




**APPLICATION FOR TERRITORIAL AUTHORITY CONSENT**  
**CLASS 4 GAMBLING VENUE**  
Section 99 of the Gambling Act 2003

Name: PAUL ADAMS  
Organisation or Trust: THE TRUST COMMUNITY FOUNDATION LTD  
Contact Address: S LANGSTONE LANE  
NORTHCOTE, CHRISTCHURCH 8052

Contact Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name & Street Address of premises proposed for the Class 4 Licence:  
COSMOPOLITAN HOTEL  
136 PALMERSTON STREET  
WESTPORT 7825

The primary activity of this venue is: HOTEL

Signature:  \_\_\_\_\_

Application is made for consent for a gambling venue to incorporate the following:

Number of existing Gaming Machines located at premises: 6

Number of new or additional Gaming Machines proposed: 3

Please enclose the following with the application:

- ○ A site plan covering both gambling and other activities proposed for the venue including details of each floor of the venue and location of gaming machines or TAB
- Details of liquor licence(s) applying to the premises
- Deposit of \$250.00\*
- Locations and distances from the nearest gaming venue, kindergarten, early childhood centres, schools, places of worship and other community facilities
- Any relevant gambling harm minimisation policy

\* Please note this is a deposit only and Council operates on a full cost recovery system. If the cost of processing this application is more than the deposit the applicant will be charged the additional amount. The applicant is also responsible for meeting the cost of publicly notifying the application.

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy

AL 016A  
[meta] 30/06/15

Licence No:  
Decision:  
Buller DLC ref:

**54/TA/001/2024**  
DLC/097/2024  
TA24001

**TEMPORARY AUTHORITY ORDER**

*Sale and Supply of Alcohol Act 2012 – Section 136*

Pursuant to the Sale and Supply of Alcohol Act 2012, an Order is hereby made whereby DJ 14 Limited is authorised to sell and supply alcohol on the premises situated at **136-138 Palmerston St, Westport** and known as "**Cosmopolitan Hotel**" to any person for consumption on the premises and to let people consume alcohol there.

This order is subject to the following conditions:

1. Ensure that the current off-licence remains in force for the term of the Order and that any annual fees due during this time are paid.
2. Comply with the same duties, conditions, obligations and liabilities as required by the current on licence 54/ON/011/2020.
3. Comply with the conditions of the Order.

This order commences on 17/06/2024 and shall expire on 17/09/2024 unless a substantive licence has been issued prior to the expiry date.

**DATED** at Westport this 17th day of mJune 2024.



Nathan Riley  
**SECRETARY**  
**BULLER DISTRICT LICENSING COMMITTEE**

**Notes:**

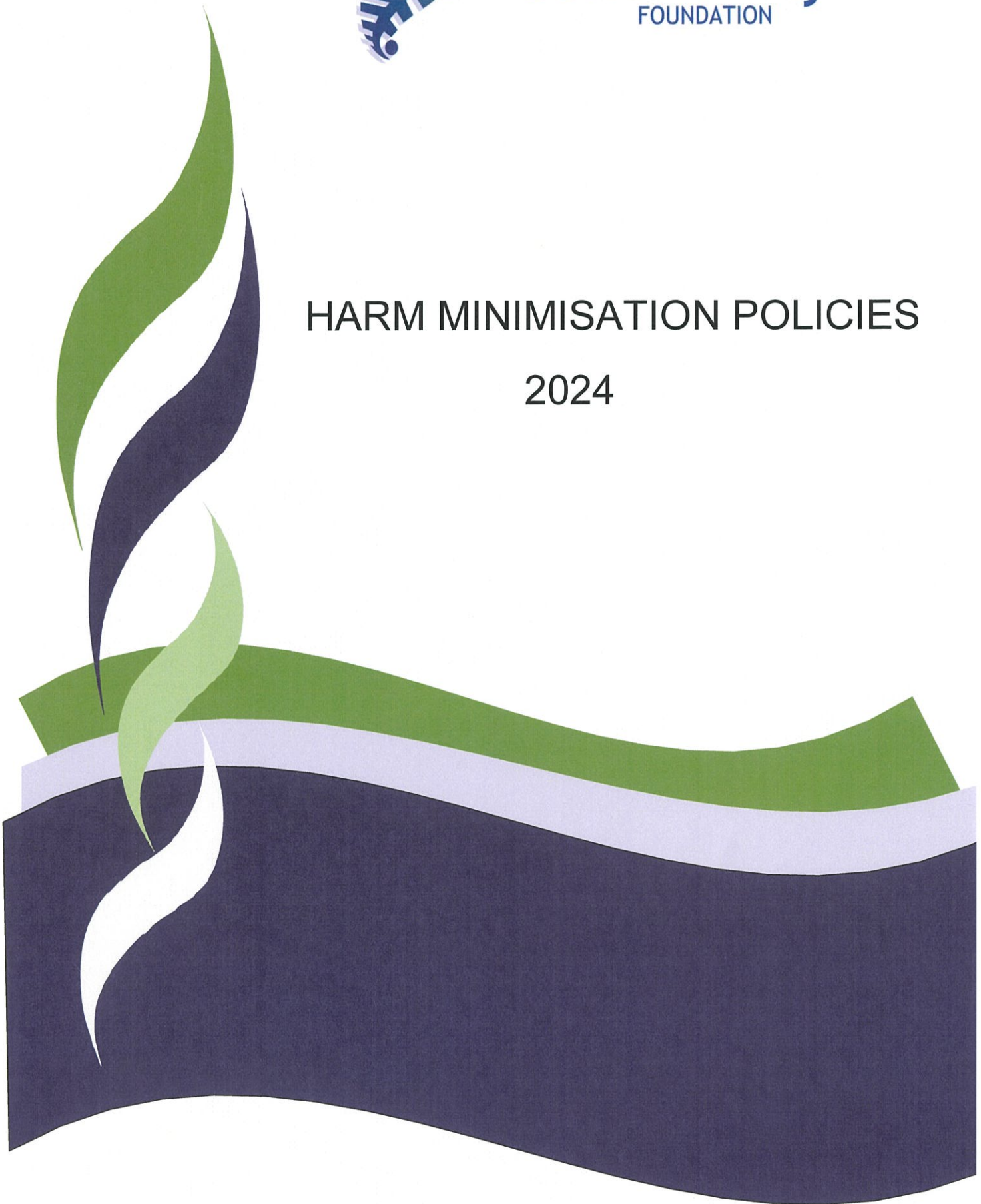
1. Any order or subsequent order is subject to the underlying licence being valid for the period of the order.
2. This order shall be displayed prominently at the principal entrance to the premises.





# HARM MINIMISATION POLICIES

2024



## **Introduction**

Class 4 Gambling is looked upon as just another form of entertainment for most people, however it is openly acknowledged that there are some who do find it difficult to keep within acceptable limits and therefore will experience negative outcomes as a result of their gambling. Sadly, it affects their families and friends in many instances as well.

The Trusts Community Foundation, hereafter referred to as TTCF and/or this Foundation, is totally accepting of the fact that every Class 4 Gambling society has a role to play in developing a set of policies that will assist venue personnel meet their obligations in terms of harm prevention, firstly by being able to identify signs of harm and secondly having the knowledge and skills to deal with each situation.

The 2023 version of the Gambling (Harm Prevention and Minimisation) Regulations 2004 have dramatically upped the ante in terms of the regulatory obligations for Class 4 Gambling societies, Venue Operators and in particular Venue Managers.

