

TASMANIAN LIQUOR AND GAMING COMMISSION

Guidelines for seeking location approval of coin change machines

Effective from 1 November 2018, measure 4.8 of the “Access to cash” section of the *Responsible Gambling Mandatory Code of Practice for Tasmania* will require coin change machines to be located in the line of sight of main staffed areas of the licensed venue and in the position approved by the Tasmanian Liquor and Gaming Commission.

Existing Licensed Premises Gaming Licence holders must submit floor plans and the required form to the Commission identifying the main staffed area/s in which the machines are intended to be located using the process outlined in this guide. From the 1 November 2018, location approval of the machines will form part of the application process for an LPGL.

Where can machines be located?

Coin change machines must be located in line of sight of the main staffed areas that are directly supervised by staff and typically will include bars and cashier areas (but are not limited to these examples). The key principle is that staff must be regularly allocated to these areas and are not just intermittently attending from time to time.

When considering machine location/s, ensure that the money exchange will meet the Commission’s intention that staff will easily and routinely monitor patron expenditure patterns to be able to observe for intervention triggers.

Deadlines for seeking approvals

Requests for approval of the location of machines in your venue must be submitted to the Commission by no later than 1 September 2018, to enable adequate time for consideration.

Approvals must be granted by the Commission before 1 November 2018 to avoid any compliance issues. For this reason, you are encouraged to submit your request as soon as practical after 1 May 2018.

How to apply for an approval

- 1) In May/June 2018 the Liquor and Gaming Branch provided each LPGL holder with a copy of the venue’s floor plan held on file by the Branch and approved by the Commission. A submission form was also provided.
- 2) Clearly mark on your venue’s floor plan the intended location/s of all coin change machines and include any notations identifying the areas (where not notated already). Complete the submission form outlining how the proposed location/s will be monitored by staff. Should you have any queries or require further information regarding suitable locations for coin change machines in your venue, please contact Paul Nas, Compliance Team Leader (North) or Ivica Duvnjak, Compliance Team Leader (South) on 6166 4040 or email gaming@treasury.tas.gov.au

- 3) Ensure your contact details are noted on the form and submit with the floor plan for approval by post to the following address or email to gaming@treasury.tas.gov.au by no later than 1 October 2018.

Ms Jenny Cranston
Chair
Tasmanian Liquor and Gaming Commission
GPO Box 1374
HOBART TAS 7001
Attention: Director, Liquor and Gaming Branch

Consideration of the approval

The Commission will review the floor plan submitted and may seek clarification from you if necessary. If satisfied the specified area on the plan will provide appropriate monitoring of the machine, the Commission will approve the venue to physically locate the machine to the specified area. However, the approval will be subject to an on-site inspection at a later date. This will be undertaken as part of the normal audit program and will confirm if the location is adequate or whether a more suitable location is required.

For further information contact the Liquor and Gaming Branch:

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