

# GAMING PLAN OF MANAGEMENT

## CLUB SINGLETON

Registered Club

LIQC300242757

55 Gaming Machine Entitlements

## TABLE OF CONTENTS

Version Control.....	3
Venue Details .....	3
Venue licensed hours .....	3
Venue gaming machine shutdown hours .....	3
1. INTRODUCTION .....	4
2. ClubSAFE MEMBER.....	4
3. OUR VENUE .....	4
4. OUR CUSTOMERS .....	5
4.1 Self-Exclusion .....	5
4.2 Partial Self-Exclusion .....	6
4.3 Counselling Services .....	6
4.4 Welfare Checks .....	6
4.5 Signs of Problem Gambling .....	7
5 OUR TEAM.....	8
5.1 Staff Training and Awareness.....	8
5.2 Responsible Gambling Officer .....	9
5.3 Gambling Incident Register .....	9
5.4 Staff Gambling Policy.....	10
6 NSW LEGISLATION .....	10
6.1 Minors/Persons Under 18 Years .....	11
6.2 Financial Transactions & Prize Payments .....	12
6.3 Venue Gambling Signage and Information.....	13
6.4 Player Activity Statements.....	16
6.5 Operating Hours .....	17
6.6 Gaming related licence conditions .....	17
6.7 Community Contributions .....	18
6.8 Venue Layout .....	18
6.9 Review of Club Singleton’s Gaming Plan of Management .....	19
6.10 Local Liquor Licensing Police Contact Details .....	19
7 APPENDIX A – FLOOR PLAN .....	20
8 APPENDIX B – RECORD OF STAFF COMPETENCIES .....	21
9 APPENDIX C – RECORD OF GPOM ACKNOWLEDGEMENT .....	22
10 APPENDIX D – LIQUOR LICENSE.....	23

## Version Control

Version	Date	Changes made to content	Approved by	Next review date
1.0	25 July 2024	New document	Brett Burgess	July 2025
1.1	25 August 2024	Update record of staff competencies	Brett Burgess	July 2025
1.2	24 July 2024	Review & Update	Brett Burgess	July 2026

## Venue Details

Street address	33 William St Singleton NSW 2330
Licensee / Club Secretary	Brett Burges
Approved manager / Club manager	Brett Burgess
Number of GMEs	55
Number of gaming machines operated	53
Statistical Area 2 (SA2)	2

## Venue licensed hours:

The Club has unrestricted premises hours.

## Venue gaming machine shutdown hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From	4am	4am	4am	4am	4am	4am	4am
Until	10am	10am	10am	10am	10am	10am	10am

## 1. INTRODUCTION

Club Singleton is committed to responsible gambling and as such have developed a plan of management to promote responsible service and delivery of gambling products.

This plan highlights our current initiatives and support services that are available to our customers and team to improve the overall standard of customer care and encourages a responsible gambling culture.

This Gaming Plan of Management has been adopted at:

**Club Singleton (LIQC300242757) 33 William St,  
Singleton NSW 2330**

A copy of this document can be found on the Club website and in-house upon request at reception and at the cashier.

Club Singleton is located in the SA2 of Singleton LGA Singleton (Country) which at the time of updating is a Band 2 and is licenced to operate 55 gaming machines. Club Singleton is currently operating 53 EGMs.

For more information, please email [gm@clubsingleton.com.au](mailto:gm@clubsingleton.com.au)

## 2. ClubSAFE MEMBER

Club Singleton is a member of ClubSAFE which is the Club industry's leading best practice and preferred responsible gaming program in NSW. It is based on a Multi-Venue Self-Exclusion (MVSE) program designed to assist people with a gambling problem by self-excluding them from multiple venues around which they live, work and socialise.

## 3. OUR VENUE

Club Singleton has an electronic gaming system installed which allows for the reporting of meters and gives management visibility of activity occurring on each gaming machine throughout the day.

Club Singleton has CCTV cameras located at the entrance to the venue, the venue and throughout the gaming floor.

Club Singleton offers a loyalty rewards program in-venue. Also known as a player reward scheme, this rewards program allows members to earn points for purchases in all areas of the Club as well as for gaming machine play.

A player reward scheme means a system, used in connection with the operation of gaming machines at a hotel or club, in which players of gaming machines accumulate bonus or reward point from playing the gaming machines.

A promotional prize means prizes or rewards (including bonus points) offered by the hotel or club to their patrons in connection with a player reward scheme or any other marketing or promotional activity that involves gaming machines.

A hotel or club must not offer or permit promotional prizes:

- in the form of cash
- that exceed \$1,000 in value
- that are indecent or offensive (including free giveaways), or
- to be exchanged for cash.

You must not allow bonus or reward points accumulated under a player reward scheme to be redeemed for cash.

### **Player activity statements**

If you conduct an electronic player reward scheme or provide player account cards, you must let your player reward scheme participants and account card holders know that player activity statements are available.

If requested, you must provide them with a monthly player activity statement free of charge.

- Monthly activity statements must include:
- the player's total amount of turnover, total wins, and net expenditure
- total points earned and redeemed as the result of playing gaming machines
- the total length of time during which a participant's player card was inserted in gaming machines during each 24-hour period in the month, and the total length of time during the whole month
- a note advising that the statement only relates to the gaming machine play while the player's card was inserted into the machine
- GambleAware information: 'Help is close at hand. Call GambleAware 1800 858 858 or visit the [GambleAware website](#)
- You must keep a record or copy of any player activity statement made available to patrons.

