

# LGA Guide Tool 4

## Prevention Capacity and Infrastructure Self-assessment Tool

**SUPPORTING THE SELECTION OF ACTIONS TO REDUCE ALCOHOL-RELATED HARM IN YOUR COMMUNITY**

**HOW TO APPROACH THE PREVENTION CAPACITY AND INFRASTRUCTURE - SELF-ASSESSMENT TOOL:**

*The LGA Guide Tool 4 – Prevention Capacity and Infrastructure Self-assessment* *Tool* is designed to guide you through the key domains for action evidenced to prevent and minimise alcohol-related harm on a local level, and connect you to sections of *The Art of Community Alcohol Management: What local government can do to prevent and minimise alcohol-related harm* (The Guide) to support the development and delivery of those actions.

These domains include:

* PART A: ASSESSING READINESS AND PREPAREDNESS FOR ALCOHOL PREVENTION WORK
* PART B: STRUCTURE AND ORGANISATION TO SUPPORT ALCOHOL PREVENTION WORK
* PART C: DEMAND REDUCTION ACTIVITIES, PROGRAMS AND INTERVENTIONS TO SUPPORT ALCOHOL PREVENTION WORK
* PART D: MANAGING ALCOHOL AVAILABILITY VIA PLANNING, AVAILABILITY, LIQUOR LICENSING AND ENFORCEMENT MECHANISMS
* PART E: CREATING SAFER AND HEALTHIER ENVIRONMENTS TO PREVENT AND MINIMISE ALCOHOL-RELATED HARM THROUGH ENVIROMENTAL SUPPORTS – LOCAL LAWS AND PUBLIC REALM DESIGN

Key steps to using the Self-Assessment Tool:

1. Column 1 – The Self-Assessment Tool is divided into five key domains evidenced to prevent and minimise alcohol-related harm as part of a comprehensive approach to alcohol prevention work.

 ***(Note – when we refer to alcohol prevention work, we are considering all pillars of a harm minimisation approach including demand, availability and harm reduction. We are not referring to an abstinence approach, rather actions that support lower-risk behaviours designed to prevent and minimise alcohol-related harms).***

1. Column 2 – Each domain outlines Opportunities for Action evidenced to prevent and minimise alcohol-related harm..
2. Column 3 – Each Opportunity for Action is provided with a rationale for why this action is important to prevent and minimise alcohol-related harm.
3. Column 4 – Select YES or No, depending on which Opportunities for Action you wish to pursue. Shortlisting your Opportunities for Action is important as delivering all recommendations is not realistic. All recommendations should be considered over a period of time based on your local government’s readiness and preparedness to take action on that particular recommendation. It is better to achieve some ‘low hanging fruit’ actions to gain support and implement a realistic series of actions over time rather than attempting all at once. Tick off actions that are realistic! The **LGA Guide Tool 10 – Mapping alcohol-related priorities in a community** will assist you to determine which actions are most important to your community to address the identified issues and risks you are trying to reduce, and protective factors you are trying to build.
4. Column 5 – Once you have shortlisted your Opportunities for Action, a Quick Reference Guide will connect you to areas of the Guide that will aid the development and implementation of these actions.
5. Column 6 – The Quick Reference Guide will assist with connecting you to the relevant Sample Actions and Guide Tools.
6. Column 7 – Many sections of the Guide have relevant tools to assist in the development and delivery of that action to support you in your alcohol prevention work.

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| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Prevention****Domain** | **Opportunities for Action**  | **Rationale – why this action is important** | **Shortlisted Action for your Action Plan** **YES/NO** | **Sections of guide** | **Quick reference to Guide’s Sample Actions** | **Guide Tools to Support Selected Actions** |
| *Outlines key domains evidenced to support the prevention and minimisation of alcohol-related harm.*  | *Key Opportunities for Action are recommended for local governments to consider as an evidence-based approach to address this domain area.*  | *Each action has a rationale explaining why it is important to prevent and minimise alcohol-related harm.*  | *When considering key actions relevant to your local government, the ‘LGA Guide Tool 10 – Mapping alcohol-related* *priorities in a community’* *can assist with prioritising actions based on local issues, risk and protective factors. Along with consideration of existing resources, available programs and community need. This may assist in shortlisting actions, to develop a realistic action plan, Municipal Public Health and Wellbeing Plan, and/or strategic plan.*  | *Once you have selected your shortlist, the Quick Reference Guide will assist with connecting you to the relevant sections of the Guide that will aid the development and implementation of that action.* | *The Quick Reference Guide will also assist with connecting you to the relevant Sample Actions within that section of The Guide.*  | *Many sections of the Guide have relevant tools to assist in the development and delivery of that action to support you in your alcohol prevention work.*  |

**PART A: ASSESSING READINESS AND PREPAREDNESS FOR ALCOHOL PREVENTION WORK**

This section of the Self-Assessment Tool provides insight into the degree of readiness and preparedness of your local government in relation to prioritising, supporting, resourcing and conducting alcohol prevention work.

