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Publication details

August 2008

## Club

Licence number	
Licence name	
Licensee	
Address	
Phone	(    )
Mobile	
Fax	(    )
Email address	
Web address	www.

Completed by	
Authorised by	
Date	



NSW Office of  
Liquor, Gaming & Racing



Department of the Arts, Sport and Recreation

## IMPORTANT NOTES

From 1 July 2008, the Director of Liquor & Gaming, and the Casino, Liquor & Gaming Control Authority have the statutory authority previously held by the Licensing Court and the Liquor Administration Board.

The Director and the Authority can impose conditions on a licence. The Director can order licensees to cease practices, vary or implement venue practices, order a late hour entry declaration, ban undesirable products and promotions and require licensee to contribute and participate in a local liquor accord. Refer to Attachment A.

In Schedule 1 – list all licence conditions other than liquor harm minimisation conditions imposed prior to 1 July 2008, or by the Authority or Director since that date.
In Schedule 2 - list all written directions made under section 75 that the Director has served on you or your staff to cease, vary or implement a venue practice.
In Schedule 3 - list all written declarations made under section 87 that the Director has made relating to a late hour entry declaration affecting your venue.
In Schedule 4 - list all written orders made under clause 50 that the Director has served on you requiring a Responsible Consumption Message on discount advertising.
In Schedule 5 - list all written notices under section 101 that the Director has given to you relating to restricting or prohibiting undesirable liquor products.
In Schedule 6 - list all written notices under section 102 that the Director has given to you relating to restricting or banning an undesirable liquor promotion.
In Schedule 7 - list all written directions under section 136 that the Director has given to you to make a financial contribution and/or participate in a local liquor accord.

## SIGNAGE AND RESOURCE MATERIAL

To comply with the legislation, you must display the signs referred to in this document or the “old liquor” signs up to 30 June 2009. These signs can be purchased through the OLGR using the following options listed below:

1. on line via [shop.nsw](http://shop.nsw.gov.au) using a credit card (Visa/Mastercard) at [www.shop.nsw.gov.au](http://www.shop.nsw.gov.au)
2. using our mail order form on [www.olgr.nsw.gov.au/pdfs/order\\_form\\_web.pdf](http://www.olgr.nsw.gov.au/pdfs/order_form_web.pdf)
3. by telephone, Sydney client access centre on (02) 9995 0333, or
4. in person by attending the shop located on Level 7, 323 Castlereagh Street, Haymarket.

Office hours are 8:30 am to 5:00 pm

We also have a range of free resource material, please visit our website at [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

## LIQUOR OPERATIONS

**A NO ANSWER MAY BE A BREACH AND REQUIRE FURTHER INQUIRY**

**Y N**

1	S.95	Is there a sign at the front of the venue showing the Licence Name, Type of Licence, and the Name of the current approved licensee? [For existing club from 1 January 2009]		
2	S.107	Is the licence available for immediate inspection by police or liquor inspectors?		
3	S.52, S.53 & S.54	Has your venue complied with each and all conditions as imposed by the Director and the Authority as set out in attachment A?		
4	S.9, S.12, S.12 & S.14	Is liquor sold and supplied strictly per statutory and licence conditions, and if approved, per extended trading hours?		

## REGISTERS, FOOD AND PRIMARY PURPOSE

5	S.56(1)	If your venue trades past midnight, do you maintain an Incident Register?		
6		▶ Does the register show all incidents of violence and anti-social behaviour?		
7		▶ Have you responded immediately and appropriately to these incidents?		
8		▶ Is the register available for immediate inspection by police or inspectors?		

## MINIMISING INTOXICATION

9	S.73	Do you have procedures and controls to detect intoxicated patrons prior to entry? and		
10		▶ to prevent patrons who become intoxicated being sold or supplied liquor?		

