

Leigh Barrett and Associates
Venue e-Newsletter March 2017



General

**** Johnny Rides Into the Sunset**

After almost 4 years with LBA Johnnie Walker has decided to fully retire, effective immediately. Johnnie has been an integral part of LBA and he will be greatly missed.

**** Australasian Hospitality and Gaming Expo – Brisbane**

Leigh Barrett will be attending the AHG in Brisbane this week. If you would like to catch up with him there, phone him on 0408 525325.

**** Beware Counterfeit Currency**

A wave of high-quality fake \$ 100 notes has hit Melbourne and will, no doubt, spread across Victoria and beyond. Apparently, the only discernable major flaw is that they all have the same serial number: **AI 13933231**.

Venue partners should remind staff to be vigilant, particularly with high denomination notes, to the possibility that counterfeit currency may be passed in gaming and wagering venues.

**** Triple Trading Whammy in April**

Not only do we have Daylight Saving time ending in April, but also Good Friday is on 14th April, Easter Sunday is on 16th April and ANZAC Day is on 25th April.

Venue partners are reminded to check and abide by the trading hours as specified on your Liquor Licence on these dates. It is likely that the VCGLR inspectors will be out and about checking compliance.

**** Once-off Compliance Audits Available**

Clubs and Hotels that are not venue partners of LBA are reminded that we provide a range of services that can be taken individually. For example, we can conduct an audit of your venue's compliance with its responsible gambling, responsible liquor, food safety, Workplace Health and Safety and Anti Money Laundering and Counter Terrorism Financing compliance.

For more information on the range of services we provide check our website www.leighbarrett.com.au

Gambling Issues

**** Daylight Saving Time Ends Next Weekend**

Daylight Saving time ends in Victoria at 2am on Sunday 2nd April 2017. At this time, clocks must be turned back to 1am. As advised in the February edition of the Newsletter, every EGM in Victoria must display a clock that is accurate to within five (5) minutes of the actual time.

Also, even though a venue may be licensed to operate until, say 5am, gaming venues are prohibited from operating for more than 20 continuous hours.

Venue partners are reminded to check that the EGM on-screen clocks are showing the accurate time after 2am next Sunday.

**** Keys Need to Be Signed Back In.**

Recent venue audits by LBA have found a number of incidents where EGM keys have not been signed back in the key register. If this process is not followed and keys are misplaced, the staff member to whom they were assigned would remain responsible for them if they were not signed back in.

Please ensure this legal procedure is followed by staff consistently.

Liquor Issues

**** 2017 Liquor Licence Renewals – Final Call**

Venue partners are reminded that if their 2017 liquor licence renewal fee is not paid by 31 March 2017, then they will not be allowed to trade.

Workplace Health and Safety Issues

**** Workplace Health and Safety Manual**

Under Victorian OH&S Legislation employers have a very clear responsibility to provide a safe work environment for all workers. This includes providing workers with appropriate safe work policies and procedures so they can perform their duties safely.

LBA has developed a comprehensive Hospitality Workplace Health and Safety (WHS) Manual that can be tailored to each venue's requirements. The Manual Index is attached.

As advised in a previous newsletter, WorkSafe is auditing venues, specifically targeting Workplace Bullying and Harassment policies and staff training.

If you would like a tailored WHS Manual please email jim@leighbarrett.com.au

**** WH&S Training for Staff**

The *Occupational Health and Safety Act 2004* also requires staff to receive regular training in WH&S. Most venue partners would be aware that LBA provides WH&S training that includes:

- Good Housekeeping;
- Slips and Trips;
- Manual Handling;
- First Aid Basics;
- Bullying and Harassment; and
- Who is responsible.

If your staff have not received WH&S training in the past 2 years and you would like to book a session please email paula@leighbarrett.com.au

AML/CTF Issues

**** Annual AML/CTF Compliance Reports Now Due – Final Call**

Venue partners are reminded for the final time that the annual AML/CTF Compliance Report for 2016 is now due for completion. This must be completed by the 31st March 2017 via the AUSTRAC online portal. There are penalties for non-completion of the report.

If you require assistance in the completion of the report, email leigh@leighbarrett.com.au

**** Huge Fines for AML/CTF Non-compliance**

Early in March LBA sent an email with a link to a report in the Age newspaper about a penalty of \$ 45 Million imposed upon Tabcorp for AML/CTF non-compliance in its wagering operations. This is a timely reminder that venues **MUST** have a compliant AML/CTF Program in place that includes comprehensive procedures to detect suspicious activity.

If you are unsure whether your AML/CTF Program is compliant and would like a review, please email leigh@leighbarrett.com.au

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