

IN PERSON

EVENT



 CLUB MANAGEMENT DEVELOPMENT
 AUSTRALIA

THE ESSENTIAL

Club Legal & Compliance Summit



 Tuesday 18 February, 2025


 Liverpool Catholic Club, NSW

ACCM Points

CMAA Members & Affiliates attending will earn:

20 ACCM POINTS

towards the National Bursary Eligibility & ACCM application criteria.

NSW Registered clubs are required by law to meet accountability and governance requirements as per the Registered Clubs Act 1976 and the supporting regulations.

Further, club CEOs have specific responsibilities under the Corporations Act as the club's Company Secretary to ensure the club's Board are fully aware of its own obligations under the Act. This summit allows for the interpretation and clarification of key legislative issues facing managers. One not to be missed.

SESSION 1 9am - 10:30am (90 mins)	Club Industry Legislative Forum MODERATOR: MICHAEL ANDERSON (ELITE LEGAL) & PANEL This session is a Q&A with a panel discussing current legislative issues and seeking clarification around matters that often challenge managers under the Gaming, Liquor and Registered Clubs Act. Points to be discussed include key requirements under Registered Clubs and Gaming acts that have been focus including: <ul style="list-style-type: none"> + Regulatory compliance + 3rd party exclusions + AML barring when money laundering suspected + Tip off provisions + Significant compliance training obligations including RGOs, Advanced RCG, and the new RGO requirements + Code of Practice + Liquor & Gaming's strategy and point of view of how the club sector is meeting its obligations
SESSION 2 10:45am - 11:30am (45 mins)	You are a CEO. What are your obligations to the Club as it's Company Secretary? PRESENTER: TONY JOHNSTON (PIGOTT STINSON) This session provides an overview of the role of the CEO as the Company Secretary and the significant legal obligations under the law and to the Club's Board the role encompasses. Tony will make clear what are the responsibilities every club CEO must be aware of and must demonstrate to be effective. CEOs as the Club's Company Secretary are required to make the tough calls on Board behaviour and their responsibilities and obligations to the Club AND the law. Further Tony will address the importance of new workplace obligations that takes in to account a Club's responsibility under the Workplace Health and Safety legislation regarding Managing Psychosocial Hazards to both its staff and its management.



The Essential Club Legal & Compliance Summit

SESSION 3

11:30am - 12:15pm

(45 mins)

Club compliance checklist: what are Managements legal responsibilities

PRESENTER: **MICHAEL ANDERSON** (ELITE LEGAL)

CEOs have to ensure all of the key legal requirements that a club is obliged to adhere to are reviewed and actioned regularly to minimise the risk of non-compliance.

These include:

- + Accountability code adherence
- + Contracts
- + Details required in the register of disclosures (secretaries register)
- + The personal liability of managers
- + Delegation of Authority policy for not only finance and licensing but for other areas as well.
- + Licensing as well as corporation requirements
- + Building requirements and more

SESSION 4

1pm - 1:45pm

(45 mins)

The Club's constitution & by-laws: what should be in constitutions & what are the common pitfalls with by-laws

PRESENTER: **TONY JOHNSTON** (PIGOTT STINSON)

Making sure your Club's Constitution reflects the here and now versus what was reflective of years gone by is an important function of a CEO's role when advising the Board. Legislation, local community and society's values and acceptance of diversity need to be reflected in how the Club projects its own values and place in the community. A review of your Club's Constitution & By-laws may well be overdue and Tony will provide an overview of how this process should be planned, implemented and monitored.

SESSION 5

1:45pm - 2:30pm

(45 mins)

Understanding the legislative matters around gaming, the complexities of licensing and comprehensively managing your club's AMLCTF responsibilities.

PRESENTER: **MICHAEL ANDERSON** (ELITE LEGAL)

In this session, Michael will present the current concerns that Austrac are experiencing with Club AMLCTF programs, the Enhanced Customer Due Diligence (ECDD) requirements and effective board reporting on gaming obligations.

Additional legislative updates for gaming will be explained and in particular on gaming machine entitlement transfers.

SESSION 6

2:45pm - 3:30pm

(45 mins)

What are the Do's and Don'ts of member disciplinary hearings?

PRESENTER: **TONY JOHNSTON** (PIGOTT STINSON)

Members have a duty to act in a way that is conducive to being a good member of the club, but sometimes unfavourable behaviour or poor choices may lead to a member being suspended for a period of time or worse, banned from being a member.

So, what are the club's legal obligations? What are the member's rights? In the best interests of procedural fairness, have you ensured the member has received a fair hearing before a decision is made, what must club's do to best manage these proceedings? Learn how to mitigate any potential risk they may expose the club and ultimately work towards a reasonable outcome for all parties involved?

SESSION 7

3:30pm - 4:30pm

(60 mins)

Dealing with Common areas of difficulty for Club Managers

PRESENTERS: **TONY JOHNSTON** (PIGOTT STINSON), **MICHAEL ANDERSON** (ELITE LEGAL) & A PANEL OF CEOs

The role of CEOs and senior managers is complex. These roles require an understanding of the law and of the various common pitfalls that managers face that could potentially compromise not only them selves but also the Board in meeting their obligations. Common areas of difficulty to be covered include:

- + Leasing & Licensing,
- + Board Issues & Confidentiality,
- + Members rights to information,
- + Collection of private information,
- + Requisitions for special meetings,
- + Contracts with individuals, partnerships and companies,
- + Disposal of property.

CMAA Members

\$520 + GST

per person

Non-Members

\$720 + GST

per person

Management Level

Club Managers & Club Boards

Delivery Method

In Person

Department

Compliance



CLUB MANAGERS' ASSOCIATION AUSTRALIA



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