## DETECTING CRIME

11	S.74	Are there procedures and controls that deter criminal activity including use/supply of illicit drugs and trafficking of stolen goods? and		
12		▶ to report actual/suspected criminal activity to police?		

## SELF-EXCLUSION

13	S.76	Does your venue operate a voluntary liquor self exclusion scheme? and		
14		▶ have you accepted all requests from patrons wishing to self exclude from your venue?		

## LICENSEE CONTROL

15	S.66(2)	If the club has more than one set of premises at which the secretary is not in attendance, is the person in charge approved by the Authority?		
16		▶ If the manager has not been present at the venue for more than 2 months, is the person in charge approved by the Authority?		
17	S.92	Have all instances of letting or sub-letting at the venue been approved by the Authority?		

## RSA TRAINING

18	C.40 & C.41	Are all staff involved in the sale and supply of liquor holders of an approved RSA certificate?		
19	C.42	Are all staff involved in security and crowd control holders of an approved RSA certificate?		
20	C.44	Does your RSA register contain a copy of the RSA certificate of each staff member? and		
21		▶ is the register available for immediate inspection by police or inspectors?		
22	C.51	Is drinking water available free of charge to all patrons at all times when liquor is sold or supplied?		

## MINORS

23	S.117	Does your venue have procedures and controls to prevent minors being sold or supplied liquor? and/or		
24		▶ from consuming or taking away liquor from the venue?		
25	S.119	If you allow a minor to sell, supply or serve liquor on the venue, have you obtained approval from the Authority?		
26	S.124	Are there procedures and controls to ensure that minors do not enter or remain in bar areas or restricted areas of the venue?		
27		▶ stay with a responsible adult in non-restricted areas?		

## PUBLIC ENTERTAINMENT

28	S.139(3)(r)	If the venue provides public entertainment, is such entertainment approved by Council? and		
29		▶ conducted within the conditions set by a POPE or other approval or consent?		

## LIQUOR PROMOTIONS

30	S.99 & C.50	Are all liquor promotions operated in consideration of responsible service of alcohol?		
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## LIQUOR SIGNAGE

31	S.127 & C.31(5)	Is Sign 1 prominently displayed at the bar or if no bar, at or near every public entrances? [does not apply to existing clubs until 1 January 2009]		
32	S.127 & C.33	Is Sign 2 prominently displayed at each entrance to the restricted areas?		
33	S.97 & C.35	If your venue has a breath analysis instrument, is Sign 3 displayed near the breath analysing instrument?		



Sign 1 – Minors not to be serve liquor



Sign 2 – Each entrance to restricted areas



Sign 3 – breath testing sign

[only applicable if you have a breath analysing instrument in your venue]

## GAMING OPERATIONS

### RCG TRAINING

Y N

34	C.51	Are all staff involved in gaming operations RCG trained?		
35		▶ Does your RCG register contain a copy of the RCG certificate of each staff member?		
36		▶ Is the register available for immediate inspection on request of police or liquor inspectors?		

### RESPONSIBLE CONDUCT OF GAMING

37	S.39	Are all gaming machines shutdown for the mandatory period?		
38	C.48	Are venue promotions conducted so as to not encourage abuse of gambling or gaming facilities?		
39	▶	▶ Does your venue have procedures and controls that prohibit gaming patrons receiving free liquor or free gaming credits? or		
40		▶ prohibit prizes that are indecent or offensive?		
41	S.46	Does the venue have a link with an approved problem gambling counselling service? and		
42		▶ if requested, can staff properly inform patrons of the details of the service?		
43	S.49	Does the venue operate a gaming self-exclusion scheme? and		
44		▶ are applicants accepted without delay?		
45		▶ give a written undertaking to self-exclude?		
46		▶ given opportunity to seek legal advice prior to joining the scheme?		
47		▶ provided information about the problem gambling counselling service?		

