



Curtin University

Alcohol Management Plan (SAMPLE)

for

[REQUESTING CLUB / ORGANISATION]

This document is provided merely as a sample to assist clubs or organisations who may be seeking to hold events on Curtin campuses that incorporate the service and consumption of alcohol. This document, if utilised, should be adapted by the club / organisation to suit their individual requirements. Any club / organisation who uses this document does so at their own risk and such use does not constitute nor guarantee Curtin approval or acceptance of liability for its contents.



1. Summary

This Plan is to ensure the [Requesting Club / Organisation] (“the Club”) at all times complies with Curtin University (“the University”) and the Department of Local Government, Sport and Cultural Industries - Racing Gaming and Liquor (“the Department”) requirements in relation to the service of alcohol on University grounds.

This Plan aims to mitigate the risk of harm to:

- people;
- property;
- the reputation of the Club, including breach of liquor licensing laws or its agreements with the University; and
- the reputation of the University.

This Plan is provided as a sample document to help clubs. However, the Club is responsible for:

- customising this Plan where necessary;
- preparing and complying with this Plan and any related University or Department requirements; and
- adhering to all laws, including the Liquor Control Act 1988 (“the Act”).

2. Location

This Plan is in relation to the Club’s use of the University’s facilities located at:

- **Edinburgh Oval Building 107**; noting,
- alcohol service and consumption will be limited to the **building and verandah only** (“the Premises”) (refer Premises Plan); and
- alcohol or glassware must:
 - stay within the Premises area. The Club is responsible for ‘roping off’ the Premises area if necessary.
 - not be taken onto grassed areas or playing fields.

At all times alcohol is available at the Premises:

- a map/diagram of the ‘Premises / Service area’ must be displayed at the bar; and
- the Bar Manager must remain within the Premises area to actively supervise and ensure no alcohol leaves the Premises.

3. Event Schedule, Service Periods and Licenses

Regular Schedule:

- Training Nights:
 - Each **Tuesday** from [Date] until [Date].
 - Training runs from [Time] until approximately [Time].
 - Alcohol will only be served for a maximum of **4 hours** from **6:00 pm** until no later than 10:00 pm.
 - Total attendees over the entire course of the event must not exceed **75**.
- Match Day:
 - Each **Saturday** from [Date] until [Date].
 - Games run from [Time] until approximately [Time].
 - Alcohol will only be served for a maximum of **2 hours** from **8:00 pm** until no later than 10:00 pm.
 - Total attendees over the entire course of the event must not exceed **100**.

Nominated Schedule:

Date	Training / Match Duration	Alcohol Service / Event Period	Attendees	Comments
23/10/21	[Time] until approximately [Time]	3 hours from 7:00 pm until no later than 10:00 pm	Max 75	

The Club is entitled to a Small Functions exemption (refer Annexure A) if they comply with the specified criteria.

If the Club want increased attendee numbers or service hours, or wish to hold other ad-hoc events, the Club must:

- first obtain a Letter of Consent from the University (via Curtin’s Properties, Facilities & Development (PF&D) team);
- then apply for an Occasional Liquor Licence from the Department; and
- provide a copy of the approved Occasional Liquor Licence to Curtin’s PF&D and Safer Community teams.

4. Monitoring Attendee Numbers

- All patrons must be within line of sight of the Bar Manager who must undertake regular headcounts.
- Players and coaches are counted as attendees if they are within the Premises area unless they are legitimately managing or supervising the event, serving food or drinks, or providing event entertainment.
- If attendee limits are reached, the Club will refuse entry to new patrons and existing patrons may be asked to leave.
- The Club is responsible for ensuring compliance with capacity limits and alcohol service is limited to patrons who must either appear on a team sheet of a team playing / training that day, or sign in as a Club approved guest. A guest sign-in book will be provided by the Club.

The Club must ensure all events are considerate of the surrounding area (e.g. residents, hotel guests) including attendee noise and behaviour.