## **Current Strategies**

- Each venue is provided with a comprehensive Resource Kit that contains all the items listed in **Appendix 1**.
- An online Training Module was developed in 2021. It was designed primarily as a basic education process for inductees and so provides a general overview for any new employee that is designated to play a role in supervising the gaming machine operation at a venue. In recent times all venue personnel were encouraged to undergo the training process for a second time as a refresher. The uptake was almost 100% which was rather gratifying.
- Area Managers have provided face to face training, both as a follow up to the online process as well as ensuring that key personnel are brought up to speed with any new sector related developments e.g., before and after the new Regulations came into effect on December 1<sup>st</sup>, 2023

## **Future Strategies**

- A second online training module is currently under development. It is scheduled to be completed by 30<sup>th</sup> June 2024, with the intention that key venue personnel have undergone this part of their training by 1<sup>st</sup> August 2024. The primary focus of this module is all aspects of harm prevention.
- Area Managers will provide face to face training, both as a follow up to the online process as well as ensuring that key personnel are brought up to speed with any new sector related developments on an ongoing basis.
- TTCF plans on developing and introducing further online training modules in the future.

## **Ongoing Venue Support**

- Provide all venue personnel associated with supervising the gaming machine operation with the necessary harm prevention and minimisation related training as soon as practicably possible after they take over the business and/or commence employment. This will start with the induction module and shortly thereafter the harm prevention module.
- Area Managers will provide follow up face to face training. All training interactions at each venue will be entered into a Training Register for future reference.
- The TTCF Administration Office will continue to proactively contact every venue operator at least once a month to check whether there are any new staff members that require training and/or any existing personnel who feel they need some additional training. Area Managers also check on general training needs as part of their call cycle visits.
- Area Managers conduct regular compliance assessments at each venue, with a particular emphasis on ensuring that:
  - a) Venue Operators, Venue Managers and key personnel are taking their harm minimisation obligations seriously, particularly when it comes to identifying any person that is displaying the signs and then dealing with the situation appropriately.
  - b) Gaming Room Sweep Reports and Incident Registers are being properly utilised.
  - c) All required signage is displayed appropriately in and around the gaming area  
**Appendix 2-6**
  - d) All key venue personnel know where to find the TTCF Venue Resource Kit.
- Area Managers have checked all venues to ensure that the ATM is in sight of the main service area and neither the gaming machines nor the jackpot signs are visible from outside the venue.

## **Venue Personnel Obligations**

The Regulations hold Venue Managers to account with the overall responsibility of ensuring that a suitably qualified staff member has been designated to take charge of supervising the gaming machine area and ATM or EFTPOS usage throughout the time that the gaming area is available to the public. While it is preferable that the Venue Manager assumes control when they are on duty, it is inevitable that there will be occasions when they have no option but to delegate these responsibilities.

It must be noted that because the legislation deems the Venue Manager to be ultimately responsible, it is imperative that they choose wisely and ensure the person or persons they assign to the role are totally aware of their obligations and responsibilities.

Regardless of who performs the day-to-day roles, the Venue Manager is required to review gaming area sweep records and incident registers on at least a weekly basis. They are required to record details of any follow up they have had with staff members and/or players at the time they sign off their review.

Other key day to day responsibilities is listed below:

- A gaming area sweep must be carried out 3 times an hour with at least 10 minutes between sweeps. **Appendix 7** details the minimum information that must be recorded during each sweep.
- Identify any player that is showing possible signs of harm, as specified in **Appendix 8**.
- Have a conversation with any player showing any of these signs of harm. The intent of such a conversation is to ascertain whether the player should simply take a break, seek counselling and/or expert advice, complete a self-exclusion order or be issued with a venue exclusion order.
- All conversations must be entered in the Incident Register for future reference **Appendix 9**.

## Appendix 1

### **TTCF's Resource Folder will contain the following items:**

- A copy of the Venue Licence including an approved list of gaming machines, jackpot (where applicable) and any special conditions imposed by the Secretary of Internal Affairs
- A copy of the Class 4 Game Rules
- A copy of the Foundation's Harm Minimisation Policies
- Problem Gambling Exclusion Orders (Self-initiated and Venue initiated)
- Instructions on the Multi Venue Exclusion processes
- A copy of the Venue Specific Harm Minimisation Initiatives
- Extracts from the Gambling Act 2003 and any updated associated Regulations as they pertain to the venue operator
- Regularly Updated Harm Minimisation Training Register
- Sweep Record and Incident Register Booklets
- A list of all Service Provider contact details
- Section 82 Signage (Information about class 4 gambling conducted at the venue)
- Harm Minimisation signage and brochures (Identifying problem gamblers)
- Game Rule 9 signage (Syndicated Play and Only One Gaming Machine per Player)
- Under 18 Age Restriction signage
- Grant Application signage
- Jackpot Information signage
- Problem Gambling Service Providers contact details
- Harm Minimisation Brochures



# THE TRUSTS COMMUNITY FOUNDATION

As a licensed Class 4 Gambling operator here in New Zealand, this Foundation is committed to meeting its regulatory and statutory obligations at all times.

Should you have a grievance with any aspect of our operation then details of how and where to lodge a Complaint is detailed below:

If the complaint relates to our Grant Application process, it must be in writing:

**The Trusts Community Foundation  
Private Bag 93108  
Henderson  
Auckland 0605**

If the complaint relates to the conduct of Class 4 Gambling at this venue or the Foundation itself:

**The Department of Internal Affairs (Gambling Compliance)  
PO Box 805  
Wellington 6140  
Tel: (04) 495-7200 or 0800 257 887**

For General Enquires: Phone 0800 882 3583, Option 1

*The Gambling Act 2003 prohibits venue operators, management, and personnel from being involved in the grant application process. This includes the decisions about, or in managing the application or distribution of the net proceeds from Class 4 Gambling.*





**NO PERSON SHALL PLAY MORE THAN  
ONE GAMING MACHINE AT A TIME  
&  
SYNDICATED PLAY IS STRICTLY PROHIBITED**

There is a linked Jackpot system operating in this gaming area.

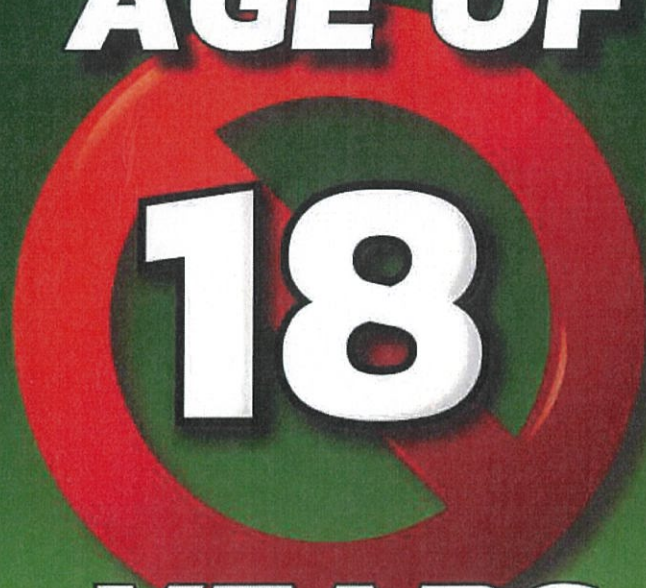
No person shall engage in syndicated play with any other player or players and/or solicit or induce any player to take part in such an arrangement. Similarly they must not induce or intimidate a player to vacate the machine they are playing.

Any person or persons found to be acting in breach of these requirements will be asked to leave the gaming area immediately, noting that they will also forfeit their rights to claim any wins and/or prizes owing to them.





