



Consultants to the Hospitality Industry

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QUICK CHECK COMPLIANCE CHECKLIST – LICENSED PREMISES

Date:	Start Time:	Finish Time:
Premises:	Premises address:	
Licence Type:	Licence Number:	
Checklist completed by:		

Note:

If any of the questions do not apply to this venue, please mark N/A (Not Applicable) in the Yes/No column.

Photographs may be provided to support this checklist.

If there is insufficient space for your response please attach to this document.

If you answer “No” answer a comment must be entered into the Comments/Actions box beside the question. You will need to determine the remedial action and a proposed date for completion.

QUICK COMPLIANCE CHECKLIST	Yes ✓	No ✘	Comments/Actions
1. Can the liquor licence document be immediately produced to an investigator or police officer by the person in control of the premise?			
2. Is the venue complying with the licence conditions?			
3. Are the external areas (carpark) well lit and adequate for security?			
4. Are procedures and controls in place to manage noise and patron behaviour inside and outside			

QUICK COMPLIANCE CHECKLIST	Yes ✓	No ✘	Comments/Actions
the premises?			
5. Are there procedures in place for monitoring patron behaviour outside the premises, during trade and after closing?			
6. Is free tap water available for patrons?			
7. Does the venue have a house policy?			
8. Does the venue keep an incident register for recording liquor, gaming, security and WHS related incidents?			
9. Do staff follow procedure for checking ID?			
10. Is CCTV operational and being used in accordance with the appropriate guidelines?			
11. Is the Gaming Licence displayed in a conspicuous location?			
12. Gaming machines are not visible to passing pedestrian traffic or so that they do not attract the attention of the public who are outside the venue?			
13. Does the ATM/EFTPOS only accept debit cards? Credit cards cannot be used?			
14. Is the ATM/EFTPOS located outside the gaming machine area/s?			
15. Are procedures in place for record keeping that meets with the requirements of the regulations?			
16. Has a documented AML/CTF compliance program been adopted and implemented?			
17. Has an AML/CTF compliance officer been appointed?			
18. Does the AML/CTF compliance program met with the legislative requirements?			

QUICK COMPLIANCE CHECKLIST	Yes ✓	No ✖	Comments/Actions
19. Is the AML/CTF compliance program effective?			
20. Has the venue implemented the AML/CTF compliance program?			
21. Has the venue complied with the documented AML/CTF compliance program?			
22. Is a current smoking management plan in place?			
23. Does the workplace have a written privacy policy?			
24. Is the privacy policy able to be produced upon request at the workplace?			
25. Is a current food licence document, issued by the relevant council/government, displayed at the venue?			
26. Has a food safety supervisor been appointed for the food business?			
27. Has the local government/council been notified of the nominated food safety supervisor? ¹			
28. Is the venue complying with the food licence conditions?			
29. Have maintenance checks of fire safety equipment been made in the last 6 months?			
30. Are all fire exits free from obstruction?			
31. Is appropriate signage displayed for: <ul style="list-style-type: none"> <input type="checkbox"/> Liquor <input type="checkbox"/> Gaming <input type="checkbox"/> AML/CTF <input type="checkbox"/> Smoking/Tobacco 			

¹ Please note that the local government must be notified within 14 days of a change of contact details of the food safety supervisor.

QUICK COMPLIANCE CHECKLIST	Yes ✓	No ✘	Comments/Actions
<input type="checkbox"/> Privacy <input type="checkbox"/> Food Safety <input type="checkbox"/> Fire Safety <input type="checkbox"/> WHS			
32. Have staff received the appropriate training for: <input type="checkbox"/> Liquor <input type="checkbox"/> Gaming <input type="checkbox"/> AML/CTF <input type="checkbox"/> Smoking/Tobacco <input type="checkbox"/> Privacy <input type="checkbox"/> Food Safety <input type="checkbox"/> Fire Safety <input type="checkbox"/> WHS			
33. Are copies of current training Certificates, Statements of Attainment or competency cards kept and able to be produced upon request?			
34. Is the workplace being managed effectively to ensure that (so far as is reasonably practicable) that there are no health and safety risks to anyone from the workplace, or when entering or exiting a workplace? Is the PCBU effectively managing: <input type="checkbox"/> Consultation arrangements with workers <input type="checkbox"/> Workplace and facilities are maintained in a safe condition <input type="checkbox"/> Emergency plans are prepared, implemented and practiced.			

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