

Gaming Machine Act 1991 (s.264A)

Monthly Self Assessment Checklist - Hotels

 For the Month of: _____
 (To be completed by the 7th day of the following month)

Name of Licensed Premises: _____ Licence No. _____

(This form is to be used by the site for internal control and audit purposes. It must not be submitted to QOGR unless specifically requested.)

REF	ITEM	YES	NO
PART A (to be completed for every month's form)			
1	PHYSICAL ENVIRONMENT		
(a)	ATM available for use of debit cards only		
(b)	Continuous supervision of gaming machine area is undertaken		
2	GAMING EMPLOYEES		
(a)	At least 1 appropriately licensed person [#] readily available during conduct of gaming		
(b)	At least 2 appropriately licensed person/s employed by the site at all times (eligible licensees ^{##} need only have 1 appropriately licensed person employed)		
(c)	A licensed Gaming Nominee has been employed at all times (not applicable to eligible licensees)		
(d)	Licences of appropriately licensed persons are current		
3	FORM 40 – CASH CLEARANCES REPORT		
(a)	Clearances completed at least 4 times a month (includes end of month clearance) and at intervals no longer than 10 days		
(b)	Clearances completed / personally supervised by an appropriately licensed person		
(c)	All persons involved signed report immediately after clearance		
4	FORM 39 – MANUAL PAYMENTS REGISTER		
(a)	All non-system produced payments witnessed		
(b)	All payments over \$500 witnessed		
(c)	All payments over \$500 made or witnessed by an appropriately licensed person		
(d)	Payments over \$250, (or higher approved cash limit), are paid by cheque (or up to the allowed amount in cash and remainder by cheque)		
5	FORM 41 - GAMING MACHINE PERFORMANCE RECORD		
(a)	Transcription is performed immediately after clearance		
(b)	Actual hoppers contents recorded at end of month		
(c)	Performance Summary completed (including monthly totals & reported win)		
6	FORM 58 (REGISTER OF GAMING MACHINES – LICENSEE)		
(a)	Maintained and current		
7	FORM 11 (NOTICE OF CHANGE OF EXECUTIVE OFFICER OR SECRETARY OF BODY CORPORATE)		
(a)	Chief Executive is notified within 7 days of any change to executive officers or secretary		
8	EXCLUSIONS		
(a)	Register of excluded persons maintained		
(b)	QOGR notified of any contravention of exclusion order or direction		
9	SELF ASSESSMENT		
(a)	Previous month's self assessment presented to and adopted by board of directors / management committee, or for natural person licensees, the licensee.		
(b)	Any matters requiring further action are included on agenda of next meeting for monitoring purposes (not applicable to natural person licensees).		
PART B (to be completed for June and December forms only)			
10	PHYSICAL ENVIRONMENT		
(a)	EFTPOS/ATM not located in or in close proximity to gaming areas		
(b)	Gaming Machines not visible to passing pedestrian traffic		
(c)	Gaming does not dominate any external signage or any marketing or promotional activity undertaken to promote the premises		
11	SAFETY		
(a)	All machines securely fastened to console base with minimum of 3 bolts		

12	SIGNAGE TO BE DISPLAYED		
(a)	Current Gaming Machine Licence (conspicuous)		
(b)	Gaming Nominee Signage (conspicuous)		
(c)	Current Rules Ancillary to Gaming prominently displayed in a conspicuous position in each gaming area and document has been amended to reflect any approved variation to the \$250 non-cheque payment limit		
(d)	Services for Problem Gamblers Sign (where coins are sold or redeemed)		
13	FORMS (must be kept in the approved form and fully completed)		
(a)	The last 5 years gaming records are kept at the licensed premises for which they relate or premises approved by the Chief Executive		
(b)	Gaming records for at least the last 12 months are available for inspection at the licensed premises (or premises otherwise approved by the Chief Executive) at any time that the premises is open		
14	GAMING AREA		
(a)	Gaming areas are laid out in accordance with current approved plan		
15	SITE CONTROLLER & EGM SECURITY		
(a)	Site Controller is easily accessible and clearly labelled		
(b)	Site Controller is secured with a seal		
(c)	Each gaming machine computer cabinet is secured with a seal		
16	GAMING-RELATED COMPLIANCE PROGRAM		
(a)	Gaming-related compliance program that meets minimum requirements is in operation		
EXPLANATIONS RELATED TO NEGATIVE RESPONSES			
<p>For any negative response:</p> <ul style="list-style-type: none"> • identify the item number; • provide details of the problem/s found; and • identify the actions taken/to be taken to remedy the matter and prevent its reoccurrence in the future, including timeframes where applicable. <p>(Complete this section on attachment page/s if necessary.)</p> <hr/> <hr/> <hr/> <hr/>			

Certification by the Nominee/Eligible Licensee

I, _____,

being the designated (gaming) nominee for the abovementioned premises (Section 193 of the *Gaming Machine Act 1991*)
the eligible licensee for the abovementioned premises (Section 189(15) of the *Gaming Machine Act 1991*)
(delete whichever is not applicable)

do hereby certify, in accordance with Section 264A(2) of the *Gaming Machine Act 1991*, that:

1. The above self assessment has been accurately completed;
2. Explanations for all negative responses have been given in this form or are attached; and
3. This Monthly Self Assessment Checklist **has been scheduled for consideration** at the next meeting of the Licensees Board of Directors/Management Committee.

Signature _____ Date ___ / ___ / _____

The meaning of 'appropriately licensed person' is provided in Section 189(15) of the *Gaming Machine Act 1991*

The meaning of 'eligible licensee' is provided in Section 189(15) of the *Gaming Machine Act 1991*