**PERSONS  
UNDER THE  
AGE OF**



**YEARS**

**ARE NOT PERMITTED TO  
ENTER THE GAMING AREA  
OR PLAY  
THE GAMING MACHINES**

Parents are asked to supervise toddlers and young children at all times to ensure that they do not enter the gaming area whilst on the premises





## GRANT APPLICATIONS

TTCF operates an online application module on our website and welcomes applications for funding from any eligible local community based organisation.

It is strongly recommended that all applicants familiarise themselves with our current funding criteria BEFORE signing in to the online application module.

It's all there on the homepage of our website  
[www.ttcfltd.org.nz](http://www.ttcfltd.org.nz)

Should you require assistance at any stage of the process please contact our Grants Office by

**Telephone: 0800 882 3583, Option 2**

**OR**

**Email: [grants@ttcfltd.org.nz](mailto:grants@ttcfltd.org.nz)**







**Please don't be offended if we ask about your gambling. It's part of our staff's job.**

This venue has a policy for identifying and minimising gambling harm to players, which is available on request.



**Te Tari Taiwhenua**  
Internal Affairs

**Te Whatu Ora**  
Health New Zealand



**Harm Minimisation Gaming Room Sweep Report**

Date	Please put time under each sweep																	
	8.00 am - 9.00 am	9.00 am - 10.00 am	10.00 am - 11.00 am	11.00 am - 12.00 pm	12.00 pm - 1.00 pm	1.00 pm - 2.00 pm												
	Sweep 1	Sweep 2	Sweep 3	Sweep 4	Sweep 5	Sweep 6	Sweep 7	Sweep 8	Sweep 9	Sweep 10	Sweep 11	Sweep 12	Sweep 13	Sweep 14	Sweep 15	Sweep 16	Sweep 17	Sweep 18
Time																		
# Machines in use																		
TIME IN VENUE																		
ATM Incidents																		
Staff Initials																		
	2.00 pm - 3.00 pm	3.00 pm - 4.00 pm	4.00 pm - 5.00 pm	5.00 pm - 6.00 pm	6.00 pm - 7.00 pm	7.00 pm - 8.00 pm												
	Sweep 19	Sweep 20	Sweep 21	Sweep 22	Sweep 23	Sweep 24	Sweep 25	Sweep 26	Sweep 27	Sweep 28	Sweep 29	Sweep 30	Sweep 31	Sweep 32	Sweep 33	Sweep 34	Sweep 35	Sweep 36
Time																		
# Machines in use																		
TIME IN VENUE																		
ATM Incidents																		
Staff Initials																		
	8.00 pm - 9.00 pm	9.00 pm - 10.00 pm	10.00 pm - 11.00pm	11.00 pm - 12.00am	12.00 am - 1.00 am	1.00 am - 2.00 am												
	Sweep 37	Sweep 38	Sweep 39	Sweep 40	Sweep 41	Sweep 42	Sweep 43	Sweep 44	Sweep 45	Sweep 46	Sweep 47	Sweep 48	Sweep 49	Sweep 50	Sweep 51	Sweep 52	Sweep 53	Sweep 54
Time																		
# Machines in use																		
TIME IN VENUE																		
ATM Incidents																		
Staff Initials																		
ATM Incidents:																		

Approaches made during shift:

Reviewed by:

Venue Manager sign off:

## Appendix 8

### Definition of Harm:

Harm or distress of any kind caused or exacerbated by a person's gambling. This includes personal, social or economic harm suffered by any person, their spouse or partner, family, whanau, workplace, community or society at large.

### The 7 signs of harm:

- Withdrawing or attempting to withdraw cash from an ATM or EFTPOS device on two or more occasions in one day to use for gambling at the venue.
- Gambling during 9 or more consecutive gambling area sweeps
- Attempting to borrow money from venue personnel or other venue customers to use for gambling
- Leaving children in a car or otherwise unattended at the venue
- Waiting to gamble as soon as the venue opens
- Refusing to stop gambling at the venue with the venue is closing or otherwise appearing unable to stop gambling
- Appearing visibly distressed or angry either during or after gambling, (for example crying, holding their head in their hands, or hitting a machine)

**A problem gambler is anyone “whose gambling causes harm or may cause harm.”**

In this way, 'problem gambling' does not necessarily mean 'pathological gambling' in a clinical sense. To make this clear, throughout these policies the term 'harmful gambling' has been used instead of the term 'problem gambling'.

### Effects of Problem or 'Harmful' Gambling

While one person may be able to afford to spend \$20 on gambling, for another it may mean going without basic grocery items that week and while someone may be happy and safe spending a couple of hours in front of a gaming machine, for another that might take them away from caring for their children or other important responsibilities.

The financial and emotional stress arising from harmful gambling is likely to be affecting a person's household, their wider family and friends' network, and even their workplace.

Problems are likely to range from the person concerned having arguments with family members over the amount of money being spent on gambling, through to them facing major financial and/or interpersonal difficulties arising from a compulsive addiction to gambling.



# Appendix 9 HARM MINIMISATION INCIDENT & INTERVENTION RECORD

Staff Name: ..... Date: ..... / ..... / ..... Time: .....

Name/Description: .....

General Signs	Tick
<b>Length of Play</b>	
Gambles for long periods (9 gaming room sweeps) without a break	<input type="checkbox"/>
Gambles most days	<input type="checkbox"/>
Finds it difficult to stop at closing time	<input type="checkbox"/>
<b>Social Behaviour</b>	
Becomes angry at or stands over other players	<input type="checkbox"/>
Is rude to other players or staff	<input type="checkbox"/>
Complaints to staff about losing	<input type="checkbox"/>
<b>Money</b>	
Puts large wins straight back into machine	<input type="checkbox"/>
Tries to withdraw money two or more times from Eftpos	<input type="checkbox"/>
Uses venue ATM for the second time	<input type="checkbox"/>
Leaves venue to find more money to gamble	<input type="checkbox"/>
<b>Behaviour during play</b>	
Tries to play two or more machines	<input type="checkbox"/>
Plays intensely without reacting to what is going on around them	<input type="checkbox"/>
Plays very fast (high spend per line)	<input type="checkbox"/>
Shows frustration (grunting/groaning, playing roughly)	<input type="checkbox"/>
Shows some signs of distress (looks depressed, sweating, nervous/edgy)	<input type="checkbox"/>
Has gambling rituals or superstitions (rubbing, talking to machine)	<input type="checkbox"/>

Action Taken	Tick
Asked if the player was OK	<input type="checkbox"/>
Questioned whether it was a good idea to continue playing	<input type="checkbox"/>
Suggested the player take a break	<input type="checkbox"/>
Suggested the player leave the venue for the day	<input type="checkbox"/>
Asked the player about their gambling	<input type="checkbox"/>
Made a note to continue to monitor the player	<input type="checkbox"/>
Provide the Player with an HPA Brochure	<input type="checkbox"/>
Explained the self-exclusion procedure	<input type="checkbox"/>
Issued exclusion order	<input type="checkbox"/>
Offer a Multi Venue Exclusion order	<input type="checkbox"/>
Speak to other staff about your concerns.	<input type="checkbox"/>

Strong Signs	Tick
Gambler tells staff that gambling is causing them problems	<input type="checkbox"/>
Shows obvious signs of distress (crying, holding head in hands, shaking)	<input type="checkbox"/>
Has an angry outburst towards staff, customer or machine (shouting/swearing, kicking/hitting machine)	<input type="checkbox"/>
Appearance or personal hygiene deteriorates significantly	<input type="checkbox"/>
Tries to borrow money from customers or staff	<input type="checkbox"/>
Leaves children in their car while they gamble	<input type="checkbox"/>
Friends or family raise concerns about gambler	<input type="checkbox"/>
Goes out of their way to avoid being seen at venue (including asking staff to not let others know they are there)	<input type="checkbox"/>

**Other comments:**

.....

