

Supervision and management of licensed Clubs

October 2023

Approved committee members can now supervise and manage their Club's licensed premises.

This means that a Club will be compliant with the supervision requirements of the Act if they have either:

- an approved Committee Member
- an approved Responsible Person

present at all times the club is open.

Identification badge

A committee member carrying out the duties of supervising and managing the premises must wear an identification badge issued by CBS.

This badge must be worn above waist level and must be fully visible with the face and name facing outwards.

If you require a badge for this purpose you can print your own badge [here](#). If you are unable to use the online form, or experience any issues, CBS can manually generate a badge for you to print. To request a badge from CBS please email liquorandgaming@sa.gov.au.

Who can request a badge?

A badge can only be issued to an [approved](#) committee member. It is therefore important that Club's notify the Commissioner each time there is a change to their committee of management. This can be done online via the [LGO Portal](#).

If you notify CBS that you are no longer a committee member of the Club, you can no longer supervise and manage the premises with your committee member identification badge, and the badge should be disposed of.

Can I use my committee member badge at other venues?

No, your committee member badge only authorises you to supervise and manage the premises of the Club listed on the badge.

If you want to be approved to supervise and manage any licensed premises in South Australia you can apply for approval as a responsible person through the [LGO Portal](#). There is a fee for this application.

I already have a responsible person badge, do I need to do anything?

If you are a committee member and have previously been approved as a responsible person, your approval is not affected and you can continue to wear your responsible person badge while you are supervising and managing the Club.

A responsible person approval is not restricted to one venue, therefore you can supervise and manage any licensed premises in South Australia with your responsible person badge.

Do I still need to complete Responsible Service of Alcohol (RSA) training?

Yes, you do. Any person who sells or serves liquor, whether paid or unpaid, must complete RSA training through a training provider approved by CBS. A list of approved training providers can be found on the [CBS website](#).

Further information

For any queries relating to liquor licensing, or information contained in this fact sheet, please contact CBS on 131 882 or liquorandgaming@sa.gov.au