You must only disclose information in a player activity statement to:

- The person to whom the information relates, or
- Persons lawfully entitled to have access to the information.

## **4. OUR CUSTOMERS**

The decision to gamble lies with the individual and represents a choice, and in order to properly make that choice individuals must have the opportunity to be informed.

Club Singleton is committed to providing appropriate information to all individuals so they are able to make informed decisions consistent with their personal preferences and individual circumstances.

Club Singleton takes the issue of responsible gambling very seriously and actively promote the following initiatives to ensure all patrons to our Club are aware of such services available to them.

### **4.1 Self-Exclusion**

The ClubSAFE Multi-Venue Self-Exclusion (MVSE) Program is an online system designed to enable people with a gambling problem to self-exclude from our venue as well as multiple venues around where they live, work and socialise. Club Singleton will initiate self-exclusion when requested by a patron at any time during its open hours.

The ClubSAFE MVSE Program removes barriers for people with a gambling problem such as the difficultness of visiting multiple venues or the embarrassment of visiting their local Club to place the exclusion and makes the process easier for a person with a gambling problem.

A patron can self-exclude by speaking to a Duty Manager at the Club or by contacting a gambling help counsellor.

The minimum period for a self-exclusion is six months. Once a patron agrees to stay away from the Club for a specific time, our venues have processes in place to help them honour that commitment.

If a patron breaches their self-exclusion, it is reported through the MVSE program for assessment by trained counsellors.

Club Singleton has an electronic sign in system at reception which assists with identifying and preventing breaches of self-exclusion.

#### 4.2 Partial Self-Exclusion

A partial self-exclusion allows a patron to exclude themselves from gambling activities at the Club such as TAB/KENO and/or gaming machines, but still allows them access to other Club facilities including restaurants, bars and other entertainment.

A patron can self-exclude by speaking to a Duty Manager at the Club or by contacting a gambling help counsellor.

ClubSAFE also offers self-facilitated self-exclusion. Self-facilitated self-exclusion allows patrons to exclude themselves without having to attend a gaming venue or waiting to meet with a counsellor.

The minimum period for a self-exclusion is six months. Once a patron agrees to stay away from the gaming activities of the Club for a specific time, our venues have process in place to help them honour that commitment.

If a patron breaches their self-exclusion, it is reported through the MVSE program for assessment by trained counsellors.

#### 4.3 Counselling Services

As required by law, Club Singleton display problem gambling brochures at critical points within the venue. These brochures contain details about the ClubSAFE Counselling Service and Gambling Help Line:

**GambleAware Helpline – 1800 858 858**

The management team at our venue are proactive in handing out the relevant information to patrons in need. Club Singleton will display information about local support services in strategic locations, on the gaming floor and on digital displays where appropriate.

#### 4.4 Welfare Checks

Club Singleton aims to ensure all our patrons have a positive experience this includes undertaking welfare checks on any guests who may be at risk of problem gambling. Our management and frontline team are vigilant in monitoring our patrons undertaking any gambling activity. If they are showing signs of distress, a Duty Manager will conduct a welfare check to gauge their mood, stress level and assertiveness and if required undertake the steps necessary whether that be encouraging them to take a break, explaining our exclusion or counselling services or asking them to leave the environment. All encounters are recorded in our gaming incident register.

## 4.5 Signs of Problem Gambling

Some of the signs of problem gambling are listed below. Staff are to remain vigilant in detecting any of the indicators mentioned below whilst on duty. If uncertain whether a patron is exhibiting any of the signs of problem gambling, the staff member is encouraged to speak with the Duty Manager and/or the Responsible Gambling Officer.

Extracted from the [Advanced Responsible Conduct of Gambling participant workbook](#)

## Appendix 3: Warning signs of at-risk gambling behaviour and how to act on them

GENERAL WARNING SIGNS		WHAT TO DO
<p><i>Length of play</i></p> <ul style="list-style-type: none"> <li>Starts gambling when the venue is opening, or only stops when the venue is closing</li> </ul> <p>Gambles most days</p> <p><i>Behaviour during play</i></p> <ul style="list-style-type: none"> <li>Gambles on more than one machine at once</li> <li>Rushes from one machine to another</li> <li>Significant increase in spending pattern</li> <li>Complains to staff about losing, or blames venue or machines for losing</li> <li>Rituals or superstitious behaviours (rubbing or talking to machine)</li> </ul>	<p><i>Money</i></p> <ul style="list-style-type: none"> <li>Asks to change large notes before gambling</li> </ul>	<p>On their own, these may be early warning signs. A patron showing several of these signs could be at risk of gambling harm.</p> <ul style="list-style-type: none"> <li>Monitor the patron's behaviour.</li> <li>If you notice a patron who is showing two or more of these signs, record what you have noticed and tell your manager.</li> </ul>
PROBABLE WARNING SIGNS		WHAT TO DO
<p><i>Length of play</i></p> <ul style="list-style-type: none"> <li>Finds it difficult to stop gambling at closing time</li> </ul> <p><i>Behaviour during play</i></p> <ul style="list-style-type: none"> <li>Often gambles for long periods (three or more hours) without a proper break</li> <li>Plays very fast</li> <li>Gambles intently without reacting to what's going on around them</li> </ul>	<p><i>Money</i></p> <ul style="list-style-type: none"> <li>Gets cash out more than once through ATM or EFTPOS</li> <li>Avoids cashier, and only uses cash facilities</li> <li>Puts large wins back into the machine</li> <li>EFTPOS repeatedly declined</li> </ul> <p><i>Social behaviours</i></p> <ul style="list-style-type: none"> <li>Becomes angry or stands over others if someone takes their favourite machine/ spot</li> </ul>	<p>A patron showing any of these signs is much more likely to be at risk of gambling harm.</p> <ul style="list-style-type: none"> <li>Monitor the patron's behaviour.</li> <li>Record what you have noticed and tell your manager, who will speak with the patron.</li> <li>If a patron shows <b>two or more</b> of these warning signs, follow the steps for <b>strong</b> warning signs (below).</li> </ul>
STRONG WARNING SIGNS		WHAT TO DO
<p><i>Length of play</i></p> <ul style="list-style-type: none"> <li>Gambles from opening to closing</li> </ul> <p><i>Behaviour during play</i></p> <ul style="list-style-type: none"> <li>Shows obvious signs of distress or anger (crying, holding head in hands, shaking, outburst towards staff or machine)</li> </ul>	<p><i>Money</i></p> <ul style="list-style-type: none"> <li>Tries to borrow money from other patrons or staff</li> </ul> <p><i>Social behaviours</i></p> <ul style="list-style-type: none"> <li>Tells staff that gambling is causing them issues</li> <li>Significant decline in personal grooming and/or appearance over several days</li> <li>Friends or family raise concerns</li> <li>Tries to hide their presence at the venue (doesn't answer mobile phone, asks staff not to let others know they are there)</li> </ul>	<p>A patron showing <b>any</b> of these warning signs is probably at risk of gambling harm.</p> <ul style="list-style-type: none"> <li>Monitor the patron's behaviour</li> <li>Record what you have noticed, and tell your manager, who will speak with the patron, refer them to support and counselling services, offer them the opportunity to self-exclude, or recommend an exclusion order if the patron is at risk of harm or at risk of causing harm to others.</li> </ul>

**Source:** Developed by the Office of Responsible Gambling, based on international and Australian best practice and informed by key research, including Delfabbro, P., Thomas, A. and Armstrong, A.R. (2016), 'Observable indicators and behaviours for the identification of problem gamblers in venue environments', *Journal of Behavioral Addiction*, 0, 1–10. DOI: 10.1556/2006.5.2016.065; and Thomas, A., Delfabbro, P. and Armstrong, A.R. (2014), 'Validation study of in-venue problem gambler indicators', report prepared for Gambling Research Australia

**At-risk Gambling Behaviour** is gambling behaviour that leads to gambling harm because it involves:

- Spending more money on gambling than a person can afford based on their income and financial commitments: and/or
- Spending so much time on gambling that it interferes with the person's relationships, social life and/or work responsibilities

**Gambling Harm** refers to difficulties or other negative consequences that result from excessive gambling and affect the wellbeing of the person and/or their loved ones in many areas of their daily lives. Gambling harm can affect people's physical and mental health as well as their financial wellbeing, relationships, education and employment, social and psychological wellbeing.

All staff are encouraged to discuss instances of at-risk gambling behaviour with a Responsible Gambling Officer, Duty Manager/Supervisor, or other Senior Staff Members.

## 5 OUR TEAM

Club Singleton are committed to facilitating staff training so that we can continue to improve the way we provide a responsible environment for gambling and customer care. Our staff regularly undertake in-house training and refreshers on our policies and procedures.

### 5.1 Staff Training and Awareness

Club Singleton employees undergo regular Responsible Conduct of Gambling (RCG) training to equip them with the skills and knowledge to identify the signs of risky and problematic gambling behaviour and assist problem gamblers.

In addition to the mandatory RCG training, team members undergo training sessions appropriate to their role:

- Multi Venue Self- Exclusion
- Advanced Responsible Gambling Training
- Compliance Officer Training

These training sessions are vital in keeping our team up to date with industry updates, legislation and most importantly methods to ensure we are adhering to customer care and making it clear to staff that patron welfare is of the utmost importance.

Such training sessions give our team the forum to discuss and establish appropriate policies, procedures and lines of responsibility to provide customer care. These include house policies, clear accountability, reporting mechanisms and follow up procedures for dealing with responsible gambling issues.

The Board of Directors are required to complete RCG Oversight training to ensure that there is a structured top-down approach to harm minimisation.

The Licensee, Responsible Gaming Officers and any staff employed to undertake the management of gaming machines are required to participate in Advanced RCG training.

Harm minimisation is discussed at Friday's staff meetings, to ensure all staff understand that patron welfare is of the utmost importance.

Any additional information pertaining to harm minimisation on a daily basis, outside of information recorded in the gambling incident register.

Appendix B provides a list of all staff competency records for RCG and ARCG. This list includes expiry date of these competencies and is reviewed monthly to ensure that staff remain current in their training requirements.



## 5.2 Responsible Gambling Officer

- 5.2.1 The Licensee shall ensure that one Responsible Gambling Officer, being staff members who hold a current RCG Certificate and Advanced RCG Certificate, are on duty and monitoring the gaming machines of the venue whenever gaming machines are operating.
- 5.2.2 The Licensee shall ensure that one Responsible Gambling Officer, being a dedicated staff member who holds a current RCG Certificate and Advanced RCG Certificate, is on duty and monitoring the gaming machines of the venue at any time that the gaming machines are operating between the hours of midnight and 4am. RGO's are permitted to perform gaming-related tasks that allow them to interact with, and monitor, gaming patrons.
- 5.2.3 The Responsible Gambling Officer's duties include:
- (i) Proactively check-in on and engage with patrons where the RGO suspects they may be experiencing gambling harm
  - (ii) Record gambling Incidents in the Gambling Incident Register
  - (iii) Escalate serious instances of gambling harm to senior management
  - (iv) Facilitate the provision of gambling help information and requests for self-exclusion
- 5.2.4 At all times, the Duty Manager or other senior manager responsible for gaming machine operations will assist the Responsible Gambling Officer in carrying out the duties described in this condition.
- 5.2.5 Responsible Gambling Officers may make complaints to Liquor & Gaming NSW about harm minimisation breaches at this venue or if they are impeded from undertaking their duties.

