community fears and create a sense of unease. This may affect local businesses such as restaurants and other entertainment venues.
- The cost of alcohol-related crime can be expensive for Local Government, local businesses and the community e.g. property damage, theft and litter.
- Alcohol-related crime can increase the demand on community resources e.g. police and hospital services.



## 1. Crime and Community Safety

- Local Government can impact on alcohol factors that contribute to problems e.g. availability and trading hours, environmental design.
- Creating safer environments can positively influence local income, through “family friendly” venues and increased tourism.
- Creating a community that is a safe place to work, live and play means local people spending their money locally.

### Designing safer environments

There are certain features of an environment (both physical and social) that can make it more or less likely

that problems will occur there. Local Governments are in a unique position to influence the nature of many environments through building and planning and approval processes. The thoughtful planning, design and maintenance of these different environments can achieve a reduction in alcohol-related problems such as crime and antisocial behaviour.

See Fact Sheets 3, 4 and 5: Designing and planning for safer environments in the **Toolkit** section for detailed information on factors that can reduce problems.

Examples include: urban structure, building design, land use mix, clear sight lines, landscape, internal layout, and colour schemes.

### Action examples

• Development/amendment of local planning policies to address land use and physical/urban design issues that minimise alcohol-related problems and promote community safety.
• Establish local planning policies specific to licensed venues to include provisions for harm minimisation conditions or refusal of applications to preserve community amenity, safety and wellbeing.
• Promote any developed or amended policy that includes safer environment principles and its benefits to the community.
• Placement of conditions on development approvals for licensed premises that incorporate designing out crime principles. See Fact Sheet 2: Designing out crime and alcohol problems - dos and don'ts as a specific reference tool.
• Incorporate designing out crime principles when a premise is being setup to incorporate specific design principles as well as safer environment management principles.
• Ensure risk management plans for events include effective strategies for reducing alcohol-related problems and antisocial behaviour.
• Conduct regular safety audits of licensed premises to assess degree of alcohol-related risk and report the information back to the venues for discussion and response.
• Consider amending the Town Planning Scheme and associated policy to place limits on numbers and types of licensed premises in a certain area.

### Support tools

- Tool 6: Designing safer licensed environments checklist
- Fact Sheet 2: Designing out crime and alcohol problems dos and don'ts
- Fact Sheets 3, 4 and 5: Designing and planning for safer environments checklist
- Fact Sheet 8: Alcohol and crime.
- Fact Sheet 9: Alcohol availability.



### Other helpful resources

- For other tips on crime prevention and useful WA crime statistics look at [www.crimeprevention.wa.gov.au](http://www.crimeprevention.wa.gov.au).
- For more information on community safety plans contact the Manager Community Engagement, Office of Crime Prevention on telephone (08) 9222 9838.
- The Western Australian Planning Commission (WAPC) together with the Office of Crime Prevention (OCP) have developed Designing out Crime Planning Guidelines which can be used by Local Governments to help them create a safer environment for the community in public areas. Many of the principles in the book can be adopted to help Local Governments design out alcohol specific crime as well as general crime. Contact Michael Coe at the Office of Crime Prevention on [michael.coe@ocp.wa.gov.au](mailto:michael.coe@ocp.wa.gov.au) for more information.
- Examples of audits conducted on licensed venues involved in Accords can be obtained from the Drug and Alcohol Office on 9370 0358.

### References

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- Alcohol and other Drugs Council of Australia (ADCA). (2002). *Inquiry into Crime in Australia*.
- Briscoe, S & Donnelly, N .(2001a). Assaults on licensed premises in inner-urban areas. *Alcohol Studies Bulletin*, 2( 10), 1-16.
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- Doherty, S & Roche, A. (2003). *Alcohol and licensed premises: Best practice in policing*. National Drug Strategy: Australia.
- Freudenrich, C (nd) *The effects of alcohol. How alcohol works* (1998- 2006) viewed 1/8/06, <<http://recipes.howstuffworks.com/alcohol.htm>>.
- Graham, K., La Rocque, L., Yetman, R., Ross, J & Guistra, E. (1980). Aggression in barroom environments. *Journal of Studies on Alcohol*, 41(3), pp227-292.



## 1. Crime and Community Safety

Graham, K & Homel, R (1997). Creating Safer Bars chapter 10 in Plant, M., Single, E & Stockwell, T. (eds). *Alcohol: minimising the harm. What works?* Free Association Books: London.

Homel, R., McIlwain, G & Carvolth, R. (2001). Creating safer drinking environments chapter 37 in Heather, N., Peters, T & Stockwell, T. (eds). *International handbook of alcohol dependence and problems*. Wiley & Sons: ? (ask NH - from red book?).

Homel, R & Clarke, J. (1994). The prediction and prevention of violence in pubs and clubs. *Crime Prevention Studies*, 3, pp 1-46.

King, T & Richards, J. (2003). *Australian Local Government: Alcohol Harm Minimisation Projects*. A good practice guide. Turning Point and Alcohol & Drug Centre: Melbourne

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Office of Crime Prevention & Western Australian Planning Commission. (2006). *Designing out crime planning guidelines*: Perth.

Shepherd, J. (1994). Violent crime: The role of alcohol and new approaches to the prevention of injury. *Alcohol & Alcoholism*, 29 (1), pp 5-10.

Stockwell, T., Somerford, P & Lang, E. (1992). The relationship between license type and alcohol-related problems attributed to licensed premises in Perth, Western Australia. *Journal of Studies on Alcohol*, 53, 495 - 498.



## 2. Engaging with Aboriginal Communities

This section highlights the importance of consulting with local Aboriginal people on alcohol issues and provides guidance on culturally appropriate ways to approach the issues and their potential solutions.

### Key points

- When working with issues in the community, it is important to work in culturally secure ways.
- Cultural security means, ‘to ‘respect the legitimate cultural rights, values, beliefs and expectations of Aboriginal people and that this approach is central in the development of programs, services, policies and strategies’.
- While there are common principles for working in a culturally secure way, every community may have different ways of working and will require an individual approach.

There are a number of practical steps you can take to ensure your Local Government is working in a culturally secure way. Below is a broad framework of common principles for engaging with Aboriginal people within your community. This framework can be used to help you find out what the appropriate culturally secure process is for working with your local Aboriginal community.

### Talking to the right people

It is important to communicate with and understand how Aboriginal peoples of the community feel about the issues. When connecting with Aboriginal people the following issues need to be considered:

- It is crucial to speak to the right people. Each person needs to be respected by the local Aboriginal community.
- Generally Elders are respected throughout the community and are valuable to communicate with.
- If you are unsure about who the right people are to speak to, a good place to start is by asking local community administration staff, Chairpersons, health workers, school staff, local community controlled organisations, and individual and family community members.

- Contact the Drug and Alcohol Office to get a list of key contacts for your region or go to the Toolkit section of this resource for a contact list of Aboriginal agencies and organisations that may be able to help you find the right people to talk to.

### Ways to engage in a culturally secure way

#### Verbal communication

Generally, contact via the phone or in person is often the most suitable way to engage with Aboriginal communities. You can follow up with a formal letter if required. It is important that the letter is faxed, emailed and posted. The people you need to speak to might not be able to be contacted by phone or mail. You may need to ask another person in the community to get in contact with them for you.

#### Asking permission

For the people identified in Step 1, it is important to ask their permission to talk about the particular issue. You should also ask if they are able to attend meetings. After making verbal contact, getting permission may include writing directly to the individual and other times it may require writing to Chairpersons and CEO's of organisations. Let the representative know what the meeting is about and what issues will be discussed, allowing the person time to prepare.



## 2. Engaging with Aboriginal Communities

### **Provide an opportunity to explore and discuss the issues**

A useful approach to support communities who wish to tackle a particular issue is to facilitate a workshop or have a meeting with community members that allows the people the opportunity to explore the issues. Providing communities with information including a variety of evidence based approaches to alcohol and other drug issues may allow communities to start taking action.

### **Developing Relationships**

Developing personal relationships is important. It is preferable if one person from your Local Government is appointed to correspond or liaise with the community.

### **Appropriate Communication**

Pitch communication in an appropriate manner (make people feel comfortable). A good way to communicate complex information is by using maps, illustrations and flow charts.

### **Flexibility**

Remember to be flexible. In Aboriginal culture law business and funerals (sorry time) may take precedence over your meeting.

### **Hospitality**

Extend your hospitality - people have often travelled far and the provision of food and refreshments will be appreciated.

Although Aboriginal Western Australians share aspects of culture and have all been deeply affected by the impact of colonisation, different regions and communities will experience different problems or the same problems but to different degrees. Actions particularly relevant in regional and remote areas of Australia may not be appropriate for people living in urban settings. It is important to recognise both the similarities and differences among Aboriginal cultures and the importance of developing capacity within communities to better plan, develop and implement strategies that will help address alcohol misuse in all Aboriginal communities.

## Action examples

<ul style="list-style-type: none"> <li>• Nominate an appropriate Local Government officer to be an Aboriginal Liaison Officer.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish an ongoing committee / regular reference group of Aboriginal community members that can advise Local Government on various issues.</li> </ul>
<ul style="list-style-type: none"> <li>• Endorse the culturally secure principles for engaging with Aboriginal People in relevant policy and apply the principles.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure consultation with local Aboriginal people is included in any alcohol issues or developments that may impact on Aboriginal members of the community.</li> </ul>

## Support tools

- Fact Sheet 1: Engaging with Aboriginal communities



# 3. Local Laws

This section focuses on local laws, outlining the capacity and limitations of Local Laws in dealing with alcohol-related issues. This section provides specific information about the role Local Laws play in preventing alcohol-related harm, and gives suggestions for maximising the ability of Local Laws to manage alcohol-related harm within the community.

## Key points

- Section 3.5 of the Local Government Act 1995 provides local governments with the power to make local laws to help them perform their duties. A local law is not valid if it is inconsistent with any state or federal law (Department of Local Government & Regional Development).
- In Western Australia, local laws are rarely used to deal with alcohol issues unless making reference to the use of public reserves or local government buildings.
- If considering local laws to address alcohol issues, thought should be given to the expected impact, cost effectiveness in relation to the issues at hand and the resource implications regarding education and enforcement of the laws.
- Local laws will only partly address a particular alcohol issue. To prevent the issue in the long term, it is important to engage other stakeholders so a complementary comprehensive approach can be put in place by various agencies. This should include a number of strategies targeting the causal factors.
- In circumstances where local laws are to be used as a tool to manage an alcohol issue, consultation with the community and those that will have to enforce the laws (such as police) is important.
- Unless enforced, local laws will have a limited impact.

A **local law** is a “law adopted by a Council that reflects community needs and ensures the good rule and government of the area”. ([www.lgp.qld.gov.au](http://www.lgp.qld.gov.au)).

## Model local laws to deal with alcohol

There are no model local laws that deal with alcohol. The Western Australian Local Government Association (WALGA) provides information on general model local laws.

## Aboriginal communities act 1979 and local laws

Under section 7 of the *Aboriginal Communities Act 1979* the council of a community to which the Act applies may make by-laws relating to their community lands with respect to, “the prohibition, restriction or regulation of the possession, use or supply of alcoholic liquor or deleterious substances.”

Local laws made by the council of a community under section (1) allow police to make the necessary enforcements and for fines and court orders to be handed out. Information regarding the procedure for making local laws in Aboriginal communities, how to apply them and limitations for prosecutions can also be found in various sections of the *Aboriginal Communities Act 1979*.

The *Aboriginal Communities Act 1979* can be accessed online at: [http://www.austlii.edu.au/au/legis/wa/consol\\_act/aca1979229/](http://www.austlii.edu.au/au/legis/wa/consol_act/aca1979229/)

## Should local laws be used as an alcohol management tool?

If you are looking to develop a local law in response to a community alcohol issue, it may be useful to consider the items in the following checklist to ensure it is the most appropriate and effective action.



### 3. Local Laws

#### Local Laws: Things to Consider Checklist

Consider	Example
1. What internal and external stakeholders are effected by the alcohol issue?	<input type="checkbox"/> What consultation has occurred with other departments within your local government? <input type="checkbox"/> Have relevant external stakeholders been identified to consult with?
2. Has the alcohol issue been thoroughly analysed?	<input type="checkbox"/> What the issue/s is. <input type="checkbox"/> How often is it happening? <input type="checkbox"/> Where and when is it occurring? <input type="checkbox"/> Who is involved? <input type="checkbox"/> What community system factors are supporting or allowing the issue to occur?
3. Are there already strategies in place to address the issue and how effective are they?	<input type="checkbox"/> Do other departments within your Local Government or other stakeholders have strategies in place? <input type="checkbox"/> Has there been any assessment of the impact of those strategies?
4. What would a local law achieve in relation to the issue?	<input type="checkbox"/> Would the local law solve the issue and how? <input type="checkbox"/> Would the local law reduce problems in the short term/long term. <input type="checkbox"/> Would the law add value to or strengthen other strategies? <input type="checkbox"/> Would the law jeopardise the impact of other strategies? <input type="checkbox"/> Would the law pave the way for other stakeholders to put strategies in place? <input type="checkbox"/> Is there expert advice about what alcohol control measures might work?
5. Would another strategy be more effective than implementing a local law?	<input type="checkbox"/> Consider items 1-4 in checklist. <input type="checkbox"/> If another strategy would be more effective, is there resource and community support to put it in place? <input type="checkbox"/> If not, is a local law an important first step to addressing the issue?
6. If a local law is considered an important strategy, what will be put in place to ensure it remains effective?	<input type="checkbox"/> What strategies will other stakeholders put in place to complement the local law? <input type="checkbox"/> What information can be collected to monitor the impact of the local law on the alcohol issue? <input type="checkbox"/> What Local Government policies/schemes/plans should be considered when developing the local law to ensure consistency across the organisation? <input type="checkbox"/> How will the law be communicated to all departments within your Local Government and to the community?

### Action examples

• Ensure all internal departments and council are aware of the law.
• Publicise the law when active and educate the community about what they can and can't do.
• Ensure processes in place to inspect the use of the law and any disciplinary measures are set up.
• If a law is created to reduce harm, monitor its effectiveness by collecting data and information from other stakeholders including the community.
• Set realistic review dates and plan how the review will be conducted.

### Helpful resources

Information on how to write a local law can be found in a Local Law Manual produced by the WA Local Government Association (WALGA) for all subscribers to Local Laws WA. It provides:

- Practical guidance on making and reviewing local laws.
- Information on local laws enacted by Local Governments throughout WA.
- Model local laws as examples for Local Governments to consider.
- Information relating to provisions in other legislation and problems to avoid.

For more information on accessing this manual contact WALGA via (08) 9321 5055 or [info@walga.asn.au](mailto:info@walga.asn.au)

The Department of Local Government and Regional Development also has information on its website on the procedure for writing a local law and the roles of different organisations in approving local laws. For more information see <http://www.dlgrd.wa.gov.au/localGovt/localLaws/default.asp>

### References

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*Aboriginal Communities Act 1979*, Government of Western Australia.



# 4. Community Security Patrols

For those that choose to employ security patrols, this section discusses how the service can add value to other Local Government activities to reduce alcohol-related problems. It is acknowledged that not all Local Governments have security patrols.

## Key points

- Many local governments that employ security patrols report that alcohol issues are witnessed on a daily basis by the patrols.
- Common alcohol-related incidents reported by security patrols include:
  - Street drinking.
  - Calls from residents complaining of loud or out of control parties.
  - Patrons leaving licensed premises and acting in an antisocial manner.
  - Abandoned vehicles near booze buses.
  - Property damage.
  - Assaults outside licensed premises (Jenkinson, M. 2006, pers. comm. 14 July).
- Security staff generally work closely with police, rangers, other councils, emergency workers, transport safety officers, and local businesses (Melville Community Safety and Crime Prevention Strategy, 2005).
- Alcohol appears to be related to many callouts for security patrols.
- Security patrols can be an important information source when assessing local alcohol issues. The information that security patrols can collect will often be more timely and specific to the locality than other external sources of data.
- It is recommended that where security patrols are employed, they record incidents and activity that is alcohol-related and provide this information to other departments such as planning and environmental health for consideration in operational and business matters.

For Local Governments that choose to employ security staff, their roles vary. In most cases they observe, report and monitor anti-social behaviour and respond to minor crimes occurring in hotspots (Melville Community Safety and Crime Prevention Strategy, 2005). Security staff may also be employed to assist with perceptions of community safety.

In some Western Australian localities, security staff report a large amount of property damage related to alcohol such as damaged letter boxes and gardens as

well as litter in the form of cans and bottles in parks and other public areas. Security patrols are often the eyes and ears of the Local Government and are the first to come across issues such as smashed glass bottles around children's playground area. They regularly have a harm minimisation role and liaise with other Local Government services to initiate appropriate responses to issues, such as cleaning up damage.



## 4. Community Security Patrols

### Did you know?

**Security officer:** A security officer's licence enables a person to watch, guard and protect property. (<http://www.police.wa.gov.au/ABOUTUS/OurServices/CommercialAgentsUnit/AgentLicences/tabid/1237/default.aspx>)

**Crowd controller:** A crowd controller can monitor or control the behaviour of persons, screen persons for entry or remove people for behavioural reasons with a licence. (<http://www.police.wa.gov.au/ABOUTUS/OurServices/CommercialAgentsUnit/AgentLicences/tabid/1237/default.aspx>)

### What role can security patrols have in the prevention of alcohol-related problems?

Having security patrols will not solve local safety issues. However, security staff can be used in a deterrent role through their presence and interactions with the community. As a community safety strategy, this is achieved in a combination of patrol and incident response roles as well as community liaison.

The operation of security patrols may vary from one Local Government to another or from one security company to another. Usually security staff monitor various 'zones' or 'hot spots' in patrol cars. In other cases first contact to security staff is by calling a hotline available.

Challenges faced by Local Governments employing security staff include:

- Security staff cannot enforce the law like a police officer.
- Community expectations regarding the legal abilities of security staff.

### Case study:

The City of Melville and Cockburn Community Security Service record activity during patrols which is then entered into an electronic database. The database has 44 different categories to describe incident reports and these can further be broken down into suburb and electoral wards. This information has been used to inform the provision of other council services and can help to identify issues in a timely manner (Melville Community Safety and Crime Prevention Strategy, 2005).

### Action examples

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Record the incidents that staff respond to and categorise them by time of day, location and whether alcohol was involved.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Have the Local Government security patrol attend local alcohol accord meetings to discuss relevant local alcohol issues and engage other stakeholders in strategies to prevent the problems from occurring.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Use alcohol-related security patrol data to inform planning and other relevant Local Government decisions to support and uphold community amenity.</li> </ul>  |

### References

City of Joondalup. (2005). *City Watch Community Security Patrols: fact sheet*. [www.joondalup.wa.gov.au](http://www.joondalup.wa.gov.au)

Melville Community Safety and Crime Prevention Strategy. (2005). City of Melville

Western Australian Local Government Act. (1995), Government of Western Australia.

Western Australian Police (2006) Retrieved June 30, 2007.

Available from: <http://www.police.wa.gov.au/ABOUTUS/OurServices/CommercialAgentsUnit/AgentLicences/tabid/1237/default.aspx>



# 5. Litter

This section of the Package looks at alcohol-related litter, its effects and costs to Local Governments and ways to reduce those costs. Litter is often a by-product of a bigger problem for example property damage and antisocial behaviour.

## Key points

- Local Government has a primary role in providing waste management information and services to rate payers.
- For many Western Australian local governments, alcohol-related waste and litter are the source of significant clean up costs.
- Harmful effects of alcohol-related litter can include:
  - glass alcohol containers being used as weapons; and
  - injury to the public caused by broken glass such as cut feet at the beach or playgrounds.
  - influence on public perceptions of safety.
- Understanding the way in which alcohol-related litter contributes to a local government's clean up costs can help with the planning of services.
- Collated alcohol-related litter information can be used to engage with relevant stakeholders to prevent or reduce the littering and reduce associated costs.
- Alcohol related litter information is relevant to many areas within local government such as planning, environmental health, rangers and community services.

Examples of alcohol-related litter include: coloured glass bottles, cans, cardboard boxes, bottle tops and plastic.

## Costs to Local Government

The clean up costs associated with litter in general are quite significant. In Queensland alone, local figures indicate that Local Governments spend \$62 million each year on public safety and other initiatives (LGAQ, 2004, cited in National Alcohol Strategy, 2006). It was also estimated that a “sizeable portion” of the \$240 million spent by the Queensland Local Government on cleaning public space can be attributed to cleaning up alcohol-related litter, bodily fluid spills and other by-products of alcohol consumption (National Alcohol Strategy, 2006).

### Example of clean up costs in WA:

It has been estimated that one Western Australian Local Government spends approximately \$3000 per week cleaning footpaths and car parks in precinct areas, all of which have various licensed premises within them. Whilst not all clean up costs can be solely attributed to these licensed premises, it can be anticipated that a greater percentage may be. It is also estimated that in one year, approximately \$4500 was spent in relation to clean ups at various parks within the Local Government area, which was linked to alcohol consumption at these locations.



## 5. Litter

### Why would Local Governments want to collect alcohol-related litter information?

- Budgeting purposes - to assist with planning of services.
- Prevention incentives - Once there is baseline data to analyse, improvements can be achieved through positive promotion and prevention strategies.
- Planning - Local Government can better plan for public events and concerts in their area to prevent injuries sustained from alcohol-related litter, for example, glass wounds.
- Enforcement - Alcohol-related litter can provide information to police and Local Government as to where drinking is occurring. With this information police and Local Government will be better equipped to enforce street drinking and litter laws.
- Liquor licensing matters - alcohol-related litter information collected can be used to liaise with local licensees and business operators about concerns or inform assessments of liquor licence applications.

#### Did you know?

The beer bottle (< 750ml - all colours) was found to be the most voluminous glass item in the latest National Litter Index (2006). The total volume of glass was 0.185m<sup>3</sup> of the overall litter stream.

### Reducing the costs associated with alcohol-related litter

It is often possible for Local Governments to prevent or reduce the amount of alcohol-related litter that is left in the community. While it may not be up to the Local Government itself to solve the problem, as key providers of clean up services in the community, Local Governments are in an ideal position to bring litter issues to the attention of relevant stakeholders. Relevant stakeholders can be identified by looking at the source of the litter issue, the factors that are helping it to occur and actions to prevent it in the future.

For example:

- large amounts of litter left by at risk groups in parks could indicate a need to work with appropriate social and community based services to engage with those groups; or,
- regular incidents of broken glass in a carpark used by licensed premises patrons could be discussed with the licensees who could then consider strategies such as increased monitoring and prevention of patrons leaving the venue with open containers.

Alcohol-related litter can provide Local Government workers with information on where people congregate when drinking as well as the types and volumes of liquor being consumed. It is possible in some cases to track litter to specific locations, or to licensed premises by batch numbers and/or bar codes. In country areas litter can also provide information about how alcohol is transported around communities (*pers. comm., C. Hall, 8/9/06*).



### Case study: Rottnest Island Leaver's Week 2003

Smashed glass from alcoholic beverages on street verges, beaches and other public places at Rottnest Island is the cause of numerous injuries. The Rottnest Island Nursing Post estimates that 13 to 20% of presentations over Leavers and New Years Eve periods are glass related.

The waste management contractor on the Island reported that the amount of glass collected over Leavers and New Years Eve was almost double compared to other times of the year.

As a harm minimisation initiative police, health, the Local Government authority and other key stakeholders declared Leaver's 2003 a glass free event. The most important strategy was to place conditions on the local licensed premises to restrict the sale of glass beverage containers. Ferry companies also refused to carry any packaged litter in glass containers during Leavers.

As a result, the number of glass related injuries decreased to 3 compared with 59 the year before. Figures also showed that the total amount of glass collected during the Leaver's period was minimal compared to the previous year to the point that the waste management contractor stated that they were 'over staffed' for morning clean up for the duration of the event in 2003.

Many of the Leavers, Parents of Leavers and other members of the public staying on the Island were said to endorse the strategy and the event was described as an outstanding success.

### Case Study: Halls Creek Can Crusher

In Halls Creek significant amounts of alcohol-related litter has been an ongoing issue and reflective of the high levels of consumption in the town. A can crusher was donated to the Shire for the purpose of crushing all the cans generated from alcohol-related littered around the streets. The crusher requires one person full time employee to operate it. Cans are crushed into bails and are sold to scrap metal dealers. Community activities such as the local school picking up cans has been one way of collecting the rubbish.



## 5. Litter

### Action examples

<ul style="list-style-type: none"> <li>All relevant Local Government departments (eg rangers, waste management) collect and record information centrally on alcohol-related litter including (ongoing or for set periods during the year):             <ol style="list-style-type: none"> <li>Where the alcohol-related litter was found.</li> <li>The contents of the litter (brand of alcohol, volume).</li> <li>Any injuries reported in relation to the litter.</li> <li>The clean-up costs associated with the litter.</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>For problem areas, use this information to raise the issue with relevant stakeholders and work together to prevent it from occurring on an ongoing basis (e.g. at accord meetings).</li> </ul>
<ul style="list-style-type: none"> <li>Work with event organisers to provide incentives for patrons to collect litter during events (eg cash for bags of litter schemes).</li> </ul>
<ul style="list-style-type: none"> <li>Become involved in anti-littering and litter prevention campaigns eg Keep Australia Beautiful or Clean Up Australia initiatives.</li> </ul>
<ul style="list-style-type: none"> <li>Employ Local Government workers to monitor alcohol-related litter at public events and prevent bins from overflowing.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure there are adequate numbers of waste disposal bins at public events, public spaces and nearby licenses premises.</li> </ul>

### Other helpful resources

The Municipal Waste Advisory Council (MWAC) is a standing committee of the Western Australian Local Government Association. The MWAC is responsible for the following:

- statewide co-ordination of recycling issues;
- the review of waste management legislation;
- waste management publications; and
- integrated resource recovery techniques promotion.

MWAC is responsible for maintaining WasteNet an internet resource with particular emphasis on waste management issues relevant to Local Government in Western Australia ([www.zerowastewa.com.au](http://www.zerowastewa.com.au)).

### References

Zero Waste WA. Who's Who - Local Government. [www.zerowastewa.com.au](http://www.zerowastewa.com.au)

Shepherd, J.(1994). Violent crime: The role of alcohol and new approaches to the prevention of injury. *Alcohol & Alcoholism*, 29 (1), pp 5-10.

Department of Environment and Conservation (NSW). *Issues paper March 1994 -Litter*. [www.epa.nsw.gov.au/litter/factsaboutlitter.htm](http://www.epa.nsw.gov.au/litter/factsaboutlitter.htm)

National Alcohol Strategy. (2006). Ministerial Council on Drug Strategy. Commonwealth of Australia. Paper-based publications.

McGregor Tan Research 2006, *National Litter Index Western Australia*. Retrieved August 30, 2006, from: [http://www.Kab.org.au/\\_dbase\\_upl/a%20NLI%20report%200607%200506.pdf](http://www.Kab.org.au/_dbase_upl/a%20NLI%20report%200607%200506.pdf)



# 6. Alcohol Accords

Local governments are an important member of alcohol accords. This section provides information about alcohol accords in WA, their role in the prevention of alcohol-related problems, the state wide framework for developing a local accord and benefits to local governments.

## Key points

- Alcohol accords are local voluntary agreements between licensees, police, Local Governments, health and community representatives that focus on minimising and preventing alcohol-related problems in the community.
- Local Governments' specific roles and responsibilities under an Accord will vary dependant on the circumstances, setting and resources available.
- Though the success of accords has varied since their introduction in 1996, some groups have achieved outcomes consistent with the priorities of many Local Governments, such as improved community safety and reductions in litter.
- Research shows that accords are most effective when they operate alongside ongoing enforcement of the liquor legislation and should not be used to replace enforcement strategies.
- Accords should be implemented alongside a range of strategies to reduce alcohol problems.
- A new evidence-based framework for the planning, implementation and evaluation of Accords is now available to support new and existing Accord groups.

## Alcohol Accords in WA

Since 1996, approximately 26 alcohol accords have been established in Western Australia. Accords aim to develop a collaborative approach to minimise the harmful effects, social disruption, crime and violence caused by excessive consumption and irresponsible service of alcohol. Establishing an Alcohol Accord provides the opportunity for key stakeholders to work together to achieve common goals.

### The structure of Accords

While Accords share common features, each has been developed to address its own local issues. A majority of Accords have a guiding policy document which outlines the role of each of the participating members and the agreed 'terms of best practice' with regard to the responsible service of alcohol which relate to local issues as well as general agreed principles. In some cases, Accords have imposed voluntary restrictions in order to reduce harm that the community has identified stems from certain products or practices. For example, in the Kimberley, many of the Accords have restrictions on cask wine, opening times on certain days and the general availability of packaged liquor in response to specific local issues.

### Do Accords work?

Limited evaluations have been conducted on Accords in WA to determine their quantitative impact. While some are positive, others have shown good short term impacts but questionable results with regard to the long-term reduction of alcohol-related problems. A number of factors have traditionally made evaluating Accords a challenge, including lack of relevant data, failure to establish a baseline 'pre accord' picture of existing issues, high turnover of those involved, policy not being reviewed regularly to reflect changing local needs issues, and lack of acknowledgment of any short term gains, to name a few.



## 6. Alcohol Accords

While Accords are voluntary agreements, recent changes to the WA Liquor Control Act 1988 promote a stronger focus on monitoring and evaluation of Accords. Strategic planning and annual reporting tools will now be a key feature of accords to ensure they remain practical and action oriented, with a focus on setting realistic goals.

Homel and colleagues (1997) identified a range of factors that will impact on an Accord's success:

Success factors	Failure factors
Ensuring community accountability of licensees	An absence of legislative support
Using media to assist with positive change.	Low levels of enforcement by police
Reducing reliance on an individual project officer as the key to success.	Withdrawal of cooperation by licensed venue operators.
Reducing reliance on an individual with dependence on the process for success.	Failure to engage in responsible beverage service by licensed premises staff.
Ensuring a monitoring committee is established to oversee self regulation.	
Engaging political support.	
Normalising community change.	

### Action examples

<ul style="list-style-type: none"> <li>Participate in existing local accords.</li> </ul>
<ul style="list-style-type: none"> <li>If resources allow, offer administrative or other in-kind support to the Accord for evidence based strategies that support local government priorities to reduce alcohol problems.</li> </ul>
<ul style="list-style-type: none"> <li>Report alcohol-related local government data or issues (non-individual identifying) at regular accord meetings, including positive information and data to inform the development of initiatives.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure relevant policies and plans (e.g. Community Safety Plans) are complementary to the local Accord.</li> </ul>
<ul style="list-style-type: none"> <li>Work with other stakeholders to ensure accord actions are effective through monitoring and review.</li> </ul>
<ul style="list-style-type: none"> <li>Regularly inform other internal departments and the executive on the purpose of the accord and progress made.</li> </ul>
<ul style="list-style-type: none"> <li>Consider consistency with the Accord strategies and goals when providing approvals to planning applications, liquor licences, use of Council facilities and other relevant local government business.</li> </ul>
<ul style="list-style-type: none"> <li>Advocate for police to enforce liquor laws, particularly those relating to the responsible service of alcohol.</li> </ul>

### Helpful resources

- For details on how to set up an Accord in WA, contact the Drug and Alcohol Office on (08) 9370 0358.
- Department of Racing, Gaming and Liquor policy guidelines: Accords [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)
- [http://www.communitybuilders.nsw.gov.au/building\\_stronger/safer/kxaccord.html](http://www.communitybuilders.nsw.gov.au/building_stronger/safer/kxaccord.html)

### References

Homel, R., Hauritz, M., Wortley, R., McIlwain, G., & Carvolth, R. (1997), 'Preventing alcohol related crime through community action: The Surfers Paradise Safety Action Project', in R. Homel (Ed.) *Policing for prevention: Reducing crime, public intoxication, and injury*. Monsey, N.Y.: Criminal Justice Press.

*Liquor Control Act 1998*, Government of Western Australia.

NFO Donovan Research (2003) Statewide Stakeholder review of Alcohol Accords



# 7. Managing Public Open Space and Alcohol

## Key points

- The design and management of public spaces can reduce the impact of alcohol use in these areas.
- Before considering strategies to address the issues of drinking in public places, it is important to acknowledge that equity of access to public places by all is paramount.
- Any approaches by Local Governments to move groups of people from public places (especially young people, Indigenous people and homeless people) should be done in consultation with relevant stakeholder agencies and community groups.
- Any approach to move groups of people from public places must balance the rights of people to feel safe and secure with the rights of groups who legitimately use these public places.

## Drinking and drunkenness in public places

The following actions provide a good foundation for preventing or reducing alcohol-related antisocial behaviours in public places:

### 1. Collaborate with key partners to focus the effort

Local Government can establish partnerships with Police and owners of licensed venues to focus on localities where specific alcohol-related problems occur. In some cases the locality may be centred around a licensed venue or entertainment node and the most appropriate and effective partnership could be in the form of an Alcohol Accord. In other cases, such as special events like Australia Day celebrations, community events and music concerts, a partnership agreement between the Local Government Authority, Police, Health, and event organisers may be most appropriate.

### 2. Engage communities to understand the needs and issues

Communities are often best placed to address alcohol-related problems, especially in regard to culturally diverse communities. They have the greatest depth of understanding and experience of the real issues because they live them every day. Community members and organisations can play a major role in the creation of partnerships with and between licensees, police, Local Governments, health professionals and sporting clubs to address alcohol-related problems.



# 8. Alcohol Management at Events

Local Governments play a key role for all events and are an integral part of the risk management process. This section outlines the importance of putting strategies in place that prevent alcohol-related problems at events which will in turn reduce the likelihood of associated issues such as antisocial behaviour and violence.

## Key points

- A well organised and efficiently managed public event or festival can offer the community a range of social, economic and cultural benefits.
- A mismanaged public event can put staff, event patrons and the general public at risk.
- The sale and supply of alcohol at an event significantly increases the risk rating of an event.
- Local Governments can manage risks associated with alcohol at events through planning processes, public building approvals and liquor licence application assessments that consider preventing drunkenness through alcohol control and responsible service strategies.
- It is recommended that policy and procedures are developed to:
  - identify buildings or places where events can be conducted to suit the requirements of the community;
  - stipulate the ability to consider the prevention of alcohol-related problems as part of the risk management and approval processes;
  - provide clear guidelines for applicants;
  - require consultation with local police and health personnel.
  - establish the extent of officers delegated authority in relation to events.
- The Health Act 1911 provides a head of power that allows environmental health officers access to all facilities to ensure that health / safety requirements are addressed and to close facilities that are considered unsafe or unsuitable for a use that they are planned to be used for.

