

RISK ASSESSMENT & MANAGEMENT PLAN

Club Name:

GOLDEN GROVE SPORTING CLUB
GOLDEN GROVE FOOTBALL CLUB
GOLDEN GROVE CRICKET CLUB

Licence no:

5 7 2 1 1 9 4 5

Licence Type (*tick relevant box*):

Club Licence Other

This Management Plan has been adopted by the committee members / directors and management of the Club and sets out how the *General Code of Practice* will be applied.

Approval of Management Plan

Date Management Plan was approved:

July 2023

Date Management Plan is due for review:

July 2025

Written plan must be reviewed and modified if necessary, every two years or when operations under the licence change in such a way that warrants a review.

Signature of Authorised Person(s):

1.

2.

Print Name and Position

1. Kate Grandey

Position

President

2. Alan Green

Position

Treasurer

RISK ASSESSMENT

General Code requirements	Risk Assessment <i>Consider the nature and extent of your liquor licence to identify the risks associated with operational practices.</i>																																																											
<p>Undertake an assessment of the risks associated with your Clubs operations.</p> <p>Identify -</p> <ul style="list-style-type: none"> ▪ low risk ▪ medium risk ▪ high risk <p>Do not carry out practices involving unacceptable risks.</p>	<p>Type of Licence <input checked="" type="checkbox"/> Club Licence <input type="checkbox"/> Other</p> <p>The Club is located in <input type="checkbox"/> the CBD <input checked="" type="checkbox"/> a suburban area <input type="checkbox"/> a regional centre <input type="checkbox"/> a remote location</p> <p>The Club is operated by <input checked="" type="checkbox"/> volunteers only <input type="checkbox"/> paid staff only <input type="checkbox"/> volunteers and paid staff</p> <p>Consider your Authorised trading hours:</p> <table border="1" data-bbox="539 676 1016 948"> <thead> <tr> <th>DAY</th> <th>OPEN</th> <th>CLOSE</th> </tr> </thead> <tbody> <tr><td>Monday</td><td>5.00am</td><td>12.00am</td></tr> <tr><td>Tuesday</td><td>5.00am</td><td>12.00am</td></tr> <tr><td>Wednesday</td><td>5.00am</td><td>12.00am</td></tr> <tr><td>Thursday</td><td>5.00am</td><td>12.00am</td></tr> <tr><td>Friday</td><td>5.00am</td><td>12.00am</td></tr> <tr><td>Saturday</td><td>5.00am</td><td>12.00am</td></tr> <tr><td>Sunday</td><td>8.00am</td><td>12.00am</td></tr> </tbody> </table> <p>Actual trading hours:</p> <table border="1" data-bbox="1234 676 1751 948"> <thead> <tr> <th>DAY</th> <th>OPEN</th> <th>CLOSE</th> </tr> </thead> <tbody> <tr><td>Monday</td><td>5.00pm</td><td>10.30pm</td></tr> <tr><td>Tuesday</td><td>5.00pm</td><td>10.30pm</td></tr> <tr><td>Wednesday</td><td>5.00pm</td><td>10.30pm</td></tr> <tr><td>Thursday</td><td>5.00pm</td><td>12.00am</td></tr> <tr><td>Friday</td><td>5.00pm</td><td>11.30pm</td></tr> <tr><td>Saturday</td><td>12.00pm</td><td>12.00am</td></tr> <tr><td>Sunday</td><td>12.00pm</td><td>8.00pm</td></tr> </tbody> </table> <p>How many patrons do you</p> <table border="0" data-bbox="454 1018 1839 1254"> <thead> <tr> <th></th> <th style="text-align: center;">INSIDE</th> <th style="text-align: center;">OUTSIDE</th> </tr> </thead> <tbody> <tr> <td>- generally have on your premises at one time? and/or</td> <td style="text-align: center; border: 1px solid black; width: 60px;">150</td> <td style="text-align: center; border: 1px solid black; width: 60px;">600</td> </tr> <tr> <td>- how many are you approved to have?</td> <td style="text-align: center; border: 1px solid black; width: 60px;">270</td> <td style="text-align: center; border: 1px solid black; width: 60px;">1200+</td> </tr> </tbody> </table>			DAY	OPEN	CLOSE	Monday	5.00am	12.00am	Tuesday	5.00am	12.00am	Wednesday	5.00am	12.00am	Thursday	5.00am	12.00am	Friday	5.00am	12.00am	Saturday	5.00am	12.00am	Sunday	8.00am	12.00am	DAY	OPEN	CLOSE	Monday	5.00pm	10.30pm	Tuesday	5.00pm	10.30pm	Wednesday	5.00pm	10.30pm	Thursday	5.00pm	12.00am	Friday	5.00pm	11.30pm	Saturday	12.00pm	12.00am	Sunday	12.00pm	8.00pm		INSIDE	OUTSIDE	- generally have on your premises at one time? and/or	150	600	- how many are you approved to have?	270	1200+
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Do you provide entertainment? Yes If yes, what type?