## 5.3 Gambling Incident Register

- 5.3.1 The incidents that must be recorded in a gambling incident register include:

- a) a patron displays behaviour that indicates the patron is experiencing or at risk of gambling harm
- b) a patron, or a person who identifies themselves as a family member of the patron, asks for information about a self-exclusion scheme or some form of intervention for the patron
- c) a breach or attempted breach of a self-exclusion scheme
- d) an offence, alleged offence or incident involving a minor
- e) details of action taken in response to an incident mentioned in paragraph (a)–(d).

Behaviour that indicates someone is at risk of or experiencing gambling harm is at section 4 of this plan.

Incidents must be recorded as soon as practicable, but no longer than 24 hours after they happen.

A gambling incident register must be kept for three years and made available to police and inspectors. Club Singleton is subject to the Privacy Act 1988 (Cth) and related Australian Privacy Principles in the collection and use of information for the incident register.

- 5.3.2 Club Singleton keeps a physical incident register at the cashier.

5.3.3 The licensee is required to review the gambling incident register on a monthly basis and consider what harm minimisation actions can be taken in response to trends in the register.

## 5.4 Staff Gambling Policy

Club Singleton have a staff gambling policy in place. The main objectives of this policy are:

- To foster a healthy environment for people who could be at risk of developing gambling problems or are recovering from gambling addictions;
- To assure patrons and guests that gambling operations of the Club are conducted in a fair and equitable manner; and
- To ensure the Club complies with its legal obligations

No staff member is permitted to use gaming machines at the venue during their hours of employment while on shift, including during breaks.

## 6 NSW LEGISLATION

The venue is subject to the requirements of the Gaming Machines Act 2001, the Gaming Machines Regulation 2019, the Liquor Act 2007, and other legislation that establishes basic harm minimisation and responsible conduct of gambling requirements.

### **Inducement**

Inducements are incentives that provide benefits to encourage gambling. Your venue must not offer:

- or supply any free or discounted liquor as an incentive to play gaming machines
- free credits through letterbox flyers, shopper dockets
- any other form of incentive to play gaming machines.

### **Cash dispensing facilities**

- must not provide access to cash from a credit card account
- must not be located in an area where gaming machines are located
- must not be visible from any part of a gaming machine or jackpot prize monitor
- must not be visible from a gaming machine, or entry to the room or area where gaming machines are located
- must be located no less than 5 metres from:
  - o For a hotel – an entry to the gaming room if the hotel has a gaming room, and
  - o For a hotel – an entry into the room or area where gaming machines are located, and
  - o For a registered club – an entry to a room or area where gaming machines are located.

### **Signage for cash dispensing facilities**

Signage that advertises or gives direction to cash dispensing facilities must not be visible from:

- A gaming machine, and
- the gaming entry, which includes the room or area where gaming machines are located, and the hotel gaming room.

## **Gaming machine signage**

Signage or advertising for gaming machines must not be:

- Visible from a cash dispensing facility
- Located on, or part of, a cash dispensing facilities, including on a digital display of a cash dispensing facility

A hotel or club must not display, or cause to be displayed, any gambling-related sign outside of in the vicinity or the premises, or inside the premises so that it can be seen from outside the premises.

A 'gambling-related sign' is a sign with anything that:

- draws attention to, or can be reasonably taken to draw attention to, the availability of gaming machines in a hotel or club premises, or
- Uses a term or expression frequently associated with gambling, or
- That relates to a gambling franchise or gambling business

## **Gaming machine advertising**

By law, hotels and clubs must not publish any gaming machine advertising. This means any advertising that gives publicity to, or promotes participation in gambling activities involving gaming machines.

Publish means to disseminate in any way, including:

- audio: radio
- visual: cinema, video, TV
- written: electronics, internet, promotional.

Advertising that is exempt from the ban includes:

- any advertising that appears in a gaming machine industry trade journal or in a publication for a trade convention involving gaming machines
- any advertising, including signage, that is inside a club or hotel and can't be seen or heard from outside the venue
- the approved name of a club if the name was being used as at 2 April 2002
- promotional material provided by a club to club members that contains gaming machine advertising – if the member has expressly consented to receiving the promotional material and that consent has not been withdrawn.

Promotional material sent by the club must advise the member that:

- their player activity statements are available on request
- they may withdraw their consent, or unsubscribe, to receiving any future promotional material.

It must also include information or advertising that is not gaming machine related.

## **6.1 Minors/Persons Under 18 Years**

Club Singleton is a licensed venue, and as such, no person under the age of 18 is permitted entry into any part of the Club, unless they are in the company of an adult or guardian.

Gambling by minors is prohibited. Failure to comply will result in the person being asked to leave.

Signs are displayed at all gaming room entrances banning minors from entering the room. All Club Singleton employees share the responsibility for asking for proof of age if they are uncertain whether a customer is at least

18. If relevant verification cannot be produced, the customer will be asked to leave.

## 6.2 Financial Transactions & Prize Payments

Staff must award or pay a prize won on a gaming machine to a player who is entitled to the prize in accordance with the Gaming Machines Regulation 2019. The following requirements apply:

- Prizes may be paid as money or in a non-monetary form, but the prizewinner must be given the choice to be paid money
- If a prize is awarded in money, the prize must be equal to (but not exceed) the value of the credits accumulated by the prizewinner from playing the relevant gaming machine
- A non-monetary prize must not consist of or include:
  - o Liquor in any form, or
  - o Tobacco in any form, or
  - o Knives or knife blades, or
  - o Firearms or ammunition within the meaning of the Firearms Act 1996.
- If you offer non-monetary prizes, you must make the following information readily accessible in any area with gaming machines:
  - o The nature or form of prizes offered
  - o The terms on which the prizes are awarded or paid
  - o The right of the prizewinner to choose to receive money instead
  - o Any option available to the prizewinner to transfer a non-monetary prize for another non-monetary item or right
  - o If the non-monetary prize will not be made within 48 hours of the request for the prize – the time in which the prize will be awarded.
- Monetary prizes must be paid within 48 hours of the request (note- any statewide links may have different rules)
- Non-monetary prizes must be awarded within 48 hours, or within the timeframe stated on the information made available to patrons.

### **Prizes over \$5,000**

If a person claims a prize of more than \$5,000, the amount that exceeds \$5,000 must be paid within 48 hours in one of two ways:

- crossed cheque made payable to the prize winner - clearly marked with the words: Prize-winning cheque – cashing rules apply.
- electronic funds transfer (EFT) to a nominated account - if those means are available – but no sooner than 24 hours after the prize is won.

If the total prize money is more than \$5,000 and the prize-winner requests to have the entire amount paid by crossed cheque or EFT, not just the amount over \$5,000, you must do so.

If the prize is being paid through electronic transfer, the account must be with a financial institution, such as a bank.

Club Singleton adhere to the strict rules and regulations relating to the positioning of ATM and EFTPOS Terminals around the gaming floor.

Club Singleton does not cash cheques for customers.

The Cash Redemption Terminals (CRTs) are set up with a limit of \$5,000 per payment. All winnings over this amount need to be paid via the cashier with staff interaction.

Keno winnings up to \$5,000 will be issued in cash. Any winnings over \$5,000 are handled by Keno and the Club will be contacted to arrange remaining payment to the player as per Keno terms and conditions.

TAB winnings are paid by cash or into the players account as per TAB terms and conditions.

Appendix A provides a floor plan of the gaming machines within the venue.

### 6.3 Venue Gambling Signage and Information

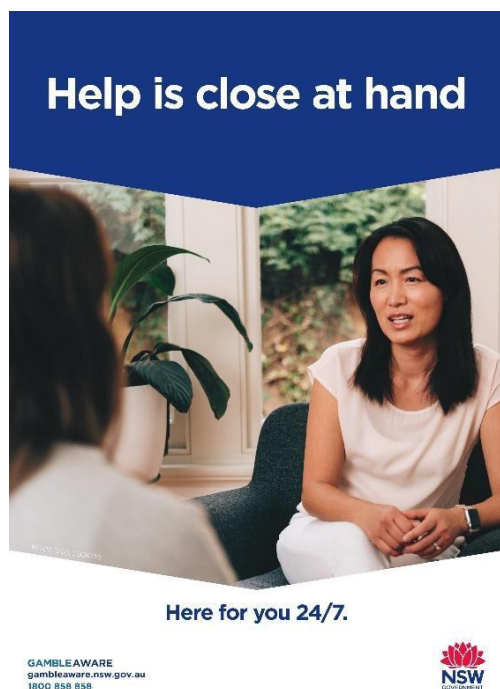
Internal signage checks are regularly undertaken by our team at Club Singleton using the Liquor & Gaming Self-Audit Checklist to ensure all gaming compliance signage, as outlined below, is up to date and maintained.

All advertising and promotions related to gaming undertaken within our Club comply with the Liquor & Gaming NSW advertising guidelines.

The following table outlines all of the current compliance signage requirements for Club Singleton.

MANDATORY: SIGN 1G – Gambling Warning	
	<p><i>"What's gambling really costing you?"</i></p> <p>This sign must be prominently displayed in each gaming area.</p> <p>This sign is displayed in the following locations at Club Singleton:</p> <ul style="list-style-type: none"> <li>• Each outdoor gaming entry/exit</li> <li>• Each indoor gaming entry/exit</li> <li>• Cashier</li> <li>• Keno/TAB</li> <li>• The keno self-serve terminal</li> <li>• The TAB self-serve terminals</li> </ul>

## MANDATORY: SIGN 6G – Gambling Counselling



*"Help is close at hand?"*

This sign must be prominently displayed in each gaming area.

This sign is displayed in the following locations at Club Singleton:

- Each outdoor gaming entry/exit
- Each indoor gaming entry/exit
- Cashier
- Keno/TAB
- The keno self-serve terminal
- The TAB self-serve terminals

## MANDATORY: SIGN 5G – Self Exclusion sign



**If gambling isn't fun anymore, it's OK to ask for help.**



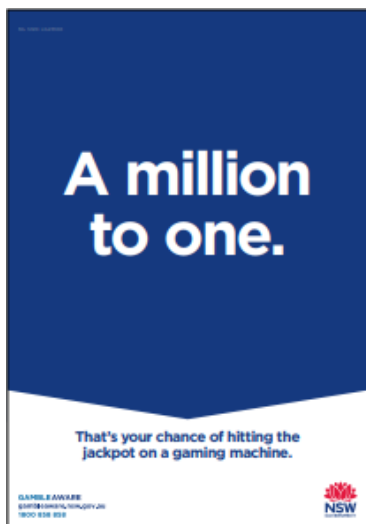
*"Need a break from gambling"*

This sign (or a variation of this sign) must be prominently displayed in each gaming area.

