

Club licence self-audit checklist

Liquor & Gaming NSW

Before you complete this checklist

What this checklist is for

It is a valuable tool you can use to help your venue comply with all your obligations under liquor laws. It covers important legislative requirements such as signage, advertising and responsible service of alcohol (RSA). We recommend that you use the checklist regularly to help monitor your compliance. If you check 'No' for any of the questions asked, you may be in breach of your obligations. Our compliance officers use this same checklist when they audit your licensed premises.

Why you need this checklist

The Secretary of the Department of Enterprise, Investment & Trade (the Secretary), Liquor & Gaming NSW (L&GNSW) and the Independent Liquor & Gaming Authority Board (the Authority) can impose conditions on your licence. The Secretary can order you to cease, vary or implement venue practices, order a late hour entry declaration, ban undesirable products and promotions, and require you to contribute and participate in a local liquor accord.




Definition

Unless otherwise specified, the terms 'approved', 'authorised', 'an approval' and 'an authorisation' relate to approvals and authorisations from or by the Authority or an L&GNSW delegate.

How to purchase or download signage and display material specified in this checklist

-  bspq.com.au/ive-liquorandgamingnsw
-  Download the CE0003 'Signage and collateral order form' at liquorandgaming.nsw.gov.au
-  Print-at-home signage will be available for download in the 'Signs for your business' section at liquorandgaming.nsw.gov.au

Need more information?

-  liquorandgaming.nsw.gov.au
-  [Contact us online](#)
-  1300 024 720

Your licensed premises

Liquor licence number

LIQ

Licence name

This checklist completed by

Full name

Role/title

Date

This checklist authorised by

Full name

Role/title

Date

Liquor operations

- Unless otherwise specified, this liquor operations checklist operates under the *Liquor Act 2007* and Liquor Regulation 2018.
- The first column of this checklist refers to sections in the *Liquor Act 2007* and regulations in the Liquor Regulation 2018.
- If you check 'No' to any of the questions in this checklist, you may be in breach of your obligations and require further inquiry.

Part 1 Primary purpose and licence conditions		
ss. 11, 52, 53, 54	Has the club complied with every condition imposed on the liquor licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 12, 18	Is liquor sold and supplied only in the manner and at times as authorised by the liquor licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 44	Is a copy of the licence, licence-related authorisations and conditions available at all times to staff members and security?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 107	Is the licence available for immediate inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 8	Has the venue paid the periodic licence fee due on 29 May of each assessment year?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 Liquor operations and approved incident register		
s. 56 and r. 42	If the club trades past midnight, does the club secretary maintain an approved incident register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Can all staff access the approved incident register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the register show all incidents of violence and anti-social behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are all incidents entered into the register true and correct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the club secretary responded to these incidents immediately and appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the approved incident register available for immediate inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 85	Are the approved incident registers maintained for at least 3 years from when the incident was made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is drinking water available free of charge to all patrons at all times when liquor is sold or supplied for consumption on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 Minimising intoxication		
s. 73(1)	Are there procedures and controls in place to prevent intoxication, indecent, violent or quarrelsome conduct in the club? See the L&GNSW GL4003 'Intoxication guidelines' at liquorandgaming.nsw.gov.au .	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 73(1)	Are there procedures and controls in place to detect intoxicated patrons before they enter the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 73(2)	Are there procedures and controls in place to prevent liquor being sold or supplied to an intoxicated person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 73(4), (5)	If an intoxicated person is found in the club, can the club secretary prove all relevant steps were taken to remove the patron from the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 Club secretary control		
s. 8	Does the club secretary ensure liquor is only sold in the authorised area of the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 92(1)(d)	Does the club secretary ensure that all instances of letting or sub-letting of any part of the licensed premises have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 66(2)	If the club has more than one set of premises, has a different manager been approved by the Authority for each club at which the secretary is not in attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 93	If the club was not trading for a continuous period of more than 6 weeks, was the Authority notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 5 RSA training and competency card		
rr.63(3)-(5)	Does the club secretary hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr.63(1)-(2)	Do all staff involved in the sale and supply of liquor hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr.64(1)-(2)	Do all staff involved in security and crowd control hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr.63(2), 64(2)	Has the club secretary sighted each staff member's current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 63(1)	Does everyone involved in liquor promotions on the club premises hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 75	Are all staff able to produce their current physical or digital RSA competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the club secretary sighted each staff member's physical or digital RSA competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 71	For all staff working under an interim RSA certificate is the interim certificate still valid within 90 days after the interim certificate is issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6 Minors

s. 126	Are there procedures and controls in place to prevent anyone under the age of 18:	
	• From entering the club without a responsible adult?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 117(1), (2)	• From being sold or supplied liquor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s.117(8) and s.117(9)	Are there procedures and controls in place to prevent a person from obtaining liquor for a minor:	
	• Unless the person is the parent or guardian of the minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• For consuming or taking liquor away from the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 119	If the club secretary allows a minor to sell, supply or serve liquor on the club premises, have they obtained an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 7 Minors functions

s. 23 RCA 1976	If the club has a Club Functions authorisation, are there procedures and controls in place to ensure staff know and observe all conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Giving local police 7 days written notice before each minors function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Complying with all directions given by police or L&GNSW?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Ensuring liquor is not sold, supplied, disposed of or consumed in the area in which the function is held?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 23 of Registered Clubs Act	Are procedures and controls in place to ensure that minors:	
	• Do not enter or remain in bar areas or restricted areas of the club, including areas where gaming machines or tobacco machines are located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Stay with a responsible adult in the authorised areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 8 Liquor promotion and advertising

s. 99 and r. 84	Are all the liquor promotions conducted in accordance with the responsible service of alcohol (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent intoxication or binge drinking during the liquor promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that all liquor promotions or activities consider the responsible service of alcohol principles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 99 and r. 84	Does the licensee ensure that all liquor promotions or advertisements that involve discounting include the responsible consumption of alcohol message?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: See the GL4001 'Liquor promotion guidelines' at liquorandgaming.nsw.gov.au.

