

Attachment C

<h2>Plan of Management</h2>

Australian Venue Co.

South Eveleigh Tavern Plan of Management

Bays 1 and 2, Locomotive Workshops, South Eveleigh, NSW

Issued: December 2021

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Purpose

The purpose of this Plan of Management ('the Plan') is to establish performance criteria for various aspects of the operations of the "South Eveleigh Tavern" ('the Tavern'), located in Bays 1 and 2 of the Locomotive Workshops, South Eveleigh Precinct having regard to the relevant matters under the *Environmental Planning and Assessment Act 1979* and the *Liquor Act 2007* and any relevant regulations under that legislation.

The Tavern is operated by Australian Venue Co (AVC). AVC operate over 160 pubs, bars and event spaces across Australia. This includes more than 10 licensed venues within Sydney among which several are within the City of Sydney Local Government Area. AVC prides itself on creating experiences tailored for local communities and for operating responsibly.

All staff involved with the sale or supply of liquor and security at the Tavern shall be made familiar with this Plan of Management. A copy of this Plan shall be available on site at all times and immediately produced for inspection, upon request by Police or Council Officers. Copies of the relevant development consents and The Liquor Licence shall be kept on site with this Plan and produced upon a request by Police or Council Officers.

This plan is operationalised through induction and monthly staff meetings. It is reviewed regularly including after any incident and annually with any changes to the Licensees obligations under applicable law.

Site Locality

- 1) The Tavern is located in Bays 1 and 2 of the Locomotive Workshops, South Eveleigh Precinct. The site is partly located on land legally described as Lot 4000 in DP1194309.
- 2) The primary purpose of the Tavern is to operate as family friendly pub and restaurant with no gaming activities. Under the definitions within the Sydney LEP 2012 the food and drink premises will be a 'pub' defined as below and supported by food service which will be available from lunch time into dinner service.

pub means licensed premises under the Liquor Act 2007 the principal purpose of which is the retail sale of liquor for consumption on the premises, whether or not the premises include hotel or motel accommodation and whether or not food is sold or entertainment is provided on the premises.

- 3) The South Eveleigh Precinct is located approximately 300m southwest of Redfern Train Station. It is a commercial precinct containing retail and commercial land uses. It is bounded by railway lines to the north and the suburb of Redfern to the south and east which contains a mix of commercial and residential uses. The nearest residential are located approximately 120m to the south and east.
- 4) The Locomotive Workshops contain 15 bays. The Tavern is located in the north eastern corner of the Workshops as identified in appendix A. It is adjacent to Innovation Plaza which is a public recreational space.
- 5) The nearest train station is Redfern which has an entrance on Marian Street that is approximately 200m from the site. Numerous bus services operate nearby from Gibbons and Regent streets.

Capacity and Hours of Operation

- 6) The Tavern will operate between 10am-12am, 7 days per week.
- 7) The maximum patron capacity is 720.
- 8) Seating is provided for up to 328 patrons, remaining patrons will use available standing room.
- 9) Seating capacity may be increased or reduced under an exhibition, heritage event, or function.

Daily Venue Operation

- 10) Primary patron access will be provided from Innovation Plaza.
- 11) Non-fixed items may be used to restrict access to the Tavern from within the Locomotive Sheds as indicated in appendix B. This may include the use of items such as booth seats, furniture, planters, display items, bollards and ropes, etc to delineate the spaces. This second entrance point can be staffed to restrict access when necessary.
- 12) The Tavern holds a General Bar Licence and the entirety of the Tavern is an authorised area under the *Liquor Act 2007*. The Tavern is a 'pub' as defined by the Sydney LEP 2012.
- 13) Food preparation will occur in the kitchen from which the freezer and cool rooms are accessible.

- 14) No bathrooms are provided within the tenancy. Patrons may use the publicly accessible bathrooms identified in appendix B.
- 15) Signage will be provided within the Tavern directing patrons to the bathroom facilities. During busy periods, staff will direct patrons to the larger bathroom block with Bay 3.
- 16) The licensee is to ensure that no persons queue outside of the premises in such a way as to block entrances to other tenancies or impede movement through Innovation Plaza. If necessary, staff will:
 - use of temporary ropes and bollards;
 - minimise loitering by moving on patrons beyond the maximum capacity; and
 - ensure the fast and efficient movement of the queue.

