

Introduction

This **short form checklist** is for gaming staff to regularly check their compliance with some of the key regulatory requirements.

The shortform checklist relates to 2 other compliance checklists:

1. **staff gaming venue checklist** is for a more detailed review by staff of gaming room compliance
2. **management gaming venue checklist** is for management to review the venue's compliance.

Each checklist has key regulatory requirements and guidelines that can be used for training purposes or as a compliance tool for gaming venues and staff.

These checklists help staff and managers:

- understand their role and responsibilities
- assist the venue to comply with their legal and social obligations
- identify where they need to take action to address a potential breach.

We recommend the 3 checklists be used in conjunction with the **Venue better practice checklists; exceed regulatory obligations and excel in harm minimisation** document. If you need a copy of this document, please speak to your Venue Support Worker.

*This is **not** an exhaustive list of every requirement, and some gaming venues may have different or additional requirements. If you are unsure, speak to your gaming manager.*

Short form checklist

ITEM	YES	FOR ACTION
We have a large win register.	<input type="checkbox"/>	<input type="checkbox"/>
We have an unclaimed wins register.	<input type="checkbox"/>	<input type="checkbox"/>
I know what money laundering and terrorism financing (ML/TF) is.	<input type="checkbox"/>	<input type="checkbox"/>
I know the types of patron behaviour to look out for with ML/TF.	<input type="checkbox"/>	<input type="checkbox"/>
I know who the anti-money laundering/counter-terrorism financing (AML/CTF) compliance officer is for this venue.	<input type="checkbox"/>	<input type="checkbox"/>
I note any sudden increases in gambling activity that are inconsistent with customer profiles.	<input type="checkbox"/>	<input type="checkbox"/>
I know not to tell anyone if I have reported suspicious matters to our AML/CTF Compliance Officer.	<input type="checkbox"/>	<input type="checkbox"/>
Only staff operate the EFTPOS facility, including entering the amount requested.	<input type="checkbox"/>	<input type="checkbox"/>
I know there are transaction limits of \$500 per 24 hours per debit card or \$200 in any single withdrawal.	<input type="checkbox"/>	<input type="checkbox"/>
I do not allow cashing of cheques at our venue.	<input type="checkbox"/>	<input type="checkbox"/>
I do not allow minors to enter the gaming machine area (GMA).	<input type="checkbox"/>	<input type="checkbox"/>
I do not allow minors to gamble.	<input type="checkbox"/>	<input type="checkbox"/>
We have a Responsible Gambling Register (RGR) and I know where it is located.	<input type="checkbox"/>	<input type="checkbox"/>
We record positive and negative entries into the RGR.	<input type="checkbox"/>	<input type="checkbox"/>
I have recorded all appropriate entries in the RGR during today's shift.	<input type="checkbox"/>	<input type="checkbox"/>
I have recorded me completing this checklist in the RGR.	<input type="checkbox"/>	<input type="checkbox"/>
I know the boundary of our green line area (also known as Gaming machine area - GMA).	<input type="checkbox"/>	<input type="checkbox"/>
We always have a Responsible Gambling Officer in the GMA.	<input type="checkbox"/>	<input type="checkbox"/>
We have a Responsible Gambling Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>
I don't take food or drink to someone at a gaming machine.	<input type="checkbox"/>	<input type="checkbox"/>
I can provide self-exclusion guidance to a patron when required.	<input type="checkbox"/>	<input type="checkbox"/>
I am familiar with the self-excluded list. I review the list at the beginning of every shift.	<input type="checkbox"/>	<input type="checkbox"/>
I know what to do if a self-excluded person is identified in the GMA.	<input type="checkbox"/>	<input type="checkbox"/>
We have a Responsible Gambling sign outside each entrance to the GMA.	<input type="checkbox"/>	<input type="checkbox"/>
I have discussions with customers about YourPlay and encourage them to use the program.	<input type="checkbox"/>	<input type="checkbox"/>
I record any discussions with customers regarding YourPlay in the RGR.	<input type="checkbox"/>	<input type="checkbox"/>
I record any training I receive on YourPlay in the RGR.	<input type="checkbox"/>	<input type="checkbox"/>
I have checked that the YourPlay kiosk/s is fully functioning.	<input type="checkbox"/>	<input type="checkbox"/>
I am using the venue manager card to check that all gaming machines are connected to YourPlay.	<input type="checkbox"/>	<input type="checkbox"/>

We have the right number of the purple YourPlay information brochures at each cashier and player service points.	<input type="checkbox"/>	<input type="checkbox"/>
We have the right number of dark blue 'Pokies - Know the facts' brochures at each cashier area and player service points.	<input type="checkbox"/>	<input type="checkbox"/>
We have the right number of the teal YourPlay 'Terms and Conditions' brochures at each cashier area and player service points.	<input type="checkbox"/>	<input type="checkbox"/>
We have at least one brochure for each gaming machine in the venue for each of the brochures.	<input type="checkbox"/>	<input type="checkbox"/>
We have the right number of green casual card brochures with casual cards in the GMA.	<input type="checkbox"/>	<input type="checkbox"/>
We have at least 20 casual player cards available at each player service point and cashier area in the venue.	<input type="checkbox"/>	<input type="checkbox"/>
The total number of casual player cards available in the venue is equal to or greater than the total number of gaming machines in the GMA.	<input type="checkbox"/>	<input type="checkbox"/>
Casual card brochures are displayed with the 3 information brochures.	<input type="checkbox"/>	<input type="checkbox"/>
We have either the blue Gamblers Help or purple 'YourPlay' poster displayed for every 15 gaming machines plus one additional poster for any additional machines less than 15 in number.	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, there is an even mix of the purple 'YourPlay' and the blue 'Gambler's Help' posters in the GMA.	<input type="checkbox"/>	<input type="checkbox"/>
Gamblers Help and YourPlay posters are clearly visible to someone sitting or standing in front of a gaming machine.	<input type="checkbox"/>	<input type="checkbox"/>

Please note: Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation.

Items for follow up

ACTION TO BE TAKEN	WHEN	BY WHOM	ACTION COMPLETED (SIGNATURE)