Part 9 Undesirable liquor products

s. 100 and r. 86	Are all liquor products declared undesirable by the Minister banned from sale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 101, 102, 102A	If the club secretary has been issued with a written notice by the Secretary about the restriction or prohibition of the sale and supply of any undesirable liquor product, has that product been withdrawn from sale?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 10 Liquor self-exclusion

s. 76	Does the club operate a voluntary liquor self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If requested, can staff properly inform patrons of the self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 76(3)	Has the club secretary accepted all requests from patrons wishing to self-exclude from the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary ensure patrons know how the self-exclusion scheme works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary publicise the self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 11 Remote liquor sales

s. 114 and r. 51	If the club sells or supplies liquor via phone, fax, mail order or online, is the liquor licence number displayed on the advertising material or published information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this notice 'Liquor Act 2007 It is against the law to sell or supply alcohol to, or to obtain alcohol on behalf of, a person under the age of 18 years' prominently displayed on any website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 114 and r. 51	Does the club secretary require a prospective purchaser to provide date of birth (unless they have done so before) to ensure the purchaser is not a minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary give a written instruction to the delivery person to ensure that minors do not accept or take possession of liquor purchased and delivered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 18(1)	Does the club ensure that all liquor sold by retail on the licensed premises is only to a member or a guest of the member?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 12 Deterring crime

s. 74	Are there procedures and controls in place:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<ul style="list-style-type: none"> To report actual or suspected criminal activity to police? That deter criminal activity in the club, including the use/supply of illicit drugs and trafficking of stolen goods? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 12 continued

s. 74(3)	Are all staff members aware that any criminal activity including stolen goods or prohibited plants / drugs in the club is prohibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 74(4)	Are all staff aware of the club's procedures and controls that deter criminal activity in the club, including the use or supply of illicit drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 13 Noise disturbance

ss. 11, 79	Does the club receive noise disturbance complaints from residents, police or the local council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the club secretary met with residents to resolve the disturbance issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, was the disturbance issue resolved voluntarily?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures in place to reduce any noise being heard by the residents nearby?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If the club has LA10 noise and disturbance conditions imposed on the licence, has the club secretary complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 14 Late hour entry

s. 87	Has the Secretary made a late hour entry declaration relating to the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, has the club complied with that written late hour entry declaration?	<input type="checkbox"/> Yes <input type="checkbox"/> No



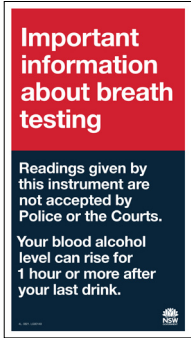

Part 15 Written direction

s. 75	If the Secretary has issued a written direction about any matter relating to the club, have the licensee and staff complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 136	If the Secretary has issued a written direction to contribute to the costs of promoting or giving effect to a local liquor accord, has the club secretary complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 16 Signage and resources

s. 95(1) and r. 49	Is there a sign at the front of the club that can be read by a person from outside the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 95(1) and r. 49	Does it include the venue name shown on the liquor licence, type of licence and the licensee's name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 95(2)	If the club name has been altered, has the club secretary obtained a written approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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s. 127 and r. 50	Is Sign 1L (under 18s not to be served alcohol) prominently displayed at the bar or, if no bar, at or close to every public entrance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 127 and r. 52	If the club has a restricted area, is Sign 2L (minors not permitted in this area) prominently displayed at or close to the entrance to the restricted area?		<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 97 and r. 55	If the club has a breath analysis instrument, is Sign 4L (breath testing) prominently displayed nearby?		<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 123	If the club has a designated bottle shop, is Sign 3L (under 18 authorisation area) prominently displayed in areas dedicated to the sale of liquor by retail in sealed containers?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: You may either purchase signs from L&GNSW, or print it out yourself. Please see the 'Signs for your business' section at liquorandgaming.nsw.gov.au for the correct signs to be displayed.

If purchasing the signs from L&GNSW, some of these signs are available:

- in durable UV-resistant hard plastic
- as decal stickers for placing on glass panels.

Gaming operations

- Unless otherwise specified, this gaming operations checklist operates under the *Gaming Machines Act 2001* and regulations in the Gaming Machines Regulation 2019.
- The first column of this checklist refers to sections in the *Gaming Machines Act 2001* and regulations in the Gaming Machines Regulation 2019.
- If you check 'No' to any of the questions in this checklist, you may be in breach of your obligations and require further inquiry.

Part 17 RCG training and competency card

s. 47(2)(c) (ii) and r. 57(3)	Does the club secretary hold a current recognised RCG certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 57(4)	Do all staff members involved in the conduct of gambling hold a current recognised RCG certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the club secretary sighted each staff member's current recognised RCG certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 56	Can all staff members produce their current physical or digital RCG competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the club secretary sighted each staff member's physical or digital RCG competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	For any staff working under an interim RCG certificate, is the interim certificate still valid for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 18 Responsible conduct of gaming / harm minimisation

s. 39	Does the club secretary ensure all gaming machines are not operated during the general 6-hour shutdown period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 40, 40A, 41	If the club's gaming machine shutdown period is 3 hours, has the club secretary sought an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47(2)(d)	Are there procedures and controls in place that prohibit gaming patrons receiving free or discounted liquor or free credits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45(2)	Are there procedures and controls in place that prohibit gaming patrons receiving any prize or free giveaway that is indecent or offensive?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 19 Problem gambling counselling and gaming self-exclusion

s. 46 and r. 44	Has the club established a link with an approved gambling counselling service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If requested, can club staff properly inform patrons of the details of the counselling service?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 19 continued

s. 49 and r. 45	Does the club operate a self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, does the club secretary ensure patrons have access to the self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary ensure patrons know how the self-exclusion scheme works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 44(4)	Does the club secretary ensure the club displays a notice (either their own, or Sign 5G 'Need a break from gambling') which publicises the gambling counselling service and self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 46(3)	Does the club secretary ensure a written agreement with a gaming counselling service is available for immediate inspection by a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 20 ATM and EFTPOS terminals

s. 47(2)(g) and r.24	Does the club have ATM or EFTPOS terminals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this problem gambling notice displayed so a person can clearly see the notice while using the ATM or cash-back terminal? Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47C	Does the club secretary ensure that the ATM or EFTPOS facilities prohibit cash withdrawals from a credit card account?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 21 Minors

s. 52	Are there procedures and controls in place to ensure anyone aged under 18 does not enter or remain in the gaming areas of the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary ensure all minors are removed immediately from the club's gaming area if identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 50, 51	Are there procedures and controls in place to prevent minors from playing the gaming machines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 22 Cashing cheques

r. 25(1) (b),(c)	Does the club secretary ensure that cheque cashing is limited to one personal cheque per person per day up to a maximum of \$400?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 25(1)(a)	Does the club secretary ensure that the cheque is made out to the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 22 continued

r. 25(1)(d)	If the cheque has been dishonoured, are there procedures and controls in place to prevent the same person from cashing another cheque?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 25(2)	Does the club secretary ensure that all cheques are banked within 2 working days?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 23 Cash advances