Deliveries

- 17) Management shall endeavour to receive deliveries to the premises between 7am and 10pm on weekdays or Saturdays and between 8am and 9pm on Sundays and Public Holidays.
- 18) Deliveries are to occur via the building's common loading dock. Goods are to be transferred to the tenancy as depicted in Appendix A.

Waste Management

- 19) The waste generated from the Tavern will be stored in the adjacent common waste storage area (identified in Appendix A). Waste is to be transferred to the waste room as depicted in Appendix A.
- 20) The Tavern shall be kept in a clean and tidy condition. Staff will ensure that the building entry and surrounds are kept clean and clear of litter. The premises will be regularly maintained both, internally and externally.

Operations Relating to Service of Alcohol

- 21) The Licensee or their representative will become a member of the Sydney City Liquor Accord (<https://www.sydneycityliquoraccord.com.au>).
- 22) Through the local Liquor Accord, the Tavern will attempt to deal with the concerns of the local community in addition to any concerns expressed directly to the venue in

accordance with the complaints provisions of this Plan.

- 23) The premises will display the prescribed RSA signage.
- 24) All staff (including security) involved in the sale, service and supply of liquor must hold a valid competency card; the card is proof that the individual has successfully completed training in Responsible Service of Alcohol (RSA).
- 25) Patrons wishing to purchase alcohol will be subject to the RSA guidelines as assessed by staff. Staff are trained, experienced and proactive in relation to checking acceptable photo evidence of age documents indicating that a patron is over 18 years of age.
- 26) Staff will be briefed to properly scrutinise patrons who do not look to be over the age of 25 years. If required, patrons will need to produce a current approved proof of age document to satisfy staff before being permitted to purchase alcohol. Acceptable forms of ID are as follows:
 - a driver or rider licence or permit issued by an Australian State or Territory or any foreign country
 - a NSW Digital Driver Licence
 - Australian or other passport
 - NSW photo card
 - proof of age card issued by a public authority of the Commonwealth or of another State or Territory for the purpose of attesting to a person's identity and age
 - Keypass (over-18) identity card issued by Australia Post.
- 27) Minor are not permitted to drink alcohol on the licensed premises under any circumstances.
- 28) If any patron is identified by staff as exhibiting signs of intoxication, staff will refuse service of alcohol. Any person deemed by staff or security to be intoxicated or affected by other substances will, subject to Duty of Care responsibilities, be removed from the licensed premises.
- 29) Food will be available till 10:00pm. All staff will also be trained to encourage and promote food to patrons during late night trade.
- 30) The Tavern has a zero-tolerance policy on prohibited drugs. Any person suspected to be under the influence of prohibited drugs, distributing or taking drugs will be ejected from the premises and reported to police.
- 31) If a person appears to be under the influence of drugs and requires assistance, staff or

security will call for medical assistance. Staff or security will also assist in directing patrons suspected to be under the influence of drugs to a safe passage home via public, private or taxi transport.

- 32) All signage required under the *Liquor Act 2007* shall be displayed conspicuously in the appropriate places and maintained.

Drink Spiking

- 33) The Tavern aims to provide a safe and welcoming environment for all patrons and as such will be trained to identify potential incidents of drink spiking.
- 34) Drink spiking is when drugs or alcohol are deliberately added to a person's drink without their knowledge or consent. Additives may be colourless, tasteless and odourless, and the victim may not be aware of any difference in their drink.
- 35) Common effects attributed to drink spiking include: Poor coordination and balance, loss of motor skills, dizziness, slurred speech, drowsiness, impaired judgment, nausea, visual problems and unconsciousness.
- 36) Examples of drink spiking can include:
- adding an extra shot of alcohol to a person's drink
 - putting alcohol into a non-alcoholic drink (such as soft drink, mocktail or fruit juice)
 - slipping prescription or illegal drugs (such as tranquillisers, amphetamines or GHB – also called liquid ecstasy) into an alcoholic or non-alcoholic drink
- 37) It's important for staff to be vigilant at all times and react accordingly as these symptoms are also commonly associated with intoxication.
- 38) To prevent drink spiking, staff will ensure to:
- remove any unattended drinks
 - monitor patrons and report suspicious behaviour
 - monitor unusual drink requests (e.g. beer with a shot of spirit)
- 39) If a person suddenly appears drunk or is acting in a strange manner, staff can help by:
- speaking directly to the individual and assessing their behaviour
 - if the individual becomes sleepy or incoherent, move them to a quiet and safe place and alert your manager and security immediately
 - ensure any person who is assisting them is a friend

- if you are suspicious of anyone in the company of the victim, request for their ID and record their details
 - call an ambulance if deemed necessary
- 40) Drink spiking is a serious crime and penalties include fines and imprisonment. If staff witness or even suspect that drink spiking has occurred, the drink owner is to be informed immediately and the matter reported to management.

