

# Waitakere City Council



## Gambling Venue Policy

MAY 2004

# Part One: Context to the Policy

## Background, Strategic Context and Reason for Proposed Policy

### Background

The Gambling Act 2003 (the Act) came into force on 18 September 2003. Under section 101 of the Act, Waitakere City Council is required to adopt a policy on Class 4 gambling venues (venues with electronic gambling machines) for the City. The Council has the ability to limit the number and location of venues and the number of electronic gambling machines in this policy, and must have regard to the social impact of gambling in developing this policy. As required under the Act, this policy only applies to gambling venues licensed after 17 October 2001, or to venues licensed prior to this if they wish to increase the existing number of electronic gambling machines in the future.

The Act also amended the Racing Act 2003 to require that the Council adopt a Board Venue Policy for the City. A Board Venue is a stand alone venue owned or leased by the New Zealand Racing Board where race and sports betting is carried out. These venues are commonly known as TABs. The Board Venue Policy must specify whether new TABs may be established in the City, and if so, where they may be located.

The Waitakere City Council Gambling Venue Policy covers both Class 4 gambling venues and New Zealand Racing Board (TAB or Board) venues.

### The Impact of Gambling on the Community

In October 2003 all the Councils in the Auckland Region pooled resources to conduct a regional social impact assessment (the assessment) on the effects of gambling. The Assessment was carried out by a multi-disciplinary research team from the University of Auckland's Centre for Gambling Studies and the Centre for Health Services Research, in association with MWH, a private consulting firm. The Assessment shows that nationally there has been a rapid growth in the numbers of electronic gambling machines, and in the use of problem gambling services.

Waitakere City currently has 501 gambling machines and 38 class 4 gambling venues. Waitakere has a ratio of 1 electronic gambling machine per 337 people, a ratio that is below the New Zealand average of 1 machine per 153 residents.

Electronic gambling machines (pokies) are a continuous form of gambling and are strongly associated with problem gambling. Overseas evidence has connected increased availability of gambling machines with higher rates of problem gambling, and higher overall expenditure on this form of gambling.

Within Waitakere City, 886 people have accessed a problem gambling helpline within the past 5 years, although the number of people seeking help for problem gambling is likely to be higher, as this is not the only problem gambling help service available. This ratio of 1 in 191 people in Waitakere seeking counselling for problem gambling is higher than the Auckland regional average of 1 in 225 people seeking assistance. The number of people using Problem Gambling counselling services within Waitakere is also higher than the average for the Auckland region. The social impact analysis estimated the number of problem gamblers in the city as being much higher than 886, as many people do not seek help for their addiction.

Problem gamblers are more likely to become bankrupt, be arrested, unemployed, divorced, and to experience mental health problems. In addition to the effects problem gambling can have on individuals, problem gamblers can also have an effect on the wider community. One problem gambler is estimated to adversely effect between 5 and 7 other people. Some groups such as Maori and Pacific Islanders have higher rates of problem gambling. It is also of concern that within Waitakere City gambling outlets are concentrated in areas with high Maori and Pacific Island communities and in lower income areas, where the inhabitants can least afford to gamble.

As part of the social impact assessment, a workshop was held in Waitakere City with industry, social service providers and community representatives to discuss the impact of gambling on the community and gain their input into the Policy. Some areas of joint agreement that emerged were that host responsibility should be emphasised, gambling venues should be required to have liquor licences, as this would ensure better compliance with prohibitions on underage gambling, and that there were concerns about the transparency and equality of the distribution of gambling funds within the community. Many participants expressed a preference for the current number of machines and venues to remain.

Imposing host responsibility conditions and requiring societies who own gambling machines to disclose how gambling funds are allocated is not within the legislated scope of this policy. However, the policy does have a voluntary Code of Conduct, which is intended as a best practice guide for class 4 gambling venues. It is anticipated that as part of the development of a Citywide Alcohol Strategy in 2004, systems will be established which will support gambling venues to demonstrate best practice host responsibility and transparency policies.