5. Staffing and Responsible Service of Alcohol (RSA)

- RSA training is mandatory for all bar staff / volunteers, which must be completed before being permitted to serve alcohol at an event.
- At least 1 Restricted Manager (e.g. Bar Manager) must be present at all times during the event.
- Evidence of RSA and Restricted Manager training and compliance must be held by the Club and produced to the University on request, which may include during an event at the Premises. A Mandatory Training Register is required by the Department to be available for inspection on demand.
- For more information refer: <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/training>
- All alcohol will be:
 - stored under lock and key during non-service periods; and
 - strictly limited to only Club staff / volunteers that are rostered for the event and comply with the above RSA requirements.
- The Club must always ensure:
 - appropriate RSA staffing for each event;
 - it always provides soft drinks, snacks / food, and low alcohol options;
 - free drinking water is readily available at the Premises at all times during events; and
 - Bar staff must ensure the responsible service of alcohol at all times.
- The Club's Alcohol Policy is included at Annexure B.
- Club staff / volunteers must read and sign this Alcohol Management Plan (incorporating Annexure B) to ensure individual understanding and compliance.
- BYO alcohol is not permitted on campus. If the Bar Manager, staff, or Club officials witness BYO alcohol, refer Incident Management process below.

6. Incident Management

- The Club must ensure it undertakes a Risk Assessment and has an Emergency Management Plan for each event.
- As part of the Club's risk assessment, they will always consider the Department's 'general rule' of two (2) crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof.
- Should the Club's risk assessment determine they will not apply the Department's 'general rule', as a minimum the Club will adopt crowd control measures using the below indicative guide:
 - Up to 50 attendees, Club staff will manage crowd control and/or may need to hire at least 1 crowd controller;
 - 51 to 75 attendees, at least 1 crowd controller may need to be hired by the Club;
 - 76 to 100 attendees, at least 2 crowd controllers may need to be hired by the Club;
 - Over 100 attendees, at least 2 crowd controllers will be hired by the Club for the first 100 attendees, plus 1 crowd controller for each additional 100 attendees (or part thereof).
- Crowd controllers must:
 - remain for thirty (30) minutes after an event to assist in orderly dispersing of patrons off premises and campus;
 - have a current WA Crowd Control Licence; and
 - be inducted through the University's Induction process.

NOTE: Curtin's Safer Community Team cannot be counted as event security or crowd control.

- If the Bar Manager, staff, or Club officials witness poor behaviour or non-compliance with this Plan or the Act:
 - the patron/s will be asked to leave the Premises and the University campus, and will be advised of transport options.
 - the patron/s team manager will be asked to help remove the patron/s as required:
 - if needed, it is expected that the team manager will advise the patron that non-compliance with a direction to leave may result in suspension or expulsion from the tournament and/or Club.
 - escalation to the Club executive management as per clause 7 "Escalation", either in person or via phone call.
 - should the situation require, contact WA Police and immediately after this notify the Curtin Safer Community Team.
- The Club must:
 - ensure first aid kits are available at the Premises for the duration of all events.
 - use trained first aiders to provide first aid where possible.
 - should the situation require, contact an Ambulance and immediately after this notify the Curtin Safer Community Team.