### CASH ADVANCE OR CASHING CHEQUES

48	C.29	Is cheque cashing limited to one personal cheque up to \$400 per person per day?		
49	C.32	Do you have an exemption to cash cheques at the venue?		
50		▶ Does your venue have procedures and controls preventing a person from cashing a cheque if they have a current dishonoured cheque?		
51	S.17	Are there procedures and controls to prevent cash advances being given to patrons? and		
52		▶ preventing false recording of cash advance transaction?		
53	C.137	Are proper gaming records retained by the venue for a minimum of 3 years?		

### MINORS

54	S.50 & S.51	Does your venue have procedures and controls to ensure minors do not enter or remain in the gaming areas? and		
55		▶ to prevent minors from playing the gaming machines?		

### GAMING ADVERTISEMENTS

56	S.44	Is all in-venue gaming related advertising positioned so it cannot be seen from outside the venue?		
57	C.28	Is a working clock, set to right time in all gaming areas (10 minutes either way)?		
58		▶ Can a person playing a gaming machine readily view the clock?		

## GAMING PRIZES

59	C.30	Is the balance of a gaming machine prize over \$2,000 paid by crossed cheque/EFT? or		
60		▶ if requested, the full amount of the gaming prize paid by crossed cheque/EFT?		
61	C.13	Has the venue paid all gaming and non-gaming prizes within 48 hours?		
62	C.14	Are all gaming machine prize schedules, approved by the Authority? and		
63		▶ are the return to player percentages set to at least 85%?		
64		▶ are the non-cash gaming prizes purchased directly from a retailer/manufacture approved by the Authority?		
65	C.47A	Are there procedures and controls to prevent gaming prize cheque being cashed at the venue?		
66	C.50	Does your venue restrict identity details of gaming prize winners in excess of \$1,000?		

## GAMING MACHINES

67	S.56	Are all gaming machines at the venue kept as authorised by the Authority? and		
68	S.133	▶ connected to the authorised Central Monitoring System (CMS)?		
69	S.69	▶ have approved button labels, artwork and compliance plates?		
70	C.12	Are faulty gaming machines immediately switched off? and		
71		▶ display a 'out of order' notice?		
72		▶ subject of a repair requisition by a licensed technician?		
73	S.77	Are all gaming machines operating with intact security seals?		

## LINKED PROGRESSIVE JACKPOT SYSTEM (LPJS)

74	C.68	If your venue operated a LPJS, was it approved?		
75		▶ Does the house numbers on the cabinets match those electronically recorded in the LPJS controller?		
76		▶ Is the link jackpot information video visible from all gaming machines attached to the LPJS?		
77	C.73	Are jackpot prize records kept confidential and not shown on the LPJS?		
78		▶ Are all gaming machines removed from the LPJS approved?		
79		▶ Do gaming machines attachments to the LPJS match those authorised?		

## PLAYER REWARD SCHEME

80	S.45	Are Player Reward Scheme [PRS] prizes valued at less than \$1,000?		
81		▶ Does your venue have procedures and controls to ensure that all PRS prizes are non-cash and not exchanged for cash?		
82		▶ Are there procedures and controls to ensure that PRS credits and not exchanged for cash?		
83	C.42	Are PRS participants aware that Player Activity Statement [PAS] are available on request?		
84		▶ Does PRS promotional material advise that PAS information is available on request?		

## PLAYER ACTIVITY STATEMENT AND ACCOUNT

85	C.84	Are players prevented from operating more than one player account? and		
86	C.82	▶ restricted to persons over 18 years of age?		
87	C.87	Are Player Activity Statement [PAS] available for examination on request by inspector/police?		
88	C.88	Are patrons' requests to limit net expenditure of their player account met?		
89		▶ Are patron's informed that they may restrict/alter the weekly expenditure before joining the PRS?		
90		▶ Are requests for restrictions on the account enacted within 24 hours?		
91	C.89	Is the account information of players' restricted and confidential?		
92	C.85	Is the balance of all players' accounts limited to a maximum of \$200?		