While the impact problem gambling has on the community is of concern to Council, it should be recognised that only a small percentage of people who use electronic gambling machines are problem gamblers. For many people, pokie machines provide an enjoyable source of entertainment. These machines also provide income to operators, the government and are an important source of funding to community groups. Waitakere City currently has the highest per capita income in the Auckland region from the 6 major national gambling trusts, and in addition to this receives a significant amount of pokie related funding from the Waitakere and Portage Licensing Trusts.

## **Strategic Context**

Decisions regarding the regulation of pokie machines must have regard to both the positive and negative effects gambling can have on our community. The Council's strategic objectives in the areas of community safety, economic development, health and wellbeing, and child welfare were considered in the development of the Policy. This Policy has also been developed with regard to Council's Liquor Licensing Policy, as there are strong links between liquor and gambling venue licensing and there are benefits in creating a consistent regulatory environment.

## Policy Objective

<ul style="list-style-type: none"> <li>▪ To manage the growth of Class 4 gambling in Waitakere City</li> </ul>	<p><i>By imposing a cap on the number of gambling machines and venues, preventing future increase in machine and venue numbers</i></p>
<ul style="list-style-type: none"> <li>▪ To support the minimisation of harm caused by gambling, including problem gambling, in Waitakere City</li> </ul>	<p><i>By including voluntary Code of Conduct guidelines which support responsible host responsibility and harm minimisation practices</i></p>
<ul style="list-style-type: none"> <li>▪ To encourage clarity regarding the distribution of gambling funds</li> </ul>	<p><i>By including voluntary best practice guidelines which encourage societies to provide information on how gambling related funds are distributed</i></p>
<ul style="list-style-type: none"> <li>▪ To ensure that the actual and reasonable costs relating to venue consent applications are paid by the applicant</li> </ul>	<p><i>By setting consent fees at a level which reflect the actual and reasonable costs associated with processing applications and monitoring compliance with the terms of Council consent</i></p>

In addition to these aims this Policy is also designed to:

- Be consistent with Council's strategic objectives and its commitments to Te Tiriti O Waitangi, Safe City, First Call for Children and Strong, Innovative Economy;
- Provide clear guidance to Council staff when assessing venue applications; and
- Provide clear guidance to applicants and the community regarding the conditions under which venue licences will be granted.

## Policy Options Analysis

In accordance with section 77 of the Local Government Act 2002, all reasonably practicable options have been identified for the Gambling Venue Policy and assessed. Other options identified and assessed during the policy development process were:

- Capping the number of machines at current levels from October 2001;
- Capping the number of machines at current levels from October 2003;
- Capping the number of venues at current levels from October 2003 and allowing venues 9 machines;
- Capping the number of venues at their current levels from October 2003 and allowing venues 6 machines; and
- Using location requirements to prevent new venues from locating near schools, churches and other sensitive sites.

Council endorsed the following options, which form the basis of the Gambling Venue Policy, as being most appropriate:

- Capping the number of venues and machines at current levels from October 2003 and allowing venues to operate up to 9 machines;
- Requiring a liquor licence as a condition of consent;
- Requiring TABs to meet different policy requirements than Class 4 outlets; and
- Including a voluntary Code of Conduct which supports responsible gambling operation.

## **Roles of Agencies under the Gambling Act 2003**

### **The Department of Internal Affairs**

Under the Gambling Act 2003, the Department of Internal Affairs has the following responsibilities in relation to class 4 gambling venues:

- Providing advice to the Government on gambling policy;
- Licence class 3 and 4 gambling (mainly large scale lotteries and gambling machines);
- Set game rules and equipment standards for all licensed gambling;
- Monitor and ensure compliance with the Gambling Act, regulations, licence conditions, game rules and standards; and
- Provide public information and education.

The Gaming and Censorship Regulation Group, a specialised unit within the Department of Internal Affairs will be responsible for licensing gambling outside casinos, for developing game rules and standards for both casino and non-casino gambling, and for all forms of gambling law enforcement.

