

APPLICATION FORM - FINANCIAL ASSISTANCE FOR NOT-FOR-PROFIT LOCAL COMMUNITY SPORTING CLUBS FOR 2020 WINTER SEASON

Sports Club Details

Organisation/Club/Group: _____ ABN: _____

Contact Person Surname: _____ Given Names: _____

Address: _____

Phone: _____ Email: _____

Sports Field Hire Fee Discounts

Council at its Ordinary Meeting held on 4 August 2020 resolved to provide financial assistance to local sporting clubs who meet the criteria outlined below.

Local Sports Clubs who can demonstrate loss of revenue due to COVID-19 may apply for the following discounts:

Deterioration in revenue as compared to the previous season:

Percentage loss in revenue	Discount
Between 0% and 5%	0%
Between 5% and 10%	10%
Greater than 10%	10% + additional 5% discounts for every 5% loss greater than 10%. Up to a cumulative maximum of 50%

Note: Please provide evidence to support deterioration in revenue as compared to the previous season. **Local sporting clubs may apply for discount of ground hire costs based on the following criteria, per Office of Local Government Circular 06-32, Local Government Act 1993, Section 356, and relevant Council Policies (refer Attachments):**

a) Sports clubs who are managed on a not-for-profit basis which have ground hire costs for the 2020 winter season.

If yes, please provide written evidence:

b) Local Sports Clubs need to provide evidence of greater than 75% of *bona fide* locals to Strathfield as registered players or members.

Complete membership list with addresses that reside in the Strathfield LGA required.

Number of members: _____

Percentage from Strathfield LGA: _____

c) Demonstrate financial hardship and income loss due to the impacts of COVID-19. This may include loss of sponsorship, loss of player registrations, loss of income e.g. inability to operate a public canteen.

Clubs will need to provide evidence to Council to verify the impacts listed below:

d) Any other relevant probative matters for consideration.

Please provide details.

e) Where the Club accepts an offer of a discount from the Council, they will agree to acknowledge Council’s financial assistance on their website and social media pages.

USER AGREEMENT FOR GROUND HIRE FEE DISCOUNT FOR 2020 WINTER SEASON

I, the undersigned, agree that whereby our sports club accepts an offer of a discount from the Council, we will acknowledge Council’s financial assistance on our website, newsletters and social media pages. I hereby certify that the attached documentation is a true and account at the time of submitting this application. I agree to advise Strathfield Council of any changes in circumstances within two weeks.

Name(s) of Officeholder (s): _____

Signature of Officeholder (s): _____ Date: ____ / ____ / ____

PRIVACY STATEMENT

Council manages privacy and personal information in accordance with relevant legislation and Council’s Privacy Management Plan. Information on how Council handles your personal information is explained in Council’s Privacy Management Plan.

Council collects and stores your personal information in relation to your financial assistance application form. You accept the provision of personal information is voluntary but failing to provide all or part of the sought after information may mean Council cannot process your application. Information provided by you may be accessed by government agencies and members of the public in accordance with relevant legislation. Council is to be regarded as the agency that holds the information.

Under the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009 you can apply to access records of personal information Council holds about you, and then apply to amend or correct personal information.

You can access your personal information by writing to Council’s Privacy Contact Officer at PO Box 120, Strathfield NSW 2135. You can view Council’s Privacy Management Plan by visiting www.strathfield.nsw.gov.au/council/privacy-management/

Checklist – For Clubs			Office Use	
Form Completed	<input type="checkbox"/> Y	<input type="checkbox"/> N	Meets requirement A	<input type="checkbox"/> Y <input type="checkbox"/> N
2018-2019 Financial Statements	<input type="checkbox"/> Y	<input type="checkbox"/> N	Meets requirement B	<input type="checkbox"/> Y <input type="checkbox"/> N
2018-19 membership list	<input type="checkbox"/> Y	<input type="checkbox"/> N	Meets requirement C	<input type="checkbox"/> Y <input type="checkbox"/> N
2019-20 Membership List	<input type="checkbox"/> Y	<input type="checkbox"/> N	Meets requirement D	<input type="checkbox"/> Y <input type="checkbox"/> N
Other supporting information (List below)	<input type="checkbox"/> Y	<input type="checkbox"/> N	Meets requirement E	<input type="checkbox"/> Y <input type="checkbox"/> N
Approved Fee Discount:		Staff name	Date:	ECM#