## KENO OPERATION

93	S.24	Are keno rules prominently displayed at the keno change area?		
94	C.12	Does keno advertising contain the <i>G-Line message</i> ?		
95	C.10	Is <i>Brochure 2</i> available in all keno area at all times?		
96	R.5A(b)	Are keno staff restricted from playing keno whilst on duty?		
97	R.6(b)	Are there procedures and controls preventing keno writer from using another identity?		

## GAMING SIGNAGE

98	C.26	Is Sign 1 prominently displayed at the main public entrance?		
99	C.46	Is Sign 2 prominently displayed at each gaming area?		
100	C.21	Is Sign 3 prominently displayed at each entrance to the gaming area?		
101	C.49(2)	Is Sign 4 prominently displayed at the vicinity of guest registers?		
102	C49(1)	Is Sign 5 prominently displayed at each gaming area?		
103	C.25 & C.27	Is Sign 4 prominently displayed on each gaming machine, ATM and Cash Back machine?		
104	C.23	Is Brochure 1 made available in each gaming area at all times?		
105	C.24	Is the approved PlaySmart player information brochure 1E in the relevant community language supplied ASAP following a patron's request?		



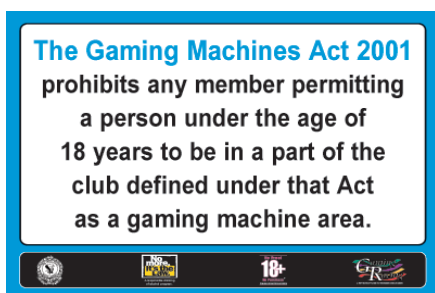
Sign 1 – At the main public entrance



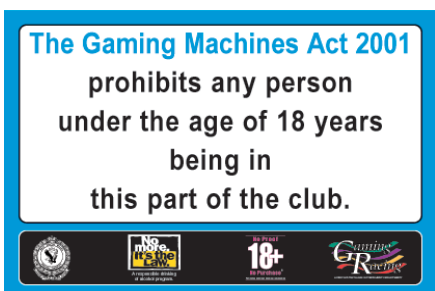
Sign 2 – At each gaming area



Sign 3 – At entrance to gaming areas



Sign 4 – In vicinity of guest register



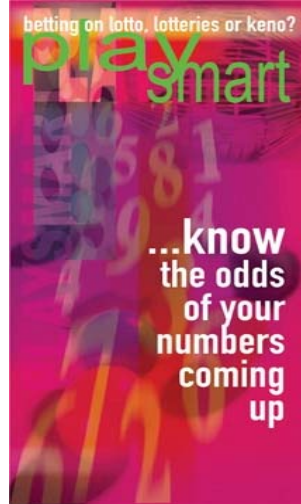
Sign 5 – At each gaming area



Sign 6 - On each gaming machine, ATM and Cash Back machine



Brochure 1 – At each gaming area



Brochure 2 – At each keno area

## CLUB MANGEMENT

### GOVERNANCE AND MANAGEMENT

Y N

106	C.47H	Has the club prepared a quarterly financial statement?		
107		▶ Was the statement provided to the club's governing body?		
108		▶ Was the statement made available to members within 48 hours of the Board's consideration?		
109		▶ Was the statement made available to members on written request?		
110	C.47HA	Has the club prepared a report as prescribed in subclause 2 of the regulation regarding important information to members?		
111	S.47G	Is a register of disclosures, declarations and returns being maintained?		
112	S.41C	Have club directors declared all material personal interest in club matters?		
113	S.41D	Have club directors/top executives declared all hotel interests in NSW?		
114	S.41E	Have club directors/top executives declared all gifts/remuneration of more than \$500 from affiliated bodies?		
115	S.41F	Have club directors/staff declared gifts/remuneration of more than \$500 from contractors?		
116	S.41J(2)	Are all club core and non core property reported in the financial statements?		
117	S.41J(3)	Has the club engaged a registered valuer prior to disposing of core property?		
118		▶ Was the sale approved by the majority of ordinary members at a general meeting?		
119		▶ Did the club conduct a public auction/open tender using an independent real estate agent/auctioneer?		
120	S.41L	Has the club refused all contracts in which the secretary/approved manager/close relative has controlling interest?		
121	S.41M	Has the club's board approved all remuneration contracts of the club's top executives?		
122	S.41N	Does the club prohibited loans to directors?		
123		▶ Has the club's board approved all loans of less than \$10,000 to staff members?		
124	S.41K	▶ Are all club contracts approved by the governing board?		