## Events - more than one unit's responsibility

The considerations that Local Governments are required to make regarding events cover a range of business unit and departmental areas within a Local Government Authority. This can be a challenging area to coordinate because of the number of players involved and the timeframes that are often presented. Local Governments are responsible for event approvals which include but are not limited to:

- Building / construction approvals.
- Health and Safety issues.
- Food.
- Noise control.
- Planning / zoning issues.
- Parking / road access issues.
- Waste management.



## 8. Alcohol Management at Events

The following list is an example of the alcohol-related aspects of an event that should be considered in combination when assessing the potential for alcohol-related problems at an event.

1. Type of alcohol
<ul style="list-style-type: none"> <li>Provision of mid and low strength alcohol and non-alcoholic alternatives is an important harm minimisation strategy.</li> </ul>
2. Supply of alcohol
<ul style="list-style-type: none"> <li>The promoter should consider restricting the sale and supply of liquor in glass containers particularly where the event is outdoors. e.g. glass containers may be used as weapons and broken glass can lead to serious injury.</li> <li>The pricing of alcoholic drinks should not encourage the irresponsible consumption of liquor. E.g. cheap or discounted liquor.</li> </ul>
3. Drinking culture
<ul style="list-style-type: none"> <li>The nature of the event will influence the drinking culture and pattern of use of alcohol.</li> </ul>
4. Drinking setting
<ul style="list-style-type: none"> <li>The layout of the event may influence the drinking patterns of patrons, i.e. the location of the bar area in proximity to the stage area for a concert.</li> </ul>

### Risk management plans

The Health (Public Buildings) Regulations 1992 require risk management plans, in accordance with AS 4360 - Risk Management, for events of more than 5000 people. The event manager is responsible for preparing the plans which must be submitted to the Local Government for approval.

#### Definition: Risk Management

AS 4360 defines Risk Assessment "as the overall process of risk analysis and risk evaluation". For the purposes of this Guideline, the term Risk Assessment will refer to all the steps inside the dotted line.

Reference: [http://nmishrag.mishc.uq.edu.au/NMISHRAG\\_Chapter1.asp#Introduction%20/%20Background](http://nmishrag.mishc.uq.edu.au/NMISHRAG_Chapter1.asp#Introduction%20/%20Background)

AS 4360 is a generic guide to establish and implement a risk management plan. It outlines steps which when taken in sequence will enable continual improvement in decision making. It is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function or process.



### Action examples

<ul style="list-style-type: none"> <li>• Include in relevant policy a set limit on the number of large events your Local Government will approve each year and identify acceptable and unacceptable locations for such events. Having guidelines can save unnecessary delays in approvals for event promoters and promote an efficient image for the Local Government.</li> </ul>
<ul style="list-style-type: none"> <li>• Clearly define what an 'event' is in any policy relating to events. This is important when considering liquor licences that seek events provisions within their liquor licence application. A Local Government's ability to manage risk associated with the sale of alcohol at events is limited if its policy only allows you to consider particular risk management aspects for some not all events or functions.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure all relevant business units and officers are consulted on event applications from a preventing alcohol problems perspective as well as outside stakeholders such as police, local health and relevant community groups.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish clear guidelines and requirements regarding alcohol at events and communicate them to event organisers, licensees and the community.</li> </ul>
<ul style="list-style-type: none"> <li>• For events over 500 people, require a submission from the applicant detailing what and how responsible server practices will be put in place to manage the sale and supply of alcohol to prevent drunkenness, disorderly and antisocial behaviour, property damage and access to alcohol by juveniles.</li> </ul>
<ul style="list-style-type: none"> <li>• For events over 500 people, where the licensee is not the event promoter, require a statement in writing of the event promoter's knowledge of the liquor licence application and support of strategies to prevent alcohol problems that may come from the sale and supply of alcohol at the event as part of the licence application submissions to the Local Government.</li> </ul>
<ul style="list-style-type: none"> <li>• Nominate an event coordinator for all event applications to be submitted to. This person could be responsible for ensuring that all of the relevant sections of the Local Government have been consulted about the event in question.</li> </ul>

### Support tools

- Tool 2: Liquor Licence Assessment Checklist.
- Tool 5: Liquor license risk management considerations chart
- Tool 6: Designing safer licensed environments checklist

### Recommended reading

Department of Health 2004 Guidelines for Events and Organised Gatherings found at:

[http://www.health.wa.gov.au/envirohealth/planning/docs/Guidelines\\_for\\_Concerts\\_Events\\_and\\_organised\\_Gatherings.pdf](http://www.health.wa.gov.au/envirohealth/planning/docs/Guidelines_for_Concerts_Events_and_organised_Gatherings.pdf)

### References

Environmental Health Directorate 2004, Guidelines for Events and Organised Gatherings.

Perth, Department of Health.

*Health Act 1911, WA Government.*



# 9. Liquor Licensing

Local Governments govern the development and planning of local areas and have an important role in the Liquor Control Act 1988. This section outlines how Local Governments can apply their legislative duties to manage risks and prevent and minimise alcohol-related harm. To support action, detailed information on the Liquor Control Act 1988, licence types and liquor licensing processes can be found in Fact Sheet 6: Liquor licensing authority and licence types.

## Key points

- Research over the past 20 years has found a link between alcohol availability, rates of alcohol consumption and rates of alcohol-related problems.
- Local governments can use the liquor licence and planning approval processes as a risk management tool to minimise alcohol-related problems in the community.
- The Liquor Control Act 1988 allows Local Governments to:
  - Advise whether liquor licence applications comply with local government health and planning legislative requirements.
  - Express any concerns about new liquor licence applications or applications to alter the conditions of existing premises through intervention or objection.
  - Minimise alcohol-related harm associated with licensed premises and events.
  - Lodge complaints about noise and disturbance coming from licensed premises.
  - Lodge complaints if a licensed venue is not being properly managed.
- If supported by appropriate policy, conditions or restrictions on high-risk venues can help to create safer drinking environments that support responsible drinking, reduce antisocial behaviour, crime and property damage.
- Controlling availability by restricting the number of licensed premises either via caps on total number of licensed sites in an area or by restrictive eligibility criteria is an effective strategy that can reduce risk to the general population and to specific high risk groups.

## The availability of alcohol: what Local Governments can do

Local Governments have an ability to influence the control and availability of alcohol and creation of safer environments through:

- Development approvals for liquor licence venues (Planning).
- Interventions and objections to licence applications.
- Amendments to Town Planning Schemes for specific land use and policy considerations.
- Event risk management processes.
- Provision of Section 39 and Section 40 (Liquor Control Act 1988) certificate approvals (Planning and Environmental Health).
- Public building approvals and conditions.



## 9. Liquor Licensing

See Table A for a summary of Liquor Control Act provisions that relate to Local Governments.

**Table A: Role of Local Governments in Liquor Licence Applications**

Application type	Local Government statutory ability under the Liquor Control Act 1988				
	Ability to control the issue of certain certificates that demonstrate a building complies, or will be made to comply, with relevant legislation and policies. Including: • Section 39 Certificate. • Public Building Certificate of Approval. • Section 40 Certificate.	Ability to intervene: • To determine whether the premises are suitable to be licensed or the subject of a permit. • To determine whether a proposed alteration or redefinition of licensed premises should be approved. • To determine whether persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience.	Ability to intervene to determine whether the following are met: • Health Act 1911. • Any written law relating to sewerage or drainage. • Local Government Act 1995 or the Local Government (Miscellaneous Provisions) Act 1960 (in relation to health matters only).	Ability to object on the following grounds • Not in the public interest. • Cause undue harm or ill-health. • Affect the quiet or good order of the locality or cause disruption. • Contrary to any provisions of the Act.	Additional powers under the Liquor Control Act 1988.
<b>New Licences</b>					
All	✓	✓	✓	✓	Can request a copy of the application
Occasional licence	✓ Where it is appropriate	✗	✓	✗	The applicant requires permission from the Local Government to use the land if licensed area on council property.
<b>Extended Trading Permits</b>					
All ETPs?	✓	✓	✓	Where the application is advertised	
Extended area	✓	✓	✓	Where the application is advertised	
Extended hours?	✓	✓	✓	Where the application is advertised	
<b>Add, vary, cancel or removals</b>					
All	✓	✓	✓	Where the application is advertised	
<b>Community interventions or objections</b>					
All applications	✓	✓	✓	✓	Local Governments can assist the community to intervene or object to applications.

### Assessing new liquor licence applications

Local Governments can assess liquor licence applications according to:

- The potential impact upon the community with regards to public health, harm, safety, noise or disturbance.
- The potential impact upon the amenity of the area, for example property damage and littering.
- The requirements for a section 39 and 40 certificate.
- Whether the application is in the public interest, including risk management considerations.

When assessing a licence application, Local Government officers can consider information such as:

- The venue design plans. *See Tool 2: Liquor licence assessment checklist.*
- The liquor licence application. *See Tool 2: Liquor licence assessment checklist.*
- Statistics and consultation information from key stakeholders (e.g. police, health, local community business and residents).
- Existing Local Government policy such as the Town Planning Scheme, Alcohol Policy etc.
- Research and other credible literature on high-risk aspects of liquor licences, alcohol availability and alcohol control strategies. *See Fact Sheet 9: Alcohol Availability.*
- Public interest assessment documentation from the licensee. *See Tool 9: Public Interest Assessment questions.*

#### Best Practice Tip #1

Having policy to support the Local Government considerations required to manage risk and develop safe drinking settings and communities will:

- Set out transparent and easy to understand requirements for the community and local business regarding applications.
- Make it more likely that decisions will be upheld if challenged.
- Establish a consistent approach within your Local Government to local alcohol matters.
- Increase the likelihood of effective alcohol management resulting in a more vibrant, healthy, safe and prosperous community.

#### Best Practice Tip #2

Set up a Licensing Group within your Local Government that consists of someone from each relevant business unit/department to consider liquor licence applications together. This will ensure a coordinated, consistent approach to applications.



## 9. Liquor Licensing

### Mandatory public interest assessment submissions

Since May 2007, a new public interest test applies to applications for the grant or removal of licences, certain permit applications and to any other application the Director of Licensing deems appropriate. Licence applicants are required to include a Public Interest Assessment submission as part of the licence application to the Licensing Authority.

Public Interest Assessments may help Local Government officers to decide if there are any high-risk aspects of a licence application.

#### Public Interest Assessment - Applicant Requirements

**1. As part of the licence application, provide information in relation to:**

- Section 38(4) (a) - harm or ill health.
- Section 38(4) (b) - impact on amenity.
- Section 38(4)(c) - offence, annoyance, disturbance or inconvenience.

**2. Tell the community about the application and the intended manner of trade by:**

- Undertaking a letter drop to residents and businesses within a 200 meter radius of the proposed premises.
- Serving notice on all schools and educational institutions, hospitals, hospices, aged care facilities, any drug and alcohol treatment centres, short term accommodation or refuges for young people, child care centres, churches, any Local Government authority, any local police stations which may be situated in the specified locality of the premises, and any other places at the Director's discretion.

**3. Lodge a copy of the House Management Policy, Code of Conduct and Management Plan with the application.**

Detailed information about the full Public Interest Assessment requirements can be found in the Director's Public Interest Assessment Policy found at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

#### Key Questions for Assessing a Public Interest Statement:

1. How accurate is the information? How do you know?
2. Are the claims made overstated? How do you know?
3. Are any existing problems in the locality understated or not considered?
4. Are the high risk aspects of the licence recognised and are strategies to manage these risks included?
5. Are the suggested strategies to manage risk effective strategies?
6. Is an understanding of the potential future impact of the licence demonstrated? (e.g. restaurants).
7. Have they consulted with police, health, and Local Government?
8. Who in your Local Government did the applicant consult with and were the issues of safety, amenity and health considered above standard Section 39 and 40 considerations?

*See Tool 9: Public Interest Assessment questions*

#### Remember:

Public Interest Assessments are a new requirement and some licensees may genuinely not be aware of some local issues. Public Interest Assessments are a good opportunity to raise concerns with licensees that are not addressed in their statements.

## Liquor licence objections and interventions

The Liquor Control Act 1988 gives Local Governments the ability to oppose or seek conditions on a licence by objecting or intervening in particular licensing matters.

***See Fact Sheet 7: Intervening and Objecting to Liquor Licences for detailed information.***

### Intervention

A Local Government may intervene in proceedings before the licensing authority and introduce evidence or make presentations to outline whether a premises is suitable for a liquor licence; whether an alteration or redefinition of a premises should be approved; or whether people who work or live in the vicinity of a premises would be impacted upon negatively.

A Local Government can also intervene in proceedings to supply information relating to legislation and regulations within its jurisdiction.

### Objection

Local Governments also have the ability to object to any application for a licence, as outlined in section 73(1) of the Liquor Control Act 1988.

### Support tools

- Fact Sheet 3: Designing and planning for safer environments part 1 - social environment.
- Fact Sheet 4: Designing and planning for safer environments part 2 - internal environment.
- Fact Sheet 5: Designing and planning for safer environments part 3 - external environment.
- Fact Sheet 6: Liquor Licensing Authority and licence types.
- Fact Sheet 7: Intervening and objecting to liquor licences fact sheet.
- Fact Sheet 9: Alcohol availability.
- Tool 2: Liquor licence assessment checklist.
- Tool 9: Public Interest Assessment questions.

### Recommended reading

Detailed information about the full Public Interest Assessment requirements can be found in the Director's Public Interest Assessment Policy [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

### References

*Liquor Control Act 1988*, Government of Western Australia.



## 9. Liquor Licensing

### Health and planning certificate approvals

When an application is made for a liquor licence, including applications for a new licence or modification to an existing licence, Local Governments determine if certain certificates can be issued that demonstrate the venue complies, or will be made to comply, with relevant legislation and policies. These certificates include:

- Section 39 Certificate.
- Section 40 Certificate.

Without these certificates, a liquor licence cannot be granted by the licensing authority. Because of this, Local Governments are in a position to influence the grant and operation of liquor licences in their area, manage risks and support the minimisation of harm and preservation of community amenity.

#### Best practice tip:

See the Developing Effective Policy section of this resource for more information about placing conditions on Section 39 and 40 certificates.

### Section 39 certificates

A certificate issued by Council under Section 39 of the Act is to confirm that the premises or proposed premises complies with the Health Act 1911, Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960 and laws relating to sewerage and drainage.

#### Assessing Section 39 Certificate applications to avoid alcohol-related problems

##### Recommended factors to consider when assessing Section 39 certificate applications for a liquor licence:

- Is the liquor licence likely to cause harm, ill-health, undue disturbance, amenity issues?
- Do police, health or surrounding residents support the proposal? If they have concerns, are there reasonable grounds to support the concerns?
- The number of similar licences and availability of alcohol in the general area.
- Will the granting of the licence be consistent with all relevant Council policies that relate to alcohol management, community amenity and order, minimising harm, community safety, planning and others as appropriate.
- Do other relevant departments or units within your Local Government have concerns about the liquor licence?

While not all of the above can be addressed through a Section 39 approval process, as part of a whole of organisation approach it is important to consider how the licence may impact on the local community and also on other Local Government services and departments.

#### Conditioning Section 39 Certificates

- Council is able condition Section 39 certificates if a premises has outstanding work to be completed or it may withhold the certificate until the premises has been made to comply.
- Council may also impose conditions such as:
  - limiting the number of persons who can enter the premises at any one time (patron numbers can be imposed as either a condition of planning approval or in accordance with Public Building Regulations.
  - Amplified music not over a specified noise level.

## Section 40 certificates

A Section 40 Certificate confirms that the premise complies or will be made to comply with the Local Government's Town Planning Scheme (TPS). If an application for a liquor licence does not comply with the Town Planning Scheme, to ensure compliance, Local Governments are able to condition Section 40 Certificates.

Ideally, a Town Planning Scheme will identify licensed premises as a unique commercial enterprise and have specific considerations that help control the type, number and trading hours of such premises through zoning, setting of standards and local laws.

### Assessing Section 40 Certificate applications to avoid alcohol-related problems

**Recommended factors to consider:**

- Does the application comply with the Town Planning Scheme and designated land use zoning?
- Does the application present an issue that is currently not provided for under the Town Planning Scheme or associated policy?
- Do police, health or surrounding residents/businesses support the proposal? If they have concerns, are there reasonable grounds to support the concerns?
- The number of similar licences and general availability of alcohol in the area.
- Is the liquor licence likely to cause harm, ill-health, undue disturbance, amenity issues?
- What will the cumulative impact of the licence be?
- Will the granting of the licence set a precedent that will result in an influx of similar applications?
- Will the granting of the licence be consistent with all relevant Council policies that relate to alcohol management, community amenity and order, minimising harm, community safety, planning and other issues as appropriate?
- Do other relevant departments or units within your Local Government have concerns about the liquor licence?
- Will conditioning the licence help to prevent any potential harm, disturbance or problems?

### Conditioning a Section 40 Certificate

Conditions can be placed on Section 40 certificates by Local Governments to ensure compliance with planning laws and policies. It is important that there is policy in place to support officers placing conditions on Section 40 certificates. Some examples of types of conditions that can be placed on a Section 40 certificate to prevent alcohol-related problems and promote community safety include:

- Restriction on trading hours.
- Internal design requirements (eg amount of seating) to support the prevention of alcohol problems, drunkenness and disorderly behaviour.
- Capacity limits. It is possible under a Town Planning Scheme to set capacity limits lower than what is specified in the Health (Public Buildings) Regulations 1992. For example, a Local Government may want to set lower capacity limits if the venue is a high risk premises, in certain mixed use areas, or where there is inadequate parking or public transport provisions.
- Provision of security patrols.
- Lighting requirements.
- Noise restrictions.
- Litter management requirements, for example some premises have been required to engage cleaning services.



## 9. Liquor Licensing

Across WA there are a number of Town Planning Schemes that have in place special considerations for licensed premises. The case study below describes some of the aspects of the City of Subiaco's Town Planning Scheme.

### Case study:

The City of Subiaco is a large urban centre in the Perth metropolitan area which has a number of licensed premises, many of which are located in mixed use areas. The City of Subiaco's Town Planning Scheme (TPS) has several provisions that allow the Local Government to regulate planning approvals of liquor licences.

#### Zoning:

The TPS only permits licensed premises to operate in certain zones, as each type of licensed premises is identified as a unique class of land use in the TPS. The majority of licensed premises are permitted in a limited number of zones. However, the granting of such a planning approval is subject to its consideration by Council.

When a planning approval is being considered, the TPS outlines that Council should consider both the planning objectives and any planning policies. One such planning policy, which is relevant to all of the city's zones, is the liquor licensing policy. This policy outlines a number of assessment criteria that Council should consider.

For more high-risk venues such as night clubs, the TPS also requires that the application be advertised for 21 days for the purpose of collecting submissions for consideration by Council. At the Council's discretion the application may be circulated to surrounding residents and business owners, in the newspaper and on-site (by erecting a sign in a conspicuous place). In addition the Council is to consider the potential impact on the amenity of the area, additional parking, traffic, and/or noise that may occur if the application was granted.

#### Development approvals:

Local Governments usually require a development application for a change in land use. In the City of Subiaco, liquor licence applications for either a change in licence classification, for example changing a restaurant licence to a special facility licence, or an application for an extended trading permit, are considered under the TPS to also constitute a change in land use.

Any application for a development approval must be considered by Council. Specific to applications involving liquor licences, the Council can request additional information from the application to inform their decision, such as what the proposed trading hours will be, the proposed use for every component of the building and what measures to manage the behaviour of patrons will be put in place.

#### Conditions:

When determining applications, the Council may impose conditions on the approval. These conditions can relate to the hours of operation (including time restrictions for certain activities such as live music), the maximum number of people permitted to occupy the premise or parts of the premise, the location and extent of areas to be used for particular activities (including areas in which liquor may be consumed) and management agreements to address patron behaviour associated with the operation of the premise (such as the employment of cleaning staff to address littering problems).

Copies of the City of Subiaco's Town Planning Scheme and Liquor Licensing Policy are available at their website [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au).

### Action examples

- |  |
|--|
| <ul style="list-style-type: none"><li>• Planning, Environmental Health and other relevant departments communicate regularly about liquor licence applications and potential impacts on the priorities of the Local Government and wellbeing of the community (see whole of organisation approach section).</li></ul> |
| <ul style="list-style-type: none"><li>• Establish appropriate policy (where needed) to allow officers to consider minimising risks, harm or ill health when providing Section 39 and Section 40 certificates (see Developing Effective Policy section).</li></ul>  |
| <ul style="list-style-type: none"><li>• Liaise with stakeholders such as police and health regarding licence applications, including events to determine if the licence is likely to lead to alcohol-related problems and related issues in the community.</li></ul>   |
| <ul style="list-style-type: none"><li>• Consider the cumulative impact of licences, particularly those that are high-risk, in the Town Planning Scheme and related policy.</li></ul>   |

### Support tools

- Go to the Developing Effective Policy section for tips on how to ensure conditions on Section 39 and 40 certificates are supported.
- See the Toolkit section for Tool 4: Section 40 certificates risk management tool.
- Tool 2: Liquor licence assessment checklist.

### References

City of Subiaco (2006) [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au)

Health (Public Buildings) Regulations 1992 (WA)



# 10. Noise and Alcohol

Local Governments are often at the coal-face of dealing with noise complaints. Depending on the nature of the complaint, they can be a good indicator of potential or existing alcohol problems and should be considered alongside other alcohol-related information or data about an event or location.

## Key points:

- Noise can be an indication of alcohol-related issues.
- Results from the 2004-2005 Local Government Noise Complaints Survey Report indicated that the most number of complaints (24%) came from the category titled radios and stereos/household parties.
- Noise from hotels, pubs, restaurants and nightclubs accounted for 4% of noise complaints and outdoor concert events represented 1% (Department of Environment Local Government Noise Complaints Survey Report, 2006).
- Local Governments can contact the Department of Racing, Gaming and Liquor if they feel a licensed venue is continually disrupting the peace of a neighbourhood with excessive noise. This may result in restrictions being placed on the venue licence.
- Careful planning (for example, when commenting on or issuing Section 39 certificates for a liquor licensing application) may circumvent noise issues within their community.

## Is noise an indicator of alcohol problems?

Policing noise is a tough job. Local Governments have to decide what is negative or 'bad noise' and what is positive or 'good noise'. Despite legislation being in place to help Local Governments with this, it often remains difficult to deal with specific situations or individuals who are affected by the noise in question.

A series of noise complaints at a particular location may not indicate anything significant in isolation. However, records of noise complaints can be a useful indicator of alcohol problems for Local Government officers in the context of other data such as reports of property damage and litter of discarded alcohol containers.

As with any issue or problem, understanding what supports it to occur will help with the development of more effective strategies to address the problem. For example, noise complaints that show a definite link to excessive alcohol consumption when matched to other data may indicate a need to look at the local availability of alcohol and to liaise with the relevant stakeholders/ persons (whether business or community) involved about the role of alcohol in the issues at hand. While noise complaints are a challenging issue to manage, it is recommended that a preventative approach is taken with regard to ongoing alcohol-related noise complaints.

## Did you know?

The Environmental Protection (Noise) Regulations 1997 came into effect in January 1998. It replaced the Noise Abatement (Neighbourhood Annoyance) Regulations 1979. These new regulations have been tailored to the Environmental Protection Act 1986 (the Act). The regulations can be found under sections 51, 62(4), 65, 74 (3) and clause 22 of Schedule 4 of the Act (Department of Environmental Protection, 1997).



## 10. Noise and Alcohol

### Addressing ongoing community concerns

#### Complaints concerning noise or behaviour on licensed premises

Section 117 of the Liquor Control Act 1988 enables a complaint to be lodged against a licensee by the local council of the district in which the premises are situated, or any adjacent council if the, 'noise coming from, or the behaviour of patrons at, a licensed premises is affecting the people residing in the neighbourhood.'

A complaint may be made where it is alleged that:

- the neighbourhood where the licensed premise resides is frequently disturbed by any activity occurring on the licensed premises;
- the behaviour of persons or the noise coming from the licensed premises is unduly offensive, annoying, disturbing or inconvenient; or
- the disorderly conduct occurring in the vicinity of the licensed premises from the patrons coming from the licensed premise is offensive, annoying, disturbing or inconvenient (Liquor Control Act 1988, information bulletin No 19).

The following checklist of questions can be provided by Local Governments to members of the community that wish to make a formal complaint.

Community alcohol-related noise checklist ( <a href="http://www.enoughisenough.com.au">www.enoughisenough.com.au</a> )
<ol style="list-style-type: none"><li>1. Why do you think the noise was alcohol-related?</li><li>2. What date and time did the disturbance occur?</li><li>3. Was it a 'one-off' incident? If not how often does it occur?</li><li>4. What is the type of noise? For example music, shouting, fighting?</li><li>5. Where is it coming from? A private premises or a licensed venue?</li><li>6. Are the windows in your house open or closed?</li><li>7. What are the noise levels in your house? For example if the air-conditioner, television or radio is on.</li></ol>

Once the plaintiff has gathered this information, there are a number of approaches they can take if they are experiencing noise disturbance that is alcohol-related.

Links to existing legislation

- *Environmental Protection Act 1986.*
- *Health Act 1911.*
- *Liquor Control Act 1988.*
- *Building Regulations 1989.*
- *Environmental Protection (Noise) Regulations 1997.*

### Action examples

- |   |
|---|
| <ul style="list-style-type: none"><li>• Promote the appropriate mix of land use in the planning process when it comes to the location of new licensed premises. This will prevent noise from licensed premises having too much of an impact on some community members and organizations.</li></ul>  |
| <ul style="list-style-type: none"><li>• Increase community awareness of how to host a party and what can be done to prevent excessive noise. For further information on tips for hosting a party Local Governments can access a resource called 'your party your responsibility' by contacting the Drug and Alcohol Office on (08) 9370 0358 or emailing <a href="mailto:prevention@health.wa.gov.au">prevention@health.wa.gov.au</a></li></ul> |
| <ul style="list-style-type: none"><li>• Inform the community about how to report and record alcohol noise-related complaints.</li></ul>   |
| <ul style="list-style-type: none"><li>• Keep an alcohol-related noise complaints database.</li></ul>  |

### References

Department of Environment (2006) *Local Government Noise Complaints Survey Report 2004-2005*.

Department of Environment (2007) *Who Handles Noise Complaints?* [www.environment.wa.gov.au](http://www.environment.wa.gov.au).

Department of Racing, Gaming and Liquor (2007) Liquor Control Act 1988- *Information Bulletin, No 19*.

Drug and Alcohol Office (2007) *Enough is Enough website* [www.enoughisenough.com.au](http://www.enoughisenough.com.au).



# 11. Public Buildings

This section outlines the risk management capacity of the Health (Public Buildings) Regulations 1992 and how they can be used to create safer environments and reduce alcohol-related problems.

## Key points

- There are certain factors that can lead to problems when a large group of people gather in the one place such as:
  - The number of people and their ability to move about freely.
  - The type of venue and how it will be used.
  - The facilities provided for the group of people.
  - Whether or not alcohol will be sold or supplied.
- The Public Buildings Regulations require Local Governments to consider these issues and allows them to take a risk management approach when providing a Certificate of Approval.
- Management plans are mandatory if more than 5000 people are attending an event or can be required for a defined licensed premises or other high risk place as part of emergency management planning.
- A public building is a place of assembly and may not involve a traditional building at all. An assembly of people at the beach or in a park could be subject to public building legislation.
- Local Government officers have the ability to exercise a number of powers under the Health Act 1911 in relation to public buildings. For example, Local Government officers are able to:
  - access and inspect any public building (as an Authorised Officer of the Act);
  - impose conditions;
  - require a risk management plan;
  - close a venue or event;
  - set capacity limits for public buildings (via a Certificate of Approval); and
  - initiate prosecution proceedings against overcrowding and other offences.

## What is a public building?

The Health Act 1911 section 173(a) and (b) defines a public building as:

- a) a building or place or part of a building or place where persons may assemble for -
- i. civic, theatrical, social, political or religious purposes;
  - ii. educational purposes;
  - iii. entertainment, recreational or sporting purposes; and
  - iv. business purposes; and

b) any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers of persons are usually or occasionally assembled.

Some examples of public buildings include: cinemas, hotels, night clubs, schools, churches, function centres, outdoor concerts, sporting events and speedways.



## 11. Public Buildings

### Definition - Public Buildings - Licensed Premises

licensed premises means

- (a) premises in respect of which a nightclub licence as defined by the Liquor Control Act 1988 has been granted under that Act;
- (b) premises in respect of which a tavern licence, a hotel restricted licence or any other kind of hotel licence as defined by the Liquor Control Act 1988 has been granted under that Act; or
- (c) a night club, hotel or tavern?
  - (i) in respect of which a special facility licence as defined by the Liquor Control Act 1988 has been granted under that Act; and
  - (ii) in respect of which paragraph (a) or (b) does not apply.

### Certificate of approval and minimising alcohol problems

There are several issues or factors that Local Governments may consider when issuing a Certificate of Approval for a public building where the sale or consumption of alcohol will occur. Generally all Local Government decisions are subject to appeal by the State Appeals Tribunal (SAT).

#### Best practice tip:

When assessing a public building, consider how the sale, supply and consumption of alcohol at the venue may add to any existing risks you identify.

#### Approval considerations can include:

##### 1. Type of Use

- The location, size, number of entrances and exits and lighting should influence what activities are permitted to occur in a public building under the Certificate of Approval.
- In combination, some groups and activities are high-risk; that is, it is more likely that alcohol-related problems will occur (e.g. events that involve young people and alcohol may be more suited to buildings that are 'purpose built').  
NOTE Public building legislation does not consider proximity to emergency services.
- Hotels, taverns and nightclubs are defined as licensed premises (interpretation from Regulation 3 of the Health (Public Buildings) Regulations 1992). However, other buildings such as bowling clubs that may supply alcohol are not captured and do not need to comply with the specific requirements outlined for licensed premises.

##### 2. Capacity

- The maximum number of people that can be accommodated in a public building varies according to the building's type of use (see Regulation 7 of the Health (Public Buildings) Regulations 1992 for more information).
- Licensed premises, which have a floor area of 850m<sup>2</sup> or less, are able to accommodate one person per 0.85m<sup>2</sup>. Licensed premises that have a floor area greater than 850m<sup>2</sup> are defined as large licensed premises and have specific more arduous conditions. In general the area can accommodate one person per 1m<sup>2</sup>, unless the following issues are approved:
  - Area is subject to a Certificate of Approval issued prior to 7 June 2002 and remains unchanged.
  - An approved counting system is installed and correctly maintained and operated.
  - Loose furniture and equipment is deducted from the available floor area.
- Large licensed premises created after 7 June 2002 that do not comply with the above are restricted to 1000 people regardless of any other limiting factors.

To consider how type of use and the capacity of a public building may impact on the likelihood of alcohol-related problems, refer to the Fact Sheet section of this package.

Risk considerations:

- Is the group using the venue at risk of alcohol-related harm? (e.g. young people aged 16 +).
- Will there be high-risk activity at the venue?
- Is there anything about the location that increases or reduces the risk of problems or harm? (e.g. is it located near public transport?).

### Did you know?

#### **Council owned buildings**

Local Governments have a greater capacity to regulate activities that occur in public buildings which are owned by the Local Government.

In addition to the requirements of a Certificate of Approval, Local Governments can require event organisers to abide by any council policies relating to the use of Local Government facilities or buildings.

### **Reviewing Certificates of Approval**

Alcohol-related problems often occur in conjunction with the use of public buildings. Local Governments have the ability to review, at any time, how public buildings are used and this may result in amending the Certificate of Approval.

NOTE: Certificates of Approval should not have conditions apart from the type of use and maximum accommodation. To assist in this process, you may want to create an incident register for public buildings in your Local Government area that regularly experience problems. An incident register may assist you to either change aspects of a Certificate of Approval or to recommend alterations a public building.

### **The importance of inspection and control in reducing alcohol problems**

To ensure the Certificate of Approval conditions are implemented and the public building does not present a health hazard, it is important to visit and monitor the use of the public building in question.

Research shows that compliance with the law is related not only to actual enforcement levels, but also the perceived likelihood of being detected. In other words, inspecting the public building during known busy times is an effective strategy for reducing the likelihood of alcohol-related problems occurring. By being at the venue or event, you can also help with troubleshooting unexpected issues and preventing them from getting out of hand.



## 11. Public Buildings

### Public events

Occasionally event promoters will advertise and commence selling tickets to an event or concert before they receive either permission from the relevant Local Government or a liquor licence from the Department of Racing, Gaming and Liquor. This practice can place pressure on a Local Government authority to approve the event.

#### Did you know?

There are several options that the Local Government can take if they are concerned about the event taking place:

##### Before the event takes place:

- An authorised officer can close a public building and stop a promoter from continuing to advertise or sell tickets if they have reasonable grounds that the number of people to attend the premises will exceed the capacity allowed on the Certificate of Approval or the place is unsuitable.
- If it appears that the public building will be used for a purpose not outlined in the Certificate of Approval an authorised officer can advise the promoter that the event will be shutdown when it commences for this reason.

##### During the event:

- An authorised officer can close a public building if it is being used for a purpose not consistent with the Certificate of Approval.

### Support tools

- For Public Buildings information regarding events, see Guidelines for Events and Organised Gatherings for Event Organisers [www.health.wa.gov.au/envirohealth/planning/docs/Guidelines\\_for\\_Concerts\\_Events\\_and\\_organised\\_Gatherings.PDF](http://www.health.wa.gov.au/envirohealth/planning/docs/Guidelines_for_Concerts_Events_and_organised_Gatherings.PDF)

### References

*Health (Public Buildings) Regulations 1992*, Government of Western Australia



# 12. Town Planning

The importance of town planning and urban design in creating safe, healthy communities and preventing alcohol problems is the focus of this section. Drinking environments and the availability of alcohol are significant in shaping the way people drink and associated behaviour. Use of planning policy and legislation to prevent problems and encourage a more responsible drinking culture can be a cost effective strategy for Local Governments.