### **The Gambling Commission**

The Gambling Commission's role is to:

- Consider and decide appeals against Department of Internal Affairs decisions relating to class 3 and class 4 gambling licences and licensed promoters' licences;
- Consider and decide appeals relating to Department of Internal Affairs decisions on Minimum Operating Standards;
- Consider and deal with complaints about the Department of Internal Affairs' handling of complaints about class 4 gambling;
- Have an independent role in the problem gambling levy setting process; and
- Advise the Minister on matters relating to Gambling Commission functions.

The Gambling Commission will have the powers of a Commission of Inquiry. There is no appeal to a court when the Commission makes a decision on an appeal relating to a decision of the Department of Internal Affairs.

The Gambling Commission is expected to commence early in 2004.

### **Territorial Local Authorities**

Under section 101 of the Gambling Act 2003, territorial local authorities must adopt a class 4 venue policy. Class 4 gambling mainly comprises electronic gambling (pokie) machines. The policy must specify whether or not class 4 venues may be established in its district, and if so, where they may be located. This policy may also specify any restrictions on the maximum number of gambling machines that may be operated at class 4 venues.

## Policy Development

In developing a Gambling Venue Policy, local authorities must have regard to the social impact of gambling within their area. In addition to this, local authorities may consider:

- The characteristics of the district and parts of the district;
- The location of kindergartens, early childhood centres, schools, places of worship, and other community facilities;
- The number of gambling machines that should be permitted to operate at any venue or class of venues;
- The cumulative effects of additional opportunities for gambling in the district;
- How close any venue should be permitted to be to any other venue; and
- What the primary activity of any venue should be.

Local authorities must undertake a special consultative procedure in accordance with section 83 of the Local Government Act prior to the adoption of its Class 4 Venue Policy.

## Circumstances in which Council Consent is Required

Council consent is required in the following circumstances:

- If a society proposes to increase the number of electronic gambling machines it operates;
- When there is an application for a class 4 licence for a venue which did not hold a class 4 licence prior to October 2001; and
- If a corporate society applies for a class 4 venue licence and a class 4 licence has not been held by any society for the venue within the last 6 months.

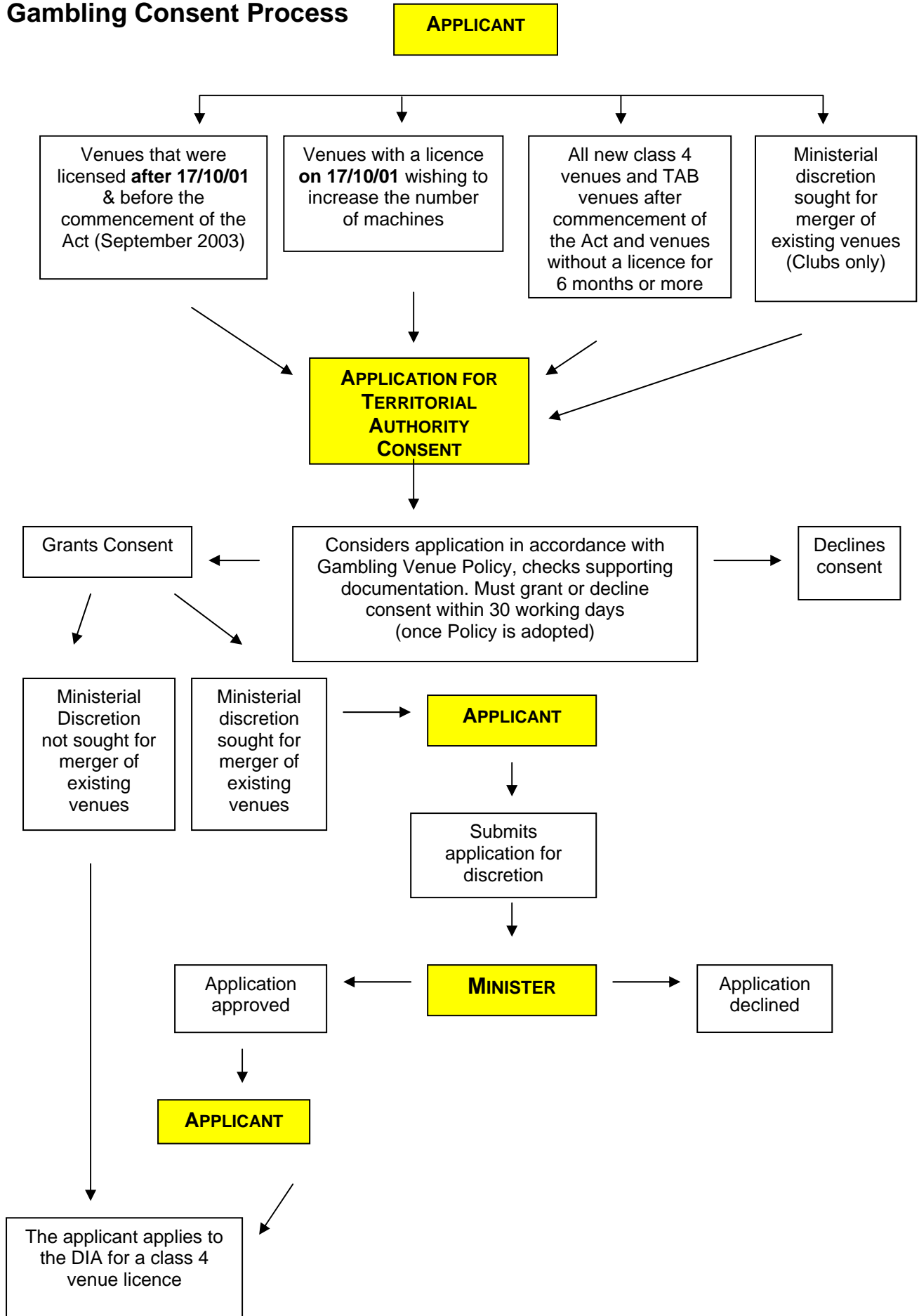
Applications for Council consent must be made in these circumstances, in addition to consent from the Department of Internal Affairs. Council will notify the applicant of its decision within 30 working days after either the date of receipt of its application, or the date that it adopts a Gambling Venue Policy, whichever is the later. Council will consider and determine consent in accordance with this policy.