LA s. 20(1)(b)	Are there procedures and controls in place to prevent the club secretary or senior manager/s from providing a cash advance to patrons to gamble?	<input type="checkbox"/> Yes <input type="checkbox"/> No
LA s. 109	Are there procedures and controls in place to prevent false recording of cash advances for gambling as credit transactions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
LA s. 108	Are there procedures and controls in place to prevent any staff members from extending/offering credit to patrons to gamble?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 75	Does the club secretary ensure that the gaming machines do not provide cash or credit other than as a scheduled prize?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 24 Gaming machine location

s. 44A	Does the club secretary ensure that all gaming machines located in the club do not attract the attention of anyone outside the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 25 Gaming-related advertising and signage

s. 43(1) and r. 41	Does the club secretary or manager ensure all external gaming-related advertisements are prohibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 44(1) and r. 41	Does the club secretary ensure that there is no external gaming-related signage and that all internal gaming-related signage is positioned so it cannot be seen from outside the club? Note: This includes gaming machine jackpot monitors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 43(1) and r. 41	Does the club secretary ensure there is no outdoor sign that advertises gaming machines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 26 Gaming prizes

r. 50	Does the club secretary ensure that the identity of a patron who wins more than \$1,000 is kept confidential and not published unless requested by the winner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 26 continued

r. 26	<p>If the balance of a gaming machine prize is \$5,000 or more:</p> <ul style="list-style-type: none"> Is the amount over \$5,000 paid by crossed cheque, or electronic funds transfer (EFT) if the person requests? <input type="checkbox"/> Yes <input type="checkbox"/> No If requested, does the club pay the full amount of the gaming prize paid by crossed cheque or EFT? <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 75A(6)	<p>Does the club pay all monetary gaming prizes within 48 hours of request by the prize winner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
s. 75A(7)	<p>If a prize is not awarded immediately, is the prize winner given a written acknowledgement of the prize? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
r. 11	<p>Do all gaming machine prize schedules have an approval? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Are non-cash gaming prizes purchased directly from a retailer/manufacturer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If No, has an approval been sought? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Are all prizes paid in full, including cents? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
s. 47B and r. 27	<p>Does the club secretary ensure that all gaming machine prize winning cheques:</p> <ul style="list-style-type: none"> Are clearly identified? <input type="checkbox"/> Yes <input type="checkbox"/> No Contain a statement 'Prize winning cheque – cashing rules apply'? <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47A	<p>Does the club secretary ensure that all gaming machine prize winning cheques are not cashed at the club?</p> <p>Note: A person, other than a financial institution, must not accept the transfer of a prize winning cheque with 500 metres of the club. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part 27 Gaming records

r. 85(a), (b), (c), (d), (e), (f)	Does the club secretary ensure that all gaming prize payment records (other than monetary payments released directly from the machine or gaming machine tickets) include:	
	• The date of the award or payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Gaming machine serial number of which the award or payment was made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Number of credits accumulated / prize amount to be redeemed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Person's name and signature to whom the award or payment was made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Name and signature of an employee or person authorised by the club, certifying that they have seen the number of credits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 56	Do all gaming machines kept or disposed of by the club have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 133(1)	Are all approved gaming machines kept at the club connected to the authorised Centralised Monitoring System?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 76 and r. 10	Do all gaming machines function in the manner for which they are designed and have an authorisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are faulty gaming machines switched off as soon as practicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is an 'out of order' notice displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are patrons not allowed to play until the gaming machine is repaired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 77	Are there procedures and controls in place to prevent gaming machines being interfered with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary ensure all gaming machines have intact security seals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 69(1)	Does the club secretary ensure all gaming machines kept in the club have an approval and have approved button labels, artwork, compliance plates and approved software?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 28 Gaming machine tickets

r. 105(1)	Is there a designated area (whether by sign or otherwise) where gaming machine tickets may be redeemed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 106	Is the club secretary or staff member, who holds a recognised competency card with a current RCG endorsement, authorised to redeem gaming machine tickets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 102	Do all gaming machine tickets include the dollar value of the accumulated credits and unique identification number?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 28 continued

r. 103	Do all gaming machines have a lock or other security measure before the machine or equipment can issue a gaming machine ticket representing accumulated credits to a monetary value of more than \$10,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 104(1)	Does the club's gaming machine ticket system keep a record of all tickets issued, which includes the gaming machine identification number, unique ticket identification number, dollar value, ticket date and time of issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.104	Do all gaming machine tickets have the club name and problem gambling notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 107	If a gaming machine ticket is not redeemed on the day of issue or the next day or has a value of \$5,000 or more, does the club record the name, address and signature of person claiming the prize, identification details, time and date of the redemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 108(a), (b)	Does the club keep a monthly record of all redeemed gaming machine tickets and all unclaimed gaming machine tickets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.109(2)	Does the club display a list of unclaimed gaming machine tickets with a value exceeding \$10 for a period of at least 1 month immediately before the date on which the tickets are due to expire? Note: A ticket expires 12 months from date of issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 109(3)	If the unclaimed gaming machine ticket is not redeemed before it expires, does the club secretary ensure that within 3 months of expiration the monetary value of all unclaimed tickets is paid to the Secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 110(2), 143	Does the club retain all gaming machine tickets that have been redeemed or presented for at least 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 110	Does the club secretary ensure that all gaming machine tickets are made available for inspection on request by a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 29 Player reward scheme and promotional prizes

r. 93	If the club operates a player reward scheme, does the club secretary give patrons an option of choosing whether or not to participate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45	Does the club secretary ensure that all gaming machine promotional prizes, including bonus reward points: <ul style="list-style-type: none"> Are not valued at more than \$1,000 and are not offered as cash? Are not exchanged for cash? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45(4) and r. 42	Does the club ensure that the player reward scheme participants are aware that the player activity statement is available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club player reward scheme promotional material inform participants that the player activity statement is available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 30 Player card / account