## Key points

- The planning processes of Local Governments are key to achieving a whole-of-organisation vision for a prosperous, safe and healthy community.
- A Town Planning Scheme should be framed to include prevention of liquor related problems and community amenity as criteria for developments.
- Consideration of how alcohol availability might impact on the local community is important when planning to prevent alcohol problems in the short and long term.
- A policy with a clear scope to consider a range of alcohol-related risk management, harm minimisation and prevention issues will guide planning processes and support decisions to be upheld if challenged.
- Town Planning Schemes can help a community control the type, number and trading hours of licensed premises through zoning, setting of standards and local laws (Department of Racing, Gaming and Liquor, 1998).
- A Town Planning Scheme and supporting policy should seek to balance the number, type and density of liquor outlets in a community (Department of Racing, Gaming and Liquor, 1998).

## Preventing alcohol problems through good planning

Planning policy and legislation is often under-utilised by Local Governments as a means of preventing alcohol-related problems. The Liquor Control Act 1988 empowers Local Governments to be able to control the availability of alcohol in their community through planning approval processes. Without Local Government planning approval a liquor licence cannot be granted.

Land uses such as hotels, motels and restaurants are commonly designated as discretionary uses requiring advertising within Local Government planning schemes<sup>1</sup>, because it is generally accepted that they are only suitable in certain locations.

Therefore, when a development application for such a use is lodged with a Local Government, this application will be advertised to the community for comment (specifically to adjoining landowners).

This is the only official avenue for community input into this development assessment process. Issues raised by community in regard to hotels, motels and restaurants will typically encompass physical, social and economic concerns, most specifically safety and security issues. However, narrower terms of reference addressing amenity (e.g. noise) and site design (e.g. access and car parking) are commonly used to assess development approvals. The broader concerns of the social and economic impacts of these land uses are not substantively considered through this avenue.

Establishing integrated local area planning processes through local planning policy that apply at the statutory planning level could be a useful way to consider town planning issues. It is important to note that this may be partially or wholly compatible with 'place' or 'precinct' planning, depending upon the individual Local Government practices

<sup>1</sup> Uses indicated within the zoning table of a town planning scheme as either 'D' or 'A' uses are discretionary, and therefore grounds for refusal are appealable. Appeals against refused applications or conditions imposed upon approved proposals are heard by the Town Planning & Appeals Tribunal within Western Australia.



## 12. Town Planning

Integrated local planning processes include the input of other experts and the voice of local communities, and ensure that the ongoing implementation of the plan builds in these fields of expertise into the statutory planning process. This enables town planners to proceed with their operational/technical functions without the need to be experts in the social sciences, but with confidence that the implementation of plans is achieving desired social, economic and environmental outcomes within sound legal parameters.

### Mixed land use

The location of a licensed premises is very important to make sure it is compatible with other buildings. For example, it may not be wise to build a licensed premise near a child-care centre or a retirement village next door due the potential for noise, litter and crime. Local Governments can become involved in land use mix issues in local town planning schemes (Department of Racing, Gaming and Liquor, 1998).

### The night time economy, crime and problems

Community safety and reducing crime has become a priority for many Local Governments in Western Australia. Improving the 'night-time economy' is one strategy that can help to design out crime. A key factor in this strategy is increasing the number of people using an area. However, if looking to attract people by increasing the number of licensed premises or their trading hours, the role of alcohol in the crime, antisocial behaviour and other problems that Local Governments are often faced with should be a major consideration.

Urban planning can contribute to reducing alcohol-related problems through encouraging a range of evening activities that are not all focused on drinking. For example, evidence from the USA indicates that visits to bars and liquor stores often do not involve additional retail shopping that benefits other businesses (ALAC, pp48, 2005).

### See Tool 6: Designing safer licensed environments checklist

Local Governments may establish town planning and development assessment policies (including local laws) and procedures that incorporate crime prevention through environmental design (CPTED) strategies generally<sup>2</sup>, but may also seek to supplement appropriate urban and landscape design considerations by addressing the impacts of alcohol specifically. Local Governments may seek to employ alcohol oriented CPTED strategies through:

- development/amendment of local planning policies to address alcohol-related land use and physical/urban design issues in accordance with CPTED principles to suite local conditions; and/or
- establishment of local planning policies for entertainment nodes addressing alcohol management issues; and
- placement of conditions on planning approvals for licensed premises that incorporate CPTED considerations.

### Outlet density

The cumulative impact of outlet density (number of alcohol outlets in a certain area) is a key consideration for Local Governments wanting to create safe, vibrant and well patronised communities.

It is common practice for liquor licence applications to be considered in isolation on a case by case basis. Though a single licensed premises may not be cause for concern, the significant downside to this approach is that the longer term cumulative impact of having many licensed venues in an area is not considered.

<sup>2</sup> For more information refer to the WAPC's draft Designing Out Crime Guidelines, 2005.

While the specific harms a community might experience due to high outlet density are influenced by local factors, there is international and national evidence that alcohol outlet density is associated with various alcohol-related problems, for example:

- Physical abuse (linked to off-premise outlet density). *Gruenewald et al 2006*
- Child abuse (linked to on-premises outlet density). *Needel & Gruenewald et al 2004*
- Sexual behaviour. *Cohen et al 2006*
- Impact on pricing of alcohol. *Treno et al 2006*
- Assaults. *Scribner et al. 1995*
- Motor vehicle crashes. *Scribner et al. 1994. Gruenewald et al 1996*
- Youth violence. *Alaniz and Parker 1998*
- Cirrhosis deaths. *MacKinnon et al. 1995*

Town Planning Schemes and policies that consider the impact of outlet density on the community are an effective means of creating safer communities.

### Action examples

<ul style="list-style-type: none"> <li>• Revise the Town Planning Scheme to ensure it supports broader consideration of the true triple bottom line impacts of land use developments that will involve the sale of alcohol on communities, including outlet density.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish integrated local area planning processes through local planning policy that apply at the statutory planning level.</li> </ul>
<ul style="list-style-type: none"> <li>• Set limits on the number and types of licensed premises in particular areas through policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Consider alcohol risk management conditions for licensed venues as part of development approvals.</li> </ul>

### Support tools

- Fact Sheet 9: Alcohol availability.
- Tool 5: Liquor Licence risk management considerations chart.
- Tool 4: Section 40 Certificates risk management tool.
- Tool 6: Designing safer licensed environments checklist

### References

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# Section D

## Pulling it All Together

An increasing number of elected Local Government representatives (councillors) and officers are seeking information about the development of effective alcohol policies. This section provides guidance to assist Local Government authorities to develop alcohol policies specific to their Local Government area.



### Contents

- This section includes guidelines for developing:
- 1. Alcohol policy
  - 2. Alcohol management plan

#### Acknowledgements

The Drug and Alcohol Office would like to acknowledge the City of Gosnells, whose Alcohol Policy and Alcohol Management Plan were used as a template for these guidelines.



# Alcohol Policy and Management Plan

## Introduction

The Local Government Alcohol Project encourages all Local Government authorities in Western Australia to develop an alcohol policy and management plan.

The framework provided outlines some of the areas and issues that may be considered when developing an effective Alcohol Policy and Alcohol Management Plan.

Local Government authorities are in an ideal position to initiate positive plans and strategies within the community that take a risk management approach to impact upon problems associated with drinking alcohol.

An alcohol policy and management plan can provide direction for a Local Government when dealing with alcohol-related business.

Local Governments have a lot to gain from policies and plans designed to reduce alcohol-related harm in the community. Some reasons for Local Government to develop alcohol policies are:

- citizens require the Local Government to manage costly or disturbing alcohol-related problems including noise, fear, property damage, theft, inconvenience, graffiti, litter, offensive language and behaviour.
- the Local Government has been exposed to potential or actual property damage claims for negligence as an occupier or employer.
- the escalating costs for repair and maintenance of property caused by intoxicated people.

## Types of policies

When it comes to alcohol policies, Local Governments commonly have either:

1. a whole of the organisation alcohol policy; or,
2. individual policies that relate to specific Local Government sections or areas of work (e.g. Planning Section policy regarding planning approvals for licensed premises).

A whole-of-organisation umbrella policy is recommended but the information within this section also supports the development of individual department or section policies.

## Process

To ensure that alcohol policies and plans are meaningful and effective it is recommended they be developed through a coordinated effort of all areas of Local Government. A commitment to developing sustainable partnerships and working in collaboration with relevant agencies and individuals at a regional, state and national level is also recommended.



## Overview

This section is designed to help you develop an Alcohol Policy and Alcohol Management Plan that is tailored to your Local Government authority's needs.

The suggested steps are listed below, together with a brief outline of what they involve:

### Step 1: Planning

To prepare for an alcohol policy and management plan it is recommended you start by gathering the following information:

- a community alcohol profile.
- what Local Government business relates to alcohol management (by activity, section of the Local Government and key position responsible).
- current legislation and policy that guides, or could guide your Local Government's approach to alcohol management.

### Step 2: Policy Position

This involves developing a statement outlining the Local Government authority's commitment to preventing and minimising alcohol-related problems and creating a safer, healthy community.

### Step 3: Specific Policy Statements

This involves choosing statements that will support the overall policy position. These statements outline how your Local Government will operate to address its policy and the identified issues of concern identified in Step 1.

### Step 4: Management Plan

This involves developing a Management Plan to structure the implementation of the policy.



## Step 1: Planning

Whether or not you are planning to develop an alcohol policy, understanding what the local alcohol issues are and what your Local Government already does in response is an important first step. This understanding will help to put strategies in place that are cost effective and most likely to make a difference to the community and to your Local Government's triple bottom line.

### 1. Develop a community alcohol profile

#### Purpose:

- To become aware of the nature and degree of alcohol problems in the community.
- To identify the factors that support or cause the alcohol problems to occur.
- To identify which of these factors Local Government can realistically influence to prevent and reduce local alcohol problems.
- To inform effective use of limited Local Government resources.

#### Rationale:

- It is common for local alcohol issues to be either blown out of proportion or to be underestimated.
- This can lead to an overinvestment of resources, or a lack of attention, resulting in an increase in the problems.
- Given the limited resources of Local Governments and their broad scope of responsibility, it is beneficial to place resources where they are most needed and most likely to have a positive, long term impact.
- Having a good understanding of the real issues can help.
- An effective Alcohol Policy and Management Plan will address issues that are either occurring, or have the potential to occur, within a community. Sometimes it is not obvious that alcohol is a factor involved in the issue so it is important to properly understand the issue.

#### Recommended approach:

The following steps provide some guidance for Local Governments to assist with this process.

1. Identify local issues of concern to the community.	See Tool 1: Developing a Community Alcohol Profile
2. Clarify the nature of the issues, when they occur, how often, who is involved, who is affected.	
3. Determine which of the issues directly or indirectly impact on or relate to Local Government business.	See Tool 3: Whole-of-organisation Mapping Tool
4. Determine which of the issues have alcohol as a causal or related factor.	
5. Identify the specific alcohol-related factors that contribute to the local problems occurring.	
6. Identify how those alcohol-related factors work to support problems occurring.	
7. Identify how Local Government could prevent or minimise the problem (directly or indirectly).	



## 2. Map Local Government business that relates to alcohol

### **Purpose:**

- To identify existing Local Government resources dedicated to alcohol management and prevention of issues.
- To identify opportunities for inter-department collaboration and avoid duplication.
- To inform the development of the alcohol policy and management plan.

### **Rationale:**

- The development of a policy that includes all areas of the Local Government can result in a more cost-effective system for dealing with alcohol problems and supports a consistent approach.
- To fully understand the alcohol-related business of your Local Government, identify all of the activities that either indirectly or directly relates to alcohol.
- This is an important step in the policy making process as it will help to define the scope of your policy and management plan.
- This mapping exercise should consider the current roles and responsibilities of all levels of Local Government that relates to alcohol.

See Tool 3: Whole-of-organisation Mapping Tool

## 3. Identify existing legislation and policy guiding your Local Government's alcohol management

### **Purpose:**

- To identify existing mechanisms for preventing alcohol problems.
- To identify gaps in policy and what is needed to address alcohol problems effectively.

### **Rationale:**

- For policy to be effective, it is important that it links appropriately to other relevant policies and schemes.
- It is important to identify the legislative and other policy relationships that need to be made to the alcohol policy to give it legal strength in the case of appeal.
- Where possible, aligning all of the Local Government's policies, schemes and plans that may directly and indirectly impact on alcohol management will result in a more consistent approach to alcohol issues, which is more likely to lead to positive outcomes.

See Tool 7: Policy Planning Summary Template



## Step 2: Policy Scope

Though a whole-of-organisation alcohol policy and management plan is recommended, information in this section is also relevant for specific Local Government departments (e.g. planning, environmental health) wanting to develop an alcohol or liquor policy that relates only to their area of work.

In the previous section you identified:

- Key alcohol-related issues in the community.
- Factors that contribute to those issues occurring.
- The issues and factors that your Local Government is able to respond to.
- Existing alcohol-related Local Government activity.

This information can help you to decide the scope of the policy and management plan.

### Scope Option 1:

#### **Whole-of-organisation alcohol policy and management plan**

Includes all sections of the Local Government in the one policy and management plan. This would include an overarching policy endorsed and utilised by all departments when dealing with any alcohol-related matters.

### Scope Option 2:

#### **Whole-of-organisation alcohol policy with linked separate supporting policies and management plans for different sections of the Local Government.**

This would incorporate the overarching policy approach from Option 1, but would be further supported by alcohol policies and an alcohol management plan specifically devised by each section. These sections would then ideally share these plans and policies with other sections to ensure a consistent approach.

### Scope Option 3:

#### **Individual policies for different sections/issues of the Local Government.**

This approach would see individual sections of Local Government creating and utilising their own policies, specific to their requirements. As mentioned in Option 2, ideally the various sections would make contact with and keep informed any other related sections of Local Government to encourage a more whole-of-organisation approach in the future.



## Alcohol Policy Checklist

The following checklist can be used by Council to draft Alcohol Policy, from a whole-of-organisation' and/ or a discrete section approach.

The table has been designed so that relevant information can be copied into a new policy document, the user can simply select the policy points pertinent to their Council or section. Please note some policy points may be omitted here specific to your local area. Wording is deliberately general; it may be useful to insert more information specific to your Council. The document has

been divided into different section to aid ease of use. There will be some cross over, in the interest of clarity, we have included relevant information in each section, some areas of policy may therefore be mentioned more than once.

The information has been organised under the following headings (and is located in the following order):

- Liquor Licence Applications
- Council Owned Land, Property and Facilities
- Responding to the Community
- Urban Design/Town Planning

Liquor Licence Applications		
Policy and position statements	Management Plan action	Supporting documents
<b>Liquor Licence Applications: New or Existing Premises</b>		
<p>Planning and Development Services seeks to review all applications for new Liquor Licenses and amendments to existing Liquor Licenses to ensure the provision of licensed venues has a minimal impact on surrounding developments. Assessment of applications will be based on the requirements. Set out in the Town Planning Scheme No. X and the Town Planning Act, and other factors associated with compatibility of adjoining uses relating specifically to noise production levels, operational hours, traffic flow, car parking and aesthetics (including bulk, scale and size).</p> <p>The policy will provide clarity in relation to the Town Planning Scheme and land use to ensure applications for new premises or amendments to existing premises' license will be assessed fairly with the interest of the public and surrounding premises in mind.</p>	<p>✓ Applicants requesting a new license, an Extended Trading Permit, or modification of an existing license requires a Certificate of Local Government to accompany their application to the Liquor Licensing Division. The City of DAO can only issue the certificate if the venue, activity and licensee meet the following requirements:</p> <ol style="list-style-type: none"> <li>i. Section 39 of the Liquor Control Act - stating compliance with all specifications detailed in the Public Building Regulations 1992, Health (Food Hygiene) Regulations 1993, Health (Smoking in Enclosed Public Places) Regulations 1999, Environmental Protection Regulations (Noise) 1997, and</li> <li>ii. Section 40 of the Liquor Control Act- stating compliance with all specifications detailed in Town Planning Act 1928 and the City of DAO Town Planning Scheme.</li> <li>iii. Where the licence is to apply to a venue owned by the City of DAO, a consumption permit must be issued.</li> </ol> <p>✓ The City of DAO has set the following guidelines in relation to approval for locations and sites relating to such premises. Applications for Hotels, Nightclubs, Special Facility licences and Taverns will not be supported if they are:</p> <ol style="list-style-type: none"> <li>i. within 100 metres of a residential dwelling;</li> <li>ii. in close proximity to large unpoliced open areas;</li> <li>iii. on a vessel moored in waters within or adjacent to the City of DAO;</li> </ol>	<p>Town Planning Scheme Town Planning Act Liquor Control Act 1988</p>



Liquor Licence Applications: New or Existing Premises - cont'd

	<ul style="list-style-type: none"><li>iv. in an area considered to be inappropriate due to the incompatibility of adjoining uses and buildings relating specifically to noise production levels, operational hours, traffic flow, car parking and aesthetics (including bulk, scale and size)</li><li>v. the granting of the new licence is likely to contribute to a density of liquor outlets that is considered to pose harm, ill health, amenity or disturbance problems.</li><li>✓ Applications for Restricted Club Licenses, Restaurants and Liquor Stores Licenses will not be recommended if:<ul style="list-style-type: none"><li>i. the amenity and safety of the households, businesses and visitor to the area will be jeopardised;</li><li>ii. where applicable, damage to the surrounding environment and wildlife is foreseeable due to the possible development of informal access ways leading to bushland and foreshores, a lack of adequate rubbish bins outside the premises or any other such method deemed acceptable at the time of application;</li><li>iii. The proposed licensed premises is not located on land adjacent to well lit, is not connected streets that provide for a high level of public safety and access to taxi services and public transport.</li><li>iv. The applicant has not/or is not able to produce an acceptable Alcohol Management Plan detailing their responsible service and harm minimisation strategies to ensure the safety and wellbeing of customers, staff and individuals within the surrounding areas.</li></ul></li><li>✓ Application has been discussed between Environmental Health Section and Planning division.</li><li>✓ Applicant has satisfied requirements to demonstrate the application is in the interest of the local community.</li></ul>	
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Review of Liquor Licence Applications		
<p>Planning and Development Services seeks to review all applications for new Liquor Licences and amendments to existing Liquor Licences to ensure the provision of licensed venues has a minimal impact on surrounding areas, including the prevention and minimisation of related alcohol problems and harm in the community and the provision of healthy and safe environments. Assessment of applications will be based on the requirements set out in the City of DAO Town Planning Scheme No. X and the Town Planning and Development Act 1928. Additional factors associated with compatibility of the proposed use with adjoining uses relating specifically to noise emission levels, operation hours, traffic flow, car parking and aesthetics (including bulk, scale and size) and community safety will also be considered.</p> <p>The policy will provide clarity in relation to the City of DAO Town Planning Scheme No. X to ensure applications for new premises or amendments to existing premises' licences will be assessed with the interest of the public, surrounding uses and occupants in mind.</p>	<ul style="list-style-type: none"> <li>✓ Applicants requesting a new licence, an Extended Trading Permit, or modification of an existing licence requires a Section 39 certificate and Section 40 certificate to accompany their application to the Liquor Licensing Division, Department of Racing, Gaming and Liquor.</li> <li>✓ In regards to Extended Trading Permits, a Section 39 certificate and Section 40 certificate is not required to be reissued for subsequent requests, only in the first instance. The City of DAO can only issue the certificate if the venue, activity and licensee meet the following requirements:             <ul style="list-style-type: none"> <li>✓ Section 39 of the Liquor Control Act- stating compliance with all specifications detailed in the Health Act 1911, under any written law relating to the sewerage or drainage of those premises, and under the Local Government Act 1995 and Local Government (Miscellaneous Provisions) Act 1960;</li> <li>✓ Section 40 of the Liquor Control Act- stating compliance with all specifications detailed in Town Planning Act 1928 and the City of DAO Town Planning Scheme No. X;</li> <li>✓ where the licence is to apply to a venue owned by the City of DAO, a consumption permit must be obtained and</li> <li>✓ any other relevant Local Planning Policies adopted under the City of DAO Town Planning Scheme NoX.</li> <li>✓ Application has been discussed between Environmental Health Section and Planning division.</li> <li>✓ Applicant has satisfied requirements to demonstrate the application is in the interest of the local community.</li> </ul> </li> </ul>	<p>City of DAO Town Planning Scheme No. X Town Planning and Development Act 1928 Liquor Control Act 1988</p>



Discretionary Decisions relating to Premises that may require a Category A Liquor Licence		
As above.	<ul style="list-style-type: none"> <li>✓ In addition to the Section 39 certificate and Section 40 certificate, the City of DAO determines applications for all liquor licences in accordance with City of DAO Town Planning Scheme No. x. The assessment of such applications will seek to:               <ul style="list-style-type: none"> <li>✓ ensure compatibility and appropriateness of the premises in relation to surrounding uses;</li> <li>✓ minimise potential harm to patrons and staff, people in the surrounding areas;</li> <li>✓ ensure accessible premises through appropriately designed access ways and infrastructure; and</li> <li>✓ reduce opportunities for anti social behaviour.</li> </ul> </li> <li>✓ Consider the views of relevant agencies such as the WA Police Service and Department of Health.</li> <li>✓ Undertake consultation with the community</li> </ul>	
Applications for Extended Trading Permits and Occasional Licence		
	<ul style="list-style-type: none"> <li>✓ When reviewing an application for Extended Trading Permits or Occasional Licenses the following will be considered.</li> <li>✓ The amenity and safety of the households, businesses and visitor in the area.</li> <li>✓ Compatibility with the activity that occurs during the requested extended time or at the requested venue.</li> <li>✓ The provision of another licensed operator during the said time and/or at the requested venue is considered inappropriate due to the high concentration and/or oversupply of alcohol outlets, increasing the risk to public health and safety.</li> <li>✓ The appropriateness of the times/venues in relation to the demographic of the participants at the event/activity at the requested time.</li> <li>✓ Whether the restrictions listed in the Recreation Services Policy relating to public open space can be met.</li> <li>✓ If the primary purpose relates to alcohol consumption, with the exception of a Food and Wine Festival in which additional conditions will apply, the event/function would not be considered appropriate.</li> <li>✓ The applicant's ability to demonstrate a responsible attitude to the provision of alcohol and compliance with licensing laws and regulations.</li> <li>✓ Appropriate levels and use of registered security staff.</li> </ul>	



## Intervention to a Liquor Licence Application

	<ul style="list-style-type: none"><li>✓ If Council received a request from residents/ ratepayers to complain on a liquor licence application or permit, Council will:</li><li>✓ Consider the type of licence; property zoning; effects on the locality; the number of people objecting and the grounds;</li><li>✓ Meet any legal costs incurred on behalf of the objector if Council decides to complain (s69 and s73 Liquor Control Act 1988);</li><li>✓ If a complaint is to be lodged with the Director of Liquor Licensing, the following procedure shall be followed;</li><li>✓ The objectors shall elect a committee of not more than six people which will include a minimum of one councillor;</li><li>✓ This committee must elect a spokesperson to liaise with the Council;</li><li>✓ The Council will nominate an officer to deal with the matter;</li><li>✓ All contact between the committee and Council's solicitor (if a solicitor is instructed) must be via the nominated Council officer;</li><li>✓ If the Council officer is invited to attend a committee meeting, the Council's solicitors can also be invited at the officer's discretion;</li><li>✓ If the committee decides to proceed against the Council officer/solicitor's advice, the complaint will be referred back to Council for resolution.</li></ul>	
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Community Events		
<p>Community Services acknowledges the negative impact alcohol can have on the community and as such is committed to the provision and support of events which have the primary purpose of entertainment and not the provision and consumption of alcohol. The aim of this stance is to promote healthy lifestyle, and where appropriate responsible drinking.</p>	<ul style="list-style-type: none"> <li>✓ The Community Services Section believes that the quality of an experience during an event is generally not enhanced with the consumption of alcohol. Alcohol should not be a consideration in defining free community events. As such, Community Services will provide alcohol free events to encourage a safe, enjoyable and community orientated events and activities, promoting a positive healthy lifestyle.</li> <li>✓ To ensure that where the consumption of alcohol integral in the celebratory component of an event or activity, Community Services will ensure the Drug and Alcohol Office’s health promotion campaigns relating to responsible alcohol provision and individual responsibility are promoted.</li> <li>✓ Youth Services supports the delicensing of licensed venues to provide young people with the opportunity to have a positive experience a licensed venue without alcohol.</li> <li>✓ Alcohol is not to be consumed or supplied during youth specific event organised by the City and is discouraged for events organised by outside agencies or groups, particularly where adults are likely to be drinking at youth events. The view is adults should be providing positive role models for young people. Where young people arrive at an even intoxicated they will be managed in a way that focuses on harm minimisation.</li> <li>✓ In discussions with young people around alcohol, staff will focus on harm minimisation and the encouragement of moderation as opposed to abuse to avoid potential harm to themselves or others.</li> </ul> <p><b>Events held where the Provision of Alcohol is Considered Appropriate</b></p> <ul style="list-style-type: none"> <li>✓ Where the provision of alcohol is considered appropriate for a City of DAO promotional event, for example due to its major celebratory or tourism nature regarding food/wine, the City will engage an existing licensee to manage and control a licensed area.</li> <li>✓ The nature and operation of the licensed area will be subject to stated conditions listed in a contract with the City. The stated conditions are to be developed with regard to the specific event in order to ensure the prevention and minimisation of alcohol-related problems and harm.</li> <li>✓ A report will be filed with xxx in relation to any event where alcohol is provided. The report will detail any problems or issues regarding alcohol at the event, which will then be considered in relation to future event applications.</li> </ul>	<p>Occupational Health and Safety Act 1984</p> <p>Local Government Act 1995</p> <p>Liquor Control Act 1988</p> <p>Road Traffic Act 1974</p>



Event Applications from External Organisations		
<p>Alcohol free events are a preference, however where applications for an event involving alcohol is submitted to the City for approval, the application will be subject to all relevant policies, conditions and legislative requirements and will be processed as per the City's procedures.</p>	<ul style="list-style-type: none"><li>✓ Each department will consider the potential impact that the licence or permit may have on the safety, health and wellbeing of the community.</li><li>✓ This assessment will include communication with the WA Police Service and the Drug and Alcohol Office where possible.</li><li>✓ Council will require all applicants to demonstrate a commitment to the provision of a safe and healthy environment, ensuring the responsible sale, supply and promotion of alcohol and the provision of appropriate facilities.</li></ul> <p><b>Creating safer drinking environments</b></p> <ul style="list-style-type: none"><li>✓ Where the consumption of alcohol is considered appropriate for the purpose of a celebratory component of an event or activity, the City of DAO will ensure that the principles of responsible service and supply of alcohol and individual responsibility are heavily promoted.</li><li>✓ Conditions may be considered appropriate in order to prevent and minimise alcohol-related harm or problems. Collaboration with other relevant agencies will be encouraged at the planning stage of the event.</li></ul>	



Council Events		
<p>As stated in the Corporate Charter and Strategic Plan, the City of DAO is committed to the provision of a safe and secure environment and the contribution to the protection of public health in our community, acknowledging that the health of our community is paramount. As such the City supports responsible consumption of alcohol leading to a reduction in the harmful effects of alcohol felt throughout the community.</p> <p>The City of DAO is committed to providing alcohol free experiences and will assess the application for alcohol consumption critically at all Council corporate, staff and community functions and events, and in the application for provision of licensed premise, licenses and permits. As such, Council will not hold a license for an event, but will engaged an existing licensee to run an activity for the purpose of the particular event, subject to stated conditions listed in their contract with the City.</p>	<ul style="list-style-type: none"> <li>✓ The City of DAO recognises that alcohol is often used as part of celebratory occasions and as such will ensure Health Department health promotional campaigns are implemented to ensure the safety and well being of those attending Council events/ functions.</li> <li>✓ This policy applies to all staff and corporate functions, events, and meetings including Council, Advisory, Committee, and staff meetings, and any other forum of official business of Council and Council Officers, or no Council premises.</li> <li>✓ The provision of low percentage alcohol beverages will be served as a preference at all functions.</li> <li>✓ Soft drink, water and substantial food will also be served.</li> <li>✓ The timeframe in which alcoholic beverages will be limited in proportion to the length of the event to ensure safe and responsible serving.</li> <li>✓ The City of DAO is committed to the provision of a safe and healthy working environment, and encourages healthy living. Appropriate guidelines to this effect are set down in the City's Alcohol and Drug Policy. This policy also applies to all City of DAO volunteers and work placement students.</li> <li>✓ Tap water will be readily available and free of charge.</li> <li>✓ No alcohol will be served to patrons under the age of 18 years or to intoxicated patrons.</li> <li>✓ No special alcohol promotions will be introduced, such as happy hours or discounted drinks.</li> </ul>	<p>Occupational Health and Safety Act 1984</p> <p>Local Government Act 1995</p> <p>Liquor Control Act 1988</p> <p>Road Traffic Act 1974</p>



Youth Events		
<p>The City of DAO acknowledges that young people feature strongly in alcohol-related harm statistics. The City supports the provision of healthy environments and experiences for young people. The provision of these environments and experiences for young people will promote positive role modelling and harm minimisation.</p>	<ul style="list-style-type: none"> <li>✓ The consumption and supply of alcohol during youth specific events organised by the City is prohibited, nor will it be supported for youth events organised by outside agencies or groups. This situation applies to adults who may also be attending youth events.</li> <li>✓ It is considered appropriate to have adults acting as positive role models for young people through participation in alcohol-free events. Where young people arrive at an event intoxicated, they will be managed in a way that focuses on reducing potential harm to themselves, others and the environment. (NB -this is where an agreed process as part of the management plan would be useful).</li> </ul> <p><b>De-licensing for Underage Events</b></p> <ul style="list-style-type: none"> <li>✓ The City of DAO may support where appropriate the de-licensing of licensed venues to provide young people with the opportunity to have a positive experience within a licensed venue without alcohol and an appropriate alternative venue is not available.</li> <li>✓ Compliance with the relevant Liquor Licensing Policies set out by the Director of Liquor Licensing will be considered as part of the assessment to support the application.</li> <li>✓ Licensed venues seeking to provide a youth event must get approval to de-licence their venue from the WA Police Service and provide proof of approval as part of their application to Council.</li> </ul> <p><b>Staff Contact</b></p> <ul style="list-style-type: none"> <li>✓ In discussions with young people around alcohol, staff will acknowledge that not all young people choose to drink. However, discussions will focus on harm minimisation and the encouragement of moderate consumption in order to reinforce harm minimisation strategies.</li> </ul> <p><b>Consideration of liquor licence applications</b></p> <ul style="list-style-type: none"> <li>✓ Preventing the availability and potential access to alcohol by juveniles will be considered when determining approval of any liquor licence application before the City of DAO.</li> <li>✓ Where a specific problem relating to young people and alcohol is known, the City of DAO is committed to collaborating with relevant agencies to ensure the minimisation of alcohol-related harm to young people.</li> </ul>	<p>Local Government Act 1995 Liquor Control Act 1988</p>



Council Owned Land, Property and Facilities		
Policy and position statements	Management Plan action	Supporting documents
<b>Beaches Reserves and Jetties</b>		
	<p>Unless the context otherwise requires:  “function” means and includes a carnival, show, fete, concert, exhibition, gymkhana, sporting event, a training or practice session in connection with a sport by a group or team of 5 or more persons, or a picnic for a gathering of more than 10 persons;  “owner” means the person who is the lawful owner or the person entitled to possession of any vessel, vehicle, cargo, property or chattel;</p> <p><b>Prohibited Activities</b></p> <ul style="list-style-type: none"> <li>✓ A person shall not on any beach or reserve to which this Part applies: <ul style="list-style-type: none"> <li>i. consume any intoxicating liquor except on premises licensed under the Liquor Control Act 1988 or except with the written permission of the Council;</li> <li>ii. be disorderly or apparently under the influence of alcohol or other drugs, enter or remain in or fail to depart from any place in breach of an order by any Authorised Person;</li> </ul> </li> </ul> <p><b>Activities Requiring Permission</b></p> <ul style="list-style-type: none"> <li>✓ A person shall not without written permission granted by the Council on any beach or reserve to which this Part applies:</li> <li>✓ advertise anything by any means or display or distribute any notice, pamphlet, document, advertisement or message; <ul style="list-style-type: none"> <li>i. organise, conduct or address a gathering or meeting of persons or organise or take part in a procession or demonstration or carry a placard or notice;</li> <li>ii. in a public reserve, conduct or assist in the conduct of or take part in any function;</li> <li>iii. take onto a public reserve any spirituous or intoxicating liquor;</li> </ul> </li> <li>✓ and a person shall not, otherwise than in accordance with the provisions of Part XX:- <ul style="list-style-type: none"> <li>iv. carry on any trading activity; or</li> <li>v. without limiting the generality of the foregoing paragraph, hire or offer for hire any vehicle, bicycle, watercraft, kite or other item or equipment for sport, entertainment or amusement;</li> </ul> </li> </ul>	<p>Occupational Health and Safety Act 1984</p> <p>Local Government Act 1995</p> <p>Liquor Control Act 1988</p>



