RESPONSIBLE SERVICE OF ALCOHOL REGISTER

How to use the RSA Register

A licensee must not allow a person to serve liquor on licensed premises unless the person:

- has successfully completed a RSA course; or
- is enrolled to undertake a course within 3 months of commencing work.

The RSA Register must be kept on the licensed premises and include the details of all people who serve liquor on the premises. A copy of each staff member’s RSA certificate is to be kept on the licensed premises.

The Register and certificates must be kept together, with the certificates kept in alphabetical order. Both the Register and certificates are to be available to Police Officers or Liquor and Gaming Inspectors at any time.

RSA Register Instructions

The first five columns of the Register are to be completed by the Licensee.

- **Start Date**: This is the date that the person starts serving liquor at your premises.
- **Name**: This is for the person’s surname and given name.
- **Course Provider**: This is the RSA course provider (Registered Training Organisation) with whom the person completed their RSA course or with whom the person is enrolled to complete it.
- **Date Enrolled**: This is the date the person is enrolled to complete a RSA course if they have not previously completed one.
- **Date Qualification issued**: This is the date the person completed their RSA course.

The final two columns are for Liquor and Gaming Inspectors use only.

Should a person cease to serve liquor at your premises, their name remains on the Register and you may remove their RSA certificate. Should they ever return to serve liquor at the premises, their previous entry on the Register may be used again and you must ensure that a copy of their RSA certificate is on hand.

Any new people serving liquor at your premises are to be added to the Register prior to serving liquor. Should you require further RSA Registers, they can be downloaded from the Department’s website at [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au) from the Liquor and Gaming page. All pages of your Register should have a page number added to the lower right corner. All pages of the Register are to be kept together.

How will the RSA Register be used?

Liquor and Gaming Inspectors will check the Register from time to time to ensure that it has been completed correctly. Inspectors may also check that people currently serving liquor at the premises are recorded on the Register.

LIQUOR AND GAMING CONTACT DETAILS

Salamanca Building Parliament Square
4 Salamanca Place HOBART TAS 7000
Telephone: (03) 6166 4040   Facsimile: (03) 6173 0218

Level 3 Henty House I Civic Square LAUNCESTON TAS 7250
Telephone: (03) 6777 2777   Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia
Email: licensing@treasury.tas.gov.au   Web: [www.liquorlicensing.tas.gov.au](http://www.liquorlicensing.tas.gov.au)

July 2016
Trim Ref: 11/98486
A licensee must not allow a person to serve liquor on licensed premises unless the person:

- has successfully completed a RSA course; or
- is enrolled to undertake a course within 3 months of commencing work.

Any person who serves liquor on your premises is to be recorded on this Register and a copy of their RSA certification kept on the licensed premises.

<table>
<thead>
<tr>
<th>Start Date at your Premises</th>
<th>Name</th>
<th>Course Provider</th>
<th>Date Enrolled (If applicable)</th>
<th>Date Qualification Issued</th>
<th>LAGB Inspector</th>
<th>Date Inspected</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURNAME</td>
<td>GIVEN NAME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is important for a licensee to update the Register when liquor serving staff enrolled in an RSA course complete a course. This Register is to be made available to Police Officers and Liquor and Gaming Inspectors upon request.

July 2016