Readiness and preparedness of a council for alcohol prevention work is important to support the sustained adoption of prevention work and ultimately change over time. Assessing your local government’s readiness and preparedness for prevention work will assist in guiding future change to support your local government’s priorities. Improving readiness for prevention work (e.g., prevention leadership, climate and culture change to prioritise and support prevention actions) was identified as a key initial barrier for many health and social planners when addressing alcohol prevention work. (See – <https://adf.org.au/pci-survey-resources/> for more information).

Key factors that can influence readiness for prevention work can include:

* Efforts and Actions: This captures the alcohol prevention strategies and programs a council already has in place.
* Knowledge – General and Specific: This covers the knowledge of alcohol prevention programs currently offered and how these are delivered, as well as understanding of the needs of the community, including those of young people.
* Leadership: This measures the council’s political, financial and staff expertise to support alcohol prevention efforts.
* Culture and Climate: This assesses a council’s level of cooperation and agreement with other stakeholders towards support of alcohol prevention work, as well as whether there is an implementation strategy in place.
* Resources: This covers funding, partnerships with other organisations, public support and volunteer resources that the council has available to invest in their alcohol prevention efforts.

This section provides insight into the degree of readiness and preparedness of your local government in relation to conducting prevention work. To assist in guiding future change to support your local government's priorities. If you have identified low levels of readiness in relation to the following indicators, this section will connect you to sections of The Guide that will assist with developing readiness and a case for change.

**On a scale of 1 – 5, rate the degree of preparedness amongst your local government/community to start the adopting activities to prevent and delay consumption of alcohol products:**

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|  | **Strongly disagree (1)** | **Disagree (2)** | **Neutral (3)** | **Agree (4)** | **Strongly Agree (5)** |
| Relevant organisations and groups in the prevention field cooperate well. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There is a high level of public support to reduce harms from alcohol. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There is an agreement among stakeholders on how alcohol related issues should be dealt with. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There are enough trained prevention staff to ensure strategic planning goals and outcomes.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| The number of skilled volunteers is adequate in order to assist or support alcohol harm prevention activities in the community. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There is a high level of political support for alcohol harm prevention within the local government. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| The knowledge about existing prevention activities currently on offer (sport, and other various clubs etc.) is adequate. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| The knowledge on how to deliver evidence-based alcohol harm prevention activities is adequate. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There is a well implemented strategy in place to address the prevention of alcohol-related harm. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There is enough money allocated to alcohol harm prevention activities. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There is a good understanding of the needs of young people. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| There are culturally appropriate prevention programs and strategies developed. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Data from needs assessments are of a high enough quality to be used to plan prevention programs. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Existing activities or programs for the prevention of alcohol-related harm are sufficient. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**If you have answered 1 or 2 to any of the statements above, e.g. low or no preparedness, then the following four actions may assist building readiness and support may be important to support your prevention work:**