**Beaches Reserves and Jetties - cont'd**

	<p><b>Permissions</b></p> <ul style="list-style-type: none"><li>✓ Every application for permission in this Part shall be in writing in the form prescribed by the Council (if any) and shall specify:<ul style="list-style-type: none"><li>i. the name and address of the applicant who seeks the issue of a permit;</li><li>ii. the reserve and the place on the reserve at or from which the applicant proposes to conduct the activities;</li><li>iii. details of the activities the applicant proposes to conduct;</li><li>iv. the day or days on which and the times during which the applicant proposes to conduct the activities.</li></ul></li><li>✓ The Council may in its discretion grant permission or refuse to grant permission under this section or grant permission subject to such conditions as it thinks fit.</li><li>✓ Where permission has been granted by the Council under this section subject to conditions the person to whom the permission has been granted shall ensure that those conditions are observed at all times. If any such condition is not observed that person commits an offence against these Local Laws and the Council may by written notice cancel the permission.</li></ul> <p>Every permission granted for a function pursuant to paragraph XX section XX shall include the condition whether expressed in the permission or not that the person to whom permission has been granted shall ensure that persons obviously under the influence of alcohol or acting in a disorderly manner are excluded from attendance at the function.</p>	
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Public Pools and Recreation Facilities		
	<p>✓ Unless the context otherwise requires:  “Attendant” means an employee of the Council authorised to perform duties in connection with a public swimming pool or other recreation facility under the control and management of the Council;  “building” has the same meaning as is given to the term in section X of the 19XX Act but without limiting the generality of the term for the purpose of this Part specifically includes a hall or room, or a corridor, stairway or annexe of any hall or room owned by or under the care, control or management of the Council;  “Manager” means the person for the time being employed by the Council to control and manage a public swimming pool or other recreation facility under the control and management of the Council and includes the person’s assistant or deputy;  “premises” includes each of the public swimming pools and other recreation facilities owned by or for the time being under the control and management of the Council, and all buildings, fences, gardens, car parks, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of such a swimming pool or other recreation facility or used in connection therewith;  “recreation facility” includes spa bath, solarium, sauna, gymnasium and kiosk, stadium, squash court and function room.</p> <p>✓ A person shall not -</p> <ol style="list-style-type: none"> <li>i. enter or be in any premises while affected by alcohol or drugs;</li> <li>ii. take into any premises, or have in the person’s possession therein, intoxicating liquor, or a glass or metal container, or any illegal drug;</li> <li>iii. consume food or drink in any specific area in which consumption is prohibited by notice;</li> </ol> <p>✓ Obligations of Permit Holder</p> <ol style="list-style-type: none"> <li>iv. The holder of permission to hire any building, furniture or other property shall:</li> <li>v. if intending as part of the use of the building or reserve to allow:</li> <li>vi. the consumption of alcohol within the building or reserve, in addition to the permission to hire, obtain a permit from XX; or</li> <li>vii. the sale of alcohol within the building or reserve in addition to the permission to hire, obtain an appropriate licence under the Liquor Control Act 1988.</li> </ol>	<p>Occupational Health and Safety Act 1984  Local Government Act 1995  Liquor Control Act 1988</p>



Public Open Space		
<p>Recreation Services has a legal and moral obligation to ensure the prevention and minimisation of the harmful effects of alcohol and the responsible sale, supply and consumption of alcohol to venue users and community members living in and visiting the surrounding areas.</p>	<ul style="list-style-type: none"> <li>✓ The consumption of alcohol on public open space is illegal under the Liquor Control Act 1988 and the City of DAO's Local Laws, without prior written consent by the owner of the property being the City of DAO.</li> <li>✓ Permits for consumption on public open space will not be issued unless an application for an Occasional Liquor Licence, or Extended Trading Permit is made for the sale of alcohol on public open space for functions or events. The provision of alcohol-free events is looked on favourably. The consumption and supply of alcohol on public open space may be considered subject to Liquor Licensing regulations, City of DAO approval and conditions and corporate policy.</li> <li>✓ In relation to community events, the presence of alcohol may be permitted if it is considered to be a component of a celebratory activity such as New Years Eve, or for the show casing of quality local industry, such as a Food and Wine Festival.</li> <li>✓ In these circumstances, the City will call for Registrations of Interest from existing local licensees to provide the required liquor service for a specified time during the event. The nature and operation of the licensed area will be subject to stated conditions listed in a contract with the City. The stated conditions are to be developed with regard to the specific event in order to ensure the prevention and minimisation of alcohol-related problems and harms.</li> <li>✓ Applications for consumption permits for purposes of supporting an Occasional Liquor Licence or Extended Trading Permit application will only be supported if it complies with all items listed in the Planning and Development and Environmental Health alcohol policies and include consultation with local police and health.</li> <li>✓ Individuals registered on the Consumption Permit and Liquor Licence are responsible for the safety and well being of all of the people involved with their function/activity and will be required to monitor their behaviour. The permit holder is responsible for managing the activity to ensure that other venue users or people in the area whether they be residents, Public Open Space users, or visitors to the area, are not impacted on negatively as a result of the activity.</li> </ul>	<p>Liquor Control Act 1988  Associations of Incorporation Act 1987  School Education Act, 1999, sections 63 (1) (b), 111(4)(a), 112(1)(C), 218, 219, 220  School Education Regulations 2000 sections 72 and 98  Road Traffic Act 1974, Part VA section  Policing Act, 1892</p>



Public Open Space - cont'd		
	<ul style="list-style-type: none"><li>✓ The following restrictions will apply to the sale and consumption of alcohol on public open spaces:<ul style="list-style-type: none"><li>i. Alcohol can not be supplied or consumed before 11:00am or after 10:00pm, unless through prior arrangement with Recreation Service officers. (Note to those writing plans - need to clearly establish under what circumstances exceptions to these times would be considered appropriate. These exceptions should be consistent with preventing and minimising harm and disturbance in the community. Would the Recreation Service officers have to get approval from the Manager for exceptions?)</li><li>ii. Persons attending the event/function or within the vicinity of the area, are not permitted to bring their own alcohol.</li><li>iii. Non-alcoholic beverages, low alcoholic products, water and food must be available during the duration of the event.</li><li>iv. All licence holders must make sure access to public transport or alternative transport arrangements such as taxi's is planned for to ensure the safety of those attending the event, and those located within the vicinity of the event, and to prevent loitering after the completion of the event.</li><li>v. Bar staff are to be trained in the responsible service of alcohol .</li><li>vi. Juveniles are not permitted within the licensed areas unless accompanied by a responsible adult. A person shall be taken as a responsible adult if they are the parent, step-parent, spouse, legal guardian or other person in loco parentis to the juvenile.</li><li>vii. Juveniles are not permitted to consume or be supplied with alcohol.</li><li>viii. Glass containers are not permitted unless served into plastic/foam cups by bar staff in a bar area.</li><li>ix. The supply and consumption of alcohol can only occur within the designated boundary area as defined in the Liquor Licence, and must be situated as far away as practical from any body of water.</li><li>x. Adequate security staff and crowd controllers must be on duty as specified by the Liquor Control Act 1988.</li></ul></li></ul>	



Public Open Space - cont'd		
	<ul style="list-style-type: none"><li>xi. Any other restriction placed on the application as stated by Officers and/or Director of Liquor Licensing as deemed necessary.</li><li>✓ In the situation where permits and licences have been granted, individuals are not able to consume or bring alcohol in to any sports ground or stadium (open, enclosed or fenced) a period of one hour before and one and a half hours after an event, including any sport or game for public exhibition as stated in the Liquor Control Act 1988.</li><li>✓ Central reporting of problems reported will occur and be used when considering future applications. This information may also be used when referring matters to the WA Police or the Liquor Licensing Authority.</li></ul>	
Halls		
	<ul style="list-style-type: none"><li>✓ The consumption and sale of alcohol within public halls is prohibited without the prior issuing of a consumption permit, and where appropriate, a Liquor Licence. Approval will only be given to a nominated person, who will be required to ensure the responsible provision of alcohol and the monitoring of all persons on the premises consuming alcohol or under the influence of alcohol whilst they are still within the confinements of the hall and its surrounding area. The responsible person will also be required to ensure the booking has minimal impact on neighbouring residences, or any persons or property within the vicinity of the premises to prevent possible injury or property damage. The applicant will be required to provide a submission regarding the strategies that will be undertaken to ensure the above occurs.</li><li>✓ The following restrictions will apply to the sale and consumption of alcohol in community halls:<ul style="list-style-type: none"><li>i. Juveniles are not permitted within the licensed areas unless accompanied by a responsible adult as per the Liquor Control Act 1988.</li><li>ii. Juveniles are not permitted to consume or be supplied with alcohol.</li><li>iii. Glass containers are not permitted unless served into plastic/foam cups by bar staff in a bar area.</li><li>iv. Any breaches of this policy or conditions of the liquor licence will result in the responsible person listed on the consumption permit or liquor licence, and the organisation or group to which that person belongs, being unable to utilise public/ community halls for the purpose of the sale and supply of alcohol for a minimum period of up to 12 months or longer as determined by the Council.</li></ul></li></ul>	



Sporting/Leisure/Recreation Clubs		
	<ul style="list-style-type: none"><li>✓ Consumption permits will not be issued for functions linked with junior recreation and leisure clubs.</li><li>✓ The consumption of alcohol at sporting events is not encouraged as it increases the level of risk of harm associated with playing and spectating, and reduces the level of professionalism associated with participation and organisation.</li><li>✓ Senior sporting clubs requiring licences and consumption permits will be required to comply with the Liquor Control Act and the City of DAO Local Laws and policies. When reviewing an application for a Restricted Club, Club and Special Facility Licences the following will be considered:<ul style="list-style-type: none"><li>i. the amenity, safety and wellbeing of the participants, local residents, businesses and visitors in the area;</li><li>ii. the potential for damage to the surrounding environment and wildlife due to the possible development of informal access ways leading to bushland and foreshores, and a lack of adequate rubbish bins provided outside the premises;</li><li>iii. proximity to well lit land;</li><li>iv. connection to streets that provide for a high level of public safety and access to taxi services and public transport;</li><li>v. production of an acceptable Alcohol Management Plan detailing responsible service and harm minimisation strategies to ensure the health, safety and wellbeing of customers, staff and individuals within the surrounding areas;</li><li>vi. a Club's constitution and rules to ensure they support the stated purpose requested for a Liquor Licence; and</li><li>vii. compliance with the Health Act 1911.</li><li>viii. the previous performance of the applicant and its associated organisation in complying with the Liquor Control Act 1988, the City of DAO Local Laws and policies, and the prevention and minimisation of alcohol-related harm.</li><li>ix. The position of the WA Police Service and Drug and Alcohol Office regarding the application.</li></ul></li></ul>	



Joint Use Reserves		
<p>The City of DAO does not support the provision of alcohol consumption permits to user groups located on a joint use reserve without prior approval being given by the Principal of the associated school. These venues are jointly owned by the City of DAO and the Department of Education and as such are bound by the Department of Education policies regarding alcohol on school sites.</p>	<ul style="list-style-type: none"><li>✓ These venues are jointly owned by the City of DAO and the Department of Education, and as such are bound by the Department of Education's policies relating to alcohol on school sites. Any approvals for alcohol consumption are subject to conditions set by the Principal of the School and all relevant legislation and regulations.</li></ul>	
Street Parties		
	<ul style="list-style-type: none"><li>✓ Unless a licence or permit has been issued by the Liquor Licensing Court or the Director of Liquor Licensing, section 119 (4)(a) of the Liquor Control Act 1988 does not permit the consumption of liquor on any road (as defined within the Road Traffic Act 1974) if that road is within the boundaries of the metropolitan area or a town or townsite.</li><li>✓ Consumption permits can only be issued by the owner of the land. Generally, in DAO, residential roads are owned by the City of DAO, however there are exceptions to this where roads are owned by the Main Roads Department or developers.</li><li>✓ Applications for consumption permits or liquor licences will not be approved/supported due to the inappropriate combination of alcohol, families, and vehicles and the high safety risks street parties create, and the difficulty in assessing the ownership of each road.</li><li>✓ Road closures can be applied for through the Commissioner of Police to hold an event within residential areas, however the City will be reluctant to support such an application if alcohol will be present.</li></ul>	



Senior Citizens' Centre		
<p>The sale and supply of alcohol within the Senior Citizens' Centre is considered appropriate subject to the facility hirer obtaining a relevant Liquor Licensing Division and consumption permit from the City of DAO, subject to conditions as determined by Council.</p>	<p>✓ The following conditions must apply:</p> <ul style="list-style-type: none"><li>i. In the instance of the sale of alcohol, it must be served from the bar area only. The hire of this facility is available at a small additional cost. This assists with the containment of patrons to a designated area making it easier for the hirer and bar staff to supervise.</li><li>ii. Alcohol is not to be consumed outside the Senior Citizens' Centre.</li><li>iii. Where groups are holding BYO functions, the group must obtain a consumption permit and consume their alcohol in the area of the facility hire booking only. The responsible person listed on the consumption permit is required to manage all guests and their behaviour to ensure their safety and wellbeing and to prevent any possible damage to the Centre's facilities.</li><li>iv. Glassware can be used providing all broken glassware is cleaned up and disposed of quickly to avoid potential injury to patrons and staff.</li><li>v. Any breaches of this policy or conditions of the liquor licence will result in the responsible person listed on the consumption permit or liquor licence, and the organisation or group to which that person belongs, being unable to utilise Council facilities for the purpose of the sale and supply of alcohol for a period of at least 12 months.</li><li>vi. Where alcohol is to be available for sale for a Senior Citizens' Centre members' function, an Occasional Liquor Licence must be obtained from the Liquor Licensing Division. Alcohol will be served for the length of the members' function only in association with food, water and non-alcoholic beverages.</li><li>vii. Where an Occasional Liquor Licence is applied for to cater for more than 500 people, a risk management and safety plan must be submitted to (insert relevant internal dept name) at the time of application.</li></ul>	



Responding to the Community		
Policy and position statements	Management Plan action	Supporting documents
<b>General "Whole-of-organisation" Alcohol Policy</b>		
<p>As stated in the Corporate Charter and Strategic Plan, the City of DAO is committed to the provision of a safe and secure environment and the contribution to the protection of public health in our community, acknowledging that the health of our community is paramount. As such the City supports a reduction in the harmful effects of alcohol felt throughout the community and the responsible consumption of alcohol. This is achieved via three processes:</p> <ol style="list-style-type: none"> <li>1. Administration of Legislation;</li> <li>2. Responding to community and agency concerns; and</li> <li>3. Internalising guidelines set down for the community</li> </ol>	<ul style="list-style-type: none"> <li>✓ Under the Liquor Control Act 1988, Local Government Authority approval is required for all new liquor licence applications and any alterations to existing licensed premises. This applies to licensed liquor outlets including hotels, restaurants, cabarets, liquor stores, special facilities, club and restricted club licences and other facilities nominated by the Director of Liquor Licensing.</li> <li>✓ Under the Act it is an offence to consume liquor on a Council Reserve or facility or in a public open space without approval by the Local Government Authority. Occasional licences may be issued for functions such as fairs, concerts and sporting events for this purpose.</li> <li>✓ All applications to the City relating to liquor licences and permits will be assessed rigorously by all relevant departments, with each department considering the potential impact that the licence or permit may have on the safety, health and wellbeing of the community. This assessment will include communication with the WA Police Service and the Drug and Alcohol Office where possible. Decisions to support licence applications or issue permits will be based on guiding legislation, along with the criteria set down in relevant section policies or procedural requirements. Council will require all applicants to demonstrate a commitment to the provision of a safe and healthy environment, ensuring the responsible sale, supply and promotion of alcohol and the provision of appropriate facilities.</li> </ul> <p><b>Responding to Community and Agency Concerns</b></p> <ul style="list-style-type: none"> <li>✓ The City of DAO is committed to working alongside agencies to help improve public health, community safety and wellbeing to assist with the reduction of the harmful effects of alcohol. It is also committed to reflecting community values and expectations in the City's services and programs in assisting with the management of alcohol and the issues it creates.</li> <li>✓ A management plan outlining process guidelines for the consideration of liquor licence and permit applications will accompany this policy to ensure a consistent approach by all departments of the City of DAO.</li> </ul> <p><b>Internalising Guidelines set down for the Community</b></p> <ul style="list-style-type: none"> <li>✓ The City of DAO will internalise the policies and expected practices reflected in its alcohol policy by complying with the policy and leading by example.</li> </ul>	Liquor Control Act 1988



Noise		
	<ul style="list-style-type: none"><li>✓ The City of DAO will promote the appropriate mix of land use. This will prevent noise from licensed premises having too much of an impact on some community organisations e.g. retirement villages.</li><li>✓ The City of DAO will increase community awareness of how to host a party and what can be done to prevent excessive noise by promoting the resource called 'your party your responsibility' to residents affected by, or creating, excessive noise (contact <a href="mailto:prevention@dao.health.wa.gov.au">prevention@dao.health.wa.gov.au</a>)</li><li>✓ The City of DAO will educate the community about how to report and record alcohol noise-related complaints.</li><li>✓ This information will be used to object to new or existing liquor license applications when lodging interventions to the Department of Racing Gaming and Liquor.</li><li>✓ City of DAO Officers will work with Environmental Health Officers to monitor licensed premises for excessive noise levels and educate licensees about what is an acceptable noise level.</li><li>✓ City of DAO will promote Responsible Service of Alcohol training in their community as serving until intoxication in licensed premises often leads to excessive noise and ultimately alcohol-related harm.</li></ul> <p>City of DAO will ensure that all public concerts and or events held on Local Government land are appropriately managed and well organized to prevent excessive noise.</p>	<p>Environmental Protection Act 1986 Health Act 1911 Liquor Control Act 1988 Building Regulations 1989 Environmental Protection (Noise) Regulations 1997</p>



## Urban Design/Town Planning

Policy and position statements	Management Plan action	Supporting documents
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### Considering Building Applications for Venues: External

<p>The City of DAO will expect applicants seeking Section 39 &amp; 40 certificates to provide proof of consideration to harm minimisation and Designing out Crime principles, in order to minimise the risks associated with alcohol in the City Of DAO in accordance with the intent of the Town Planning Scheme and associated policies.</p>	<p><b>Do plans indicate adequate consideration of the following crime prevention measures?</b></p> <p><b>Landscape</b></p> <ul style="list-style-type: none"> <li>✓ Plants and shrubs outside a venue should be medium to low level and not intervene with sightlines, surveillance, security or way finding.</li> <li>✓ Tall trees should also be avoided to prevent climbing and unauthorised access to premises. Planting small plants and shrubs along expanses of wall in surrounding areas is good practice to avoid graffiti and vandalism</li> </ul> <p><b>Sightlines and way finding</b></p> <ul style="list-style-type: none"> <li>✓ Fencing surrounding a venue should allow adequate visibility and minimise the opportunity for perpetrators to hide.</li> <li>✓ Appropriate signage should be visible so that taxi ranks, toilets, public transport and telephones can be easily located by patrons.</li> <li>✓ All pathways and routes which enable patrons to leave a venue should be well maintained and clearly visible from the street.</li> <li>✓ Blind corners may exist around various areas such as car parks and surrounding buildings, which may pose as entrapment spots for perpetrators, hence these should be avoided</li> </ul> <p><b>Urban Structure</b></p> <ul style="list-style-type: none"> <li>✓ If building a new licensed premise, crime reduction measures should be considered in the early stages of design.</li> <li>✓ If possible the licensed premise should be orientated towards the main street in the public view for maximum surveillance.</li> <li>✓ All routes to and from the venue should be easily surveyed and well signed.</li> </ul> <p><b>Building Design</b></p> <ul style="list-style-type: none"> <li>✓ The exterior of a licensed premise can be a crucial factor in designing out crime.</li> <li>✓ Materials that can withstand normal and hard use and that can easily be replaced should be used where possible.</li> </ul> <p><b>Pedestrian Traffic</b></p> <ul style="list-style-type: none"> <li>✓ Should be physically separated from high volume vehicular traffic routes adjacent to licensed premises.</li> </ul>	
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## Considering Building Applications for Venues: Internal

In considering whether to approve the application, the City of DAO will consider whether the application indicates adequate consideration of the following crime prevention measures:

### Internal layout

- ✓ Will patrons experience difficulty moving from one part of the venue to the next?
- ✓ Common bottlenecking/overcrowding areas include:
  - Entrance/exits
  - Bar areas
  - Toilets
  - Areas on and near the dance floor
  - Stairways
  - Thoroughfares
- ✓ Is a clear area at the bar set aside for service of drinks to prevent confusion and potential for frustration?

### Toilets

- ✓ Toilet entrances should be in direct view of staff so they can monitor all thoroughfares and any potential problems
- ✓ Where possible toilets should not be located in the front foyer area of a venue where direct access can be obtained from the street.
- ✓ Toilets need to comply as per the Health Act 1911.

### Surveillance

- ✓ Raise the floor area behind the bar to maximise surveillance by bar staff
- ✓ Provide adequate lighting so bar staff are aware of who they are supplying alcohol to.
- ✓ Position mirrors around the bar so bar staff can view all incidents around them Essentially, all areas of the venue should be visible either by staff or cameras. Blind corners or entrapment spots should be avoided where possible and all barriers and walls should be permeable to prevent people from hiding behind them.

### Contingency plans/ emergency plans

- ✓ Procedures put into place prior to a critical event occurring will help prevent the situation from escalating. For example panic buttons located behind the bar
- ✓ Providing clearly visible entry and exit signs.



Section 39 & 40 Applications		
<p>In the assessment of any development application for licensed premises, regard will be given to ensure that the amenity of the locality will not be detrimentally affected by a new licensed premises or by a variation in the operation of an existing licensed premises. In addition to any Scheme requirement, the applicant will be required to submit a management plan as per that which is required to be submitted to the Department of Racing, Gaming and Liquor.</p>	<p>In assessing applications for licensed premises the following characteristics shall be considered:</p> <ul style="list-style-type: none"><li>• the protection of the character of the locality;</li><li>• the protection of the amenity of the locality;</li><li>• the proposed scale and capacity of the premises;</li><li>• the layout of the premises;</li><li>• whether or not the venue will contribute to an outlet density not consistent with the Town Planning Scheme provisions and policy.</li></ul>	



# Section E

## Toolkit

Section E contains tools to assist Local Governments to implement strategies of the Local Government Alcohol Management Package and fact sheets that provide further background information about a number of alcohol-related issues.



## Contents

### Tools

1. Developing a community alcohol profile
2. Liquor licence assessment checklist
3. Whole-of-organisation mapping tool
4. Section 40 certificates risk management tool
5. Liquor licence risk management considerations chart
6. Designing safer licensed environments checklist
7. Policy planning summary template
8. Key alcohol issues summary template
9. Public interest assessment questions

### Fact Sheets

1. Engaging with Aboriginal communities
2. Designing out crime and alcohol problems - dos and don'ts
3. Designing and planning for safer environments - Part 1
4. Designing and planning for safer environments - Part 2
5. Designing and planning for safer environments - Part 3
6. Liquor licensing authority and licence types
7. Intervening and objecting to liquor licence applications
8. Alcohol and crime
9. Alcohol availability
10. Collaborating with key stakeholders
11. Licensed premises breakout areas



# Local Government Alcohol Management Package

## Tools and Fact Sheets Summary

TOOL	Description	Purpose	Linked to Section
1. Developing a Community Alcohol Profile.	A summary of suggested steps to develop a community alcohol profile and examples of types and possible sources of information.	To inform planning processes for policy and operational matters.	D: Policy Development.
2. Liquor licence assessment checklist.	A summary harm minimisation checklist sheet for Local Government officers when assessing a liquor licence application including: <ul style="list-style-type: none"> <li>• Assessment of floor plans and design.</li> <li>• Application details.</li> <li>• History of venue</li> <li>• Trading hours</li> <li>• Security and emergency procedures.</li> <li>• Patrons</li> <li>• Entertainment</li> <li>• Responsible service provisions.</li> </ul>	To support officers to consider risky aspects of liquor licence applications in the context of Local Government priorities and community health and safety.	C: Issues and Action. D: Policy development.
3. Whole of organisation mapping tool.	Template to enable officers to identify and record (map) the different sections and officers within their Local Government that deal with alcohol matters and the nature of their duties.	To gain an understanding of the amount of resource the Local Government is investing in alcohol management and identify duplication, and opportunities to communicate and liaise more effectively with other sections which is likely to lead to a more coordinated, efficient approach.	B: Whole of organisation approach. D: Policy development.
4. Section 40 certificates risk management tool.	A risk management considerations checklist for those approving Section 40 certificates - in support of information in Section C Issues and Action.	To provide guidance about possible ways to prevent and minimise alcohol problems through Section 40 approvals.	C: Issues and Action. D: Policy development.



TOOL	Description	Purpose	Linked to Section
5. Liquor licence risk management considerations chart.	Summary of licence types and their key features along with harm minimisation (or potential high risk) aspects to consider.	To inform planning and policy development and decisions. To inform approvals.	C: Issues and Action. D: Policy development.
6. Designing safer licensed environments checklist.	Checklist of designing out crime and violence factors for licensed premises.	To assist with development of safety audits and risk management conditions.	C: Issues and Action.
7. Policy planning summary template.	Template for summarising Local Government capacity, existing activity and policy/legislation links regarding key alcohol issues in the community and their causal factors.	To inform planning and policy development processes and the whole of organisation approach to day-to-day operational matters. Linked with community alcohol profile process.	B: Whole of organisation approach. D: Policy development.
8. Key alcohol issues summary template.	Sheet for summarising key statistics and their sources regarding specific local alcohol issues.	To inform planning and policy development.	B: Whole of organisation approach. C: Issues and Action. D: Policy development.
9. Public interest assessment questions.	List of questions for Local Government officers to use as a guide to consider the Public Interest Assessment statements in liquor licence applications.	To inform risk management and prevention of harm processes when considering liquor applications.	C: Issues and Action.

Fact Sheet
1. Engaging with Aboriginal communities
2. Designing out crime and alcohol problems dos and don'ts
3. Designing and planning for safer environments part 1 - social environment
4. Designing and planning for safer environments part 2 - internal environment
5. Designing and planning safer environments part 3 - external environment
6. Liquor licensing authority and licence types
7. Intervening and objecting to liquor licence applications
8. Alcohol and crime
9. Alcohol availability
10. Collaborating with key stakeholders
11. Licensed premises breakout areas



# Tool 1: Developing a Community Alcohol Profile

## Support Tool for Section D: Policy Development

### **Step one:**

Identify local issues of concern to the community.

### **Step two:**

Clarify the nature of the issues, when they occur, how often, who is involved, who is affected.

### **Step three:**

Determine which of the issues directly or indirectly impact on or relate to Local Government business.

### **Step four:**

Determine which of the issues have alcohol as a causal or related factor.

### **Step five:**

Identify the specific alcohol-related factors that contribute to the local problems occurring.

### **Step six:**

Identify how those alcohol-related factors work to support problems occurring.

### **Step seven:**

Acknowledge that addressing the alcohol-related components of the problem may only be one part of the solution to completely prevent the problem.

### **Step eight:**

Understand that even if the problem is not prevented in the short term, that alcohol-related action will contribute significantly to the long-term reduction and prevention of problems over time.

### **Step nine:**

Identify how Local Government could prevent or minimise the problem (directly or indirectly).

It is recommended that regional Local Governments create a profile that acknowledges the different issues within the various towns that are part of the Local Government area (LGA). It is important to recognise the different contributing factors to alcohol issues that may be present within each community. Including the overall LGA characteristics gives a context for any alcohol-related issues noted and can often provide a context for why alcohol problems might be occurring. On the following pages is an example of information to include in a community alcohol profile. It is a guide only and it is recommended that where more detailed or other sources of information are available, that they are utilised as part of the profile process.



Section A: The Local Government Area		
	Data	Possible sources of data
Area (km <sup>2</sup> )		Local Government
Total population		Australian Bureau of Statistics
Number of towns/suburbs/ communities		Local Government
Name of towns/communities		Local Government
Average income		Australian Bureau of Statistics
At risk groups: • Young people • Indigenous • Young men		Australian Bureau of Statistics
Per capita consumption		Drug and Alcohol Office

Section B: Town Profiles*		
	Data	Possible sources of data
Area (km <sup>2</sup> )		Local Government
Total population		Australian Bureau of Statistics
Average income		Australian Bureau of Statistics
At risk groups: • Young people • Indigenous • Young men		Australian Bureau of Statistics
Number of Schools: • Primary • High school • University • TAFE		Department of Education and Training

\*Note: Where a LGA has more than one town/major community, do profile for each town.



Alcohol Availability		
Data type	Examples	Possible source
Number of liquor licences (by licence type)	<input type="checkbox"/> Hotel <input type="checkbox"/> Hotel restricted <input type="checkbox"/> Tavern <input type="checkbox"/> Liquor Store <input type="checkbox"/> Small Bar <input type="checkbox"/> Special Facility _____(type) <input type="checkbox"/> Club <input type="checkbox"/> Club restricted <input type="checkbox"/> Nightclub <input type="checkbox"/> Restaurant <input type="checkbox"/> Producers <input type="checkbox"/> Wholesalers	Department of Racing, Gaming and Liquor.
Number of existing permits	<input type="checkbox"/> Ongoing late night Extended Trading Permits <input type="checkbox"/> 10pm - 12 <input type="checkbox"/> 12 - 1am <input type="checkbox"/> 12 - 2am <input type="checkbox"/> other (list)  <input type="checkbox"/> Liquor without a meal permit (restaurant) <input type="checkbox"/> including alfresco. <input type="checkbox"/> Sunday Extended Trading Permit (non-metro liquor stores) <input type="checkbox"/> 8am start <input type="checkbox"/> 10am start <input type="checkbox"/> 12 midday start <input type="checkbox"/> 12pm close <input type="checkbox"/> 6pm close <input type="checkbox"/> 8pm close <input type="checkbox"/> 10pm close. <input type="checkbox"/> Others	Department of Racing, Gaming and Liquor.  Local Government departments such as environmental health and planning.
Liquor licence applications for past 12 months (or longer)	<input type="checkbox"/> Number of new licence applications by licence type (applied vs granted) <input type="checkbox"/> Number of licence variation applications by type eg Extended Trading Permits (applied vs granted). <input type="checkbox"/> Number of Occasional licences applied for and granted.	Department of Racing, Gaming and Liquor.  All Local Government departments dealing with liquor licences (eg Environmental Health, Planning)



Health		
Data type	Examples	Possible source
Hospitalisations (most recent available)	<input type="checkbox"/> Total <input type="checkbox"/> Alcohol-related (by type of condition), gender and age breakdown (where possible).	Drug and Alcohol Office
Deaths (most recent available)	<input type="checkbox"/> Alcohol-related (by cause, gender and age breakdown (where possible)	Drug and Alcohol Office
Emergency presentations	<input type="checkbox"/> Total <input type="checkbox"/> Alcohol-related	Local health services
Counselling and treatment services	<input type="checkbox"/> Community Drug Service Team (CDST) alcohol presentations	Local CDST
Sobering up centre	<input type="checkbox"/> Presentations	Local service
Aboriginal Medical Service	<input type="checkbox"/> Alcohol-related presentations	Local service

Police		
Data type	Examples	Possible source
Assaults	<input type="checkbox"/> Total <input type="checkbox"/> Alcohol-related (if available) <input type="checkbox"/> By time of day/day of week (if available) <input type="checkbox"/> Hotspot locations	WA Police website: <a href="http://www.police.wa.gov.au/ABOUTUS/Statistics/tabid/936/Default.aspx">http://www.police.wa.gov.au/ABOUTUS/Statistics/tabid/936/Default.aspx</a>
Call outs	<input type="checkbox"/> Total <input type="checkbox"/> Alcohol-related (if available) <input type="checkbox"/> By time of day/day of week (if available).	Local Police
Move on notices	<input type="checkbox"/> Location	Local Police
Crime statistics	<input type="checkbox"/> Property damage <input type="checkbox"/> Crash statistics <input type="checkbox"/> Graffiti	Local Police WA Police website: <a href="http://www.police.wa.gov.au/ABOUTUS/Statistics/tabid/936/Default.aspx">http://www.police.wa.gov.au/ABOUTUS/Statistics/tabid/936/Default.aspx</a>
Liquor infringements	<input type="checkbox"/> Drunkenness <input type="checkbox"/> Disorderly behaviour <input type="checkbox"/> Juveniles on licensed premises <input type="checkbox"/> Juveniles in possession of liquor in a public place <input type="checkbox"/> Street drinking	Local Police



Local Government		
Data type	Examples	Possible source
Alcohol-related noise complaints.	<input type="checkbox"/> Categorised and recorded noise complaints.	Complaints register Environmental Health.
Alcohol-related litter.	<input type="checkbox"/> Clean-up costs associated with events & licensed premises. <input type="checkbox"/> Volume collected. <input type="checkbox"/> Type of litter (e.g. cans, glass)	Rangers Contracted waste management Environmental health
Patrol data	<input type="checkbox"/> Type of incident or call out (e.g. property damage, party) where alcohol was a contributing or related factor.	Rangers Community Security
Resident and business complaints	<input type="checkbox"/> Complaints by residents	Electronic complaints system e.g. email available for people to write to Council and register complaint. All relevant Local Government departments
Maintenance and management of public space	<input type="checkbox"/> Number of incidents and costs associated with alcohol-related property damage, damage to bus stops, flora and fauna. <input type="checkbox"/> Graffiti incidents and proportion of clean up costs. <input type="checkbox"/> Cleaning costs (alcohol-related litter).	Rangers Environmental Health Officers
Community attitudes and concerns	<input type="checkbox"/> Community surveys on local alcohol issues, crime and safety surveys.	All relevant Local Government departments



# Tool 2: Liquor Licence Assessment Checklist

The following checklists are designed to assist Local Governments to process liquor licence applications for new premises or alterations to existing premises and for the issue or review of Section 39 and/or Section 40 certificates. The checklists also alert Local Governments to several legislative requirements and consider the potential impact for alcohol-related harm.

