

Guide: Important Dates for Club Directors

This below guide provides important dates club directors must be aware of, to assist them in completing tasks including under the:

- *Registered Clubs Act 1976 (NSW)* and *Registered Clubs Regulation 2015 (NSW)*;
- *Gaming Machines Act 2001 (NSW)* and *Gaming Machines Regulation 2019 (NSW)*;
- *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)* and *Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1) (Cth)*; and
- *Corporations Act 2001 (Cth)* and *Corporations Regulations 2001 (Cth)*.

Club boards are encouraged to update this calendar to include: CEI seminars, regional meetings, and industry-specific or club-specific special events.

Please note this guide has been developed for a club with an end of financial year of 30 June. Clubs are encouraged to update the dates where necessary.

January

- ☐ Confirm updates to regulatory priorities of **Liquor and Gaming NSW** (typically released at year-end or early January).
- ☐ Review **Insurance Policy Renewals** (ensure appropriate coverage for Directors' and Officers' liability).
- ☐ Discuss attendance to Australasian Hospitality and Gaming Expo in Brisbane in March.
- ☐ **AUSTRAC** Annual Compliance reporting period has opened.

February

- ☐ **Compliance check-in** – Club License self-audit checklist (Liquor and Gaming NSW).
- **Consider extended trading from Liquor and Gaming NSW.**
- ☐ Confirm gaming machine entitlements and compliance with the Gaming Plan of Management (GPOM). Check changes annually and in line with changes in club operations.
- ☐ Finalise and review **business plan and budget** for the financial year.
- ☐ Consider entry into ClubsNSW Perfect Plate competition in March.
- ☐ Consider entry into ClubsNSW Clubs and Community Awards.

March

- ☐ **31st** – Submit **AUSTRAC Annual Compliance Report**.
- ☐ **31st** – Complete and submit the **Not-for-Profit Self-Review** to the ATO.
- ☐ Preparations for ANZAC Day commemorations.
- ☒ Conduct first quarterly **financial performance review**.
- ☐ Ensure compliance with **Easter trading laws (no takeaway alcohol)**

April

- ☐ **25th ANZAC Day.**
- ☐ Ensure compliance with **special ANZAC Day trading laws.**
- ☐ Public Holiday trading hours and pay rates considered – [Fair Work Guide on pay rates](#)
- ☐ Annual performance review of **club suppliers and contractors.**
- ☐ Pay annual liquor licence to Liquor and Gaming NSW.

May

- ☐ Begin **preparations for EOFY** (review financial statements and pending compliance filings).
- ☐ Finalise the annual board evaluation (performance review and skills assessment of directors).
- ☐ Prepare for ClubsNSW Membership renewal for the following FY

June

- ☐ Ensure all preparations for **changes to taxation rates and superannuation guarantee rates** are complete.
- ☐ Conduct mid-year **risk assessment** (covering financial, operational, and compliance risks).
- ☐ Ensure club liquor license is paid to Liquor and Gaming NSW.

July

- ☐ Confirm taxation and superannuation changes have been implemented.
- ☐ Review and update the **Risk Management Plan** and **Emergency Management Plan.**
- ☐ Conduct half-year **gaming compliance check** (Liquor and Gaming NSW).
- ☐ Consider who may attend Clubs Australia WR&HR conference.
- ☐ Consider who will go to AHG in August.

August

- ☐ **Compliance check-in** – Club License self-audit checklist.
- ☐ Review and update club governance policies, including conflict of interest and code of conduct.
- ☐ Confirm attendance to ClubsNSW Conference and AGM
- ☐ ClubGRANTS annual returns to be finalised between 1 and 11 September (Liquor and Gaming NSW)

September

- ☐ Confirm that **gaming machine compliance audits** are up-to-date.

- ☐ Finalise the Annual General Meeting (AGM) agenda, including any constitutional updates.
 - ☐ Prepare for GambleAWARE Week in October
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October

- ☐ Conduct pre-AGM compliance review:
 - Ensure **financial reports** are audited and ready for distribution.
 - Confirm **director nominations** comply with the Registered Clubs Act and Constitution.
 - ☐ Host an **education session for board members** to review AGM protocols and key governance updates.
 - ☐ Identify Clubs and Community Award submission for your club
 - ☐ Public Holiday trading hours and pay rates considered—[Fair Work Guide on pay rates](#)
 - ☐ Ensure provision of information under the Registered Clubs Regulation has been completed.
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November

- ☐ **30th – Deadline for AGM to be held** (Corporations Act 2001).
 - ☐ Submit any **documentation** required post-AGM to ASIC (including director changes, amendments to constitution).
 - ☐ Public Holiday trading hours and pay rates considered – [Fair Work Guide on pay rates](#)
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December

- ☐ Review and update **workplace health and safety (WHS) policies**.
 - ☐ Conduct end-of-year **staff and volunteer recognition events**.
 - ☐ Ensure compliance with **holiday trading laws**.
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Ongoing Tasks

- ☐ Monthly:
 - Review **financial performance**.
 - Monitor **liquor and gaming compliance** (licensing and GPOM).
 - ☐ Quarterly:
 - Conduct **audit and risk committee meetings**.
 - Review **directors' professional development** plans.
 - Complete quarterly financial reports as required in the Registered Clubs Regulation.
 - ☐ Annually:
 - Review the **constitution** and compliance with the Corporations Act, Registered Clubs Act and any other legislative requirements.
 - Audit key operational licenses (e.g., food safety, liquor license, gaming compliance).
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DISCLAIMER

This document is provided for general information purposes only. It is not legal or professional advice, nor is it intended to be comprehensive. This guide has been developed for a club with an end of financial year of 30 June. Clubs are encouraged to update the dates where necessary.

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