

## New General Code of Practice

### Summary

This new code of practice comes into operation 18 January 2013 and is a legal requirement under the Liquor Licensing Act 1997 for all licensees. The code of practice helps licensed club to minimise the risks associated with the service of alcohol and ensures people who serve alcohol better understand their obligations. Please contact Consumer & Business Services (CBS) directly if you require further info or clarification: **13 18 82**

### Key things - ALL clubs need to:

1. Conduct a **risk assessment** and determine their level of risk against the operational practices of their licensed premises (and determine low, medium or high risk).
2. Produce a **written management plan (regardless of your licence type)** addressing what reasonable steps the club will take to enact the new code, in particular the measures that the club will take to comply with the requirements of the code, for example:
  - Nationally accredited responsible service of alcohol training for all staff involved in the service or supply of liquor
  - Practices relating to: minors, drink spiking and disturbances
  - Practices promoting responsible attitude to consumption of liquor
  - Practices relating to intoxication & disorderly, offensive, abusive, violent behaviour
  - How club members will be inducted/trained in operational practices regarding the club's management plan (refresher training required every 2 years)
  - How the club will document and provide evidence that the club's staff have completed the training (required by 18<sup>th</sup> July 2013).

Clubs must provide training in relation to the management plan, to all staff involved in the service or supply of liquor. Training must be provided by 18 July 2013 (for existing staff prior to 18 January 2013) and then at least once every 2 years. In the case of a staff member commencing on or after 18 January 2013, training must be provided on their induction and at least once in each subsequent 2 years.

3. **Mandatory Responsible Service of Alcohol (RSA) training for all bar staff (including volunteers) who sell, serve or supply liquor (generally for Club Licences only);**
  - It will be mandatory for any persons serving/supplying alcohol to have nationally accredited RSA training qualifications (from Jan 18<sup>th</sup> 2013)
  - Clubs will have 12 months (from 18<sup>th</sup> Jan 2013) to train staff in Responsible Service of Alcohol (existing staff) and three months for any new staff members.
  - Licensees will be required to produce evidence of the completion of RSA training.

**NOTE: – most limited club licenses will be exempt from the mandatory RSA training requirement**