### 1. Assessment of the Liquor Licence Application

Application details						Comments
<b>Licence Type: (tick box)</b>						
Club	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>			
Liquor store	<input type="checkbox"/>	Producer	<input type="checkbox"/>			
Nightclub	<input type="checkbox"/>	Small Bar	<input type="checkbox"/>			
Hotel	<input type="checkbox"/>	Special facility _____ (type)	<input type="checkbox"/>			
Hotel Restricted	<input type="checkbox"/>	Tavern	<input type="checkbox"/>			
Occasional license	<input type="checkbox"/>	Wholesaler	<input type="checkbox"/>			
<b>Trading Hours</b>						
Day	Hours		Day	Hours		
Monday	AM:	PM:	Friday	AM:	PM:	
Tuesday			Saturday			
Wednesday			Sunday			
Thursday						
<b>Extended Trading Permit:</b>						
Is the premises applying for an Extended Trading Permit (ETP)? Yes <input type="checkbox"/> _____(hours) / No <input type="checkbox"/>						
Is the ETP a one-off application or an ongoing request? Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Are there any provisions in the Town Planning Scheme that would prohibit the premises from being granted and ETP in the future? Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Is the premises applying for a liquor without a meal permit? Yes <input type="checkbox"/> / No <input type="checkbox"/>						



Application details	Comments
<b>Proposed trading conditions in the submission: (list)</b>	
•	
•	
•	
•	
•	
•	
•	
<b>History of venue:</b> Describe any historical events on record such as incidents or previous applications	
For example: has there been any recent incidents at the premises or within its vicinity of • Assaults? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
• Drink driving? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
• Street drinking? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
• Property damage? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
• Littering? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
• Other incidents?	
Describe any previous applications the premises may have lodged	
Describe any other significant historical events	
<b>Security and emergency procedures:</b>	
Does the applicant propose to engage the services of crowd controllers or security officers? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If security officers are employed will they monitor the vicinity of the premises (e.g. car parks) Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Will security offers be employed past the premises closing time to ensure safe dispersal of patrons? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Will the premises be equipped with close-circuit television? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Is the premises easily accessed by emergency vehicles? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Are there an adequate number of exits? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
<b>Patrons:</b> Younger patrons generally consume more alcohol, especially young males, and are likely to have a greater impact on the area surrounding the premises in regards to noise, litter and property damage. Licensed venues, such as sporting clubs and restaurants, that attract adults as well as children can face problems relating to the supply of alcohol to minors.	
Does the purpose of the venue, mean that it is likely to premises plan to attract young patrons (18 - 25 year-olds?) Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Does the venue have any facilities for children within the complex such as a playground, sporting facilities? Yes <input type="checkbox"/> / No <input type="checkbox"/>	



Application details	Comments
<p><b>Entertainment:</b> Entertainment is important to engage patrons in other activities than drinking and to prevent patrons from becoming aggressive. However, some forms of entertainment can cause noise problems and aggression amongst patrons (especially if the entertainment encourages sexual competition amongst patrons).</p>	
<p>Does the premises have any of the following facilities</p> <ul style="list-style-type: none"> <li>• Stage for live music? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Dance floor? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Balcony? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<p>Does the applicant intend to have any competitive activities</p> <ul style="list-style-type: none"> <li>• Pool/snooker? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Darts? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<p>Does the applicant seek to provide immodest entertainment? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p>Will the premises have any sound-proofing or other noise minimisation features? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p><b>Provision of food and water:</b> The provision of food and water can also assist to engage patrons in activities other than drinking, reduce the potential for intoxication and drinking water can help to cool patrons in crowded premises where environmental temperatures can be high.</p>	
<p>Will the premises be providing substantial meals? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p>Will the premises provide discounted or free tap water? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p><b>Responsible Service of Alcohol:</b> The responsible service of alcohol means that liquor will be sold and consumed in a responsible manner. Within licensed premises, responsible service of alcohol, can prevent the supply of liquor to juveniles and the service to intoxicated patrons.</p>	
<p>Does the premises indicate whether bar staff will be trained in the responsible service of alcohol? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p>Does the premises have more than one bar? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p><b>Capacity of the premises:</b></p>	
<p>What is the maximum capacity of the premises according to the Health (Public Buildings) Regulations 1992?</p>	
<p>What is the maximum capacity under the town planning scheme?</p>	
<p>Are there adequate parking facilities at the premises? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p><b>Ventilation and temperature regulation:</b></p>	
<p>Does the premises have air conditioning? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p>Does the premises have fans? Yes <input type="checkbox"/> _____ (number and type) / No <input type="checkbox"/></p>	



Application details	Comments
<b>Location of the premises:</b>	
<p>Is the premises located near?</p> <ul style="list-style-type: none"> <li>• Major road (this presents implications for drink driving) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Body of water (this presents implications for injuries) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• School (this presents implications for underage access to alcohol and noise) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Health Centre (this presents potential noise implications ) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Industrial area (evidence suggests such a location is likely to attract males who generally consume higher amounts of alcohol and engage in more risky drinking practices) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Park (this presents implications for underage access to alcohol and street drinking) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Shopping centre (this presents implications for underage access to alcohol and street drinking) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<p><b>Availability of transport:</b> The availability of transport assists to minimise the occurrence of drink driving by patrons and assists to remove patrons from the area, once they have left the premises, so they don't loiter and cause problems.</p>	
<p>Is the premises located near a taxi rank? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p>Is public transport available during the all of the premises opening hours? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<b>General issues:</b>	
<p>Are there any applicable local laws relating to the area that the premises is located in? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	
<p><b>Consultation:</b> Describe any consultation conducted with the community regarding the application and any comments or complaints received by the Local Government according to the different types of groups below.</p>	
<p>Community groups:</p>	
<p>Businesses:</p>	
<p>Local Police:</p>	
<p>Local Health services:</p>	
<p>Feedback from within Local Government. For example - Planning, environmental health or community/recreation services</p>	



## 2. Assessment of the Liquor Licence Application Floor Plans / Design

Item	Harm minimisation considerations	Comments
Number and location of entrances and exits	<ul style="list-style-type: none"> <li>Public Buildings legislative requirements</li> <li>Monitoring of entrances and exits for juveniles, drunkenness and disorderly behaviour becomes more difficult with more than one entry/exit point.</li> </ul>	
Floor area of the premises	<ul style="list-style-type: none"> <li>Larger venues generally attract more patrons which increases the potential for problems with noise, littering, traffic and parking.</li> </ul>	
Whether the plans indicate fixed furniture	<ul style="list-style-type: none"> <li>Fixed furniture will reduce the maximum capacity of the venue and in some cases encourage a different atmosphere that reduces likelihood of aggression, for example table seating.</li> </ul>	
Presence of kitchen facilities	<ul style="list-style-type: none"> <li>As the consumption of food generally slows the absorption of alcohol in the body, premises that provide food to patrons during their business hours are often associated with less alcohol-related problems.</li> </ul>	
Number and location of toilets	<ul style="list-style-type: none"> <li>Toilets can cause problems in venues when there is queuing and bottlenecking in thoroughfares near the location of the toilets. Although the number of toilets in a venue should be in line with legislative requirements, if the venue is particularly large, more toilets dispersed throughout the venue can be advantageous.</li> <li>The location of toilets near high-traffic areas such as dance floors, bars and entrances and exits is not recommended.</li> </ul>	
Number of car parking spaces.	<ul style="list-style-type: none"> <li>The number of car parking spaces should be considered in relation to the capacity of the venue and number of patrons and staff.</li> <li>It is also important to consider how patrons will access the venue. Is public transport available? Or will patrons rely on their own car?</li> <li>Adequate parking can reduce potential traffic problems from illegal parking.</li> </ul>	
Location, number and size of bars	<ul style="list-style-type: none"> <li>Raised bars can enhance surveillance within premises.</li> <li>Ability to monitor patrons and provide responsible service of alcohol.</li> </ul>	
Presence of outdoor areas / balconies	<ul style="list-style-type: none"> <li>Do the areas have appropriate barriers? Outdoor areas that are not fenced off from outside the licensed premises can increase risk of problems such as juveniles entering or obtaining alcohol, patrons leaving with open drinks, disorderly or drunken patrons entering.</li> </ul>	



# Tool 3: Whole-of-Organisation Mapping Tool

## Support Tool Section B & D - Planning for Alcohol Policy and Management Plan

Tasks	Roles of Local Government departments			
	Planning	Environmental Health	Community Services	Council
Liquor licences	Section 40 approvals	Section 39 approvals	General objections	General objections
	General objections	General objections		
Litter				
Graffiti				
Noise				
Community Safety and Crime Prevention Plan				
Youth issues				
Alcohol-related policy				
Community complaints				
Other:				
•				
•				
•				



# Tool 4: Section 40 Certificates Risk Management Tool

Condition Areas	Condition examples	Supportive aspects of legislation/policy within the Local Government
Restriction on trading hours.	<ul style="list-style-type: none"> <li>No extended-trading permits to allow increase trading hours will be granted.</li> </ul>	E.g: Town planning scheme
Internal design requirements (e.g. amount of seating) to support the prevention of alcohol problems, drunkenness and disorderly behaviour.	<ul style="list-style-type: none"> <li>With the exception of the dance floor, the premises is to be furnished with chairs, lounges and tables.</li> <li>Tables and chairs must be set up throughout the licensed premises to accommodate not less than 150 patrons.</li> </ul>	E.g. any relevant Local Government policies
Capacity limits. It is possible under a Town Planning Scheme to set capacity limits lower than what is specified in the Health (Public Buildings) Regulations 1992. For example, a Local Government may want to set lower capacity limits if the venue is a high risk premises, in certain mixed use areas, or where there is inadequate parking or public transport provisions.	<ul style="list-style-type: none"> <li>The capacity of the venue must not exceed 200 patrons.</li> </ul>	E.g: Town planning scheme
Noise/entertainment restrictions.	<ul style="list-style-type: none"> <li>Amplified music presented by a DJ is to be in the general style of jazz, groove or Latin. Techno, rock and roll, heavy metal or rap music is prohibited. Live music is to be acoustic style in the form of soloist, duos or trios.</li> <li>PA amplified music, with the exception of quiet background music, must cease at least thirty (30) minutes before closing.</li> <li>Music, whether pre-recorded, or other is to be played at a volume that permits conversation to occur, that is, the volume of music played within the tavern is not to exceed 94dba for a continuous period exceeding 3 seconds.</li> </ul>	E.g: Town planning scheme



Condition Areas	Condition examples	Supportive aspects of legislation/policy within the Local Government
Provision of security patrols and crowd controllers.	<ul style="list-style-type: none"><li>• Security personnel, licensed in accordance with the Security and Related Act 1998 are to be engaged on Friday and Saturday nights from 9.00pm to 12.30am the following morning and on Sundays from 10.00pm to 10.30pm, and on any other night when the premises are occupied by more than 200 patrons. During these times, at least one licensed security guard is to patrol the outside of the building.</li></ul>	E.g. Community Safety and Crime Prevention Plan strategies
Lighting requirements.	<ul style="list-style-type: none"><li>• Adequate lighting is present outside the venue.</li></ul>	E.g. Community Safety and Crime Prevention Plan strategies
Litter management requirements, for example some premises have been required to engage cleaning services.	<ul style="list-style-type: none"><li>• Professional cleaning services are to be engaged to clean the immediate vicinity of the premises on Friday and Saturday nights for 30 minutes after closing.</li></ul>	E.g. any relevant Local Government policies
Alternative transport provisions.	<ul style="list-style-type: none"><li>• Internal promotion encouraging the use of public transport (specifically taxis) to be clearly visible to patrons. Operational telephone available inside the premises with phone numbers of taxi companies to be available to patrons.</li></ul>	E.g. Community Safety and Crime Prevention Plan strategies



# Tool 5: Liquor Licence: Risk Management Considerations Chart

This chart gives an overview of liquor licence types and associated harm minimisation considerations for Local Governments. This information is designed to assist Local Government officers and Council when: developing planning policy; approving development applications; considering liquor licence applications; undertaking community safety plans; allocating resources; and, working with the community.

Licence type	Description	Key risk management considerations																																		
<b>Hotel</b>	<p>A hotel licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises;</li> <li>the sale and supply of packaged liquor to patrons for consumption off the licensed premises.</li> </ul> <p>Accommodation must be provided to any person</p> <p><b>Trading hours</b> The permitted trading hours for hotel, hotel-restricted, tavern and small bar licences are:</p> <table border="1"> <thead> <tr> <th rowspan="2">Day</th> <th colspan="2">When</th> <th rowspan="2">General Condition</th> </tr> <tr> <th>Open</th> <th>Close</th> </tr> </thead> <tbody> <tr> <td>Monday to Saturday</td> <td>6.00am</td> <td>midnight</td> <td></td> </tr> <tr> <td>Sunday</td> <td>10.00am</td> <td>10.00pm</td> <td></td> </tr> <tr> <td>New Year's Eve (Monday - Saturday)</td> <td>6.00am</td> <td>2.00am New Year's Day</td> <td></td> </tr> <tr> <td>New Year's Eve (Sunday)</td> <td>10.00am</td> <td>2.00am New Year's Day</td> <td></td> </tr> <tr> <td>Good Friday</td> <td>12.00pm</td> <td>10.00pm</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>Christmas Day</td> <td>12.00pm</td> <td>10.00pm</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>ANZAC Day</td> <td>12.00pm</td> <td>midnight</td> <td></td> </tr> </tbody> </table>	Day	When		General Condition	Open	Close	Monday to Saturday	6.00am	midnight		Sunday	10.00am	10.00pm		New Year's Eve (Monday - Saturday)	6.00am	2.00am New Year's Day		New Year's Eve (Sunday)	10.00am	2.00am New Year's Day		Good Friday	12.00pm	10.00pm	(ancillary to a meal only)	Christmas Day	12.00pm	10.00pm	(ancillary to a meal only)	ANZAC Day	12.00pm	midnight		<ul style="list-style-type: none"> <li>↑ risk for assaults, drink driving, roadcrashes.</li> <li>↑ alcohol consumption = alcohol problems.</li> <li>↑ competition and availability.</li> <li>↑ damage and antisocial behaviour.</li> <li>↑ risk to drinkers likely to take advantage of availability.</li> <li>• Patron Capacity</li> <li>• Transport</li> <li>• Lighting</li> <li>• Damage (business/ townsite)</li> <li>• Noise.</li> </ul>
Day	When		General Condition																																	
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Monday to Saturday	6.00am	midnight																																		
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<b>Hotel Restricted</b>	<p>A hotel restricted licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises only;</li> <li>packaged liquor sales can only be made to a guest of the accommodation services.</li> </ul> <p>Accommodation must be provided to any person.</p>	See key risk management considerations listed for hotels.																																		
<b>Tavern</b>	<p>A Tavern licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises;</li> <li>the sale and supply of packaged liquor to patrons for consumption off the licensed premises.</li> </ul>	See key risk management considerations listed for hotels.																																		



Licence type	Description	Key risk management considerations																																				
<b>Small Bar</b>	A Small Bar licence authorises: <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises only;</li> <li>a maximum capacity of no more than 120 people at any one time.</li> </ul>	See key risk management considerations listed for hotels.																																				
<b>Nightclub</b>	A Nightclub licence authorises: <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises only.</li> </ul> Liquor can only being supplied ancillary to continuous entertainment performed by one or more artists live at the venue, or presented by a DJ. <p><b>Trading hours</b> The permitted trading hours for a nightclub are:</p> <table border="1" data-bbox="252 613 1107 1294"> <thead> <tr> <th data-bbox="252 613 539 656">Day</th> <th colspan="2" data-bbox="539 613 1107 656">When</th> </tr> <tr> <th data-bbox="252 656 539 698"></th> <th data-bbox="539 656 730 698">Open</th> <th data-bbox="730 656 1107 698">Close</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 698 539 741">Monday - Thursday</td> <td data-bbox="539 698 730 741">6.00pm</td> <td data-bbox="730 698 1107 741">5.00am the following day</td> </tr> <tr> <td data-bbox="252 741 539 784">Friday - Saturday</td> <td data-bbox="539 741 730 784">6.00pm</td> <td data-bbox="730 741 1107 784">6.00am the following day</td> </tr> <tr> <td data-bbox="252 784 539 826">Sunday</td> <td data-bbox="539 784 730 826">8.00pm</td> <td data-bbox="730 784 1107 826">midnight</td> </tr> <tr> <td data-bbox="252 826 539 902">New Year's Eve (Mon - Thur)</td> <td data-bbox="539 826 730 902">6.00pm</td> <td data-bbox="730 826 1107 902">5.00am New Year's Day</td> </tr> <tr> <td data-bbox="252 902 539 978">New Year's Eve (Fri - Sat)</td> <td data-bbox="539 902 730 978">6.00pm</td> <td data-bbox="730 902 1107 978">6.00am New Year's Day</td> </tr> <tr> <td data-bbox="252 978 539 1021">New Year's Eve (Sun)</td> <td data-bbox="539 978 730 1021">8.00pm</td> <td data-bbox="730 978 1107 1021">6.00am New Year's Day</td> </tr> <tr> <td data-bbox="252 1021 539 1064">Good Friday</td> <td colspan="2" data-bbox="539 1021 1107 1064">No permitted trading hours after 3.00am</td> </tr> <tr> <td data-bbox="252 1064 539 1140">Christmas Day (Mon - Sun)</td> <td colspan="2" data-bbox="539 1064 1107 1140">No permitted trading hours after 3.00am</td> </tr> <tr> <td data-bbox="252 1140 539 1182">Christmas Day (Mon)</td> <td colspan="2" data-bbox="539 1140 1107 1182">No permitted trading hours</td> </tr> <tr> <td data-bbox="252 1182 539 1294">ANZAC Day</td> <td colspan="2" data-bbox="539 1182 1107 1294">Nightclubs must close at 3.00am on ANZAC Day, then reopen in accordance with normal trading hours.</td> </tr> </tbody> </table>	Day	When			Open	Close	Monday - Thursday	6.00pm	5.00am the following day	Friday - Saturday	6.00pm	6.00am the following day	Sunday	8.00pm	midnight	New Year's Eve (Mon - Thur)	6.00pm	5.00am New Year's Day	New Year's Eve (Fri - Sat)	6.00pm	6.00am New Year's Day	New Year's Eve (Sun)	8.00pm	6.00am New Year's Day	Good Friday	No permitted trading hours after 3.00am		Christmas Day (Mon - Sun)	No permitted trading hours after 3.00am		Christmas Day (Mon)	No permitted trading hours		ANZAC Day	Nightclubs must close at 3.00am on ANZAC Day, then reopen in accordance with normal trading hours.		<ul style="list-style-type: none"> <li>↑ risk for assaults, drink driving, roadcrashes.</li> <li>↑ alcohol consumption = alcohol problems.</li> <li>↑ competition and availability.</li> <li>↑ damage and antisocial behaviour.</li> <li>↑ risk to drinkers likely to take advantage of availability.</li> <li>• Patron Capacity</li> <li>• Transport</li> <li>• Lighting</li> <li>• Damage (business/ townsite)</li> <li>• Noise</li> <li>• Convergence.</li> </ul>
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Licence type	Description	Key risk management considerations
<p><b>Special Facility</b></p> <p><b>Works Canteen</b></p> <p><b>Theatre or Cinema</b></p> <p><b>Reception or Function Centre</b></p> <p><b>Transport</b></p> <p><b>Tourism</b></p> <p><b>Vocational Education and Training Institutions</b></p> <p><b>Sports Arena</b></p> <p><b>Foodhall Catering</b></p> <p><b>Bed and Breakfast Facility</b></p> <p><b>Room Service Restaurant</b></p>	<p>A special facility licence can only be granted for a premise that can not be covered under another form of licence, and can only be granted for a purpose specifically outlined in regulation 9 of the Liquor Control Regulations.</p> <p>In total there are 14 different sub-classifications of venues that qualify for special facility consideration. The sale and supply of liquor under a special facility licence must take place within the terms and conditions set out within the licence.</p> <p>A special facility licence will not be granted if:</p> <ul style="list-style-type: none"> <li>• granting or varying a licence of another class;</li> <li>• imposing, varying or cancelling a condition on a licence of another class; or</li> <li>• issuing an extended trading permit;</li> </ul> <p>meets the requirements of the applicant.</p> <p><b>Sub-classifications</b></p> <p>The purposes of a special facility licence are;</p> <ul style="list-style-type: none"> <li>• At a works canteen, or another specified venue to workers and their guests.</li> <li>• At a theatre or cinema to people attending a performance or film at the theatre or cinema.</li> <li>• At a reception or function centre to people attending a reception or function at the centre.</li> <li>• At an airport, railway station, bus station or seaport, or on an aeroplane, train, bus, ship or vehicle to passengers and their guests.</li> <li>• At a tourist attraction, or a place that enhances Western Australia’s tourism industry to people that are tourists, or people attracted to, or present at the venue.</li> <li>• At a post-secondary educational institution to staff, students and their guests.</li> </ul> <p>At a venue used primarily for playing or viewing sport to people playing or viewing sports, or attending any other event at the venue.</p> <p>To customers of a foodhall to be consumed ancillary to their meal.</p> <p>A caterer can serve liquor at a venue where they have agreed to provide the catering to people in attendance. The liquor can be served with, or without food.</p> <p>To a guest staying at the Bed and Breakfast facility.</p> <p>A special facility licence can be granted to a restaurant that provides room service facilities that allows:</p> <ul style="list-style-type: none"> <li>• Liquor to be sold to customers in the restaurant with or without a meal; and,</li> <li>• Packaged liquor to be supplied from the restaurant as room service to guests of the accommodation service provided. The packaged liquor can be supplied with or without a meal.</li> </ul>	<p>Late trading hours</p> <p>Use of function centre or tourism licence in tavern like circumstances.</p> <p>↑ risk for assaults, drink driving, roadcrashes.</p> <p>↑ alcohol consumption = alcohol problems.</p> <p>↑ competition and availability.</p> <p>↑ damage and antisocial behaviour.</p> <p>↑ risk to drinkers likely to take advantage of availability.</p> <ul style="list-style-type: none"> <li>• Patron Capacity</li> <li>• Transport</li> <li>• Lighting</li> <li>• Damage (business/ townsite)</li> <li>• Noise.</li> </ul> <p>• Provision or focus on alcohol during juvenile sport.</p>



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<p><b>Amusement Venue</b></p> <p><b>Auction</b></p> <p><b>Vocational and Education Training Course</b></p>	<p>An amusement venue is defined as a premises which is primarily being used for the playing and viewing of snooker, bowling, electronic games or any similar type of amusement. The sale of liquor is permitted to patrons of the venue.</p> <p>Packaged liquor can be sold by auction at a specified venue.</p> <p>Liquor can be supplied to students as part of a recognised training or education course, i.e, viticulture.</p> <p><b>Trading hours</b> The trading hours for each special facility licence are determined individually by the Director of Liquor Licensing.</p>																																											
<p><b>Liquor Store</b></p>	<p>A liquor store licence authorises the sale of packaged liquor for consumption off premises only.</p> <p>A condition imposed on liquor store licensee may allow the licensee to supply a sample of liquor free-of-charge for consumption on the premises. This is called a 'tasting'.</p> <p>Liquor stores located in the metropolitan area</p> <table border="1" data-bbox="252 954 1107 1252"> <thead> <tr> <th data-bbox="252 954 539 999">Day</th> <th colspan="2" data-bbox="539 954 1107 999">When</th> </tr> <tr> <td></td> <th data-bbox="539 999 823 1043">Open</th> <th data-bbox="823 999 1107 1043">Close</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 1043 539 1088">Monday to Saturday</td> <td data-bbox="539 1043 823 1088">8.00am</td> <td data-bbox="823 1043 1107 1088">10.00pm</td> </tr> <tr> <td data-bbox="252 1088 539 1133">Sunday</td> <td data-bbox="539 1088 823 1133">10.00am</td> <td data-bbox="823 1088 1107 1133">10.00pm</td> </tr> <tr> <td data-bbox="252 1133 539 1178">Good Friday</td> <td colspan="2" data-bbox="539 1133 1107 1178">No permitted trading hours.</td> </tr> <tr> <td data-bbox="252 1178 539 1223">Christmas Day</td> <td colspan="2" data-bbox="539 1178 1107 1223">No permitted trading hours.</td> </tr> <tr> <td data-bbox="252 1223 539 1252">ANZAC Day</td> <td data-bbox="539 1223 823 1252">12 noon</td> <td data-bbox="823 1223 1107 1252">10.00pm</td> </tr> </tbody> </table> <p>Liquor stores <u>not</u> located in the metropolitan area</p> <table border="1" data-bbox="252 1317 1107 1615"> <thead> <tr> <th data-bbox="252 1317 539 1361">Day</th> <th colspan="2" data-bbox="539 1317 1107 1361">When</th> </tr> <tr> <td></td> <th data-bbox="539 1361 823 1406">Open</th> <th data-bbox="823 1361 1107 1406">Close</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 1406 539 1451">Monday to Saturday</td> <td data-bbox="539 1406 823 1451">8.00am</td> <td data-bbox="823 1406 1107 1451">10.00pm</td> </tr> <tr> <td data-bbox="252 1451 539 1496">Sunday</td> <td colspan="2" data-bbox="539 1451 1107 1496">No permitted trading hours.</td> </tr> <tr> <td data-bbox="252 1496 539 1541">Good Friday</td> <td colspan="2" data-bbox="539 1496 1107 1541">No permitted trading hours.</td> </tr> <tr> <td data-bbox="252 1541 539 1585">Christmas Day</td> <td colspan="2" data-bbox="539 1541 1107 1585">No permitted trading hours.</td> </tr> <tr> <td data-bbox="252 1585 539 1615">ANZAC Day</td> <td data-bbox="539 1585 823 1615">12 noon</td> <td data-bbox="823 1585 1107 1615">10.00pm</td> </tr> </tbody> </table> <p><b>Sunday Trading for Metropolitan Liquor Stores</b> All liquor stores operating within the Perth metropolitan region are permitted to open on Sundays between the hours of 10am and 10pm, unless conditions on a specific licence state otherwise.</p> <p>This aspect of the legislation was introduced on December 17th 2006 and applies to the same trading hours permitted to hotel bottle shops. Prior to December 17th 2006, hotel bottle shops were the only packaged liquor outlets that were permitted to trade on Sundays.</p> <p>The Perth Metropolitan Region Scheme is defined by the WA Planning Commission.</p>	Day	When			Open	Close	Monday to Saturday	8.00am	10.00pm	Sunday	10.00am	10.00pm	Good Friday	No permitted trading hours.		Christmas Day	No permitted trading hours.		ANZAC Day	12 noon	10.00pm	Day	When			Open	Close	Monday to Saturday	8.00am	10.00pm	Sunday	No permitted trading hours.		Good Friday	No permitted trading hours.		Christmas Day	No permitted trading hours.		ANZAC Day	12 noon	10.00pm	<p>Secondary supply of alcohol to juveniles.</p> <p>Juveniles</p> <ul style="list-style-type: none"> <li>↑ risk for assaults, hospitalisations, roadcrashes.</li> <li>↑ alcohol consumption = alcohol problems.</li> <li>↑ competition and availability.</li> <li>↑ damage and antisocial behaviour, violent crime.</li> <li>↑ risk to drinkers likely to take advantage of availability.</li> </ul>
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<b>Club</b>	<p>A club licence allows liquor to be supplied to a member, or guest in the company of a member of the club, for consumption on and off the premises.</p> <p><b>Trading hours</b> The trading hours for a club licence are -</p> <table border="1" data-bbox="368 405 1225 1350"> <thead> <tr> <th data-bbox="368 405 612 450">Day</th> <th colspan="2" data-bbox="612 405 927 450">When</th> <th data-bbox="927 405 1225 450">General Condition</th> </tr> <tr> <td></td> <th data-bbox="612 450 735 495">Open</th> <th data-bbox="735 450 927 495">Close</th> <td></td> </tr> </thead> <tbody> <tr> <td data-bbox="368 495 612 533">Monday to Friday</td> <td data-bbox="612 495 735 533">6.00am</td> <td data-bbox="735 495 927 533">midnight</td> <td></td> </tr> <tr> <td data-bbox="368 533 612 607">Monday to Friday</td> <td data-bbox="612 533 735 607">6.00am</td> <td data-bbox="735 533 927 607">12.30am Saturday</td> <td data-bbox="927 533 1225 607">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="368 607 612 645">Saturday</td> <td data-bbox="612 607 735 645">6.00am</td> <td data-bbox="735 607 927 645">1.00am Sunday</td> <td></td> </tr> <tr> <td data-bbox="368 645 612 683">Sunday</td> <td data-bbox="612 645 735 683">10.00am</td> <td data-bbox="735 645 927 683">10.00pm</td> <td></td> </tr> <tr> <td data-bbox="368 683 612 763">New Year's Eve (Mon - Sat)</td> <td data-bbox="612 683 735 763">6.00am</td> <td data-bbox="735 683 927 763">2.00am</td> <td></td> </tr> <tr> <td data-bbox="368 763 612 920" rowspan="2">New Year's Eve (Sunday)</td> <td colspan="2" data-bbox="612 763 927 846">Until 12.30am New Years Eve morning; then,</td> <td></td> </tr> <tr> <td data-bbox="612 846 735 920">10.00am</td> <td data-bbox="735 846 927 920">2.00am New Years Day</td> <td></td> </tr> <tr> <td data-bbox="368 920 612 1032">Good Friday</td> <td colspan="2" data-bbox="612 920 927 1032">No permitted trading hours after 12.30am Good Friday morning</td> <td></td> </tr> <tr> <td data-bbox="368 1032 612 1144" rowspan="2">Christmas Day</td> <td colspan="2" data-bbox="612 1032 927 1115">Until 12.30am Christmas morning; then,</td> <td data-bbox="927 1032 1225 1115">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="612 1115 735 1144">12 noon</td> <td data-bbox="735 1115 927 1144">10.00pm</td> <td data-bbox="927 1115 1225 1144">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="368 1144 612 1227">ANZAC Day (Mon to Sat)</td> <td data-bbox="612 1144 735 1227">12 noon</td> <td data-bbox="735 1144 927 1227">12 midnight</td> <td></td> </tr> <tr> <td data-bbox="368 1227 612 1350" rowspan="2">ANZAC Day (Sunday)</td> <td colspan="2" data-bbox="612 1227 927 1310">Until 1.00am ANZAC Day morning; then,</td> <td></td> </tr> <tr> <td data-bbox="612 1310 735 1350">12 noon</td> <td data-bbox="735 1310 927 1350">12 midnight</td> <td></td> </tr> </tbody> </table>	Day	When		General Condition		Open	Close		Monday to Friday	6.00am	midnight		Monday to Friday	6.00am	12.30am Saturday	(ancillary to a meal only)	Saturday	6.00am	1.00am Sunday		Sunday	10.00am	10.00pm		New Year's Eve (Mon - Sat)	6.00am	2.00am		New Year's Eve (Sunday)	Until 12.30am New Years Eve morning; then,			10.00am	2.00am New Years Day		Good Friday	No permitted trading hours after 12.30am Good Friday morning			Christmas Day	Until 12.30am Christmas morning; then,		(ancillary to a meal only)	12 noon	10.00pm	(ancillary to a meal only)	ANZAC Day (Mon to Sat)	12 noon	12 midnight		ANZAC Day (Sunday)	Until 1.00am ANZAC Day morning; then,			12 noon	12 midnight		<p>Exposure of juveniles to excessive drinking culture and association with sport.</p>
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<b>Club Restricted</b>	<p>Club restricted licences only differ from a club licence in that</p> <ul style="list-style-type: none"> <li>• a club restricted licence doesn't permit the sale of packaged liquor; and</li> <li>• the licensee only has access to the premises during certain hours of the day.</li> </ul> <p><b>Trading hours</b> The trading hours for each club restricted licence is determined individually by the Director of Liquor Licensing.</p>																																																										



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<p><b>Restaurant</b></p>	<p>The main focus of a restaurant is for the supply and sale of meals prepared on the premises for people to consume on at the restaurant.</p> <p>A restaurant licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor ancillary to a meal to a patron seated at a dining table.</li> </ul> <p>For a restaurant licence to be considered, a venue must have a kitchen equipped to provide meals, sufficient toilet facilities and a dining area must always be set up with tables and chairs for dining.</p> <p><b>Trading hours</b></p> <table border="1" data-bbox="252 555 1110 891"> <thead> <tr> <th data-bbox="252 555 501 600">Day</th> <th colspan="2" data-bbox="501 555 815 600">When</th> <th data-bbox="815 555 1110 600">General Condition</th> </tr> <tr> <td data-bbox="252 600 501 645"></td> <th data-bbox="501 600 624 645">Open</th> <th data-bbox="624 600 815 645">Close</th> <td data-bbox="815 600 1110 645"></td> </tr> </thead> <tbody> <tr> <td data-bbox="252 645 501 689">Monday to Sunday</td> <td colspan="2" data-bbox="501 645 815 689">At any time</td> <td data-bbox="815 645 1110 689">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="252 689 501 734">New Year's Eve</td> <td colspan="2" data-bbox="501 689 815 734">At any time</td> <td data-bbox="815 689 1110 734">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="252 734 501 779">Good Friday</td> <td colspan="2" data-bbox="501 734 815 779">At any time</td> <td data-bbox="815 734 1110 779">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="252 779 501 824">Christmas Day</td> <td colspan="2" data-bbox="501 779 815 824">At any time</td> <td data-bbox="815 779 1110 824">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="252 824 501 891">ANZAC Day</td> <td colspan="2" data-bbox="501 824 815 891">Until 3.00am ANZAC Day morning; then,</td> <td data-bbox="815 824 1110 891">(ancillary to a meal only)</td> </tr> </tbody> </table>	Day	When		General Condition		Open	Close		Monday to Sunday	At any time		(ancillary to a meal only)	New Year's Eve	At any time		(ancillary to a meal only)	Good Friday	At any time		(ancillary to a meal only)	Christmas Day	At any time		(ancillary to a meal only)	ANZAC Day	Until 3.00am ANZAC Day morning; then,		(ancillary to a meal only)	
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<p><b>Liquor Without a Meal Permit</b></p>	<p>A restaurateur may supply liquor without a meal to 100 per cent of their customers <u>provided</u> they apply for, and are granted an extended trading permit to do so.</p> <p>A restaurant licensee's ability to serve liquor without a meal <b>is not</b> an automatic right. 'Liquor without a meal permits' are subject to the public interest test.</p> <p>Strict conditions <u>may</u> apply to 'liquor without a meal permits' including, but not restricted to:</p> <ul style="list-style-type: none"> <li>The restaurant must always be set up and presented for dining;</li> <li>Tables can't be removed or shifted in order to create dance floors;</li> <li>The kitchen must be open and operating at all times liquor is available and the restaurant's regular full menu must be available at all times;</li> <li>Liquor may only be consumed by patrons seated at a dining table;</li> <li>Table service only by restaurant staff, no bar service;</li> <li>The venue can't be advertised as anything but a restaurant;</li> <li>The permit does not apply to any area currently trading under an 'al fresco' extended trading permit.</li> </ul> <p>If a licensee is found in breach of the conditions of their permit, or if it is determined that the permit is no longer in the best interest of the public, the permit can be cancelled immediately.</p>	<p>Accessibility</p> <p>Lack of consideration regarding how providing alcohol without a meal may change the appeal of the venue and patronage and strategies in place to ensure responsible service.</p>																												
<p><b>Occasional Licence</b></p>	<p>An occasional licence is granted for an event that can not be covered under another type of licence. An occasional licence allows an individual, a group of people, a company or an incorporated association the ability to supply and sell liquor to people attending an event.</p> <p><b>Trading hours</b></p> <p>There are no specific trading hours set out under the Act for occasional licences. However, when assessing an application the commencement and cessation times, as well as the duration of the period in which liquor will be consumed are considered to ensure harm minimisation principles are adhered to.</p>	<p>Applicant's awareness of obligations and responsibilities under the Liquor Control Act 1988.</p>																												



Licence type	Description	Key risk management considerations																		
<p><b>Producers</b></p>	<p>A producer’s licence authorises the sale of a type of liquor that is produced by the licensee.</p> <p>A producer’s licence can only be granted to an applicant who is a producer of liquor, or has the intention of becoming a genuine producer of liquor.</p> <p>Examples of the types of liquor that can be supplied under a producer’s licence are</p> <ul style="list-style-type: none"> <li>• Wine or spirits made from grapes for consumption on the premises, and in sealed containers for consumption off the premises;</li> <li>• Spirits not made from grapes, in sealed containers for consumption off the premises;</li> <li>• Beer in sealed containers for consumption off the premises.</li> </ul> <p><b>Trading hours</b> Generally, at any time, however restricted trading hours apply on Good Friday, Christmas Day and ANZAC Day.</p>	<p>Serving size and service of alcohol during festivals.</p>																		
<p><b>Wholesaler</b></p>	<p>A wholesaler’s licence authorises the licensee to sell packaged liquor for consumption off a particular premises subject to the following conditions -</p> <ul style="list-style-type: none"> <li>• The primary and predominate purpose of the business, and at least 90 per cent of gross turnover from the sale of liquor, must consist of sales to liquor merchants;</li> <li>• Packaged liquor sold must be in a quantity of less than nine litres per person.</li> </ul> <p><b>Trading hours</b></p> <table border="1" data-bbox="368 1061 1222 1317"> <thead> <tr> <th data-bbox="368 1061 652 1104">Day</th> <th colspan="2" data-bbox="652 1061 1222 1104">When</th> </tr> <tr> <td data-bbox="368 1104 652 1146"></td> <th data-bbox="652 1104 938 1146">Open</th> <th data-bbox="938 1104 1222 1146">Close</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1146 652 1189">Monday to Sunday</td> <td colspan="2" data-bbox="652 1146 1222 1189">At any time</td> </tr> <tr> <td data-bbox="368 1189 652 1232">Good Friday</td> <td colspan="2" data-bbox="652 1189 1222 1232">No permitted trading hours.</td> </tr> <tr> <td data-bbox="368 1232 652 1274">Christmas Day</td> <td colspan="2" data-bbox="652 1232 1222 1274">No permitted trading hours.</td> </tr> <tr> <td data-bbox="368 1274 652 1317">ANZAC Day</td> <td colspan="2" data-bbox="652 1274 1222 1317">Any time after 12 noon ANZAC Day.</td> </tr> </tbody> </table>	Day	When			Open	Close	Monday to Sunday	At any time		Good Friday	No permitted trading hours.		Christmas Day	No permitted trading hours.		ANZAC Day	Any time after 12 noon ANZAC Day.		
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Monday to Sunday	At any time																			
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Christmas Day	No permitted trading hours.																			
ANZAC Day	Any time after 12 noon ANZAC Day.																			