### CLUB ELECTIONS

125	S.30	Does the club hold board elections at least every two years?		
126		▶ Are members of governing body full members of the club?		
127		▶ Are board meetings held monthly with resolutions properly minuted?		
128		▶ Does the club prohibit proxy voting?		
129		▶ Are elections conducted in accordance with the club's constitution?		

### CLUB MEMBERSHIP

130	S.30	Are applicants asked for acceptable ID when lodging the application?		
131		▶ Are the ID details recorded on the application form?		
132		▶ Are applicants' details displayed for a minimum 1 week before appointment?		
133		▶ Is acceptable ID asked for when new members collect their members card/badge?		
134		▶ Do new members sign their card when issued?		
135		▶ Is a record kept of lost and stolen member cards/badges?		

## CLUB SECRETARY

136	S.32	Does your club have only one approved secretary manager (CEO)?		
137	S.34	Has the club notified the Authority of a change of secretary manager within 7 days?		
138		▶ Has the club submitted a change of secretary manager application within 2 months?		

## BANKING, FLOATS & PETTY CASH

139		Is all banking up-to-date? and		
140		▶ the banking coincides with the gaming machine clearances?		
141		▶ the bank reconciliations performed regularly?		
142		▶ all floats reconciled daily?		
143		▶ appropriate items paid by petty cash?		
144		▶ petty cash vouchers properly authorised?		

## BAR STOCK & OPERATIONS

145		Does your venue have procedures and controls over bar stock?		
146		▶ Are all stock discrepancies investigated and reported to Board meetings?		
147		▶ Is a bar stock-take regularly performed by an external stock-taker?		
148		Are bar takings reconciled against till tapes at the end of each shift?		

## DRAWING CHEQUES & CREDIT CARDS

149		Are all cheque payments adequately vouched for?		
150		▶ Are drawn cheques signed and vouched for by at least 2 authorised persons?		
151		▶ Are credit card payments recorded under correct expenditure categories?		
152		Does your venue have procedures and controls to prevent fraudulent club credit card use?		
153		▶ Is credit card expenditure properly vouched for?		

## SPECIAL FUNCTIONS

154	S.23	If you have a function authorisation, do you have procedures and controls to ensure that all conditions are known and observed by staff, including		
155		▶ maintaining a functions register setting out the times, date and details of each function?		
156		▶ supervising access to the designated function area?		

## CLUB RULES

157		Have the club rules been amended within the last 12 months? and		
158		▶ have amendments to club rules been approved at a general meeting of members?		
159	S.49	Has the club lodged a copy with the DLG within 1 month after amending the rules?		

