



## SELF-ASSESSMENT COMPLIANCE AUDIT LIQUOR CHECKLIST

Club Name:	Date:
Audit by:	Position:
Acknowledged by:	Position:
	Signature:
	Signature:

Reference	Item	Yes	No	N/A	If No, what action to be taken	Action taken: • When • By Whom
<b>SIGNAGE</b>						
Sec 109 <i>Liquor Licensing Act 1997</i>	Is there a copy of the current liquor licence displayed at the main entrance to the premises?					
Sec 122 LLA	Is there a current and accurate copy of the premises plan available for viewing by an authorised officer?					
Sec 111(2) LLA	If CBS has approved a declared area out of bounds to minors, is there an “LGC2019 – 4” sign displayed at the entrance to each applicable area of the premises?					

Sec 112(5) LLA	If licence allows consumption of alcohol after midnight, is there an “ <b>LGC2019-2</b> ” sign displayed and visible to patrons at the bar?					
Sec 113(1) LLA	Is there an “ <b>LGC2019-1</b> ” sign displayed and visible to patrons at the bar?					
GCOP Guidelines	Do you have <i>No ID No Service</i> signs to assist staff with identifying minors? (Not mandatory)					
Sec 117D LLA	Is there a “ <b>Declared Criminal Organisation</b> ” poster behind the bar to enable staff to identify “prohibited items” (Highly recommended)					
<b>STAFF</b>						
Sec 97(1)(a) LLA	Is there a Responsible Person on duty at all times the premises is open to the public? (unless an exemption has been approved)					
	Are there enough approved Responsible Persons to cover all shifts?					
Sec 97(5) LLA	Is the Responsible Person on duty wearing their identification badge in a prominent position?					

Sec 71 (3) LLA	Has CBS been notified of all current Committee members?					
Sec 71 (4) LLA	Have all approved Responsible Persons / Committee members completed training if it was required as a condition of approval?					
<b>RISK ASSESSMENT AND MANAGEMENT PLAN</b> <b>Code of Practice under <i>Liquor Licensing Act 1997</i> Section 11A</b>						
GCOP 14(1&2)	Have you undertaken a Risk Assessment and produced a Management Plan for your venue?					
GCOP 14(3)	Date completed..... Next review due.....(Every 2 years)					
GCOP 8 9 10 11	Ensure your Management Plan include the following: <ul style="list-style-type: none"> <li>• Practices relating to minors</li> <li>• Practices promoting responsible attitude to consumption of liquor on licensed premises</li> <li>• Practices relating to drink spiking</li> <li>• Practices relating to intoxication and disorderly, offensive, abusive or violent behaviour</li> </ul>					

12 Sec 117B LLA	<ul style="list-style-type: none"> <li>Practices relating to disturbances</li> <li>Practices relating to Declared Criminal Organisations</li> </ul>					
GCOP 7(1&2)  GCOP 7(5)	<p>Have all staff who <i>serve or supply alcohol</i> completed a nationally accredited RSA (responsible service of alcohol) training course?</p> <p><b>NB</b> new staff have 3 months from commencement of employment</p> <p>Can you produce copies of RSA certificates</p>					
GCOP 15(1)  15 (2)  15(3)	<p>Have all staff who <i>serve or supply alcohol</i>, completed training in your <b>current</b> Management Plan?</p> <p>NB. New staff must be trained on induction.</p> <p>Do you have evidence of the completion of this training?</p>					

<b>BARRING</b>						
Sec 126(2) LLA		Are copies of barring orders issued being maintained in a folder and available for staff viewing?				
Barring Guidelines		Have all staff been instructed to ensure that details of barring orders are not to be communicated to members of the public?				
Barring Guidelines		<p>Does the venue have a documented barring procedure? If yes, does the procedure include:</p> <ul style="list-style-type: none"> <li>• What steps staff will take to ensure barred patrons do not enter or remain on the licensed premises?</li> <li>• The roles of staff in handling barrings?</li> <li>• The process to record incidents of barred persons entering the premises?</li> <li>• The process to review the order before it is rescinded?</li> </ul>				