Recorded music & TV

What does your Club offer? Bar Dining Function Facilities Gaming Machines
 SA Lotteries TAB

Other _____

Can your Club sell liquor for consumption off the licensed premises (take away)? Yes No

What type of patrons do you generally attract? (e.g. male/female, age group)

Do you have any issues with minors? Yes No

Are your Club rooms hired out for special functions such as 18th and 21st birthdays or weddings? Yes No

Do you hold special events? Yes No

If yes, could there be an increased number of patrons on your premises at these times? Yes No

Could the risk level for your Club vary from time to time (e.g. when holding events, sporting finals etc.)? Yes No

Have you had any alcohol related incidents in the past? Yes No

Are your staff / volunteers aware of their obligations under the *Liquor Licensing Act* and the *General Code*? Yes No

Does your Club have policies and procedures in place regarding the responsible service of alcohol? Yes No

Describe any other factors that are relevant to your Club if needed.

N/A

Have you given consideration to all other factors relevant to your licence and your operations?

Yes

No

Taking all the above factors into consideration, we assess our Club generally as:

Overall risk assessed as: Low Medium High

Generally Clubs would be considered as 'low risk' but depending on the risks identified above, your assessed risk may be higher. This is acceptable as the steps you implement in the Plan will reduce that risk.

NOTE: If your Club has functions or events on a particular day that considerably increases your risk, measures to address these risks on those occasions must be included in your Management Plan.

MANAGEMENT PLAN

REQUIRED TRAINING AND PRACTICES

NOTE: Anyone who sells/supplies alcohol in South Australia is required to complete nationally accredited responsible service of alcohol training. This includes staff and volunteers at Clubs which previously held a Limited Club Licence.

General Code requirements	Risk Assessment Factors to consider	Management Plan List practices you will put in place
<p>General Code of Practice - Part 2 Clause 7 - Responsible Service of Alcohol training</p> <p>(1) The licensee must ensure that all staff engaged by the licensee have successfully completed nationally accredited responsible service of alcohol training by a Registered Training Organisation approved by the Commissioner and published on a website maintained by the Commissioner.</p> <p>(2) Training must be completed by new staff within 3 months of commencing employment.</p>	<p>Do we have staff and / or volunteers that are required to undertake RSA training?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Do we have a plan to have the approved RSA training completed within 3 months of commencement?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>RSA training is required prior to commencement.</p>

General Code requirements	Risk Assessment Factors to consider	Management Plan List practices you will put in place
<p>(5) The licensee must produce evidence of the completion of responsible service of alcohol training by persons as required by this clause or by licence conditions, within seven days of being requested to do so by an authorised officer (within the meaning of section 122 of the <i>Liquor Licensing Act 1997</i>)</p> <p>(3) The licensee must ensure that prior to being engaged by the licensee all security personnel have successfully completed nationally accredited responsible service of alcohol training by a Registered Training Organisation approved by the Commissioner and published on a website maintained by the Commissioner.</p>	<p>Staff / volunteers who have already undertaken RSA training must produce a certificate upon commencement of employment.</p> <p>Do we keep a record of training completed by staff? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If answered yes, can we make this readily available upon request? Yes</p> <p>Do we employ security staff? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, do we ensure all security personnel have completed appropriate RSA training prior to engagement? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do we ensure security staff receive training in the Club's current Management Plan? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="checkbox"/> Keep copies of training certificates for all staff / volunteers/security personnel on the licensed premises in Clubs SA <i>Liquor Records Folder</i></p> <p><input type="checkbox"/> Use the Clubs SA <i>Training Register</i> to record staff / volunteer training</p> <p><input type="checkbox"/> Request a copy of evidence of the RSA training completed before engaging security personnel.</p> <p><input type="checkbox"/> Provide a copy of current Management Plan to security personnel</p> <p><input type="checkbox"/> All security personnel must sign Management Plan Training Register</p>

PRACTICES RELATING TO MINORS (a person under the age of 18)

A minor may not enter, or remain in your licensed club between the hours of midnight and 2 am unless the minor is accompanied by a responsible adult at all times; or between the hours of 2 am and 5 am, if liquor may be sold in the area at that time.