.....

.....

.....

.....

.....

**Signed:** .....

**Reviewed by:** .....  
(Venue manger)



## Venue Specific Initiatives

<b>Name of Venue:</b>	<b>Date:</b>
<b>Staff Training</b>	
<ul style="list-style-type: none"> <li>Name of person/s specifically assigned with the responsibility of ensuring all staff are familiar with the Foundation's set of Harm Minimisation policies.</li> </ul>	
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>Provide details on how this is actioned</li> </ul>	
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>Confirm that the venue's induction programme includes a session regarding Harm Minimisation, dealing with exclusion orders and preventing access to minors</li> </ul>	
<b>Comments:</b>	
<b>Monitoring Gaming Area</b>	
<ul style="list-style-type: none"> <li>Detail how often staff inspect the gaming area and list who is responsible for ensuring this happens</li> </ul>	
<b>Comments:</b>	
<b>Identifying Problem Gamblers</b>	
<ul style="list-style-type: none"> <li>Describe how the patrons in or around the gaming area are monitored for signs of problem gambling</li> </ul>	
<b>Comments:</b>	



<ul style="list-style-type: none"> <li>List the names of staff members who are responsible for making the ultimate decision regarding banning a patron from the venue</li> </ul>
<p><b>Comments:</b></p>
<ul style="list-style-type: none"> <li>List the names of staff members who are designated specifically to deal with patrons that request to be self-banned</li> </ul>
<p><b>Comments:</b></p>
<p><b>Identification of Minors</b></p>
<ul style="list-style-type: none"> <li>Confirm that all staff are aware that gaming patrons must be 18 years of age or older and that they know what an acceptable form of ID is i.e., NZ Drivers Licence, Passport, Student ID (with photo), NZ Firearms Licence or Pub Card</li> </ul>
<p><b>Comments:</b></p>
<ul style="list-style-type: none"> <li>Detail how public access into the gaming area is monitored on an ongoing basis and specifically what processes are in place to deal with those patrons suspected of being underage</li> </ul>
<p><b>Comments:</b></p>
<ul style="list-style-type: none"> <li>Confirm that staff are aware of the Foundation's "all-inclusive policy" i.e. babies and toddlers are considered to be minors and are prohibited from the gaming area</li> </ul>
<p><b>Comments:</b></p>
<p><b>Host Responsibility</b></p>
<ul style="list-style-type: none"> <li>Detail what policies have been established to ensure that Gaming Machines are not operated outside of the hours the primary activity at the venue is also being offered</li> </ul>
<p><b>Comments:</b></p>
<ul style="list-style-type: none"> <li>Detail what policies have been established to ensure that credit is not able to be offered for gambling purposes</li> </ul>
<p><b>Comments:</b></p>



<ul style="list-style-type: none"> <li>Detail what steps are taken to ensure a player does not play more than one Gaming Machine at a time</li> </ul>	
<p><b>Comments:</b></p>	
<ul style="list-style-type: none"> <li>Detail what checks are conducted to ensure that the following requirements are met: <ul style="list-style-type: none"> <li>a) All required signage is on display</li> <li>b) Adequate stocks of problem gambling pamphlets are available</li> <li>c) Information on how to apply for Grant funding is displayed</li> </ul> </li> </ul>	
<p><b>Comments:</b></p>	
<ul style="list-style-type: none"> <li>Over and above completing a “player dispute/machine malfunction report”, detail what systems and procedures are in place to deal with situations that require independent investigation and/or expert opinion.</li> </ul>	
<p><b>Comments:</b></p>	
<ul style="list-style-type: none"> <li>Detail the policies in place to ensure staff do not gamble while on duty</li> </ul>	
<p><b>Comments:</b></p>	
<ul style="list-style-type: none"> <li>Detail any other initiatives the venue has in place in relation to any of the headings listed above</li> </ul>	
<p><b>Comments:</b></p>	
<p><b>Signed</b></p>	
Venue Manager:	Date:
Venue Operator:	Date:

## Venue Specific Initiatives

Name of Venue: <b>COSMOPOLITAN HOTEL</b>		Date: 01/07/2024
	<b>Comments</b>	
<b><u>Staff Training</u></b>	Venue Manager	
<ul style="list-style-type: none"> <li>Name of person/s specifically assigned with the responsibility of ensuring all staff are familiar with the Foundation's set of Harm Minimisation policies</li> </ul>		
<ul style="list-style-type: none"> <li>Provide details on how this is instigated</li> </ul>	Induction programme for all new staff involved in gaming	
<ul style="list-style-type: none"> <li>Confirm that the venue's induction programme includes a session regarding harm minimisation (including identifying problem gambling), dealing with exclusion orders (self and venue initiated) and preventing access to minors</li> </ul>	Yes	
<b><u>Monitoring Gaming Area</u></b>	With the aid of a CCTV system and regular staff visits	
<ul style="list-style-type: none"> <li>Detail how often staff inspect the gaming area and list who is responsible for ensuring this happens</li> </ul>		
<b><u>Surveillance</u></b>	Yes a camera system with a monitor in the bar area for staff to view	
<ul style="list-style-type: none"> <li>Does the venue have a Camera Surveillance system installed and if so what role does it play in monitoring the gaming area on an ongoing basis?</li> </ul>		
<b><u>Identifying Problem Gamblers</u></b>	Staff observations using techniques learnt in TTCF in-house Harm Min training programme	
<ul style="list-style-type: none"> <li>Describe how the patrons in or around the gaming area are monitored for signs of problem gambling</li> </ul>		
<ul style="list-style-type: none"> <li>List the names of staff members who are responsible for making the ultimate decision regarding banning a patron from the venue</li> </ul>	Venue Manager	
<ul style="list-style-type: none"> <li>List the names of staff members who are designated specifically to deal with patrons that request to be self banned</li> </ul>	Venue Manager	

<p><b><u>Identification of Minors</u></b></p> <ul style="list-style-type: none"> <li>Confirm that all staff are aware that gaming patrons must be 18 years of age or older and that they know what is an acceptable form of ID i.e. NZ Drivers Licence, Passport, Student ID (with photo), NZ Firearms Licence or Pub Card</li> </ul>	<p>Yes all staff are aware of this regulation</p>
<ul style="list-style-type: none"> <li>Detail how public access into the gaming area is monitored on an ongoing basis and specifically what processes are in place to deal with those patrons suspected of being under age</li> </ul>	<p>Access is visible from the main bar, anyone looking close to the age of 18 is asked to provide proof of age</p>
<ul style="list-style-type: none"> <li>Confirm that staff are aware of the Foundation's "all inclusive policy" i.e. babies and toddlers are considered to be minors and are prohibited from the gaming area</li> </ul>	<p>All staff are made aware of this in TTCF Harm Min training</p>
<p><b><u>Host Responsibility</u></b></p> <ul style="list-style-type: none"> <li>Detail what policies have been established to ensure that Gaming Machines are not operated outside of the hours the primary activity at the venue is also being offered</li> </ul>	<p>Machines are only switched on when the bar is open for business</p>
<ul style="list-style-type: none"> <li>Detail what policies have been established to ensure that credit is not able to be offered for gambling purposes</li> </ul>	<p>Venue has a "No Credit" policy</p>
<ul style="list-style-type: none"> <li>Detail what steps are taken to ensure a player does not play more than one Gaming Machine at a time</li> </ul>	<p>Trust supply stickers stating this is not permitted, staff are made aware of this in Harm Min training</p>
<ul style="list-style-type: none"> <li>Detail what checks are conducted to ensure that the following requirements are met: <ul style="list-style-type: none"> <li>a) All required signage is on display</li> <li>b) Adequate stocks of problem gambling pamphlets are available</li> <li>c) Adequate stocks of Grant application forms are available</li> </ul> </li> </ul>	<p>Visual check of this at the close of business each day</p>
<ul style="list-style-type: none"> <li>Over and above completing a "player dispute/machine malfunction report", detail what systems and procedures are in place to deal with situations that require independent investigation and/or expert opinion.</li> </ul>	<p>Contact TTCF for assistance</p>
<ul style="list-style-type: none"> <li>Detail the policies in place to ensure staff do not gamble while on duty</li> </ul>	<p>Venues internal policy is to not let staff ever play the venues gaming machines</p>
<ul style="list-style-type: none"> <li>Detail any other initiatives the venue has in place in relation to any of the headings listed above</li> </ul>	<p>Ensure all DIA and TTCF policies are adhered to</p>