7. Escalation

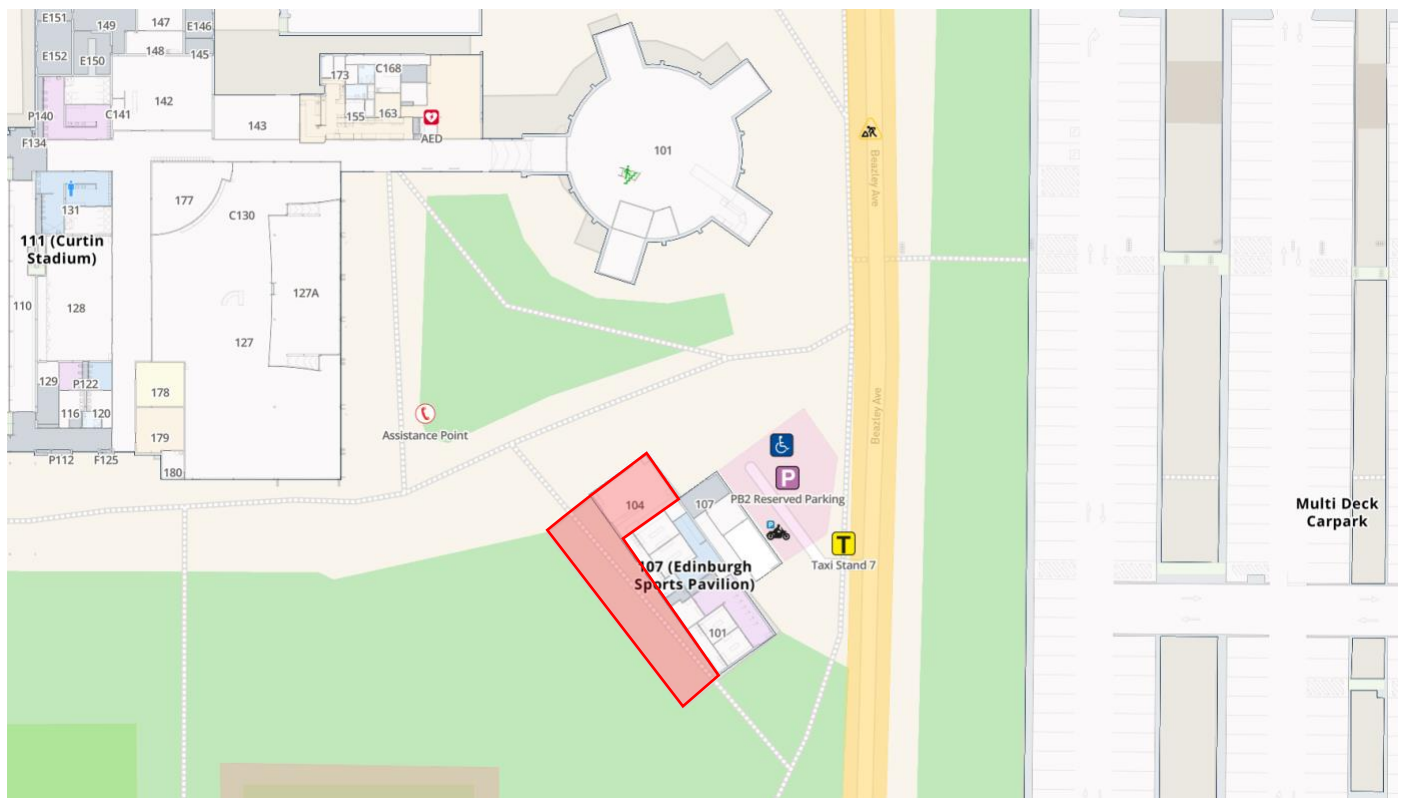
- Any breach of this Plan witnessed by a Club member, official, staff or volunteer; or the University and their affiliates should follow this escalation process:
 - 1) Phone the Club President ([Jane Sample – 0400 000 000](tel:0400000000)), and if no answer the Club Secretary ([John Smith – 0411 111 111](tel:0411111111)).
 - 2) Any photographs / footage of Club members breaching this Plan is to be emailed to the Club within 24 hours of the incident (or the next business day) at club.email.address@yourclub.com.
- Club terms and conditions of membership shall include a provision that any member breaching Club policies (including this Plan) may have their membership suspended or terminated by the Club with immediate effect.



8. Register of Use

- The Club (e.g. Club secretary) must keep a register of all the Club's regular and ad-hoc use ("events") at the Premises including:
 - the date and times the Premises is used by the Club;
 - the type of liquor licence utilised for each event (Small Functions exemption, or Occasional Liquor Licence); and
 - the on-duty Bar Manager and staff for each event, including RSA staff / volunteers with permitted access to the alcohol.
- The Club must notify the Curtin Safer Communities Team **of all pre-approved events at least 2 weeks prior to the event** via email at securitycommsoffice@curtin.edu.au including confirming the appropriate liquor licence (or exemption) and staffing will be in place.
- The Club must submit an Event Request Form to Curtin Stadium for **all other or ad-hoc events at least 8 weeks prior to the event** via email at stadiumsports@curtin.edu.au including an Alcohol Management Plan and Risk Assessment suitable for each ad-hoc event.