Staff and Training

- 41) Staffing will be at the discretion of management. When trading at maximum capacity, up to 45 staff could be working including managerial staff, kitchen staff and front of house but excluding security.
- 42) All staff involved in the sale, service or supply of alcohol must have completed an approved RSA and ensure their competency cards remains valid at all times whilst employed. At no time are staff to encourage excessive or unsafe drinking practices. We are committed to ongoing training to deliver best possible adherence to our policy.
- 43) The Licensee must, as a minimum, continually apply the Responsible Service of Alcohol Policy and harm minimisation along with RSA guidelines and practices.

Evacuation Procedures

- 44) A copy of the evacuation procedures is to be attached to this Plan of Management as Appendix E.
- 45) All staff are to be made familiar with the evacuation procedures as part of the onboarding process.

Complaints and Incidents

- 46) AVC maintains an online incident reporting system used throughout its operating group.
- 47) The following details are to be recorded in the incident reporting system following a complaint or incident:
- Date and time of the complaint or incident
 - Nature of the complaint or incident
 - Address and contact details of the complainant or relevant party

- Any actions proposed to address the complaint or incident
 - The actions taken and their outcomes
 - Any follow up with the complainant or relevant party
- 48) The Licensee shall make the details contained in the incident reporting system available to a NSW police officer or Liquor & Gaming NSW inspector upon request or, where not possible, within 24 hours of a request to do so.
- 49) A daily review of the Complaints/Incidents Reports including details of any issues regarding visits or complaints is to be conducted by management.

Consider Our Neighbours

- 50) The Tavern staff will ask that patrons please leave the premises and surrounding area clean and with minimal noise. Patrons who make excessive noise, loiter or otherwise disrupt the good order of the neighbourhood will be referred to police.
- 51) Management, staff and security will regularly monitor inside and outside the premises (immediate surrounds) with an aim to prevent patrons loitering in the area as well as taking action to minimise noise and anti-social behaviour.
- 52) Additional general procedures are:
- Staff will not permit any unduly intoxicated person to enter the premises and will bring to the notice of the Manager or Licensee any persons on the premises who might be considered to be intoxicated.
 - Crowds might typically be experienced in outdoor public areas as people leave the premises and congregate in groups. The management of crowds will require management and staff to regularly monitor the situation and take action as necessary e.g. requesting customers to keep the noise at an appropriate level and if necessary asking people to move along. Staff will also ensure that circulation paths are kept free of people and furniture.
 - Large groups of people might typically be experienced at peak periods such as lunch or dinner time trade particularly when leaving the premises. The management of these groups will require management and staff to regularly monitor the situation and take action as necessary (e.g. requesting customers to keep the noise at an appropriate level and if necessary or asking people to move along). Staff will also ensure that circulation paths are kept free of people and

furniture.

- 53) Staff will call taxis for any person at their request. Staff will be aware of direction and public transport options available to assist in the safe and quick exit for patrons from the vicinity.

Security

- 54) The Tavern will be in charge of its own security. The Licensee and management will closely monitor operations and will liaise with Mirvac and other interested parties as needed. At minimum the Tavern will provide a licensed security person on Friday, Saturday evenings from 6:00pm till close and on Sundays evening from 6:00pm when on an eve of a long weekend.
- 55) When appropriate, licensed security guards will be used to ensure proper and orderly operation of the Tavern.
- 56) Respect, courtesy and dignity are the standards by which patrons will be dealt with whilst in The Tavern. Whilst keeping this in mind, all staff including security will be mindful of refusing service and/or entry to any patron who displays any signs of intoxication (as per RSA) or if the individual cannot prove their age or is generally unruly.
- 57) A copy of the current development consent and this Plan of Management shall be kept in the premises and shall be produced on demand for inspection by any member of the police service, a council officer, or a Liquor & Gaming NSW inspector.
- 58) It will be the responsibility of the security firm hired to ensure all security personnel hold valid licences to carry out crowd control and security activities and understand their obligations under *Security Industry Act 1997*.
- 59) The requirement for all security to have their licence visible during the course of their work will be adhered to. All security will be required to produce their licence at the commencement of their shift.
- 60) Licensed security will be employed at the following times:

