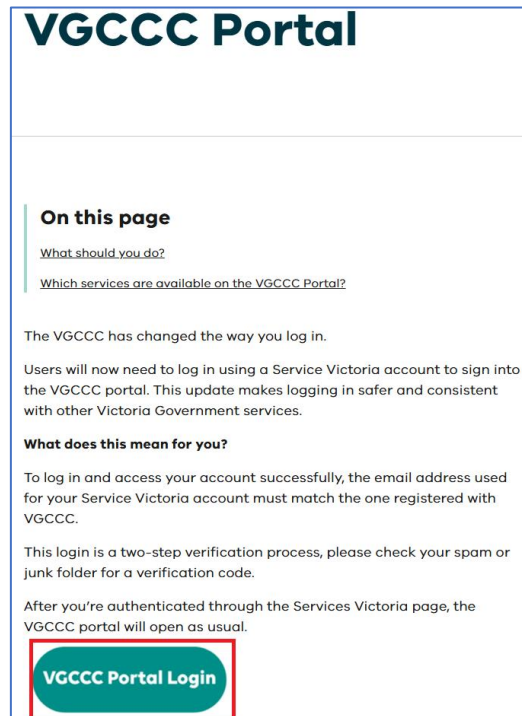


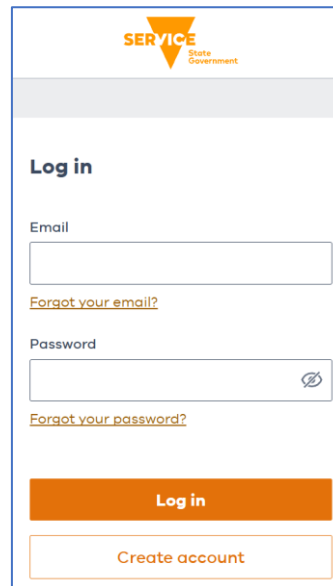
# CBS Lodgement webpage instructions

1. Access the [VGCCC Portal Login](#) page and click the ' **VGCCC Portal Login**' button.

A screenshot of the VGCCC Portal webpage. The page has a white background with a blue border. At the top, the text 'VGCCC Portal' is displayed in a large, bold, black font. Below this, there is a section titled 'On this page' with a vertical teal bar to its left. Underneath, there are two links: 'What should you do?' and 'Which services are available on the VGCCC Portal?'. The main body of text explains that the VGCCC has changed its login process, requiring users to use a Service Victoria account. It provides instructions on what this means for users, including the need for a matching email address and a two-step verification process. At the bottom of the page, there is a teal button with the text 'VGCCC Portal Login' in white, which is highlighted with a red rectangular box.

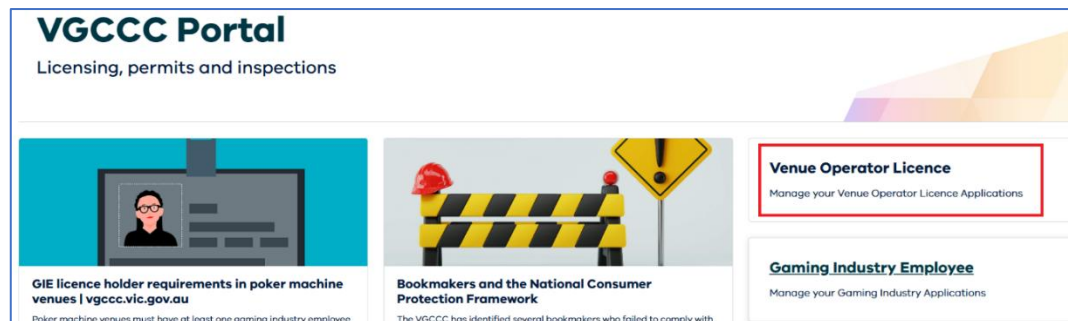
2. This takes you to the **Service Victoria** login page. Enter the **Email** and **Password**.

\*If this is your first time accessing the VGCCC Portal via Service Victoria, you need an account with the email address you registered with the VGCCC. Please email [Gambling.Audit@vgccc.vic.gov.au](mailto:Gambling.Audit@vgccc.vic.gov.au) if you have any login issues.



The image shows the Service Victoria login page. At the top is the Service Victoria logo with 'State Government' underneath. Below the logo is a 'Log in' heading. There are two input fields: 'Email' and 'Password'. Below the 'Email' field is a link for 'Forgot your email?'. Below the 'Password' field is a link for 'Forgot your password?'. At the bottom of the form are two buttons: 'Log in' (orange) and 'Create account' (white with orange border).

3. Once you successfully log in and see the screen below, click '**Venue Operator Licence**'.



The image shows the VGCCC Portal dashboard. The header reads 'VGCCC Portal' and 'Licensing, permits and inspections'. Below the header are three main sections:

- GIE licence holder requirements in poker machine venues | vgccc.vic.gov.au**  
Poker machine venues must have at least one gaming industry employee
- Bookmakers and the National Consumer Protection Framework**  
The VGCCC has identified several bookmakers who failed to comply with
- Venue Operator Licence**  
Manage your Venue Operator Licence Applications

Below the Venue Operator Licence section is another section:

- Gaming Industry Employee**  
Manage your Gaming Industry Applications

4. Scroll down until you find 'Community Benefit Statement'. Then, click the 'Complete Request' button.

**PDF Forms Upload**  
Please upload the additional forms in PDF format, as they are not available as digital forms.  
**Complete Request**

**Entitlement**  
Manage entitlements related applications  
**Navigate to page**

**Community Benefit Statement**  
Submit your Community Benefit Statement  
**Complete Request**

5. Click the Regulatory Occurrence Name with **Draft** status under CBS Application.

\*If you have multiple club venues under your licence, you will see a draft record for each venue and need to lodge a CBS for each of them.

## Community Benefit Statement

Submit your Community Benefit Statement

My Community Benefit Statement

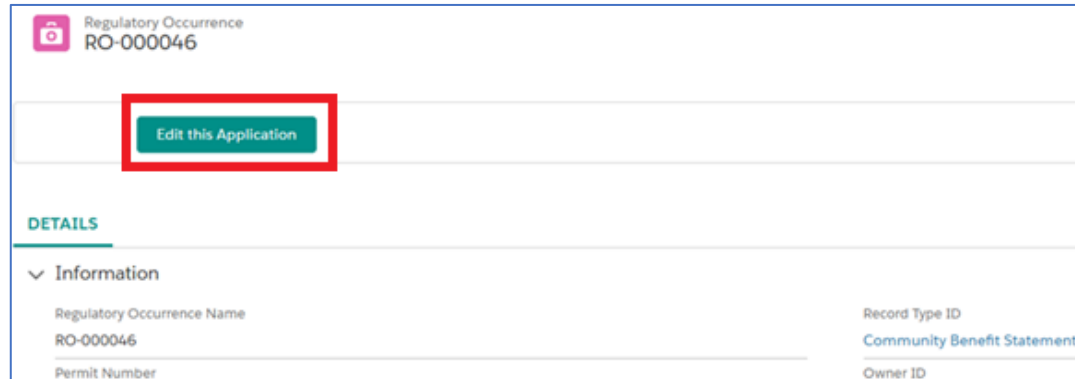
COMMUNITY BENEFIT STATEMENT APPLICATIONS

Regulatory Occurrence Name	Premise	Status	Due Date
RO-00046	Venue Name	Draft	30/9/2026
RO-00048	Venue Name	Submitted	30/9/2026

View All

**On this page:**  
Community Benefit Statement  
My Community Benefit Statement

6. Click **'Edit this Application'** after checking the information under Details.



Regulatory Occurrence  
RO-000046

[Edit this Application](#)

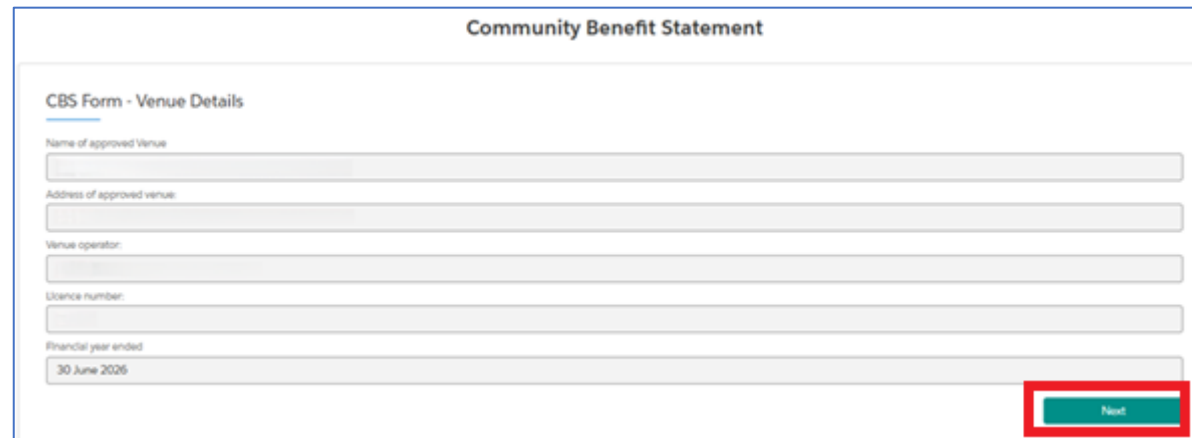
**DETAILS**

Information

Regulatory Occurrence Name	Record Type ID
RO-000046	Community Benefit Statement
Permit Number	Owner ID

7. Click the **Next** button at the bottom of the page after reading through the important information about CBS.

8. Click the **Next** button after checking the CBS Form - Venue Details.



**Community Benefit Statement**

**CBS Form - Venue Details**

Name of approved Venue

Address of approved venue

Venue operator:

Licence number:

Financial year ended  
30 June 2026

[Next](#)

9. To enter **Class A (a)(i)-(xii) claims**, click the **down arrow** that you want to add a claim. Then, click **'Edit'**.

**Community Benefit Statement**

CBS Form - Class A

**CLASS OF CLAIM AND CATEGORY WITHIN CLASS**

**CLASS A: Venue operators may claim up to 100 percent of revenue applied to a Class A purpose or activity.**

**Class A (a).**

Donations, gifts and sponsorship (including cash, goods and services) to another person resident in Victoria, not including to the club itself, for the purpose or activities set out below.

Class A (a)

	DESCRIPTION	AMOUNT	
(i)	any educational purpose;	\$ 200.00	▼
(ii)	the provision of health services or care;	\$ 1,000.00	▼
(iii)	services for the prevention and treatment of problem gambling and drug and alcohol addictions;	\$ 3,000.00	<input type="button" value="Edit"/>

10. Enter the **value(s)** and add a **description** of your claim(s). Then, click Save.

Class A (a)

**Class A (a).**  
Donations, gifts and sponsorship, including cash, goods and services (excluding purposes or activities conducted for profit or commercial purpose and excluding a gift or donation of alcohol) to another person resident in Victoria, not including to the club itself, for the purpose or activities set out below:

**Class A (a). (ii)**  
the provision of health services or care;

Donations

Gifts

Sponsorships

Total

Optional details of contributions made (eg. donation made to the Cancer Council during Cancer Awareness Week)

11. For **Class A (b) to (e)** claims, click **'New'** to add a claim. If you have more claim under the same class, click **'New'** again.

**Class A (b).**  
The cost of providing and maintaining sporting facilities for use by club members.

Class A (b)

DESCRIPTION	AMOUNT

[New](#)

Class A (b) Total

\$ 0.00

---

**Class A (c).**  
The cost of any subsidy for the provision of goods and services but excluding alcohol.

Class A (c)

DESCRIPTION	AMOUNT

[New](#)

Class A (c) Total

\$ 0.00

12. Add a description and value. Then, click save.

Class A (b)

---

**Class A (b).**  
The cost of providing and maintaining sporting facilities for use by club members. This includes the cost of maintaining a racetrack by a racing club or a football stadium by a football club. Where a maintenance claim is made under Class A (b), a claim cannot also be made under Class A (c). Please provide details of each of the assets and the cost of each asset.

Description

Installing a new oval light

Amount

\$ 30,000.00

[Cancel](#)
[Save](#)

13. If there is anything that you want to change, click the down arrow and select Edit.

If you entered an incorrect entry and wish to delete it, click the down arrow and select Delete.

**Class A (b).**  
The cost of providing and maintaining sporting facilities for use by club members.

Class A (b)

DESCRIPTION	AMOUNT	
Installing a new oval light	\$ 30,000.00	▼

Class A (b) Total

\$ 30,000.00
--------------

Buttons: Edit, Delete

14. Once you complete Class A claims, click Next button at the bottom of the page.

**Class A (e).**  
Advice, support and services provided by the RSL (Victorian Branch) to ex-service personnel, their carers and families.

Class A (e)

DESCRIPTION	AMOUNT
-------------	--------

Buttons: New

Class A (e) Total

\$ 0.00
---------

Class A Total

\$ 36,200.00
--------------

Buttons: Previous, Next

15. Enter 'Non-gaming revenue amount (\$)' and 'Non-gaming revenue proportion (%)'.

CBS Form - Class B

**CLASS OF CLAIM AND CATEGORY WITHIN CLASS**

**CLASS B: Venue operators may claim an amount equal to the proportion of the club's non-gaming revenue to its total revenue for Class B.**

Please fill these information if you are claiming any Class B claims.

\* Non-gaming revenue amount(\$)

\* Non-gaming revenue proportion (%)

16. For **Class B (a) to (e)** claims, click the **'New'** button to add a claim. Add a **description** and the **original amount** of the expenses. The system will automatically calculate the Class B claims. Then click the **Save** button.

\*If there is more than one claim, repeat this step.

