



VICTORIA POLICE

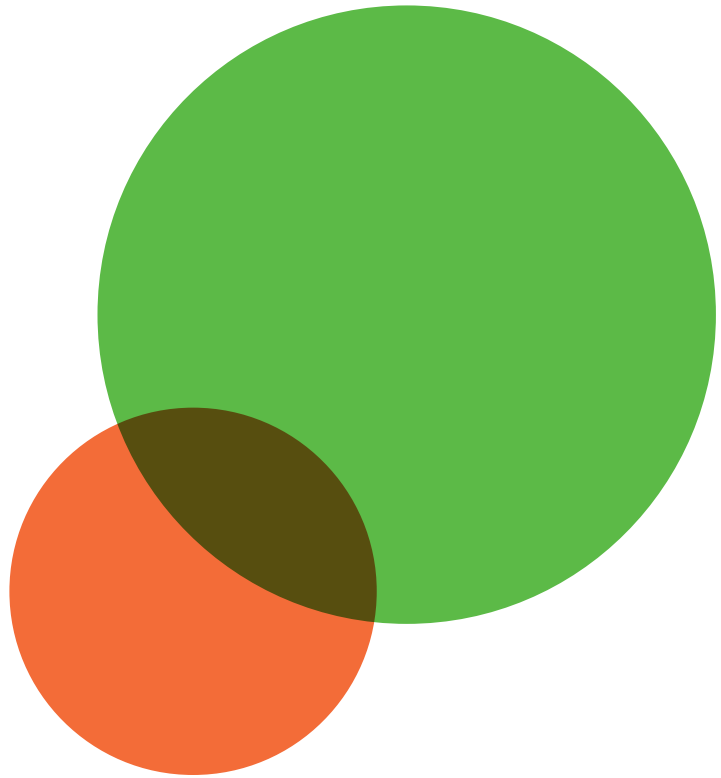


VICTORIA POLICE

# PARTY SAFE







The Victoria Police Partysafe Program provides advice to help you set the standard of acceptable behaviour and ensure that safety is maintained at your party.

The vast majority of parties are planned and conducted responsibly. However, despite the care you take there is always a risk that there will be trouble or dangerous situations at your party.

This booklet provides advice on common party risks. It explains what you can do to prevent these problems and how you can respond if they occur.

## PLAN FOR THE RIGHT TYPE OF FUN

### Register with Victoria Police Partysafe

Remember that you can register your party with your local police so they can assist should a serious problem arise. Register your party as early as possible (at least one week before the event).

You can register online at [www.police.vic.gov.au/partysafe](http://www.police.vic.gov.au/partysafe) or at your local police station.

Please remember that Victoria Police is not responsible for managing your party and that registration is not a substitute for responsible planning and adult supervision.



## GATECRASHING

Gatecrashing occurs when uninvited people find out about a party and turn up wanting to get in. In extreme cases hundreds of uninvited people have been known to try and gain entry. This can be a potentially dangerous situation which can lead to property damage, unruly and disruptive behaviour, and can place guests at risk of significant injury.

1. Control the spread of invitations
2. Provide appropriate security and adult supervision
3. Deny entry and respond quickly to gatecrashers

## NEVER POST INVITATIONS AS 'PUBLIC' EVENTS ON SOCIAL MEDIA SITES

### **Prevent: Control the Spread of Invitations**

If gatecrashers don't know about the party, then they won't turn up.

- Send hard copy invitations and use these as an entry pass.
- If you are using social media to invite guests, ensure that it is not a publicly accessible invitation. **Many examples of gatecrashing have involved publicly spread invitations on social media.**
- Make sure nobody has been invited without your permission and contact police if you believe the invitation has been spread.

### **Prevent: Provide Appropriate Security and Adult Supervision**

Make it harder for gatecrashers to gain entry to the party. It is important that the party is supervised by non-drinking adults.

- Limit the number of entry points and have the entrance supervised for the duration of the party.
- Consider hiring private security for the event.

### **Respond: Deny Entry and Respond Quickly to Gatecrashers**

Act quickly if gatecrashers arrive. Tell them to leave and do not allow them to linger in or around the area.

Some gatecrashers may be determined to gain entry – refuse and call police on Triple Zero (000) if they do not leave. Remember, you do have the right to refuse entry to your party.



## NOTIFY NEIGHBOURS OF YOUR PARTY WELL IN ADVANCE

## EXCESSIVE NOISE

Unreasonable noise is the most common reason for police attendance at a party. Consider your neighbours when planning and enjoying your party.

1. Notify neighbours of your party well in advance
2. Comply with EPA prohibited times for residential noise
3. Abate unreasonable noise if requested to do so by neighbours or police

### Prohibited Times for Residential Noise

The Environment Protection Authority (EPA) residential noise guidelines identify **prohibited** times for residential noise. However, noise may still be deemed unreasonable outside of prohibited times due to its duration or intensity.