Monday	As required
Tuesday	As required
Wednesday	As required

Thursday	As required
Friday	6pm – 30 minutes after close
Saturday	6pm – 30 minutes after close
Sunday (on an eve of a public holiday)	6pm – 30 minutes after close

- 61) During the times in which licensed security will be provided, it will be provided at a rate of 1 licensed security for the first 200 patrons, followed by 1 licensed security for each additional 100 patrons or part thereof. The first licensed security is to be stationed at the main entry /exit door to the venue to monitor patrons arriving and departing the premises.
- 62) The Tavern may employ security guards at days and times outside of those stated above where it is deemed necessary. This will be at the discretion of Management.
- 63) Outside of those times specified above, it will be the responsibility of Management to assess and determine the appropriate number of security staff to control and monitor the number of persons in the Tavern to ensure that numbers are kept within acceptable limits of the venue.
- 64) No patron is to be ejected/escorted off the licensed premise except via the main/primary entrance to Innovation Plaza.
- 65) Security will patrol Innovation Plaza in the vicinity of the venue.
- 66) All licensed security guards whilst employed at the premises are to wear a uniform all times, with the word 'SECURITY' clearly identified on the back of the vest/shirt. This will ensure security guards are easily identifiable to staff, patrons and police.
- 67) When security are present;
- a. they will be responsible for crowd control.
 - b. they are to patrol Innovation Plaza at least once every thirty minutes.
 - c. at closing time, they are to monitor the Innovation Plaza exit and ensure that patrons leave the area quickly and quietly.
- 68) Management and staff will take all complaints seriously and seek to remedy them in a timely manner wherever possible.

- 69) Any complaints or incidents will be recorded in the crowd control register and AVC's online incident reporting system.

Closed Circuit Television Surveillance

- 70) CCTV surveillance camera shall be strategically installed, operated and maintained throughout the venue with particular coverage to:
- a. All principal entrance/s and exits (including fire doors);
 - b. All areas within the premises occupied by the public (excluding toilets);
 - c. All footpaths adjacent to the premises are to be monitored by CCTV;
- 71) Suitable and clearly visible signage shall be displayed at the principal entries to the premises (in lettering not less than 50 mm high) with words "Closed Circuit Television in use on these premises". The same signage is to be displayed in a prominent position on each respective level of the premises.
- 72) CCTV recordings shall be retained for 30 days before being deleted. Time and date shall be auto recorded on the file. Discs or hard drives must be handed to Council, Police or special inspectors upon request. Recordings onto disc or hard drive must include the premise's CCTV software.
- 73) All video equipment and cameras are to be of high-grade digital quality so as to facilitate identification and adjudication of patrons, offenders and incidents occurring within the subject premise.
- 74) The CCTV surveillance recording system must operate at all times when the Tavern is open to the public and shall continue to operate for 30 minutes after closure of the venue.
- 75) All CCTV recording devices and cameras shall be checked regularly to ensure the equipment is operating correctly.
- 76) A copy of the recorded images must be available on request for immediate viewing by NSW Police or a person authorised by Liquor & Gaming NSW.

Noise

- 77) Any music that may occur within the premises will be restricted by the use of the in-house audio system chosen to meet the recommended performance requirements of Renzo Tonin & Associates in their DA Acoustic Assessment dated 22 June 2021. This system is to be limited to L_{eq} 70dB(A) and L_{eq} 75dB(c) at 1m from any speaker.

- 78) All operable doors/windows on the facade of the proposed development shall be closed during operating hours. Access to the premises will only be through the main Locomotive Workshop Building thoroughfare between the tenancies and the Blacksmith.
- 79) At close, remaining patrons are to be directed to exit via Innovation Plaza. Staff and/or security are to play an active role in ensuring that customers leave Innovation Plaza quickly and quietly.

