

TAB PREMISES - SELF ASSESSMENT CHECKLIST

	Yes	No	If NO, what action is to be taken?	Action taken: When, by whom
<p>Are the Tasmanian Liquor and Gaming Commission Rules for Tasmanian Gaming Licence Holders (effective 1 March 2020) available on the premises for free public inspection?</p> <p style="text-align: right;"><i>TLGC Rule 1.4</i></p>				
<p>Is a copy of the document “Responsible Gambling Mandatory Code of Practice for Tasmania” (effective 1 March 2020) available at the premises for free public inspection?</p> <p style="text-align: right;"><i>Gaming Control Act 1993 Section 112 L(8)</i></p>				
<p>Are all signs, brochures, stickers or information affixed or placed as required under section 5 of the TLGC Rules under the heading “Information to Players”?</p> <p style="text-align: right;"><i>TLGC Rule 5.1 - 5.10</i></p>				
<p>Does the premises have a policy/procedure in place to ensure that no more than one EFTPOS transaction and no more than \$200 is withdrawn by a patron on any day?</p> <p style="text-align: right;"><i>TLGC Rule 7.4</i></p>				
<p>Does the premises have approval from the Commission to cash cheques (for patrons that are not international visitors)?</p> <p style="text-align: right;"><i>TLGC Rule 7.8</i></p>				
<p>If approved to do so, does the premises have a policy/procedure in place to detect, prevent patrons cashing more than one cheque per day for gambling purposes and to ensure the value of the cheque cashed does not exceed \$100?</p> <p style="text-align: right;"><i>TLGC Rule 7.9</i></p>				
<p>Ensure that an automatic 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 TGL holder.</p> <p style="text-align: right;"><i>TLGC Rule 7.1</i></p>				
<p>Are staff who provide wagering services wearing a name badge that details their first name?</p> <p style="text-align: right;"><i>TLGC Rule 9.1</i></p>				
<p>Have all persons who serve wagering products undertaken a Responsible Conduct of Gambling course within 90 days of commencing work?</p> <p style="text-align: right;"><i>TLGC Rule 4.2</i></p>				
<p>Is a record of all special employees and non-licensed servers of wagering products detailing their name, date of commencement of employment, special employee number, expiry date of licence and expiry date of RCG qualification being maintained and kept on the premises?</p> <p style="text-align: right;"><i>TLGC Rule 4.4</i></p>				

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Is there a procedure in place to ensure that staff who serve wagering products have undertaken a RCG course at least every five years from the date they received their most recent RCG qualification. <i>TLGC Rule 4.3</i>				
Self-Service Terminals must have “pause button” functionality enabled to allow staff using the Orion terminal to pause transactions if needed.				
Self-Service Terminals must be located in a designated prohibited area if in a licensed venue, or if that is not possible, in an area with a designated ‘buffer zone’ around the Self-Service Terminal.				
CCTV SURVEILLANCE <i>TLGC Rule 12.1 requires a surveillance system that meets the Commission’s Technical Standards for Recorded Surveillance (TGCVS004). The standards are available on the Liquor and Gaming website.</i>				
Is there a monitor located in an area regularly viewable by staff in order to ensure that the CCTV surveillance system is operating correctly whenever TAB wagering is occurring?				
Is the surveillance system recording at all times during wagering operations? (Review to confirm coverage is being recorded.)				
Is there a minimum 14 days recorded surveillance?				
Is there camera coverage of totalizator terminals and self-service terminals?				
Does camera coverage of totalizator terminals provide a view of the transaction being performed, a view of staff and patrons and a view showing the amount of money for the transaction being placed into the cash drawer?				
Does camera coverage of a self-service terminal provide a view of transactions being performed and of any staff and patrons using the self-service terminal?				
Is the CCTV surveillance system able to transfer images to USB 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 the 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?				

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TASMANIAN GAMBLING EXCLUSION SCHEME				
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 an exclusion order? <i>Gaming Control Act 1993 Section 112K</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>Gaming Control Act 1993 Section 112I</i>				
Is the handbook produced by the Liquor and Gaming Branch <i>The Tasmanian Gambling Exclusion Online Database Venue Workshop and Handbook</i> 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?				

LIQUOR AND GAMING CONTACT DETAILS

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