r. 92(1)	Are all player cards restricted to persons over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 92(2)	Does the club sight any documentary proof of the player card holder's identity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 92(3)	Does the club secretary have procedures and controls in place to record player cards that are lost, stolen or destroyed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 92(4), 22	Does the club secretary have procedures and controls in place to ensure that all player cards are not issued unless the applicant received information contained within the gambling warning and problem gambling notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 95	Is the amount stored in the player's account or player card limited to a maximum of \$5,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 94(1)	Are procedures and controls in place to ensure that a player cannot operate more than one player's account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 94(2)	Are procedures and controls in place to ensure that cash advances or any other form of credit are not extended to a player's account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 94(3), 94(4), 19	Are all players opening a new account provided with written information regarding security of money, a PIN and a player information brochure as described in r.19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 94(5)	Is all cash in a player's account kept in a separate account and not used by the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 97(1)(a)	Are all persons issued with a player card informed that the player activity statement is available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 31 Player activity statements

rr. 42, 22	Does the club secretary ensure that all player activity statements contain the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 97(1)(b)	Does the club secretary ensure all internal promotional material regarding electronic payment gaming machines, that material includes advice that the player activity statement is available on request?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 97(2)	If a player requested a monthly player activity statement, does the club secretary ensure it is made available to that player?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 97(3)	Does the player activity statement contain the following information: Total turnover, total wins, net expenditure, the length of time the card was inserted (within 24 hour period), and time card inserted in a payment machine?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 97(4)	Does the club secretary ensure that a record is kept of depositing, paying of credits and withdrawals for player activity statements and this record is provided to the player on request?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 31 continued

r. 98	Does the club secretary keep a record or copy of all player activity statements issued to players?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 99	If a patron has a player account and wishes to set a limit on the amount of net expenditure, does the club secretary ensure that they:	
	• Adhere to the player's wishes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Informed the player they may limit the weekly expenditure at the time of establishing a player account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary ensure the request for limit on the player's account is enacted within 24 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 32 Gaming machine refills and clearance

r. 17(1)	Does the club secretary ensure that the club's gaming machines are cleared or refilled by at least two authorised persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 17(2)	Does the club keep a written record of each gaming machine clearance, and refill, and if the refill was due to a short pay the name and signature of the player? Note: The record must contain the date, serial number, amount, signatures of two persons clearing the machine, and the amount refilled (in the event of a refill).	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 33 Technician records

s. 76B and r. 16	Does the club secretary ensure that all works carried out by a licensed technician on the gaming machines concerning the installation, servicing and repair of an area referred to in s. 77 of the Act, or the electronic meters have been reset, are recorded and the records are kept at the club? Note: The record must contain the date, technician's name and licence number, and gaming machine name and serial number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 76B and r. 16	Does the club receive a written description of the work carried out by a licensed gaming machine technician?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 34 Progressive gaming machines and progressive gaming system

rr. 76, 77(a), 77(b)	If the club operates a progressive gaming machine or progressive system, do they have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the jackpot display visible from all gaming machines attached to the linked progressive jackpot system?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 34 continued

r. 77(c)	Does the club ensure an authorised progressive gaming machine or authorised progressive system is not deliberately removed from play and in so doing deny players the opportunity to win existing progressive jackpots, unless removed under r. 82 or r. 84?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 78	Are all gaming machines clearly identified as being attached to the progressive system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do the house numbers on the gaming machine cabinets match those electronically recorded in the progressive system controller?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 79	Is the venue gaming machine jackpot prize monitor located in the bar area or gaming room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 80(1)	Does the club secretary ensure that the club's progressive gaming machine or progressive gaming system is functioning properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 80(2)	If the club's progressive gaming machine or progress gaming system is faulty, does the club secretary ensure it is removed from play immediately and an 'out of order' notice displayed indicating it is faulty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 81	Does the club secretary ensure that unauthorised person/s do not have access to the club's authorised progressive gaming machine or progressive system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 82(1)(a)	Does the club secretary have a written approval to dispose of any progressive machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 82(1)(b)	Does the club secretary have a written approval to dispose of any progressive system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 82(1)(c)	Does the club secretary have a written approval to dispose of the accumulated progressive jackpot amounts on the gaming machine / system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 83	Does the club dispose of all accumulated jackpot amounts (less start up amounts) in accordance with an approval, and within 6 months of that approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 84	Are all unclaimed jackpot prizes older than 12 months paid to the Secretary within 3 months of that 12-month period lapsing?	<input type="checkbox"/> Yes <input type="checkbox"/> No


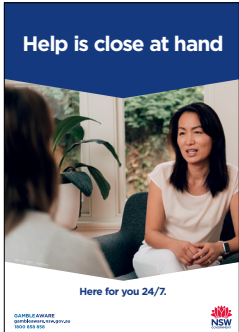
Part 35 Gaming machine reporting

r.15(2)(a)	Does the club secretary ensure that a monthly gaming machine cash flow analysis report is prepared?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 15(2)(b)	Does the club secretary ensure that a monthly cancelled credit comparison report for each gaming machine is prepared?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 35 continued

r. 15(2)(c)	If the club operates a ticket printer, does the club secretary ensure a monthly report comparing the money out meter reading or the cancelled credit meter reading to the value of redeemed and unclaimed tickets issued from each gaming machine is prepared?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 15(4)	Does the club secretary ensure that the gaming machine cash flow analysis report, cancelled credit comparison report and the gaming machine ticket printer report are presented to the club's board or committee every month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 15(3)	Are the club's cash flow analysis reports in a form approved by the Secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(2)(a)	Does the club secretary ensure that the approved gaming machine electronic turnover meters of an authorised progressive system are read and recorded every month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(2)(b)	Does the club secretary ensure that the amount on the progressive meters of an authorised progressive system is read and recorded every month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(3)	Does the club keep a monthly record of readings of the venue's progressive system in a form and manner approved by the Authority? Note: The record must contain the date, gaming machine serial number, gaming machine ID, turnover meter and amount shown.	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(4)	Is a progressive jackpot reconciliation on the club's progressive system prepared every month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(5)	Are all progressive system reconciliation records kept at the club for at least 3 years after the reconciliation is carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(8)	Is the progressive reconciliation report presented to the club's board or committee every month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 88(9)	Are the results of approved gaming machines in respect of a progressive system kept separate from the results of all other approved gaming machines in the net analysis report?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 36 Signage and resources – gaming machines

