



Northern Territory Government

Club Community Contributions

Minister's Guidelines



COMMUNITY BENEFIT FUND

Helping Build Better Communities

INTRODUCTION

The Community Benefit Committee is required to monitor the contributions that Clubs licensed to operate gaming machines make to the community. The Committee may require the Director of Licensing to provide the Committee with specified information.

Under Section 36 of the *Gaming Machine Act*, the Director of Licensing can require a Club to provide information that the Director considers

appropriate to assess the contribution that the Club is making to the community and, in particular, its contribution through gaming machines.

To assist Clubs in providing information about their community contributions, a reporting pro-forma has been developed by the Community and Justice Policy of the Department of Justice. These Guidelines are designed to assist the completion of the pro-forma.

CONTACT DETAILS

To obtain additional information, contact:

Community and Justice Policy
Department of Justice
3rd Floor, Old Admiralty Towers
68 The Esplanade
DARWIN NT 0800

Phone: 08 8935 7432
Fax: 08 8935 7450
Postal address: GPO Box 1722
Darwin NT 0801

GUIDELINES FOR ASSESSING COMMUNITY CONTRIBUTIONS

These Community Contribution Guidelines contain information to assist Clubs to complete the Community Benefit Statement.

Copies of the Community Benefit Statement and Guidelines are also available on the Internet at www.justice.nt.gov.au, or by contacting Community and Justice Policy.

BACKGROUND

Section 68B of the *Gaming Control Act* (the Act) outlines the requirements for the Community Benefit Committee to monitor the contributions made to the community by Clubs.

These Guidelines are issued to assist organisations in meeting their reporting obligations.

The Guidelines broadly define the purposes that community contributions must meet to be eligible and they identify some types of contributions that are not eligible.

These Guidelines specify the records to be kept and the reporting requirements.

COMMUNITY CONTRIBUTIONS

The purpose of the community contributions is to ensure that a reasonable level of revenue is returned to the general community from Club's operating gaming machines.

These Guidelines set out the eligible forms that community contributions can take.

The community contributions to be reported under the *Act* must be for the benefit of the general public or community. The contributions should enhance the community by providing or assisting with the physical or social infrastructure of the Territory.

The contributions must not be targeted to encourage gambling activity or the consumption of alcoholic beverages.

Expenditure on commercial activities or to organisations that are trading to make a profit is not regarded as an eligible contribution.

ELIGIBLE CONTRIBUTIONS

The Form of Contributions

Contributions may be in the form of money or they may be in-kind through the provision of goods, services or facilities. In-kind or non-financial assistance may be in the form of discounts on a range of goods or services provided by Clubs or the free or subsidised use of a Club's facilities or equipment.

Full records must be kept of contributions for a period of five years, including information about the method used for calculating the in-kind value of any gift or donation. Those records must be made available if required by the Community Benefit Committee. Estimates should be based on the market value of the goods or service provided.

Where a hiring fee or other charge is made, that revenue must be clearly identified and subtracted from the expenditure incurred by providing the facility, activity or service.

Criteria for Eligible Contributions

To be considered an acceptable community contribution, a gift or donation needs to have the effect of:

- developing or supporting the social fabric of the Territory community; or
- assisting sport or other recreational activities, either conducted in the Territory or with participants predominantly based in the Territory.

Contributions to affiliated Clubs are considered as an eligible contribution, as long as they are used for Club development activities, which include:

- upgrade and maintenance of Club facilities
- coaching programs
- uniforms
- membership fees
- equipment

Funds may not be used for fundraising or social or entertainment activities.

Categories of Eligible Contributions

Eligible contributions have been divided into five categories. In summary, these categories are:

1. Charitable organisations
2. Welfare, safety and social services
3. Sport and recreation activities
4. Non-profit activities and organisations, incorporating art and cultural activities and development
5. Community infrastructure and associated services

Contributions of the following nature will be considered eligible:

(1) *Charitable Organisations*

The contribution must be made to an organisation with the primary purpose of undertaking charitable, benevolent or philanthropic works. The recipient organisation may or may not be incorporated. Examples of acceptable organisations include the Salvation Army, St Vincent De Paul, Red Cross, World Vision and other public appeals.