Waste

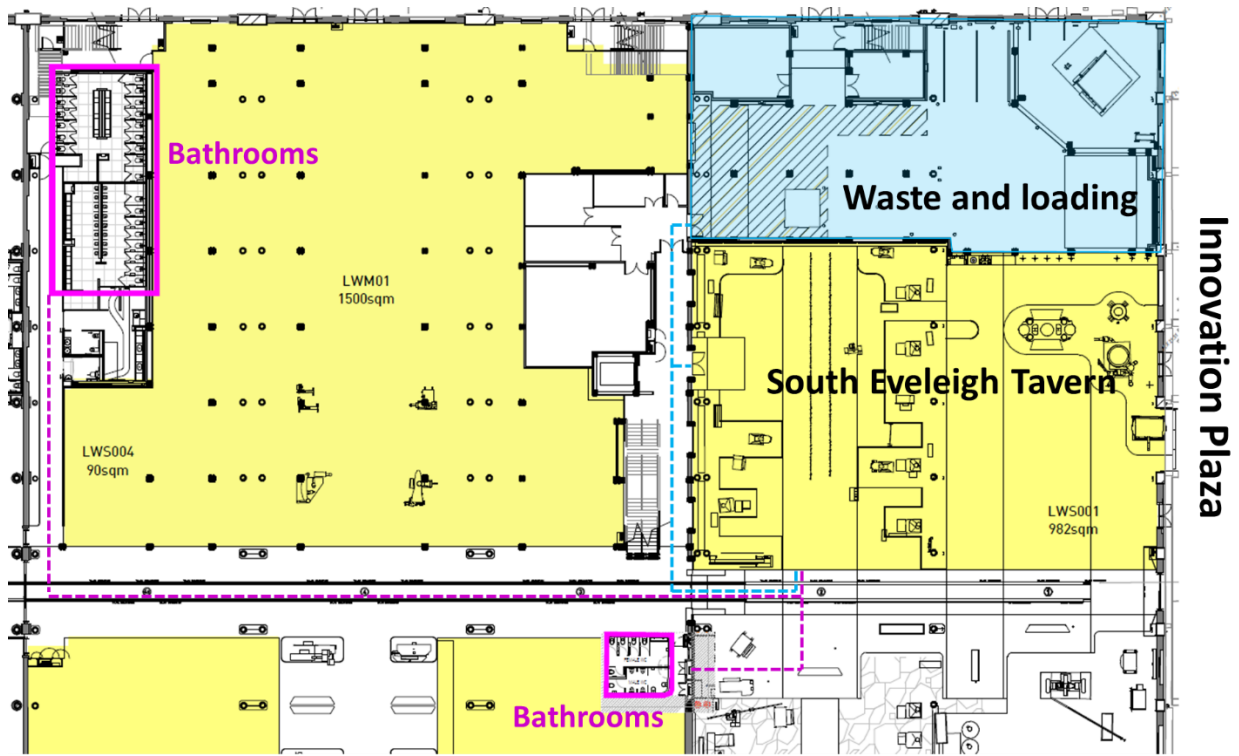
- 80) The Locomotive Workshops have a common waste room located immediately north of the Tavern. Waste collection from the common waste room will be undertaken in accordance with the Locomotive Workshops approved site wide waste management plan.
- 81) The Tavern will be responsible for their daily internal waste generation. Source separation bins for general waste, food waste and recycling will be provided in back of house areas.
- 82) On completion of each trading day or as required, nominated staff or contracted cleaners will transport all general waste, recyclables and food waste to the common waste room and place waste streams into the appropriate collection bins.
- 83) Waste must only be transported within the building along the waste transfer path identified in Appendix A.

Amendment to this Plan

- 84) If, in circumstances where experience shows that it is reasonable or desirable to modify any provision of this plan for the better management of the premises, that modification shall be made to the plan only with the consent of City of Sydney Council which consent shall not be unreasonably withheld.