Barring Guidelines	Have all staff been instructed in the barring procedure and given a copy of (or know where to view) the procedure?					
Barring Guidelines	Are blank liquor barring orders available on the premises?					
Sec 125 (6) LLA	Are all barring orders made under section 125 of the Liquor Licensing Act (Initiated by the licensee for an indefinite period or a period exceeding 6 months) provided to the Office of the Liquor and Gambling Commissioner within 7 days of issue?					
<b>RESPONSIBLE SERVICE OF ALCOHOL</b>						
GCOP 9(3)(a)	Do you have free cool drinking water readily available to patrons on the licensed premises?					
GCOP 9(3)(b)	Do you have at least one non-alcoholic beverage (other than water) available for purchase at a price that does not exceed the price of the least expensive alcoholic beverage available for purchase?					

GCOP Guidelines	Are there signs and brochures relating to the responsible service of alcohol, minors and intoxicated persons prominently displayed throughout the licensed premises? (Optional)					
GCOP Guidelines	Have you created or adopted a Club Policy for your venue? (Recommended to have this minuted at Board meeting & it form part of your Management Plan)					
<b>DISTURBANCES</b>						
GCOP Guidelines	Are there signs in place to assist in minimising the disturbance to nearby residences, churches and businesses by patrons of your venue? (Optional unless a condition on your licence)					

<b>FIRE SAFETY</b>						
<i>Development Act 1993</i>	Is your electrical equipment tagged and tested by a competent person (licensed or registered electrician or a licensed electrical inspector)?					

Work Health & Safety Act 2012	Does the venue have an emergency evacuation policy and procedure in place and available and accessible to all staff?					
Work Health & Safety Act 2012	Are all exit doors and paths to exit doors kept clear and free?					
<b>FIRST AID</b> <b>Code of Practice under <i>Work Health and Safety Act 2011</i> section 274</b>						
Regulation 42	“A person conducting a business or undertaking (PCBU) must ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.”					
First Aid Code of Practice	<p>Do you have a First Aid Kit on premises which is compliant with the First Aid Code of Practice 2012?</p> <p>Do you have any extra requirements based on your risk assessment included in the Kit? (eg Outdoor, Remote and Burns)</p> <p>Is there clear signage indicating where Kits are stored? (Green with white cross)</p>					

<b>SECURITY</b>						
Licence Condition		If there is a condition on your licence to provide security, do you solely employ Commissioner approved security personnel for licensed premises?				
Licence Condition		Do you maintain a register containing the name, address and licence number of security personnel, their badge number, start and finish time and any incident (use of force) reports?				
<b>BUILDING MAINTENANCE</b>						
<i>Work Health &amp; Safety Regulations 2012</i>		Do the kitchen and bar areas have a designated hand sink available, including soap dispenser and hand towels?				
<i>Work Health &amp; Safety Regulations 2012</i>		Are all chemicals stored / kept in a secure area? Do you have SDS (Safety Data Sheets) for each chemical? If relevant is there access to required PPE (Personal Protective Equipment)? eg handling chemicals				

CONSTITUTION						
Sec 24 (2) <i>Association Incorporation Act</i>		Has the Club's Constitution been reviewed and updated recently? (Copy of amended Constitution must be lodged with CBS)				
Sec 23A <i>Association Incorporation Act</i>		When was your last AGM? How often do you hold Board meetings? (Check your Constitution for what is required by your Rules)				

Notes.....  
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Clubs SA advises you to contact relevant organisations for further advice:

CBS W: [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) T: 131 882

SafeWork SA W: [www.safework.sa.gov.au](http://www.safework.sa.gov.au) T: 1800 777 209

St John Ambulance: Andrea Lagrou - First Aid Advisor M: 0488 178 823

Your Local Council: