

## APPROVED FORMS OF THE DIRECTOR OF LIQUOR AND GAMING

The Secretary

I refer to Part 4A of the Registered Clubs Act and the related provisions of the Registered Clubs Regulation, which became effective on 9 April 2004. The legislation provides the Director of Liquor and Gaming to approve the form and detail of certain material, namely:

- *Section 41E – See section 41E being for disclosure of gifts from Affiliated Bodies. The approved form and detail is attached and marked A.*
- *Clause 47F – See section 41F being for disclosures of gifts from Contractors. The approved form and detail is attached and marked B.*
- *Clause 47G – See section 41G being the register maintained by the secretary which contain disclosures pursuant to sections 41C, 41D, 41E, and 41F. The approved form and detail is attached and marked C.*
- *Clause 47H – See section 41H being the information that clubs must send to members. The approved form and detail is attached and marked D.*

Additionally, the Director has approved 11 *guiding documents* in spreadsheet form, which may assist clubs in compliance with the legislation. The spreadsheets are recorded electronically in an Excel file. A hard copy of these guiding documents is available for download from the Department's web site at [www.dgr.nsw.gov.au](http://www.dgr.nsw.gov.au). Alternatively, you may draft your own register providing it complies with the form and detail approved by the Director.

It is my intention that the Department's compliance program will include comprehensive instruction on how to comply with the legislation and operating the electronic version in upcoming compliance workshops. A schedule of the workshops will be included in future editions of the Liquor and Gaming Bulletin and on the Department's web site.

Albert Gardner  
**Assistant Director of Compliance**  
16 June 2004

**ATTACHMENT A**

**Section 41E (2) inter alia, states:**

A declaration under this section in relation to a gift must:  
(a) be in a form approved by the Director, and.....

The Director of Liquor and Gaming requires the following detail pursuant to a declaration made pursuant to section 41E (1)

1. *Date the person made the declaration to the club.*
2. *Name of person making the declaration.*
3. *Whether the person is a member of the governing body.*
4. *Whether the person is a top executive.*
5. *Description of gift.*
6. *Date the person received the gift.*
7. *Name of entity providing the gift.*
8. *Value of gift.*
9. *Signature of the person making the declaration if a hard copy kept.*

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## **ATTACHMENT B**

### **Clause 47F inter alia, states:**

(1) A return submitted under section 41F of the Act by a member of the governing body of a registered club or an employee of a registered club:

....

(c) is to be in a form approved by the Director.

The Director of Liquor and Gaming requires the following detail pursuant to a declaration made pursuant to section 41F (1)

1. *Date the person made the declaration to the club.*
2. *Name of person making the declaration.*
3. *Whether the person is a member of the governing body.*
4. *Whether the person is an employee of the club.*
5. *Description of gift.*
6. *Date the person received the gift.*
7. *Name of entity providing the gift.*
8. *Value of gift.*
9. *Signature of the person making the declaration if a hard copy kept.*

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## **ATTACHMENT C**

### **Clause 47G (2) inter alia, states: (d) states:**

The register must:....  
(d) be in a form approved by the Director.

The Director of Liquor and Gaming requires the Secretary to cause registers to be maintained which contain the following material:

1. In respect to section 41C, the detail and form required is:
  - 1.1 A club reference number.
  - 1.2 Date the declaration was made.
  - 1.3 Name of person make the declaration.
  - 1.4 Date the person became aware of the interest.
  - 1.5 Contractor name.
  - 1.6 Contract description or nature.
  - 1.7 Nature of interest.
  - 1.8 Signature of the person making the declaration if a hard copy kept.
2. In respect to section 41D, the detail and form required is:
  - 2.1 A club reference number.
  - 2.2 Date the declaration was made.
  - 2.3 Whether the person is a director or top executive.
  - 2.4 Date of appointment of director or date employee became a top executive.
  - 2.5 Date the person became aware of interest.
  - 2.6 The nature of the interest including the name and licence number of hotel or hotels and where appropriate holding company name and ACN number.
  - 2.7 Signature of the person making the declaration if a hard copy kept.
3. In respect to section 41E, the detail and form required is the same as approved by the Director pursuant to section 41E(2)(a)
4. In respect to section 41F the detail and form required is the same as approved by the Director pursuant to clause 47F (1)(c).

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## **ATTACHMENT D**

### **Clause 47H, inter alia states:**

The information to be sent by a registered club under section 41H of the Act:....

(f) must be in a form approved by the Director.

The Director of Liquor and Gaming requires the following form and detail in the information sent to members pursuant to Section 41H (1):

1. *The material is to be printed on white paper in black print in a font size not less than 10 point.*
2. *The material is to be on separate pages without any other material.*
3. *The information must have a suitable message to the effect that the information:*
  - 3.1 *Is important information for members.*
  - 3.2 *Is in a form approved by the director.*
  - 3.3 *Must be sent to members.*
4. *A message advising that the original declarations, disclosures and returns made pursuant to Sections 41C, 41D, 41E and 41F and held in the secretary registers, may be inspected by members on written application to the secretary.*
5. *Name of the Club, serial number and the date of the reporting period.*

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6. *In respect to the detail of the information:*

- 6.1 *Refer to section 41H (1) paragraph (a). Number of declarations, disclosures and returns received pursuant to s.41C to s.41F and the total value of all gifts reported pursuant to s.41E to s.41F.*
- 6.2 *Refer to section 41H (1) paragraph (b). As per paragraph ....*  
*The number of top executives of the club (if any) whose total remuneration for the reporting period (comprising salary, allowances and other benefits) falls within each successive \$10000 band commencing at \$100000.*
- 6.3 *Refer to section 41H (1) paragraph (c). Name of person traveling, whether a director or employee, Destination, Nature or Purpose of Travel, Date approved by Board, Costs paid for directors/employees AND other persons, paid by the club.*
- 6.4 *Refer to section 41H (1) paragraph (d). Date approved by Board; Date Loan Drawn, Whether loan made to director or employee; Loan Amount; Interest Rate; Term of Loan.*
- 6.5 *Refer to section 41H (1) paragraph (e). Number of controlled contracts approved pursuant to each section.*
- 6.6 *Refer to section 41H (1) paragraph (f). As per paragraph.....*  
*The name of any employee of the club who the registered club is aware is a close relative of a member of the governing body of the club or of the top executive of the club and the amount of the remuneration package paid to the employee.*

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6.7 Refer to section 41H (1) paragraph (g). Date contract approved by Board, Name of Consultant, Nature of consultancy, and costs paid to consultant.

6.8 Refer to section 41H (1) paragraph (h). As per paragraph....

*The total amount paid by the club during the reporting period to consultants other than amounts required to be included in the report under paragraph (g).*

6.9 Refer to section 41H (1) paragraph (i). Number of settlements with a.) directors, and b.) employees, Total value of all settlements, Legal fees paid by the Club for the director or employee.

6.10 Refer to section 41H (1) paragraph (j). Number of instances when the club paid legal fees with a.) directors, and b.) employees, that not included in paragraph (i), Total value of legal fees paid by the Club for the director or employee.

6.11 Refer to section 41H (1) paragraph (k). As per paragraph.....

*The total amount of profits (within the meaning of the Gaming Machines Tax Act 2001) from the operation of approved gaming machines in the club during the period of 12 months ending on 30 November in the year in which the report relates (the gaming machine tax period).*

6.12 Refer to section 41H (1) paragraph (l). As per paragraph ....

*The amount applied by the club during the gaming machine tax period to community development and support under Part 4 of the Gaming Machines Tax Act 2001.*

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