



# AFL BARWON LIQUOR ACCORD 2025–2028



# In conjunction with:



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# Table of Contents

<b>Aim of AFL Barwon Liquor Accord</b> .....	4
<b>Stakeholders</b> .....	4
<b>Administration</b> .....	5
<b>Responsible Service of Alcohol (RSA)</b> .....	5
<b>Responsible advertising and promotions</b> .....	5
<b>Intoxication</b> .....	6
<b>Illicit drug use</b> .....	6
<b>Crowd controllers</b> .....	6
<b>Minors</b> .....	6
<b>Acceptable forms of identification</b> .....	7
<b>Amenity</b> .....	8
<b>Staff training</b> .....	8
<b>Closed circuit television (CCTV)</b> .....	8
<b>Communication</b> .....	8
<b>Management of events</b> .....	8
<b>Membership</b> .....	9
<b>AFL Barwon Liquor Accord member list</b> .....	11
<b>LCV Accord Banning guidelines</b> .....	13

## Aim of AFL Barwon Liquor Accord (the Accord)

- The aim of the Accord is to contribute to the health, safety and wellbeing of residents and visitors to local area. This will be achieved by promoting the responsible service, sale and consumption of alcohol and encouraging high community behaviour standards.

## Stakeholders

The success of the Accord relies on commitment from the following stakeholders:

### AFL Barwon, licensees and nominees

- Promote local sporting clubs as a safe and inclusive area.
- Work with the other stakeholders and accord members to assist in maintaining compliance with relevant laws, licensing regulations and licence conditions.
- Participate in meetings and the monitoring and evaluation of the Accord.
- Work in partnership with other stakeholders in related community projects.
- Support the banning decisions made by Accord members.

### City of Greater Geelong, Surfcoast Shire, Colac Otway Shire, Wyndham City Council, Borough of Queenscliff, Golden Plains Shire

- Promote and support the Accord.
- Work with other regulatory authorities to ensure all licensed venues are monitored for compliance with relevant laws, licensing regulations and conditions.
- Participate in the monitoring and evaluation of the Accord.
- Work in partnership with key stakeholders in related community projects.

### Victoria Police

- Monitor licensed premises compliance with the *Liquor Control Reform Act 1998* requirements and other relevant legislation.
- Provide appropriate data to the Accord relating to alcohol management and crime.
- Maintain membership of the Accord.
- Participate in the monitoring and evaluation of the Accord.
- Work in partnership with key stakeholders in related community projects.

### Liquor forum chairperson/administration

- Maintain membership of the Accord, including up-to-date contact details.
- Send timely meeting reminders and minutes to members via email and distribute relevant information from Liquor Control Victoria to members.
- Organise guest speakers when applicable and maintain the momentum of the Accord.
- Update this Accord document as required.

### Liquor Control Victoria (LCV)

- Monitor licensed premises compliance with the *Liquor Control Reform Act 1998* requirements and other relevant legislation.
- Provide on-going support and guidance for the Accord, licensees and their managers, on the *Liquor Control Reform Act 1998* requirements.
- Support the Accord by providing a bi-monthly newsletter, up-to-date information and advice and

attend meetings where possible.

## Administration

- Display current liquor licence in a position that invites public attention.
- Ensure staff understand licence conditions, including trading hours and other obligations.
- Ensure staff know what the red line plan is and where to find a copy so it can be provided to Victoria Police or LCV inspectors when requested.
- Ensure correct [LCV required signage](#) is on display.
- Record all incidents in an incident register book, noting the time, date and staff member involved in the incident if applicable.

## Responsible Service of Alcohol (RSA)

- RSA training is mandatory for licensees and staff selling, offering or serving liquor for general, on-premises, late night and packaged liquor licences.
- Licensees and staff have one month from the date they first sell, offer for sale or serve liquor on a licensed premises to complete an approved RSA training course.
- The approved training course is the Nationally accredited RSA course (SITHFAB021). Ensure staff are undertaking the approved course, which issues the correctly branded certificate. Statement of Attainments are not sufficient.
- LCV's [free online refresher course](#) must be completed every three years.
- Have a copy of every staff member's most recent correctly branded RSA certificate available on request. Check staff know where to access the certificates.
- Display LCV's [RSA Principles poster](#) in staff room/back of house.

## Responsible advertising and promotions

- Adhere to LCV's [Guidelines for Responsible Alcohol Advertising and Promotions](#).
- Refrain from pricing practices or promotions that encourage rapid consumption of alcohol or alcohol abuse.
- Keep 'happy hours' to a maximum of two hours per day.
- Serve drinks at standard measures.
- Promote and ensure free water is available for patrons.
- Remember advertising and promotions relate to in-house, social media/online and external promoters.

