



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).