Westport Kiwi Holiday  
Park & Motels  
4.1 ★ (310)  
3-star hotel

UC Accommodation

Westport Squash Club

Westport  
St Canices School

Hagedoms Buller  
Funeral Services

Westport Lindergarden  
St John's Anglican Church

Westport Cabs (Taxis) Ltd

Victoria Square

St Canices

NBS Theatre

Westport site Visitor  
Information Centre

Public Toilets

YHA Westport, Tringinn  
4.3 ★ (155)  
4-star hotel

Archer House  
5.0 ★ (5)  
4-star hotel

Denniston Dog  
Restaurant & Bar

New World Westport

The West Coast Pie

The Esplanade

Harkness F

Lyndhurst St

Derby St

Lyndhurst St

Lyndhurst St

Queen St

Derby St

Domett St

Walson St

Romilly St

Peel St

Queen St

The Esplanade

Domett St

Wakefield St

Wakefield St

Derby St

Romilly St

Peel St

Queen St

Rintoul St

Rintoul St

Derby St

Romilly St

Peel St

Queen St

Rintoul St

Domett St

Larsen St

Riley Pl

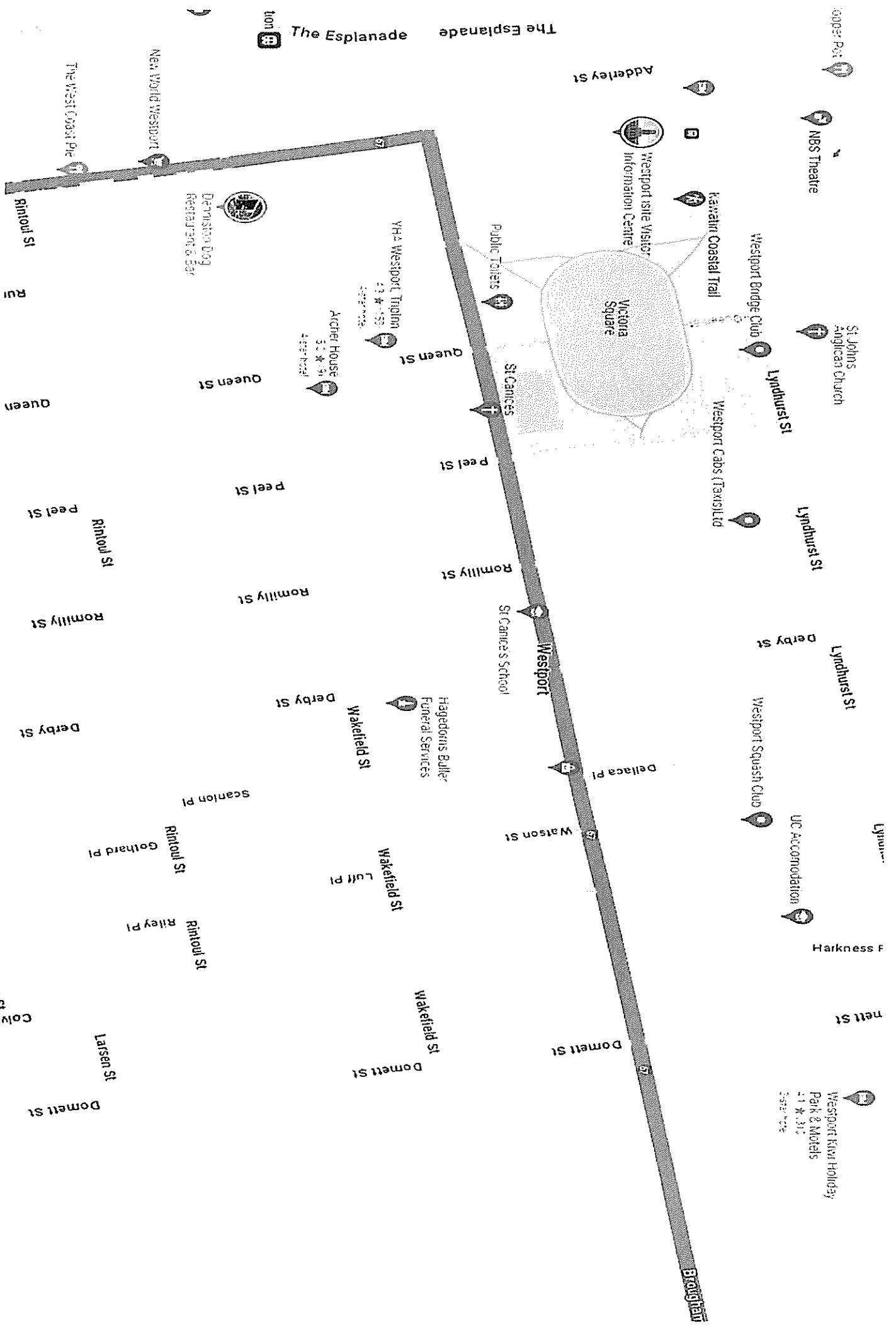
Gothard Pl

Scanlon Pl

Colv

New World Westport

The West Coast Pie



Upper Port

NBS Theatre

St John's Anglican Church

Lyndhurst St

Lyndhurst St

Lyndhurst St

Lyndhurst St

Harkness F  
nett St

Westport Kiwi Holiday  
Park & Motels  
4.1 \* 310  
2322-1000

Adderley St