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| **Prevention Domain** | **Opportunities for Action –** ***Note - All the following Opportunities for Action will help to build your local government’s readiness for alcohol prevention work, as they work well as a sequence of steps to building support for alcohol prevention work.*** | **Rationale – why this action is important** | **Shortlisted Action for your Action Plan** **YES/NO** | **Section of the guide** | **Quick reference to Guide’s Sample Actions** | **Guide Tools to Support Selected Actions** |
| **Readiness and preparedness for change**  | Assess your local government’s readiness to take further action.  | Understanding your local government’s readiness to undertake prevention work is essential to understanding the level of support you will receive to undertake this important work, as well as potential barriers you may need to overcome to build your efforts and actions in the alcohol prevention space.  | Yes [ ]  No [ ]  | 4.1 Assessing your council’s readiness to take further action  |  | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure Survey.LGA Guide Tool 4 – Prevention capacity and infrastructure self-assessment tool |
| Build your evidence base.  | Building your alcohol profile can assist in developing a case for increased efforts and action in relation to alcohol prevention work. It can increase knowledge of the impacts alcohol is having on your community and it’s associated costs, and provide insights into the best evidence-based solutions to address these issues.  | Yes [ ]  No [ ]  | 4.2 Building your evidence base |  | LGA Guide Tool 7 – High quality data sourcesLGA Guide Tool 8 – Developing a community alcohol profileLGA Guide Tool 9 – Local government alcohol-related data LGA Guide Tool 10 – Mapping Alcohol Related Priorities in a community  |
| Become more influential through leadership and advocacy.  | Increasing your influence may be important if there are low levels of readiness for and support for alcohol prevention work. It will be critical to influence a shift in culture and climate around alcohol in your local government and community. | Yes [ ]  No [ ]  | 2.7 Local government can amplify the power of alcohol harm prevention and minimisation strategies via leadership and advocacy | Sample action 1: Council will assess its prevention capacity and infrastructure to implement effective Alcohol, Tobacco and Other Drugs (ATOD) prevention actions, and organisational readiness for prevention work, using the results to help prioritise and develop future action.  | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure SurveyLGA Guide Tool 4 – Prevention capacity and infrastructure self-assessment tool |
| Sample action 2: Council will explore new opportunities to advocate to state and Commonwealth governments for changes that will prevent and minimise alcohol-related harm in the community.  |
|  |  |  | Sample action 3: Council is committed to understanding local people’s experiences of alcohol-related harm and representing those perspectives in t advocacy efforts. |
| Work through steps to design your strategy based on your council’s greatest areas of need.  | Embedding evidence-based alcohol actions into your existing strategies and policy will ensure prevention strategies are delivered effectively and are sustained to enable longer-term change from prevention efforts within your local government.  Starting small and making some small wins may assist in building support internally, enabling growth in prevention actions over time. It may be that building your evidence-base to determine the most relevant local issues may be the most important step to support readiness for change.  | Yes [ ]  No [ ]  | Section 3: Designing a strategy that supports effective action | Step 1 – Determine what your local issues are | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure Survey.LGA Guide Tool 4 – Prevention Capacity and Infrastructure Self-assessment ToolLGA Guide Tool 5 – Survey for community members LGA Guide Tool 6 – Survey for local businessLGA Guide Tool 7 – High quality data sourcesLGA Guide Tool 8 – Developing a community alcohol profileLGA Guide Tool 9 – Local government-related data LGA Guide Tool 10 – Mapping alcohol-related priorities in a community  |
| Step 2 – Self-assessment of what is already being done |
| Step 3 – Mapping of alcohol-related priorities in your community  |
| Step 4 - Prioritising actions to form a strategy/plan |

**PART B: STRUCTURE AND ORGANISATION TO SUPPORT ALCOHOL PREVENTION WORK**

This section covers matters related to organisational structure, policy, funding, coordination, and engagement of external organisations.

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| **Action Plan**  | Planning and integration of key actions to reduce alcohol-related harm into a formal or informal action plan e.g. Municipal Public Health and Wellbeing Plans, alcohol action plan or embedded into a broader council strategy such as a community safety plan etc.  |
| **Internal council policy** | Organisational commitment to prevention and minimization of alcohol-related harm reflected through internal policy, culture and practice. |
| **External council policy** | Implementing a requirement for all lease agreements for council assets to include conditions about the manner in which alcohol can be served in the local council facility for the purpose of promoting low-risk drinking practices and supporting safer and healthier environments. |

The Guide’s **Section 2: Where local governments can have the most powerful impact** explores how to develop and implement actions (via formal or informal action plans), develop policy to support prevention work, increase support for funding and how to increase coordination of prevention actions both internally and externally. **Section 3: Designing a strategy that supports effective action** looks at quick ideas to help you shape an effective strategy to prevent and minimise alcohol-related harm in your community. **Section 4: Effective action to support prevention** then looks at how to build a stronger foundation for your prevention activities by assessing your council’s readiness to take further action, building your evidence base, understanding the range of alcohol-related costs that your council pays and finding more resources.

