



Tasmanian Liquor and Gaming Commission

# Gaming Equipment Movement and Storage Standards

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An electronic copy of these Gaming Equipment Movement and Storage Standards is available at <https://www.treasury.tas.gov.au/liquor-and-gaming/gambling/regulatory-requirements>

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## Preliminary

The Gaming Equipment Movement and Storage Standards are made in accordance with section 112PA of the *Gaming Control Act 1993*. A prescribed licence holder and its employees must adhere to and enforce these Standards. Failure to comply may result in disciplinary action against the prescribed licence holder.

A term used in these Standards has the same meaning as the same term used in the Act. A reference in these Standards to 'wagering' means a 'gaming activity' under the Act. For the avoidance of doubt, a reference to an 'employee of the licence holder' includes the licence holder's agent or, where the licence holder is a natural person, itself.

These Standards are in addition to the conditions imposed on each licence by the Tasmanian Liquor and Gaming Commission and any other requirement under the Act.

# Gaming Equipment Movement and Storage Standards

## I. Transport

Transport of gaming equipment refers to gaming equipment being transported from one prescribed licence holder to another. The prescribed licence holder dispatching the gaming equipment is responsible for complying with the transport requirements of these standards.

The following apply to a venue operator, a casino operator, a keno operator, a monitoring operator, a licensed provider and a person whose name is listed on the Roll:

### I.1 Responsibility

Systems must be in place to prevent any act or thing interfering, or likely to interfere, with the normal operation of gaming equipment at all times, whilst the equipment is being transported.

### I.2 Vehicles used for transport with lockable storage compartments

If the vehicle used to transport gaming equipment has a lockable storage compartment, the equipment must be secured within the locked storage compartment of the vehicle.

### I.3 Vehicles used for transport without lockable storage compartments

If a vehicle used to transport gaming equipment does not have a lockable storage compartment, the following must occur:

- a) the transportation of the gaming equipment must be completed on the same day; and
- b) the gaming equipment must not be left unattended during transportation.

### I.4 Notification of transport of gaming machines

Prior to the transport of gaming machines occurring, the Liquor and Gaming Branch must be provided with the following information for each machine:

- a) manufacturer;
- b) model;
- c) identification information;
- d) point of origin;
- e) destination; and
- f) intended date of dispatch.

The following apply to a casino operator and a person whose name is listed on the Roll:

### I.5 Notification of transport of casino table game playing cards

Prior to the transport of casino table game playing cards occurring, the Liquor and Gaming Branch must be provided, with details of the casino table game playing cards, including:

- a) number of decks of cards;
- b) point of origin;

- c) destination; and
- d) intended date of dispatch.

#### **I.6 Notification of transport of fully automated table game machines**

Prior to the transport of fully automated table game machines occurring, the Liquor and Gaming Branch must be provided, with details of the fully automated table game machines, including:

- a) manufacturer;
- b) model;
- c) identification information;
- d) point of origin;
- e) destination; and
- f) intended date of dispatch.

The following applies to a venue operator, a casino operator, a monitoring operator and a person whose name is listed on the Roll:

#### **I.7 Dispatch delay**

Should the dispatch not occur on the intended date, a revised notification required under standard I.4, I.5, or I.6 must be provided to the Liquor and Gaming Branch within seven days for the new intended date of dispatch.

## 2. Storage

The following apply to a venue operator, a casino operator, a keno operator, a monitoring operator and a licensed provider:

### 2.1 Responsibility

Systems must be in place to prevent any act or thing interfering or likely, to interfere, with the normal operation of gaming equipment at all times, whilst the equipment is being stored.

### 2.2 Storage facility for specified gaming equipment

Specified gaming equipment must be stored in a facility or area that:

- a) is not used by members of the public (except as allowed for under standard 2.4); and
- b) must be locked at all times when not in use, or if a part of the approved venue, when the approved venue is closed.