# Tool 6: Designing Safer Licensed Environments Checklist

This tool can be used when developing safety audits and risk management conditions.

	Yes	No	N/a
<b>Inside - Physical</b>			
<b>Maintenance</b>			
Venue is well maintained inside			
Toilets are regularly checked by staff and cleaned			
Venue is clean including free of rubbish			
<b>Internal layout</b>			
Movement through the venue is easy			
Adequate numbers of seats are available for patrons in designated areas			
Temperature of the venue is reasonable (not too hot)			
Noise is reasonable for that venue eg club versus winebar			
Entrances to the toilet are visible to bar staff			
Toilets are regularly checked by staff and cleaned			
<b>Service</b>			
Beverages are served whenever possible in plastic containers and not glass			
Food is available to patrons while beverages are being served			
Staff are briefed on house procedures for preventing alcohol-related problems and risk management processes			
Table service of alcohol only (only suitable for some types of venues)			
Staff are briefed upon employment by management of responsible service expectations			
Adequate numbers of staff are rostered on at any one time to serve patrons			
In multiuse venues, clear area is set aside at the bar for drink service			
<b>Surveillance</b>			
Clear sight lines are visible within the venue i.e no potential entrapment spots			
Effective and adequate lighting is present inside the venue			
Mirrors are positioned around blind corners			
The bar area is raised.			
Where a venue design limits monitoring, the house management plan includes details of monitoring and surveillance strategies.			
CCTV has been installed and is regularly monitored and maintained (only relevant for high risk venues)			



	Yes	No	N/a
<b>Contingency/Emergency Plans</b>			
Staff are regularly briefed on the appropriate response to specific problems e.g. disorderly behaviour, drunk patrons, assaults			
Panic buttons are located in easy to access areas			
Automatic switches to turn music off and lights on are in place			
Clearly visible entry and exit signs are present			
<b>Inside - Social</b>			
<b>Creating a positive atmosphere</b>			
Atmosphere is friendly and positive rather than aggressive or hostile			
Staff are required to use non-aggressive patron management techniques to prevent problems from occurring or escalating.			
Noise and heat levels are regularly monitored to minimise patron discomfort			
<b>Entertainment</b>			
High quality entertainment is provided			
Music is appropriate for venue and patronage			
<b>Security</b>			
Security staff are trained and aware of the venue's guidelines of accepted standards of behaviour			
Security use non-aggressive patron management techniques to prevent and diffuse problems.			
<b>RSA</b>			
Bar staff are trained in the responsible service of alcohol by an accredited organisation			
<b>Outside</b>			
<b>Security</b>			
Security staff refuse entry to intoxicated patrons and remove those who are already intoxicated			
Security use non-aggressive patron management techniques to prevent and diffuse problems.			
Proof of age identification checks are done			
Patrons lining up outside the venue are monitored by security staff			



	Yes	No	N/a
<b>Surveillance</b>			
Mirrors are positioned outside the venue to assist staff in viewing blind spots			
Adequate lighting is present outside the venue and is the correct height and space apart			
Plants and shrubs are well maintained and are at a level that doesn't intervene with sight lines			
Surrounding walls are adequately covered to prevent graffiti			
Appropriate signs are visible to patrons leaving the venue e.g. taxi ranks, public transport, telephones etc			
<b>Urban Structure</b>			
Venue is clearly visible from the street and surrounding buildings			
<b>Land Use Mix</b>			
Venue is located in context of other compatible services and land use			
<b>Building Design</b>			
Natural ladders are avoided where possible			
Roofs, windows and doors are made from durable materials and are well secured			



# Tool 7: Policy Planning Summary Template

<b>1. Key alcohol-related issues in the community</b>
<b>1A: Methods/Sources</b> E.g. <ul style="list-style-type: none"><li>• Community written survey (2007)</li><li>• Key stakeholder consultation (police, health, precinct groups, local business)</li><li>• Alcohol-related statistics (sourced from police, health, Local Government, local business)</li></ul>
<b>2. Factors contributing to those issues occurring</b>
<b>2A. Methods/Sources</b> E.g. <ul style="list-style-type: none"><li>• Community written survey (2007)</li><li>• Key stakeholder consultation (police, health, precinct groups, local business)</li><li>• Alcohol-related statistics (sourced from police, health, Local Government, local business).</li></ul>
<b>3. Issues and factors your Local Government is able to respond to</b>
<b>3B. Methods/Sources</b> E.g. <ul style="list-style-type: none"><li>• Internal planning meeting with managers of strategic and business sections</li><li>• Consultation with operational officers</li><li>• Collated Local Government data</li></ul>
<b>4. Existing alcohol-related Local Government activity</b>
<b>4B. Methods/Sources</b> E.g. <ul style="list-style-type: none"><li>• Internal planning meeting with managers of strategic and business sections</li><li>• Consultation with operational officers</li><li>• Collated Local Government data</li></ul>
<b>5. Existing relevant policy, legislation and strategic/corporate documents.</b>



# Tool 8: Key Alcohol Issues Summary Template

Supplement To Community Alcohol Profile:  
Support Tool for Section D: Policy Development

Tick	Issue	Key statistics	Source
<input type="checkbox"/>	Violence		
<input type="checkbox"/>	Antisocial Behaviour		
<input type="checkbox"/>	Domestic violence		
<input type="checkbox"/>	Property damage		
<input type="checkbox"/>	Crime		
<input type="checkbox"/>	Street drinking		
<input type="checkbox"/>	Public drunkenness		
<input type="checkbox"/>	Drink driving		
<input type="checkbox"/>	Injuries		
<input type="checkbox"/>	Hospitalisations		
<input type="checkbox"/>	Child welfare		
<input type="checkbox"/>	Littering		
<input type="checkbox"/>	Noise		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		



# Tool 9: Public Interest Assessment Questions

## Support Tool for Section C: Liquor Licensing Support Tool

### 1. How accurate is the information in the Public Interest Assessment?

How do you know?

- Are the sources of information credible?
- Is it compatible with information held by your Local Government?
- Have you checked the key information with other stakeholders and their statistics?

### 2. Are any existing problems in the locality understated or not considered?

- Does the application accurately reflect levels of alcohol problems when compared to key stakeholders and statistics?
- Has the applicant considered how the sale of alcohol from their venue in the local environment might impact on local problems or at risk groups?
- Has the applicant considered how their licence or changes to their licence might attract a different target group?

### 3. Are the high risk aspects of the licence recognised and are strategies to manage these risks included?

- Are the strategies listed already a requirement by law?
- What management strategies are in place to support bar staff practices complying with responsible service laws?

### 4. Are the suggested strategies to manage risk, effective strategies?

- Are the strategies suggested consistent with best practice for minimising and preventing problems and risks?
- Have you consulted with other stakeholders regarding the likely impact of the strategies?

### 5. Is an understanding of the potential future impact of the licence demonstrated?

- Has the applicant considered how their licence or changes to their licence might attract a different target group and how this might change the probability that harm might occur? (e.g. restaurants applying for 'Liquor Without a Meal Permit').
- If it is an existing licence, will it become a higher risk licence if the application is granted? (e.g. later trading hours, increased capacity to sell alcohol, targeting higher risk groups).

### 6. Have they consulted with police and health? How did they consult and what were the outcomes?

- Have you checked with those quoted within the application to see if they have been reported accurately?
- Have the stakeholders been asked to consider the application in the context of local harm, amenity and disorder issues?

### 7. Who in your Local Government did the applicant consult with and were the issues of safety, amenity and health considered above standard Section 39 and 40 considerations?



# Local Government Alcohol Management Fact Sheet 1

## Engaging with Aboriginal Communities

### Strong spirit strong mind

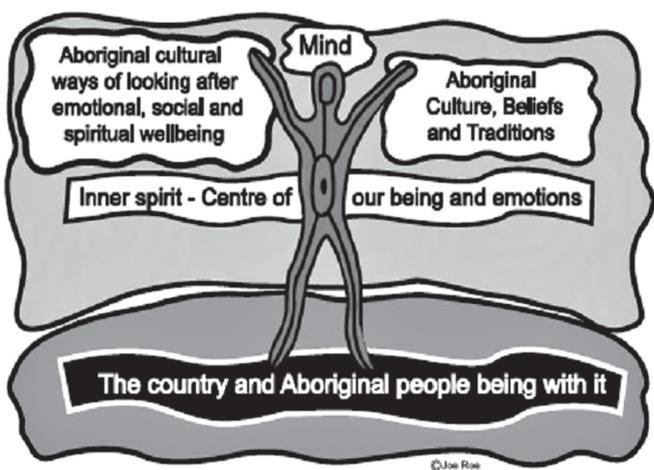
Alcohol and other drug (AOD) use among Aboriginal people is to a large extent intertwined with broader social issues resulting from the continuing impact of colonisation and dispossession, family dispersal and hardship. This, along with current underlying statistics that mark Aboriginal people as the most disadvantaged of all Australians, makes for a significant challenge for any intervention strategy.

The words *Strong Spirit Strong Mind* evolved in consultations with Aboriginal people from across Western Australia when development of a range of culturally secure alcohol and other drugs resources occurred. The words encompass the importance of

strengthening our 'inner spirit' and are based on the Aboriginal Inner Spirit (Ngarlu) Model by Joseph 'Nipper' Roe, who belongs to the Karajarri and Yawru people in north Western Australia. There is a word in many different language groups that describes inner spirit and many Aboriginal people share this belief.

The message in the words *Strong Spirit Strong Mind* adopted by the state plan, the Western Australian Aboriginal Alcohol and Other Drugs Plan 2005-2009 and resources promotes the value of Aboriginality and all of its accompanying spiritual characteristics as strengths in an ongoing effort to manage alcohol and other drug use in Aboriginal communities.

*Our inner spirit is the centre of our being and emotions.  
When our spirit feels strong our mind feels strong.  
Strong inner spirit is what keeps our people healthy and connects them together.  
Strong inner spirit keeps the community strong and our country alive.  
Strengthening our inner spirit is a step towards a healed future.'*



# Contacts

## Metropolitan

Aboriginal Health Council Of WA  
Level 1, 224 Stirling St Perth 600  
Ph: (08) 9227 1631  
Fax: (08) 9228 1099  
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Derbal Yerrigan Health Service Incorporated  
156 Wittenoom St  
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Fax: (08) 9421 3884

## Kimberley

Kimberley Aboriginal Medical Services Council Inc  
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Broome WA 6725  
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Kununurra 6743  
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Fax: (08) 9193 0094

## South-West

South West Aboriginal Medical Service  
Po Box 1444 Bunbury WA 6231  
Unit 1/ 11 Sandridge Rd  
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Ph:(08) 9791 2779  
Fax: (08) 9791 6476  
Email: admin@swams.com.au

## Goldfields and South East

Eastern Goldfields Aboriginal Corporation Resource  
Agency  
114 Dugan St  
Kalgoorlie 6430  
Ph:(08) 9021 6690

Bega Garnbirringu Health Services Aboriginal Corporation  
16 -18 MacDonald St  
Kalgoorlie 6430  
Ph: (08) 9091 3199  
Fax(08) 9091 1039

## Great Southern

Southern Aboriginal Health Services  
Albany  
Lower Stirling Terrace  
Albany WA 6330†  
Ph: (08) 9842 8453  
Fax: (08) 9842 8465

Katanning  
Primary Health, Hospital Grounds  
Williams Road, Narrogin WA 6312  
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## Midwest and Murchison

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Rifle Range Rd Rangeway 6530  
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Carnarvon Medical Service Aboriginal Corporation  
P.O. Box 278 Carnarvon WA 6701  
14 -16 Rushton St  
Carnarvon 6701  
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## Pilbara and Gascoyne

Mawarnkarra Health Service Aboriginal Corporation  
46 Sholl St  
Roebourne 6718  
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Fax: (08) 9182 1530

Wirraka Maya Health Service(AMS)  
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South Hedland 6722  
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## Wheatbelt

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Po Box 526  
Northam WA 6401  
Ph: (08) 9622 5944  
Fax: (08) 9622 5604



# Local Government Alcohol Management Fact Sheet 2

## Designing out Crime and Alcohol Problems Dos and Don'ts

Licensed Premises		
Physical Environment		
	Dos	Don'ts
Maintenance	<ul style="list-style-type: none"> <li>• Ensure the venue is kept relatively clean and well maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave glass and other rubbish lying around.</li> </ul>
Internal layout	<ul style="list-style-type: none"> <li>• Ensure the venue is built with adequate thoroughfares to prevent bottlenecks from developing.</li> <li>• Have designated seating areas away from the bar and dance-floor.</li> <li>• Locate the toilets so they are clearly visible to bar staff.</li> <li>• Make sure the toilets are checked regularly and cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• Have stools and/chairs obstructing the bar.</li> <li>• Locate the toilets near the entrance to the venue, to close to the dance-floor or near entertainment facilities.</li> </ul>
Service	<ul style="list-style-type: none"> <li>• Use plastic to serve beverages where possible.</li> <li>• Have adequate numbers of bar staff employed during busy times to serve patrons.</li> <li>• Have bar staff collecting rubbish and glass around the venue.</li> <li>• Sell food with alcoholic beverages.</li> <li>• Have water available for patrons.</li> </ul>	<ul style="list-style-type: none"> <li>• Use glass as serving vessels.</li> </ul>
Surveillance	<ul style="list-style-type: none"> <li>• Maximise surveillance inside the venue e.g. clear sight lines and lighting.</li> <li>• Raise the floor area behind the bar to maximise surveillance by bar staff.</li> <li>• Position mirrors around blind corners.</li> </ul>	<ul style="list-style-type: none"> <li>• Have blind corners or non-see through barriers within a venue.</li> </ul>
Contingency/Emergency plan	<ul style="list-style-type: none"> <li>• Position panic buttons behind the bar to alert police/emergency services.</li> <li>• Have main switches accessible to turn music off and lights on.</li> <li>• Have clearly visible and well lit entrance and exit signs.</li> </ul>	<ul style="list-style-type: none"> <li>• Block emergency exits.</li> </ul>



Social Environment		
Creating a positive environment	<ul style="list-style-type: none"> <li>• Monitor heat and noise levels within a venue.</li> <li>• Train staff on how to prevent and manage inappropriate and antisocial behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Tolerate antisocial behaviour</li> <li>• Serve until intoxication.</li> </ul>
Entertainment	<ul style="list-style-type: none"> <li>• Offer high quality entertainment e.g. bands, pool tables.</li> <li>• Play music appropriate for that particular venue and patron age.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer entertainment that is likely to offend some patrons' or encourage antisocial behaviour.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• Ensure adequate numbers of security staff are employed.</li> <li>• Ensure security staff are instructed to use non-aggressive patron management techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ security staff that promote violence and aggressive behaviour.</li> </ul>
Responsible Service of Alcohol (RSA)	<ul style="list-style-type: none"> <li>• Ensure all bar staff have been briefed upon employment about expected standards of responsible service.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage serving until intoxication.</li> <li>• Promote happy hour drink sessions.</li> </ul>

Outside Licensed Premises		
	Dos	Don'ts
Security	<ul style="list-style-type: none"> <li>• Brief security staff to use non-aggressive patron management techniques.</li> <li>• Check for age identification. Ensure patrons are not smuggling alcoholic drinks from outside the venue to inside.</li> <li>• Monitor patrons lining up outside the venue waiting to enter.</li> <li>• Refuse drunk or disorderly patrons from entering the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage security staff to retaliate to situations using excessive force or violence.</li> </ul>
Surveillance	<ul style="list-style-type: none"> <li>• Ensure adequate surveillance surrounding the licensed premise e.g. mirrors, lighting, well maintained landscape.</li> <li>• Provide clearly signed taxi ranks, toilets and public transport facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Have fencing that prevents maximum visibility and the opportunity for perpetrators to hide.</li> </ul>
Urban Structure	<ul style="list-style-type: none"> <li>• Build the licensed premise so they are orientated towards the main street.</li> <li>• Ensure all routes too and from the venue are well signed.</li> </ul>	<ul style="list-style-type: none"> <li>• Build the licensed premise hidden from public view.</li> </ul>
Land Use Mix	<ul style="list-style-type: none"> <li>• Build licensed premises in areas which promote similar activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Build licensed premises in incompatible areas e.g. next to a child care centre or retirement village.</li> </ul>
Building/Urban Design	<ul style="list-style-type: none"> <li>• Ensure licensed premises are built with sturdy, reliable equipment.</li> <li>• Ensure the premise is well secured and locked when closed e.g. locks on windows and doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Have large trees out the front of licensed premises as they can be used as natural ladders.</li> </ul>



# Local Government Alcohol Management Fact Sheet 3

## Designing and Planning for Safer Environments - Part 1: Social Environment.

This fact sheet provides research information that may be useful for Local Government officers when writing briefings for Council, reports, approvals, or developing policy rationale.

### Relevant for

<ul style="list-style-type: none"> <li>• Planning (zoning), liquor licence application development approvals, policy amendments or development.</li> </ul>
<ul style="list-style-type: none"> <li>• Risk management plans and approvals, events, licensed premises inspections.</li> </ul>
<ul style="list-style-type: none"> <li>• Inclusion in community safety plans and policies, compliance areas.</li> </ul>

### Summary

There are certain features of an environment (both physical and social) that can make it more or less likely that problems will occur there. Local Governments are in a unique position to influence the nature of many environments through planning and approval processes. Through the thoughtful planning, design and maintenance of these different environments, a reduction in alcohol-related problems such as crime and antisocial behaviour can be achieved.

Research suggests there are very strong links between certain aspects of the physical and social environment and how patrons conduct themselves in licensed premises (Graham & Homel, 1997).

Local Government should also consider how internal and external design (see fact sheets 4 and 5) affect the drinking culture of a venue.

Physical environment	Social environment
e.g. Design and layout of the premise eg seating, access to the bar (Deehan, 1999).	e.g. Mood and atmosphere eg noise level, temperature. e.g. Attitude and management of staff (Deehan, 1999).

## Planning Considerations

### Creating a positive atmosphere

A lower risk of aggression is usually seen in bars with a positive atmosphere. A positive atmosphere includes:

- One that is friendly rather than hostile.
- One that promotes quiet laughter and small talk.
- One where patrons are occupied with interesting high quality entertainment (Graham & Homel, 1997).

### Heat and excessive noise

- Excessive noise and heat can lead to frustration (Graham & Homel, 1997).
- Excessive heat can arise when there are too many people crowded into one area. A combination of a crowded, hot environment with alcohol can lead to harm (Avon & Somerset Constabulary, 2005).
- In a similar way excessive noise can frustrate people and lead to harm.
- Local Governments and Environmental Health Officers can monitor the ventilation of a venue and noise levels under the *Health Act 1911*.



## Permissiveness and expectations

- The permissiveness of the environment has also been associated with aggressive behaviour (Graham, et al,1980).
- Examples include the decorum and expectations within the venue such as swearing, rowdiness and roughness.
- Patrons are more likely to engage in aggressive and antisocial behaviour if they believe that ‘anything goes’ (Graham et al 1980, & Homel & Clark et al, 1994, cited in Graham & Homel, 1997).

## Entertainment

- Entertainment in licensed venues in relation to designing out crime is a well researched topic.
- Depending on the type of music, entertainment such as bands or live performances appear to keep patrons occupied and create a positive and relaxed atmosphere. This type of entertainment also helps to cater for a diverse group of patrons (Homel & Clarke, 1994).
- The type of music the venue plays is also important in determining what clientele will attend and how they are likely to conduct themselves.
- Some music genres will tend to attract a younger crowd, such as heavy metal/hard rock, dance/rave, rap/hip-hop and pop/rock.
- Other music genres are likely to attract an older crowd, for example country and folk/celtic.
- This can be an important consideration in designing out crime and problems as younger crowds, especially groups of young-males, are more likely to engage in binge drinking which in turn is associated with aggression (ref).
- Literatures regarding entertainment such as pool and darts in decreasing aggression have varied findings.
- Patrons tend to drink slower as they are engaged in the game however; they tend to stay longer at the venue and ultimately consume more alcohol (Graham, 1996, cited in Homel, et al., 2001).
- Additionally patrons who have been consuming alcohol can become very frustrated and aggressive when playing competitive games, especially when they lose.

## Responsible Service of Alcohol

- The risk of violent and aggressive behaviour is more likely to occur in bars where drunkenness is common (Graham, et al., 1980).
- It is a regulatory requirement for bar staff in Western Australia to be trained in an approved responsible service of alcohol course.
- Responsible Service of Alcohol training promotes the following:
  - Serving techniques to prevent intoxication.
  - Promotion of low-alcoholic and non-alcoholic drinks.
  - Serving and promoting food with alcohol.
  - Training for monitoring patrons and adjusting service as necessary.
  - Training to deal with refusing intoxicated patrons’ service (Homel, et al, 2001).



## Land Use Mix

- The location of the licensed premise is very important to make sure it is compatible with other buildings.
- For example, it may not be wise to build a licensed premise near a child-care centre or a retirement village next door due the potential for noise, litter and crime.
- Local Governments can become involved in land use mix issues in local town planning schemes.

## References

Avon & Somerset Constabulary, 2005, *Working for a Safer Community. Managing and designing out crime and disorder at licensed premises: A guide for licences*. Retrieved 17, July 2006 from [www.avonandsomerset.police.uk](http://www.avonandsomerset.police.uk) .

Deehan, A 1999, *Alcohol and Crime: taking stock*. Policing and Reducing Crime Unit Crime Reduction Research Series paper 3, London.

Graham, K & Homel, R 1997, 'Creating Safer Bars' in M Plant, E Single & T Stockwell (eds), *Alcohol: minimising the harm. What works?* Free Association Books: London, pp.171-192.

Homel, R, McIlwain, G & Carvolth, R 2001, 'Creating safer drinking environments', In N Heather, TJ Peters & T Stockwell (eds), *International Handbook of Alcohol Dependence and Problems*, John Wiley and Sons, UK, pp. 721-740.



# Local Government Alcohol Management Fact Sheet 4

## Designing and Planning for Safer Environments - Part 2: Internal Environment.

This fact sheet provides research information that may be useful for Local Government officers when writing briefings for Council, reports, approvals, or developing policy rationale.

### Relevant for:

Department area	Operational and policy-related work
Planning	<ul style="list-style-type: none"> <li>Planning (zoning), liquor licence application development approvals, policy amendments or development.</li> </ul>
Environmental Health	<ul style="list-style-type: none"> <li>Risk management plans and approvals, events, licensed premises inspections.</li> </ul>
Community Safety	<ul style="list-style-type: none"> <li>Inclusion in community safety plans and policies, compliance areas.</li> </ul>

### Summary

There are certain features of an environment (both physical and social) that can make it more or less likely that problems will occur there. Local Governments are in a unique position to influence the nature of many environments through building and planning approval processes. Through the thoughtful planning, design and maintenance of these different environments, a reduction in alcohol-related problems such as crime and antisocial behaviour can be achieved.

Research suggests there are very strong links between certain aspects of the physical and social environment and how patrons conduct themselves in licensed premises (Graham & Homel, 1997).

Physical environment	Social environment
e.g. Design and layout of the premise eg seating, access to the bar (Deehan, 1999).	e.g. Mood and atmosphere eg noise level, temperature. e.g. Attitude and management of staff (Deehan, 1999).

## Planning Considerations

### Maintenance

- Aggression has been strongly correlated to poorly maintained, unclean and unattractive venues (Graham, La Rocque, Yetman, Ross & Guistra, 1980). Well-maintained and well kept premises give a clear message to patrons that managers do not anticipate physical violence or property damage (Homel, McIlwain & Carvolth, 2001).
- It is in the best interests of the licensee and/or the manager to make sure the venue is kept relatively clean of rubbish especially glass, the gardens are regularly maintained and the place generally looks appealing or inviting to others.
- The inside of the venue should be made with materials that can withstand normal hard use and can be easily replaced. The use of vulnerable and flimsy material and fittings which may easily be vandalised or removed should be avoided (OCP & WAPC, 2006).
- A licensed premise is required to appropriately maintain the premise of a venue under section 99 of the *Liquor Control Act 1988*.



## Internal layout

- While the number of people permitted into a premise is important, the flow of traffic once inside is one of the most important considerations in designing out crime (DOC) (Graham & Homel, 1997).
- If a venue is poorly planned out and patrons are having trouble moving from one part of the venue to the next bottlenecks may result causing patrons to become frustrated.
- Literature suggests that drinking increases the likelihood of aggression in situations where patrons experience frustration (Graham & Homel, 1997).
- Common bottlenecks/overcrowding areas include:
  - Entrance/exits.
  - Bar areas.
  - Toilets.
  - Areas on and near the dance floor.
  - Stairways.
  - Thoroughfares.
- Research indicates that stools are contraindicated in bars. Stools contribute to frustration when people are trying to be served at the bar and patrons on stools obstruct the area. Chairs or other seating away from the bar is a better idea. If ample seating facilities are provided then this should lessen the chance of disorder.
- Another recommended DOC practice is to set aside a clear area at the bar for service of drinks to prevent confusion and potential for frustration (Avon & Somerset Constabulary, 2005).
- Adequate signage to facilities such as toilets, rest areas and exit/emergency doors.

## Toilets

- Toilet entrances should be in direct view of staff so they can monitor all thoroughfares and any potential problems (Avon & Somerset Constabulary, 2005). Where possible toilets should not be located in the front foyer area of a venue where direct access can be obtained from the street. (Avon & Somerset Constabulary, 2005).
- Additionally toilets should not be located near entertainment facilities such as pool tables as patrons who are playing pool may become frustrated and aggressive if people keep interrupting them as they pass to go to the toilet (Avon & Somerset Constabulary, 2005).
- Toilets that demonstrate low levels of hygiene or cleanliness also influence the standard of customer behaviour.
- Providing hooks on the walls inside toilets enables patrons to hang their bags and belongings preventing them from being stolen from the floor (Avon & Somerset Constabulary, 2005).
- Toilets need to comply as per the *Health Act 1911*.



## Service

- When serving drinks within licensed premises the use of glass should be avoided to prevent injuries. Glass bottles and cups are often used as weapons when fights break out (Shepherd, 1994, cited in Homel et al., 2001). Therefore, the use of plastic wherever possible is recommended.
- It is also good practice for staff to walk around various areas within the venue to collect any rubbish and or glass so it does not build up and have the potential to be used as weapons (Avon & Somerset Constabulary, 2005).
- In very busy bars management should make sure that adequate numbers of bar staff are employed at any one time to prevent patrons from becoming frustrated when they are waiting for extended lengths of time to be served.
- The provision of food to patrons consuming alcohol decreases the likelihood of aggression (Graham et al., 1980). Research indicates that this may be due to the fact that those places which have food attract different clientele (Homel & Clarke, 1994, cited in Homel et al, 2001) or because eating while drinking slows the absorption of alcohol (Wedel et al, 1991, cited in Homel, et al., 2001).
- Water should always be available for patrons at a venue. Section 115A of the Liquor Control Act 1988 requires that the licensee must ensure that water suitable for drinking is provided, free of charge, at all times when liquor is sold and supplied for consumption on the licensed premises.
- Drunkenness is clearly associated with alcohol-related problems. The Liquor Control Act 1988 clearly states that drunks shouldn't be allowed on premise and that people should not be served to the point of intoxication. There are significant penalties for allowing these to occur. Therefore, there should be staff to monitor consumption and stop service or access.

## Surveillance

- Raise the floor area behind the bar to maximise surveillance by bar staff (M.Coe, 2005, unpublished).
- Provide adequate lighting so bar staff are aware of who they are supplying alcohol too
- Position mirrors around the bar so bar staff can view all incidents around them (Avon & Somerset Constabulary, 2005).
- Essentially, all areas of the venue should be visible either by staff or cameras. Blind corners or entrapment spots should be avoided where possible and all barriers and walls should be permeable to prevent people from hiding behind them (OCP & WAPC, 2006).

## Contingency plans/ emergency plans

- Procedures put into place prior to a critical event occurring will help prevent the situation from escalating. For example panic buttons located behind the bar to alert management or police of out of control incidents is good practice (Avon & Somerset Constabulary, 2005).
- The ability of staff to access switches that automatically turn of the music and turn lights on is also a relatively simple way to gain control of a situation (M.Coe, 2005, unpublished).
- Alternatively by providing clearly visible entry and exit signs confusion and frustration can be avoided in the event of an emergency (OCP & WAPC, 2006).



## References

- Coe, M, 2006, *Community Violence Prevention Forum “Designing out Crime”*, Office of Crime Prevention, Perth (unpublished).
- Deehan, A 1999, *Alcohol and Crime: taking stock*. Policing and Reducing Crime Unit Crime Reduction Research Series paper 3, London.
- Graham, K & Homel, R 1997, ‘Creating Safer Bars’ in M Plant, E Single & T Stockwell (eds), *Alcohol: minimising the harm. What works?*, Free Association Books: London, pp.171-192.
- Graham, LaRocque, Yetman, Ross & Guistra, 1980, cited in Homel, McIlwain, & Carvolth, 2001).
- Homel, R, McIlwain, G & Carvolth, R 2001, ‘Creating safer drinking environments’, In N Heather, TJ Peters & T Stockwell (eds), *International Handbook of Alcohol Dependence and Problems*, John Wiley and Sons, UK, pp. 721-740.
- Liquor Control Act 1998, Government of Western Australia.
- Office of Crime Prevention & Western Australian Planning Commission 2006, *Designing out crime planning guidelines*, Western Australian Planning Commission, Perth.



# Local Government Alcohol Management Fact Sheet 5

## Designing and Planning for Safer Environments - Part 3: External Environment.

This fact sheet provides research information that may be useful for Local Government officers when writing briefings for Council, reports, approvals, or developing policy rationale.

### Relevant for:

Department area	Operational and policy-related work
Planning	<ul style="list-style-type: none"> <li>Planning (zoning), liquor licence application development approvals, policy amendments or development.</li> </ul>
Environmental Health	<ul style="list-style-type: none"> <li>Risk management plans and approvals, events, licensed premises inspections, waste management.</li> </ul>
Community Safety	<ul style="list-style-type: none"> <li>Inclusion in community safety plans and policies, compliance areas.</li> </ul>

### Summary

There are certain features of an environment (both physical and social) that can make it more or less likely that problems will occur there. Local Governments are in a unique position to influence the nature of many environments through building and planning approval processes. Through the thoughtful planning, design and maintenance of these different environments, a reduction in alcohol-related problems such as crime and antisocial behaviour can be achieved.

Research suggests there are very strong links between certain aspects of the physical and social environment and how patrons conduct themselves in licensed premises (Graham & Homel, 1997).

Physical environment	Social environment
e.g. Design and layout of the premise eg seating, access to the bar (Deehan, 1999).	e.g. Mood and atmosphere eg noise level, temperature. e.g. Attitude and management of staff (Deehan, 1999).