Appendix A

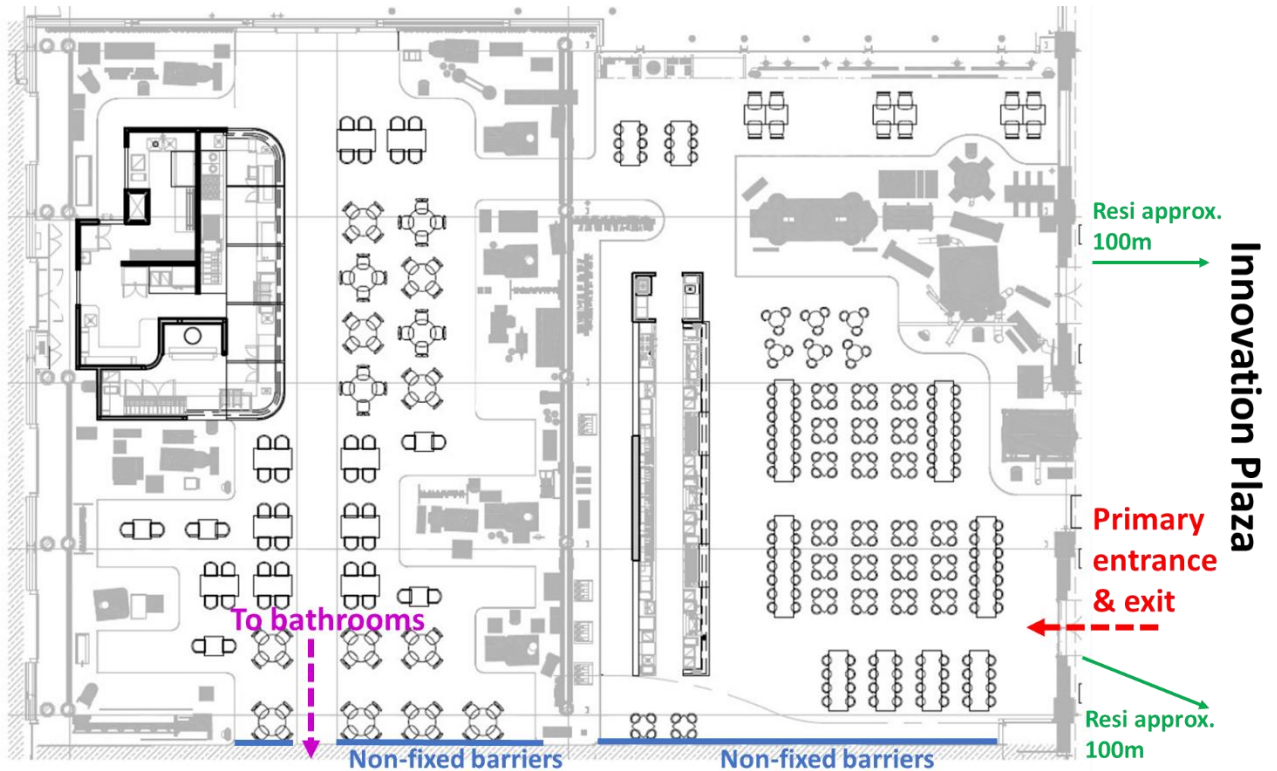
Location of loading and waste area along with bathrooms are identified along with paths of travel indicated.



Appendix B

The plan below represents the following:

- Location to the nearest residential receivers
- Location of the bar and kitchen are identified
- Approximate locations of non-fixed barriers identified along with primary and secondary entrances.



Appendix C

NSW Liquor & Gaming Intoxication Guidelines

GL4003

Intoxication guidelines

These guidelines are designed to assist you to determine whether or not a person is intoxicated.

Overview

You must always have due regard to the following objectives of the liquor laws:

- ▲ Need to minimise harm associated with the misuse and abuse of liquor.
- ▲ Encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor.
- ▲ Ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.

What is the law?

Section 5 of the *Liquor Act 2007* states that a person is intoxicated if:

- ▲ the person's speech, balance, co-ordination or behaviour is noticeably affected, and
- ▲ it is reasonable in the circumstances to believe that the affected speech, balance, co-ordination or behaviour is the result of the consumption of liquor.

Liquor licensees have important obligations to ensure alcohol is served responsibly to help minimise alcohol-related harm.

Supporting responsible consumption practices and preventing intoxication lowers the risk of alcohol-related violence and neighbourhood disturbance, and helps to promote a safe venue for customers and staff.

The NSW liquor laws prohibit the sale and supply of alcohol to intoxicated persons. Licensees also have a legal obligation to prevent intoxication from occurring on their premises. Fines, higher annual licence fees, and possible suspension or cancellation of a licence can apply where alcohol is served to an intoxicated person or intoxication is permitted.

Intoxication offences under the NSW liquor laws are discussed in the GL4002 'Prevention of intoxication on licensed premises March 2015' guidelines. The guidelines outline the obligations of licensees and serving staff. They provide advice on steps that can be taken by licensees and staff to manage the risk of intoxication on licensed premises.

