

# SPECIAL EMPLOYEE'S LICENCE

## RECOGNITION OF INTERSTATE GAMING LICENCES

### INFORMATION LEAFLET

The purpose of this leaflet is to explain the requirements for obtaining a Tasmanian Special employee's licence under the *Mutual Recognition Act 1992* and the conditions imposed on a person who holds a Special employee's licence in Tasmania under the *Gaming Control Act 1993*.

This publication is issued in good faith as a guide only and the relevant legislation should be referred to if further information is required.

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## RECOGNITION OF INTERSTATE GAMING LICENCES

Under the *Mutual Recognition Act 1992*, the Tasmanian Liquor and Gaming Commission is able to issue either a Special employee's licence or a Technician's licence to any person who is **currently** licensed in another jurisdiction.

In order to obtain a Special employee's licence in Tasmania under mutual recognition, you must be able to demonstrate:

- that you are **currently** licensed in another jurisdiction, and
- the specific functions you were licensed to perform in that jurisdiction.

In addition, you must produce a copy of a Certificate of Attainment (or equivalent) of your most recent Responsible Service / Conduct of Gaming Course, otherwise you will be required to undertake a Responsible Conduct of Gaming Course in Tasmania within three months of receiving your licence.

In issuing you with a Special employee's licence, the Commission will restrict the licence to the competencies and/or functions that you currently perform in the interstate jurisdiction.

### Interstate licences and their Tasmanian Equivalents

#### *Equivalent non-casino licences*

Jurisdiction	Licence	Exclusions / Restrictions
VIC	Gaming Industry Employee Licence	Excludes the technician function
QLD	Gaming Nominees Licence	None
SA	Approved Gaming Machine Manager	None
ACT	Approved Attendants Licence	None
NT	Machine Manager's Licence	None

#### *Equivalent casino-related licences*

Jurisdiction	Equivalent Licence	Exclusions / Restrictions
NSW	Casino Special Employee Licence	Where applicable
VIC	Casino Special Employee Licence	Where applicable
QLD	Casino Employee Licence or Casino Key Employee Licence	Where applicable
WA	Casino Employee Licence or Casino Key Employee Licence	Where applicable
SA	Sensitive Position Approval	Where applicable
ACT	Casino Employee Licence	Where applicable
NT	Casino Operative Licence or Casino Key Operative Licence	Where applicable

## WHO IS A SPECIAL EMPLOYEE

A special employee is a person employed by a casino, hotel or club to undertake specific duties in the gaming operation. Special employees include casino management, casino security, casino operatives, keno writers, gaming machine attendants and gaming supervisors.

A person who repairs, services or installs gaming equipment is **not** a special employee but must be licensed separately as a technician.

## THE SPECIAL EMPLOYEE'S LICENCE

You must not carry out any duties other than those prescribed duties authorised under your licence.

A licence is valid for up to 5 years unless it is cancelled or suspended by the Commission, or you advise in writing that you wish to surrender your licence to the Commission.

Please note that if you leave your employment and do not surrender your special employee licence, you are still licensed as a special employee and all conditions on that licence still apply to you.

## RENEWAL OF A LICENCE

Before your licence expires you must apply to renew it. To help with this a renewal form will be forwarded to your postal address at least one month before the renewal date.

**It is a condition of your special employee licence that you advise the Tasmanian Liquor and Gaming Commission in writing within fourteen days of a change in your postal address.**

## REPLACEMENT LICENCE

You may apply to the Commission for a replacement of their licence. A replacement fee of \$31.60 is imposed.

## CONDITIONS OF A SPECIAL EMPLOYEE'S LICENCE

It is important that you understand the conditions under which your licence is issued. Some are contained in the *Gaming Control Act 1993* and others are administrative conditions issued by the Commission.