### 2.3 Storage of other gaming equipment

Gaming equipment must be secured in an area that is not used by members of the public.

### 2.4 Storage of gaming machines scheduled for installation

Gaming machines scheduled for installation, may be stored in the restricted gaming area of the approved venue for a period not exceeding seven days immediately prior to installation taking place.

### 2.5 Alarm system

The storage facility referred to in standard 2.2 must be equipped with a monitored security alarm system which is activated at all times when the storage facility is not in use, or if a part of the approved venue, when the approved venue is closed.

### 2.6 Register of stored specified gaming equipment

A register of specified gaming equipment referred to in standard 2.2 must be maintained and contain the following information:

- a) venue name;
- b) storage location;
- c) date taken into storage;
- d) date removed from storage;
- e) type of equipment;
- f) manufacturer;
- g) model (if applicable); and
- h) identification information (if applicable).

### 2.7 Updating of specified gaming equipment register

The register referred to in standard 2.6 must be updated when specified gaming equipment is:

- a) received and stored in accordance with standards 2.2 and 2.4;
- b) transported in accordance with standards 1.4, 1.5 and 1.6;

- c) moved from a storage facility to the gaming floor and vice-versa (installation/de-installation) in accordance with standards 3.3 and 3.4 (N/A to casino table game playing cards); and
- d) removed from an approved venue or storage facility for destruction, in accordance with standards 4.3, 4.4 and 4.5.

## **2.8 Location of register**

In the case of a casino operator or a venue operator, the register referred to in standard 2.6 must be maintained at the approved venue.

## **2.9 Specified gaming equipment stored off-site**

In the case of a casino operator or a venue operator, where the gaming storage facility is not located at the approved venue, the casino operator or venue operator must facilitate an inspection of the storage facility, referred to in standard 2.2, on request by an inspector.

## **2.10 Register available for inspection**

The register required under standard 2.6 must be produced to an inspector upon request.

## **2.11 Retention period of register**

In the case of a casino operator or a venue operator, the register required under standard 2.6 must be retained at the approved venue for a period of at least 12 months following the last update to the register.

The following applies to a casino operator:

## **2.12 Notification of storage of casino table game playing cards**

When storing casino table game playing cards, the Liquor and Gaming Branch must be provided, within seven days of the playing cards being stored, a copy of the purchase order and delivery docket for the playing cards.

### 3. Installation and de-installation

The following applies to a venue operator, a casino operator, a keno operator and a monitoring operator:

#### 3.1 Responsibility

Systems must be in place to prevent any act or thing interfering, or likely to interfere, with the normal operation of gaming equipment at all times, whilst the equipment is being installed.

The following applies to a venue operator and a monitoring operator:

#### 3.2 Maximum number of gaming machine authorities

A gaming machine must not be installed in a hotel or licensed club if it exceeds the number of gaming machine authorities endorsed on the venue licence.

The following apply to a venue operator, casino operator and a monitoring operator:

#### 3.3 Installation by a licensed technician

Gaming machine and gaming machine game installations and configuration changes must:

- a) in the case of a hotel and licensed club, be undertaken by a licensed technician through the services provided by the monitoring operator;
- b) in the case of a casino, be undertaken by a licensed technician; and
- c) be set up and programmed to operate in the manner in which the gaming equipment was designed and programmed to function.

#### 3.4 De-installation by a licensed technician

Gaming machine de-installations must:

- a) in the case of a hotel and licensed club, be undertaken by a licensed technician through the services provided by the monitoring operator; and
- b) in the case of a casino, be undertaken by a licensed technician.

#### 3.5 Floor position number

A floor position number must be affixed to each gaming machine and must:

- a) in the case of a hotel and licensed club, be in accordance with the floor position number recorded by the monitoring operator's electronic monitoring system; and
- b) in the case of a casino, be in accordance with the floor position number recorded by the casino operator's electronic monitoring system.