SUPPORTING DOCUMENTATION – FINANCIAL ASSISTANCE FOR LOCAL SPORTING CLUBS

COUNCIL MEETING AGENDA EXTRACT – ORDINARY MEETING 4 AUGUST 2020

REPORT CS4 – GRANTING FINANCIAL ASSISTANCE TO LOCAL SPORT CLUBS – 4 AUGUST 2020

PURPOSE OF REPORT

At its July 2020 meeting, the Council solved in Resolution 123/20:

“123/20

RESOLVED: (Duggan / Hall)

That a report be provided to the next available workshop on providing a discount for ground hire costs for all not-for profit local community sporting clubs with bookings for the 2020 winter season (including any season extensions).

The report should include:

- 1) Budget implications for offering clubs a discount for the 2020 season,*
- 2) The possibility of extending hardship provisions for any sporting clubs which are struggling financially because of COVID-19 impacts, and*
- 3) The process for extending the hardship provisions contained in the Community Strategic Plan and for applying any agreed discount.”*

Background

Pursuant to Resolution 123/20, a briefing was presented to the 27 July 2020 Workshop. A copy of that briefing has been circulated separately with this report.

Turing to point 2 of the Resolution 123/20, firstly, Council would be familiar with the financial assistance provision of the Local Government Act prescribed in s356, the OLG's guidelines published in their Circular 06-32 - Provision of financial assistance under Section 356, and Council's Financial Assistance Policy (Attachment 1) made under Circular 06-32.

The context of Circular 06-32 is provided in the following precis (OLG):

“The financial assistance or donations policy should cover issues such as:

- Forms of application for financial assistance*
- Assessment processes, including, where applicable, obtaining supporting information to establish the bona tides of applications*
- Procedures for ensuring public notice is given and for dealing with any public submissions*
- Establishing clear and transparent criteria for the assessment of applications for financial assistance*
- A procedure for ensuring financial assistance is used by the recipient for the specified purpose*

Policies should be applied with sufficient flexibility to ensure that the Council strikes an appropriate balance between prudent financial management and its ability to effectively meet meritorious requests for financial assistance."

Secondly, on the question hardship contained in point 2 of Resolution 123/20. As Council would be aware of its Hardship Policy (Attachment 2), the objective of which is "... to providing financial relief to Council customers who are experiencing difficulties in meeting their outstanding rates and debtor commitments." The policy prescribes the evidence process for considering Hardship applications for rates and debtor.

Turning to point 3 of the Resolution 123/20, seeking guidance on "the process for extending the hardship of provisions contained in the Community Strategic Plan and for applying any agreed discount", on how a discount may be granted for ground hire costs of not-for-profit local community sporting club (Clubs) with bookings for the 2020 winter season customers. That guidance is entrenched in Section 356 of the *Local Government Act 1993*, OLG's Circular 06-32 and Council's Financial Assistance Policy. In short, when considering the inclusion of hardship discount provisions in the Fees and Charges in the Community Strategic Plan, the Council needs to demonstrate that it has met its statutory and policy compliance obligations and that the reasons for decision are transparently and clearly made out.

Report

Taking into account all the probative background information provided in the above, in compliance with the statutory requirements and the Council's policy, before the Council may lawfully grant financial assistance, the due process published in OLG's Circular 06-32 should be followed.