Police may direct that unreasonable noise be abated for up to 72 hours. If this direction is not followed, a fine of \$738\* may be issued on-the-spot.

\* Correct as at 1 JUL 2014. Penalties are subject to increase each financial year.

### Prevent Disputes with Neighbours

- Notify neighbours of your party well in advance.
- Locate speakers as far away from neighbours as possible.
- Prevent guests from congregating on the street outside the venue.
- Ensure no litter is left on the street outside the venue – check and clean up the next morning if necessary.

Prescribed Item	Prohibited Times
A musical instrument and any electrical amplified sound reproducing equipment including a stereo, radio, television and public address system.	<p><b>Monday to Thursday:</b> before 7am and after 10pm.</p> <p><b>Friday:</b> before 7am and after 11pm.</p> <p><b>Saturday and Public Holidays:</b> before 9am and after 11pm.</p> <p><b>Sunday:</b> before 9am and after 10pm.</p>

To view the full list of prescribed items, please visit the EPA website at: [www.epa.vic.gov.au](http://www.epa.vic.gov.au)





## ALCOHOL

Excessive alcohol consumption increases the risk of physical violence, risk taking behaviours, serious road injuries and can result in alcohol poisoning.

1. Consider whether you will allow guests to consume alcohol at your party
2. Meet your legal responsibilities for supplying alcohol
3. Set acceptable standards and expectations for alcohol consumption
4. Prevent intoxication
5. Seek medical assistance for intoxicated guests

### **Prevent: Decide whether or not alcohol will be permitted**

Although many teens may face a peer expectation to drink, the National Health and Medical Research Council (NHMRC) identifies those under 15 years face the greatest risk of harm from alcohol consumption.

The NHMRC strongly recommends that children under 15 should not drink alcohol at all. Also, for the safety of those aged 15-17 years, it is advised that the initiation of drinking should be delayed for as long as possible.

### **Prevent: Set Acceptable Standards**

Make your alcohol policy clear to all guests on your invitations and promote moderation. Identify on your invitations whether alcohol is permitted or supplied and make it clear that excessive alcohol consumption will not be tolerated.

### **Prevent: Provide Alternatives**

To discourage excessive drinking and to minimise the risks of intoxication:

- Provide a wide range of non-alcoholic drinks and encourage guests to drink water throughout the night.
- Ensure plenty of non-salty snacks and other substantial food is available for guests throughout the night.
- Provide non-drinking activities such as dancing as an alternative to drinking.

MAKE YOUR RULES FOR  
ALCOHOL CONSUMPTION  
CLEAR TO ALL GUESTS  
BEFORE AND DURING  
THE PARTY



**EVEN IF YOU OBTAIN PARENTAL CONSENT TO SUPPLY ALCOHOL TO A CHILD, YOU MUST CONSIDER YOUR DUTY OF CARE AND SUPPLY ALCOHOL RESPONSIBLY.**

### **Your Legal Responsibilities - Supply of Alcohol**

It is **illegal** for a child (person under 18 years of age) to consume alcohol unless the child is in the company of a responsible adult, who is either the child's parent or guardian, or has the consent of the child's parent or guardian.

This means that you must obtain consent from a child's parent or guardian before you can legally provide alcohol to any child at your party.

Please note that police may issue an on-the-spot fine of \$886\* if you supply alcohol without obtaining a parent's consent, and the child may be fined at least \$72\*.

Where possible, make contact with parents well in advance to obtain their consent to their child drinking alcohol at your party.

But remember, your responsibility as a host does not end once you have obtained consent to supply alcohol. **The safety of your guests is your first priority.**

Please contact a lawyer for queries about potential civil liability. Victoria Police cannot give legal advice.

\* Correct as at 1 JUL 2014. Penalties are subject to increase each financial year.

### **Your Duty of Care**

In hosting your party, you are likely to owe a *duty of care* to attendees. This means you should take all reasonable steps to ensure that attendees are safe at your party. In practice this means ensuring that your premises is hazard-free and any activities engaged in by attendees are not dangerous.

In the event that an attendee suffers injury or damage at your party and takes legal action against you, you may be required to pay damages to the person if you are found to have caused the injury or damage by not taking reasonable steps to protect their safety.

**ENSURE YOU HAVE AN INSURANCE POLICY WHICH INCLUDES PUBLIC LIABILITY INSURANCE**

# HAVE ONLY A RESPONSIBLE, NON-DRINKING ADULT SERVING ALCOHOL.

## Prevent: Control the Supply of Alcohol

If you intend to supply alcohol, consider both the **amount** and **type** of alcoholic drinks.

