

# Applying for a Special Employee's or Technician's Licence

## ELIGIBILITY

Applicants must be 18 years of age or over.

Your application will be assessed by the Tasmanian Liquor and Gaming Commission to determine whether or not you are suitable to be a licence holder. To make this assessment, the Commission may contact various organisations including the following:

- Tasmania Police
- Australian Securities and Investments Commission
- Registrar of Births, Deaths and Marriages
- Gaming Regulatory Authorities
- Credit Agencies
- Financial Institutions

You are required to give authority and consent to the Commission to obtain information (including financial and other confidential information) relevant to your application.

## WHY DO I NEED A LICENCE?

### Special Employee

If you wish to operate keno and gaming machines you will need a Special Employee's licence to do so. Section 50(1) of the *Gaming Control Act 1993* states that "a person must not exercise the functions of a special employee except in accordance with the authority conferred on the person by a licence".

Failure to comply with this section may result in a **fine of up to \$7,950** or a **term of imprisonment not exceeding three months** or **both**.

### Technician

A technician is a person who installs, services, repairs or maintains gaming equipment in Tasmania or undertakes software / hardware development, testing and analysis.

A person conducting these activities without a licence issued by the Commission may receive a **fine not exceeding \$39,750** or a **term of imprisonment for 12 months**.

## PROBITY REQUIREMENTS

Special Employee's licence and Technician's licence applicants are not required to be fingerprinted unless the Commission determines otherwise.

All new applicants **must consent to being fingerprinted**, irrespective of whether this takes place. Please do not have your fingerprints taken unless requested by the Commission.

If you think you may be entitled to claim a right of non-disclosure in relation to offences, you should check with the Privacy Commissioner on the Privacy hotline: 1300 363 992 (toll free).

The Commission will destroy your fingerprints when your licence expires or where an application for a licence is refused.

## DOCUMENTS WHICH MUST ACCOMPANY YOUR APPLICATION

Two copies of identification from the list below must be included with your application. One of these **must be** a form of photo identification. All documents must be certified copies. These copies need to be endorsed with the words "**Original Sighted**" **signed (witness name)**.

- Birth Certificate
- Department of Immigration and Multicultural Affairs Certificate of Evidence of Resident Status
- Citizenship Papers
- Medicare Card
- Australian Passport
- Plastic Bank or Credit Card, with signature
- Overseas Passport/Visa
- Tertiary Student Identity Card
- Driver Licence
- Department of Veterans' Affairs/Centrelink Pensioner Concession Card
- Firearm Licence
- Security Guard/Crowd Controller Licence
- Department of Immigration and Multicultural Affairs-issued travel documents, including a visa
- Births Deaths & Marriages Change of Name/Marriage Certificate or Deed Poll (to prove name change)
- Working with Vulnerable People card

## ACCEPTABLE WITNESSES

The following are acceptable categories of witnesses:

- A Commissioner for Declarations
- A Legally qualified Medical Practitioner
- A Justice of the peace or Bail Justice
- An Authorised Person of the Tasmanian Gaming Commission
- A member of the Police force
- A Pharmacist
- A Barrister and Solicitor of the Supreme Court

## PASSPORT PHOTOGRAPHS

Your application must include a recent passport sized photograph.

## APPLICATION FEES

The application fee for a Special Employee's licence is **\$186.00**.

The application fee for a Technician's licence is **\$186.00**.

Should you be required to have your fingerprints taken by the Tasmanian Liquor and Gaming Commission, further fees may apply.

Application fees are non refundable once an application has been registered. The fee can be paid by:

- Credit Card
- Money Order
- Cheque made payable to the Tasmanian Liquor and Gaming Commission

Your application should be forwarded to the Liquor and Gaming Branch either in person or by mail.

## 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 | Civic Square LAUNCESTON TAS 7250  
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218

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

## PERSONAL INFORMATION PROTECTION STATEMENT

1. Personal information will be collected from you for the purpose of determining your application and will be used by the Liquor and Gaming Branch, Department of Treasury and Finance, for managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the *Gaming Control Act 1993* and Regulations.
2. You are required to provide this information by the *Gaming Control Act 1993* and Regulations. Failure to provide this information may result in your application not being able to be processed or the service not being able to be provided.
3. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Liquor and Gaming Branch, the Tasmanian Liquor and Gaming Commission, law enforcement agencies, debt collection and other finance agencies for the purposes of conducting a credit check, courts and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Department. You may be charged a fee for this service. Further information on the Department's policies in relation to the *Personal Information Protection Act 2004* can be found at <http://www.treasury.tas.gov.au/pip>