The ClubSAFE self-exclusion sign is displayed in the following locations at Club Singleton:

- Each outdoor gaming entry/exit
- Each indoor gaming entry/exit
- Cashier
- Reception

**MANDATORY: SIGN 3G – Chances of Winning Sign**



*"A million to one"*

This sign must be prominently displayed in each gaming area.

This sign is displayed in the following locations at Club Singleton:

- Each outdoor gaming entry/exit
- Each indoor gaming entry/exit

**MANDATORY: BROCHURE 1 – Info about the odds – Betting on gaming machines**



*"Info about the odds brochure"*

These brochures must be prominently displayed and available in each area with gaming machines.

Translated versions are supplied to patrons from non-english speaking backgrounds upon request.

These brochures are displayed in the following location/s at Club Singleton:


- Each outdoor gaming entry/exit
- Cashier


**MANDATORY: CONTACT CARD 2G – Self-Exclusion Contact Card**




Contact cards are securely attached to or near each bank of gaming machines in a card holder so they can be clearly seen when playing a gaming machine or approaching the bank of machines.



MANDATORY: STICKER 4G – Gambling Counselling Sticker	
	These stickers are prominently displayed on each gaming machine.

MANDATORY: PROBLEM GAMBLING MESSAGE	
	<p>This message is prominently displayed on or near all ATM's and Cash-Back Terminals.</p> <p>This message is displayed in the following location/s at Club Singleton:</p> <ul style="list-style-type: none"> <li>• ATM near reception</li> </ul> <p>This message is also included on any player activity statements, all betting tickets, and all gaming machine tickets.</p>

MANDATORY: SIGN 2L – No Under 18s	
	<p>Sign 2L (minors not permitted in this area) is prominently displayed at or close to the entrance to the restricted area in which gaming machines are kept.</p> <p>This sign is displayed in the following locations at Club Singleton:</p> <ul style="list-style-type: none"> <li>• Each outdoor gaming entry</li> <li>• Each indoor gaming entry</li> </ul>

## 6.4 Player Activity Statements

Club Singleton is required by law, to present members with a Player Activity Statement free of charge, should they request it. A Player Activity Statement shows, in a chosen month, the player's total amount of turnover, total wins and net expenditure, the total points earned and redeemed through the Club's rewards program as a result of playing gaming machines, the entire length of time the player's card was inserted into gaming machines, and gambling help information.

A Player Activity Statement can be requested at any time during trading hours, if you wish to request a player activity statement, please speak to a supervisor or manager on duty.



## 6.5 Operating Hours

### Club Trading Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From	10am	10am	10am	10am	10am	10am	10am
Until	10pm	10pm	10pm	11pm	12am	12am	10pm

### gaming machine shutdown hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From	4am	4am	4am	4am	4am	4am	4am
Until	10am	10am	10am	10am	10am	10am	10am

## 6.6 Gaming related licence conditions

Club Singleton currently has the following gaming related licence conditions in place:

### Gaming machine details

<b>LGA classification:</b>	Country
Band:	2
Gaming machine threshold:	55
Gaming machine entitlements:	55
Maximum gaming machine authorisations allowed:	55

There are no current quotas for this licence

### Gaming machine shutdown hours

Day	Start Time	End Time
Monday	04:00 AM	- 10:00 AM
Tuesday	04:00 AM	- 10:00 AM
Wednesday	04:00 AM	- 10:00 AM
Thursday	04:00 AM	- 10:00 AM
Friday	04:00 AM	- 10:00 AM
Saturday	04:00 AM	- 10:00 AM
Sunday	04:00 AM	- 10:00 AM
Public holiday	04:00 AM	- 10:00 AM

This licence is subject to a risk-based fee, payable annually. If the fee is not paid on time, the licence will be suspended or cancelled. Visit <https://www.onegov.nsw.gov.au/licencecheck> to find out the status of the licence.

## 6.7 Community Contributions

All licensed venues in NSW are required by law to return a minimum percentage of all gambling profits which exceed one million dollars, to the community.

Club Singleton contributes the required amount or above every year, through ClubGRANTS and community contributions.

## 6.8 Venue Layout

A current plan of Club Singleton showing the gaming machine areas and surrounding areas is attached as Appendix A.

The plan indicates the location of the:

- gaming rooms/gaming area
- current layout of gaming machines
- cash dispensing facilities (being CRT and cashier desk)
- gambling incident register location

This Gaming Management Plan, for the avoidance of doubt, does not need to be updated if there is a change to:

- the gaming machine layout within the gaming areas or CRT location within the Club (subject to any applicable legislative requirements); or
- a change to the location of the ATM within the non-gaming areas of the of the Club (subject to any applicable legislative requirements).

## 6.9 Review of Club Singleton's Gaming Plan of Management

This Gaming Plan of Management will be available to customers on the website, at reception & at the cashier.

Staff must be familiar with the Gaming Plan of Management. All staff who work in the gaming room, gaming area, or with gaming machines, must regularly read this Gaming Plan of Management. Whenever there are changes to the Gaming Plan of Management, staff must read and familiarise themselves with the modified document. The Gaming Plan of Management must always be available and accessible to all staff.