- Ask guests not to BYO alcohol. Supplying alcohol gives you more control over the amount and type of alcohol consumed by your guests.
- Have a responsible, non-drinking adult serving alcohol (remembering that you require consent from a parent or guardian to supply alcohol to a person under the age of 18 years). Adult supervision and reinforcement of acceptable behaviour is critical.
- Serve alcohol from a single location away from busy areas and the party entrance.
- Limit the supply of spirits, champagne and other full strength drinks – consider light beer and other diluted drinks instead.
- Mixing energy drinks with alcohol places the body under great stress. Consider not providing energy drinks at all.
- Avoid providing any drinks in open containers or punch-bowls. These may be easily spiked or tampered with.

## Respond: Intoxicated Guests

- Stop serving alcohol to guests who appear to be becoming intoxicated.
- Seek immediate medical attention for any guest who has difficulty communicating or is non-responsive.
- Contact the parents of all intoxicated guests and ask that they be picked up for their safety.

## Standard Drinks Chart



**1.4**

**Standard Drinks**

375 ml bottle of full strength beer  
**(4.8% alcohol)**



**7.5**

**Standard Drinks**

750 ml bottle of wine  
**(12.5% alcohol)**



**22**

**Standard Drinks**

700 ml bottle of spirits  
**(40.0% alcohol)**



**1.5**

**Standard Drinks**

275 ml bottle of ready-to-drink spirits/wine  
**(7.0% alcohol)**



**1**

**pot/middy/handle**

285 ml of full strength beer  
**(4.8% alcohol)**



**1**

**small glass of wine**

100 ml  
**(12.5% alcohol)**



**1**

**"nip"**

30 ml of spirits  
**(40.0% alcohol)**



**1/3**

**of a bottle of**

275 ml ready-to-drink spirits/wine  
**(7.0% alcohol)**





## DISPUTES AND VIOLENCE

Arguments between guests, neighbours and others have the potential to lead to physical violence and injuries. Both the ongoing presence of gatecrashers and the excessive consumption of alcohol increase the risk of arguments and their unpredictable escalation.

It is vital that you serve alcohol responsibly and do not allow gatecrashers to linger in or around the party as they may continue to cause trouble.

1. Prevent gatecrashing and excessive alcohol consumption
2. Ensure active adult supervision of the party
3. Respond assertively and do not tolerate any violence
4. Call police on Triple Zero (000) if you cannot handle an emergency situation

**EXERCISE ZERO TOLERANCE OF ANY VIOLENT BEHAVIOUR. YOU DO HAVE THE RIGHT TO ASK PEOPLE TO LEAVE.**

### **Prevent: Ensure active adult supervision of the party**

Active adult supervision is critical and must be constant throughout the party. Speak to supervising adults and instruct them to:

- Walk through the party area and mingle with guests to identify any problems before they escalate.
- Set the standard and make it clear that excessive alcohol consumption and any violence will not be tolerated.

### **Respond Assertively to any Violence**

Your response to any violence is important for reinforcing acceptable standards. You should:

- Be verbally assertive to separate the individuals.
- Make arrangements for violent guests to leave where possible.

Remember that you do have the right to ask people to leave and if you cannot handle a situation, call police for emergency assistance on Triple Zero (000).

## INJURIES AND MEDICAL EMERGENCIES

Injuries and medical emergencies may arise unexpectedly. They may be accidental, as the result of a pre-existing medical condition, or may be the result of gatecrashing, intoxication or a violent dispute. Planning should aim to prevent any risk of injuries and should involve a plan for responding appropriately to any emergencies which may arise.

1. Identify and control any possible hazards
2. Prepare for medical emergencies
3. Call for an ambulance on Triple Zero (000) in an emergency
4. Ensure all guests have safe transport home

### Prevent: Minimise Possible Hazards

Consider any hazards at your party venue such as swimming pools and open fires.

- Set and enforce 'out of bounds' areas to prevent injury to guests.
- Ensure the party area is adequately lit.

### Prepare for Medical Emergencies

It is important that you consider what you will do if a guest is injured or requires medical attention.

- Compile a list of contact details of the parents of all guests.
- Ensure at least one supervising adult is first aid trained.
- Have a well-stocked first aid kit.





### Ensure Guests Have Safe Transport Home


As a responsible host you should consider how your guests will get home safely. This is particularly important if guests have consumed alcohol.

- Never allow guests to drive if they have been drinking and prevent guests from getting into cars with intoxicated drivers.
- Arrange for Taxis where necessary.
- Encourage parents to pick up their children.

### Head Injuries - A Medical Emergency

The risks associated with head injuries are extremely high. Head injuries can be fatal and any person who has sustained a head injury requires urgent medical attention.

Always seek **immediate** medical attention for anybody who has sustained a head injury or head strike. Call for an ambulance immediately on Triple Zero (000).