Westport site visitor  
Information Centre

Kawatin Coastal Trail

Westport Bridge Club

Westport Cabs (Taxi) Ltd

Public Toilets

St Camille's

Peel St

Romilly St

Westport  
St Camille's School

Dellaca Pl

Watson St

Dommett St

The Esplanade



YHA Westport Trillium  
4.3 \* 150  
2322-1000

Archer House  
3.2 \* 91  
4322-1000

Denison Dog  
Restroom & Bar

New World Westport

The West Coast Pipe

Rintoul St

Rui

Queen St

Peel St

Rintoul St

Romilly St

Derby St

Scanlon Pl

Rintoul St  
Gohard Pl

Rintoul St  
Riley Pl

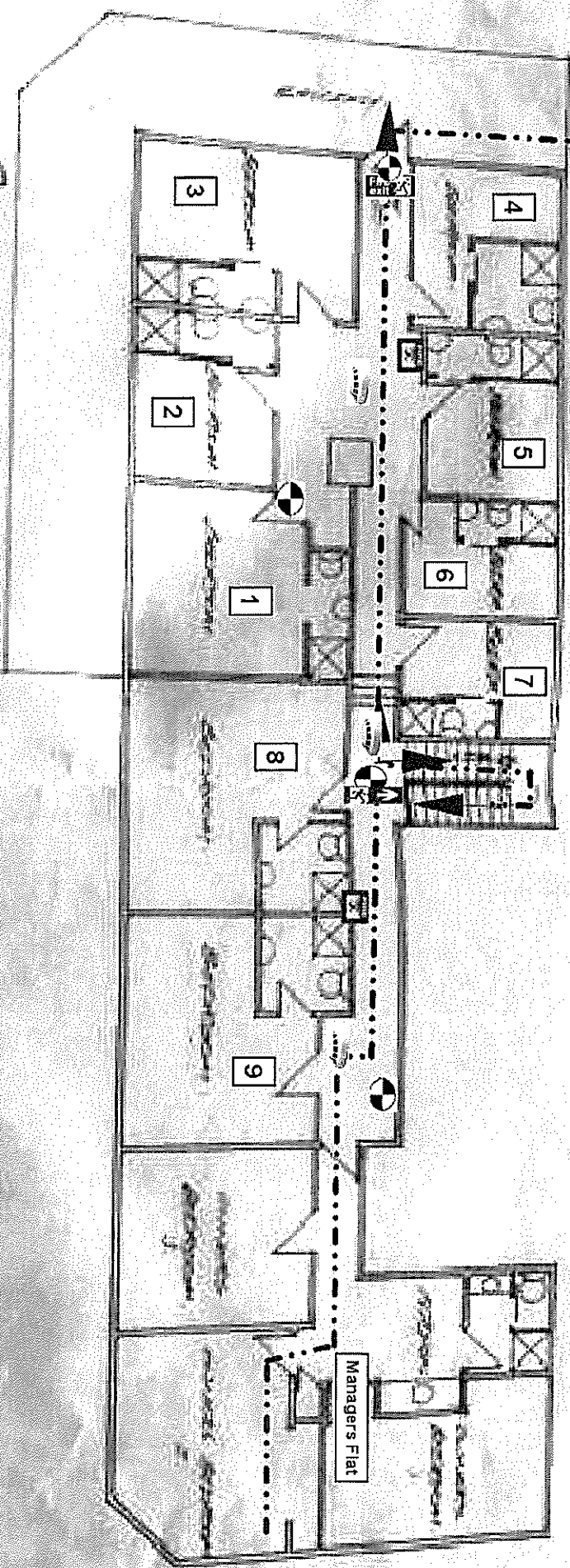
Larsen St

Dommett St

Colv



Cosmoval 1700 Home First Floor  
Scale 1/40



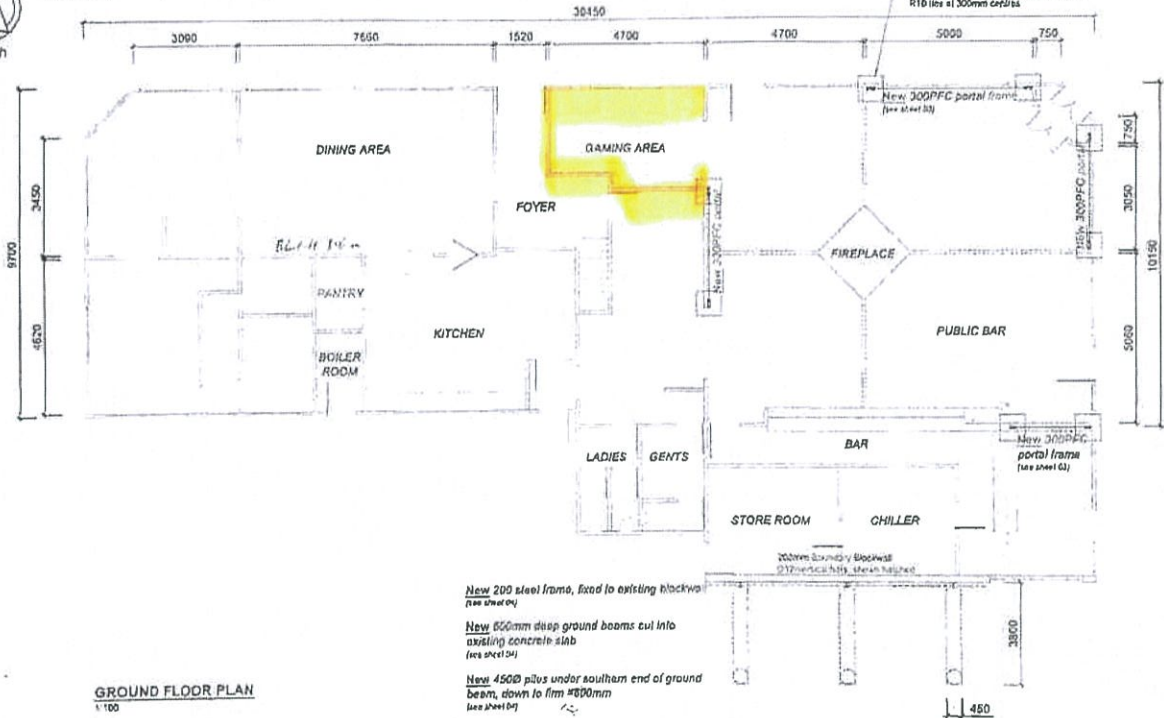
Alternative egress off balcony





All dimensions are in millimetres and all reduced levels are in meters, unless otherwise stated. Dimensions and levels to be verified on site prior to the commencement of work. Use only figured dimensions, do not scale from drawings. All construction to comply with NZS1604:2011, the New Zealand Building Code and the Building Division Council bylaws.

750x150x1500 deep p/ce's under all new portal columns reinforced with (3)D16 and R10 ties at 300mm centres