## Sexual harassment

- Promote a 'Safe Night Out' campaign for everyone attending sporting clubs.
- Work closely with other sporting clubs and AFL Barwon to maintain a standard of behaviour so all customers feel safe.
- Ensure any behaviour not in line with this is discouraged quickly and persons involved educated, or asked to leave the venues.

- Keep a clear line of communication open with Victoria Police in relation to ongoing sexual harassment behaviours by customers.

## Intoxication

- It is against the law to serve alcohol to an intoxicated person.
- Ensure all staff, including security, are aware of [LCV Intoxication guidelines](#).
- Remind staff about the early signs of intoxication and the importance of intervening early.
- Promote non-alcoholic beverages and snacks.
- Encourage patrons to drink responsibly and let them know they will be asked to leave if they become drunk, violent or quarrelsome.

## Illicit drug use

- Have a zero tolerance to illicit drug use in any form.
- Promote education resources from external stakeholders about the impact of drugs.
- Be proactive and implement harm minimisation strategies regarding drug use.

## Crowd controllers

If licensees have a crowd controller condition on their licence, they must abide by certain requirements.

- Ensure crowd controllers have a current licence under the *Private Security Act 2004* – status can be checked online.
- Maintain a crowd controller's incident register book (this is separate to an in-house incident book).
- Brief security before their shift about expectations, including conflict resolution and communicating with stakeholders.
- Ensure security maintain queues in an orderly fashion.
- Check ID of all patrons who look under 25 years old.
- Walk around the outside perimeter of the venue to look for potential risks e.g. patrons pre-loading, minors trying to access venue.

## Minors

**Minors are not permitted to drink alcohol on licensed premises under any circumstances.**

- Anyone under the age of 18 years is considered a minor.
- The legal drinking age in Victoria is 18 years. It's illegal for anyone to supply alcohol to a minor on licensed premises. It's also illegal for a minor to be on licensed premises to purchase, receive or consume alcohol.
- A minor may be on licensed premises if they are in the company of a responsible adult.
- A responsible adult is defined as a person who is 18 years or older and is:
  - the minor's parent, step-parent, guardian, grandparent, or
  - the minor's spouse who is over the age of 18 years, or
  - a person acting in place of a parent and who could reasonably be expected to supervise the minor – for example, a sporting coach.

- An unaccompanied minor cannot be on licensed premises unless:
  - there is a condition allowing them to be on the licence (for example, a junior sports club)
  - it holds a restaurant and cafe licence (until 11pm)
  - it holds an on-premises licence with restaurant conditions (until 11pm)
- Other circumstances that permit unaccompanied minors on licensed premises are if the minor is:
  - having a meal
  - a resident of the premises if accommodation is supplied
  - employed by the licensee but not involved in the sale or supply of alcohol
  - completing an LCV approved training program in hospitality, and they're on the premises as part of that training course (approval is provided in writing and it includes a condition the minor is closely supervised whilst serving).
- Prominently display LCV required signage about restrictions on minors.
- Brief staff on when minors can legally be there and the definition of a 'responsible adult'.
- Ensure underage staff are not involved in the sale or supply of alcohol, including taking orders/payment for alcohol or delivering alcohol to a table.
- A list/register of minors employed on the premises (which may be the time and wages record book) is maintained by the licensee and is available upon request for viewing by Victoria Police or an LCV inspector.

## Acceptable forms of identification

It is important to check ID before a person enters or at the bar.

- [Acceptable forms of ID](#) are:
  - Australian driver licence (including digital driver licence)
  - Victorian learner permit
  - Foreign driver licence in the English language or if not in the English language, must be accompanied by an official English translation or an International Driving Permit
  - [Victorian Proof of Age card](#) or an equivalent from another state or territory of Australia
  - Keypass card (incl. [digital keypass](#))
  - Australian or foreign passport
  - Victorian marine licence
- Apply the following standards when checking ID:
  - Ask customer to remove ID from their wallet/purse and pass the ID to a staff member, so they can hold and inspect it.
  - If checking digital ID, don't touch the customer's phone.
  - Check date of birth is accurate and hasn't been tampered with (check back of the ID too).
  - Photo matches the person presenting the ID, paying close attention to physical features.
  - Photo is checked to ensure it has not been substituted or tampered with.
  - If staff believe an ID is false, defaced or not the person presenting the ID, confiscate it and forward to police ASAP (excluding a driver licence).



