



March 2025

ClubED

Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

Welcome to the March edition of our Bite-Sized Learning newsletter.

Compliance is key to ensuring your club operates smoothly, transparently and within the bounds of regulations. To support you in meeting your obligations, we've created this handy checklist with a focus on key current compliance requirements. It is a practical tool designed to help you stay on top of critical deadlines, legal requirements and governance responsibilities.

Actionable Checklist for Club Directors

1 Responsible Gambling Oversight Training (RGO)

Confirm Training Deadline:

Ensure training is completed by **30 June 2025**.

Choose Your Training Path:

Attend an **RGO course** – find your preferred training option below:

- ClubsNSW offers RGO in an online self-paced module, virtually and in-person via the ClubSAFE Program.
- Chose an alternative [Approved Training Provider](#)
- OR
- Complete **RCG** and **ARCG** training

The quality of your life is built on the quality of your decisions.

Wesam Fawzi

Verify Compliance:

Confirm all directors have completed the required training to avoid regulatory breaches.

ClubsNSW is offering a trainer-facilitated virtual RGO session to all members:

DATE: Thursday, 10 April 2025

TIME: 11am REGISTER [HERE](#)

2 Director ID Compliance

Check DIN Requirements:

Ensure all directors have a **Director Identification Number (DIN)**.

- For directors appointed **on or before 31 October 2021**: Confirm they applied for a DIN by **30 November 2022**.
- For **new directors**: Ensure they apply for a DIN **before commencing** the role.

Avoid Penalties:

Address any missing DINs to prevent infringement notices or civil/criminal penalties.

3 AUSTRAC Annual Compliance Report

Mark the Deadline:

Submit the AUSTRAC Annual Compliance Report by **31 March 2025**.

Confirm Compliance Officer is preparing the report:

A summary of your club's performance against the report should be provided to the board.

- *Clubs with 15 or less gaming machines are not required to submit a full compliance report.*

Confirm Submission:

Ensure that the Compliance Officer has finalised and submitted the Compliance Report to AUSTRAC by the due date.

Consider Improvements:

If gaps in AML/CTF compliance are identified, Compliance Officers should plan improvements and present these to the board.

How to submit

1. Log in to [AUSTRAC Online](#).
2. Go to 'My Business' > 'Compliance Reports'.
3. Complete and submit the 2024 Compliance Report.
4. More info [here](#).

4 Accountability Disclosure Register

Understand the Obligation:

Comply with the Accountability Code and ClubsNSW Governance Code of Practice.

Prepare Disclosure:

Make information on the management and financial administration of the club available to members.

Meet the Deadline:

Ensure this information is accessible to members within four months after the end of the club's financial year.

Liquor & Gaming NSW have an accountability disclosure register template clubs can utilise, which is available [here](#).



Upcoming CEI Seminars Round 1

AML/CTF Legislation Updates

Understand how recent changes impact your club's compliance obligations.

Cybersecurity Beyond Policies

Discover what you need to do to ensure a robust approach to protect against evolving threats.

Governance Audit for 2024-26

Explore Liquor and Gaming compliance strategies to ensure responsible governance, integrity and financial accountability.

Ensure that members of your board attend. View upcoming dates and register [here](#).