17746-17746-amend-01-16122017-16122017-16122017.dwg

**STRENGTHENING TO 70% NBS FOR COSMOPOLITAN HOTEL AT 136 PALMERSTON STREET, WESTPORT**

AMENDMENT #	DATE	DESCRIPTION	SCALES	DRAWN
			1:100	T T
			DATE 08.12.21	SIZE A3
			JOB NO. 17746	SHEET 01
				AMDT. -

**AMK** LTD  
ANDREW • MELVIN • KING-TURNER

**CIVIL AND STRUCTURAL CONSULTING ENGINEERS**

P. 01 546 4565 F. 01 546 8575 E. admin@amk.co.nz 112 Pupu Pupu Road, PO Box 7036, Invercargill 9802

The Trusts Community Foundation

Funding Granted in Westport

from

Three Class 4 Gaming Machine Venues

April 2021 – June 2024

application_i	operator_name	applicant_name	purpose	decision_descri	round_name	amount_approved	gen_category_name	_notes
37244	Westport	Westport Amateur Swimming Club	Funding towards pool hire for 2021 season	Approved	April 2021	2000	Sport & Recreation	B
37265	Westport	Buller Grey Power	Registration for delegates to attend the National Grey Power AGM to be held in Nelson 13-15 July 2021	Approved	April 2021	430	Community Wellbeing	A
37364	Westport	Westport Bowling Club Inc.	Funding for assistance towards the rates.	Approved	May 2021	4079	Sport & Recreation	A
37449	Westport	Buller Gorge Marathon Trust	Funding towards our Race Director Salary.	Approved	June 2021	15000	Sport & Recreation	B
37478	Westport	Buller High School	Funding towards accommodation & transport costs for Netball & Hockey teams attending tournaments	Approved	June 2021	6493.92	Education	H
37483	Westport	Potikohua Charitable Trust	Funding towards covering overheads and wages for the Volunteer Co-ordinator.	Approved	June 2021	10000	Community Wellbeing	H & L
37541	Westport	Kawatiri Group Riding for the Disabled	Funding towards the cost of wages for our Coach at Kawatiri Riding for the Disabled.	Approved	July 2021	10000	Sport & Recreation	A
37562	Westport	Palm Street Gallery Incorporated	Funding towards operational costs.	Approved	July 2021	8372.14	Environment, Heritage & / A	
37581	Westport	The Stroke Foundation of New Zealand	Funding towards the salary support for our Community Stroke Advisor based on the West Coast	Approved	July 2021	4927.38	Community Wellbeing	A
37710	Westport	Sunset Speedway	Funding towards the purchase of fire extinguishers required to operate our race track	Approved	December 2021	5060	Sport & Recreation	A
37798	Westport	RNZ Plunket	Funding to support the operational expenses, including wages, for our Westport Community Service Coordinator who facilitates Westport Plunket Family Support Services.	Approved	January 2022	7000	Community Wellbeing	A
37830	Westport	Westport Returned Soldiers Bowling Clu	To assist with Trophies for the 2022 Classic Fours Bowling Tournament to be held in February 2022.	Approved	January 2022	1997.18	Community Wellbeing	I
37845	Westport	Buller Rugby Union Inc	Funding towards our Rugby Development Officers Wages. Funding to help with the cost of replacing our roof which is in desperate need of replacement.	Approved	February 2022	40000	Sport & Recreation	A
37849	Westport	White Star Rugby Football Cub Inc		Approved	February 2022	62780	Sport & Recreation	A
37855	Westport	Westport Golf Club Inc	Funding towards the replacement of 3 aluminum ranch sliders .	Approved	February 2022	15170	Sport & Recreation	A
37867	Westport	Life Education Trust West Coast	Funding towards the salary for the Educator and associated accommodation costs with travel to the region.	Approved	February 2022	10000	Community Wellbeing	A
37910	Westport	Westport Trotting Club Inc	Funding towards race day and operational expenses.	Approved	February 2022	62553.55	Sport & Recreation	L
37951	Westport	Ngakawau Rugby Football Club Inc	Funding towards jerseys and shorts for 3 additional teams.	Approved	March 2022	6786	Sport & Recreation	A
37998	Westport	Buller Basketball Association Incorporated	Funding towards the part time Administration Manager's wages. Funding towards the wages for our part-time Co-ordinator/Financial Mentor and our Part-time Financial Mentor.	Approved	Special Meeting March 2	19500	Sport & Recreation	A
38027	Westport	Buller Budget Advisory Service Incorpor		Approved	April 2022	30000	Community Wellbeing	A
38066	Westport	Homebuilders West Coast Trust	Funding towards operating expenses.	Approved	April 2022	12077.4	Community Wellbeing	N
38083	Westport	Westport Old Boys Rugby Football Club	Funding towards repairs, ground rental and bus hire	Approved	April 2022	12910.44	Sport & Recreation	A
38115	Westport	West Coast Penguin Trust	Funding to purchase two 'Hand Held EID Tag Readers HR4', for the purpose of reading passive integrated transponder tags in blue penguins and gathering data to better inform conservation actions and outcomes. Funding towards the bus transport costs for the Oparara Wilderness Trail Run in Karamea on June 25th 2022.	Approved	May 2022	1737.39	Environment, Heritage & / A	
38132	Westport	Buller Gorge Marathon Trust		Approved	May 2022	2564	Sport & Recreation	A
38234	Westport	Karamea Community Inc	Funding towards protective flooring squares for the new school/community hall.	Approved	June 2022	12000	Community Wellbeing	L
38254	Westport	Buller High School	Funding towards accommodation & travel costs for sports tournaments	Approved	June 2022	5072.38	Education	H
38288	Westport	Westport Bowling Club Inc.	Funding towards insurance and 12 months telephone rental. Funding towards 12 weeks salary support for our part time Community Stroke Advisor (CSA) who works out of our Greymouth Office but who's area of work stretches from Karamea to Haast.	Approved	July 2022	1543.39	Sport & Recreation	I
38298	Westport	The Stroke Foundation of New Zealand		Approved	July 2022	2500	Community Wellbeing	B
38329	Westport	Potikohua Charitable Trust	We are applying for funding towards our overheads so we can continue with supporting our community. Funding towards upgrading Basketball uniforms, Ipads, storage and coding equipment	Approved	July 2022	10000	Community Wellbeing	B
38330	Westport	St Canice's School		Approved	July 2022	15000	Education	B
38341	Westport	Westland Pool Association	Accommodation costs for 20 players travelling to the 44th Annual Seddon Shield Pool Tournament held in Marlborough.	Approved	July 2022	5394.54	Sport & Recreation	A
38376	Westport	Westport Returned Soldiers Bowling Clu	Funding towards maintenance and green upkeep	Approved	August 2022	6856.26	Community Wellbeing	A
38390	Westport	Black's Point Trust Board	Funding towards reprographic equipment to assist with digitising of Museum records and exhibits.	Approved	August 2022	840	Environment, Heritage & / L	
38509	Westport	Buller Sports Alliance	To cover the salary of the Sport Development Officer for 6 months.	Approved	October 2022	17550	Sport & Recreation	L
38553	Westport	Buller Country Music Club Inc.	Funding to purchase two sound speakers.	Approved	October 2022	2250	Environment, Heritage & / A	
38572	Westport	Buller Cricket Association Incorporated	Funding towards Cricket Development Officer salary	Approved	October 2022	15000	Sport & Recreation	A
38574	Westport	Westport Kindergarten Association Inco	Funding towards replacing clearlite and maintenance	Approved	October 2022	14799.87	Education	A
38596	Westport	Buller Agricultural & Pastoral Association	Funding to cover the ground costs of running the A & P show on 14th January 2023.	Approved	November 2022	6000	Community Wellbeing	A
38608	Westport	Karamea Historical Society Incorporated	Funding towards facility renovations	Approved	November 2022	50000	Environment, Heritage & / B	
38649	Westport	Kawatiri Group Riding for the Disabled	Funding towards our riding coach's wages.	Approved	November 2022	10000	Sport & Recreation	A
38689	Westport	Westport Golf Club Inc	Funding towards greenkeepers salary	Approved	January 2023	26000	Sport & Recreation	A
38711	Westport	RNZ Plunket	Funding towards operational costs	Approved	January 2023	8000	Community Wellbeing	A
38745	Westport	Westport Rugby Football Club Inc	Funding towards purchasing team uniforms, replacing carpet, vinyl and outside decking	Approved	January 2023	35154.78	Sport & Recreation	L & N