r. 23(2)	<p>Is Sign 1G (Gambling warning sign) and 6G (Gambling counselling sign) prominently displayed in each gaming area?</p> <div>   </div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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r. 44(4)	<p>Is a self exclusion sign such as the ClubSafe exclusion poster, prominently displayed in each gaming area?</p> <p>Note: A 5G (self-exclusion) sign is available on the L&G website.</p>	 	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 18(2)(a)	<p>Is Sign 3G (chance of winning) prominently displayed in each gaming area?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No
LA s.127 and LR rr. 52	<p>Is sign 2L (minors not permitted in this area) prominently displayed in each gaming area and bar area of the gaming room?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 22	<p>Is Sign 4G (Gambling counselling sticker) prominently displayed on each gaming machine?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 24, 41(4), 42(7)	<p>Is this problem gambling notice prominently displayed on all ATMs, cash-back terminals and player activity statements?</p>	<p>Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 46	<p>Is Sign 2G (self-exclusion contact cards) securely attached to each bank of gaming machines in a card holder so they can be clear seen when playing a gaming machine or approaching the bank of gaming machines?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

rr. 19, 20

Is Brochure 1 (Info about the gaming machines) made available in each gaming area at all times?


☐ Yes ☐ No

rr. 19, 21

Is Brochure 1 (Info about gaming machines - translated version) in the relevant community language supplied as soon as possible following a patron's request?


☐ Yes ☐ No

Note: You may either purchase signs from L&GNSW, or print it out yourself. Please see the 'Signs for your business' section at liquorandgaming.nsw.gov.au for the correct signs to be displayed.

- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.
- The 'ClubSafe Self-exclusion' sign can be obtained from Clubs NSW.

Club governance and management

- Unless otherwise specified, this club governance and management checklist operates under the *Registered Clubs Act 1976* and the Registered Clubs Regulation 2015.
- The first column of this checklist refers to sections in the *Registered Clubs Act 1976*, and regulations in the Registered Clubs Regulation 2015 (including clauses within the Registered Clubs Accountability Code in the Regulation).
- If you check 'No' to any of the questions in this checklist, you may be in breach of your obligations and require further inquiry.

Part 37 Quarterly financial statements

cl. 10(a)	Has the club prepared quarterly financial statements that include the club's profit and loss accounts and trading accounts and a balance sheet, and provided these to the club board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 10(b)	Does the club ensure that the statements are available to club members within 7 days of them being adopted by the board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 10(c)	<p>Does the club display a notice on the club premises and website (if any) advising club members how they can access the financial statements?</p> <p>Note: An example of such a notice (sign 2C) is available at liquorandgaming.nsw.gov.au.</p>	<div data-bbox="938 824 1222 1021" data-label="Image"> </div> <input type="checkbox"/> Yes <input type="checkbox"/> No

Part 38 Register – disclosures by directors and employees

cl. 8(3)	Does the club maintain a register of disclosures in an approved form by the Secretary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 8(1)(a)	• A director who has any material personal interest in a matter that relates to the affairs of the club has disclosed that interest to the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 8(1)(b)	• A director or top executive who has any personal or financial interest in a contract relating to the procurement of goods or services or any major capital works of the club has disclosed that interest to the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 8(1)(c)	• A director or top executive who has any financial interest in a hotel within 40 kilometres of the club's premises has disclosed that interest to the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 8(1)(d)	• A director, top executive or employee has disclosed to the club any gift/ remuneration received from an affiliated body of the club or from a person/body that has entered into a contract with the club if the value of the gift or the amount of remuneration is \$1,000 or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 8(2)	Does the club have procedures in place to ensure that these interests are disclosed within 21 days after the relevant person becomes aware of the matter and are managed in an appropriate manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 39 Information to members

cl. 9(1)(a)	Does the club ensure that the prescribed information (listed below) is available to club members within 4 months after the end of the reporting period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(1)(b)	Does the club display a notice on the club premises and website (if any) advising club members how they can access this information? Note: An example of such a notice (sign 2C) is available at liquorandgaming.nsw.gov.au	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(a)	<ul style="list-style-type: none"> Disclosures made by directors, top executives and employees under cl. 8? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(b)	<ul style="list-style-type: none"> Details of any overseas travel by a director or an employee of the club in their capacity as a director or employee, including any costs fully or partially met by the club? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(c)	<ul style="list-style-type: none"> Details of any loan made to an employee of the club over \$1,000, including amount of loan and interest rate (if any)? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(d)	<ul style="list-style-type: none"> Details of any contract of employment with a top executive approved by the club board in the relevant period? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(e)	<ul style="list-style-type: none"> Details of any consultancy costing more than \$30,000, including name of the consultant, consultancy fee and nature of services provided? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(f)	<ul style="list-style-type: none"> The total amount paid by the club to consultants other than those required in para. (e)? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(g)	<ul style="list-style-type: none"> Details of any legal settlement made with a director or an employee and any associated legal fees paid by the club (unless the disclosure would breach any confidentiality agreement reached by the club)? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(h)	<ul style="list-style-type: none"> Details of any legal fees (not referred to para. (g)) paid by the club on behalf of a director or an employee? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(i)	<ul style="list-style-type: none"> The amount allocated by the club to community development and support under the ClubGRANTS scheme (i.e. Part 4 of the <i>Gaming Machines Tax Act 2001</i>)? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 9(2)(j)	<ul style="list-style-type: none"> The total amount of gaming machine profits earned by the club in the gaming machines tax period? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 40 Core property

s. 41E(5)	Does the club's annual report specify all core and non-core property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 41E(1)	In case of property disposal:	
	• Did the club have core property valued by a registered valuer prior to disposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Was the disposal approved by a majority of ordinary members that included social members at a general meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Was the sale by way of public auction or open tender using an independent real estate agent or auctioneer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 41 Employment of close relatives

cl. 7(1)	Does the club make all reasonable inquiries to discover whether any person it employs is a close relative of a director or top executive of the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 7(3)	Does the club only employ such a person if the employment is approved by the club board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 7(2)	Does the club ensure that any director who is a close relative of the potential employee does not take part in the board's decision making about their employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 42 Management contract

cl. 5(1)	Has the club entered into a management contract under which a person who is not a director, the secretary, a manager or an employee of the club exercises functions in relation to the management of the business or affairs of the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 5(2)(a)	If Yes, did the club:	
	• Notify its members at least one month before it entered into any proposed management contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 5(2)(b)	• Provide a report to the Secretary at least one month before it entered into any proposed management contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 43 Club contracts

cl. 4(1)	Are all club contracts involving a director or top executive, or company in which they have a pecuniary interest, approved by the club board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl.4(2)	Does the club ensure it does not enter a contract with the club secretary or a manager, unless the contract results from an open tender process or is an employment contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 43 continued

cl. 4(3)(a)	Does the club ensure it does not enter into a contract with any close relative of the secretary or manager, unless the contract results from an open tender process or is an employment contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 4(3)(b)	Does the club ensure it does not enter into a contract with a company/body in which the secretary, manager, or a close relative of the secretary or manager, has a controlling interest, unless the contract results from an open tender process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 4(4)	Does the club make all reasonable inquiries to discover whether any contract it enters into does not contravene cl. 4?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 3(1)	Does the club ensure that the contract of employment of each top executive is in writing and covers the terms of employment, the role and responsibilities, remuneration (including fees for service) and termination of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 3(2)	Has the contract of employment of each top executive been reviewed by an independent and qualified adviser before being approved by the board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 6(1)	Does the club ensure it does not provide loans to a director?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 6(2)(a)	Does the club ensure it does not provide a loan of more than \$10,000 to any employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
cl. 6(2)(b)	Has any employee loan first been approved by the club board?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 44 Chief executive officer

s. 32(1)	Does the club have an approved club secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33	Has the club appointed a new person to act as the club secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the Authority been notified within 7 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the new secretary been approved by the Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If not, has the secretary been acting for a period not exceeding 2 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33A(1)(a)	Does the club prohibit the club secretary to hold a hotel licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33A(1)(b)	Does the club prohibit the club secretary to acquire a financial interest in hotels?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 45 For clubs with more than one set of premises: approved manager

s. 66(2) [LA]	Does the club have more than one set of premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, unless previously exempted does the club have an approved manager for each of the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33A(1) (a)	Does the club prohibit the approved manager to hold a hotel licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33A(1) (b)	Does the club prohibit the approved manager to acquire a financial interest in hotels?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 46 Club memberships

s. 31(1)(a)	Does the club keep a register of members, including each member's name in full, occupation and address and, for ordinary members, the date they last paid the annual fee for membership of the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(2)(a)	Does the club ensure that the names and addresses of persons proposed for election as ordinary members of the club are displayed in a conspicuous place on club premises for at least 1 week before their election?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(2)(b)	Was there at least 2 weeks between the proposal of a person for election as an ordinary member of the club and their election?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 47 Club functions

r. 14	If the club has applied for a function authorisation, was a notice of the application legible to the passing public fixed to the premises within 2 days after the application was lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 23	If the club has a functions authorisation, are there procedures and controls in place to ensure that all conditions are known and observed by staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 23(2)	Does the club secretary ensure that all functions are held in the designated function areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, can patrons enter or depart from a function through a designated access area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 23(3)(a)	If the club holds a function for minors on club premises: • Does the club give at least 7 days notice to the police?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 23(3)(b)	• Does the notice include the name and nature of the function, the number of minors, the number of adult supervisors and details of the security arrangements for the function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 23(3)(d)	• Does the club secretary ensure that liquor is not sold, supplied, disposed of or consumed in the area in which a minors function is held?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 47 continued

s. 23(3)(e)	<ul style="list-style-type: none"> Does the club secretary ensure gaming machines are not located in the minors function area or ensure minors attending the function cannot access the gaming machines? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 48 Club elections

s. 30(1)(a1)	Does the club hold board elections in accordance with the club's constitution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(1)(b1)	Are members of the governing body full members of the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(1)(c)	Are board meetings held at least once a month with all proceedings and resolutions properly recorded in the minutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(1)(d)	Does the club ensure that a person is prohibited from casting a proxy vote for another member at club election and club meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(1)(h)	Does the club prohibit employees:	
	<ul style="list-style-type: none"> To vote at a club election or meeting? To hold office as a member of the governing body of the club? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(1)(h1)	Does the club prohibit employees to vote at the election of the club's governing body of the associated club?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 49 Club amalgamations

s. 17AB	Is the club a party to a proposed amalgamation with another club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 4(1)	If Yes, has the club called for an expression of interest to amalgamate with other clubs within a 50km radius?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 4(2)	If the Secretary issued a direction regarding the club amalgamation, has the club secretary complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 4(4)	Does the club give notice at each annual general meeting of each expression of interest and each unsolicited merger officer received within the previous 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 4(5)	Has the club, before entering into a memorandum of understanding for a proposed amalgamation, notified its members of any other expressions of interest or unsolicited merger offers received in the previous 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 17AE and r. 5	Has the club displayed a notice on the club noticeboard or website notifying members of the proposed amalgamation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 49 continued

r. 7(1), (2)	<p>Does the club have a memorandum of understanding of the proposed amalgamation?</p> <p>Note: This covers the club's position on each club's degree of autonomy, traditions, community support, intentions of future directions, employee protection, core property, amalgamation risks and treatment, cash or investment, club's gaming machine entitlements and agreed timeframe of amalgamations.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 7(3)(a)	Did the club secretary ensure that the memorandum of understanding of the proposed amalgamation was made available to all ordinary members at least 21 days before any meeting was held to vote on the proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 7(3)(b)	Did the club secretary ensure that the memorandum of understanding was made available for inspection at the club, or posted on the club's website for at least 21 days before any meeting was held?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 50 Club rules

s. 49	Has the club amended its rules within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, have the amendments been approved by members at the club's general meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Was a copy of the amended constitution lodged with the Secretary within 1 month after amending the rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 51 Open door policy

s. 30(2A)	At each public entrance, has the club displayed a temporary membership zone map, temporary membership rules, a copy of s. 30(10) – members of other clubs and the definition of 'guest' displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45	Does the club ensure that everyone entering the club meets all entry requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(3B)	Are there procedures and controls in place to prevent a person residing within a 5km radius of the club from entering as a temporary member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 30(2)(k), (l), (m)	<p>Does the club secretary ensure that the following registers are kept at all public entrances:</p> <ul style="list-style-type: none"> • guests of members • temporary members 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are all registers current and properly maintained by staff members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club prohibit staff from signing in guests in the guests of members register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club prohibit guests from block signing in the guests of members register?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 51 continued

s31(3)

Does the club secretary ensure that all registers are kept at the club for at least 3 years after the date of the last entry in the registers?

