

LAGB

	Yes	No	If NO, what action is to be taken?	Action taken: When By whom
Is the restricted gaming area physically separated from other areas? <i>TGC Rule 2.1</i>				
Are there minor's signs erected at prominent positions at each entrance to the restricted gaming area? <i>Venue Operating Procedures B1.6.1.a.</i>				
Are minor's signs and position numbers on each machine? <i>Venue Operating Procedures B1.6.1.a.</i>				
Ensure pool tables, amusement and beer/bingo ticket machines are not located in the restricted gaming area? <i>TGC Rule 2.3</i>				
Is the coin change area used only in connection with gaming, where food and drink is not to be served from this area? (however food and drink can be served directly adjacent to the coin change area). <i>TGC Rule 9.2</i>				
Is approved gaming equipment in the coin change area located in a position where it is not susceptible to liquid spills? <i>TGC Rule 9.2</i>				
Is approved gaming equipment in the coin change area located in a position where it is not accessible to the public? <i>TGC Rule 9.2</i>				
Are the customer displays for the coin dispenser and scales working and visible to customers? <i>Venue Operating Procedures B3.2.1</i>				
Are the scales regularly checked to ensure their accuracy?				
Are keys relating to the gaming machines operations secured and accounted for at all times? <i>Venue Operating Procedures B3.3.2</i>				
Is the gaming float being balanced daily? <i>Venue Operating Procedures B3.2.2 B3.7.2</i>				
Are coin clearances being conducted at least once per week? <i>Venue Operating Procedures B3.7.1</i>				
Are hopper fill procedures being correctly completed? <i>Venue Operating Procedures B3.6.8</i>				
Are hopper fill slips being reconciled against reports from the site controller? <i>Venue Operating Procedures B3.6.4</i>				
Are hand pay procedures being correctly completed? <i>Venue Operating Procedures B3.6.3/4/5/6/7</i>				

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Are all payments for hand pays made at the Coin Change Area? <i>Venue Operating Procedures B3.6.3/4</i>				
Are hand pay slips being reconciled against reports from the site controller?				
Does the LPG operator pay at least \$500 in cash for large wins in excess of \$2000? <i>Venue Operating Procedures B3.6.5</i>				
Is approved Keno equipment located in a position where it is not accessible to the public? <i>Venue Operating Procedures C 1.4</i>				
Is the Keno service area used only in connection with gaming, where food and drink is not served from this area? <i>Venue Operating Procedures C1.4.</i>				
Is the Keno game draw display operating at all times? <i>Venue Operating Procedures C1.3</i>				
Is the Keno customer display working and viewable by the public at the point of sale? <i>Venue Operating Procedures C 3.2.1</i>				
Are "Summary Customer Session" tickets provided to players where keno runners are used? <i>Keno Rule 6.2</i>				
Are minors signs displayed at a prominent position viewable from outside each entrance leading to an area where Keno is operated? <i>TGC Rule 9.5</i>				
Is a sign prohibiting loans and extending credit displayed at each Keno terminal? <i>TGC Rule 8.8</i>				
Is a lockable Keno cash drawer provided? <i>Venue Operating Procedures C 1.2</i>				
Are stickers attached to Keno terminals warning staff not to operate if unlicensed, not to play on duty, and that terminals are covered by surveillance?				
Are periodic Keno balancing checks being conducted during each day to ensure that cash is accurate? <i>Venue Operating Procedures C3.3</i>				
Is a current set of Keno Rules available (variation 09/07 effective 17/10/2007) and stored in an area easily accessible by staff?				
Is a current version of the Venue Operating Procedures available (version 2.0 effective 1/12/2008) and stored in an area easily accessible by staff?				
Are the Tasmanian Gaming Commission Rules (July 2008) prominently displayed? <i>Venue Operating Procedures B1.6.1b & C1.6.1.a</i>				

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Are "Do you have a complaint" forms provided by the Liquor and Gaming Branch displayed prominently within the premises? <i>Venue Operating Procedures A2.2 TGC Rule 5.1</i>				
Does the premises have a procedure in place to identify multiple EFTPOS transactions for gaming purposes?				
Ensure that an automated teller machine (ATM) or any other cash dispensing machine is not located on the premises, or adjoining premises which are owned, operated occupied, leased or otherwise controlled by the LPG operator? <i>TGC Rule 8.1</i>				
Is there a Gaming Machine Supervisor on duty at the premises at all times while gaming machine operations are conducted? <i>TGC Rule 7.1</i>				
Is there a Senior Writer on duty at the premises at all times that keno operations are conducted? <i>TGC Rule 7.2</i>				
Is the Keno and EGM logbook maintained in accordance with the requirements of the Venue Operator Procedures manual? <i>Venue Operating Procedures B3.3 & C3.7.6).</i>				
Are licensed gaming staff wearing identification that clearly displays their name and licence number and worn in such a manner to be clearly visible to patrons? <i>Venue Operating Procedures B2.4 & C2.4</i>				
Are licensed gaming staff able to produce their Tasmanian Gaming Commission special employee licence at any time if requested by a Liquor and Gaming inspector? <i>Venue Operating Procedures B2.4 & C2.4</i>				
Is there a procedure in place that ensures that staff employed in the service of gaming have a current and valid licence and the appropriate certifications for the duties they undertake? <i>TGC Rule 7.5</i>				
SURVEILLANCE <i>TGC Rule 9.1 requires a surveillance system that meets the Commission's Technical Standards for Recorded Surveillance (TGCVS003). The standards are available on the Liquor and Gaming Website or can be obtained on request.</i>				
Is there a monitor located in the coin change area to be used by staff in order to ensure that the surveillance system is operating correctly whenever gaming is occurring?				
Is there a minimum 14 days recorded surveillance?				

