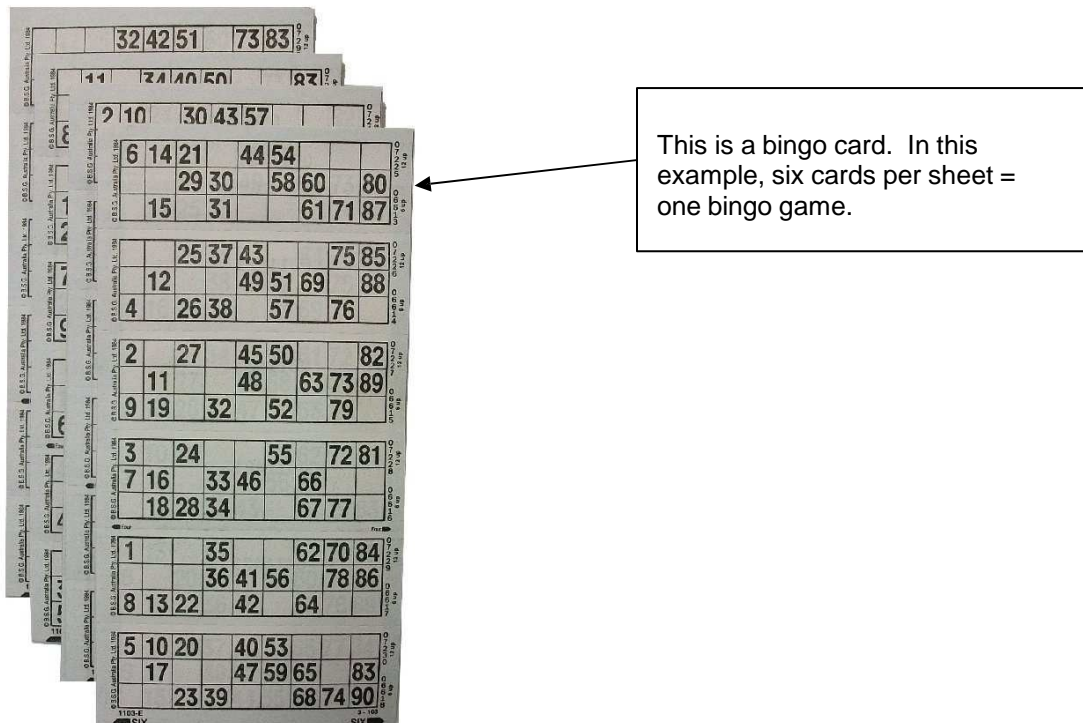


BINGO INFORMATION  
AND GUIDE  
FOR PERMIT HOLDERS

The information provided herein is intended as an information guide only and is not a substitute for prescribed permit conditions or other legal requirements. The information is accurate at time of publication, however permit conditions and legislation are subject to change. In all cases it is the Permit Holder and beneficiary organisation's responsibility to ensure compliance with permit conditions and other relevant applicable legislation.

## What is Bingo?

Bingo is a numbers game not unlike keno. Players use books containing cards for up to 32 games and each card has 15 numbers. Up to 90 numbers are called out by a caller using either a random number generator or a manual ball drawing device. The first player to have the 15 numbers called (known as full house) wins the major prize. If there is more than one winner, the prize money is divided equally. On occasions, split games may be played where minor prizes are awarded for the first player who completes a pre-determined sequence of lines such as a pattern around the outside (known as “racetrack”). See example of bingo cards below.



Bingo cards known as “flyers” are sometimes used. Generally, the flyer sheet contains 6 cards and is played as one game. In WA, a maximum of 2 flyer games per bingo session is permitted and these count towards the limit of 32 games allowed to be played.

## Legislation

With regard to the conduct of bingo in Western Australia, relevant state legislation is:

- Gaming and Wagering Commission Act 1987
- Gaming and Wagering Commission Regulations 1988

## Legislative Requirements - Permits

Where bingo is played for money or money's worth (eg for prizes), a permit is required and may be applied for via the Dept of Local Government, Sport and Cultural Industries. Under the Gaming and Wagering Commission Act 1987, permits may be approved for charities, community groups and other approved organisations to raise funds for approved uses.

An application fee is payable and permits may be approved for either a single event, or for a period of 6 months. Permits will not be approved for fund raising considered to be for purposes of private gain or commercial undertaking as Section 95 of the Act prohibits it. Proceeds raised from bingo may only be used for the purposes applied for and on which basis the permit was granted.

### **Senior Citizens Organisations**

**A permit is required** and may be approved for **up to 12 months**. However, **no fees are payable**. The Gaming and Wagering Commission Regulations 1988 stipulate that where bingo is conducted by, on behalf of, and at a club the members of which are **wholly or mainly senior citizens or pensioners**, and the persons participating in the play are members or the guests of members, no fee or other charge is payable. Senior citizens organisations are not required to submit a financial return as no surcharge is payable.

Every bingo permit has conditions attached. An example of a typical permit is shown at page 8 of this guide. The conditions specify the minimum standards required for record keeping, controls and various aspects relevant to conduct of the permit. There are significant penalties that may be applied for failing to comply with permit conditions.

### **Role of Permit Holder**

While a permit is issued to an *organisation*, the Act requires that an individual, appointed by and on behalf of that organisation, is primarily responsible for the conduct of the bingo permit. The Permit Holder is responsible for ensuring that the bingo is run in accordance with all legislative requirements and permit conditions. The Permit Holder is not permitted to play bingo at the sessions run on behalf of his/her organisation for which they hold the permit.

The following is a summary of some of the main requirements contained within the legislation. However, it is important that the Permit Holder read and understand the Permit and conditions together with the Rules of Bingo. (DLGSC provides a copy of the Rules when a new permit is issued.)

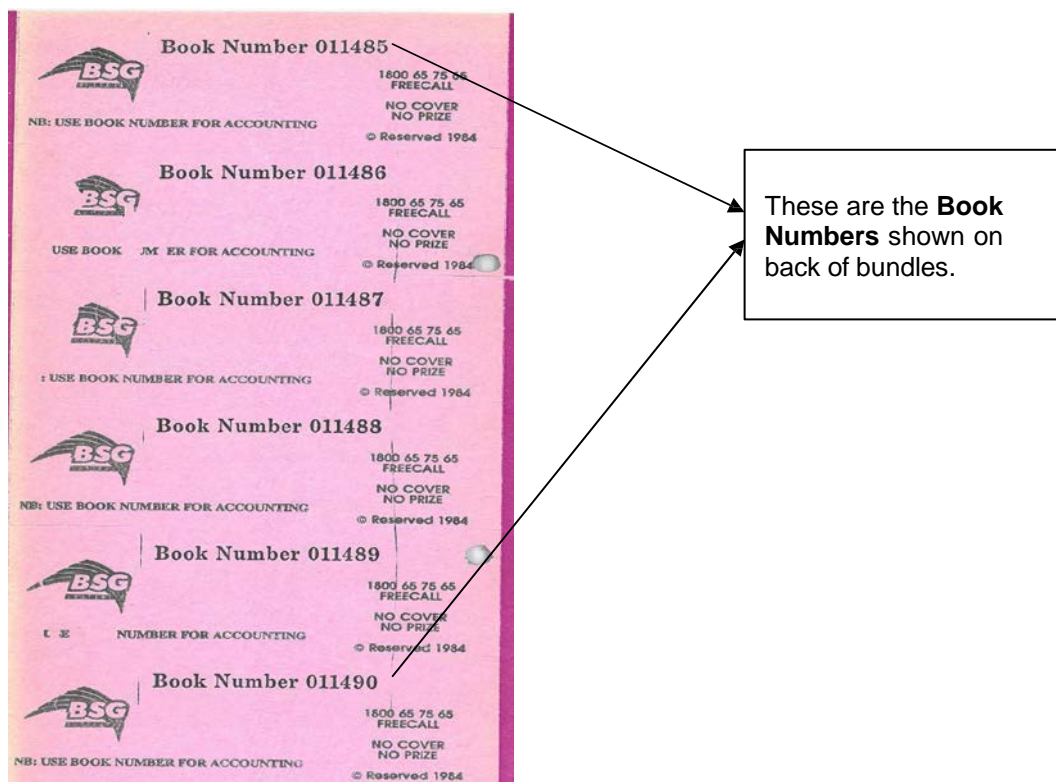
## Bingo Sessions

- Only **1 bingo session per week** may be played by the organisation holding the permit (unless otherwise provided in the permit).
- Bingo **can only be played on the dates and times** authorised and specified in the Permit.
- **Premises** where bingo is conducted **must be approved** by the Gaming & Wagering Commission. An application fee is payable and premises may be approved for either a single date or for a period of 5 years.
- **High Rollers** - The requirement to purchase a minimum number of books for entry to a session of bingo is permitted but such games are limited to **one session per month per premise**.
- **No charge shall be made** for admission to a bingo session.
- Purchase of raffle tickets shall not be a prerequisite to participate in the bingo.
- A session of bingo shall be for a period of **not more than 3 hours** or in which **32 games** are played, whichever is the shorter.
- **Each session of bingo shall be controlled by the Permit Holder** or a person appointed by the Permit Holder from a list of persons whom the Permit Holder has had authorized by the Gaming and Wagering Commission. At least 2 other persons appointed by the organization shall assist.
- **Spotters** - where a session has more than 100 participants, at least **2 spotters** must be provided and those spotters are **not permitted to play bingo**.
- **Prizes** - the caller must announce the prizes for each game before the commencement of the game. Prize values cannot be advertised prior to a bingo session. Refer to permit conditions for prize limits.
- **Serial Numbers** – all **cards used** in any one game **must have the same serial number** and that number **must be announced** to players before the commencement of each game ( eg playing blue card, Serial No. xxxxx )
- The **permit must be displayed** in a prominent location on the premises.

- **Rules** – a copy of the Rules of Bingo must be displayed in 3 locations - at the **entrance** to the premises, in **close proximity to the players**, and in **close proximity to the caller**.

### Accountability of Bingo Books and Flyers

- All **bingo books and flyers must be accounted for**. It is important to remember that they have a cash value and should be treated with the same standard of security.
- A record must be kept of **how many bingo books and flyers are on hand** at the **beginning** and **conclusion** of each bingo session. To assist in this regard, book numbers can be found on the back of each book. See example below. It is suggested you institute a system and consistently follow the same method each week, such as - use the lowest bundle first, put out the same number of books and flyers (if used) each session.



- The **serial numbers of books and flyers on hand must also be recorded**. Serial Numbers can be found on the reverse of each bingo card and should also be listed on your purchasing invoice/receipt. (If 30 games per book purchased for example, the serial numbers may be 915301 – 915330).



- Financial Returns must be submitted to DLGSC **within 7days of the end of the month** during which sessions of bingo were conducted.
- If a session is not held a **nil return** is required.
- For a one off permit, Financial Returns must be submitted within 7 days of the conclusion of the bingo session.
- Senior citizens organisations are not required to submit a Financial Return as no surcharge is payable.
- A surcharge of 1% of Gross *Bingo* Proceeds is payable to the Commission and a cheque for this amount must accompany the Return when submitted.

## **Documents**

Attached on the following pages are:

Pages 8-11 An example of a standard type of Bingo Permit that would be issued for a 6 month period;

Pages 12-13 A sample Bingo Financial Return;

Page 14 How to Complete a Bingo Financial Return guide;

Pages 15-17 Rules of Bingo as current at the time of publication



## GAMING AND WAGERING COMMISSION ACT 1987

(Section 95)

### PERMIT TO CONDUCT BINGO

**Holder:**

IM Foreman  
76 Totters Lane  
PERTH WA 6000

**Permit No:** BI006060

Pursuant to the Gaming and Wagering Commission Act 1987 ("the Act"), the Gaming and Wagering Commission grants a permit to conduct Bingo to Perth Golf Club Inc, subject to the conditions listed below:

**Premises**

Perth Golf Club  
1 St Georges Terrace PERTH WA  
6000

**Conditions**

1. Valid from 29 June 2017. (Also refer to the list of approved events/session dates and times on the last page of this permit.)
2. Persons paid for assisting in the conduct of bingo must hold a valid gaming operator's certificate.
3. A financial return to be lodged within 7 days of the end of each calendar month (form enclosed for first return).
4. If the permit is conducted on premises licensed under the Liquor Control Act 1988 or by a person who holds a licence or permit under that Act, any restrictions or conditions applying to the Liquor Licence or permit on that premises shall apply.
5. Each bingo session shall be controlled by the permit holder, or a member of the organisation to which the permit has been issued, nominated by the permit holder. The permit holder is not permitted to participate in the playing of bingo. The person in control of the session shall determine any disputes.
6. A session of bingo shall not exceed a period —
  - (a) of three hours; or
  - (b) thirty two (32) games - whichever is the shorter
7. No charge shall be made for admission to any bingo session other than for the cost of cards.
  - (a) the price of a card shall not be more than 30 cents
  - (b) the price of a Flyer Sheet shall not exceed \$3.00.
8. The total of all prizes paid for each session of bingo shall be calculated on the bingo gross receipts for the session in accordance with the following table.

Gross Receipts	Total of Prizes (Gross Proceeds)
----------------	----------------------------------



\$5 000 and under	Up to 100%
\$5 001 and over	55% - 65%

9. Goods may be given as prizes subject to:
  - (a) The aggregate value of the prize goods for the game is not to exceed \$1,000;
  - (b) a player who is awarded prize goods must be offered money to the value of the goods as an alternative prize and may choose to take the money or the prize; and
  - (c) where there is more than one winner in relation to a prize that consists of, or includes goods, and it is not possible to share the goods equally among all winners, then money to the value of the goods must be shared equally among all the winners in that game.
10. Unless prior approval is obtained from the Gaming and Wagering Commission in writing, expenses shall not exceed 20% of the gross receipts. [For the purpose of this condition, receipts from bingo and from any lottery/raffle conducted under section 103 (other than a standard lottery or a trade promotion lottery) and any continuing lottery (hand held break open tickets) are included in the calculation of gross receipts.]
11. All cards used in any one game of bingo shall bear the same serial number, and that number shall be announced, by the caller, to all players immediately before the commencement of each game.
12. Immediately prior to the commencement of each game the caller shall announce the value of the prize to be awarded for that game.
13. No prize shall be awarded to any player, unless all the relevant numbers in respect of the prize to be awarded, on the face of the card held by such player, have been properly called.
14. The prize or prizes for each game shall be paid as soon as is reasonably possible after the conclusion of the game to which the prize or prizes relate. In the event of more than one winner in any one game, the prize money must be shared equally between such winners.
15. A Jackpot prize can be offered from EITHER receipts from that session of bingo, or from other funds. The prize cannot be offered from a combination of other funds and receipts from that session of bingo.  
A jackpot prize may be offered up to a maximum value of \$3 000 dollars. If the jackpot is provided from funds other than the receipts from that session of bingo it shall not be included in the total of prizes for that session, or the total value of incentives, or the calculation of expenses. If the funds are provided from the receipts of the session they should be included.
16. The permit holder shall keep, or cause to be kept, an accurate record of the bingo gross receipts, the amount of prizes awarded, and obtain and keep for a period of twelve (12) months after the expiration of the permit receipts or other proof of payment made for all expenses relating to the conduct of each session of bingo.
17. The permit holder shall furnish the Gaming and Wagering Commission with all such information (including copies of documents) relating to the subject of the permit including but not limited to information relating to the disbursement of moneys (particularly the purpose or purposes to which they were applied) constituting the gross receipts from the gaming or lottery the subject of the permit as the Gaming and Wagering Commission may from time to time require.
18. No other game of chance shall be conducted, or permitted to be conducted, on the same premises used for the conduct of any session of bingo, other than a continuing

lottery, a lottery deemed to be permitted under section 103 of the Act, a standard lottery and a trade promotion lottery.

19. A minimum of two "spotters", who shall not be permitted to play, shall be provided where a session has more than 100 players
20. At the conclusion of each game of bingo, winning card(s) numbers shall be called back and shall be checked with the drawn numbers by two unsuccessful players in such game. The unsuccessful players shall not be the same people for each call back of numbers.
21. The permit holder shall within 7 days of the end of each month furnish a financial return in accordance with the regulations together with the 1% surcharge to the Gaming and Wagering Commission.
22. The permit holder shall keep copies of all "Bingo Financial Returns" for a period of twelve (12) months.
23. No person shall prior to any session of bingo announce, or cause to be announced, advertise, or cause to be advertised the value of any prize, projected value, estimated value or potential value of a prize at that session.
24. These conditions shall be displayed in the following locations on the premises:
  - a) in close proximity to the caller.
  - b) in close proximity to the players.
  - c) in close proximity to the entrance of the premises.
25. The permit shall be displayed in a prominent location on the premises.

**Approved playing events/sessions:**

- 04 July 2017 from 19:30 to 22:30
- 11 July 2017 from 19:30 to 22:30
- 18 July 2017 from 19:30 to 22:30
- 25 July 2017 from 19:30 to 22:30
- 01 August 2017 from 19:30 to 22:30
- 08 August 2017 from 19:30 to 22:30
- 15 August 2017 from 19:30 to 22:30
- 22 August 2017 from 19:30 to 22:30
- 29 August 2017 from 19:30 to 22:30
- 05 September 2017 from 19:30 to 22:30
- 12 September 2017 from 19:30 to 22:30
- 19 September 2017 from 19:30 to 22:30
- 26 September 2017 from 19:30 to 22:30
- 03 October 2017 from 19:30 to 22:30
- 10 October 2017 from 19:30 to 22:30
- 17 October 2017 from 19:30 to 22:30
- 24 October 2017 from 19:30 to 22:30
- 31 October 2017 from 19:30 to 22:30

07 November 2017 from 19:30 to 22:30  
14 November 2017 from 19:30 to 22:30  
21 November 2017 from 19:30 to 22:30  
28 November 2017 from 19:30 to 22:30  
05 December 2017 from 19:30 to 22:30  
12 December 2017 from 19:30 to 22:30  
19 December 2017 from 19:30 to 22:30  
26 December 2017 from 19:30 to 22:30

**Further Condition/s and Special Notes:**

**WARNING**  
**FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN A  
PENALTY OF A FINE UP TO \$2,500 AND/OR SIX MONTHS IMPRISONMENT.**



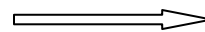
Nicola Perry  
DIRECTOR LICENSING AND INDUSTRY SERVICES

## BINGO FINANCIAL RETURN

### GAMING AND WAGERING COMMISSION ACT 1987

PERTH GOLF CLUB

ACTIVITY:  
PERMIT NO: Bl.....  
ISSUE:



This system generated information is linked to DLGSC computer records.

Month ending: 31/01/2017

		Week 1	Week 2	Week 3	Week 4	Week 5
Playing Date:						
1	Total Books for Sale	#				
2	(a) Books Sold	#				
	(b) Half Time Sales	#				
3	(a) Free Books	#				
	(b) Unsaleable	#				
4	Balance of Books ( 1 - 2(a) - 2(b) - 3(a) - 3(b) )	#				
5	Total Value of Books Sold ( 2(a) + 2(b) )	\$				
6	Value of Flyers	\$				
7	<b>GROSS BINGO PROCEEDS ( 5 + 6 )</b>	\$				
8	Less Surcharge ( 1% of 7 )	\$				
9	Less Value of Prizes					
	(a) Value of Prizes for Full House and Splits	\$				
	(b) Jackpot Contribution from Bingo Proceeds for Session	\$				
	<b>TOTAL ( Total of 9(a) &amp; 9(b) )</b>	\$				
	(c) <b>Total Jackpot Carryover from Previous Sessions</b>	\$				
10	Gross Bingo Profit ( 7 - 8 - 9 )	\$				
11	Less Other Expenses					
	(a) Hire of Hall	\$				
	(b) Wages	\$				
	(c) Cost of Books ( (2(a)+2(b)+3(a)+3(b)) x Cost of Book )	\$				
	(d) Buses	\$				
	(e) Value of Incentives	\$				
	(f) Other (please specify)	\$				
	<b>TOTAL ( Total of 11(a),(b),(c),(d),(e),(f) )</b>	\$				
12	Net Bingo Profit ( 10 - 11 )	\$				
13	Total Gross Proceeds					
	(a) Raffle Gross Proceeds	\$				
	(b) Cont/Lott Gross Proceeds	\$				
	(c) Bingo Gross Proceeds ( Amount as at item 7 )	\$				
	<b>TOTAL ( Total of 13(a),(b),(c) )</b>	\$				
14	Jackpot Prizes from funds Other than Bingo Proceeds					
	(a) <b>Jackpot Contribution from other funds for Session</b>	\$				
	(b) <b>Total Jackpot Carryover from Previous Sessions</b>	\$				

APPLICANT: MRS J SMITH

ACTIVITY:  
PERMIT NO: Bl.....  
ISSUE:

BINGO BOOKS AND FLYER Totals for this month ending \_\_\_\_\_

BINGO BOOKS			FLYERS		
SERIAL NUMBERS FROM TO		NUMBER OF BOOKS	SERIAL NUMBERS FROM TO		NUMBER OF BOOKS
15. Books carried forward previous month			15. Flyers carried forward previous month		
16. Books added to stock during the month.			16. Flyers added to stock during the month		
17. Books used during the month			17. Flyers used during the month		
18. Non-Saleable books for the month			18. Non-Saleable flyers for the month		
19. Books carried forward to following month			19. Flyers carried forward to following month		

20. Total Surcharge Payable \$ \_\_\_\_\_

This return is required to be lodged by the 7<sup>th</sup> of the following month along with a cheque payable to the "Gaming and Wagering Commission" for the surcharge as at item 20.

**BANKING DECLARATION**

We the undersigned do solemnly declare that for the Month ending \_\_\_\_\_:

- 1 In relation to Net Bingo Proceeds for each session the sum of \$ \_\_\_\_\_ ;  
(Bingo Proceeds, less prizes and cash expenses paid at the session = BANKING)
  - 2 In relation to Continuing Lotteries the sum of \$ \_\_\_\_\_ ; and
  - 3 In relation to raffles the sum of \$ \_\_\_\_\_ ,
- has been deposited to the account of the [[applicant\_name]] held with the  
(Name and Branch of Financial Institution) \_\_\_\_\_

Signed \_\_\_\_\_  
(Permit Holder)

\_\_\_\_\_  
( Alternative Office Bearer )

## HOW TO COMPLETE A BINGO FINANCIAL RETURN

**This is a guide to completing your bingo financial return. If you have any difficulties please telephone (08) 6551 4888 to speak with a Customer Service Officer.**

- 1 Refers to the total number of books you have for sale in that bingo game.
- 2 (a) Refers to the number of bingo books you sold in that bingo game.  
(b) Refers to any books sold in the second half of the bingo game. (Many Organisations do not have half time sales). (If you do not sell books at half time leave this space blank).
- 3 (a) Refers to the number of books given away to people for no charge. (Free books should only be given to the people who volunteer their time to help with the bingo night).  
(b) Refers to damaged books. This also refers to any books that are left over from a series that has been sold out. Often there are some books left over and it is easier to make them un-saleable rather than carry them over from week to week.
- 4 Refers to the books left over after subtracting the totals of Items 2(a), 2(b), 3(a), and 3(b) from the figure shown at Item 1.
- 5 Refers to the total amount of money raised by the sale of books at the game.
- 6 Refers to the amount of money raised by the sale of "flyer sheets".
- 7 Refers to the amount of money raised from the sale of bingo books and "flyers". (Add Items 5 and 6 together to give you the total bingo proceeds.)
- 8 Refers to the 1% surcharge that is payable to the Gaming and Wagering Commission. This is calculated as a percentage of the figure shown at Item 7. If the amount shown at Item 7 is \$150.00 and the surcharge payable is 1% the amount shown at Item 8 would be \$1.50.
- 9 (a) Refers to the monetary total of the bingo prizes (full house and splits) paid out for that bingo session including "flyer" prize.  
(b) Refers to the monetary value of any jackpot prize offered from the receipts for **that session of bingo**. (If the jackpot prize is offered from funds other than the receipts from that session of bingo it should not be included here – it should be included at point 14).  
**TOTAL = (Total of 9(a) + 9 (b)).**
- (c) **Jackpot Carry-Over.** Refers to the total accumulated jackpot contributions carried forward from previous bingo sessions. If there is no carry-over please write 'Nil'.

**JACKPOT PRIZE: Please Note: A Jackpot prize can be offered from EITHER receipts from that session of bingo, or from other funds. The prize cannot be offered from a combination of OTHER funds and RECEIPTS from that session of bingo.**

On the day the Jackpot is paid out the amount must be equal to the Jackpot Carry-Over of the previous sessions (9(c)) plus the contribution towards the Jackpot of that day (9(b)). The payout should not exceed \$3 000 dollars. If at any time the maximum of \$3 000 dollars for the Jackpot is reached no further contribution towards the Jackpot can be made until it is won.

- 10 Gross Bingo Profit (Item 7 minus the total of item 8 and item 9)
- 11 **Less Other Expenses.**  
Refers to expenses incurred for (a) (b) (c) (d) (e) (f) (Total of 11 = (a),(b),(c),(d),(e),(f))
- 12 Net Bingo Profit Item 10 minus the **total** at item (11).
- 13 Total Gross Proceeds = (a) + (b) + (c)  
(a) Raffle Gross Proceeds  
(b) Continuing Lottery Gross Proceeds  
(c) Bingo Gross Proceeds (Amount as at item 7)  
Total of 13 is (a) + (b) + (c).

## **RULES FOR THE CONDUCT OF BINGO**

(Legislative reference – Gaming and Wagering Commission Regulations 1988, Schedule 4, Part 1)

### **1. Children excluded**

Children under 12 years of age are not permitted to play bingo.

### **2. Spotters excluded**

Spotters for the session are not permitted to play bingo at that session.

### **3. Checking players**

An unsuccessful player may only take part in the call back of a game once in each session.

### **4. Bingo cards**

- (1) Every bingo card must have 15 numbers printed on it.
- (2) All cards used in any one game must bear the same serial number, and that number must be announced to players immediately before the commencement of each game.

### **5. Playing of split games permitted**

- (1) A split game, involving a specified pattern or range of numbers, may be played during a game of bingo.
- (2) Where a split game is to be played during a game of bingo the permit holder must cause the type of split game or games that are to be played to be announced before the commencement of the game.
- (3) Where no split game is to be played during a game of bingo, the permit holder will cause this to be announced before the commencement of the game.
- (4) Interim prizes will be awarded to players winning split games in accordance with rule 5A(2)(a).

### **5A. Award of prizes**

- (1) For the purposes of this rule a number is properly called when the person calling the number has announced both the number displayed to him or her and any colloquial expression for that number (e.g. for number 22 — “2 little ducks, 22”).
- (2) A prize for a winning split or a full house will not be awarded to a player unless —
  - (a) in the case of a player calling a winning split, the last number properly called forms part of the winning split; and
  - (b) in the case of a player calling a full house, the last number properly called is on the player’s card.

### 5B. Conclusion of game of bingo

- (1) A game of bingo concludes when a player is awarded a prize for obtaining a full house.
- (2) Where —
  - (a) a split game is being played during a game of bingo; and
  - (b) a player obtains a full house before any player obtains a winning split,
 the player obtaining the full house will receive any unclaimed prize in respect of the split game in addition to the prize awarded for the full house.

### 6. Prohibitions

Except where the gaming permit authorises it —

- (a) the price of a card —
  - (i) where the card is a separate “flyer” card, shall not exceed 50 cents; or
  - (ii) shall not exceed 30 cents;
- (b) there shall be no more than 2 games using “flyer” cards per session;
- (c) there may be one game in which both a standard prize and a prize contingent on the number of calls made prior to a winning card being announced (**snowball** prize) may be offered, and the “snowball” prize shall —
  - (i) if not won, be offered in the next session without increasing in value; and
  - (ii) be included in the calculation of the value of the total prizes paid for each session at which it is offered;
 and
- (d) a prize —
  - (i) may accumulate; and
  - (ii) may form part of a jackpot based on accumulated prize money, but the total value of the accumulated prize or jackpot shall not exceed \$3 000.

### 7. Prizes to be announced

- (1) The permit holder will cause the value of the prizes for each game to be announced before the commencement of the game.
- (2) If the prizes for a game consist of, or include, something else having a value other than money (**prize goods**), the aggregate value of the prize goods for the game shall not exceed \$1 000.
- (3) A player who is awarded prize goods will be offered money to the value of the prize goods as an alternative prize in place of the prize goods and may choose to receive either the prize goods or the money.



**8. Prize shared if more than one winner**

- (1) Where there is more than one winning card the prize money will be shared equally among all the winners.
- (2) Where —
  - (a) there is more than one winning card in relation to a prize that consists of, or includes, something else having a value other than money (**prize goods**); and
  - (b) it is not possible or practicable to share the prize goods equally among all the winners,

money to the value of the prize goods will be shared equally among all the winners in place of the prize goods.

*[Rule 8 amended in Gazette 16 May 1997 p. 2394.]*

**9. Prizes paid as soon as practicable**

Prizes awarded for each game of bingo will be paid as soon as practicable after the conclusion of that game.

**10. Player who makes incorrect call allowed to continue play**

A player who incorrectly calls a winning split or a full house in a game is allowed to continue to play in that game.

**11. Late calls by players permitted**

A call by a player indicating a winning split or full house in a game will be accepted if it is made by the player at any time prior to the conclusion of the calling back of the numbers for that split game or game (as the case may be).

**12. Calls must be acknowledged**

A call by a player indicating a winning split or full house is not a valid call unless the call is acknowledged by the person calling the numbers or by a spotter.