Class B (d)

**Class B (d).**

The provision of buildings, plant or equipment over \$10,000 per item but excluding all gaming equipment or the gaming machine area of the venue. Where multiples of the same items forms one purchase, the total cost of all those items may be claimed. Please provide details and the amount for each item.

Description

Original Cost

@

Amount

17. Once you complete Class B claims, click the Next button at the bottom of the page.

18. For **Class C(a) to (c)** claims, click the **'New'** button to add a claim. Add a **description** and the **amount** of the expenses. Then, click the **Save** button

CBS Form - Class C

**CLASS OF CLAIM AND CATEGORY WITHIN CLASS**

**CLASS C: Venue operators may claim up to 100 percent of revenue applied to a Class C purpose or activity.**

**Class C (a).**

The provision of responsible gambling measures and activities but excluding those required by law.

Class C (a)

DESCRIPTION	AMOUNT
Responsible Gambling courses beyond required by law	\$ 1,200.00

[New](#)

Class C (a) Total

\$ 1,200.00

**Class C (b).**

Reimbursement of expenses reasonably incurred by volunteers.

Class C (b)

DESCRIPTION	AMOUNT
Reimbursement of expenses	\$ 5,000.00

[New](#)

19. Once you complete Class C claims, click the Next button at the bottom of the page.

## 20. The summary page shows you the claims you entered so far.

CBS Form - Summary

**CLASS OF CLAIM AND CATEGORY WITHIN CLASS**

**CLASS A: Venue operators may claim up to 100 percent of revenue applied to a Class A purpose or activity.**

Class A Summary

CLASS	DESCRIPTION	AMOUNT
Class A (a) (i)	any educational purpose;	\$ 200.00
Class A (a) (ii)	the provision of health services or care;	\$ 3,000.00
Class A (a) (iii)	services for the prevention and treatment of problem gambling and drug and alcohol addictions;	\$ 3,000.00
Class A (b)	Installing a new oval light	\$ 30,000.00
Class A Total		\$ 36,200.00

**CLASS B: Venue operators may claim an amount equal to the proportion of the club's non-gaming revenue to its total revenue for Class B.**

Class B Summary

CLASS	DESCRIPTION	AMOUNT
Class B (a)	Vehicles	\$ 3,000.00
Class B (a)	Kitchen Upgrade	\$ 3,600.00
Class B (b)	Interest	\$ 150.00
Class B (c)	Retained earnings	\$ 6,000.00

21. At the bottom of the page, you can see your total CBS claim. Please check if your total CBS and the CBS percentage exceed your required CBS amount and  $8\frac{1}{3}\%$ , respectively. Then, click the 'Upload Files' button to upload your auditor's report.

CBS Total (Class A + B + C)	\$ 1,957,750.00
Gaming Revenue	2000000
Required CBS Amount	166666
CBS Percentage	97.89
* Please attach the auditor's report	<input type="button" value="Upload Files"/>
<input type="button" value="Next"/>	
<input type="button" value="Previous"/>	

22. Fill out the **Declaration** section and select one of the following:

- a. Less than
- b. Equal to
- c. Greater than

### Declaration and Signature

\* Name of person lodging this CBS

\* Auditor Name

\* Auditor Organisation Name

\* Audit Date

\* Auditor's Statement Date

**I, , certify that:**

1. The claims are consistent with the Ministerial Order made on 28 June 2012.
2. The following information is accurate for the financial year:
  - a. The percentage (if any) of the venue's gaming revenue applied to community purposes or activities under Classes A, B and C.
  - b. The value of any non-financial contribution to community purposes (e.g. voluntary work) by, or on behalf of the venue operator, expressed as a percentage of the venue's revenue.
  - c. Any amount payable by a gaming operator under a declaration made by the VGCCC under section 3.6.8(4A) of the Gambling Regulation Act 2003 (the Act), expressed as a percentage of the venue's gaming revenue.

\*The amount is  
  
 al year, as the required by section 3.6.2 of the Act.

L & COMMUNITY SPORTING CLUB, has been audited by the suitably  
 ement dated has been received which states that, in the auditor's  
 ce with applicable Accounting Standards in Australia, and, is  
 consistent with the auditor's understanding of sections 3.6.9(2)(a) and (b) and section 3.6.9(3) of the Act, the

23. Once you finish filling out the declaration section, click the '**Submit**' button. If you see the case reference number on the next page, your CBS submission is complete.

**\*Warning: once you click the Submit button, you cannot edit your CBS submission.**

I understand that by typing my name below, I am deemed to have signed this CBS form.

\* Signatory Name

\* Signatory Position

**Community Benefit Statement**

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Submission

Your application has been successfully submitted to the Victorian Gambling and Casino Control Commission (VGCCC).  
Your Case Reference Number is: **00045556**  
You will be notified of the outcome of your application in due course.