

Investigation Plan

Violence / Safety / Service and Supply

INV #	
Officer	
Date Allocated	
Site Name and Number	
Licensee Name and Licence Number	
Complainant Details	
Incident Date	
Incident Time	
Incident Place	
Instruction	
Plan Date	
Expected Completion Date	

Offences to be Investigated – Liquor Act 1992	
<input type="checkbox"/>	Section 142ZZB(1) – safe environment in and around the premises.
<input type="checkbox"/>	Section 142ZZB(4) – reasonable steps to stop or prevent the commission of an offence in or around the premises.
<input type="checkbox"/>	Section 156(1) – supply, consume - unduly intoxicated or disorderly person.
<input type="checkbox"/>	Section 142ZZ(1) – unacceptable practice or promotion.
<input type="checkbox"/>	Section 142ZZA(1) – responsible practices and promotions.
<input type="checkbox"/>	Section 142AK – BCC conditions. (If applicable)
<input type="checkbox"/>	Section 226 – licence conditions. (if applicable)
<input type="checkbox"/>	Section 142ZZB(2) – amenity.
<input type="checkbox"/>	Section 142ZZB(3) – behaviour of patrons entering or leaving the premises.
<input type="checkbox"/>	Section 142ZZC – advertising offences.
<input type="checkbox"/>	Other:

Information / Evidence

Information / Evidence	Offence Elements	Source		How this will be obtained / powers		Date Obtained
Information / statements about incident – what, when, where, how, who?	<u>All offences</u> - all general and specific elements	QPS	<input type="checkbox"/>			
		Venue	<input type="checkbox"/>			
		Witness: 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>				
CCTV Footage	<u>All Offences</u> - all general and specific elements	QPS	<input type="checkbox"/>	<ul style="list-style-type: none"> • Written Request 		
		Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Requisition – s184 (if applicable) • Premises-Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
		Other (specify):	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/>	
Other Video / Photographs	<u>All Offences</u> - all general and specific elements	QPS	<input type="checkbox"/>	<ul style="list-style-type: none"> • Written Request 	<input type="checkbox"/>	
		Complainant	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/>	
		Witness: 1. <input type="checkbox"/> 2. <input type="checkbox"/>		<ul style="list-style-type: none"> • Informal Request • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/>	

Information / Evidence	Offence Elements	Source		How this will be obtained / powers		Date Obtained
Incident & Security Provider Registers	<u>All offences</u> - Act / Omission - Person (offender & other) - All general elements NB: may provide names of potential witnesses.	Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Requisition – s184 (if applicable) • Premises Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Staff Roster	<u>S142ZZB(1) and s156 (1)</u> - Act or Omission (due diligence - e.g. adequate staff numbers) <u>All offences</u> - Person (offender) NB: may provide names of potential witnesses.	Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Requisition – s184 (if applicable) • Premises Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Information / Evidence	Offence Elements	Source		How this will be obtained / powers		Date Obtained
RSA / RMLV Certificates	<u>S142ZZB(1) and s156 (1)</u> - Act or Omission (incl. due diligence -e.g. staff training)	Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Requisition – s184 (if applicable) • Premises Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Policy / Procedure / Instruction Documents including RAMP/House Policy	<u>All Offences</u> - Act or Omission (incl. due diligence – e.g. adequacy of controls)	Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Premises Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Training Records / Registers	<u>All Offences</u> - Act or Omission (incl. due diligence – e.g. adequacy of staff training)	Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Informal Request • Requisition – s184 (if applicable) • Premises Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Promotional Flyers / Advertisements	<u>S142ZZ, s142ZZB(1), 142ZZC and s156</u> - Act or Omission (incl. due diligence – e.g. adequacy of controls etc)	Venue	<input type="checkbox"/>	<ul style="list-style-type: none"> • Premises Visit – s177 & s178 • Warrant – s180 	<input type="checkbox"/> <input type="checkbox"/>	

Information / Evidence	Offence Elements	Source	How this will be obtained / powers	Date Obtained	
Interview Witnesses (including victim)	<u>All Offences</u> - All elements	1. 2. 3. 4.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Formal Invitation and S183 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Interview – Relevant Staff	<u>All Offences</u> - All elements - Act or Omission (incl. due diligence of licensee – procedures, training & instructions)	Staff (specify) 1. 2. 3. 4. 5.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Formal Invitation and S183 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Interview – Alleged Offender/s	<u>All Offences</u> - All elements - Act or Omission (admissions and / or due diligence of licensee – procedures, training & instructions etc)	Offender/s Licensee	<input type="checkbox"/>	<ul style="list-style-type: none"> Formal Invitation and S183 <input type="checkbox"/>	
		Other (specify): 1. 2. 3.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other (specify)					

Persons of Interest / Key Contacts:

Name	Contact Details (ph, email etc)	Relationship to Case

Links

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- *to draft elementising offences tables for the other relevant offences.*