## TABs also Regulated by Gambling Venue Policy

This Gambling Venue Policy also covers the requirement under the Racing Act 2003 that Council adopt a policy on whether New Zealand Racing Board (TAB) venues may be established in the City, and if so, where they may be established. Under the policy TABs with electronic gambling machines are subject to the same requirements as class 4 gambling venues, while other TAB venues may be established in the city, subject to meeting District Plan and gambling venue consent requirements.

This policy will be reviewed every three years, in accordance with section 102 of the Gambling Act and section 65 of the Racing Act.

# Gambling Consent Process



## **How Waitakere City Controls the impact of gambling premises on the community**

### **The Gambling Venue Policy and the Role of the Department of Internal Affairs**

The Gambling Venue Policy controls the number of gambling machines and venues within the City and imposes certain controls on the operation of these premises, such as the requirement to hold a liquor licence. The Department of Internal Affairs has the ability to impose other conditions relating to host responsibility, harm minimisation and gambling machine profit distribution and auditing when issuing gambling venue licences.

The environmental effects based nature of the Resource Management Act 1991 does not allow Council to manage the location of gambling premises based on the social impacts of these premises, nor to restrict the number of gambling premises. The Gambling Act 2003 does, however, allow Council to have regard to the social impact of gambling, the location of gambling premises and the cumulative effect of gambling opportunities in the district when developing Council's Gambling Policy.

Under the Gambling Venue Policy, gambling venue and machine numbers will be capped at current levels. The effect of this cap will be that few new venues will be allowed to establish in the future. Nearly all existing class 4 venue operators hold liquor licences, and the policy requires that new venues must hold a liquor licence, so most venues will be regulated by the conditions of the Sale of Liquor Act, as well as the District Plan.

### **The District Plan and Sale of Liquor Act**

The District Plan and the Sale of Liquor Act allow Council to set rules regarding the operating hours and days of licensed premises. New Zealand Racing Board (TAB) venues without gambling machines or a liquor licence must meet District Plan requirements before a resource consent can be granted.