**FOR ACTION**

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| **Prevention Domain** | **Opportunities for Action** | **Rationale – why this Action is important** | **Shortlisted Action for your Action Plan** **YES/NO** | **Section of the Guide** | **Quick reference to Guide’s Sample Actions** | **Guide Tools to Support Selected Actions** |
| **Strategy/****Action Plan** | Design and implement formal strategies and plans to reduce the harms associated with alcohol.  | Having a formal prevention strategy/plan that is embedded systemically will ensure prevention strategies are delivered effectively and are sustained to enable longer-term change from prevention efforts within your local government.  | Yes [ ]  No [ ]  | Section 3: Designing a Strategy that Supports Effective Action | Step 1 – Determine what your local issues are | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure Survey.LGA Guide Tool 4 – Prevention Capacity and Infrastructure Self-assessment ToolLGA Guide Tool 5 – Survey for community members LGA Guide Tool 6 – Survey for local businessLGA Guide Tool 7 – High quality data sourcesLGA Guide Tool 8 – Developing a community alcohol profileLGA Guide Tool 9 – Local government-related data LGA Guide Tool 10 – Mapping alcohol-related priorities in a community  |
| Step 2 – Self-assessment of what is already being done |
| Step 3 – Mapping of alcohol-related priorities in your community  |
| Step 4 - Prioritising actions to form a strategy/plan |
| Incorporating alcohol strategies and policies where relevant within existing strategies and policies. | Embedding alcohol strategy and policy systemically within existing strategies and policy will ensure prevention strategies are delivered effectively and are sustained to enable longer-term change from prevention efforts within your local government.  | Yes [ ]  No [ ]  | Section 3: Designing a Strategy that Supports Effective Action | Step 1 – Determine what your local issues are | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure Survey.LGA Guide Tool 4 – Prevention Capacity and Infrastructure Self-Assessment ToolLGA Guide Tool 5 – Survey for community members LGA Guide Tool 6 – Survey for local businessLGA Guide Tool 7 – High quality data sourcesLGA Guide Tool 8 – Developing a community alcohol profileLGA Guide Tool 9 – Local government-related data LGA Guide Tool 10 – Mapping alcohol-related priorities in a community  |
| Step 2 – Self-assessment of what is already being done |
| Step 3 – Mapping of alcohol-related priorities in your community  |
| Step 4 - Prioritising actions to form a strategy/plan |
| **Internal****Policy**  | Design and implement an alcohol policy for the local government workplace.  | Delivery of a formalised alcohol policy within the workplace that is understood and supported by all areas of local government can lower the risk of workplace injury/absenteeism, ensure staff access support when needed, and can work to create a lower-risk alcohol culture in the longer-term.   | Yes [ ]  No [ ]  | 2.4 Local government can influence the consumption of alcohol products among council staff through internal policies | Sample action 1: Council will review and redesign all internal policies that involve alcohol to ensure that they align with council's health and wellbeing priorities.  | LGA Guide Tool 2 – Local government managing alcohol product consumption at council-run events, functions and meetings |
| Sample action 2: Council will increase opportunities for healthy, alcohol-free staff activities and events. |
| Sample action 3: Council will support low-risk drinking cultures at all council events where alcohol is served. |
| **External****Policy** | Specify alcohol policy requirements for those seeking local government funding  | Having minimum standard policy requirements for external organisations seeking local government funding provides an opportunity to positively influence how alcohol is managed and promoted at activities/events where they may be held on local government property, funded by local government, and/or where local government may be involved.   | Yes [ ]  No [ ]  | 2.3 – Local Government can influence consumption of alcohol products on council land | Sample action 1: Council will develop a policy on alcohol product consumption in facilities that it leases or licences to the public to support alcohol-free or low-risk drinking practices. | LGA Guide Tool 1 – Local Government Leases – Alcohol Product Availability, Sponsorships and Advertising  |
| Sample action 2: Council will ensure that sporting clubs that lease facilities from council and serve alcohol are members of the ADF’s Good Sports Program.  |
| Sample action 3: Council will support community groups to develop low-risk drinking cultures. |
