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VOLUNTARY USER CONTRIBUTIONS POLICY

*Policy Number: POL07/129 • Adopted: 27/06/2006 • Effective: 1/07/2007 • Minute Number: MIN06.778 • File: 5270 •
 Produced By: City Services & Operations Group • Review Date: 1/07/2008*

1. PURPOSE

To define Council's and the Shoalhaven sporting community's partnership framework to undertake new works or improvements to existing capital fixed assets at sporting facilities on Council managed land with Voluntary User Contributions Policy funds.

Council continue with its previous policy in the 2006/07 financial year however, funding requests will require to be submitted on the reviewed policy application form.

2. STATEMENT

2.1. Who does the policy apply to?

The Voluntary User Contributions Policy applies to all Shoalhaven based sports that use and wish to undertake new works or improvements to existing fixed assets on Council managed land. This policy does not apply to Management Committees other than Committees administering tennis courts or sports with lease agreements with payments contributing to a capital improvement 'sinking' funds or swimming clubs, Surf Life Saving Clubs and skate park users that are funded from a separate annual capital works budget allocation.

2.2. Council funding

Council funding for this policy is to be reviewed annually. Based on previous annual allocations to major field sports of \$130,000 and other sports not considered to be 'Major Sport' of \$50,000 over the last three (3) years, it is proposed that the allocation in the 2006/2007 financial year will be \$180,000.

Council's matching financial contribution is available to eligible Shoalhaven based sporting groups on a dollar-for-dollar basis. Eligible projects will require endorsement from the relevant sporting association. In-kind contributions may only be used to value-add to a project and will **not** substitute for the cash contribution.

The policy also supports those Shoalhaven based sporting groups who wish to accumulate funds up to \$35,000 for strategic projects by carrying over Council's matching contribution to the next financial year. However, funds will only be carried over to match the amount collected by the sporting group for the nominated strategic project(s). Funds will not be carried over on a promise of raising matching funds in subsequent years and funds used to match previous Council contributions cannot be used to bid for funds in subsequent years.

2.3. Capital improvements

Capital improvements to sporting facilities refer to the provision of new or improvements to existing capital fixed assets. Such improvements typically involve:

- Lighting of sports fields
- Improvements to amenity blocks
- Spectator facilities
- In-ground drainage and/or irrigation
- Improved playing surfaces
- Car park and access road sealing
- Long cycle refurbishment of tennis courts

2.4. Sports group involvement

The voluntary nature of this policy allows Shoalhaven based sporting groups to determine their level of involvement and their preferred methods of collection of funds with which to partner Council in the improvement of facilities on Council managed land. Such methods could include direct levy of participants, fundraising, sponsorship or successful grant applications. Council has not provided any guidelines to assist user groups determine sources of funds.

At the commencement of each financial year (July 1), Council will require eligible project nominations (see attached nomination form) with Sporting Associations / Peak Bodies endorsement for the Sports Board to consider priority projects for that financial year. Council's Sports Communications Policy states that all communication will take place between relevant Sporting Associations or Peak Bodies and Council.

3. PROVISIONS

The following provisions apply:

- 3.1. The Voluntary User Contributions Policy applies to all sports that occur on Council managed land.
- 3.2. Council's matching financial contribution is available for Shoalhaven sporting groups on a dollar-for-dollar basis, with evidence of available funds at time of application
- 3.3. Funding for projects will be required to be submitted through a project nomination form (see attached) by July 1 each year and supported by the relevant sporting association.
- 3.4. In-kind contributions may only be used to value-add to projects and will not substitute for the cash contribution.
- 3.5. Funds will not be carried over on a promise of raising matching funds in subsequent years and funds used to match previous Council contributions cannot be used to bid for funds in subsequent years.
- 3.6. Projects qualifying for the Voluntary User Contributions Policy will be subject to a financial limit of \$35,000 in matching funds.
- 3.7. Sports Associations / Peak Bodies shall liaise directly with their constituent clubs to endorse eligible project nominations and to ensure equal access for all clubs to Council's financial allocation. Where no Association / Peak Body exists, Council will liaise directly with the sporting club.
- 3.8. Council's funding commitment to the Voluntary Users Contribution Policy be reviewed annually as part of Council's annual Management Plan.