☐ Yes ☐ No

Part 52 Director's training

r. 26

Does the club ensure that all members of the club's governing body complete their training within 12 months of becoming a member?

Note: Courses are the Director Foundation and Management Collaboration, and Finance for Club Boards conducted by or on behalf of Clubs NSW.

☐ Yes ☐ No

r. 27

Does the club ensure that the club secretary and managers complete their training within 2 years of becoming the club secretary or manager?

Note: Courses are the Board Governance, the Company Secretary and the General Manager conducted by or on behalf of the Club Managers Association of Australia.

☐ Yes ☐ No

Part 53 Best practices and tips: banking, floats and petty cash

Is the club's banking up to date?

☐ Yes ☐ No

Does the banking coincide with the gaming machine clearances?

☐ Yes ☐ No

Are the club's banking reconciliations performed regularly?

☐ Yes ☐ No

Are all floats reconciled daily?

☐ Yes ☐ No

Are all appropriate items paid by petty cash?

☐ Yes ☐ No

Are all petty cash vouchers properly authorised and approved?

☐ Yes ☐ No

Is there adequate security in place to ensure the above processes are secured?

☐ Yes ☐ No

Is there CCTV in all of the clubs cash handling areas?

☐ Yes ☐ No

Is there more than one employee involved in the cash management cycle?

☐ Yes ☐ No

Are bar takings reconciled against till tapes at the end of each shift?

☐ Yes ☐ No

Part 54 Best practices and tips: bar stocks and operations

Are there procedures and controls over all bar stock?

☐ Yes ☐ No

Is all stock ordered authorised and approved?

☐ Yes ☐ No

Has stock received from suppliers been reconciled against the invoice?

☐ Yes ☐ No

Part 54 continued

Is there adequate security in place to ensure theft does not occur?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all stock discrepancies investigated and reported on at the club's board meetings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a liquor stock analysis performed regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the club engage the services of an external liquor stock-taker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the club's governing body advised of the gross profit of liquor sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

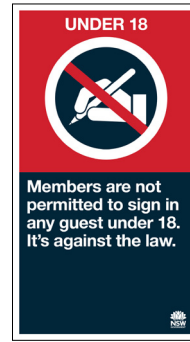
Part 55 Best practices and tips: drawing cheques and credit cards

Does the club ensure that all cheque, credit card, debit card and EFT payments are adequately vouched for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are drawn cheques signed and vouched for by at least 2 authorised persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are EFT payments signed and vouched for by at least 2 authorised persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is credit card and debit card expenditure properly certified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all payments recorded under correct expenditure categories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there procedures and controls to prevent the fraudulent use of club credit or debit cards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there adequate security in place to ensure the above processes are secured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part 56 Signage and resources

s50B

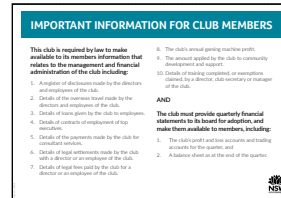
Is sign 1C (minors not to sign) prominently displayed close to the guests register?



☐ Yes ☐ No

cl 9(1)(b)

Is a notice displayed on the club premises and website if any, with similar content to sign 2C, advising members how they can access the information relating to the management and financial administration of the club?



☐ Yes ☐ No

Note: You may either purchase signs from L&GNSW, or print it out yourself. Please see the ‘Signs for your business’ section at liquorandgaming.nsw.gov.au for the correct signs to be displayed.

- An example of a notice about members’ access to information (sign 2C) is available at liquorandgaming.nsw.gov.au.

If purchasing the signs from L&GNSW, some of these signs are available:

- in durable UV-resistant hard plastic
- as decal stickers for placing on glass panels.

Keno operations

- Unless otherwise specified, this Keno operations checklist operates under the *Public Lotteries Act 1996*, regulations in the Public Lotteries Regulation 2016.
- The first column of this checklist refers to sections in the *Public Lotteries Act 1996*, regulations in the Public Lotteries Regulation 2007 and [Keno rules](#).
- If you check 'No' to any of the questions in this checklist, you may be in breach of your obligations and require further inquiry.

Part 57 Conditions		
s. 10	Does the club operate Keno?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 14	Does the club secretary comply with the conditions imposed by the Minister?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary comply with the conditions imposed by the legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 22	Is the club secretary aware of the Keno rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are club staff aware of the Keno rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 24(1)(a) & s. 24(1)(b)	Are the Keno rules (extract) prominently displayed at each place where Keno entries are accepted or is a complete copy of the Keno rules available for inspection free of charge on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 58 Keno staff		
rule 5A(b)	Are all on-duty Keno staff members prevented from playing Keno?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rule 6(b)	Is a senior writer present at the club at all times while a Keno game is in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 59 Credit betting		
s. 43 and rule 9(a)(b)	Are procedures and controls in place that prevent staff accepting an entry on Keno without payment at the time the entry is made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 60 Gambling inducement		
r. 16	Are procedures and controls in place to ensure staff do not offer or supply any free or discounted liquor to participate in a Keno game?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 61 Prizes and prize winner

r. 15	If a Keno prize more than \$5,000 or the lower limit specified by that venue (venue threshold) but less than \$10,000 is won by a patron, has the club secretary ensured that the balance, or the full amount (if requested by the patron), is paid by a crossed cheque or electronic funds transfer (EFT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38 and r. 7	Does the club secretary ensure that any Keno prize winner's identity is kept confidential and not published unless requested by the prize winner?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 62 Minors

s. 44 and rule 5A(c)	Are procedures and controls in place to prevent anyone aged under 18 from purchasing a Keno entry (in person, via mail or by electronic means)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 63 Advertising