General Code requirements	Risk Assessment Factors to consider	Practices/measures to be implemented
<p>Clause 8 - Practices relating to minors</p> <p>(1) A licensee must take reasonable steps to prevent:</p> <p>(a) minors consuming or being supplied with liquor on the licensed premises</p> <p>(b) minors unlawfully entering or remaining on the licensed premises or any part of the licensed premises that is out of bounds to minors.</p>	<p>Are minors allowed on our premises? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Minors attend our premises before and after sport.</p> <p>Are minors usually accompanied by a responsible adult? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>During what times are minors generally present? All opening times</p> <p>Does the Club have the relevant signage displayed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Do we have any areas out of bounds to minors? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Refuse service of alcohol to any person suspected of being underage and who does not have acceptable ID to show otherwise.</p> <p><input type="checkbox"/> Refuse service to anyone suspected of supplying alcohol to minors.</p> <p><input type="checkbox"/> Ensure staff are aware of the approved types of ID that can be accepted as proof of age: drivers licence, passport, proof of age card, a key pass card, including digital versions.</p> <p><input type="checkbox"/> Make sure staff are familiar with the relevant sections of the <i>Liquor Licensing Act 1997</i> that relate to minors.</p> <p><input type="checkbox"/> Display required signage at/behind bar in clear view to public.</p> <p><input type="checkbox"/> Display any other legislated signage if applicable</p>

<p>(2) The licensee must not conduct, promote, advertise or permit the conduct, promotion or advertisement of their business in a way that tends to encourage minors to consume liquor.</p>	<p>Does the Club offer special drink promotions / happy hours etc that could encourage minors to consume liquor? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Who are the promotions/advertisements aimed at? Supporters.</p> <p>What age group are the promotions aimed at? Anyone over 18.</p> <p>During promotions, do we use products that might appeal to minors? What are they? No</p>	<p><input type="checkbox"/> Ensure any drink promotions do not appeal to minors.</p> <p><input type="checkbox"/> Ensure that any advertisements do not include imagery or designs etc that are likely to appeal to minors.</p> <p><input type="checkbox"/> Ensure that advertisements do not include role models, celebrities or other testimonials that primarily appeal to minors.</p>
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PRACTICES PROMOTING A RESPONSIBLE ATTITUDE TO THE CONSUMPTION OF LIQUOR ON LICENSED PREMISES

- Rapid, excessive or inappropriate consumption
- Gender based, free or discounted liquor promotions
- Non-alcoholic drinks

General Code requirements	Risk Assessment Factors to consider	Practices/measures to be implemented
<p>Clause 9 - Practices promoting a responsible attitude to the consumption of liquor on licensed premises</p> <p>(1) A licensee must not promote, advertise or conduct their operations in a way that tends to encourage the rapid or excessive consumption of liquor or that discourages a responsible attitude to the consumption of liquor.</p>	<p>Does the Club offer drink promotions / happy hours etc? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes:</p> <p>What type of promotions do we conduct? Discount pricing straight after games to retain patrons into meal service times</p> <p>How do we advertise your business e.g. Social media, websites, posters?</p> <p>Who are our promotions/advertisements aimed at? Members over 18</p> <p>Are our staff / volunteers trained appropriately to ensure the Club does not encourage the rapid or excessive consumption of liquor?</p>	<p><input type="checkbox"/> Ensure that the language, slogans or images used in advertisements or promotions does not encourage patrons to get drunk, drink excessively or drink rapidly.</p> <p><input type="checkbox"/> Prohibit the display of “honour boards” which show patrons’ names and the quantity of liquor consumed over a period of time such as “100 Pints Club”, “Beer Legends” or similar.</p> <p><input type="checkbox"/> Limit the number of certain beverages (such as those designed to be consumed rapidly) that can be served to one person at a time (for example, ‘shots’ of spirits).</p> <p><input type="checkbox"/> Do not offer free or heavily discounted liquor to patrons.</p> <p><input type="checkbox"/> Only serve standards drinks.</p> <p><input type="checkbox"/> Provide discounted food and/or free soft drinks/water for designated drivers.</p>

<p>(2) A licensee must not conduct, promote, advertise or permit gender-based promotions involving free or discounted liquor on the licensed premises including free or discounted entry to the licensed premises.</p> <p>(3) a licensee must at all times</p> <p>(a) ensure that free cool drinking water is readily available to patrons on the licensed premises; and</p> <p>(b) ensure that at least one non-alcoholic beverage (other than water) is available for purchase at a price that does not exceed the price of the least expensive alcoholic beverage available for purchase.</p> <p>(4) ensure no liquor is supplied free of charge when open between 12.01 am and 7.00 am</p>	<p><i>Promotions not specifically gender based and clearly do not encourage rapid or excessive consumption (for example, a free champagne or beer with a meal on Mother's or Father's Day) would not be considered a breach of the General Code of Practice.</i></p> <p>Is free cool drinking water available on request? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is free cool drinking water available for customers to help themselves? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>What type of non-alcoholic drinks do we sell? Soft drinks, water, juice & milk</p> <p>What is the least expensive non-alcoholic drink that we have available to sell? Water</p> <p>These drinks always in stock? Yes</p>	<p><input type="checkbox"/> The Club will not offer gender based promotions or practices such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unlimited free alcohol for women all night <input type="checkbox"/> \$1 beers for blokes on Grand Final Day <input type="checkbox"/> Special all you can drink offers for females only <input type="checkbox"/> Promotions involving free 'drink cards' for all females upon entry. <input type="checkbox"/> \$1 spirits or cheap drink 'ladies nights' or 'bachelor nights'. <p><input type="checkbox"/> Put up signs showing customers can get free drinking water.</p> <p><input type="checkbox"/> Make sure that non-alcoholic drinks are always in stock.</p> <p><input type="checkbox"/> Make sure staff know and follow this requirement through training in Management Plan.</p>
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PRACTICES RELATING TO DRINK SPIKING

General Code requirements	Risk Assessment Factors to consider	Practices/measures to be implemented
<p>Clause 10 - Practices relating to drink spiking</p> <p>(1) A licensee must take reasonable steps to reduce the likelihood of drink spiking occurring on the licensed premises</p> <p>(2) A licensee must cooperate with and assist police in any investigation relating to alleged drink spiking</p> <p>In this clause – drink spiking includes any addition of alcohol or other substance to a person’s drink without the person’s knowledge or permission (whether at all or in the quantity added).</p>	<p>Is alcohol served over the bar or is table service provided? Bar <i>(Drink spiking is less likely to occur if people are purchasing their own drinks. If customers are purchasing drinks for others, there is the potential for requests to be made to add amounts of alcohol to a person’s drink without their knowledge).</i></p> <p>Has drink spiking ever been an issue at the Club? No</p> <p>Are staff / volunteers aware of drink spiking, what it means and what action to take if it occurs? Yes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that staff understand the seriousness and consequences of drink spiking allegations. <input type="checkbox"/> Unattended glasses/bottles/cans will be collected to reduce the risk of drink spiking. <input type="checkbox"/> Train staff/volunteers to be aware of unusual beverage requests e.g. beer with a nip of spirits. <input type="checkbox"/> Refuse patrons’ requests to add extra alcohol to friends’ drinks without their knowledge. <input type="checkbox"/> Monitor and, if necessary, report any suspicious behaviour to the police and assist/cooperate in any investigation. <input type="checkbox"/> Be aware of possible drink spiking symptoms: <ul style="list-style-type: none"> o Memory loss; nausea, vomiting; unconsciousness; dizziness; evidence of assault; erratic or unusual behavior. <input type="checkbox"/> In the event of an alleged drink spiking incident, seek immediate medical assistance and report incident to SAPOL.

