

ACCOUNTABILITY PROVISIONS

APRIL 2004

ACCOUNTABILITY PROVISIONS [PART 4A]

1. TOP EXECUTIVE

- S41B A Top Executive is defined as one of the five highest paid employees.

--	--	--
- S41U Have the Top Executives been advised in writing that they are a Top Executive?

--	--	--
- S41M Has the Board approved the remuneration contract of all Top Executives?

--	--	--

Table 1. Top Executives

#	Name	Notice in Writing	Board Approved
1			
2			
3			
4			
5			

2. GOVERNING BODY

- ▶ The term of the current Board commenced?

--	--	--
- ▶ The term of the current Board is due to expire on?

--	--	--
- ▶ The Board is constituted by

--	--	--

Table 2. Members of the Board

#	Name	Board member since	Occupation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

3. AFFILIATED BODIES OF THE CLUB

- ▶ Affiliated bodies includes any sub-branch, related body corporate or other body that obtained or received any financial aid, grant, contribution or subsidy from the Club.
- ▶ Identify all affiliated bodies.

Table 3. Affiliated Bodies of the Club

#	Body	Affiliated Since	How Affiliated
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

4. CONTRACTS WITH THE CLUB, SECRETARY, MANAGER (S34A) OR CLOSE ASSOCIATE

- ▶ A contract includes any commercial arrangement
 - ▶ Examine the club's records to identify top 15 contracts and the principals.
- S41L Does the club have a contract with a secretary, or club manager, or any close relative of same, or with an entity with which the secretary or club manager has a controlling interest?

Table 4. Major contracts of the Club

#	Principals of Entity	Good or Service	Annual Value
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

5. DISCLOSURE OF PERSONAL INTERESTS IN AFFAIRS OF CLUB

S41C Members of the Board must declare material personal interests in the affairs of the club.

- ▶ List the *interests* that have been declared.
- ▶ Is there evidence that such interests have not been declared?

Table 5. Declarations of Material Personal Interest in the affairs of the Club

#	Board Member	Declaration
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

6. DECLARATION OF FINANCIAL INTERESTS IN HOTELS

S41D Members of the Board and top executives must declare a financial interest in a hotel.

- ▶ List the *interests* that have been declared.
- ▶ Is there evidence that such interests have not been declared?

Table 6. Declarations of Financial Interest in a Hotel

#	Board Member / Top Executive	Declaration
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

7. DISCLOSURE OF GIFTS FROM AFFILIATED BODIES

- S41E Members of the Board and top executives must declare gifts value at over \$500 in value received from bodies that they have provided subsidies or grants.
- ▶ List the top ten gifts that have been declared.
 - ▶ Is there evidence that any such gifts have not been declared?

Table 7. Declarations of Gifts

#	Board Member / Top Executive	Gift and Value
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

8. DISCLOSURE OF GIFTS FROM BODIES WITH CONTRACTS WITH CLUB

- S41F Members of the Board and employees must submit an annual written return to the club declaring any gift over \$500, or accumulated gifts of over \$500 in value received from bodies with which the club has a contract.
- ▶ List the top ten gifts by value that have been declared.
 - ▶ Is there evidence that any such gifts have not been declared?

Table 8. Declarations of Gifts

#	Board Member / Member	Gift	Received from
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9. REGISTER OF DISCLOSURES, DECLARATIONS AND RETURNS

- S41G (a) Does the secretary maintain a register of disclosures, declarations and returns made under Division 2 of Part 4A?
- S41G (c) Is the register available for inspection on written request by a club member?
- ▶ Are all disclosures, declarations and returns properly recorded?

10. ANNUAL REPORTING REQUIREMENTS

- S41H (1) Has the club sent members written information containing the following information in relation to each financial year ending after 9 April 2004?
- (1)(a) Register maintained pursuant to S41G(a) [eg declarations, disclosures and gifts]
- (1)(b) Number of top executives within \$10K band width above \$100K
- (1)(c) Details including the main purpose of any overseas travel of member of the board or employee paid by the Club during the reporting period?
- (1)(d) Details of loans to employees more than \$1000
- (1)(e) Details of any contract entered into during the reporting period pursuant to S41M [eg remuneration of top executive]
- (1)(f) Name and details of remuneration package of employee who is a close relative of a member of the board or top executive?
- (1)(g) Details of amount paid to a consultant who has been paid \$30K or more during the reporting period?
- (1)(h) Details of total amount paid to consultants who have been paid less than \$30K during the reporting period?
- (1)(i) Details and costs of any legal settlement with a member of the board or employee during the reporting period?
- (1)(j) Details of legal fees paid on behalf of a member of the board or employee?
- (1)(k) Total profit from gaming machines for the gaming machine tax period?
- (1)(l) Amount applied to CDSE Scheme?

11. EXHIBITION OF DISCLOSURES

- 41I (1) Declarations made pursuant to S41C must be conspicuously exhibited at the Club within 48 hours and for 14 days.
 - ▶ Has there been a board meeting within 14 days?
 - ▶ If yes, has a declaration been made?
 - ▶ If yes, is the declaration currently exhibited?
 - ▶ Is there evidence that the club has previously exhibited such declarations?
- 41I(2) Has the club within 1 month lodged with the LAB all particulars required to be exhibited for the period between AGMs?

12. DISPOSAL OF CLUB LAND

- ▶ Has the club disposed of any club land within the last twelve months?
- 41J(1)(a) If yes, did the members approve of the disposal at a general meeting?
- 41J(b) And, was the disposal by auction or open tender?
- 41J(b) And, was the disposal conducted by independent real estate agent or auctioneer?
- 41J(c) And, if land was an independent land valuation obtained prior to disposal?

Table 9. Disposal of Land

#	Details of Land	Purchaser	Sale Price	Settled
1				
2				
3				
4				
5				

13. CLUB CONTRACTS WITH PECUNIARY INTERESTS OF BOARD MEMBERS OR TOP EXECUTIVES

- 41K(1) Does the club have a contract with a member of the board or top executive?
- 41K(1) If yes, is the interest limited to a pecuniary interest?
- 41K(1) And, did the board give prior approval to the contract?
- 41O(3) Has the club provided a copy of all contracts to the DLG within 14 days?
Refer also to contracts listed in Table 4

Table 10. Contracts with Members of the Board and Top Executives

#	Contract	Board Member/Top Executive	Board Approved
1			
2			
3			
4			
5			

14. CLUB LOANS TO BOARD MEMBERS AND EMPLOYEES

- 41N (1) Has the club loaned money to a member of the board?
- 41N (2)(a) Are all club loans to employees under \$10,000
- 41N (2)(b) And have the loans first been approved by the board?

Table11. Club Loans to Employees

#	Loan to	Amount	Board Approved
1			
2			
3			