| Sample action 4: Council will review and upgrade the conditions of contracts with media display companies.  |
| 2.2 – Local government can influence the consumption of alcohol products in public spaces | Sample action 1: Council will review/develop a Memorandum of Understanding with law enforcement agencies to ensure that members of marginalised communities are treated fairly and respectfully with regards to local laws on the consumption of alcohol products in public places. |  |
| Sample action 2: Council officers will provide information to local laws officers about high-risk times and places where unlicensed public consumption of alcohol products occurs.  |
| Sample action 3: Council will use local laws to make public spaces alcohol-free during higher-risk periods.  |
| 2.5 Local government can influence the consumption of alcohol products in licensed venues | Sample action 1: Council will pursue strategic planning in relation to licensed premises. |  |
| Sample action 2: Council will develop a licensed premises policy to guide the assessment of applications for planning permits. |
| **Funding** | Invest dedicated funding for internal resources to support alcohol prevention work.    | With the many competing priorities local governments experience, dedicated funding for prevention work will greatly assist in supporting sustained prevention activity, creating savings for local governments in the longer-term.   | Yes [ ]  No [ ]  | 4.4 Gaining Extra Resources  |  |  |
| Provide dedicated funding to support grants for external stakeholder organisations.  | Dedicated prevention grant funding will ensure community has access to quality prevention programs/activities that can be sustained to influence alcohol outcomes in the longer-term.   | Yes [ ]  No [ ]  | 4.4 Gaining Extra Resources |  |  |
| 2.6 Local government can amplify the power of alcohol harm prevention and minimisation strategies through strategic partnerships and collaborations | Sample action 1: Council will form a new regional coalition with neighbouring councils to coordinate work on the prevention of alcohol-related harm. |  |
| Sample action 2: Council will work with Local Drug Action Teams to prevent and minimise alcohol-related harm. |
| Have dedicated prevention positions/FTE within local government to support alcohol prevention activities.   | Having dedicated prevention positions/FTE ensures prevention work is prioritised amongst the many competing priorities experienced by local government staff, enabling sustained prevention work that is more likely to influence change in relation to alcohol in the longer-term.   | Yes [ ]  No [ ]  | 4.4 Gaining Extra Resources  |  |  |
| 2.6 Local government can amplify the power of alcohol harm prevention and minimisation strategies through strategic partnerships and collaborations | Sample action 1: Council will form a new regional coalition with neighbouring councils to coordinate work on the prevention of alcohol-related harm. |  |
| Sample action 2: Council will work with Local Drug Action Teams to prevent and minimise alcohol-related harm. |
| **Cooperation** | Establish and participate in multi-disciplinary steering groups to support prevention efforts.  | Ensuring a multidisciplinary approach to prevention will assist in ensuring solutions consider the whole of community, are comprehensive, avoid duplication and are more likely to be sustained.    | Yes [ ]  No [ ]  | 2.6 Local government can amplify the power of alcohol harm prevention and minimisation strategies through strategic partnerships and collaborations | Sample action 1: Council will form a new regional coalition with neighbouring councils to coordinate work on the prevention of alcohol-related harm. |  |
| Sample action 2: Council will work with Local Drug Action Teams to prevent and minimise alcohol-related harm. |
| Sample action 3: Council will evaluate its licensees accords. |
| Formalise relationships with other organisation targeting alcohol-related harm prevention. | Formalised relationships with local external organisations with an invested interest in prevention will avoid duplication, extend efforts, and ensure comprehensive, relevant and local solutions are developed that are more likely to be sustained in the longer-term.   | Yes [ ] No [ ]  | 2.6 Local government can amplify the power of alcohol harm prevention and minimisation strategies through strategic partnerships and collaborations | Sample action 1: Council will form a new regional coalition with neighbouring councils to coordinate work on the prevention of alcohol-related harm. |  |
| Sample action 2: Council will work with Local Drug Action Teams to prevent and minimise alcohol-related harm. |
| Sample action 3: Council will evaluate its licensees accords. |

