

Gaming Machine Act 1991 (s.56(5)(m)).

Statement against Minimum Requirements for a Gaming-Related Compliance Program

A (i) Name of Gaming Machine Applicant: _____

(ii) Contact Name _____ Telephone (w) _____ (h) _____

I, _____
(Insert Full Name in BLOCK letters)

being **the applicant**
a duly authorised executive officer of the applicant, *(delete as applicable)*

hereby make the following statement in relation to the licence's gaming-related compliance program.

For all licences:

1. The gaming machine applicant has a statement of commitment to gaming compliance. Yes No
2. At meetings of the Board of Directors / Management Committee / Partners, there will be a standing agenda item dealing with matters of compliance. *(This minimum requirement is not applicable to natural person applicants)* Yes No
3. The gaming machine applicant has documented complaint handling and incident escalation procedures in place that can deal with gaming-related issues. Yes No
4. The gaming machine applicant has a documented process in place to ensure that training in gaming-related functions is provided to persons involved in these activities. Yes No
5. The gaming machine applicant maintains an adequate system of record keeping to support the venue's gaming operations. Yes No

For category 2 licences only (clubs):

6. There is a documented process in place to ensure that the Board of Directors / Management Committee maintains responsibility and control in relation to key gaming, financial, contractual and operational matters. Yes No
7. There are documented processes in place to ensure that:
 - a) the Board of Directors / Management Committee familiarise themselves with the club's constitutional objectives; and
 - b) these objectives are always taken into account in relation to business planning, implementation and review. Yes No
8. The gaming machine applicant has documented systems in place to ensure proper accountability, monitoring and control of financial aspects of the business. Yes No

Additionally, for all licences:

Any documents referenced in the compliance program document will be available for review at the licensed premises from the commencement of gaming. Yes No

Signature: _____ **Position:** _____

Date: _____ / _____ / _____

Note: Licensees are required to keep the compliance program document available for inspection at each of the premises to which the compliance program relates (Schedule 2 of the Gaming Machine Regulation 2002).