

## TOTE PREMISES - SELF ASSESSMENT CHECKLIST

	Yes	No	If NO, what action is to be taken?	Action taken: When By whom
Are the Commission Rules for Tasmanian Gaming Licence Holders (effective 6 July 2010) available on the premises? <i>TGC Rule 1.3 or 1.4</i>				
Are minors signs displayed at a prominent position visible from outside each entrance leading to an area where wagering is conducted? <i>TGC Rule 7.2</i>				
Is a sign prohibiting loans and extending credit for the purposes of wagering or gaming displayed in the area where wagering is conducted? <i>TGC Rule 7.1</i>				
Are "Do you have a complaint" forms provided by the Liquor and Gaming Branch displayed prominently within the premises? <i>TGC Rule 4.1</i>				
Does the premises have a policy/procedure in place to identify multiple EFTPOS transactions for wagering purposes? <i>TGC Rule 6.2</i>				
Does the premises have a policy/procedure in place to detect, prevent patrons cashing more than one cheque per day? <i>TGC Rule 6.3</i>				
Check to ensure that an automated teller machine (ATM) or any other cash dispensing machine is not located in or on the approved outlet. <i>TGC Rule 6.1</i>				
Is there a policy/procedure in place to ensure that no minor (including anyone employed and working at an approved outlet) can take part in the conduct of wagering? <i>TGC Rule 3.2</i>				
Have all persons who serve wagering products undertaken a Responsible Conduct of Gaming course within 90 days of commencing work?. <i>TGC Rule 9.1</i>				
Is there a copy of the "Responsible Conduct of Gaming - Staff Tips" sheet on the premises?				
<b>SURVEILLANCE</b> <i>TGC Rule 8.1 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 an area regularly viewable by staff in order to ensure that the surveillance system is operating correctly whenever TOTE wagering is occurring?				
Is the surveillance system recording at all times during wagering operations? (Review to confirm coverage is being recorded.)				

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Is there a minimum 14 days 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 whilst wagering 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?				
<b>TASMANIAN GAMBLING EXCLUSION SCHEME</b>				
Is there a procedure in place to assist staff to identify excluded persons?				
Is there a procedure in place in the event that an excluded person is detected in contravention of a exclusion order? <i>Section 112K Gaming Control Act 1993</i>				
Are excluded persons details kept at the premises and photos on display in an area where they can be readily viewed by staff but not by patrons? <i>Section 112I Gaming Control Act 1993</i>				
Is the handbook produced by the Liquor and Gaming Branch titled "The Tasmanian Gambling Exclusion Online Database Venue Workshop and Handbook" kept at the premises?				
Are procedures outlined in the handbook for the operation of the online database being adhered to?				
Is there a procedure in place to access the exclusion information either manually or electronically?				