



Business Name Renewal

- ASIC Business Name Registration & Renewals

Leases

- Small Business Commissioner Retail & Commercial Leases

Licenses

- VCGLR
- Liquor License
- Signage
- RSA Certification Compliance
- Gaming
- SEP Code review
- RSG Certification Compliance
- Special Employee License Renewals
- Signage
- Gamblers Help Resources
- Cash Out Facilities
- TAB
- Operator Accreditations
- Keno
- Bingo
- Raffles
- LGA – Food Premises Registration
- One Music

Insurance

- Insurance Council of Australia Review Your Insurance:
 - Workcover
 - Building & Contents
 - Plant & Equipment
 - Business Interruption
 - Directors & Officers
 - Professional Indemnity
 - Public Liability
 - Sporting Activities
 - Personal Insurance Plans

Finance & Accounting

- Audit Plan
- Payroll Audit
- Fixed Asset Register Audit
- AML/CTF Plan Annual Review (Gaming & TAB Clubs)

Tax Remittance & Planning

- GST For Businesses
- Payroll Tax Monthly & Annual Reconciliation
- PAYG Withholding
- Fringe Benefits Tax (FBT)
- Land Tax (SRO)
- ATO Due Dates - BAS & STP

Annual Returns

- Incorporated Associations Companies - Annual Statements

BUILT Environment

- Fire Extinguisher Service
- Plant & Equipment Service
- Exit Signs
- Test & Tag Electrical Safety Appliance Check
- Alarm System, Duress Alarm, CCTV & Smoke Detection System Service
- Venue Evacuation Plan
- Security Lighting

Contract Review & Monitoring

- Review Common Key Suppliers including:
 - Beverage Suppliers
 - Food Service Suppliers
 - Electricity & Gas Supplier
 - Telecom & Internet Services
 - Security Contracts
 - Cleaning & Hygiene Services

Risk Management

- Accounting & Audit
- Computer systems and IT
- Occupational Health & Safety
- First Aid Kits
- Business Continuity Action Plan
- Working with Children Check Accreditation (WWCC)
- Compliance with Child Safe Standards (Commission for Children & Young People CCYP)
- Privacy Policies - OIAC & Data Breach guidelines

Policies & Procedures

- Human Resources: Annual Staff Reviews, PD's, Awards (CCV-SIAG) Library
- Induction & Training
- Privacy & Information Handling
- Food Service & Food Safety
- Bar & Cellar Operations
- Stock Control
- Retail Pricing Review of Food & Beverages
- Sporting Activity Policies, Rules & Codes of Conduct
- Financial Delegation Authorisations
- Board Governance Training