PRACTICES RELATING TO INTOXICATION AND DISORDERLY, OFFENSIVE, ABUSIVE OR VIOLENT BEHAVIOUR

General Code requirements	Risk Assessment Factors to consider	Practices/measures to be implemented
<p>Clause 11 - Practices relating to intoxication and disorderly, offensive, abusive or violent behaviour</p> <p>The licensee, responsible person or staff of the licensee must take reasonable steps</p> <p>(a) to prevent the sale or supply of liquor to persons in circumstances where their speech, balance, coordination or behaviour is noticeably affected and it is reasonable to believe that the affected speech, balance, co-ordination or behaviour is the result of the consumption of liquor or some other substance;</p>	<p>Are staff / volunteers aware of their obligations in relation to intoxicated patrons? Yes <input type="checkbox"/></p> <p>Is there a likelihood that our customers might ‘pre-load’ on alcohol or other substances before visiting our Club? No <input type="checkbox"/></p> <p>How late do we trade? 12.00am</p> <p>Have we had any issues with intoxication in the past? No <input type="checkbox"/></p> <p>Does the Club have a ‘Club Policy’ addressing intoxication and /or disorderly, offensive, abusive or violent behaviour? Yes</p> <p>Are large licensed events or festivals ever held near your premises? No <input type="checkbox"/></p> <p><i>If an incident occurs regarding an intoxicated and/or disorderly, offensive, abusive or violent patron, the badged responsible person (if relevant)</i></p>	<p><input type="checkbox"/> Ensure that all staff are familiar with the <i>Intoxication Guidelines</i> and are alert to the signs of intoxication.</p> <p><input type="checkbox"/> A copy of the Guidelines is kept in the Clubs SA <i>Liquor Compliance Folder</i>.</p> <p><input type="checkbox"/> Staff / volunteers are required to monitor patron behaviour, including behaviour that may indicate that someone is under the influence of an illicit substance (for example, not purchasing or consuming liquor but behaving as though under the influence).</p> <p><input type="checkbox"/> The Club has adopted the Clubs SA Club Policy addressing intoxication and /or disorderly, offensive, abusive or violent behaviour.</p> <p><input type="checkbox"/> Staff / volunteers will encourage the service of low alcohol drinks such as light beer & food where appropriate</p> <p><input type="checkbox"/> We will have safe transport options available for patrons.</p> <p><input type="checkbox"/> Large functions at the Club (e.g. grand final events) must be monitored appropriately by the staff/volunteers and security hired if necessary.</p> <p><input type="checkbox"/> Staff/volunteers must be alert to intoxicated patrons when entertainment is provided at the Club and monitor the area where the entertainment is provided.</p>

<p>(b) to reduce the likelihood of incidents of intoxication and/or disorderly, offensive, abusive or violent behaviour on licensed premises; and</p> <p>(c) to manage incidents related to intoxication and/ or disorderly, offensive, abusive or violent behaviour that may occur on licensed premises</p>	<p><i>or authorised person may ask that person to leave the premises.</i></p> <p>Are staff / volunteers aware of how to manage incidents appropriately? Yes <input type="checkbox"/></p> <p>Does the Club engage security? No <input type="checkbox"/></p> <p>Do the staff / volunteers know how to complete a barring order? Yes <input type="checkbox"/></p> <p>Do the staff / volunteers know how to complete an Incident Report form? Yes <input type="checkbox"/></p> <p>What type of customers does our venue attract? Members</p> <p>Are we all aware that people wearing or carrying certain prohibited items associated with declared criminal organisations cannot enter or remain on licensed premises? Yes <input type="checkbox"/></p>	<p><input type="checkbox"/> In the event that an intoxicated and/or disorderly, offensive, abusive or violent patron fails to leave when asked, police will be called.</p> <p><input type="checkbox"/> Safe transport options will be promoted and displayed in the Club. Staff / volunteers will attempt to assist patrons to obtain safe transport home if required.</p> <p><input type="checkbox"/> Patrons who are intoxicated and/or disorderly, offensive, abusive or violent, may be barred from the Club.</p> <p><input type="checkbox"/> If issuing a barring order, the correct form will be used and correct procedure followed. Refer to the guidelines in Clubs SA Liquor Records folder.</p> <p><input type="checkbox"/> Display SA Police poster with logos of declared criminal organisations (DCO) in staff area or in Liquor Compliance folder</p> <p><input type="checkbox"/> Make staff aware of the DCOs in SA and the prohibited items which cannot be taken into licensed premises.</p> <p><input type="checkbox"/> If someone wearing banned item enters Club, staff/volunteer will contact SAPOL.</p> <p><input type="checkbox"/> An Incident Report Form is available in Clubs SA <i>Liquor Records Folder</i> for staff to complete when SAPOL is contacted. This form should be completed even if the Police do not attend.</p>
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PRACTICES RELATING TO DISTURBANCES

