

Community Poker Risk Plan

A Community Poker Risk Plan is required to be submitted to the Gaming and Wagering Commission with all Gaming Function Permit applications (permit) that involve cash poker, including applications that seek approval for both cash poker and tournament poker as part of the same gaming function.

Proposed Gaming Function Event Details

Name of Community Organisation (Permit Holder)	
Name of Nominee Permit Holder	
Nominee Permit Holder's Relationship to Community Organisation	
Date of Gaming Function Event(s)	
Venue(s)	
Details of any parties engaged under a service agreement (Service Providers) to assist with the conduct of the gaming function or supply of instruments of gaming	

Acknowledgement

I confirm that this Community Poker Risk Plan has been prepared on behalf of the permit-holding Community Organisation and agree to conduct the gaming function in accordance with the Community Poker Risk Plan as described.

I acknowledge my understanding that the engagement of a Service Provider/s does not limit or transfer any of the permit holder's obligations to conduct the gaming function in accordance with this Community Poker Risk Plan.

I acknowledge that failure to implement the Community Poker Risk Plan may result in compliance or enforcement action and may affect future permit applications.

Signature of Permit Holder (Nominee)

____ / ____ / ____
Date

Full Name of Permit Holder (Nominee)

Outcome Based Requirement

The risks that a Community Poker Risk Plan must address are outlined in Table 1 of this document.

The related risk control requirements are outlined in Table 2.

Permit holders are responsible for determining, documenting and implementing all procedures that will be used to address the identified risks of the proposed gaming function, having regard to the scale and complexity of the gaming function being proposed.

Further information is available in the [Community Poker Risk Plan – Guidance Document](#)

Table 1 – Identified Risks

Risk Description	Risk Summary
Insufficient player identification and transaction recording	A lack of player identification and transaction recording limits the ability to monitor individual gambling activity, identify behaviours indicative of gambling harm, detect potential financial crime risks, and reconcile event proceeds.
Credit betting	EFTPOS, bank transfer and PayID payments without verification can enable gambling on credit (via credit card or buy now pay later) and chips being issued before funds clear.
Gambling Harm	The recording of player gaming behaviour (start and finish times, buy-ins and cash-outs) can highlight behaviour or activity which indicates gambling harm.
Storage of player funds outside of gaming function events	Informal player accounts maintained by the Permit Holder, Service Providers assisting in the conduct or operation of the function, or players holding chips for later use, can allow money to be kept outside regulated financial systems.
Record accuracy and authenticity	Inaccurate transaction and financial records limit the ability to accurately audit a gaming function. Clear and accurate records help demonstrate funds collected during a gaming function event are used for their intended purpose and not for private gain or commercial undertaking.

Table 2 – Risk Plan Requirements

Risk Control	Procedural Requirements
Player records	Procedures for maintaining records of each player, including: • Full name and date of birth • Arrival and departure time • Type of identification sighted
Transaction records	Procedures for maintaining records of all transactions, including: • Player name • Transaction time • Transaction amount • Payment channel (cash, EFTPOS, PayID etc)
Chip accounting	Procedures for maintaining records of chip balances, including: • Records of chip float at the start of play and at the close of play • Chips provided (buy in) • Chips received (cash out) • Discrepancies identified
Service provider records (if applicable)	Procedures for maintaining records related to engagement of service providers, including: • A dated, itemised quote, which demonstrates all potential costs to be charged to the Permit Holder by the Service Provider, obtained prior to submitting permit application. • A dated, itemised invoice, which accounts for all costs charged for the purpose of providing equipment, services, or otherwise assisting in operating the gaming function, as well as any costs associated with the hire of premises for gaming. • A record clearly accounting for any variation between the quoted amount, and the final invoice amount.
Funds management	Procedures for maintaining records related to management of funds, including: • Details of fund balances at the conclusion of the function, including a breakdown of cash on hand and electronic funds. • The details of any account to which these funds are deposited or credited, and any associated transfers, for example to other accounts controlled by the permit holder. • Details of any player gratuities (food, drink, or other complimentary items or services), and a record of how such player gratuities were funded.

Risk Management Procedures

Describe the procedures that will be implemented to manage the risks associated with the conduct of the proposed gaming function

Player records	Procedures for maintaining records of each player, including: • Full name and date of birth • Arrival and departure time • Type of identification sighted

Transaction records	Procedures for maintain records of all player transactions, including: • Player name • Transaction time • Transaction amount • Payment channel (cash, EFTPOS, PayID etc)

Chip accounting	Procedures for maintaining records of chip balances, including: • Records of chip float at the start of play and at the close of play • Chips provided (buy in) • Chips received (cash out) • Discrepancies identified

Service provider records (if applicable) <i>Note: Not required if no service provider engaged</i>	Procedures for maintaining records related to engagement of service providers, including: • A dated, itemised quote, which demonstrates all potential costs to be charged to the Permit Holder by the Service Provider, obtained prior to submitting permit application. • A dated, itemised invoice, which accounts for all costs charged for the purpose of providing equipment, services, or otherwise assisting in operating the gaming function, as well as any costs associated with the hire of premises for gaming. • A record clearly accounting for any variation between the quoted amount, and the final invoice amount.

Funds management	Procedures for maintaining records related to management of funds, including: • Details of fund balances at the conclusion of the function, including a breakdown of cash on hand and electronic funds. • The details of any account to which these funds are deposited or credited, and any associated transfers, for example to other accounts controlled by the permit holder. • Details of any player gratuities (food, drink, or other complimentary items or services), and a record of how such player gratuities were funded.