As such, the Council needs to:

1. Publicly offer financial assistance, in the form of an applicable discount for ground hire costs for all not-for-profit local community sporting Clubs with bookings for the 2020 winter. season (including any season extensions)
2. Consistent with the OLG and the Council's Policy, establish merits and prudential assessment criteria:
 - a) A definition for "local" - for example, at least 75% of registered players or members are *bona fides* local to Strathfield;
 - b) Demonstrable financial hardship -for example, the percentage loss of registration revenue as compared to the previous year's season., as evidence by the latest audited annual accounts;
 - c) Disclosure of government and non-government financial assistance received or expected by to receive by the Clubs;
 - d) Due diligence disclosure of payments made to volunteers, officials, and related parties by the Clubs, sponsors (if any), and governing associations, and
 - e) Any other relevant, probative matters for consideration, for example, the percentage of people with a disability, and women/girls members in the Clubs and the promotion of same....

3. Based on merits and on a case by case considerations, establish the framework for discounting.
4. Where the Clubs accept an offer of a discount from the Council, the Clubs will undertake by way of an agreement, to 1) acknowledge Council's financial assistance on the Clubs' website and circulars, and 2) disclose to Council within 14 days any changes in circumstance.

This report recognizes that the ratepayers of Strathfield already substantially subsidise the use of their sporting fields, and because of COVID, there is a merit case to be argued to further assist not-for-profit local community sporting Clubs with bookings for the 2020 winter season and that meet the criteria set out in point 2 above.

The Process for Sporting Clubs to Apply for a Discounted Fee

Local clubs seeking to obtain the discounted fees will need to fill in an application form and provide supporting documentation to demonstrate their eligibility against the criteria set out and a summary of their current financial and membership situation compared to the status of the same twelve months prior – pre Covid 19.

Recommendation

Local Clubs seeking to obtain the discounted fees will need to fill in an application form and provide supporting documentation to demonstrate their eligibility against the criteria set out and a summary of their current financial and membership situation compared to the status of the same twelve months prior – pre Covid 19.

COUNCIL MEETING MINUTES EXTRACT – ORDINARY MEETING 4 AUGUST 2020

150/20

RESOLVED: (Hall / Blackmore)

1. That Council offer not-for-profit local community sporting clubs (Clubs) with bookings for the 2020 winter season, that also meet the criteria set out in point 2 below, the following discounts based on loss in revenue due to COVID-19:

Deterioration in revenue as compared to the previous season:

Percentage loss in revenue	Discount
Between 0 and 5%	0%
Between 5 and 10%	10%
>10%	10% + additional 5% for every 5% loss >10%. Up to a maximum of 50%.

2. That the following criteria should be applied as per Office of Local Government Circular 06-32, Local Government Act 1993, Section 356, and relevant Council Policies
 - a) Publicly offer financial assistance in the form of an applicable discount for ground hire costs for all not-for-profit sporting Clubs with bookings for the 2020 winter season.
 - b) Consistent with the OLG and the Council’s Policy, apply the following merit based and prudential assessment criteria.
 - A definition of ‘local’ sporting clubs. For example, at least greater than 75% percent of registered players or members are bona fide locals to Strathfield.
 - Demonstrated financial hardship and income loss because of COVID-19 impacts. This may include loss of sponsorship, loss of player registrations, loss of income e.g. inability to operate a public canteen. Clubs will be need to provide evidence to Council to verify this process.
 - Where the Club accepts an offer of a discount from the Council, they will agree to acknowledge Council’s financial assistance on their website and social media pages.
 - Consideration of any other relevant probative matter put forward by the club.
3. Include in the 2021-22 CSP a statement of intent to give effect to this recommendation.

For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

LOCAL GOVERNMENT ACT EXTRACT

LOCAL GOVERNMENT ACT 1993 - SECT 356

Can a council financially assist others?

356 Can a council financially assist others?

- 1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- 2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- 3) However, public notice is not required if:
 - a) the financial assistance is part of a specific program, and
 - b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Note : Part 4 of the [Graffiti Control Act 2008](#) deals with graffiti removal work.

Link: http://www5.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/s356.html