Before applying for either a liquor licence or a gambling venue licence, the applicant must provide evidence that the proposed use of the premise meets District Plan requirements.

The District Plan allows Council to control the location of licensed premises and gambling venues through rules based on the environmental effects of these activities. The District Plan can manage physical and amenity value effects of both licensed premises and gambling venues through rules based on noise, traffic, signage and other related issues. These rules are designed to avoid or mitigate any adverse environmental effects that the proposed premise would have on surrounding areas.

The District Plan has established different identifications or human environments within the City. These reflect the characteristics of these areas. These are:

Living Environment	Covers urban and suburban residential areas of the City
Community Environment	Covers town centres, suburban shopping centre and blocks of shops
Open Space Environment	Covers parkland owned by the Council, Auckland Regional Council or other public agencies
Working Environment	Covers the industrial/ employment areas of the City
Waitakere Ranges and Bush Living Environment	Covers areas within the Waitakere Ranges in private ownership and generally bush-covered large sites
Countryside Environment	Covers the rural area to the north of the City's developed urban area
Foothills Environment	Covers the area between the developed urban area westwards to the bush-covered parts of the Waitakere Ranges
Rural Villages Environment	Covers the villages located in rural parts of the City – Herald Island, Whenuapai and Waitakere
Coastal Villages Environment	Covers the settlements along the Tasman Sea and Manukau Harbour Coast – Te Henga, Piha, Karekare, Huia, Cornwallis and Parau
Special Areas	Locations within the City that have special characteristics which separate them out from the above <i>Human Environments</i> – Monterey Park (for visitors), Westpark Marina, Corban's Estate, (Bible) College, Quarry, Balefill, Harbourview, Waitakere Hospital, Te Atatu Boat Club, Peripheral Growth Area, Lincoln Centre and Lincoln Park

Activities relating to the sale of liquor are permitted provided they meet the requirements of the District Plan, the Sale of Liquor Act and the Waitakere City Liquor Licensing Policy. Gambling venues with liquor licences must meet these requirements and they must also meet the requirements of Council's Gambling Policy.

For a resource consent to be granted under the District Plan, the proposed use must be compatible with the local amenity values and the character of the Human Environment within which it is located. For example Hotels and Taverns are not permitted in Living Environments as this is considered an incompatible use for this Environment under the District Plan.

The Sale of Liquor Act allows Council, in its role as the District Licensing Agency, to have regard to the site of licensed premises in relation to neighbouring land use when imposing conditions on both the days on which and hours during which liquor may be sold.

The Waitakere City Liquor Licensing Policy imposes limits on the days and hours of operation according to the type of licensed premise and the human environment in which it is located. For example in living areas cafés and restaurants may open until 11 pm on Mondays to Thursdays, while on Friday and Saturday nights in a community environment they may operate until 1 am. These hours are considered appropriate in relation to the effect that these type of premises can have on the community and to the character of the local environment.

Wider issues related to the consumption of liquor that cannot be addressed by the Liquor Licensing Policy will be addressed through the Citywide Alcohol Strategy which will be developed during 2004.

## Part Two: Gambling Venue Policy

### Conditions of Gambling Venue Licences

The following conditions associated with the granting of Class 4 Gambling Venue Licences have been developed with regard to the social impact of gambling in Waitakere, the requirements of the Act and the preferences of the community, social services groups and industry. These conditions reflect the precautionary approach adopted by Council. This approach seeks to prevent further gambling opportunities becoming available in the City before additional research about the effects of gambling can be undertaken. This information can be considered as part of the review of this policy to be undertaken in 2007.

### When Council consent is required

Council consent under the Gambling Venue Policy is required in the following circumstances:

- If a society proposes to increase the number of electronic gambling machines it operates;
- When there is an application for a class 4 licence for a venue which did not hold a class 4 licence prior to October 2001; and
- If a corporate society applies for a class 4 venue licence and a class 4 licence has not been held by any society for the venue within the last 6 months.

Applications for Council consent must be made in these circumstances, in addition to consent from the Department of Internal Affairs. Applicants for gambling venue consent are also required to provide evidence that they hold relevant resource and building consents and a current on licence or club licence. Further information on consent requirements are listed later in Part Two of the Policy.