## Amenity

Be considerate of your neighbours and respect the amenity of the area in and around your licensed premises.

- Ensure entrances and exits are well lit and clear.
- Ensure immediate surroundings are safe and allow good visibility of patrons arriving and departing.
- Minimise noise generated from the premises for example keep doors closed, be mindful of noise from beer gardens/courtyards.
- Encourage phased and orderly exit of patrons from premises when closing.
- Assist patrons in accessing safe transportation out of the area.
- Display signage about patrons respecting the neighbours when departing the venue.
- Ensure rubbish in the surrounding area is removed after closing – providing bins may assist.
- Be considerate of neighbours when emptying glass bottles into outdoor rubbish bins, avoid it late at night.

## Staff training

- Have appropriate induction training for new staff.
- Provide ongoing training for staff e.g. first aid, emergency evacuation, conflict resolution
- Have regular team meetings to ensure staff are up to date with legislative requirements and management expectations.
- Share information and knowledge gained at liquor forums with all staff.

## Closed circuit television (CCTV)

If applicable to the liquor licence:

- Abide by CCTV requirements as per licence conditions.
- Ensure CCTV equipment is serviced regularly.
- Ensure staff know how to access footage when requested.

## Communication

- Have a policy or procedure for notifying other venues of problematic patrons or relevant incidents.
- Maintain a group chat or other communication between neighbouring venues – to be used in the event of ejecting or refusing entry to patrons.
- Ensure contact details of neighbouring venues are routinely updated.
- Maintain close liaison and open communication with all other Accord members and stakeholders.

## Management of events

- Advise Victoria Police in advance of any events likely to increase patronage, such as tickets being sold for functions where alcohol is included for a specific time frame.



- Ensure functions/events can legally be held using current liquor licence, or ensure the appropriate licence is obtained prior to the function/event being held.
- Develop a house policy outlining how the event/function will be delivered and measures in place to manage alcohol responsibly.
- Ensure you have appropriate staff and security rostered during events, including New Year's Eve and other public holidays.
- Ensure staff are easily identifiable.
- Provide information to patrons on safe transport options.
- Monitor the amenity of your venue regularly for any litter, damage, and noise – particularly at the end of the event.
- Use plastic glasses where possible to reduce glass injuries.

## Membership

- Membership will include representation from Council and Victoria Police.
- Membership will be available to agencies with interest and expertise in liquor licensing and the reduction of harm within the accord area and at licensed venues.
- Membership is voluntary and open to all liquor licensees within the accord area.
- Membership requires attendance and participation at quarterly meetings, communication with other stakeholders and commitment to implementing any agreed changes within your own agency/premises.
- By agreement of Accord members at any Accord meeting, membership may be extended to any agency with an interest, expertise, or commitment to the reduction of harm.
- All meetings will invite a representative from Liquor Control Victoria.
- Licensees who agree to and sign the statement of commitment certificate will become members.
- A member may resign by written notice to the liquor forum chairperson/administrator or Victoria Police.
- A member is taken to have resigned if:
  - the liquor forum chairperson/administrator or Victoria Police has made a written request to the member to confirm that they wish to remain a member and
  - the member has not, within 14 days after receiving that request, confirmed in writing that they wish to remain a member.
- If the liquor forum chairperson/administrator or Victoria Police is satisfied that a licensee member (**relevant member**) has failed to comply with the Accord or refuses to support the purposes of the Accord, disciplinary action may be taken against the relevant member as follows:
  - A letter will be sent to the relevant member stating:
    - that it is proposed to take disciplinary action against the relevant member
    - the grounds for the proposed disciplinary action and
    - that the relevant member will be allowed to make submissions in writing or at the next Accord meeting.
  - The relevant member must confirm in writing within 14 days of receiving the letter if they wish to make any submissions in writing or at the meeting.
  - At the next Accord meeting, if the relevant member is in attendance, they will be given time to speak. If a written submission has been sent, then that will be read. The members present at the meeting (other than the relevant member) may decide to:

- take no further action against the relevant member
  - reprimand the relevant member, or
  - cancel the relevant member's membership of the Accord.
- The discussion and any outcome will be recorded in the meeting minutes.
- If a licensee's membership of the Accord is cancelled, they may apply to become a member again after 12 months. The application may only be accepted by agreement of Accord members at an Accord meeting.