This Gaming Plan of Management will be available to all staff at the cashier. Appendix C provides a list of all staff who have read the Gaming Plan of Management.

The operation and effectiveness of this strategy is reviewed regularly. The review process includes an opportunity for feedback from all relevant stakeholders including venue staff, customers and problem gambling support services.

Club Singleton welcome feedback or complaints at any time by writing to:

**Mail:** Brett Burgess  
33 William St Singleton NSW 2330

**Email:** gm@clubsingleton.com.au

Anyone may make an anonymous complaint to Liquor & Gaming NSW about liquor or gaming law breaches. Complaints to Liquor & Gaming NSW can be made in the following ways:

Email: [contact.us@liquorandgaming.nsw.gov.au](mailto:contact.us@liquorandgaming.nsw.gov.au)

Phone: 1300 024 720

Website: <https://www.liquorandgaming.nsw.gov.au/community-and-stageholders/have-your-say/complains/make-a-complaint>

This Gaming Plan of Management must be reviewed at least annually, as well as periodically when modifications are required to reflect changes at Club Singleton, legislative changes or emerging risks.

## 6.10 Local Liquor Licensing Police Contact Details

Name: Sergeant Jon Cassidy

Contact Number: Muswellbrook

Police Station

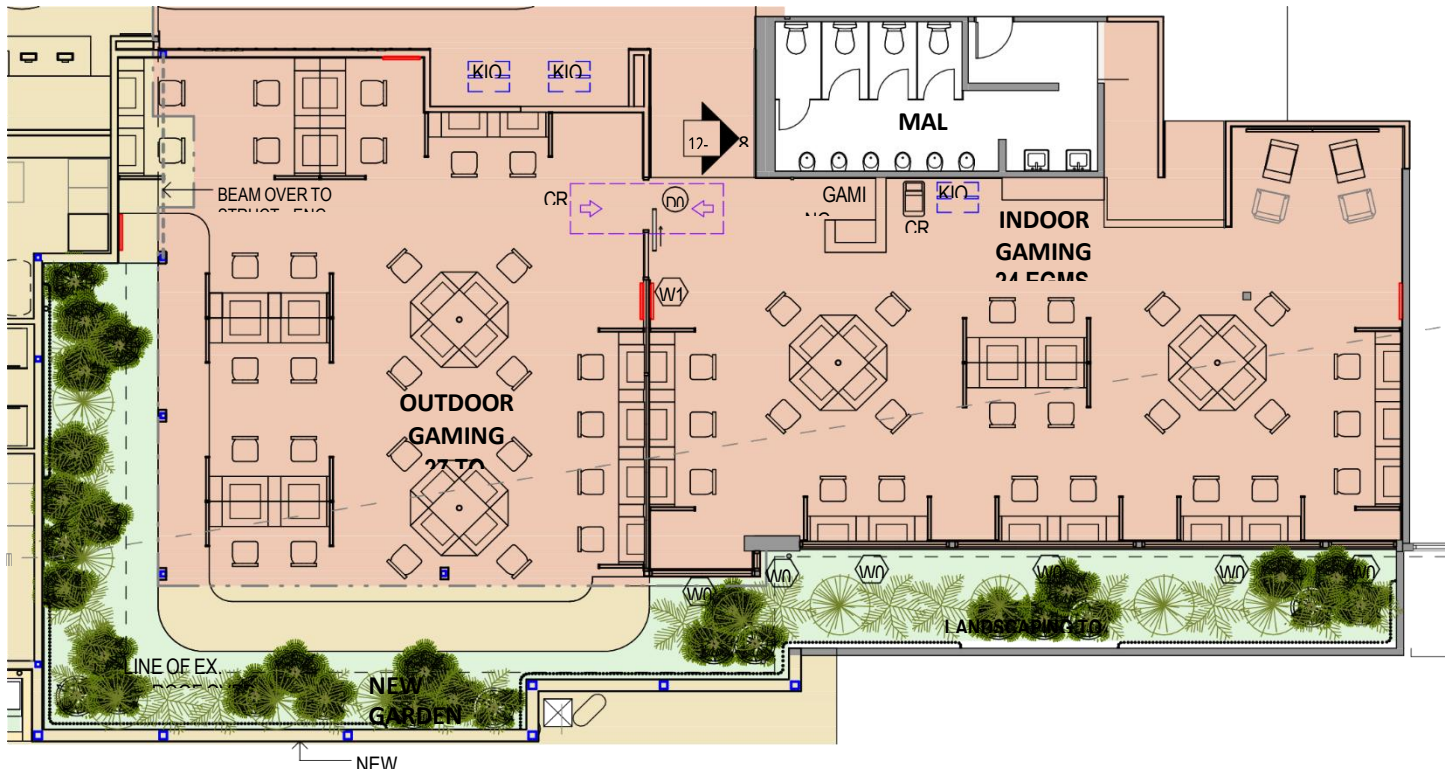
Station Address: 26 William St Muswellbrook NSW 2333

Telephone Number: (02) 6542 6999

Email: hvlicensing@police.nsw.gov.au

This Gaming Plan of Management will be immediately produced for inspection upon request by NSW Police or L&GNSW inspectors.

## 7 APPENDIX A – FLOOR PLAN



## 8 APPENDIX B – RECORD OF STAFF COMPETENCIES

[illegible]

### A: Responsible Service of Alcohol

### C: Advanced Responsible Conduct of Gambling

G: Responsible Conduct of gambling

L: Licensee Training

V: Advanced Licensee Training

## 9 APPENDIX C – RECORD OF GPOM ACKNOWLEDGEMENT

By signing below, you acknowledge that you have read and understood the information provided in this Gaming Plan of Management.