### Summary of the Impact of Gambling in Waitakere City

Waitakere City currently has 501 gambling machines and 38 class 4 gambling venues. Waitakere has 1 gambling machine per 337 people, which is below the New Zealand average of 1 machine per 153 residents.

While Waitakere has a low number of gambling machines per head of population the number of people seeking help for problem gambling is higher than the average for the Auckland region. Within Waitakere, gambling outlets tend to locate in low income areas where residents can least afford to gamble.

The Social Impact Assessment found that the impact from problem gambling could be significant. Problem Gambling can have a negative impact on the finances, health and emotional wellbeing of individuals and their families.

While the impact that problem gambling can have on individuals and families is of concern, it should be recognised that only a small percentage of people who use electronic gambling machines are problem gamblers. For many people, pokie machines provide an enjoyable source of entertainment. These machines also provide income to operators, the government and are an important source of funding to community groups.

## **Rules associated with TAB Venues**

TAB venues with electronic gambling machines shall be treated as Class 4 venues for the purpose of this policy. All references to Class 4 gambling venues in this policy should therefore be interpreted as covering class 4 gambling venues and TAB venues with electronic gambling machines. TAB venues without electronic gambling machines licensed prior to 22 September 2003 do not require Council consent under this policy.

New TAB venues without electronic gambling machines may establish within Waitakere City provided they meet District Plan requirements, application fees and consent requirements under this Policy.

## **Location of Class 4 Venues and TAB venues**

Class 4 gambling venues and TAB venues without electronic gambling machines shall be allowed to locate in Waitakere City, subject to meeting District Plan requirements and the requirements of this policy.

## **Liquor Licence required by Class 4 Venues, TAB venues excepted**

Class 4 gambling venues (excluding TAB venues) licensed after October 18 2001 require a current on licence or club licence as a condition of Council consent.

TAB venues (with or without electronic gambling machines) do not require a club or on licence, due to the need for these venues to comply with the conditions of the Racing Act 2003.

## **Number of Gambling Machines allowed at Class 4 Venues**

The following limits on gambling machine numbers are endorsed, subject to the citywide cap on machine numbers and citywide limit on venue numbers:

- New venues licensed after 22 September 2003 shall be allowed a maximum of 9 gambling machines;
- Existing venues, with licences issued after 17 October 2001, operating fewer than 9 gambling machines on 22 September 2003, shall be able to increase the number of gambling machines operated at the venue to a maximum of 9 machines;
- Existing venues with licences issued before 17 October 2001 shall be able to increase the number of machines operated at the venue to a maximum of 9 machines;
- Where 2 or more existing venues propose to merge, the site where clubs have merged may not operate more than 18 machines. The Council will only give consent for a merger if it is satisfied that this will not result in an increase in machine numbers beyond the cap established by this Policy. This may require that clubs provide evidence that the gambling venue where gambling machines would be removed from has not held a venue licence for at least 6 months; and
- A venue that held a licence on 17 October 2001 but has since been without a licence for 6 months will be treated as a new applicant under this Policy, and may operate up to 9 machines.

## **Citywide Cap on the Number of Gambling Machines in the City**

The number of electronic gambling machines in Waitakere City shall be capped at 501 for the duration of this policy. This figure represents the current number of gambling machines in Waitakere City as at 31 March 2004 based on Department of Internal Affairs advice.

Gambling venues licensed before 22 September 2003 shall be able to continue to operate the number of machines in operation as at 22 September 2003 subject to meeting the other requirements of this policy.

## **Citywide Cap on Class 4 Venue Numbers**

The number of Class 4 gambling venues in Waitakere City shall be capped at 38 for the duration of this policy. This figure represents the current number of gambling venues in Waitakere City as at 31 March 2004 based on Department of Internal Affairs advice.

Class 4 gambling venues licensed prior to 22 September 2003 shall be able to continue to operate, subject to meeting the other requirements of the policy.

