

New record keeping requirements

Venue cabling diagram (Game Rule 115)

An up-to-date copy of the venue cabling diagram must be kept at each venue. The diagram must be kept in a secure place close to the site controller.

This diagram must be actively managed, and if any gaming machines are either permanently removed or added the venue manager must notify the EMS Help Desk on 0800 INTRALOT (0800 468 72568).

The diagram must be maintained in electronic format.

Jackpot identification (Game Rule 116)

If you operate a jackpot system you must keep a record of:

- The serial number of each gaming machine connected to the jackpot
- The jackpot controller port identification number allocated to that gaming machine. This will be the same as the jackpot identification number (JIN) fixed to (or displayed by) the gaming machine as required by Game Rule 28).

This information may be incorporated into the venue-cabling diagram referred to above.

Again, the record must be actively managed and if there are any changes the venue manager must notify the EMS Help Desk.

Meter information

Meter information can be obtained from EMS in a number of ways (see also Game Rule 117), including:

- Pre-generated daily, weekly or monthly reports accessed from the venue's or society's folder in the EMS website, www.ems.govt.nz
- For specific events, such as RAM clears or decommissioning, a special polling session must be requested from the EMS Help Desk to capture meter values at a certain point in time
- Using the Electronic Meter Access facility (where a venue PC is connected to the site controller) to view or download the current meter information.

Note: EMS will not affect the ability to access, view and 'manually' record current gaming machine meter information in the same way as has been done in the past, i.e. by turning an "Audit" key and stepping through the menu(s), or by reading the hard meter displays. There will be an additional set of QCOM meters, which should be used for most purposes.

See Fact Sheet 39 - EMS – 'Changes to gaming machine metering under EMS' for more information.

Standard gaming machine accounting reports

- EMS-generated weekly reports will replace Weekly Gaming Machine Profit Reports and WGMP Summary Reports (except under certain circumstances – refer to game rules 104, 125 and 126)
- EMS will provide daily jackpot activity and weekly jackpot reconciliation reports for non-downloadable jackpot systems
- A new Weekly Reconciliation report has been added to reconcile weekly banking
- A new Unpaid Prize Report has been added
- Most of the existing (pre-EMS) reports will have only minor changes and will still need to be completed – these include those relating to cash clearances and cancelled credits, Gaming Machine Analysis (previously MMA), and the Gambling Equipment Fault/Player Dispute Report.

More information

The monitor will be providing an EMS Societies and Venues User Manual to help you. The manual will contain sections on using the website and Electronic Meter Access.

Contact David Chatwin, Senior Inspector Technical, on 03 353 8308 or 0800 257 887 if you need any further explanation or assistance.

While reasonable measures have been taken to ensure the quality and accuracy of the information contained in this Fact Sheet it does not replace information contained in the Gambling Act 2003 or the Racing Act 2003 or any provisions pursuant to these Acts. This Fact Sheet is for general information only and is not a substitute for independent, professional legal or financial advice.