## OPEN DOOR POLICY

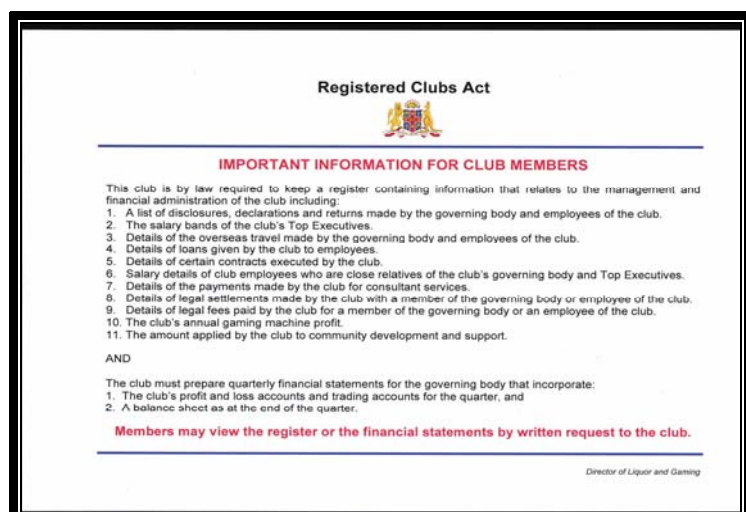
160	S.30	At each public entrance, have you displayed a Temporary Membership Zone Map, a Temporary Membership Rules, a copy of S.30(10) – members of other clubs and the definition of “Guest” displayed?	Y	N
161	S.45	Are persons refused entry if they don’t meet the club’s entry requirements?		
162		▶ Have persons been refused goods/services without meeting club entry requirements?		
163		▶ Are there procedures and controls to prevent unauthorised entry?		
164	S.30	Are guests of members, temporary members and honorary members’ registers kept at all public entrances? and		
165		▶ Are all registers current and properly maintained?		
166		▶ Does the club prohibit staff from signing in guests in the guest of member register?		
167		▶ Does the club prohibit guests from block signing in the guest of member register?		
168	S.30	Are there procedures and controls to ensure members do not sign in more guests than are permitted in the club’s rule?		

## CLUB SIGNAGE

169	S.50 & C.12(B)(1)	Is Sign 1 prominently displayed near the guest register?		
170	C.47	Is Sign 2 prominently displayed on the club’s main notice board?		



Sign 1 - In vicinity of guest register



Sign 2 - At club main notice board

# ATTACHMENT A

## Schedule 1 – Licence conditions

Reference	Short Title - Conditions	Example	Y	N
<i>Eg:</i>	<i>Ensure that specified zones are cleared of rubbish</i>	<i>Staff to ensure immediate vicinity cleaned and clear of refuse before 6.00am</i>		

## Schedule 2 - Written directions to cease, vary or implement

Reference	Short Title - Written Directions	Example	Y	N
<i>Eg:</i>	<i>Consumption of alcohol outside the venue is prohibited</i>	<i>On Friday 1 January 2009, Close beer garden from 3.00pm</i>		

## Schedule 3 – Late Hour Entry Declaration

Reference	Short Title – Written Declarations	Example	Y	N
<i>Eg:</i>	<i>Enforce a Late Hour Entry Declaration</i>	<i>From 1 January 2009, patrons cannot enter after midnight</i>		

## Schedule 4 - Responsible consumption message

Reference	Short Title – Written Orders	Example	Y	N
<i>Eg:</i>	<i>Include RSA standard message on advertising</i>	<i>From 1 January 2008, a RSA message must be placed on all liquor promotions</i>		

## Schedule 5 - Ban on undesirable liquor products

Reference	Short Title – Written Notices	Example	Y	N
<i>SAL005</i>	<i>Restrict alcoholic drinks by percentage of alcohol (ABV)</i>	<i>From 1 January 2008, RTDs are prohibited from sale after 10:00pm</i>		

## Schedule 6 – Ban on undesirable liquor promotions and activities

Reference	Short Title – Written Notices	Example	Y	N
<i>Eg:</i>	<i>Restrict advertising the sale price of on-venue alcoholic sales</i>	<i>From 1 January 2008, Ceased free drinks until first try score in a telecast match promotion</i>		

## Schedule 7 - Liquor accords

Reference	Short Title – Written Directions	Example	Y	N
<i>Eg:</i>	<i>Licensee must attend specified meetings of the local liquor accord</i>	<i>From 1 January 2008, Licensee must attend the local accord meeting</i>		