[illegible]

## Key liquor licence details recorded as at 22 August 2022

**Licence number:** LIQC300242757  
**Licence name:** Singleton Bowling Club Co-operative Limited  
**Licence type:** Liquor - club licence  
**Licence sub-type:** N/A  
**Licence status:** Current  
**Duration:** Unlimited duration  
**Licence start date:** 13/04/1955  
**Licence expiry date:**

### Licensee

**Organisation name:** SINGLETON BOWLING CLUB CO-OPERATIVE LTD  
**ABN:** 92 048 107 466 **ACN:**  
**Phone - daytime:** 02 6572 1455 **Fax number:** 02 6572 4799  
**Email address:**  
**Website:** www.clubsingleton.com.au  
**Business address:** 50 Pitt St SINGLETON NSW 2330  
**Postal address:** 50 Pitt St SINGLETON NSW 2330  
**Start date:** 13/04/1955

### Secretary

**Title:** Mr  
**Surname:** Burgess  
**Given name:** Brett  
**Middle name:** Allan  
**Start date:** 11/12/2013

### Manager

**Title:** Mr  
**Surname:** Burgess  
**Given name:** Brett  
**Middle name:** Allan  
**Start date:** 11/12/2013

## Contact Person

**Title:** Mr  
**Surname:** Burgess  
**Given name:** Brett  
**Middle name:** Allan  
**Phone - daytime:**  
**Mobile:** **Fax number:**  
**Email address** gm@clubsingleton.com.au  
**Start date:** 11/12/2013

## Premises

**Address:** 50 Pitt St SINGLETON NSW 2330  
**Phone number:** 02 6572 1455 **Fax number:** 02 6572 4799  
**Email address:**  
**Website:**  
**LGA:** Singleton  
**ABS SLA:** Singleton  
**Start date:** 13/04/1955

## Authorisations

<b>Name:</b> Club functions authorisation	<b>Start date:</b> 01/07/2008
<b>Name:</b> Non-restricted area authorisation	<b>Start date:</b> 01/07/2008

## Trading Hours

### Consumption on premises

Unrestricted on premises hours      Start date: 1/7/2008

#### Take away sales

Monday to Saturday	05:00 AM	- 12:00 midnight
Sunday	10:00 AM	- 10:00 PM
Good Friday	Not permitted	
December 24th	Normal trading Monday to Saturday, 10:00 AM to 12:00 midnight on a	
Sunday Christmas Day	Not permitted	
December 31st	Normal trading Monday to Saturday, 10:00 AM to 12:00 midnight on a Sunday	



## Conditions

Licence conditions imposed by the Liquor Act and Regulation apply. To view a copy of these conditions, go to [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au).

Additional licence conditions.

<b>Condition type:</b>	Condition	<b>Condition source:</b>	Authority
<b>Applies to:</b>	Club functions authorisation		
<b>Reference:</b>	290		
<b>Condition:</b>	<p>The registered club is to ensure that not less than one (1) supervisor for each one hundred (100) minors or part thereof, such supervisors being persons not less than twenty one (21) years of age, are engaged or assigned by the registered club for the purpose of supervising the conduct of minors whilst they are attending the function.</p> <p>At least thirty (30) minutes before the commencement of the function and for not less than thirty (30) minutes after the conclusion of the function the persons required to be engaged or assigned pursuant to the above condition must patrol the exterior environs of the licensed premises to ensure the safe conduct of persons attending the function and that such persons do not disturb the quiet and good order of the neighbourhood.</p>		
<b>Start date:</b>	01/07/2008		

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<b>Condition type:</b>	Condition	<b>Condition source:</b>	Authority
<b>Applies to:</b>	Non-restricted area authorisation		
<b>Reference:</b>	3020		
<b>Condition:</b>	Whole of the licensed premises excluding the poker lounge, bar and TAB areas.		
<b>Start date:</b>	22/08/2022		

## Premises owner

<b>Organisation name:</b>	SINGLETON BOWLING CLUB CO-OPERATIVE LTD		
<b>ABN:</b>	92 048 107 466	<b>ACN:</b>	
<b>Phone - daytime:</b>	02 6572 1455	<b>Fax number:</b>	02 6572 4799
<b>Email address:</b>			
<b>Website:</b>	www.clubsingleton.com.au		
<b>Business address:</b>	50 Pitt St SINGLETON NSW 2330		
<b>Postal address:</b>	50 Pitt St SINGLETON NSW 2330		
<b>Start date:</b>	01/07/2008		

## Gaming machine details

<b>LGA classification:</b>	Country
<b>Band:</b>	2
<b>Gaming machine threshold:</b>	55
<b>Gaming machine entitlements:</b>	55
<b>Maximum gaming machine authorisations allowed:</b>	55

There are no current quotas for this licence

## Gaming machine shutdown hours

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	04:00 AM	- 10:00 AM
Tuesday	04:00 AM	- 10:00 AM
Wednesday	04:00 AM	- 10:00 AM
Thursday	04:00 AM	- 10:00 AM
Friday	04:00 AM	- 10:00 AM
Saturday	04:00 AM	- 10:00 AM
Sunday	04:00 AM	- 10:00 AM
Public holiday	04:00 AM	- 10:00 AM

This licence is subject to a risk-based fee, payable annually. If the fee is not paid on time, the licence will be suspended or cancelled. Visit <https://www.onegov.nsw.gov.au/licencecheck> to find out the status of the licence.