

**MOUNT GAMBIER VETERAN & VINTAGE CAR CLUB INCORPORATED
(Incorporation Nbr 3345)**

Limited Club Licence, Number 5130143

WRITTEN MANAGEMENT PLAN POLICY

Licensee Risk Assessment and Management Plan prepared under the Liquor Licensing Act 1997, General Code of Practice.

Under section 42 of the Liquor Licensing Act 1997, it is a condition of every licence that the licensee complies with the Commissioner's codes of practice. The new General Code of Practice (the General Code) took effect on 18 January 2013 and replaced the previous Code of Practice. This document refers to Consumer and Business Services Licensee Bulletin, date of Issue: 25 February 2013. This Licensee Bulletin contains the "Licensee Risk Assessment and Management Plan Template".

In accordance with the requirement under the above stated Licensee Bulletin, the attached documentation has been developed to allow the Licensee MGVVCC (Number 51301043) to comply with all the requirements of the General Code, to have a written management plan in place.

In addition, Licensee Bulletin dated 1 March 2014 includes Legislative Amendments to the General Code of Practice, i.e. clause 11(1)(a) of the General Code has been amended. In addition the Commissioner has made minor amendments to the General Code in order to provide clarity to licensees.

The content of the written management plan attached, covers the :

- Purpose of the Code
- Mandatory nature of the Code
- Practices relating to minors
- Practices promoting responsible attitude to consumption of liquor on licensed premises
- Practices relating to intoxication and disorderly, offensive, abusive or violent behaviour
- Practices relating to disturbances

An addendum document of Relevant Comments

- Bar staff Standard Operating Practices and Procedures [guidelines in work practice]

SIGNED OFF..... POSITION HELD

DATE.....

(full name)

(on behalf of MGVVCC Management Committee)

..... i.e. Club President

WITNESS

.POSITION HELD.....

DATE..... (full name)..... BAR MANAGER

SignatureDATE SIGNED.....

MGVVCC INCORPORATED (AS No.3345)
Limited Club Licence, Number 5130143
Licensee Risk Assessment and Management Plan
Liquor Licensing Act 1997
General Code of Practice

Purpose of the Code

(1) The purpose of this code of practice is to promote the objects of the Liquor Licensing Act 1997 and, in particular:

- (a) To minimize the harmful and hazardous use of liquor and promote responsible attitudes in relation to the promotion, sale, supply and consumption of liquor; GCP 3(1)(a) responsible service and consumption principles.
- (b) To minimize offence, annoyance, disturbance or inconvenience to people who reside, work in the vicinity of licensed premises;
- (c) To prevent intoxication and/or disorderly or offensive behaviour on licensed premises;
- (d) To protect the safety, health and welfare of bar attendants, members and visitors on the premises;
- (e) To protect the safety, health and welfare of minors on licensed premises; and
- (f) To ensure public order and safety.

(2) The intention of this code of practice is to commit licensees to:

- (a) Make an assessment of the risk of their operational practices; GCP 4(2)(a) = [Low Risk]
- (b) Not undertake operational practices involving unacceptable risk;
- (c) Consider and implement measures to manage high risk operational practices; and
- (d) Maintain standards of operational practice that, as a matter of course, address medium and low risk factors.

Mandatory nature of the code GCP 5

- (1) Under section 42 of the Liquor Licensing Act 1997, it is a condition of every license that the licensee must comply with this code of practice.
- (2) This code of practice is in addition to, and does not derogate from, license conditions imposed by the licensing authority.
- (3) If this code is inconsistent with a license condition imposed by the licensing authority, the licence conditions so imposed will prevail to the extent of the inconsistency. Further, this code of practice is cumulative upon all other obligations imposed by law, including those imposed by or under the Liquor Licensing Act 1997.

Practices relating to minors GCP 8

- (1) A licensee must take reasonable steps to prevent:
 - (a) minors consuming or being supplied with liquor on licensed premises; and
 - (b) minors unlawfully entering or remaining on the licensed premises or any part of the licensed premises that is out of bounds to minors.
- (2) A licensee must not promote, advertise or conduct their operations in a way that tends to encourage minors to consumer liquor.

Practices promoting responsible attitude to consumption of liquor on licensed premises

GCP9

- (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.
- (2) A licensee must not offer gender-based promotions involving free or discounted liquor.
- (3) Except where liquor is supplied by way of sample only, a licensee must at all times:

- (a) ensure that free cool drinking water is readily available to patrons on the licensed premises; and
- (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.

Practices relating to intoxication and disorderly, offensive, abusive or violent behaviour

GCP11

- (1) A licensee must take reasonable steps:
 - (a) to prevent the sale or supply of liquor to intoxicated persons or to persons in circumstances where their speech, balance, coordination or behaviour is noticeably impaired and it is reasonable to believe that the impairment is the result of the consumption of liquor or illicit substances.
 - (b) To reduce the likelihood of incidents of intoxication and/or disorderly, offensive, abusive or violent behaviour on licensed premises; and
 - (c) To manage incidents related to intoxication and/or disorderly, offensive, abusive or violent behaviour that may occur on licensed premises.

Practices relating to disturbances GCP12

- (1) A licensee must take reasonable steps:
 - (a) to prevent undue offence, annoyance, disturbance, noise or inconvenience to people who reside, work in the vicinity of the 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
 - (b) to ensure public order and safety.

RELEVANT COMMENTS

1. Liquor cannot be bought from premises and taken off of premises. Maximum penalty for such an offence is \$2,500 with expiation fee of \$210. (NOTE) this does not prevent the removal of liquor won as a prize)
2. Liquor to be consumed on premises and in relevant boundaries.
3. Licensees need to be vigilant by monitoring should levels and patrons' behaviour become unacceptable. Complaints can be made to the Liquor and Gambling Commission, if unduly offensive, annoying, disturbing or inconvenient.
4. It is an offence to sell liquor on a licensed premises to an intoxicated person.
5. It is an offence to sell liquor to anyone under 18 years of age.

POWER TO REFUSE

1. An authorized person, if necessary, has the power to remove any person who is intoxicated or behaving in an offensive, disorderly manner, or whose speech, balance, coordination or behaviour is noticeably impaired, as the result of the consumption of liquor.
2. Prevent such a person entry.
3. Remove any person who the staff suspects is about to supply, or has supplied liquor to an intoxicated person.

PROCEDURES TO PREVENT ENTRY/REMOVE FROM PREMISES

Licensee Barring Orders

1. If the staff is satisfied that the welfare of person or person he/she is with: is seriously at risk as a result of consumption of liquor.
2. Commits an offence, behaves in an offensive/disorderly manner, on or in an area adjacent to licensed premises, or any other reasonable grounds.

A licensee's responsibility does not begin and end at the front door.