- 3.9. Contributory funds may be held by the Sporting Association / Peak Body (or affiliated Club) or Council depending on project management arrangements.
- 3.10. All projects shall be overseen by a qualified / licensed operator approved by Council. This will require the qualified / licensed operator providing Council with relevant Occupational Health & Safety information and Safe Work Method Statements. Council has limited capacity to assist in project delivery and this may require the funds to recover relevant staffing costs. If Council is required to provide this service, it reserves the right to recoup its expenditure from the project allocation.
- 3.11. Applications for 50/50 funding from the total policy fund pool close on November 1 each year. After this date, nominations for project funding from Council and community projects will be considered by the Shoalhaven Sports Board. The Sports Board will consider the project priority from the remaining funding pool for project funding based on priority need and the ability of the project to be delivered or part delivered in the relevant financial year.
- 3.12. This policy does not apply to Management Committees, other than Committees administering tennis courts or sports with lease agreements with payments contributing to a capital improvement 'sinking' funds or swimming clubs, Surf Life Saving Clubs and skate park users that are funded from a separate annual capital works budget allocation.

4. IMPLEMENTATION

The City Services & Operations Group will administer this policy.

5. REVIEW


To be reviewed annually.

6. APPLICATION OF ESD PRINCIPLES

Natural Capital – Encourage the use of recycled materials at sporting facilities i.e. use of recyclable plastics in park furniture.

Ecological Integrity – Encourage the selection of vegetation around sporting facilities that will require low application of fertilisers, herbicides and pesticides.

Social Integrity – Encourage community involvement through the development of sporting facilities.

<input type="checkbox"/>	<h2>Voluntary User Contributions Policy</h2> <h3>Project Nomination Form</h3> <p>Annual closing date is 1st July</p>	 <p>SHOALHAVEN SPORTS BOARD</p> <p>Ref No. _____</p>
File Reference 24899		

PART A: To be completed by the Club(s) nominating the project (please print)

Project name: _____

Project description: _____

Name of reserve / location: _____

Is the land managed by Shoalhaven City Council? Yes / No

Name of Club: _____

Postal address: _____

Contact person: _____

Position held: _____

Business phone: _____ Mobile: _____

Fax: _____ Email: _____

Does your club have an ABN? Yes / No If yes please supply No.: _____

Is your club registered for GST? If yes please supply No.: _____

Does your Club have a Business Plan? If yes, please provide a copy.

Club user profile. Please provide a breakdown of your current Club membership:
Child (0-11yrs) Male _____ Female _____ Adults (18-49yrs) Male _____ Female _____
Youth (12-17yrs) Male _____ Female _____ Seniors (50+yrs) Male _____ Female _____

Please attach copy of last annual club report.

Proposed project starting date: _____ Anticipated project completion date: _____

Has a Development Application (where applicable) been approved? Yes / No If no, please explain:

Has a Construction Certificate been approved? Yes / No If no, please explain: _____

Does the project have the support of other ground users? Yes / No If yes, please provide a list of users below? Please provide and attach letters of support?

PART A Continue

Please list recent club training programs undertaken by applicant?

Program	Date Completed

Project cost breakdown (Please attach copies of all quotes)

Itemised description of all components that will make up the project	Net Cost	GST	Total Cost
Net Project Cost	\$		
GST		\$	
Total Project cost (i.e. Net Cost + GST)			\$

Project funding breakdown (Please provide copies of all supporting details)

	Source / Brief Description	Amount \$	Funding verified
Cash Funds Attach a copy of details			Yes / No
Loan Funds Attach a copy of details			Yes / No
State Government Funds Attach a copy of details			Yes / No
Federal Government Funds Attach a copy of details			Yes / No
In- Kind Donations Attach a copy of details			Yes / No
In-Kind Labour Attach a copy of details			Yes / No
Other Attach a copy of details			Yes / No
Total Funds Available (Must Include GST)		\$	
Voluntary User Contributions Policy Funding Request		\$	
Total In-kind Donations / Labour		\$	
Total Project Cost (must equal the above Total Project Cost)		\$	

Signature of contact person: _____ Date: _____

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Public Information Officer, Shoalhaven City Council.

PART B – To be completed by the relevant Association/Peak Body (please print)

Name of organisation: _____

Postal address: _____

Contact person: _____

Position held: _____

Business phone: _____ Mobile: _____

Fax: _____ Email: _____

Does the submitting group have a formal organisational structure (i.e. President, Secretary etc)? Yes / No If yes, please provide additional information below detailing the structure.

Does the Association/Peak Body have a business plan? Yes / No If yes, please provide.

Does the proposed project meet the high priority needs of the sport, as identified in the submitting body's management plan? Yes / No If yes, please provide details how?

Will the project directly enable increased participation in the sport? Yes / No If yes, please explain how?

Recommendation – If more than one application is submitted by your organisation a priority should be given to this project relative to other projects

Signature of contact person: _____ **Date:** _____

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Please send completed nomination forms to:

The General Manager
Shoalhaven City Council
PO Box 42
Nowra NSW 2541

File Reference 24899

Further Information:

Please call Council's Recreation & Leisure Section on 4429 3371