

## Compliance checklist

|  |   |   |
|--|---|---|
| Approved manager present/available, are certificates current, licence produced?  | Y | N |
| <b>Liquor compliance checks</b>  |   |   |
| <ul style="list-style-type: none"> <li>Is the venue complying with licence conditions?</li> </ul>  | Y | N |
| <ul style="list-style-type: none"> <li>Is patron behaviour appropriate, are minors on the premises, is ID being checked properly, is there responsible service of alcohol?</li> </ul>  | Y | N |
| <ul style="list-style-type: none"> <li>Fire safety – is fire equipment operating, has it been checked in the last six months, are fire exits operating and unobstructed?</li> </ul>  | Y | N |
| <ul style="list-style-type: none"> <li>Security providers – are they distinguishable from patrons, wearing ID and is there an appropriate ratio of security providers?</li> </ul> <p>Are all incidents correctly recorded and signed off?</p>  | Y | N |
| <ul style="list-style-type: none"> <li>Is CCTV in place where required, secure, working, recording entry and exit points and recordings kept for 28 days?</li> </ul>   | Y | N |
| <b>Gaming Compliance checks</b>  |   |   |
| <ul style="list-style-type: none"> <li>Is ATM signage and location appropriate to EGM location?</li> </ul> <p>Are ATMs debit only?</p>   | Y | N |
| <ul style="list-style-type: none"> <li>Have you ensured external gaming machine signs do <b>not</b> dominate?</li> </ul>   | Y | N |
| <ul style="list-style-type: none"> <li>Have you checked gaming machines are not readily visible to passers by?</li> </ul>  | Y | N |
| <b>Other</b>   |   |   |
| <ul style="list-style-type: none"> <li>Any concerns with principal activity of premises?</li> <li>Is advertising visible or audible outside?</li> <li>RSA - are there drinking competitions; are happy hours compliant?</li> <li>Does signage include the licensee's name, premises, principal activity and hours?</li> <li>Is RSA signage present?</li> <li>Are the premises clean and tidy (including toilets)?</li> <li>Is there sufficient lighting?</li> <li>Are registers kept correctly?</li> </ul> | Y | N |