## Planning Considerations

### Security

- The Department of Racing, Gaming and Liquor has developed a policy on security at licensed premises and all new applications and existing licensees are required to ensure certain security measures are in place in accordance with this policy.
- The aim of using security staff (crowd controllers or security officers) at licensed premises should be to maintain amenity and to prevent harm from occurring in and around the venue.
- Security staff can assist by refusing entry of intoxicated patrons or by recognising potential problematic situations before they occur and acting on them in the appropriate manner.
- Ideally security staff should be conveying a message to patrons about the type of behaviour that is expected and how unsatisfactory behaviour will not be tolerated (Stockwell et al, 1994).
- It is also important to be aware that in some cases security staff can contribute to aggression and violence in licensed premises. This may occur when excessive force is used to manage fights or intoxicated patrons (Graham & Homel, 1997).



- Known aggressors should be kept out of certain premises where possible (Graham & Homel, 1997).
- It is therefore recommended that security staff operate under their licence as well as management's clearly articulated guidelines and policies to prevent problems from occurring.
- It is a good idea that security staff move around all areas of the premises to prevent any trouble and let patrons know that the venue is well managed (Avon & Somerset Constabulary, 2005).
- Video security surveillance systems must comply with the requirements identified in the *Minimum Standards - Closed Circuit Television (CCTV) Security System Policy* from the Department of Racing Gaming and Liquor.
- Additionally, surveillance devices must comply with the *Surveillance Devices Act 1998*.
- Having security persons outside a licensed premise is as important as having them inside.
- It is good practice to have security staff monitoring the surrounding vicinity of a venue to for example make sure patrons are not consuming alcohol outside the premise before they enter the venue or to deter criminal activity.
- Staff monitoring the exits should make sure that patrons exit the site safely with minimal disruption and problems.
- Staff exiting the premise also need to be adequately monitored and car parks well lit (OCP & WAPC, 2006).

## Surveillance

- Activity in the immediate and surrounding area of a licensed premise needs to be closely monitored.
- Mirrors surrounding the venue may assist staff to see around blind corners and notice fights if they have broken out once patrons have left (OCP & WAPC, 2006).
- Adequate lighting around the immediate and surrounding areas of the venue is vital to monitor surveillance. Ideally lights should be:
  - At a height which does not obstruct pedestrians.
  - Be vandal resistant.
  - Be well spaced apart.
  - Be shielded from vegetation or other physical barriers (OCP & WAPC, 2006).
- Particular attention should be given to lighting surrounding external storage areas and loading zones, to prevent crime or street drinking from occurring. When a CCTV system is installed lighting needs to be compatible with this (OCP & WAPC, 2006).

## Landscape

- Plants and shrubs outside a venue should be medium to low level and not interfere with sightlines, surveillance, security or way finding.
- Tall trees should also be avoided to prevent climbing and unauthorised access to premises. Planting small plants and shrubs along expanses of wall in surrounding areas is good practice to **avoid graffiti and vandalism** (OCP & WAPC, 2006).
- Maintenance staff and gardeners employed by Local Governments could monitor these areas as part of their routine work.



## Sightlines and way finding

- Fencing surrounding a venue should allow adequate visibility and minimise the opportunity for perpetrators to hide (OCP & WAPC, 2006).
- Appropriate signage should be visible so that taxi ranks, toilets, public transport and telephones can be easily located by patrons.
- All pathways and routes which enable patrons to leave a venue should be well maintained and clearly visible from the street.
- Blind corners may exist around various areas such as car parks and surrounding buildings, which may pose as entrapment spots for perpetrators, hence these should be avoided

## Urban Structure

- If building a new licensed premise, crime reduction measures should be considered in the early stages of design.
- If possible the licensed premise should be orientated towards the main street in the public view for maximum surveillance.
- All routes to and from the venue should be easily surveyed and well signed (OCP & WAPC, 2006).
- This is something that Local Governments can get involved in through Section 40 of the *Liquor Control Act 1988* which looks at certificates of local planning authorities.
- Avoid public open spaces wherever possible.

## Building Design

- The exterior of a licensed premise can be a crucial factor in designing out crime.
- For example features such as trees that can be used as natural ladders to climb from one area to the next need to be avoided (OCP & WAPC, 2006).
- Roofs can also be vulnerable, however, unauthorised entry will be unlikely if access is difficult and it is strongly constructed.
- Windows and doors should also be appropriately locked and secured.
- Materials that can withstand normal and hard use and that can easily be replaced should be used where possible when maintaining a building (Avon & Somerset Constabulary, 2005).
- Highly vulnerable and flimsy fittings can easily be vandalised outside licensed premises when patrons are leaving a venue (OCP & WAPC, 2006).
- Local Governments can become involved in building design of licensed premises through planning approvals and building regulations.



## Road Safety

- A high proportion of pedestrians who are killed in a traffic crash had a blood alcohol concentration in excess of 0.15 at the time.
- Road and footpath treatments that separate pedestrians from traffic, such as fences, are important.
- Speed treatments and lighting in the vicinity of licensed premises can also increase the likelihood of drunk pedestrians being seen and a vehicle stopping before a collision occurs.

## References

Avon & Somerset Constabulary, 2005, *Working for a Safer Community. Managing and designing out crime and disorder at licensed premises: A guide for licences*. Retrieved 17, July 2006 from [www.avonandsomerset.police.uk](http://www.avonandsomerset.police.uk)

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*Surveillance Devices Act 1998*, Government of Western Australia.



# Local Government Alcohol Management Fact Sheet 6

## Liquor Licensing Authority and Licence Types

This fact sheet provides research information that may be useful for Local Government officers considering liquor licensing applications.

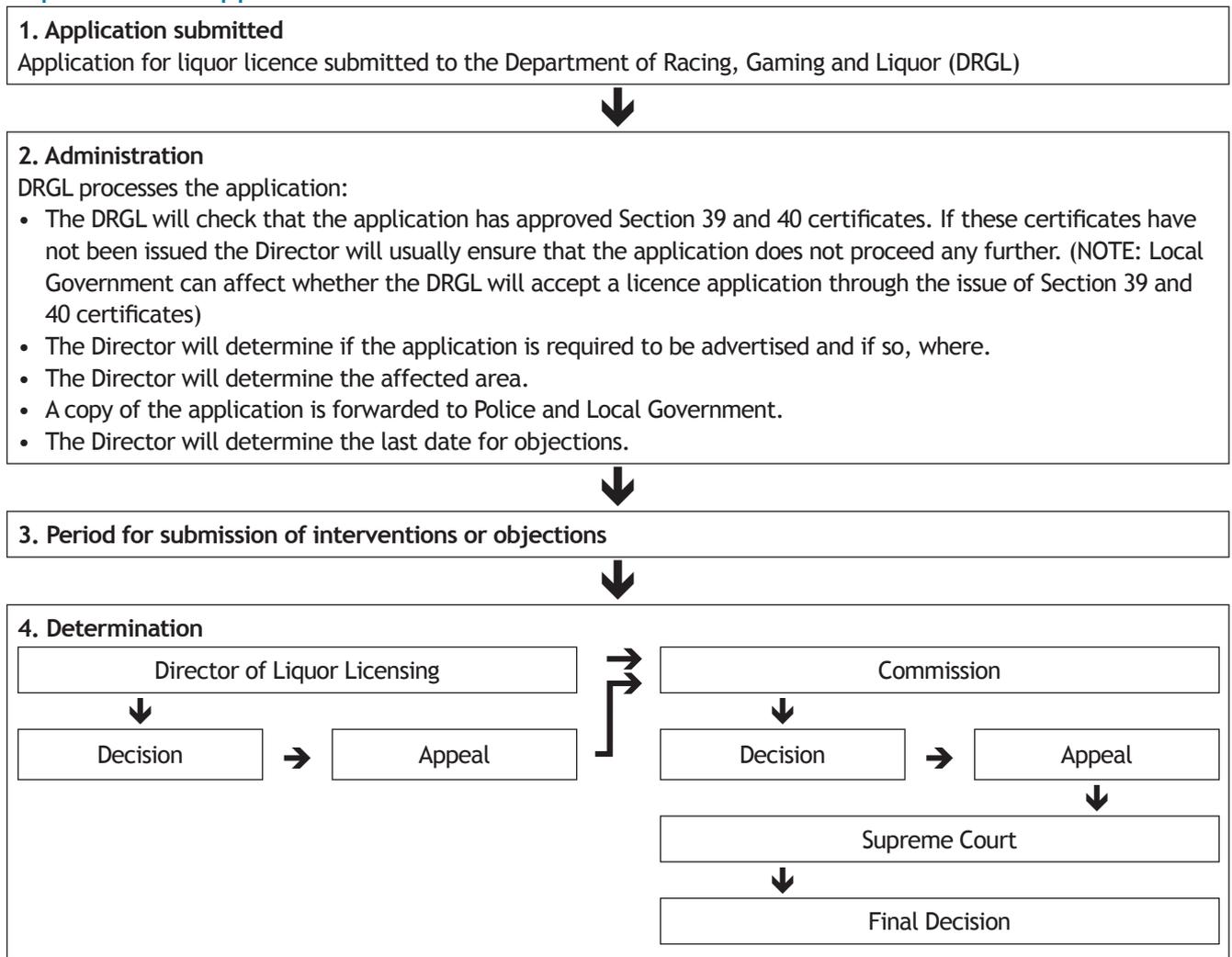
### Relevant for:

Department area	Operational and policy-related work
Planning	<ul style="list-style-type: none"> <li>Planning (zoning), liquor licence application development approvals, policy amendments or development.</li> </ul>
Environmental Health	<ul style="list-style-type: none"> <li>Risk management plans and approvals, events, licensed premises inspections.</li> </ul>

### Summary

- Becoming involved in the liquor licensing application of new premises or extended trading permits or variations to existing venues is a valuable way for Local Governments to help shape the availability of alcohol within their Council.
- Increased availability of alcohol is related to increases in alcohol related harm.
- Local Government is responsible for issuing section 39 & 40 certificates, necessary when applying for a liquor license to the Department of Racing, Gaming and Liquor.

### Liquor licence application flow chart





## Role of the licensing authority

The Department of Racing, Gaming and Liquor, through the licensing of suppliers and the provision of industry support services, promotes and maintains the integrity of lawful racing, gambling and liquor activities for Western Australians to participate in, within community expectations on harm minimisation.

### Changes to the role of the Licensing Authority under the Liquor Control Act 1988:

#### 1. Operation of the Licensing Authority and the role of the Liquor Commission and matters before the Commission

Under the new reforms, the licensing authority and the way in which licensing decisions are made will undergo significant change. The first element of this change installs the Director General of the Department of Racing, Gaming and Liquor as the person responsible for administering the Liquor Control Act 1988.

Refining the structure of the licensing authority streamlines the licensing system, and permits the Director General to delegate responsibility within the Department to ensure there is a greater emphasis on conciliation and mediation when determining applications and disciplinary matters. This will also allow for more efficient use of the Department's resources and provide for better customer service.

This change also means that the Director General has complete responsibility over all areas of the Department's regulatory jurisdiction. Under the former structure the Director General was not recognised as a statutory decision maker.

#### 2. Replacing the Liquor Licensing Court with a Liquor Commission

One of the major changes to the Liquor Control Act 1988 is replacing the Liquor Licensing Court with a Liquor Commission. One of the key aspects to the change is the way in which matters will be heard by the Commission.

Parties will not be able to consider their opportunity before the Director of Liquor Licensing a trial run, or a free hit in order to gain a favourable outcome at the hands of a higher authority. They will still have the right to appeal the Commission's decision to the Supreme Court on a question of law, but any appeal will only be heard on a question of law by a single judge and not the full bench of the superior court. They will be unable to refine or amend the presentation of their case in order to address the areas that proved unsuccessful in front of the Director.



### **The role of the Liquor Commission**

The Liquor Commission:

- determines liquor licensing matters referred to it by the Director of Liquor Licensing;
- conducts reviews of certain decisions made by the Director, or by a single member of the Commission;
- conducts reviews based on a question of law;
- determines complaints and disciplinary matters in accordance with section 95 of the Liquor Control Act 1988;
- makes binding, high-level decisions in accordance with Act;
- awards costs associated with matters before the Commission;
- reports annually to the Minister for Racing and Gaming on the activities of the Commission; and
- reports to the Minister for Racing and Gaming , when requested to do so, on the jurisdiction and functions of the Commission, including the provision of high-level policy advice relevant to liquor control matters.

### **The structure of the Liquor Commission**

The Liquor Commission consists of a chairperson and at least three, full, part-time or sessional members. A minimum of one member of the Commission must be legally qualified. Each member of the Commission is appointed by the Minister for Racing and Gaming for a maximum period of five years.



## Changes to types of licences under the Liquor Control Act 1988.

### Developers and Liquor Licences

- Only the person or entity that wants to operate a licensed venue at an address that is under construction will be able to apply to the licensing authority for a liquor licence.
- This will ensure that local communities, when assessing an application for the grant of a licence, will be considering the submissions and evidence as lodged by the entity that will be conducting the business under the licence if granted.

### Small Bar Licence

- A Small Bar licence is a new type of hotel licence that permits the licensee to sell and supply liquor for consumption on premises only, to no more than 120 patrons at any one time.
- A small bar is permitted to trade during the same general trading hours as a hotel licence, but the sale of packaged liquor is strictly prohibited. Small bar licensees will also have the same right as hotel licensees to apply for extended trading permits to seek permission to trade during longer hours.
- In accordance with section 38 of the *Liquor Control Act 1988*, applicants for a small bar licence will have to demonstrate that their application meets public interest test criteria and comply with Local Government and Local Planning regulations.

### Liquor without a meal permits for restaurants

- An important aspect of the key reforms allows restaurant licensees to apply to serve liquor without a meal to 100 per cent of their patrons. This is a significant shift from the constraints of the previous permit, which only allowed licensees to serve liquor without a meal to 20 per cent of their customers.
- The ability for restaurant licensees to serve liquor to 100 per cent of their patrons is not an automatic right. Licensees will have to apply to the licensing authority for an extended trading permit to do so. The applications will be advertised within the licensees' local community.
- If granted a permit, a licensee will have to operate within strict conditions designed to ensure the focus of the business is for the sale and supply of meals for consumption by patrons on the premises.
- A permit can be authorised for a maximum period of five years, and can be cancelled immediately if the licensing authority determines the permit is no longer in the public interest, or the licensee is found in breach of the conditions of the permit.



## Licence types, conditions and trading hours

There are 10 different types of liquor licence available in Western Australia. Each licence category varies in permitted trading hours and the manner in which liquor can be sold and supplied to the community. Specific conditions can also be imposed on an individual liquor licence.

License Type and reference to the Liquor Control Act 1988:	Conditions and trading hours:																																				
<p><b>Nightclub</b> Sections 42(1-3), 42(3)</p>	<p>A Nightclub licence authorises the sale and supply of liquor for consumption on the premises only.</p> <p>Liquor can only being supplied ancillary to continuous entertainment performed by one or more artists live at the venue, or presented by a DJ.</p> <p><b>Trading hours</b></p> <table border="1" data-bbox="587 952 1500 1525"> <thead> <tr> <th data-bbox="587 952 927 992">Day</th> <th colspan="2" data-bbox="927 952 1500 992">When</th> </tr> <tr> <th data-bbox="587 992 927 1032"></th> <th data-bbox="927 992 1118 1032">Open</th> <th data-bbox="1118 992 1500 1032">Close</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 1032 927 1075">Monday - Thursday</td> <td data-bbox="927 1032 1118 1075">6.00pm</td> <td data-bbox="1118 1032 1500 1075">5.00am the following day</td> </tr> <tr> <td data-bbox="587 1075 927 1117">Friday - Saturday</td> <td data-bbox="927 1075 1118 1117">6.00pm</td> <td data-bbox="1118 1075 1500 1117">6.00am the following day</td> </tr> <tr> <td data-bbox="587 1117 927 1160">Sunday</td> <td data-bbox="927 1117 1118 1160">8.00pm</td> <td data-bbox="1118 1117 1500 1160">midnight</td> </tr> <tr> <td data-bbox="587 1160 927 1202">New Year's Eve (Mon - Thur)</td> <td data-bbox="927 1160 1118 1202">6.00pm</td> <td data-bbox="1118 1160 1500 1202">5.00am New Year's Day</td> </tr> <tr> <td data-bbox="587 1202 927 1245">New Year's Eve (Fri - Sat)</td> <td data-bbox="927 1202 1118 1245">6.00pm</td> <td data-bbox="1118 1202 1500 1245">6.00am New Year's Day</td> </tr> <tr> <td data-bbox="587 1245 927 1288">New Year's Eve (Sun)</td> <td data-bbox="927 1245 1118 1288">8.00pm</td> <td data-bbox="1118 1245 1500 1288">6.00am New Year's Day</td> </tr> <tr> <td data-bbox="587 1288 927 1330">Good Friday</td> <td colspan="2" data-bbox="927 1288 1500 1330">No permitted trading hours after 3.00am</td> </tr> <tr> <td data-bbox="587 1330 927 1373">Christmas Day (Mon - Sun)</td> <td colspan="2" data-bbox="927 1330 1500 1373">No permitted trading hours after 3.00am</td> </tr> <tr> <td data-bbox="587 1373 927 1415">Christmas Day (Mon)</td> <td colspan="2" data-bbox="927 1373 1500 1415">No permitted trading hours</td> </tr> <tr> <td data-bbox="587 1415 927 1525">ANZAC Day</td> <td colspan="2" data-bbox="927 1415 1500 1525">Nightclubs must close at 3.00am on ANZAC Day, then reopen in accordance with normal trading hours.</td> </tr> </tbody> </table>	Day	When			Open	Close	Monday - Thursday	6.00pm	5.00am the following day	Friday - Saturday	6.00pm	6.00am the following day	Sunday	8.00pm	midnight	New Year's Eve (Mon - Thur)	6.00pm	5.00am New Year's Day	New Year's Eve (Fri - Sat)	6.00pm	6.00am New Year's Day	New Year's Eve (Sun)	8.00pm	6.00am New Year's Day	Good Friday	No permitted trading hours after 3.00am		Christmas Day (Mon - Sun)	No permitted trading hours after 3.00am		Christmas Day (Mon)	No permitted trading hours		ANZAC Day	Nightclubs must close at 3.00am on ANZAC Day, then reopen in accordance with normal trading hours.	
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<p><b>Casino</b> Section 44(1-3), 45</p>	<p>A casino liquor licence authorises the sale of liquor for consumption at a casino or any other venue enclosed in the casino complex.</p> <p>The permitted licensed area must be approved by the Gaming and Wagering Commission of Western Australia.</p> <p>The conditions of a casino liquor licence may mean particular areas of the complex trade similar to other licence types such as a nightclub or hotel.</p> <p>In Western Australia, Burswood Casino is currently the only licensed premises operating under a casino liquor licence.</p> <p><b>Trading hours</b></p> <p>Casino Liquor Licence trading hours are determined by the Director of Liquor Licensing in conjunction with the Gaming and Wagering Commission.</p>																																				



License Type and reference to the Liquor Control Act 1988:	Conditions and trading hours:																																		
<p><b>Hotel</b></p> <p><b>i) Without restriction</b> <b>Section 41 (4)(a)(b)(c)</b></p>	<p>A hotel licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises;</li> <li>the sale and supply of packaged liquor to patrons for consumption off the licensed premises.</li> </ul> <p>Accommodation must be provided to any person</p> <p><b>Trading hours</b></p> <table border="1" data-bbox="475 461 1394 913"> <thead> <tr> <th rowspan="2">Day</th> <th colspan="2">When</th> <th rowspan="2">General Condition</th> </tr> <tr> <th>Open</th> <th>Close</th> </tr> </thead> <tbody> <tr> <td>Monday to Saturday</td> <td>6.00am</td> <td>midnight</td> <td></td> </tr> <tr> <td>Sunday</td> <td>10.00am</td> <td>10.00pm</td> <td></td> </tr> <tr> <td>New Year's Eve (Monday - Saturday)</td> <td>6.00am</td> <td>2.00am New Year's Day</td> <td></td> </tr> <tr> <td>New Year's Eve (Sunday)</td> <td>10.00am</td> <td>2.00am New Year's Day</td> <td></td> </tr> <tr> <td>Good Friday</td> <td>12.00pm</td> <td>10.00pm</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>Christmas Day</td> <td>12.00pm</td> <td>10.00pm</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>ANZAC Day</td> <td>12.00pm</td> <td>midnight</td> <td></td> </tr> </tbody> </table>	Day	When		General Condition	Open	Close	Monday to Saturday	6.00am	midnight		Sunday	10.00am	10.00pm		New Year's Eve (Monday - Saturday)	6.00am	2.00am New Year's Day		New Year's Eve (Sunday)	10.00am	2.00am New Year's Day		Good Friday	12.00pm	10.00pm	(ancillary to a meal only)	Christmas Day	12.00pm	10.00pm	(ancillary to a meal only)	ANZAC Day	12.00pm	midnight	
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<p><b>ii) As a hotel restricted</b> <b>Section 41(b)(i)(ii)</b></p>	<p>A hotel restricted licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises only;</li> <li>packaged liquor sales can only be made to a guest of the accommodation services.</li> </ul> <p>Accommodation must be provided to any person.</p>																																		
<p><b>iii) As a tavern</b> <b>Section 41(1)</b></p>	<p>A Tavern licence authorises:</p> <ul style="list-style-type: none"> <li>the sale and supply of liquor for consumption on the premises;</li> <li>the sale and supply of packaged liquor to patrons for consumption off the licensed premises.</li> </ul>																																		



License Type and reference to the Liquor Control Act 1988:	Conditions and trading hours:																																								
<p><b>Liquor store</b> Section 47(1)</p>	<p>A liquor store licence authorises the sale of packaged liquor for consumption off premises only.</p> <p>A condition imposed on liquor store licensee may allow the licensee to supply a sample of liquor free-of-charge for consumption on the premises. This is called a 'tasting'.</p> <p><b>Trading hours</b> Liquor stores located in the metropolitan area</p> <table border="1" data-bbox="587 488 1508 784"> <thead> <tr> <th rowspan="2">Day</th> <th colspan="2">When</th> </tr> <tr> <th>Open</th> <th>Close</th> </tr> </thead> <tbody> <tr> <td>Monday to Saturday</td> <td>8.00am</td> <td>10.00pm</td> </tr> <tr> <td>Sunday</td> <td>10.00am</td> <td>10.00pm</td> </tr> <tr> <td>Good Friday</td> <td colspan="2">No permitted trading hours.</td> </tr> <tr> <td>Christmas Day</td> <td colspan="2">No permitted trading hours.</td> </tr> <tr> <td>ANZAC Day</td> <td>12 noon</td> <td>10.00pm</td> </tr> </tbody> </table> <p>Liquor stores <b>not</b> located in the metropolitan area are</p> <table border="1" data-bbox="587 846 1508 1142"> <thead> <tr> <th rowspan="2">Day</th> <th colspan="2">When</th> </tr> <tr> <th>Open</th> <th>Close</th> </tr> </thead> <tbody> <tr> <td>Monday to Saturday</td> <td>8.00am</td> <td>10.00pm</td> </tr> <tr> <td>Sunday</td> <td colspan="2">No permitted trading hours.</td> </tr> <tr> <td>Good Friday</td> <td colspan="2">No permitted trading hours.</td> </tr> <tr> <td>Christmas Day</td> <td colspan="2">No permitted trading hours.</td> </tr> <tr> <td>ANZAC Day</td> <td>12 noon</td> <td>10.00pm</td> </tr> </tbody> </table> <p><b>Sunday Trading for Metropolitan Liquor Stores</b> All liquor stores operating within the Perth metropolitan region are permitted to open on Sundays between the hours of 10am and 10pm, unless conditions on a specific licence state otherwise.</p> <p>This aspect of the legislation was introduced on December 17th 2006 and applies to the same trading hours permitted to hotel bottle shops. Prior to December 17th 2006, hotel bottle shops were the only packaged liquor outlets that were permitted to trade on Sundays.</p> <p>The Perth Metropolitan Region Scheme is defined by the WA Planning Commission.</p>	Day	When		Open	Close	Monday to Saturday	8.00am	10.00pm	Sunday	10.00am	10.00pm	Good Friday	No permitted trading hours.		Christmas Day	No permitted trading hours.		ANZAC Day	12 noon	10.00pm	Day	When		Open	Close	Monday to Saturday	8.00am	10.00pm	Sunday	No permitted trading hours.		Good Friday	No permitted trading hours.		Christmas Day	No permitted trading hours.		ANZAC Day	12 noon	10.00pm
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License Type and reference to the Liquor Control Act 1988:	Conditions and trading hours:
<p><b>Special facility</b> <b>Section 46 and Regulation 9A of the Liquor Licensing Regulations 1989</b></p>	<p>A special facility licence can only be granted for a premise that can not be covered under another form of licence, and can only be granted for a purpose specifically outlined in regulation 9 of the <i>Liquor Control Regulations</i>.</p> <p>In total there are 14 different sub-classifications of venues that qualify for special facility consideration. The sale and supply of liquor under a special facility licence must take place within the terms and conditions set out within the licence.</p> <p>A special facility licence will not be granted if:</p> <ul style="list-style-type: none"><li>• granting or varying a licence of another class;</li><li>• imposing, varying or cancelling a condition on a licence of another class; or</li><li>• issuing an extended trading permit;</li><li>• meets the requirements of the applicant.</li></ul> <p><b>Sub-classifications</b></p> <p>The purposes of a special facility licence are;</p> <ol style="list-style-type: none"><li>1. <b>Works Canteen:</b> Liquor can be supplied at a works canteen, or another specified venue to workers and their guests.</li><li>2. <b>Theatre or Cinema:</b> Liquor can be supplied at a theatre or cinema to people attending a performance or film at the theatre or cinema.</li><li>3. <b>Reception or Function centre:</b> Liquor can be supplied at a reception or function centre to people attending a reception or function at the centre.</li><li>4. <b>Transport:</b> Liquor can be supplied at an airport, railway station, bus station or seaport, or on an aeroplane, train, bus, ship or vehicle to passengers and their guests.</li><li>5. <b>Tourism:</b> Liquor can be supplied at a tourist attraction, or a place that enhances Western Australia's tourism industry to people that are tourists, or people attracted to, or present at the venue</li><li>6. <b>Vocational Education and Training Institutions:</b> Liquor can be supplied at a post-secondary educational institution to staff, students and their guests.</li><li>7. <b>Sports Arena:</b> Liquor can be supplied at a venue used primarily for playing or viewing sport to people playing or viewing sports, or attending any other event at the venues.</li><li>8. <b>Foodhall:</b> Liquor can be supplied to customers of a foodhall ancillary to their meal.</li><li>9. <b>Catering:</b> A caterer can serve liquor at a venue where they have agreed to provide the catering to people in attendance. The liquor can be served with, or without food.</li><li>10. <b>Bed and Breakfast Facility:</b> Liquor can be supplied to a guest staying at the Bed and Breakfast facility.</li><li>11. <b>Room Service Restaurant:</b> A special facility licence can be granted to a restaurant that provides room service facilities that allows:<ul style="list-style-type: none"><li>• Liquor to be sold to customers is the restaurant with or without a meal;</li><li>• Packaged liquor to be supplied from the restaurant as room service to guests of the provided accommodation service. The packaged liquor can be supplied with or without a meal.</li></ul></li><li>12. <b>Amusement Venue:</b> An amusement venue is defined as a premises which is primarily being used for the playing and viewing of snooker, bowling, electronic games or any similar type of amusement. The sale of liquor is permitted to patrons of the venue.</li><li>13. <b>Auction:</b> Packaged liquor can be sold by auction at a specified venue.</li><li>14. <b>Vocational and Education Training Course:</b> Liquor can be supplied to students as part of a recognised training or education course, i.e, viticulture.</li></ol>



License Type and reference to the Liquor Control Act 1988: Category B	Definition																																																			
<p><b>Club</b></p> <p><b>i) Without restriction</b></p> <p><b>Section 48(2)(3)(4)</b></p>	<p>A club licence allows liquor to be supplied to a member, or guest in the company of a member of the club, for consumption on and off the premises.</p> <p><b>Trading hours</b></p> <table border="1" data-bbox="587 421 1506 1290"> <thead> <tr> <th data-bbox="587 421 831 465">Day</th> <th colspan="2" data-bbox="831 421 1193 465">When</th> <th data-bbox="1193 421 1506 465">General Condition</th> </tr> <tr> <td></td> <th data-bbox="831 465 954 510">Open</th> <th data-bbox="954 465 1193 510">Close</th> <td></td> </tr> </thead> <tbody> <tr> <td data-bbox="587 510 831 555">Monday to Friday</td> <td data-bbox="831 510 954 555">6.00am</td> <td data-bbox="954 510 1193 555">midnight</td> <td></td> </tr> <tr> <td data-bbox="587 555 831 600">Monday to Friday</td> <td data-bbox="831 555 954 600">6.00am</td> <td data-bbox="954 555 1193 600">12.30am Saturday</td> <td data-bbox="1193 555 1506 600">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="587 600 831 645">Sunday</td> <td data-bbox="831 600 954 645">10.00am</td> <td data-bbox="954 600 1193 645">10.00pm</td> <td></td> </tr> <tr> <td data-bbox="587 645 831 712">New Year's Eve (Monday - Saturday)</td> <td data-bbox="831 645 954 712">6.00am</td> <td data-bbox="954 645 1193 712">2.00am</td> <td></td> </tr> <tr> <td data-bbox="587 712 831 869" rowspan="2">New Year's Eve (Sunday)</td> <td colspan="2" data-bbox="831 712 1193 790">Until 12.30am New Years Eve morning; then,</td> <td rowspan="2"></td> </tr> <tr> <td data-bbox="831 790 954 869">10.00am</td> <td data-bbox="954 790 1193 869">2.00am New Year's Day</td> </tr> <tr> <td data-bbox="587 869 831 981">Good Friday</td> <td colspan="2" data-bbox="831 869 1193 981">No permitted trading hours after 12.30am Good Friday morning</td> <td></td> </tr> <tr> <td data-bbox="587 981 831 1093" rowspan="2">Christmas Day</td> <td colspan="2" data-bbox="831 981 1193 1059">Until 12.30am Christmas morning; then,</td> <td data-bbox="1193 981 1506 1059">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="831 1059 954 1093">12 noon</td> <td data-bbox="954 1059 1193 1093">10.00pm</td> <td data-bbox="1193 1059 1506 1093">(ancillary to a meal only)</td> </tr> <tr> <td data-bbox="587 1093 831 1171">ANZAC Day (Monday - Saturday)</td> <td data-bbox="831 1093 954 1171">12 noon</td> <td data-bbox="954 1093 1193 1171">midnight</td> <td></td> </tr> <tr> <td data-bbox="587 1171 831 1290" rowspan="2">ANZAC Day (Sunday)</td> <td colspan="2" data-bbox="831 1171 1193 1249">Until 1.00am ANZAC Day morning; then,</td> <td rowspan="2"></td> </tr> <tr> <td data-bbox="831 1249 954 1290">12 noon</td> <td data-bbox="954 1249 1193 1290">midnight</td> </tr> </tbody> </table>	Day	When		General Condition		Open	Close		Monday to Friday	6.00am	midnight		Monday to Friday	6.00am	12.30am Saturday	(ancillary to a meal only)	Sunday	10.00am	10.00pm		New Year's Eve (Monday - Saturday)	6.00am	2.00am		New Year's Eve (Sunday)	Until 12.30am New Years Eve morning; then,			10.00am	2.00am New Year's Day	Good Friday	No permitted trading hours after 12.30am Good Friday morning			Christmas Day	Until 12.30am Christmas morning; then,		(ancillary to a meal only)	12 noon	10.00pm	(ancillary to a meal only)	ANZAC Day (Monday - Saturday)	12 noon	midnight		ANZAC Day (Sunday)	Until 1.00am ANZAC Day morning; then,			12 noon	midnight
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<p><b>ii) Restricted</b></p> <p><b>Section 48(1)</b></p>	<p>Club restricted licences only differ from a club licence in that</p> <ul style="list-style-type: none"> <li>• a club restricted licence doesn't permit the sale of packaged liquor; and</li> <li>• the licensee only has access to the premises during certain hours of the day.</li> </ul> <p><b>Trading hours</b></p> <p>The trading hours for each club restricted licence is determined individually by the Director of Liquor Licensing.</p>																																																			
<p><b>Occasional</b></p> <p><b>Section 59(1)(a)</b></p> <p><b>Section 59(2)(a)(ii)</b></p>	<p>An occasional licence is granted for an event that can not be covered under another type of licence. An occasional licence allows an individual, a group of people, a company or an incorporated association the ability to supply and sell liquor to people attending an event.</p> <p><b>Trading hours</b></p> <p>There are no specific trading hours set out under the Act for occasional licences. However, when assessing an application the commencement and cessation times, as well as the duration of the period in which liquor will be consumed are considered to ensure harm minimisation principles are adhered to.</p>																																																			



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<p><b>Producers</b> Section 55 and Regulation 10 of the Liquor Licensing Regulations 1989</p>	<p>A producer’s licence authorises the sale of a type of liquor that is produced by the licensee.</p> <p>A producer’s licence can only be granted to an applicant who is a producer of liquor, or has the intention of becoming a genuine producer of liquor.</p> <p>Examples of the types of liquor that can be supplied under a producer’s licence are</p> <ul style="list-style-type: none"> <li>• Wine or spirits made from grapes for consumption on the premises, and in sealed containers for consumption off the premises;</li> <li>• Spirits not made from grapes, in sealed containers for consumption off the premises;</li> <li>• Beer in sealed containers for consumption off the premises.</li> </ul> <p><b>Trading hours</b> Generally, at any time, however restricted trading hours apply on Good Friday, Christmas Day and ANZAC Day.</p>																												
<p><b>Restaurant</b> Section 50(1)(2)</p>	<p>The main focus of a restaurant is for the supply and sale of meals prepared on the premises for people to consume on at the restaurant.</p> <p>A restaurant licence authorises:</p> <ul style="list-style-type: none"> <li>• the sale and supply of liquor ancillary to a meal to a patron seated at a dining table.</li> </ul> <p>For a restaurant licence to be considered, a venue must have a kitchen equipped to provide meals, sufficient toilet facilities and a dining area must always be set up with tables and chairs for dining.</p> <p><b>Trading hours</b></p> <table border="1" data-bbox="475 1102 1391 1512"> <thead> <tr> <th rowspan="2">Day</th> <th colspan="2">When</th> <th rowspan="2">General Condition</th> </tr> <tr> <th>Open</th> <th>Close</th> </tr> </thead> <tbody> <tr> <td>Monday to Sunday</td> <td colspan="2">At any time</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>New Year’s Eve</td> <td colspan="2">At any time</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>Good Friday</td> <td colspan="2">At any time</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td>Christmas Day</td> <td colspan="2">At any time</td> <td>(ancillary to a meal only)</td> </tr> <tr> <td rowspan="2">ANZAC Day</td> <td colspan="2">Until 3.00am ANZAC Day morning; then,</td> <td rowspan="2">(ancillary to a meal only)</td> </tr> <tr> <td colspan="2">Any time after 12 noon ANZAC Day.</td> </tr> </tbody> </table>	Day	When		General Condition	Open	Close	Monday to Sunday	At any time		(ancillary to a meal only)	New Year’s Eve	At any time		(ancillary to a meal only)	Good Friday	At any time		(ancillary to a meal only)	Christmas Day	At any time		(ancillary to a meal only)	ANZAC Day	Until 3.00am ANZAC Day morning; then,		(ancillary to a meal only)	Any time after 12 noon ANZAC Day.	
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<p><b>Wholesalers</b> Section 58 (1) Section 58 (3)</p>	<p>A wholesaler’s licence authorises the licensee to sell packaged liquor for consumption off a particular premises subject to the following conditions -</p> <p>* The primary and predominate purpose of the business, and at least 90 per cent of gross turnover from the sale of liquor, must consist of sales to liquor merchants;</p> <ul style="list-style-type: none"> <li>• Packaged liquor sold must be in a quantity of less than nine litres per person.</li> </ul> <p><b>Trading hours</b></p> <table border="1" data-bbox="475 1809 1391 2020"> <thead> <tr> <th>Day</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>Monday to Sunday</td> <td>At any time</td> </tr> <tr> <td>Good Friday</td> <td>No permitted trading hours.</td> </tr> <tr> <td>Christmas Day</td> <td>No permitted trading hours.</td> </tr> <tr> <td>ANZAC Day</td> <td>Any time after 12 noon ANZAC Day.</td> </tr> </tbody> </table>	Day	When	Monday to Sunday	At any time	Good Friday	No permitted trading hours.	Christmas Day	No permitted trading hours.	ANZAC Day	Any time after 12 noon ANZAC Day.																		
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**References**

Liquor Control Act 1988, Government of Western Australia



# Local Government Alcohol Management Fact Sheet 7

## Intervening and Objecting to Liquor Licence Applications

This fact sheet provides information about provisions within the *Liquor Control Act 1988* that allow Local Governments to oppose liquor licence applications or to provide comments about applications to the Licensing Authority.