(2) *Welfare, Safety and Social Services*

This incorporates assistance aimed at improving the living standards of people in the Territory, particularly those who are

disadvantaged or with low incomes. Assistance can be provided either directly or through organisations that deal with the safety and welfare of the Territory community.

Examples of relevant services and activities include:

- youth support programs;
- emergency or low cost accommodation;
- drug, alcohol or problem gambling education;
- counselling, including problem gambling support;
- child care and aged care services;
- school equipment or facilities for use by students;
- hospital equipment or facilities for use by patients;
- equipment for use in retirement villages or facilities for use by residents of such villages;
- women's support services;
- safety house projects;
- Neighbourhood Watch and other community-based crime prevention initiatives.

(3) *Sport and Recreation Activities*

This category includes support or assistance provided for the development or maintenance of sport or other recreational facilities and activities that are available to the general public.

Eligible contributions for sport include the costs for junior coaching or skill seminars and payment to associated organisations for items such as player wages, coaching, player equipment and uniforms.

Financial support for recreational activities or events that are available to the public may be claimed. Examples are bush-walking or orienteering activities.

Allowing the use of a Club's sporting facilities may also be considered an eligible contribution. While the general public may have restricted access to a Club's sporting facilities, making facilities available to the public through hire or other access arrangements is recognised as making a contribution to the community. Any hiring fee would have to be deducted from such a contribution.

Contributions may be made directly by the Club to the recipients, to affiliated Clubs, associated organisations or independent organisations.

(4) Other Non-Profit Activities

This category includes support for non-profit activities conducted in the interest of the community.

This category includes contributions toward community activities or functions that have public appeal or assist in developing a community spirit. The events or activities must be accessible to the general public and be non-political and non-religious.

Examples of relevant contributions are:

- direct donations to the public - including donations to individuals or target groups (eg as scholarships, the purchase of food or supplies for the poor/need, aged or under privileged).
- ethnic organisations and multicultural activities – including contributions to local organisations devoted to culturally based events or activities. Activities that might be supported include festivals, music, dance, art or language groups/events organised by various ethnic communities.
- arts development and exhibition – support provided to nurture all forms of artistic expression or to assist the public display and presentation of artistic activities that will enhance the community.
- special events – activities that develop community spirit or encourage greater community participation (eg promotion of physical activity, clean up of the community, volunteer environmental or land care groups, and local community events provided free of charge to participants).
- special services or celebrations – support for significant public memorial services, celebrations or ceremonies that are non-political and non-religious (eg ANZAC Day, Australia Day).
- volunteer organisations – including contributions to organisations like the Bush Fire Brigade, Rotary, the Lions Club and any other volunteer bodies that provide benevolent/community related services.

(5) Community Infrastructure and Associated Services

This category includes costs incurred in relation to the enhancement or maintenance of community assets or infrastructure that are accessed by the general public (eg museums, parks, playgrounds and art galleries).

Any entry fee or hiring fee will have to be taken into account in determining the net contribution made toward such facilities.

Costs involved in training staff for duties or activities that deliver a direct benefit to the general community are allowable. Examples are for training in association with responsible serving of alcohol and first aid course. Travel, accommodation and organisational costs incurred in delivering training within the Territory are allowable, but costs associated with training outside the Territory are not.

NON-ELIGIBLE CONTRIBUTIONS

Contributions will not be considered eligible if they involve any of the following:

- (a) expenditure on commercial activities, including overhead and operational costs;
- (b) expenditure intended to promote specific activities of the Club;
- (c) donations collected by the Club, or out of proceeds of any special fundraising activity conducted by the Club;
- (d) support to a business association, registered political party, associated entity or trade union, or community government council or municipal council;
- (e) a contribution made to another Club under a reciprocal arrangement or agreement.