The GL4002 'Prevention of intoxication on licensed premises March 2015' guidelines are issued by the Secretary, NSW Department of Industry, under section 73(5A) of the *Liquor Act 2007* and are available from Liquor & Gaming NSW at liquorandgaming.nsw.gov.au.

What are the noticeable signs of intoxication?

These symptoms or signs are not exhaustive, and not necessarily conclusive of intoxication.

Speech

- ▲ slurring words
- ▲ rambling or unintelligible conversation
- ▲ incoherent or muddled speech
- ▲ loss of train of thought
- ▲ not understanding normal conversation
- ▲ difficulty paying attention.

Balance

- ▲ unsteady on feet
- ▲ swaying uncontrollably
- ▲ staggering
- ▲ difficulty walking straight
- ▲ cannot stand, or falling down
- ▲ stumbling
- ▲ bumping into or knocking over furniture or people.

Coordination

- ▲ lack of coordination
- ▲ spilling drinks
- ▲ dropping drinks
- ▲ fumbling change

Intoxication guidelines

- ▲ difficulty counting money or paying
- ▲ difficulty opening or closing doors
- ▲ inability to find one's mouth with a glass.

Behaviour

- ▲ rude
- ▲ aggressive
- ▲ belligerent
- ▲ argumentative
- ▲ offensive
- ▲ bad tempered
- ▲ physically violent
- ▲ loud / boisterous
- ▲ confused
- ▲ disorderly
- ▲ exuberant
- ▲ using offensive language
- ▲ annoying / pestering others
- ▲ overly friendly
- ▲ loss of inhibition
- ▲ inappropriate sexual advances
- ▲ drowsiness or sleeping at bar or table
- ▲ vomiting
- ▲ drinking rapidly.

Standard drinks

The concept of a standard drink enables people to keep track of how much alcohol they are consuming. A standard drink contains 10 grams of pure alcohol.

The [Standard drinks guide](#) can be used to help identify how many standard drinks have been consumed and is available from alcohol.gov.au.



How else to determine if someone is intoxicated

Make observations:

- ▲ Does the person smell of alcohol?
- ▲ How long has the person been drinking?

- ▲ When did the person enter the premises?
- ▲ Was the person affected by alcohol when they arrived?
- ▲ What type of alcohol has been consumed?
- ▲ How much alcohol have you seen the person drink?

Your observations will help you form a reasonable belief as to whether the person is intoxicated as a result of alcohol consumption.

Talk to the person and their friends to help determine whether the person is intoxicated or becoming intoxicated.

Reasonable belief that a person is intoxicated

The law requires you to form a reasonable belief that the person is intoxicated as a result of alcohol consumption. It is all right if you refuse service to a person on the basis of this belief, even if you are wrong.

Reasonable grounds for a belief that a person is intoxicated are what a reasonable person would believe in the circumstances, taking into account the relevant knowledge and facts presented.

You should be sure of your reasons for refusal of service and these reasons should not be discriminatory, for example due to race, sex, or disability.

A person has the right to take the matter to the Anti-Discrimination Board if they feel they have been subjected to discrimination.

Are there conditions that exhibit similar symptoms/signs to intoxication?

Some medical conditions, disabilities or the use of drugs may cause similar behaviours without the person being intoxicated as a result of alcohol consumption.

Prior to refusing service on the basis that a person is intoxicated, you should endeavour to determine whether the person has a medical condition or disability which may cause signs or symptoms similar to intoxication.

If the person has a medical condition or disability, it is likely that their friends will be able to tell you. Be sensitive to a person's right to privacy.

Examples only:

- ▲ acute infections
- ▲ acquired brain injury
- ▲ brain trauma/tumours
- ▲ delirium
- ▲ diabetes/hypoglycaemia

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- ▲ epilepsy
- ▲ head injuries
- ▲ pneumonia
- ▲ seizures and post-seizure states
- ▲ stroke.

Even though a person has a pre-existing condition, if you have observed the person consuming alcohol and the person has been drinking for some time, then it would be reasonable to form a belief that the person is intoxicated as a result of alcohol consumption.

- ▲ Slow service down for the patron
- ▲ Wait for the patron to re-order, don't automatically top up drinks
- ▲ Do not conduct any activity or promotion that will result in patrons engaging in irresponsible, rapid, or excessive consumption of liquor.

What to do if someone is intoxicated

If there are reasonable grounds for you to form a belief that someone is intoxicated as a result of alcohol consumption, you must refuse service to that person. Under the law the person must also be asked to leave the premises.