**PART C: DEMAND REDUCTION ACTIVITIES, PROGRAMS AND INTERVENTIONS TO SUPPORT ALCOHOL PREVENTION WORK**

This section covers matters related to community-based prevention and health promotion programs, engagement with schools, youth, community development and health promotion services. Investing in the support of existing programs, or development and delivery of local health promotion and/or alcohol prevention programs evidenced to reduce risk factors and increase protective factors over time can have a sustained impact on alcohol-related harm on a community level.

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| **Programs** | Localised programs run within the community that aim to promote low risk drinking e.g. education campaigns and health promotion programs |

The Guide’s **Section 2: Where local government can have the most powerful impact** explores how to connect with existing activities, programs and interventions. To develop and implement new evidence-informed approaches to deliver local activities, programs and interventions designed to reduce risk factors and build protectives factors aimed at preventing and minimising alcohol-related harm.

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| **Prevention****Domain** | **Opportunities for Action** | **Rationale – why this action is important** | **Shortlisted Action for your Action Plan** **YES/NO** | **Section of the guide** | **Quick reference to Guide’s Sample Actions** | **Guide Tools to Support Selected Actions** |
| **Prevention Program Availability** | Increase availability of parent programs.   | Increasing parent’s knowledge, skills and action in relation to supervision, positive role modelling, good communication, and clear expectation and boundary setting will increase young people’s exposure to these important protective factors.  | Yes [ ] No [ ]  | 2.9 Local government can amplify the power of alcohol harm prevention and minimisation strategies by developing, sponsoring and supporting local programs and activities | Sample action 1: Council will provide a comprehensive youth services program to prevent and minimise alcohol and drug-related harm among our municipality’s young people. |  |
| Sample action 2: Council will work with community organisations to implement projects that support alcohol-free or low-risk drinking cultures. |
| Sample action 3: Council will support residents, community organisations and groups to deliver evidence-informed initiatives that address alcohol and improve local protective factors. |
| Sample action 4: Council will support programs designed to positively influence residents’ consumption of alcohol products. |
| Increase availability of leisure activities for children and young people.   | Increasing children and young people’s access to organised and supervised leisure activities has been demonstrated to be a highly effective prevention action in relation to the prevention and minimisation of alcohol-related harm.    | Yes [ ] No [ ]  | Sample action 5: Council will support community activities that aim to prevent consumption of alcohol products among vulnerable members of our community. |
| Raise local resident knowledge of the programs that are available to them and their families.   | Increasing awareness of program and service availability within your community will increase engagement with programs and access of services amongst those in need.   | Yes [ ] No [ ]  |  |  |  |
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| Provide the community with leisure activities are affordable, involve parents, and are supported by trained staff.  | Ensuring leisure activities are affordable, involve the parents of young people attending, and are delivered by trained staff will ensure that programs positively influence the young people participating. To create a sense belonging and connection amongst parents, young people and the broader community, and are more likely to be sustained in the longer-term.   | Yes [ ] No [ ]  |
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| Ensure leisure activities are accessible to diverse groups in the community (e.g. people with disability, Aboriginal and Torres Strait Islander Peoples, and Culturally and Linguistically Diverse groups, people experiencing mental health and/or issues that can increase the likelihood of people experiencing alcohol-related harm e.g. homeless and unemployed).  | Making leisure activities available to diverse groups in the community will ensure that programs are accessed by and are appropriate for those groups most in need.   | Yes [ ] No [ ]  |  |  |  |
| Support the delivery of broad-based health promotion campaigns and programs as part of a comprehensive approach.  | Broad-based health promotion campaigns and programs as part of a comprehensive approach can support a reduction in risk factors and increase protective factors over time, especially when efforts are sustained. | Yes [ ] No [ ]  |  |  |  |

**PART D: MANAGING ALCOHOL AVAILABILITY VIA PLANNING, SUPPLY (AVAILABILITY), LIQUOR LICENSING AND ENFORCEMENT MECHANISMS**

This section covers planning and decision making in regards to liquor licensing matters within your locality, enforcement of public health-type regulations, event permits and occasional licensing of events where alcohol may be available.

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| **Planning** | Local planning policies to manage the development of new licensed premises within a council area, and assessment of planning permits for licensed premises. |
| **Liquor licensing** | Active involvement in the liquor licensing process by either objecting to liquor licences or requesting conditions on licences that are relevant to the local context. |
| **Enforcement** | Implementation and enforcement of local laws about alcohol e.g. public drinking bans. |

The Guide’s **Section 2: Where local government can have the most powerful impact** explores how to influence alcohol availability via planning, availability, liquor licensing and enforcement mechanisms aimed at preventing and minimising alcohol-related harm.

