



November 2025

# ClubED

## Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

## Bite-Sized Learning Newsletter – November Edition.

### Addressing Frequently Asked Questions on Governance

This bite-sized learning addresses frequently asked questions of our ClubASSIST team on key areas around Director Identification Numbers (director ID), mandatory training, refresher requirements, director appointments and confidentiality.

#### Q1: When must a director ID be obtained?

**A:** Under the *Corporations Act 2001*, anyone intending to become a director must apply for a director ID before their appointment. Existing directors who do not yet have one must apply immediately via the [Australian Business Registry Services](#) (ABRS).

#### Q2: Who must complete mandatory director training and by when?

**A:** The *Registered Clubs Regulation 2025* (the Regulation) mandates that all directors of registered clubs, or two directors of small clubs with gaming revenue of less than \$1 million annually, must complete mandatory training within 12 months of their appointment. This also includes board appointed directors.

Live as if you were to die tomorrow.  
Learn as if you were to live forever.

Mahatma Gandhi

The required courses under the Regulation are:

- Director Foundation and Management Collaboration (DFMC)
- Finance for Club Boards (FFCB)

Directors can also complete the relevant units of competency as prescribed in the Regulation. However, there is an exemption under the Regulation which directors can apply for if they already have the relevant skills and experience.

Directors of clubs with gaming machines also have other training requirements under legislation, including:

- Responsible Gambling Oversight Training (RGO) or Responsible Conduct of Gambling and Advanced Responsible Conduct of Gambling competency training
- Anti-Money Laundering Counter Terrorism Financing Board Oversight (16 or more gaming machines).

### **Q3: Is refresher training required if a director previously completed MDT?**

**A:** Directors who remain on the board beyond five years should complete refresher training as legislation is constantly changing. This ensures ongoing competence in governance, financial oversight and responsible gambling practices.

### **Q4: What requirements do directors have to maintain confidentiality?**

**A:** Under the *Corporations Act 2001*, sections 180-194 outline director duties. These include:

- Exercising their powers and discharging their duties with care and diligence.
- Acting in good faith in the best interests of the club and for proper purpose.
- Being prohibited from using their position to gain an advantage for themselves or someone else or to cause a detriment to the company.
- Not using information obtained in their role to gain an advantage for themselves or someone else.

Directors must ensure they maintain strict confidentiality in relation to any information they obtain and/or discuss as part of their role on the board.

### **Q5: What are the rules around board-appointed directors?**

**A:** Under clause 26 of the *Registered Clubs Regulation 2025*, the elected board may appoint up to two persons as members of the club's governing body. The requirements under the Regulation for a board-appointed director include:

- Must be ordinary members of the club.
- Can serve for a maximum term of three years.
- Cannot be reappointed after their term ends.
- Must disclose any prior ineligibility declarations under section 57H of the Act.
- Their appointment details (skills, reasons, payments and disclosures) must be publicly displayed within 21 days on the club's noticeboard and website.

- Must complete the Mandatory Director Training within 12 months of appointment.
- Must have a Director Identification Number (DIN).

### **Key Takeaways for Directors**

- Apply for your Director ID before appointment.
- Complete mandatory training within 12 months.
- Undertake refresher training if serving beyond five years.
- Understand the implications of disciplinary actions on board eligibility.
- Directors are encouraged to maintain up-to-date records and seek guidance from ClubsNSW or legal advisors.

To find out more about Mandatory Director Training, professional development courses and Club Education Institute seminars and courses, please click [here](#).

The first Company Directors Course™ will take place across five days from **Wednesday, 15 April 2026 to Tuesday, 21 April 2026** in a face-to-face session in Sydney.

Governance Foundations for Not-For-Profit Directors™ across two days from **Thursday, 18 June 2026 to Friday, 19 June 2026** in a face-to-face session in Sydney, Dubbo and Newcastle.

**ClubsNSW will provide a special link via circular prior to registrations opening on 1st Jan.**

The AICD will hold a virtual information session on **Wednesday, 10 December 2025 from 6pm-7pm**. Registration is not required and the session can be accessed by clicking [here](#).

For any enquiries, contact ClubASSIST on 1300 730 001.

### **Customised Training**

*Interested in bespoke or mandatory training for your board or region? We're ready to deliver face-to-face sessions for groups of 10 or more! To discuss your learning needs, email me at [RMendes@clubsnsw.com.au](mailto:RMendes@clubsnsw.com.au).*