9. Premises Plan



Premises Area (Bar Area and Verandah only)

10. Club Acknowledgement

I _____ as authorised representative of **[Requesting Club / Organisation]** confirm that I have read and understood this Plan and confirm that the Club is aware of its obligations and responsibilities and agrees to adhere to all aspects of this Plan.

Signed _____ Date _____

11. Staff / Volunteer Acknowledgement

I _____ have read and understood this Plan and agree to adhere to all aspects of it and take responsibility either as the person in charge when my name appears on the roster, or if I am present at the club during an event.

Signed _____ Date _____

APPENDIX A – Small Functions Exemption

Under the Liquor Control Act 1988 (“the Act”), an exemption category exists for obtaining a Liquor Licence for ‘small functions’ (<https://www.dlgsc.wa.gov.au/department/publications/publication/exemptions-to-the-liquor-control-act-1988-policy>).

The ‘small functions’ exemption:

- is applicable to small events where previously the organiser would have been required to apply for an occasional licence (for example a book launch or a small private event);
- does not apply to premises where a permanent liquor licence is already in effect; and
- does not provide the means by which an entity can establish a permanent business in the sale and supply of liquor (in these instances, it would be necessary to obtain a permanent liquor licence).

The sale or supply of liquor at a function (where the serving of liquor is ancillary to the purpose of the function) is exempt from the Act, provided:

- the total number of attendees over the entire course of the function does not exceed 100 and the service of liquor lasts a maximum of 2 hours (continuous), commencing no earlier than 6 am and finishing no later than 10 pm on the same day; or
- the total number of attendees over the entire course of the function does not exceed 75 and the service of liquor lasts a maximum of 4 hours (continuous), commencing no earlier than 6 am and finishing no later than 10 pm on the same day.

An “attendee” does not include a person who is:

- managing or supervising the function;
- providing services at the function (such as serving food or liquor; security etc);
- providing entertainment at the function or assisting a person who is providing entertainment.

Additionally, a drunk person is not allowed to consume liquor at the function, nor is liquor to be supplied to a drunk person.

For the purposes of this exemption, a function is defined under section 3(1) of the Act as: “a gathering, occasion or event (including a sporting contest, show, exhibition, trade or other fair, or reception) at which it is proposed that liquor be sold or supplied to those present.”

Where liquor is sold or supplied at a small function, the premises on which the function takes place is deemed to be ‘regulated premises’ under section 122 of the Act. Offence provisions under section 122 and section 115 therefore apply to the supply of liquor to juveniles and drunk persons, the consumption and possession of liquor by juveniles and the consumption of liquor by drunk persons on these premises.

APPENDIX B – Organisation Alcohol Policy (<https://www.playbytherules.net.au/resources/templates/alcohol-policy>)

Our commitment

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking. Alcohol-free social events will be provided for young people and families. We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

What we (the Club) will do

Serving Alcohol

Alcohol will be served in compliance with the requirements of our club's liquor licence (occasional or exemption) and in accordance with the safety and wellbeing of patrons.

- Only RSA servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence (or exemption conditions) will be displayed at the bar.
- Excessive or rapid consumption of alcohol will not be tolerated, including 'skulling' and drinking games.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A Club committee member will be present at events where alcohol is served.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent, and disrespectful behaviour.
- Servers will follow procedures and RSA guidelines for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

Safe transport

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.
- Our club will implement a designated driver program.

Food and other drinks

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available at all times.
- Tea and coffee will be provided at the bar during social functions.

Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise, promote or serve alcohol at junior events or activities.
- We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

What we ask you (our Members) to do

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at training / games (e.g. as a spectator, as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.
- Only consume alcohol within the permitted Premises / Service area.

Non-Compliance

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation and our club's Member Protection Policy to provide for the protection, safety and welfare of members and their families and guests.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition / tournament. The young person's parents shall be advised and will be responsible for getting their son / daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.