	Yes	No	If NO, what action is to be taken?	Action taken: When By whom
Is the surveillance system recording at all times during gaming operations? (Review to confirm coverage is being recorded.)				
Does the camera covering a keno terminal provide a view of patrons, staff, the cash drawer and the transaction being performed?				
Does the camera covering the coin change area provide a view of the keno and gaming machine cash drawers, scales and coin dispenser?				
Confirm that each gaming machine is covered by a surveillance camera including the cash box, main door, button panel and the action of players and licensed staff.				
Is the coin change area and each gaming machine viewable upon review of recorded surveillance?				
Is the digital system able to transfer images to compact disc or another storage device?				
Is the surveillance system recording at a minimum frame rate of six frames per second per camera?				
Ensure that event driven or motion recording is not occurring while gaming is in operation.				
Is your operational instructions manual left with the surveillance system so that authorized staff can access the system as required by Compliance Inspectors from the Liquor and Gaming Branch.				
Is the date and time on the surveillance system correct?				
TASMANIAN GAMBLING EXCLUSION SCHEME				
Is there a procedure in place to assist staff to identify excluded persons? <i>Venue Operating Procedures A2.1.3.2</i>				
Is there a procedure in place should an excluded person be detected in contravention of a exclusion order. <i>Venue Operating Procedures A2.1.3.2</i>				

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Are excluded persons photos on display in an area where they can be readily viewed by staff but not by patrons? <i>Venue Operating Procedures A2.1.3.2</i>				
Is the handbook produced by the Liquor and Gaming Branch titled "The Tasmanian Gambling Exclusion Online Database Venue Workshop and Handbook" accessible to licensed employees? <i>Venue Operating Procedures A2.1.3.1</i>				
Are procedures outlined in the handbook for the operation of the online database being adhered to? <i>Venue Operating Procedures A2.1.3.1</i>				
Is a database user on duty when gaming is operating, so that the online database is readily available. <i>Venue Operating Procedures A2.1.3.1</i>				
Is all exclusion information maintained within the premises and kept in good order. <i>Venue Operating Procedures A2.1.3.3</i>				
Is the Liquor and Gaming Branch being advised via the <i>Report of Excluded Person on Premises</i> if an excluded person is detected? <i>Venue Operating Procedures A2.1.3.2</i>				
On receipt of email advice from Liquor and Gaming is the database being accessed for new and revoked exclusions?				

LIQUOR LICENSED PREMISES

	Yes	No	If NO, what action is to be taken?	Action taken: When By whom
Is the liquor licence displayed in a conspicuous position on the licensed premises? <i style="color: red;">Section 54</i>				
If areas of the premises have been designated which restrict young people under 18 years of age from entering or remaining, are Restricted Area signs conspicuously displayed at each entrance to those areas? <i style="color: red;">Section 61b</i>				
If areas of the premises have been designated which prohibit young people under 18 years of age from entering or remaining, are Prohibited Area signs conspicuously displayed at each entrance to those areas? <i style="color: red;">Section 61a</i>				
Is there a policy/procedure in place to detect, prevent and remove young people from being unlawfully on the premises?				
Is there a policy/procedure in place to prevent young people from consuming liquor or being provided with liquor on the premises?				
If an out-of-hours permit has been issued is it conspicuously displayed on the licensed premises? <i style="color: red;">Section 55</i>				
Is the out-of-hours permit regularly examined to check the hours, the expiry date and any conditions that may be imposed?				
If an interim authority has been issued is it conspicuously displayed near the main entrance of the premises? <i style="color: red;">Section 30A</i>				
Is the Responsible Serving of Alcohol (RSA) register for persons who serve liquor at the premises being maintained and kept on the premises? <i style="color: red;">Section 46A</i>				
Are copies of RSA certificates being kept on the premises? <i style="color: red;">Section 46A</i>				
If crowd controllers are employed or hired is there a procedure that can ensure that they are licensed crowd controllers?				

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If crowd controllers are employed or hired is an incident book kept at the premises and maintained in accordance with section 35B of the <i>Security and Investigations Agents Act 2002</i> ?				
Has a House Policy been developed for the premises?				
Is a House Policy on display?				
Are written procedures provided to staff outlining their responsibilities in respect to responsible serving of alcohol?				
Is there a documented barring procedure in place at the premises for persons not welcome at the premises?				
Are procedures in place to minimise disturbances in the nearby neighbourhood by patrons going to or from the licensed premises?				
Are procedures in place to minimise disturbances in the nearby neighbourhood caused by activities conducted at the licensed premises?				
Are the conditions imposed on special and club licences being complied with?				

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