38746	Westport	Westport South School	Funding towards transport and accommodation for Year 8 Urban Experience to Wellington March 2023.	Approved	January 2023	8452.16	Education	H
38771	Westport	Buller Gorge Marathon Trust	Funding towards bus hire for the Buller Gorge Marathon 11th February 2023	Approved	January 2023	8504.8	Sport & Recreation	A
38796	Westport	NZ Council of Victim Support Groups Inc	Funding towards the Service Coordinator and the Support Worker who manages the cases for Victim Support Westcoast.	Approved	February 2023	10944.23	Community Wellbeing	A
38823	Westport	Bowls Buller Incorporated	Funding towards travel and accommdation to send teams to the National Intercentre Tournament to be held in Christchurch from the 16th March to the 19th March 2023 and also to the National Inter-club Tournament in Wellington from the 13th to the 16th April 2023.	Approved	February 2023	15000	Sport & Recreation	B
38830	Westport	Buller Volleyball Association	Funding to upgrade the Volleyball Net System and to assist with hosting our annual Invitation Volleyball Tournament.	Approved	February 2023	5461	Sport & Recreation	H
38832	Westport	Granity Players		Approved	February 2023	9550	Environment, Heritage & / A	
38839	Westport	Buller Rugby Union Inc	To part fund our Rugby Development Officer Wages	Approved	March 2023	25000	Sport & Recreation	B
38844	Westport	Life Education Trust West Coast	Funding towards the annual operating expenses of vising the Buller region in 2023.	Approved	March 2023	10000	Community Wellbeing	A
38868	Westport	Buller Womens Golden Oldies Hockey	Funding towards costs attending NZ South Island Tournament 19-21st May	Approved	March 2023	3000	Sport & Recreation	
38909	Westport	Buller Basketball Association Incorporated	Funding towards Administration manager salary	Approved	March 2023	10000	Sport & Recreation	B
38973	Westport	Potikohua Charitable Trust	Funding towards overheads and wages for a Community Navigator/ Support. Funding towards playing equipment, ground rental and bus hire	Approved	April 2023	21530	Community Wellbeing	H
38999	Westport	Westport Old Boys Rugby Football Club		Approved	April 2023	7210.14	Sport & Recreation	A
39002	Westport	Karamea Golf Club	Funding towards operational costs.	Approved	April 2023	6611.48	Sport & Recreation	I
39017	Westport	White Star Rugby Football Cub Inc	Funding towards publishing club history book Funding towards accommodation costs to attend SISS Tournament in Invercargill from 26th August 2023 to 1st September 2023.	Approved	April 2023	6980	Sport & Recreation	A
39169	Westport	Buller High School		Approved	June 2023	4786.08	Education	H
39211	Westport	Buller Health Trust	Funding towards two dental units and associated equipment.	Approved	May 2023	135880	Community Wellbeing	A
39240	Westport	Buller Rugby Referees Association Incorporated	Funding towards the purchase of new referee uniforms	Approved	July 2023	3277	Sport & Recreation	A
39265	Westport	Ngakawau Rugby Football Club Inc	Funding towards the purchase of a Trimax mower	Approved	July 2023	17000	Sport & Recreation	A
39339	Westport	The Stroke Foundation of New Zealand	Funding towards the Community Stroke Advisor salary	Approved	August 2023	13206.24	Community Wellbeing	A
39358	Westport	Westland Pool Association	Funding towards accommodation for the Representative Pool teams to represent the district from 1st - 2nd September 2023. Funding for ground rental for junior and senior cricket, cricket balls for community club cricket and to repair cricket nets for health and safety reasons.	Approved	July 2023	3150	Sport & Recreation	A
39361	Westport	Buller Cricket Association Incorporated		Approved	August 2023	19793.04	Sport & Recreation	A
39408	Westport	St Canice's School	Funding towards new technology equipment and sports equipment.	Approved	September 2023	26833.34	Education	H & L
39415	Westport	Kaitiaki Mokihinui Charitable Trust	Funding to repair/ maintain parts of the pathway along the Chasm Creek Walkway, Seddonville, Buller.	Approved	September 2023	7611.55	Environment, Heritage & / A	
39440	Westport	Westport Bowling Club Inc.	Funding towards rates and power. Funding towards the salary of the West Coast Centre Support and Volunteer Coordinator to cover her adoption work across Westport.	Approved	September 2023	6362.17	Sport & Recreation	N
39448	Westport	RNZSPCA Inc		Approved	September 2023	4000	Community Wellbeing	A
39592	Westport	Westport Trotting Club Inc	Funding towards running costs of our annual December race meeting and operational expenses.	Approved	October 2023	71979.51	Sport & Recreation	L
39594	Westport	Buller Agricultural & Pastoral Association	Funding is towards ground rental for annual AMP Show in January 2024.	Approved	November 2023	6000	Community Wellbeing	A
39595	Westport	Buller Budget Advisory Service Incorporated	Funding towards wages for two part time workers.	Approved	November 2023	20000	Community Wellbeing	A
39634	Westport	Buller Sports Alliance	Funding towards Sports Development Officers salary Funding towards the Year 8 Urban experience 18th March - 22nd March 2024.	Approved	November 2023	18525	Sport & Recreation	A
39643	Westport	Westport South School		Approved	November 2023	9279.06	Education	H
39646	Westport	Palm Street Gallery Incorporated	Funding is towards operational costs. Funding towards First Aid for the Buller Gorge Marathon 10th February 2024	Approved	November 2023	7556	Environment, Heritage & / A	
39653	Westport	Buller Gorge Marathon Trust		Approved	November 2023	4955	Sport & Recreation	B
39713	Westport	Rangimarie Croquet Club Inc	Funding towards the re-roof the clubhouse, which was built Circa 1950.	Approved	January 2024	11900	Sport & Recreation	A
39717	Westport	Homebuilders West Coast Trust	Funding towards our Westport Office's operating expenses and lawn mowing.	Approved	January 2024	4623.45	Community Wellbeing	L
39792	Westport	RNZ Plunket	Funding towards operational expenses and wages for the Westport Plunket office. Funding towards annual operating costs of our mobile classroom, the salary for our educator, and associated accommodation costs in the Westport region.	Approved	January 2024	10000	Community Wellbeing	A
39835	Westport	Life Education Trust West Coast		Approved	February 2024	16500	Community Wellbeing	B
39899	Westport	Westport Golf Club Inc	Funding towards our Green keepers wages.	Approved	March 2024	10000	Sport & Recreation	B
39924	Westport	Buller Rugby Union Inc	Funding towards our Game Development Officer Wages	Approved	March 2024	10000	Sport & Recreation	B

39959	Westport	Westport Rugby Football Club Inc	Funding towards operational costs, uniforms, training equipment, transport to attend matches and catering equipment	Approved	March 2024	15000 Sport & Recreation	B
39971	Westport	Buller Basketball Association Incorporated	Funding towards salary of our Administration Manager	Approved	March 2024	5000 Sport & Recreation	B
39977	Westport	Buller Volleyball Association	Funding towards administration costs, coaching & tournament management costs	Approved	March 2024	2222.5 Sport & Recreation	B
40026	Westport	Ngakawau Rugby Football Club Inc	Funding towards a replacement tractor	Approved	April 2024	32250 Sport & Recreation	A
40097	Westport	Kaitiaki Mokihinui Charitable Trust	Funding towards the Administrator's salary	Approved	May 2024	5200 Environment, Heritage & / A	
40116	Westport	Buller Health Trust	Funding towards our permanent GP salary	Approved	May 2024	25000 Community Wellbeing	B
40129	Westport	Buller Rugby Referees Association Incorporated	Funding towards the purchase of Camcorders	Approved	May 2024	6547.83 Sport & Recreation	A
40210	Westport	Northern Buller Museum, Granity	Funding towards a Walkway to the first tunnel of the Millerton Incline.	Approved	June 2024	56731 Environment, Heritage & / A	
40230	Westport	Buller High School	Funding towards transport and accommodation to attend the SISS Tournament from 2nd to 6th September 2024.	Approved	June 2024	11104.5 Education	A
						<b>1345916.7</b>	