Procedures for dealing with intoxication incidents should be in place and staff should be trained in these procedures.

When refusing service to a person:

- ▲ Introduce yourself to the person. Tell them your name and your role, and ask their name.
- ▲ Approach the person in a friendly and respectful manner. Patronising or authoritarian attitudes can often evoke anger and make the person more aggressive – this is a common response to threats to one's dignity and self-respect. Try not to speak to the person in front of others.
- ▲ When talking to the person: use their name; use slow, distinct speech; use short simple sentences; avoid emotion and involved discussions; use appropriate eye contact (limit for cultural reasons); and adjust speaking pace to match the patron's.
- ▲ Give clear, concrete statement that by law they cannot be served another drink.
- ▲ Notify the manager/licensee/supervisor or security. Also notify other bar staff that you have refused service to the person. If a shift change is nearing, notify the new staff.

- ▲ Give a clear instruction that the person must leave the premises. If necessary, guide them to the exit, ensuring that they have all their personal possessions with them.
- ▲ If the person refuses to leave then you should contact police for assistance in removing the person from the premises.
- ▲ If considered necessary, management may consider imposing a short term ban.

The Liquor & Gaming NSW website has a number of resources which provide further information on refusing entry or removing patrons from a premises.

See the FS3030 'Refusal of entry and patron bans/barring' fact sheet for further information on refusing entry or removing patrons from a premises, or search for 'refusing entry' at liquorandgaming.nsw.gov.au.

Penalties




Supplying alcohol to an intoxicated person can be very expensive. The licensee or staff can be fined up to \$11,000 or be issued with an on-the-spot fine by way of a penalty notice. It is also an offence for other patrons to supply alcohol to an intoxicated person, with a maximum fine of \$1,100 applying.

For further information

Visit liquorandgaming.nsw.gov.au for more information about the liquor laws. Subscriptions to our e-news service are also available from this site.

Access to the liquor laws – the *Liquor Act 2007* and the Liquor Regulation 2018 – is available from liquorandgaming.nsw.gov.au.

To find out more about the liquor laws, contact L&GNSW:

-  liquorandgaming.nsw.gov.au
-  1300 024 720
-  [Contact us online](#)

Publication details

These guidelines are published by the Secretary, NSW Department of Industry, under section 5 of the *Liquor Act 2007*. They are designed to assist you to determine whether or not a person is intoxicated.

These guidelines are subject to periodic review. Please go to liquorandgaming.nsw.gov.au to ensure you are using the latest guidelines.

Appendix D

NSW Crime Scene Preservation Guidelines



New South Wales Police Force

Crime Scene Preservation

CRIME SCENE PRESERVATION GUIDELINES LICENSED PREMISES

- Immediately contact '000' or local Police Station,
- Render any required first aid,
- Determine the Crime Scene and remove all persons from the area. Cordon off the area with things such as bar stools, tables, tape or consider closing off the area completely for areas such as toilets or hallways. (Remember there may be multiple Crime Scenes),
- Do not allow any persons to enter this area,
- **DO NOT CLEAN UP ANY CRIME SCENE** you may be destroying vital evidence.
- Assign a member of staff to guard all Crime Scenes until the arrival of Police,
- Remember some evidence may not be visible to the naked eye such as blood, semen, skin cells, saliva, hair or fingerprints,
- Do not move any items that may have been involved in an offence unless absolutely necessary. (For example they could get wet. Use gloves to stop transference of your DNA or fingerprints),
- Notify Police if any items have been moved or removed from the Crime Scene. (Items may include bottles, glasses, pool cues, clothing, furniture, weapons or cigarette butts),
- Make notes in relation to the incident. Time, date, location, description of offender(s), vehicle(s) involved, weapons used, last known direction of offender(s), any movement of items involved in the incident,
- Obtain any CCTV footage and the Security Sign on sheets,
- Obtain any details of witnesses and try to keep all witnesses separated so as to maintain the integrity of their evidence. (Try to persuade witnesses from leaving the premises before Police arrive),
- Hand this information to Police on arrival,
- Be prepared to make a statement to Police regarding the incident.

(Note: Interfering with evidence may constitute an offence, leaving you liable to prosecution or disciplinary action, and/or may result in the closure of the premises)

Prepared by:	Alcohol & Licensing Enforcement Command	Effective:	24 /4/2015
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Appendix E

Evacuation Procedures