AS A RESPONSIBLE HOST  
YOU SHOULD CONSIDER  
HOW YOUR GUESTS WILL  
GET HOME SAFELY.



## PARENTS OF GUESTS

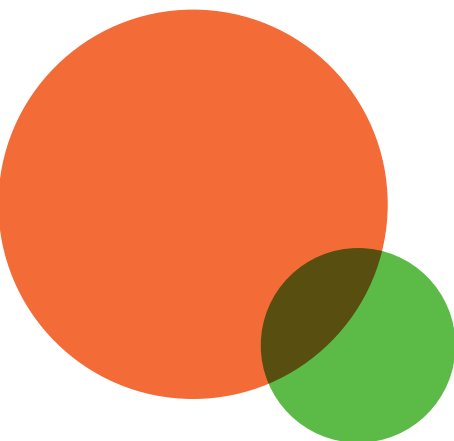
Although the vast majority of teenagers behave sensibly and look after each other at parties, parents still have an important role to play in providing advice to guide responsible decision making and help ensure safety.

1. Contact the host and gather details of the party
2. Provide your child with safety advice
3. Plan the night with your child

### Gather Details of the Party

When you first become aware of the party, you should:

- Find out where the party is being held and obtain the contact details of the host/parents of the host.
- Speak with the host/parents of the host about the party. The most important details to know are:
  - Start and finish times
  - How many guests will be attending
  - How the party will be supervised
  - Whether food will be served
  - Whether alcohol will be permitted, BYO or supplied
- Provide your contact details to the host.







### Provide Advice to Your Child

It is important that you provide some advice to your child about how they can stay safe, particularly if alcohol will be consumed.

The Other Talk website, developed by the Australian Drug Foundation, provides parents with advice on how to discuss alcohol and other drugs with children.

Visit the website at [www.theothertalk.org.au](http://www.theothertalk.org.au) to get the facts about alcohol and other drugs and begin having this important conversation.

**MAKE SURE YOUR CHILD HAS  
A WAY OF CONTACTING YOU  
OR ANOTHER TRUSTED ADULT  
IF ANYTHING GOES WRONG**

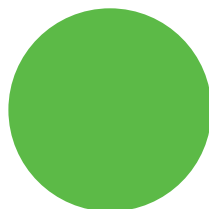
### Plan the Night

Consider how your child will get to the party and back home safely.

- Drop your child off at the party and pick them up where possible.
- Ensure they understand the dangers of drink driving and getting into cars with drivers who have been drinking.
- If they are taking public transport, make sure they have an up-to-date timetable so they don't have to wait at the station.
- Make sure your child has a way of contacting you or another trusted adult if anything goes wrong at the party or if they feel unsafe at any time.

### Secondary Supply of Alcohol

Many teenage parties will either permit or supply alcohol. It is illegal for a person under 18 to be supplied with alcohol without the written or verbal consent of a parent or guardian. You should speak with the hosts to express whether or not you will allow your child to be supplied with alcohol at the party.





## USEFUL NUMBERS

### Triple Zero (000)

- For medical emergencies – call an ambulance
- If you cannot control a situation and there is danger to persons or property – call for police
- When calling Triple Zero, 'Stay Focussed, Stay Relevant, Stay on the Line'.

### Your Local Police Station

Call your local police station in non-urgent, non-life threatening situations.

The contact details of your local police station can be found online at [www.police.vic.gov.au](http://www.police.vic.gov.au).



[www.triplezero.gov.au](http://www.triplezero.gov.au)

## ADDITIONAL INFORMATION



For first aid advice, please visit:  
[www.ambulance.vic.gov.au](http://www.ambulance.vic.gov.au)



For advice on head injuries, please visit:  
[www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)



For advice on residential noise restrictions, please visit:  
[www.epa.vic.gov.au](http://www.epa.vic.gov.au)



If you or someone you know has an alcohol or drug problem, call DirectLine on **1800 888 236** for anonymous counselling, information and referral



The Australian Drug Foundation has developed a range of programs and services to support the community in addressing alcohol and other drug issues. Please visit the following websites for more information and advice:

[www.adf.org.au](http://www.adf.org.au)

[www.theothertalk.org.au](http://www.theothertalk.org.au)

[www.druginfo.adf.org.au](http://www.druginfo.adf.org.au)



For further information about the *Victoria Police Partysafe* program, contact your local police station or visit:  
[www.police.vic.gov.au/partysafe](http://www.police.vic.gov.au/partysafe)



The information contained in this Victoria Police Partysafe kit (brochure and booklet) is up to date at the date of publication. The information does not constitute legal advice and is to be used as a guide only. The State of Victoria, its servants (including all members of Victoria Police) and agents do not guarantee that reliance upon the information contain herein will prevent any loss, injury, damage or other adverse incident from occurring during or in connection with a registered party.

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