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| **Prevention****Domain** | **Opportunities for Action** | **Rationale – why this action is important** | **Shortlisted Action for your Action Plan** **YES/NO** | **Section of the Guide** | **Quick reference to Guide’s Sample Actions** | **Guide Tools to Support Selected Actions** |
| **Managing Alcohol Availability Through Planning, Liquor Licensing and Enforcement Actions** | Develop processes to ensure the local government has active involvement in licensing applications.   | Active involvement of relevant areas of local government in licensing applications will ensure full consideration of the impact a new license may have on the community, assisting in a more comprehensive response to licensing matters.  | Yes [ ] No [ ]  | 2.5 Local government can influence the consumption of alcohol products in licensed venues | Sample action 1: Council will pursue strategic planning in relation to licensed premises. |  |
| Design and implement formal assessment processes to determine the impact of license applications.   | Developing formal assessment processes involving all relevant areas of local government to determine the impact a license may have on the local amenity will ensure a comprehensive and consistent assessment approach and streamline efforts related to this assessment.     | Yes [ ] No [ ]  | 2.5 Local government can influence the consumption of alcohol products in licensed venues | Sample action 2: Council will develop a licensed premises policy to guide the assessment of applications for planning permits. |
| Support communication and consultations with the community to identify concerns regarding license applications.   | Community often do not understand mechanisms to raise concerns around local licensing matters. Good communication and consultation around community concerns regarding licensing applications, along with well promoted mechanisms for lodging community concerns can greatly broaden understanding of the impact licenses may have on a community and strengthen arguments for conditions on licenses.  | Yes [ ] No [ ]  | 2.5 Local government can influence the consumption of alcohol products in licensed venues | Sample action 4: Council will consider objections to liquor licence applications. |  |
| 2.8 Local government can amplify the power of alcohol harm prevention and minimisation strategies through local communication of information and research | Sample action 5: Council will consult with the community on local alcohol-related issues to inform local action. | LGA Guide Tool 5 – Survey for community members LGA Guide Tool 6 – Survey for local business |
| 2.7 Local government can amplify the power of alcohol harm prevention and minimisation strategies via leadership and advocacy | Sample action 1: Council will assess its prevention capacity and infrastructure to implement effective Alcohol, Tobacco and Other Drugs (ATOD) prevention actions, and organisational readiness for prevention work, using the results to help prioritise and develop future action.  | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure Survey: <https://adf.org.au/pci-survey-resources/>LGA Guide Tool 4 – Prevention Capacity and Infrastructure Self-assessment Tool |
| Adopt a whole of local government response (in relation to planning, licensing, health and wellbeing) when assessing license applications.   | Alcohol availability can have physical, mental and social health impacts on a community. It is therefore important to adopt a whole of local government response when considering the potential impacts of license applications.    | Yes [ ] No [ ]  | 2.5 Local government can influence the consumption of alcohol products in licensed venues | Sample action 1: Council will pursue strategic planning in relation to licensed premises. |  |
| Support efforts to prevent sales of alcohol to under 18-year-olds.   | Increased availability and access to alcohol is associated with increased harms. Supporting efforts to decrease sales to under 18-year-olds will assist in decreasing the harm associated with access amongst young people.    | Yes [ ] No [ ]  | 2.5 Local government can influence the consumption of alcohol products in licensed venues | Sample action 3: Council will exert influence on alcohol outlets and venues through planning and licensing decisions about licensed premises. |  |
| 2.9 Local government can amplify the power of alcohol harm prevention and minimisation strategies by developing, sponsoring and supporting local programs and activities | Sample action 1: Council will provide a comprehensive youth services program to prevent and minimise alcohol and drug-related harm among our municipality’s young people |  |
| Support efforts to monitor sales of alcohol to under 18-year-olds.   | Monitoring and enforcement of sales of alcohol to under 18-year-olds increases compliance with laws associated with sales to under 18-year-olds.   | Yes [ ] No [ ]  | 2.1 Local government can influence the consumption of alcohol products at festivals and events. | Sample action 1: Council will review and redesign policies and procedures for safer and healthier festivals and events on public property and ensure they support alcohol-free or low-risk drinking practices. |  |
| Encourage, deliver and support alcohol-free events held in the community.  | Increased availability of alcohol-free events assists in creating a lower risk drinking culture. Reinforcing that alcohol does not need to be involved in all activities/events for them to be engaging and fun, especially when young people are involved. Increased access to alcohol is also associated with increased harm. Alcohol-free activities/ events provide more opportunities for community to participated in activities where alcohol is not consumed.   | Yes [ ] No [ ]  | 2.1 Local government can influence the consumption of alcohol products at festivals and events. | Sample action 2: Council will review and upgrade its processes and standards for hosting, sponsoring or supporting public festivals and events on public property to ensure they support alcohol-free or low-risk drinking practices. |  |
| Sample action 3: Council will review its processes and standards for festivals and events hosted by others within their council catchment area to ensure they support alcohol-free or low-risk drinking practices. |
| Sample action 4: Council will develop more alcohol-free public events over the next 3 years.  |
| Encourage, use and support efforts to decrease alcohol advertising and sponsorship (examples might include limiting financial support for alcohol sponsored events and limiting outdoor alcohol advertising on local government property).  | Alcohol advertising and sponsorship is well-evidenced to increase awareness and consumption of the products being promoted. Decreasing alcohol advertising, especially where young people might be exposed is an important step to decreasing alcohol-consumption, especially amongst those at risk.   | Yes [ ] No [ ]  | 2.3 Local government can influence the consumption of alcohol products on council land. | Sample action 1: Council will develop a policy on alcohol product consumption in facilities that it leases or licences to the public to support alcohol-free or low-risk drinking practices. | LGA Guide Tool 1 – Local Government Leases – Alcohol Product Availability, Sponsorships and Advertising  |
| Sample action 2: Council will ensure that sporting clubs that lease facilities from council and serve alcohol are members of the ADF’s Good Sports Program. |
| Sample action 4: Council will review and upgrade the conditions of contracts with media display companies.  |
| Support Responsible Service of Alcohol (RSA) training to relevant organisations/businesses in the community.   | RSA that is actively supported by organisation/business management and comprehensively implemented is an important mechanism for minimising alcohol-related harm in environments where alcohol is made available.   | Yes [ ] No [ ]  | 2.3 Local government can influence the consumption of alcohol products on council land. | Sample action 2: Council will ensure that sporting clubs that lease facilities from council and serve alcohol are members of the ADF’s Good Sports Program. | LGA Guide Tool 1 – Local Government Leases – Alcohol Product Availability, Sponsorships and Advertising  |

**PART E: CREATING SAFER AND HEALTHIER SETTINGS TO PREVENT AND MINIMISE ALCOHOL-RELATED HARM THROUGH ENVIROMENTAL SUPPORTS – LOCAL LAWS AND PUBLIC REALM DESIGN**

This section covers factors related to physical design and other environmental support that assist in creating safer and healthier environments that both encourage lower-risk behaviours and reduce the likelihood of alcohol-related harms occurring.

