

Minors and alcohol don't mix

Reducing Harm – a minors checklist for managers and staff

It is vital that management and staff are on top of their obligations around minors to reduce potential harm in the community.

It also reduces the risk of substantial fines – **over \$19,000 for some breaches** – for licensees, staff and managers.

Complete this checklist with your staff, and take any action necessary to ensure everyone understands their obligations.

Check ID	Yes	No	Action
We check ID for anyone that looks under 25 as best practice	<input type="checkbox"/>	<input type="checkbox"/>	Put up the check ID poster around your venue
I have reminded my staff including security about the approved ID	<input type="checkbox"/>	<input type="checkbox"/>	Put the approved forms of ID poster around your venue for staff and customers
I have reminded my staff about checking for fake IDs and what to do if they think an ID is fake	<input type="checkbox"/>	<input type="checkbox"/>	Read up on what to do if an ID is suspected to be fake
Secondary supply	Yes	No	Action
We look to see who is in the group to see if anyone looks under 18 before we serve alcohol to make sure it's not intended for someone under 18	<input type="checkbox"/>	<input type="checkbox"/>	Put up the secondary supply poster
We regularly check outside to see if there are any potential minors around the corner	<input type="checkbox"/>	<input type="checkbox"/>	Create a roster for staff to check outside for minors regularly
Don't deliver to a minor	Yes	No	Action
We display the delivery driver posters at the pickup point for our drivers	<input type="checkbox"/>	<input type="checkbox"/>	Print the delivery poster and put it up where your drivers can see it
Our delivery drivers know they have to ask for ID and not leave alcohol unattended	<input type="checkbox"/>	<input type="checkbox"/>	Review the delivery of alcohol page on the VCGLR website
We have a 'we don't deliver to minors' message on our website	<input type="checkbox"/>	<input type="checkbox"/>	Download the social media tiles for both Facebook and Twitter
Follow the advertising guidelines	Yes	No	Action
Our advertising or promotion of liquor does not encourage under-age drinking	<input type="checkbox"/>	<input type="checkbox"/>	Review principle 14 of the VCGLR Guidelines for responsible liquor advertising and promotions
We don't use images of people consuming alcohol who are, or who appear to be under 18 years of age	<input type="checkbox"/>	<input type="checkbox"/>	Review principle 15 of the VCGLR Guidelines for responsible liquor advertising and promotions
For gaming venues	Yes	No	Action
We do not allow minors to enter the gaming machine area	<input type="checkbox"/>	<input type="checkbox"/>	Put the minors poster up around your venue to show that minors cannot be on the gaming floor for any reason.
We display a notice at every entrance of the gaming room area in relation to minors which states: 'A person under the age of 18 years must not for any reason enter or remain in the gaming machine area'	<input type="checkbox"/>	<input type="checkbox"/>	Print and display the sample notice from the VCGLR website