s. 39 and r. 14(2)	Are there procedures and controls in place to prohibit any Keno-related advertisements that: <ul style="list-style-type: none"> Encourage a breach of the law? Depict children? Suggest that winning will be a definite outcome of participating in a public lottery? Suggest that entering a public lottery will definitely improve a person's financial prospect? Breach the Commercial Television Industry Code of Practice? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
r. 14(3)	Does the club secretary ensure that all Keno-related advertisements have the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858 <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 43B	Does the club secretary ensure that all Keno promotions are approved by the Keno licensee or the person acting for the Keno licensee?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 64 Signage and resources

r. 13(2)	Is Sign 6G (Gambling counselling sign) prominently displayed in each point of sale where Keno tickets are sold?	 <input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 64 continued

r. 13(4)	Is Sign 6G an approved sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 10	Is Brochure 2 (Info about lotto, lotteries or Keno) available and prominently displayed at or near each Keno terminal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 11	Is Brochure 2 (Info about lotto, lotteries or Keno - translated version) available following a patron's request?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Note: You may either purchase signs from L&GNSW, or print it out yourself. Please see the 'Signs for your business' section at liquorandgaming.nsw.gov.au for the correct signs to be displayed.

- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.

Wagering operations

- Unless otherwise specified, this wagering operations checklist operates under the *Totalizator Act 1997*, Totalizator Regulation 2012 and the *Unlawful Gambling Act 1998*.
- The first column of this checklist refers to sections in the *Totalizator Act 1997* (TA), regulations in the Totalizator Regulation 2012 (TR) and sections in the *Unlawful Gambling Act 1998* (UGA).
- If you check 'No' to any of the questions in this checklist, you may be in breach of your obligations and require further inquiry.

Part 65 TAB outlets – conditions

	Does the club operate a TAB?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 57	Is the club secretary aware of the totalizator rules that apply to the TAB outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are staff aware of the totalizator rules that apply to TAB outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 55(a)	Are the totalizator rules prominently displayed at each place where bets are accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 55(b)	Is a complete copy of the totalizator rules available for inspection free of charge by a person on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 66 Responsible conduct of betting – totalizators, totalizator betting and other betting activity

TA s117A(1)	Do all betting activities adopt the responsible practices in the conduct of totalizators, totalizator betting and any other betting activities approved under s.13 of the <i>Totalizator Act 1997</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 117A(2)	Does the club secretary comply with all the particulars required by the regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 67 Credit betting

TA s. 81	Are there procedures and controls in place that prevent staff accepting a bet on a totalizator without payment at the time the bet is made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 68 Gambling inducement

TA s80B	Are there procedures and controls in place to ensure all staff or agents do not offer or supply free or heavily discounted liquor to patrons that gamble?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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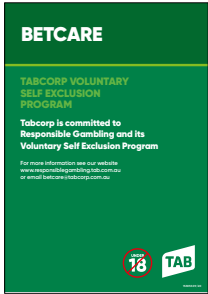
Part 69 Betting tickets / entry

TA s. 117A(2) (d) and TR r. 8	Does the club secretary ensure that all betting entries have a problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 8	Does the club secretary ensure that all betting tickets are printed with the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 70 Advertising

TA s. 80	Does the club secretary ensure that all totalizator-related advertisements do not contravene the regulations or rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent staff publishing or causing to publish any totalizator-related advertisements contrary to the regulations and rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(1)	Are there procedures and controls in place that prohibit any totalizator-related advertisements that: <ul style="list-style-type: none"> • Encourage a breach of the law? • Depict children gambling? • Are false, misleading or deceptive? • Suggest participation in gambling activities is likely to improve a person's financial prospects? • Promote the consumption of alcohol while engaging in gambling activities? • Are not published in accordance with decency, dignity and good taste? • Breach the <i>Commercial Television Industry Code of Practice</i> registered by the Australian Communications and Media Authority? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(h)	Are there procedures and controls in place that prohibit any totalizator-related advertisements that offer any inducement to participate, or to participate frequently in any gambling activity (including an inducement to open a betting account)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(3)	Does the club secretary ensure all totalizator-related advertisements in racebooks, newspapers, magazines, posters, website or other printed form must include the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858 <input type="checkbox"/> Yes <input type="checkbox"/> No

Part 71 Minors and EBT

TA s. 84(1)	Are there procedures and controls in place to prevent a minor placing a bet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 84(2)	<p>If the venue has Electronic Betting Terminals (EBTs), is the 'TAB under 18' notice prominently displayed on or close to the EBTs?</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the club secretary ensure all EBTs are monitored at all times, either by electronic means or staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
UGA s. 16(1)(c)	Does the club secretary have procedures and controls in place to prevent an inducement given to a minor to gamble for a fee or reward?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TAB Notice	<p>Is the 'TAB under 18' notice prominently displayed close to EBTs?</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Is the 'TAB rules' notice prominently displayed close to EBTs?</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 72 ATM and EFTPOS terminals

	Does the club have ATM or EFTPOS terminals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 10A	<p>Is this problem gambling notice (produced by the venue) prominently displayed on or close to each ATM and EFTPOS terminal?</p> <p>Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 10(4)	Does the club secretary ensure the letters and figures contained in the problem gambling notice are at least 2 millimetres high?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 73 Signage and resources

TR r. 9(1)	Is Sign 6G (Gambling counselling sign) prominently displayed in the betting area so anyone in that area can see the content of the sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 9(3)	Is Sign 6G an approved sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(1)(a)	Is Brochure 4 (Help is close at hand) available in each part of the club where totalizator betting is being conducted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 7(2)	Is Brochure 4 (Help is close at hand - translated version) available as soon as possible following a patron's request?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR rr.6(2), 7(3)	Does the club secretary ensure that Brochure 4 and translated versions are approved brochures?	 	<input type="checkbox"/> Yes <input type="checkbox"/> No

TR r. 6(2)

Is the 'TAB under 18' notice prominently displayed in an area where bets are accepted?



☐ Yes ☐ No

Is the 'TAB rules' notice prominently displayed in an area where bets are accepted?



☐ Yes ☐ No

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- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.
- The 'TAB under 18' and 'TAB rules' notices must be obtained from TAB.