## **Citywide Cap on Existing Venue or Gambling Machine Numbers may be Exceeded in Specified Circumstances**

Current advice from the Department of Internal Affairs is that there are 38 Class 4 Gambling Venues and 501 gambling machines in Waitakere City. Council has received a number of updated estimates from the Department of gambling and venue numbers in the City.

Because there has been some variability in these estimates, Council may give consent to an increase in gambling venue and gambling machine numbers beyond 38 Class 4 venues and 501 gambling machines where it is satisfied that a Corporate Society was licensed to operate machines at a Class 4 venue in Waitakere City in September 2003 and has not been included in Department of Internal Affairs records through error. Council will not give consent to increases beyond 38 Class 4 Gambling Venues and 501 gambling machines where a society has not held a current venue licence for 6 months or more.

## **Primary Activity of Gambling Venues**

The primary activity of new gambling venues licensed after 22 September 2003 must be:

- the sale or supply of liquor under the Sale of Liquor Act; or
- racing or sports betting, or venues must be a racecourse; and venues must be owned or leased by the New Zealand Racing Board; or
- sporting or recreational activities in a licensed chartered club.

The primary activity of Class 4 gambling venues may not be gambling.

## **Allocation of additional Class 4 Venues or Gambling Machines**

When a Class 4 venue ceases to operate, Council may issue a new gambling venue consent through a ballot system. This venue will be allocated either the number of machines made available by the disestablished venue or 9 machines, whichever is less.

If any additional gambling machines are available for allocation as the result of a venue ceasing to operate, they will be allocated to existing gambling venues with less than 9 machines via ballot. Further information on the system for allocating additional gambling

venues and machines will be available to the public following the adoption of the Gambling Venue Policy.

## Consent Applications

Applications for class 4 gambling venue consent and Board venue consents must be made on the approved form and must provide:

- Name and contact details of the gambling venue, venue manager, venue owners and corporate society; and
- Evidence that the primary activity of new gambling venues is either:
  - the sale or supply of liquor under the Sale of Liquor Act, or
  - racing or sports betting, or that the venue is a racecourse; and is owned or leased by the New Zealand Racing Board, or
  - sporting or recreational activities in a licensed chartered club.

The requirement to supply evidence of the primary activity of venues is applicable to venues licensed after 22 September 2003 only. The requirements include the following:

- Building Warrant of Fitness;
- A photograph or drawing of the exterior of the gambling venue, including any signage;
- A map showing the location of the premises;
- Written consent from the venue owner stating that the owner has no objection to Council granting consent, where applicable;
- A copy of the relevant liquor licence;
- A certificate(s) by Waitakere City Council that the proposed or existing use of the venue meets the requirements of the Resource Management Act 1991 and the Building Code; and
- The prescribed fee.

## Class 4 Gambling Venue and Board Venue Fees

Application fees will be set by Waitakere City Council from time to time, pursuant to section 150 of the Local Government Act 2002 and shall include consideration of:

- The cost of processing the application; and
- The cost of monitoring compliance with the terms of Council consent.

The prescribed fee for processing class 4 gambling venue and Board venue applications has been set at \$240 for a venue which held a venue licence on or before 22 September 2003 and \$320 for a new venue which is licensed after 22 September 2003.

These fees may be reviewed annually, in conjunction with Council's other consent fees.

## Adoption and Commencement

This policy was adopted on 26 May 2004 at the duly notified Council meeting after completion of the special consultative procedure.

This policy will take effect from 26 May 2004.

## **Enforcement**

Council will monitor compliance with class 4 gambling consents and Board Venue consents issued under this policy, and report any instances of non-compliance to the Department of Internal Affairs. All other enforcement activities are the responsibility of the Department of Internal Affairs.

## **Monitoring and Review**

Council will monitor the social and economic impact of gambling in the Waitakere City, using available indicators. This Policy will be reviewed at least once every three years, and may be amended as a result of Council's findings regarding the impact of gambling on the community.

A review shall provide opportunity for public input through the use of special consultative procedure as required under section 102 of the Gambling Act 2003.