The following applies to a keno operator:

#### 3.6 Installation/de-installation of keno equipment

A keno terminal must only be installed/de-installed by a licensed technician within an approved venue's gaming area.



## 4. Disabling and Destruction

The following applies to a venue operator, a casino operator, a keno operator, a monitoring operator and a licensed provider:

### 4.1 Responsibility

Systems must be in place to prevent any act or thing interfering or likely, to interfere, with the normal operation of gaming equipment at all times, whilst the equipment is being disabled and destroyed.

The following applies to a venue operator and a casino operator:

### 4.2 Disabling of gaming machines

Gaming machine disabling must:

- a) in the case of a hotel and licensed club, be undertaken by a licensed technician through the services provided by the monitoring operator: and
- b) in the case of a casino, be undertaken by a licensed technician.

The following applies to a casino operator:

### 4.3 Disabling of casino table game playing cards

Where full decks of casino table game playing cards are disabled, the following requirements must be met:

- a) the playing cards must not be reused on a gaming table;
- b) the disabling must occur under CCTV coverage; and
- c) the number of decks of playing cards disabled must be recorded in a register.

The following applies to a venue operator, a casino operator and a monitoring operator:

### 4.4 Destruction of gaming machines and fully automated table game machines

The following must occur when destroying gaming machines and fully automated table game machines:

- a) a licensed technician must disable the specified gaming equipment prior to its destruction;
- b) gaming machine locks and processor areas must be removed;
- c) identification plates must remain on the specified gaming equipment;
- d) photographs of the identification plates must be taken and be provided to the Liquor and Gaming Branch within seven days of the specified gaming equipment being destroyed;
- e) an agent of the licence holder must witness the destruction and complete an approved statutory declaration confirming such witness to the destruction; and
- f) the statutory declaration must be provided to the Liquor and Gaming Branch within seven days of the specified gaming equipment being destroyed.

The following applies to a venue operator and a monitoring operator:

#### **4.5 Destruction of gaming machines in hotels and licensed clubs**

The destruction of gaming machines from a hotel or licensed club must only be undertaken by a monitoring operator.

The following applies to a monitoring operator:

#### **4.6 Timeframe to remove disabled gaming machines**

Where a gaming machine has been disabled and is intended to be destroyed, as provided for by standard 4.5, the gaming machine must be removed from an approved venue within six weeks of being disabled.

The following applies to a casino operator, a keno operator, a monitoring operator and a licensed provider:

#### **4.7 Destruction of other gaming equipment**

Where gaming equipment, other than specified gaming equipment, is destroyed, an agent of the licence holder must witness the destruction and complete an approved statutory declaration confirming such witness to the destruction. The statutory declaration must be provided to the Liquor and Gaming Branch within seven days of the equipment being destroyed.

## 5. Glossary and References

Term	Description
Approved statutory declaration	<p>A signed and witnessed declaration from the person who witnessed the destruction of gaming equipment.</p> <p>An approved statutory declaration form can be found on the Liquor and Gaming Website: <a href="#">Statutory Declaration for gaming equipment destruction</a></p>
CCTV	Closed circuit television.
Gaming equipment	<p>Gaming equipment is defined in the Act, other than gaming machines, fully automated table game machines, casino table game playing cards, and includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Electronic monitoring system equipment and associated software/hardware;</li> <li>• keno equipment;</li> <li>• dice, roulette balls, roulette wheels, dice cages, dice tumblers, card shufflers;</li> <li>• other table gaming equipment associated with influencing the outcome of the game; and</li> <li>• betting terminal equipment.</li> </ul>
Identification information	Information to identify the uniqueness of a piece of gaming equipment (such as a serial number).
Identification plate	Information affixed to gaming equipment that provides model, date of manufacture and serial number information for the gaming equipment.
Specified gaming equipment	Gaming machines, fully automated table game machines, casino table game playing cards.

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