### Interventions

Section 69 of the *Liquor Control Act* affords certain parties (Commissioner of Police, Executive Director Public Health and Local Government Authority) the right to *intervene* in proceedings and make representations to the licensing authority on limited matters.

An intervenor then becomes a party to proceedings. An intervenor may, in addition to or in the alternative, lodge an objection under section 73 on any of the grounds set out in section 74 of the Act.

### Grounds for intervention

A Local Government may intervene in proceedings before the licensing authority and introduce evidence or make presentations to outline whether a premises is suitable for a liquor licence; whether an alteration or redefinition of a premises should be approved; or whether people who work or live in the vicinity of a premises would be impacted upon negatively.

A Local Government can also intervene in proceedings to supply information relating to legislation and regulations within its jurisdiction.

**Table 1: Grounds for intervention by Local Governments**

<p><b>Section 69 (7)</b>  A Local Government to which subsection (4)(b)* refers may intervene in proceedings before the licensing authority for the purpose of introducing evidence or making representations -</p> <ul style="list-style-type: none"> <li>(a) as to whether premises are suitable to be, or continue to be, licensed or the subject of a permit;</li> <li>(b) as to whether a proposed alteration to, or redefinition of, licensed premises should be approved; and</li> <li>(c) on the question of whether, if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience,</li> </ul> <p>and may submit a report to the licensing authority on those matters.</p>
<p><b>Section 69 (8)</b>  A person authorised by the Local Government may intervene in proceedings before the licensing authority for the purpose of introducing evidence or making representations in relation to the requirements of -</p> <ul style="list-style-type: none"> <li>(a) the <i>Health Act 1911</i>;</li> <li>(b) any written law relating to sewerage or drainage; or</li> <li>(c) the <i>Local Government Act 1995</i> or the <i>Local Government (Miscellaneous Provisions) Act 1960</i>, is so far as that Act relates to health matters,</li> </ul> <p>and may submit a report to the licensing authority on those matters.</p>



When lodging an intervention Local Governments need to determine what evidence will be submitted to support their intervention. Each ground under section 69 of the *Liquor Control Act 1988* requires either consideration of relevant legislation, consideration of how the licence may impact on the amenity of the area, consultation with residents or businesses in the affected area or the consideration of historical information about problems relating to the licence or similar licences located near by. Table A below outlines some examples of grounds for interventions.

**Table A: Grounds for intervention**

Section	Part	Examples
69 (7)	(a)	<ul style="list-style-type: none"> <li>The building is not safe according to the Public Building Regulations or Building Code of Australia.</li> <li>The location of the building is not suitable according to zoning requirements under the Local Governments Town Planning Scheme.</li> <li>The building is not equipped to cater for the licence. For example there is not adequate sound proofing to ensure that noise from the premises will be contained and that surrounding businesses or residents will not be adversely affected.</li> </ul>
	(b)	<ul style="list-style-type: none"> <li>The alteration to the building will increase risks to public safety. For example, extending the licensed area to allow the consumption of liquor on a balcony can pose a safety risk. There may be existing evidence that bottles are thrown from balconies at nearby premises.</li> <li>The alteration is not in accordance with the Public Building Regulations or Building Code of Australia.</li> </ul>
	(c)	<ul style="list-style-type: none"> <li>Complaints or concerns have been raised by nearby residents, schools, hospitals, businesses and community groups. For example the premise may be located near existing facilities such as an aged care hostel, and noise from the premise may interfere with this service.</li> <li>Submission of letters of concern from residents or businesses in the affected area.</li> <li>Data from community safety surveys that outline community concerns about the licence or other licences in the area.</li> </ul>
69 (8)	(a)	<ul style="list-style-type: none"> <li>The premise does not have an appropriate number of toilets.</li> <li>The premise does not have an adequate number of exits.</li> </ul>
	(b)	<ul style="list-style-type: none"> <li>Any law specific to the particular Local Government relating to sewerage or drainage</li> </ul>
	(c)	<ul style="list-style-type: none"> <li>Any relevant local law for example abiding by restrictions outlined in a Town Planning Scheme such as restrictions on noise and capacity of premises</li> </ul>



### Writing and submitting an intervention

Interventions are usually provided in the form of a report to the Licensing Authority.

Applicants for liquor licences are required to advertise the last date for objections in the application notice. Application notices are required to be posted on the premises and published in the Western Australian newspaper. Details about applications are also displayed on the website of the Department of Racing, Gaming and Liquor [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

## Objections

### Grounds for objection

Local Governments also have the ability to object to any application for a licence, as outlined in section 73(1),

#### **'Section 73 (1)**

*A person who is authorised to intervene in any proceedings in relation to an application may instead or in addition exercise that right by way of objection.'*

The grounds for objection are outlined in section 74(1) of the *Liquor Control Act 1988*.

**Table 2: Grounds for objection by Local Governments**

<p>Section 74 (1)</p> <p>No objection shall be made except on one or more of the following grounds -</p> <ul style="list-style-type: none"><li>(a) that the grant of the application would not be in the public interest;</li><li>(b) that the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor;</li><li>(c) <i>deleted</i></li><li>(d) <i>deleted</i></li><li>(e) <i>deleted</i></li><li>(f) that if the application were granted -<ul style="list-style-type: none"><li>(i) undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or</li><li>(ii) the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened;</li></ul></li><li>(g) <i>deleted</i></li><li>(h) that the grant of the application would otherwise be contrary to this Act.</li></ul>
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As with interventions, when lodging an objection Local Governments need to determine what will be submitted to support their objection.

**Table B: Grounds for objection**

Section	Part	Examples
74 (1)	(a)	<ul style="list-style-type: none"> <li>• Not in the public interest.</li> </ul>
	(b)	<ul style="list-style-type: none"> <li>• Data from police, health and emergency services that demonstrates that there is existing alcohol-related harm is already occurring in the area or at the premise. For example drink driving, assaults, property damage, street drinking, service to intoxication and service to juveniles.</li> <li>• Data relating to property damage, littering and excessive noise from the premise or other premises in the area.</li> </ul>
	(g)	<ul style="list-style-type: none"> <li>• Complaints or concerns have been raised by nearby residents, schools, hospitals, businesses and community groups. For example the premise may be located near existing facilities such as an aged care hostel, and noise from the premise may interfere with this service.</li> <li>• Submission of letters of concern from residents or businesses in the affected area.</li> <li>• Data from community safety surveys that outline community concerns about the licence or other licences in the area.</li> </ul>

### Writing and submitting an objection

The Licensing Authority requires that objections are lodged using the Form 17 - Notice of Objection. A copy of this form can be obtained from the Department of Racing, Gaming and Liquor or their website at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) .

The form requires that the objector documents the grounds for objection and the particulars in support of each ground. For example: a Local Government may lodge an objection according to the grounds described in section 74 part g (i). The particulars that support this ground may letters of concern from local residents that were submitted to the Local Government about the application, such as a local church that may be worried about the impact of an extended trading permit (extended hours) on their evening services. Submissions, such as letters or data, can be attached to a Form 17.

### Assisting the community to lodge objections

Local Governments can assist their community by helping local residents or businesses to lodge an objection to a liquor licence application.

Residents or other licence holders, are able to object to liquor licence applications according to the grounds set out in section 74 part 1 of the *Liquor Control Act 1988*.

Similarly to an objection lodged by Local Government, objections by residents or other licence holders must be lodged using the Form 17 - Notice of Objection before the last date for objections.



There are a number of ways that Local Governments can offer their assistance to community members. For example Local Governments may:

- Write to residents, schools, hospitals, businesses and community groups in the vicinity of each application. Local Governments should outline the application, explain resident's rights of objection and invite responses from the community.
- Hold a community forum about a particular application with local residents, businesses, police, health services and community groups. Local Governments should consider inviting members of the affected area, plus representatives from local police and health services and key community groups (such as Local Drug Action Groups, Parents and Citizens groups and Lions and Rotary clubs).
- Assist community members to complete the Form 17 - Notice of Objection.
- Where, an application proceeds to a hearing the Local Government may offer assistance to represent the community objectors.

## Appeals

Section 69 (13) provides that a person who intervenes (by either lodging an intervention or objection) in proceedings before the Licensing Authority may be held on any appeal to have become a party to the proceedings and may be made a respondent to any appeal.

This means that if a Local Government has sought to intervene/object in an application and is not happy with the decision of the Director of Liquor Licensing, then that authority can seek a review or appeal of the decision (see sections 25 and 28 of the *Liquor Control Act 1988*).

It is often useful for a Local Government to seek legal advice, before becoming part of an appeal process.

## Other Recommended Reading

- Fact Sheet 9: Alcohol Availability.
- Tool 2: Liquor Licence Assessment checklist tool.
- Tool 5: Liquor licence risk management considerations chart.
- Department of Racing, Gaming and Liquor website, [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

## References

Department of Racing, Gaming and Liquor 2007, *Liquor*, Retrieved June 30, 2007, from <http://www.rgl.wa.gov.au>.

*Liquor Control Act 1988*, Government of Western Australia



# Local Government Alcohol Management Fact Sheet 8

## Alcohol and Crime

This fact sheet provides research information that may be useful for Local Government officers when writing briefings for Council, reports, approvals, or developing policy rationale.

### Relevant for

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Planning (zoning), liquor licence application development approvals, policy amendments or development.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Risk management plans and approvals, events, licensed premises inspections.</li> </ul>                            |
| <ul style="list-style-type: none"> <li>• Inclusion in community safety plans and policies, compliance areas.</li> </ul>                                    |

### Summary

Significant evidence shows that alcohol consumption can directly increase the risk of criminal violence for both victims and perpetrators of crime (Weatherburn, 2001, cited in ACDA, 2002). More often than not alcohol is consumed by offenders and victims prior to an offence being committed.

### Research findings:

- Murdoch et al., (1990) researched over 900 crimes in 11 countries and found that nearly two thirds of violent offenders were drinking at the time of the crime and nearly half of victims were intoxicated when victimised.
- In an Australian specific study performed in a prison it was found that 34% of offenders had been drinking alcohol before committing their last offence and one third of the group had committed offences against the person (Indermaur, 1990, cited in Briscoe & Donnelly, 2001b).

### How the effects of alcohol can lead to crime

The way alcohol affects the body can help to explain how crime occurs. When a person starts drinking, their blood alcohol content (BAC) increases and different physical, mental and emotional effects can be experienced. In social situations, the effects of alcohol can lead to poor judgement, frustration and aggression which can become triggers for crime and violence. In circumstances where an individual is already stressed, evidence suggests that alcohol consumption predisposes these individuals to violent behaviour (Siann, 1985, cited in Shepherd, 1994). The depressing effects of alcohol can also leave some people vulnerable to be a victim of crime.



Research indicates that alcohol is associated with a multitude of crimes. See table 1 below for more detail:

**Table 1: Common crimes related to alcohol in Australia (ADCA, 2002)**

Crime
<b>Homicide</b> - Approximately 34% of offenders and 31% of homicides victims were under the influence of alcohol at the time of the homicide ( Commonwealth Department of Health and Aged Care, 2001, cited in ADCA, 2002)
<b>Drink Driving</b> - in 2001, 12.8% of the population over the age of 14 years reported to have driven a vehicle whilst under the influence of alcohol (Australian Institute of Health and Welfare, 2002, cited in ACDA, 2002)
<b>Violence not including Domestic Violence</b> - Between 41% and 70% of violent crimes in Australia are committed while under the influence of alcohol (Commonwealth Department of Health and Aged Care, 2001, cited in ADCA, 2002)
<b>Public Drunkenness</b> - Public drunkenness has been decriminalised in most all states and territories except Victoria, Tasmania and Queensland. Forty percent of those held in police custody in the first half of 1998 in Victoria were detained for public drunkenness ( Drugs and Crime Prevention Committee, 2001, cited in ACDA, 2002)

## Maintenance

Aggression has been strongly correlated to poorly maintained, unclean and unattractive venues (Graham, La Rocque, Yetman, Ross & Guistra, 1980). Well maintained and well kept premises give a clear message to patrons that managers do not anticipate physical violence or property damage (Homel, McIlwain & Carvolth, 2001).

It is therefore in the best interests of the licensee and/or the manager to make sure the venue is kept relatively clean of rubbish especially glass, the gardens are regularly maintained and the place generally looks appealing to others. The inside of the venue should be made with materials that can withstand normal hard use and can be easily replaced. The use of vulnerable and flimsy material and fittings which may easily be vandalised or removed should be avoided (Office of Crime Prevention & WA Planning Commission, 2006).

A licensed premise is required to appropriately maintain the premise of a venue under section 99 of the *Liquor Control Act 1988*.

## Internal layout

While the number of people permitted into a premise is important, the flow of traffic once inside is one of the most important considerations in DOC (Graham & Homel, 1997). If a venue is poorly planned out and patrons are having trouble moving from one part of the venue to the next bottle-necking may result causing patrons to become frustrated. Literature suggests that drinking increases the likelihood of aggression in situations where patrons experience frustration (Graham & Homel, 1997).

Common bottlenecking/overcrowding areas include:

- Entrance/exits.
- Bar areas.
- Toilets.
- Areas on and near the dance floor.
- Stairways.
- Thoroughfares.

The actual lay-out of a venue is paramount to prevent patrons from becoming frustrated and aggressive. Research indicates that stools are contraindicated in bars. Stools contribute to frustration when people are trying to be served at the bar and patrons on stools



obstruct the area. Chairs or other seating away from the bar is a better idea. If ample seating facilities are provided then this should lessen the chance of disorder. Another recommended designing out crime (DOC) practice is to set aside a clear area at the bar for service of drinks to prevent confusion and potential for frustration (Avon & Somerset Constabulary, 2005).

The toilets are a specific area within a venue which have the potential to promote criminal activity such as vandalism or drug activity. Ideally, entrances should be in direct view of staff so they can monitor all thoroughfares and any potential problems (Avon & Somerset Constabulary, 2005).

Where possible toilets should not be located in the front foyer area of a venue where direct access can be obtained from the street. (Avon & Somerset Constabulary, 2005). Additionally toilets should not be located near entertainment facilities such as pool tables as patrons who are playing pool may become frustrated and aggressive if people keep interrupting them as they pass to go to the toilet (Avon & Somerset Constabulary, 2005).

Toilets that demonstrate low levels of hygiene or cleanliness also influence the standard of customer behaviour. Therefore it is in the best interests of management to keep the toilets well maintained and cleaned regularly. Providing hooks on the walls inside toilets enables patrons to hang their bags and belongings preventing them from being stolen from the floor (Avon & Somerset Constabulary, 2005).

Toilets need to comply as per the *Health Act 1911*.

## Service

When serving drinks within licensed premises the use of glass should be avoided to prevent injuries. Glass bottles and cups are often used as weapons when fights break out (Shepherd, 1994, cited in Homel et al., 2001). Therefore, the use of plastic wherever possible is recommended. It is also good practice for staff to walk around various areas within the venue to collect

any rubbish and or glass so it does not build up and have the potential to be used as weapons (Avon & Somerset Constabulary, 2005).

In very busy bars management should make sure that adequate numbers of bar staff are employed at any one time to prevent patrons from becoming frustrated when they are waiting for extended lengths of time to be served.

The provision of food to patrons consuming alcohol decreases the likelihood of aggression (Graham et al., 1980). Research indicates that this may be due to the fact that those places which have food attract different clientele (Homel & Clarke, 1994, cited in Homel et al, 2001) or because eating while drinking slows the absorption of alcohol (Wedel et al, 1991, cited in Homel, et al., 2001). Regardless, food should always be available for patrons even if it is in the form of a vending machine.

Similarly water should always be available for patrons at a venue. Section 115A of the Liquor Control Act 1988 requires that the licensee must ensure that water suitable for drinking is provided, free of charge, at all times where liquor is sold and supplied for consumption on the licensed premises.

## Surveillance

Having adequate surveillance both inside and outside a venue such as clear sight lines, effective lighting and tidy landscaping increases the chance that offenders will be seen, heard, reported and potentially reprimanded (Office of Crime Prevention & WA Planning Commission, 2006). Within licensed premises simple things in the design process can maximise this from occurring:

- Raise the floor area behind the bar to maximise surveillance by bar staff (M.Coe, 2005, unpublished).
- Provide adequate lighting so bar staff are aware of who they are supplying alcohol too
- Position mirrors around the bar so bar staff can view all incidents around them (Avon & Somerset Constabulary, 2005).

Essentially, all areas of the venue should be visible either by staff or cameras. Blind corners or entrapment spots should be avoided where possible and all barriers and walls should be permeable to prevent people from hiding behind them (Office of Crime Prevention & WA Planning Commission, 2006).

### Contingency plans/ emergency plans

Procedures put into place prior to a critical event occurring will help prevent the situation from escalating. For example panic buttons located behind

the bar to alert management or police of out of control incidents is good practice (Avon & Somerset Constabulary, 2005). Also the ability of staff to access switches that automatically turn off the music and turn lights on is also a relatively simple way to gain control of a situation (M.Coe, 2005, unpublished). Alternatively by providing clearly visible entry and exit signs confusion and frustration can be avoided in the event of an emergency (Office of Crime Prevention & WA Planning Commission, 2006).

### Are males or females more likely to be affected by alcohol related harm?

Men are five times more likely than women to be a victim of violence in licensed premises and are more likely to be violent when consuming alcohol (James & Hallinan, 1995, cited in Doherty and Roche, 2003).

#### Research findings:

The gender and age (mean median and standard deviation) of all victims and persons of interest (POI) involved in assaults on licensed premises were recorded in a study by Briscoe & Donnelly (2001a) in Sydney, Australia. Just over 80% of the victims were male with an average age of 30 years. Of the incidents where the POI was recorded, 88 % of incidents involved an alleged offender who was male and had an average age of 29 years.

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# Local Government Alcohol Management Fact Sheet 9

## Alcohol Availability

This fact sheet provides research information that may be useful for Local Government officers when writing briefings for Council, reports, approvals, or developing policy rationale.

**Relevant for:**

Department area	Operational and policy-related work
Planning	<ul style="list-style-type: none"> <li>Town Planning Scheme amendments, zoning, liquor licence application development approvals, policy amendments or development.</li> </ul>
Environmental Health	<ul style="list-style-type: none"> <li>Risk management plans and approvals, events, licensed premises inspections.</li> </ul>
Community Safety	<ul style="list-style-type: none"> <li>Inclusion in community safety plans and policies, compliance areas.</li> </ul>

**Summary**

Alcohol supply or availability could be categorised as either economic availability or physical availability. Local Governments can have the most impact on the physical availability of alcohol in their local areas through town planning and approvals. Economic availability or cost, is usually determined by the market demand and Federal taxation.

The relationship between alcohol availability, consumption and related harm has been the subject of several comprehensive research studies in recent years, all of which demonstrate a positive relationship - an increase in availability coinciding with an increase in consumption and related harm. This includes both acute harms, those that tend to arise from episodic bouts (binge drinking), such as violent assault, drink driving crashes and pedestrian fatalities; and long term or chronic harm - cirrhosis of the liver, various cancers and alcohol dependence are but a few examples.

A study conducted by the National Drug Research Institute on the relationship between different types of licensed premises and various indicators of alcohol related harm across local areas of Western Australia showed that per capita alcohol sales made by liquor stores were closely and positively related to levels

of assaults, road crashes, breath alcohol levels of drink drivers and alcohol-attributable hospitalisations (Stockwell et al., 1995).

The physical availability of alcohol can be measured by both outlet density and trading hours. Local Government can influence the physical availability of alcohol in their locality through planning, environmental health and community safety, particularly when considering and responding to liquor licence applications.

Alterations in trading hours that enable licensed premises to trade outside of 'normal' opening hours have been shown to be associated with increased levels of alcohol consumption and related harms both in Australia and elsewhere (Stockwell and Gruenewald, 2001; Babor et al., 2003).

Chikritzhs, Stockwell, & Masters (1997) studied the effects of extended trading permits in the Perth Metro area, reporting that after an ETP had been granted to a hotel/tavern licensed premise, the number of violent assaults associated with that premises showed a dramatic increase. There was also a dramatic increase in the volume of alcohol purchased. The timing of the assaults coincided with the new, later closing times, suggesting they were related.

The greater the per capita alcohol sales made by liquor stores the greater the levels of alcohol-related harms.



While the number of road crashes where the driver last drinking at a premises with normal trading hours strongly decreased over the study period, there was no such decline for the premises with extended trade. This suggests that vigilant police activities were able to positively influence road crashes associated with drinking at normal trading premises, while their efforts were being undermined by extended trading permits.

Donnelly et. al. (2006) researched the relationship between Liquor outlet concentrations and alcohol-related neighbourhood problems, finding that:

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| <ul style="list-style-type: none"> <li>• Almost one quarter of the respondents that lived within half a kilometre of the five closest licensed premises reported problems with drunkenness in their neighbourhood.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Almost 21% of the respondents who lived in SLAs with more than 22 licensed premises per 10, 000 population reported neighbourhood problems with drunkenness (with between 11% and 15 % who lived in SLAs with fewer LPs reporting problems).</li> </ul> |
| <ul style="list-style-type: none"> <li>• Almost 36% of respondents who lived within half a kilometre of the five closest liquor outlets reported property damage in their neighbourhood (compared to 30% who lived 0.5 - 1.6kms, and 23% who lived over 1.6km away).</li> </ul>                  |

### Specific examples of increased availability and subsequent results

*(The following section has been adapted from information provided by David Hawks & Tanya Chikritzhs, 2006).*

#### Introducing Sunday trading for hotels in Perth

In July 1970, it became lawful for hotels and taverns in metropolitan Perth to sell alcohol on Sundays. Prior to 1970, hotel trading was only permitted from Monday to Saturday between the hours of 10am and 10pm. However, the regulations stipulated that the new opening hours were only permitted in two hourly sessions with at least a two hour interval separating the sessions. Eight years after the changes, Smith (1988) reported on the effect of the new Sunday trading hours on road crash fatalities and hospitalisations.

Numbers of road crash fatalities and hospitalisations occurring during the three years before the change in trading hours were compared to numbers of crashes occurring during the three years after. Since the remainder of the state of Western Australia had been allowed Sunday trading for the whole of the study period, non-metropolitan crashes were employed as controls. The remaining six days of the week were also employed as controls to adjust for any overall change in the frequency of road crashes.

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| <ul style="list-style-type: none"> <li>• Compared to all other days of the week, there had been a significant increase in the proportion of road fatalities and hospitalisations occurring specifically on Sundays.</li> </ul> |
| <ul style="list-style-type: none"> <li>• There was no significant change in serious road injuries in the non-metropolitan area (control group).</li> </ul>   |



### **Introducing extended trading permits (ETPs) for hotels in Perth**

National Drug Research Institute conducted an evaluation of the impact of extended trading permits (ETPs) - that extended closing times by one to two hours, mostly on Thursdays, Fridays, Saturdays and Sundays - for Perth hotels and taverns (Chikritzhs et al., 1997). The results supported the following conclusions:

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| <ul style="list-style-type: none"><li>• Licensed premises which obtain ETPs show increased levels of alcohol purchases compared to their normally trading counterparts.</li></ul>                                      |
| <ul style="list-style-type: none"><li>• Licensed premises which obtain ETPs are associated with increased levels of violence occurring in and around these premises.</li></ul>   |
| <ul style="list-style-type: none"><li>• ETPs cause a shift in the timing of alcohol related incidents so that greater numbers occur after the new closing time.</li></ul>  |
| <ul style="list-style-type: none"><li>• After an initial few (4) hotels were successfully granted ETPs soon after the changes in July 1993, a further 41 premises followed suit over the next several years.</li></ul> |

### **Introducing Sunday trading for licensed premises in Victoria**

During the 1980's the Victorian Liquor Control Act 1987 was amended to allow licensees to obtain a permit which allowed them to trade at any time between noon and 8pm on Sundays. About a year and a half after the amendment, 57% of hotels and 69% of night-clubs had obtained such permits (Smith, 1990). Smith (1990) investigated the impact of the introduction of Sunday trading on levels of road crashes and found:

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| <ul style="list-style-type: none"><li>• a 42% increase in the number of casualty accidents occurring during the four hours subsequent to closing time</li></ul>   |
| <ul style="list-style-type: none"><li>• This rise did not occur at the same time for the other weekdays, nor was there evidence of a decline in road crashes during any other time period (therefore it is a fair assumption that the changes were not the result of a shift in the timing of these incidents).</li></ul>   |
| <ul style="list-style-type: none"><li>• The Ministry for Police and Emergency Services (Victoria) study of serious assaults on civilians showed that serious assaults in and around licensed premises increased at these locations, especially between 2am and 4am on Thursday through Sunday nights following the Victorian deregulation. (Arnold &amp; Laidler, 1994)</li></ul> |

### Introducing Sunday trading for licensed premises in Brisbane

On the third of April 1970, Sunday alcohol sales were introduced in Brisbane. The new Sunday session times for the city of Brisbane were from 11am to 1pm followed by a three hour break, then resuming at 4pm, and finally closing at 6pm. However, the remainder of the state of Queensland had been allowed identical Sunday trading times over eight years before (since December 1961), and special tourist areas within the Brisbane area had them since May 1965.

In order to determine whether extended trading had any adverse effect upon the Brisbane community, Smith (1988) compared numbers of serious injury crashes (deaths and hospitalisations) and crashes resulting in property damage occurring on Sundays at certain times, with crashes occurring at similar times for other days of the week. Additionally, both before and after periods were examined and crashes occurring in regions of Queensland other than Brisbane were also employed as controls.

The results of the investigation indicated:

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| <ul style="list-style-type: none"> <li>• a 52% increase in reported property damage accidents from midday to 2pm, during which time the new 11am to 1pm Sunday trading session operated.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• during the two hours directly following the second trading session between 4pm and 6pm, there was a 130% increase in serious injury crashes and an 85% increase in crashes causing property damage.</li> </ul>                                      |
| <ul style="list-style-type: none"> <li>• none of the other days of the week to which Sunday crash rates were compared showed any significant changes, similarly, the number of crashes in the rest of the state, (i.e., the control area) did not vary significantly at any time.</li> </ul> |

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# Local Government Alcohol Management Fact Sheet 10

## Collaborating with Key Stakeholders

This fact sheet provides information that may be useful for Local Government officers working on projects that could benefit from collaboration with key agencies. It provides useful tips for developing and maintaining strong and productive working partnerships.

**Relevant for:**

Department area	Operational and policy-related work
All departments	Any project that involves liaising with other key agencies

**Summary**

Working in collaboration or partnership brings together groups/organisations, from across the government, non-government, private, volunteer and community sectors, to pursue a common vision or shared interest and to work together to achieve more than any of them could on their own. It can be informal or formal. It can involve a small number of individuals and organisations or a wide range. It may be focused on a small discrete project, such as facilitating a community forum, or on a long-term program aimed at achieving sustainable change in the community.

There are many benefits to working in partnership, including:

- Information sharing.
- Ensuring that programs or initiatives developed are relevant to local community needs and state policies.
- Improved access to planning.
- Improved access to funding.
- Gaining access to government policies and action plans.
- Easing demand on resources by removing or sharing overlapping or duplicative effort.
- Networking.
- Sharing good practice.
- Accessing hard to reach communities.
- Improving quality of delivery and support.

**Establishing effective working relationships**

The following steps may assist you to establish constructive working relationships with key partners:

- **Undertake some initial research to ascertain:**
  - Who are the existing representative groups and/or agencies that share an interest in alcohol issues and the specific alcohol issue you are focusing on?
  - Who are the key contacts within those groups/agencies?
  - Do some of these groups/agencies already have key contacts/links that you can utilise?
- **Build on existing links and programs:** Chances are there are agencies or groups that share similar interests and may be already undertaking work in this area. There is no point duplicating work that someone else has already done and will be happy to share with you.
- **Be clear about what you are trying to achieve:** Before approaching a potential partner consider what it is that you want to achieve. You may get a more positive response from a potential partner if you approach them with some well thought out ideas on how to address an issue, rather than just highlighting the problems.



- **Speak to the right people:** Finding the right person to speak to and to involve is crucial. They should be someone who has an interest in the same area or issue as you, either professionally or personally.
- **Try to understand what they want:** It helps to have an understanding of the constraints and priorities of the agencies and individuals you are seeking to work with, especially if those people work in a volunteer capacity. What are their aims and priorities? Are you able to offer them some benefits or opportunities? Partnerships should be ‘win-win’ situations.
- **Sell the potential benefits:** What will be the value for the local community, for partners?
- Try to think of any work that you intend to undertake as a **continuous development rather than a one-off.**



# Local Government Alcohol Management Fact Sheet 11

## Licensed Premises Breakout Areas

Recent changes to the *Health (Smoking in Enclosed Public Places) Regulations* have made smoking in enclosed public places illegal.

Licensed premises that wish to allow smoking in their venues must now establish an open area that will comply with the new legislation. Where such an area cannot be accommodated within the existing area of the premises, the Licensing Authority recommends the establishment of a 'breakout' area within or adjacent to the licensed premises.

### Director of Liquor Licensing policy

To guide the formation of these areas the Director of Liquor Licensing has developed a policy, 'Guidelines for licensees seeking to establish 'breakout areas'.

A 'breakout area' is considered to be a small area, which will form part of the licensed premises, where smokers may temporarily smoke and consume liquor. In accordance with this policy:

- the purpose of the area is a short stop or short term area for smokers
- there will be no bars or service of liquor in the area
- appropriate ashtrays will be installed and the area regularly cleaned
- smokers will be discouraged from remaining in the area longer than necessary than to have a smoke (Department of Racing, Gaming and Liquor, 2007).

The establishment of breakout areas is relevant to Local Governments as they require an application for both and alter/redefine and extended trading permit (extended area). Both these applications require approval from Local Government.

In addition, the establishment of breakout areas beyond the existing licensed area can create issues for Local Governments if areas are not appropriately situated or managed.

### Risk considerations for particular breakout areas

For some premises the only area that may be available for a break out area is the footpath. While Local Governments are not required to support the use of areas such as footpaths, if Local Governments choose to support such an application there are a number of important issues for consideration:

- Traffic: areas that are established near busy roads propose a safety risk for patrons of the premises.
- Litter: problems with litter may occur if areas are not properly managed or suitable bins are not provided.
- Line management: it is not recommended that areas are established near entrances to the premise where patrons also queue to enter a premise. Problems such as people passing alcohol to persons standing in the line, or people entering the premise via the breakout area (rather than the main entrance) can occur.
- Juveniles: people under 18 years of age can be attracted to licensed premises and attempt to access them. Breakout areas may provide easy access to premises by juveniles or people in these areas may easily exchange alcohol to juveniles outside of the premise due to the necessity to not have such areas completely enclosed.



### Tips:

Some tips for Local Governments when considering such areas include:

- Where areas are outside of the premise, recommend that areas are appropriately delineated and provide some sort of barrier between the premise and street frontage.
- Ensure areas are appropriately lit.
- Check to see how the area will be managed and monitored, for example, will there be crowd controllers or bar staff monitoring the area? This will assist with preventing street drinking and other issues mentioned in this section.

### References

Department of Racing, Gaming and Liquor 2007, Director's Policy - Guidelines for licensees seeking to establish 'breakout areas'. Perth, Western Australia.

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