With respect to the operations of a Club, costs for the following activities are also deemed to be ineligible

- providing professional entertainers or other entertainment for patrons of the Club or used for the purpose of directly promoting activities associated with the commercial operation of the Club;

- social or entertainment occasions (including gatherings, amusements, exhibitions or performances such as singing, music, dancing, plays, films or shows) that are held for the primary purpose of providing enjoyment for the Club's members.

Expenditure by a Club is not eligible if it:

- directly relates to fulfilling legal obligations, such as those specified as part of a lease agreement or in various relevant Acts and Occupational Health and Safety provisions (eg provision of smoke free areas);
- provides alcoholic beverages or funds or subsidises aspects related to gambling;
- subsidises or allows free meals, snacks, other food or beverages to be provided to Club's patrons, members or guests;
- supports holiday units or other facilities being available to Club members only.

REPORTING REQUIREMENTS

Reporting will occur twice a year through the submission of a Community Benefit Statement. The two reports per year will cover the periods January to June and July to December.

Blank copies of the Community Benefit Statement are available on the Internet at www.justice.nt.gov.au, or by contacting Community and Justice Policy.

Clubs will receive a Statement which contains the amount of gross profit generated by their gaming machines and each Club will be requested to itemise the contributions they make against that gross profit. Responses will have to be provided

within one month of the request being made in writing.

To make claims in the Statement that contributions are eligible, Clubs will need to provide information that specifically identifies:

- the amount and form of each contribution;
- the target group or recipient of the contribution; and
- the purpose for which the contribution was made or what the contribution was expended on.

This information will assist the Community Benefit Committee to determine the eligibility of a contribution and help the Government and the community recognise the range and nature of benefits derived from the contributions.

A dollar value must be assigned to non-cash contributions. As a guide to the valuation of non-cash benefits, calculations should be based on the standard market rate, the purchase price or the amount of administrative and operating expenses involved in providing the goods or services. An independent valuation will only be required if the Community Benefit Committee deems it necessary after reviewing the Statement.

Similarly, the Statement will not need to be independently audited, although a member of the Club's Executive will be required to sign as to its accuracy.

If a Club wishes to discuss any aspect of the Community Benefit Statement, contact should be made with Community and Justice Policy.

PREPARING THE STATEMENT

NOTES FOR COMPLETING THE COMMUNITY BENEFIT STATEMENT

Gross Gaming Machine Profit

The total gross profit generated by gaming machines is supplied by Racing, Gaming & Licensing and will appear on your Statement. That amount is the revenue received from electronic gaming machines less gaming machine tax and GST for the period.

Contributions to the Community

Write a description for each contribution that indicates the primary activity supported by the monetary or non-monetary contribution and the name of the recipient, and the form and amount of the contribution. For clarification on eligibility of contributions, please refer to pages 3 - 6 of the Minister's Guidelines.

Signature of Accountable Officer

An Accountable Officer will be required to sign the completed Statement. That person's name will also have to be clearly printed. This person must be a member of the Club's Executive and will be responsible for confirming the accuracy and legitimacy of the information provided.

Submitting the Statement

Completed Community Benefit Statements must be received by Community and Justice Policy by the close of business one-month from the date when the Statements were sent. They may be posted, faxed, emailed or delivered by hand.

Incomplete Statements will be returned for more information and must be re-submitted by the revised date specified. If it is not received by the due date the Statement will be considered **overdue**.

If assistance is required for the completion of the Statement, contact should be made with Community and Justice Policy (telephone 08 8935 7432).

Organisations should receive written notification that their Statements have been received by Community and Justice Policy within four weeks. If notification is not received within this time frame, contact should be made with Community and Justice Policy.