General Code requirements	Risk Assessment Factors to consider	Practices/measures to be implemented
<p>Clause 12 - Practices relating to disturbances</p> <p>(1) A licensee must take reasonable steps –</p> <p>(a) to prevent undue offence, annoyance, disturbance, noise or inconvenience to people who reside, work or worship in the vicinity of the licensed premises, resulting from entertainment or activities on the licensed premises or the conduct of people making their way to or from the licensed premises; and</p> <p>(b) to ensure public order & safety.</p>	<p>Are premises located within or near a residential area? Yes <input type="checkbox"/></p> <p>How late do we trade? 12.00am</p> <p>How many people can be in the premises at any time? 270</p> <p>Do we provide entertainment? List. Recorded music & tv</p> <p>If yes, is the entertainment likely to create a lot of noise? No <input type="checkbox"/></p> <p>Do customers leaving premises have to walk past residential areas in order to get to a car park, taxi rank or public transport? No</p>	<p><input type="checkbox"/> Ask patrons to respect neighbours by leaving the area quickly and quietly. Make announcements and/or use signs.</p> <p><input type="checkbox"/> When relevant, use security personnel to help move and direct patrons away from the premises after closing.</p> <p><input type="checkbox"/> Display information about any nearby taxi ranks and other transport services that are available, such as share riding services or after midnight bus stops</p> <p><input type="checkbox"/> Make sure that entry/exit areas and parking areas have adequate lighting and are free of hazards and any obstructions</p> <p><input type="checkbox"/> Respond to any complaints about noise or disturbance immediately.</p> <p><input type="checkbox"/> Patrons whose behaviour causes disturbance or offence on / or in / the vicinity of the Club may be barred.</p>

INDUCTION AND REFRESHER TRAINING
for staff / volunteers in the Management Plan

General Code requirements	Risk Assessment Factors to consider	Practices/measures to be implemented
<p>Clause 15 - Induction and refresher training in the written Management Plan</p> <p>(1) A licensee must provide to all staff involved in the service or supply of liquor on the licensed premises, training in relation to the Management Plan to be implemented to address the risks associated with the operational practices.</p> <p>(2) The training must be provided to all staff on induction and at least once in each subsequent period of two years</p> <p>(3) The licensee must produce evidence of the completion of the training by persons as required by this clause within seven days of being requested to do so by an authorised officer (within the meaning of section 122 of the <i>Liquor Licensing Act 1997</i>).</p>	<p>Are new staff members trained in the risks identified in this Management Plan and the risks associated with serving alcohol? Yes <input type="checkbox"/></p> <p>Do we keep a record of staff members who have completed training? Yes <input type="checkbox"/></p> <p>Is this in a place where it is readily available on request? Yes <input type="checkbox"/></p> <p><i>If an authorised officer requests to see evidence of induction and refresher training, this must be produced within 7 days.</i></p> <p>Do we provide refresher training to staff members every two years, and if necessary, when there is a change in operational practices? Yes <input type="checkbox"/></p> <p><i>Note the deadlines for existing and new staff in the left column.</i></p>	<p><input type="checkbox"/> Include discussion about relevant sections of the <i>Liquor Licensing Act 1997</i> into induction and refresher training for all staff members.</p> <p><input type="checkbox"/> Use staff meetings as an opportunity to discuss issues and trends relating to the responsible service of alcohol. .</p> <p><input type="checkbox"/> Involve and consult staff in the development of, or changes to club policies or operational procedures.</p> <p><input type="checkbox"/> Document proof of induction and refresher training using Clubs SA Training Register template and place in Liquor Records Folder</p> <p><input type="checkbox"/> Record staff member / volunteer training on individual Training Record – use Clubs SA Staff Training record template and place in Liquor Records Folder</p>