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| --- | --- |
| **Public realm design** | Designing public spaces, creating local laws related to those spaces and to minimise alcohol harm e.g. lighting, security patrols, proximity of transport options to licensed venues, alcohol-free spaces and other mandated actions. |

The Guide’s **Section 2: Where local government can have the most powerful impact** explores how local laws, physical design and other environmental supports can influence safer and healthier environments to prevent and minimise alcohol-related harm.

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| --- | --- | --- | --- | --- | --- | --- |
| **Prevention****Domain** | **Opportunities for Action** | **Rationale – why this action is important** | **Shortlisted Action for your Action Plan** **YES/NO** | **Section of the guide** | **Quick reference to Guide’s Sample Actions** | **Guide Tools to Support Selected Actions** |
| **Creating Safer and Healthier Settings Though****Public Realm Design**  | Develop local laws to support lower-risk behaviours aimed at preventing and minimising alcohol-related harm.  | Local law and policy that is publicly promoted, understood and well supported due to it’s ability to facilitate safer and healthier environments can assist in supporting lower-risk behaviours.  | Yes [ ] No [ ]  | 2.2 Local government can influence the consumption of alcohol products in public spaces. | Sample action 1: Council will review/develop a Memorandum of Understanding with law enforcement agencies to ensure that members of marginalised communities are treated fairly and respectfully with regards to local laws on the consumption of alcohol products in public places. |  |
| Sample action 3: Council will use local laws to make public spaces alcohol-free during higher-risk periods.  |
| 2.8 Local government can amplify the power of alcohol harm prevention and minimisation strategies through local communication of information and research. | Sample action 5: Council will consult with the community on local alcohol-related issues to inform local action. | LGA Guide Tool 5 – Survey for community members LGA Guide Tool 6 – Survey for local business |
| 2.7 Local government can amplify the power of alcohol harm prevention and minimisation strategies via leadership and advocacy | Sample action 3: Council is committed to understanding local people’s experiences of alcohol-related harm and representing those perspectives in advocacy efforts. | LGA Guide Tool 3 - ADF’s Local Government Prevention Capacity and Infrastructure SurveyLGA Guide Tool 4 – Prevention Capacity and Infrastructure Self-assessment Tool |
|  |  |  |  |  |
| Local government holds enormous capacity to modify the physical environments in areas where risky alcohol consumption occurs, such as entertainment precincts, large scale events and local public spaces to prevent and minimise alcohol-related harm. | Safer and healthier physical environments provide passive interventions that naturally facilitate lower-risk behaviours. Include anti-slip surfacing, speed bumps, rubbish disposal, venue security, easy access to safe public transport, well-lit public spaces and CCTV cameras.  | Yes [ ] No [ ]  | 2.10 Local government can improve community safety by the physical design and management of public space | Sample action 1: Council will develop a new plan to manage high-risk settings of alcohol-related harm. |  |
| Sample action 2: Council will review its public facilities for young people to ensure that there is a diverse mix of options across the municipality.  |
| Sample action 3: Council will improve public safety by encouraging a more diverse mix of activities that do not depend on consumption of alcohol products.  |
| Local government can assess potential and actual harms associated with alcohol use by monitoring and/or auditing high-risk areas such as entertainment precincts, large scale events and festivals and other regular activities. To inform future recommendations on public realm design and environmental support interventions.  | Understanding the things that contribute to higher risk behaviours can assist with better direction of actions to address risky behaviours when resources are limited.  | Yes [ ] No [ ]  | 2.1 Local government can influence the consumption of alcohol products at festivals and events | Sample action 1: Council will review and redesign policies and procedures for safer and healthier festivals and events on public property and ensure they support alcohol-free or low-risk drinking practices. |  |
| Sample action 2: Council will review and upgrade its processes and standards for hosting, sponsoring or supporting public festivals and events on public property to ensure they support alcohol-free or low-risk drinking practices. |
| Sample action 3: Council will review its processes and standards for festivals and events hosted by others within their council catchment area to ensure they support alcohol-free or low-risk drinking practices. |
|  |  | 2.10 Local government can improve community safety by the physical design and management of public space | Sample action 1: Council will develop a new plan to manage high-risk settings of alcohol-related harm. |  |
| Sample action 2: Council will review its public facilities for young people to ensure that there is a diverse mix of options across the municipality.  |
| Sample action 3: Council will improve public safety by encouraging a more diverse mix of activities that do not depend on consumption of alcohol products.  |