

*Gaming Machine Act 1991 (s.264A)*

## Monthly Self Assessment Checklist - Clubs

 For the Month of: \_\_\_\_\_  
 (To be completed by the 7<sup>th</sup> 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
<b>PART A (to be completed for every month's form)</b>			
<b>1</b>	<b>PHYSICAL ENVIRONMENT</b>		
(a)	ATM available for use of debit cards only		
(b)	Continuous supervision of gaming machine area is undertaken		
<b>2</b>	<b>GAMING EMPLOYEES</b>		
(a)	At least 1 appropriately licensed person <sup>#</sup> readily available during conduct of gaming		
(b)	At least 2 appropriately licensed persons employed by the site at all times		
(c)	A licensed Gaming Nominee has been employed at all times		
(d)	Licences of appropriately licensed persons are current		
<b>3</b>	<b>FORM 61 – MONTHLY VARIANCES RECORD</b>		
(a)	Completed and signed by Gaming Nominee within 7 days of end of month		
(b)	Scheduled for consideration of management committee/board at their next meeting		
(c)	Satisfactory explanations for any variances >.5% are included		
<b>4</b>	<b>FORM 40 – CASH CLEARANCES REPORT</b>		
(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		
<b>5</b>	<b>FORM 39 – MANUAL PAYMENTS REGISTER</b>		
(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)		
<b>6</b>	<b>FORM 41 - GAMING MACHINE PERFORMANCE RECORD</b>		
(a)	Transcription is performed immediately after clearance		
(b)	Actual hopper contents recorded at end of month		
(c)	Performance Summary completed (including monthly totals & reported win)		
<b>7</b>	<b>FORM 42 – MONTHLY GAMING MACHINE RECONCILIATION REPORT</b>		
(a)	Copy of each month's report held on site		
<b>8</b>	<b>FORM 58 (REGISTER OF GAMING MACHINES – LICENSEE)</b>		
(a)	Maintained and current		
<b>9</b>	<b>FORM 11 (NOTICE OF CHANGE OF EXECUTIVE OFFICER OR SECRETARY OF BODY CORPORATE)</b>		
(a)	Chief Executive is notified within 7 days of any change to executive officers or secretary		
<b>10</b>	<b>BANKING</b>		
(a)	Periodic gaming deposits calculated in accordance with approved banking method		
(b)	Periodic gaming deposits made within 2 business days of clearance		
(c)	Monthly gaming deposit included at item N of Form 61 is calculated in accordance with approved banking method		
(d)	Gaming deposits easily identifiable for reconciliation		
<b>11</b>	<b>FLOAT RECONCILIATION SHEETS</b>		
(a)	Adequate gaming float controls in place		
<b>12</b>	<b>EXCLUSIONS</b>		
(a)	Register of excluded persons maintained		
(b)	QOGR notified of any contravention of exclusion order or direction		

<b>13</b>	<b>SELF ASSESSMENT</b>		
(a)	Previous month's self assessment presented to and adopted by board of directors / management committee		
(b)	Any matters requiring further action are included on agenda of next meeting for monitoring purposes		
<b>PART B (to be completed for June and December forms only)</b>			
<b>14</b>	<b>PHYSICAL ENVIRONMENT</b>		
(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		
<b>15</b>	<b>SAFETY</b>		
(a)	All machines securely fastened to console base with minimum of 3 bolts		
<b>16</b>	<b>SIGNAGE TO BE DISPLAYED</b>		
(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)		
<b>17</b>	<b>FORMS (must be kept in the approved form and fully completed)</b>		
(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		
<b>18</b>	<b>GAMING AREA</b>		
(a)	Gaming areas are laid out in accordance with current approved plan		
<b>19</b>	<b>SITE CONTROLLER &amp; EGM SECURITY</b>		
(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		
<b>20</b>	<b>GAMING-RELATED COMPLIANCE PROGRAM</b>		
(a)	Gaming-related compliance program that meets minimum requirements is in operation		
<b>21</b>	<b>INVOLVEMENT BY EXTERNAL PARTIES</b>		
(a)	QOGR informed of licensee entering into or making material change to any management agreement for the licensee's business or operations (Section 67 <i>Gaming Machine Act 1991</i> )		
(b)	It has been ensured that no member of the committee/board is prohibited from holding office by the Section 341A of the <i>Gaming Machine Act 1991</i>		
<b>EXPLANATIONS RELATED TO NEGATIVE RESPONSES</b>			
<p>For any negative response:</p> <ul style="list-style-type: none"> <li>• identify the item number;</li> <li>• provide details of the problem/s found; and</li> <li>• identify the actions taken/to be taken to remedy the matter and prevent its reoccurrence in the future, including timeframes where applicable.</li> </ul> <p>(Complete this section on attachment page/s if necessary.)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			

## Certification by the (Gaming) Nominee for the Abovementioned Premises,

I, \_\_\_\_\_, being the designated (gaming) nominee (Section 193 of the *Gaming Machine Act 1991*), 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*