## AFL Barwon Liquor Accord member list

### Geelong Football League

Bell Park Sport and Recreation Club	Newtown & Chilwell Football Club
Colac Football Netball Club	North Shore Football and Netball Club
Grovedale Sports Club Inc	South Barwon Football and Netball Club
Geelong West Saint Peters Football and Netball Club	St Albans Football and Cricket Club
Lara Sporting Club	St Joseph's Football & Netball Club Inc
Leopold Football Netball Club	St Mary's Sporting Club (Geelong)

### Bellarine Football League

Anglesea Football Club	Newcomb and District Sports Club
Barwon Heads Football & Netball Club	Ocean Grove Sporting Club Inc
Drysdale Hawks Football Club	Portarlington Demons Football & Netball Club
Geelong Amateur Football and Netball Club	Queenscliff Football and Netball Club
Modewarre Football and Netball Club	Torquay Cricket and Football Club

## Geelong and District Football League

Anakie Football Club	Geelong West Saint Peters Football and Netball Club
Bannockburn Football and Netball Club	Inverleigh Football Netball Club
Bell Post Hill Sports and Recreation Club	North Geelong Football & Netball Club
Belmont Lions Sports Club	Thomson Sports Club
Corio Community Sports Club	Werribee Centrals Sport & Youth Club
East Geelong Football & Netball Club	Eastern Reserve Community Centre (Winchelsea Football & Netball Club)

# LCV Accord Banning guidelines

The *Liquor Control Reform Act 1998 (the Act)* provides that two or more licensees or permittees may enter into a liquor accord with the approval of the Chief Commissioner of Victoria Police and LCV. They may enter into such an agreement for the purpose of minimising harm arising from the misuse or abuse of alcohol at their licensed premises.

The terms of a liquor accord may make provision for licensees or permittees to stop supplying liquor or allowing the consumption of liquor at their licensed premises. The terms may also make provisions for banning a person or the public access to licensed premises.

Liquor accord bans should be implemented only for the purpose of minimising harm arising from the misuse and abuse of alcohol in relation to behaviour that has occurred in or around licensed premises. It is recommended that parties to an accord:

- ensure a decision to ban is fair and reasonable, including providing the banned person with an opportunity to respond to or request review of the decision to ban them
- ensure a ban is made for a clear harm minimisation purpose
- ensure the privacy of personal information in relation to banned persons is maintained
- ensure a ban is non-discriminatory and complies with the provisions of the [Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
- do not ban persons for unreasonable periods of time (maximum 12 months) unless clearly justified by the circumstances and
- appropriately notify the patron that a decision has been made to exclude them.

From 31 January 2022, the maximum period for which a person may be banned under a liquor accord is 12 months.

A licensee or permittee may consult with Victoria Police in developing or enforcing a liquor accord.

## **Release of information for the purpose of enforcing an accord ban**

Section 146D of the Act allows for LCV or Victoria Police to disclose specific information about a banned person to a licensee or permittee who are party to a liquor accord which contains a liquor accord ban. It is an offence under section 146DA of the Act for a person to use or disclose any information received from LCV or Victoria Police regarding banned persons except for the purposes of enforcing a liquor accord ban or otherwise as required by law.

Information will only be disclosed by LCV where necessary for the purposes of the effective and efficient enforcement of the liquor accord ban. When determining whether to disclose information, LCV or Victoria Police may require a licensee or permittee who are a party to an accord to provide further details.



**AFL BARWON LIQUOR ACCORD**

**OUR AIM**

*The aim of the Accord is to contribute to the health, safety and wellbeing of players and supporters visiting local sporting clubs. This will be achieved by promoting the responsible service, sale and consumption of alcohol and encouraging acceptable standards of behaviour in the community.*

**STATEMENT OF COMMITMENT**

- Maintain a high standard of management practice in our club and actively support the aims and objectives of the AFL Barwon Liquor Accord.
- Ensure staff and volunteers are trained in the Responsible Service of Alcohol as required.
- Participate in quarterly meetings with stakeholders at a nominated venue.
- Facilitate and encourage open and regular communication in relation to alcohol-related harm within AFL Barwon and their stakeholders.
- Contribute to and promote AFL Barwon and their stakeholders as a caring, safe, inclusive, innovative and sustainable place to play sport.
- Monitor and discourage anti-social behaviour in and around sporting clubs and their public spaces.
- Foster a collaborative partnership between the Geelong region, liquor licensees, Victoria Police, Liquor Control Victoria (LCV) and other community stakeholders.

\_\_\_\_\_  
Licensing Inspector

\_\_\_\_\_  
Licensee/Nominee

Date:     /     /

Name of Venue: