

Welcome to the Venue Manual

This online resource is designed to assist gaming venue operators meet their regulatory and compliance obligations. It is important that you read the Terms and Conditions before accessing the Venue Manual.

While the Venue Manual is published online, there is an option to download and print the entire manual, or relevant sections, for use within a gaming venue. To download and print the entire manual, select the 'PDF' button on the right hand side of this page. To download individual sections or sub-sections, select the same button on the relevant page.

Please note that information in this manual is being continuously reviewed and updated as changes to the regulatory environment occur. When using a printed copy of the Venue Manual, you should check that it is the latest version from this website.

Terms and conditions

The Venue Manual is intended for gaming venue operators and gaming industry employees only.

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Accounting and Auditing

Accounting and Auditing

This section contains the current Accounting and Auditing Venue Requirements for all venue operators as well as some guidance in relation to gaming machine jackpot monitoring.

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This manual avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. The Victorian Gambling and Casino Control Commission (VGCCC) does not accept or undertake any duty of care relating to any part of this manual.

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Accounting and Auditing Venue Requirements

[The Accounting and Auditing Venue Requirements](#) (PDF: 695KB) have been approved by the Victorian Gambling and Casino Control Commission (the Commission) under section 10.1.5C of the Gambling Regulation Act 2003 (the Act).

Venue operators are reminded that there are a number of obligations contained in the Accounting and Auditing Venue Requirements that they must be familiar with. For example, the requirements around CCTV coverage of the gaming machine area, and the need to keep footage for the minimum specified time of 28 days is a very important obligation. See section 4.2.

The Commission will conduct regular financial and operational reviews of gaming venue operations to ensure adherence to the accounting and auditing venue requirements in force at the time, and disciplinary action may be taken against a venue operator for non-compliance.

[Cashless Gaming Operational Guidelines](#) (PDF: 360KB) are now available for venue operators that wish to introduce Ticket-In Ticket-Out (TITO) or card-based cashless gaming, once available, in their venues..

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Jackpot Monitoring Fact Sheet

Recent amendments to the Accounting and Auditing Venue Requirements (the requirements) determined by the Victorian Gambling and Casino Control Commission (VGCCC) provided for key controls associated with the management of jackpots at a gaming venue.

The VGCCC has responded to many questions from key industry stakeholders regarding adherence to the amendments, and in response has released this [Jackpot Monitoring Fact Sheet](#) to assist in clarifying the requirements in relation to jackpot management.

It is venue operator's responsibility to review and adhere to the Accounting and Auditing Venue requirements to ensure regulatory compliance. It is hoped that the documents noted above will support venue operators in understanding their obligations.