## Appendix I - Best Practice Code of Conduct

The Code of Conduct set out in this appendix was not within the scope of the Gambling Venue Policy. The Code is voluntary and will not be assessed as part of venue consent. At this stage systems to support the Code are not operational, but it is envisaged that as part of the Citywide Alcohol Strategy, practices will be established which assist gambling venues to demonstrate best practice. This section sets out the kind of criteria and supporting actions that form part of the Code. Public comment is invited on appropriate ways to support venue operators to demonstrate best practice.

### Host Responsibility and Harm Minimisation

Best Practice	Supporting Action
Host responsibility and harm minimisation policy	<p>The applicant has in place a host responsibility and harm minimisation policy.</p> <p>The program conforms to best practice as set out by national guidelines or standards should these become available.</p>
Staff training program or activities	<p>The applicant demonstrates that staff and management are familiar with its Host Responsibility and Harm Minimisation policy.</p> <p>The program provides information on:</p> <ul style="list-style-type: none"> <li>▪ The potential effects of gambling on customers;</li> <li>▪ The identification of problem gambling traits;</li> <li>▪ The processes for approach, intervention and follow up for patrons with suspected problem gambling;</li> <li>▪ Identification practices for patrons appearing under 25 and actions to be followed;</li> <li>▪ Systems in place to support self barring;</li> <li>▪ Recognition of intoxicated patrons and steps to be followed to prevent intoxicated patrons from gambling; and</li> <li>▪ Systems to be followed if children are left unattended in premises or nearby premises.</li> </ul>
Policy on underage access to gambling machines	<p>The licensee must ensure that appropriate signage is in place indicating age restrictions so that this is visible at every gambling machine and at the point(s) of entry into the gambling area.</p> <p>Policy on identification checks for patrons appearing under 25.</p> <p>Staff training on identification of patrons appearing under 25 and actions to be followed.</p>
Provision of problem gambling information	<p>The licensee must ensure that patrons have access to appropriate information on problem gambling and problem gambling help services.</p> <p>Gambling help line phone number information is placed on or near all gambling machines.</p> <p>Additional material on problem gambling and help services displayed in at least one other area within the premise, situated near to gambling machines.</p>

Best Practice	Supporting Action
Clocks are visible in premise	The licensee ensures that clocks are visible from gambling machines.
There is good visibility where gambling machines are located	Natural or artificial light illuminates the area where gambling machines are located at all times when machines are in operation.
Self barring of patrons is supported	The licensee ensures that systems to support self barring and exclusion by patrons are put in place. Staff training on systems to support self barring or exclusion of patrons.
Children are not left unattended while gambling is undertaken	The licensee will take active steps to prevent parents leaving their children unattended without adult supervision, including: <ul style="list-style-type: none"> <li>▪ Requiring employees to report incidents where a child have been left unattended, either inside the premise or immediately outside the premise; and</li> <li>▪ Where a child has been left unattended, the licensee will take steps to locate an adult responsible for the child. If this attempt is unsuccessful, the licensee will contact the police.</li> </ul>
Intoxicated patrons are prevented from gambling	Staff training on identification of intoxicated patrons and actions to be followed to if intoxicated patrons attempt to gamble. The licensee takes practicable steps to ensure that no person who appears to be intoxicated is allowed to gamble.

## Distribution of Gambling Profits

Corporate societies are encouraged to demonstrate best practice by providing information to Council and the community on how they distribute gambling funds.

The Code of Conduct would require corporate societies to provide information on the distribution of gambling profits to community groups by giving public notice at least annually in the *New Zealand Herald* or *The Western Leader* of funds allocation and providing a copy of this to Waitakere City Council. Where possible, societies are encouraged to provide information that is specific to Waitakere City, and provide data on separate venues within the City. This information may be displayed on the Waitakere City Council website.

Information about the Trust or body responsible for the distribution of gambling profits should also be made available to the public and to the Waitakere City Council and should include:

- Contact details (address, phone numbers, electronic contact (if available)); and
- Names of trustees.

The Policy, Social Impact Assessments, and Application for Consent forms are available on the Waitakere City Council's website.

To obtain hard copies, please contact Waitakere City Council on 839-0400.