**The Commission is empowered to take disciplinary action against you if you breach any of the conditions listed below:**

## GENERAL CONDITIONS

You:

- must not exercise any of the functions of a special employee except in accordance with the authority conferred on you by your licence. *Penalty - a fine not exceeding \$8,150 or a term of imprisonment not exceeding 3 months or both.*

- must comply with any condition shown on your licence or any condition issued by the Commission while the licence is in force. When additional conditions are issued by the Commission, you will be notified by mail.
- must not provide false or misleading information to the Commission. *Penalty – a fine not exceeding \$8,150.*

## WHILE ON DUTY

You:

- must wear visible identification whilst on duty. The form of identification must be approved by the Commission.
- must not access sensitive areas of gaming equipment unless authorised in writing by the Commission. *Penalty - a fine not exceeding \$65,200 or imprisonment for a term not exceeding 2 years or both.*
- must refuse to pay any wager made on a gaming machine if you know or suspect the machine is malfunctioning, and must inform your employer.
- may request proof of age from any person entering a restricted gaming area of a venue. You must refuse entry to a restricted gaming area, to any person you reasonably suspect is under the age of 18 years. *Penalty – a fine not exceeding \$1,630.*
- must not act dishonestly to induce another person to give credit, money or any benefit to any person or cause gaming equipment to give a benefit to another person. *Penalty – a fine not exceeding \$163,000 or imprisonment for a term not exceeding 4 years or both.*
- may participate in Keno gaming, at the completion of a shift or on any day not scheduled for duty, but not prior to or during a shift.
- must not play gaming machines directly or indirectly in any hotel or club in which you are employed.

## PROVISION OF CREDIT IN GAMING

The provision of gambling on credit is illegal. You must ensure that credit is not inadvertently provided for the purpose of gambling.

You:

- must not make a loan or extend credit in any form to any person to enable that person to play keno or a gaming machine in an approved hotel or club - *Penalty a fine not exceeding \$16,300.*
- must not solicit or accept any gratuity, consideration or other benefit from a patron in a gaming area.

## OPERATIVE ISSUES

Keno and gaming machine gaming is not permitted to operate outside the liquor licensing hours of a hotel or club. Liquor licence hours are specific to each premises. Keno must not operate unless a Senior Writer is on duty and present. The Senior Writer must also be signed on in the log book. As a minimum gaming machines must not be operated unless one Gaming Machine Supervisor is physically available on the premises.

### **PIN Number**

Please note that the PIN issued to you from the Network Gaming Helpline is confidential and should not be shared with fellow workers. PIN sharing may expose you to financial risks. This includes other staff using your PIN and performing illegal actions or by the Commission imposing a penalty.

### **Customer Assistance**

If a customer has a complaint in relation to gaming matters, complaint forms are available at every hotel or licensed club. Please make yourself aware of their location at your venue and familiarise yourself with the form.

In every approved hotel or licensed club, brochures will be available on "Responsible Gambling". This brochure is a guide to facilitate the early detection of gambling problems and direct the person concerned to the appropriate problem gambling service.

## DISCIPLINARY ACTION

The Commission may take disciplinary action against you if you contravene a condition of your licence. Disciplinary action can also be taken if:

- a licence was improperly obtained;
- you are convicted of an offence involving fraud or dishonesty punishable on conviction by imprisonment of 3 months or more;
- you fail to provide information required by the application; or
- you are declared bankrupt or are not (in some other way) a suitable person to continue to hold a licence.

**You will be advised in writing if the Commission decides that it should take disciplinary action against you and you will be given every opportunity to put your case to the Commission. If the Commission decides that you have breached a condition of your licence or have breached the Act, the Commission may:**

- serve you with a written notice censuring you for any action specified in the notice;
- vary the conditions on your licence;
- suspend your licence for a specified period; or
- cancel your licence.

## EFTPOS TRANSACTIONS

If cash is provided to a patron by means of an EFTPOS transaction, no further EFTPOS transaction for the purpose of providing cash to the patron is to occur on the Licensed Premises on that day unless the person performing the transaction is reasonably satisfied that the cash will not be used for the purpose of gaming.

## YOU MUST ADVISE THE COMMISSION, IN WRITING, WITHIN 14 DAYS IF:

- You change your name or marital status;
- You change your postal or residential address;
- You are charged or convicted with any offence (excluding minor traffic offences) in Tasmania or any other jurisdiction;
- A gaming regulator in any jurisdiction has suspended or cancelled a licence;
- You become bankrupt or enter into an arrangement or composition with creditors under the *Bankruptcy Act 1996*;
- You wish to surrender your licence.

## NEXT STEPS: -

Contact the Liquor and Gaming Branch to discuss your eligibility *Under the Mutual Recognition Act 1992*.