Our ref: XXXXX

Further contact: XXXXX

XX April 2020

*<insert name XXXXX XXXXX* MP*>*

*< insert title>*

*<insert Address>*

Dear *<Insert Local Member/Minister>*

**Financial Support for Local Government**

I write to bring your attention to the serious financial impact the COVID-19 pandemic is having on <*council>* and to enlist your support for our call on the State and Federal Governments to provide financial assistance to councils to enable them to maintain essential services and local employment during the COVID-19 pandemic.

<Council> is being hit hard by *<financial impacts of COVID-19 /or compounding financial impacts of drought, bushfires and COVID-19>*. <Council> has faced increased costs and at the same time is experiencing declining revenue as more and more ratepayers are forced into financial hardship. The impacts are rapidly escalating.

Our initial assessment of the impacts on <Council> over the next *<three months/six months/year>* are:

*Revenue impacts: <$xxxx>*

*Cost impacts: <$xxxx>*

*Services impacts: <xxxx>*

*Facility/Service closures <xxxx>*

*Employment impacts: <xxxx job losses>*

In response to the crisis, <Council> met on XX/XX/2020 and *<unanimously>* adopted the following Mayoral Minute:

1. *That (Council) calls on the Federal Government and NSW Government to urgently deliver comprehensive and multifaceted financial support and stimulus packages to local government to enable them to continue to operate effectively and provide essential services during the COVID-19 pandemic.*
2. *That (Council) calls for the packages to include the following measures:*
* *Increasing Financial Assistance Grants payments to 1% to help councils maintain essential functions and services, acknowledging the increased costs and mounting revenue losses arising from COVID-19 (and drought and bushfire where affected) as well as giving councils capacity to provide hardship assistance to businesses and residents.*
* *Immediate financial assistance to support council employees, especially in early education and care.*
* *Providing stimulus funding to councils for projects that will help sustain council operations and boost local economies. This could be achieved through increasing or bringing forward funding under existing funding programs or introducing new programs.*
* *Increased access to TAFE, VET and other apprenticeship opportunities that council staff can undertake to address skill shortages, especiallylocal Governmentfor staff in non-essential services who are unable to be redeployed.*
1. *That (Council) commends the NSW and Federal Governments on their stewardship during this crisis and commits to working in partnership to protect community health and sustain local economies through this crisis.*
2. *That Council write to the local Federal and State Member(s) <xxxxxx>, Prime Minister the Hon Scott Morrison MP, NSW Premier the Hon Gladys Berejiklian MP, Federal Treasurer the Hon Josh Frydenburg MP, NSW Treasurer the Hon Dominic Perrottet MP, NSW Local Government Minister the Hon Shelley Hancock MP, Federal Minister for Local Government the Hon Mark Coultan, Federal Opposition Leader the Hon Anthony Albanese, NSW Opposition Leader Jodi McKay MP, Federal Shadow Minister for Local Government Jason Clare MP and NSW Shadow Minister for Local Government Greg Warren MP to confirm their support for increased financial assistance and stimulus funding for local government to help councils maintain essential services and employment during the COVID-19 pandemic.*
3. *That (Council) endorses Local Government NSW’s sector-wide campaign to obtain financial assistance, employment support and stimulus funding for the local government sector.*
4. *That Council advise LGNSW President Linda Scott of the passage of this Mayoral Minute.*

<Council> is doing everything possible to provide support and deliver the services needed to protect community health and keep our communities running during these difficult times. The wellbeing, safety and livelihoods of our communities, customers, and staff is our top priority. However, if additional assistance is not provided, Council operations may need to be wound down.

It is critical that the local government sector receives adequate funding and resources to coordinate and deliver the goods and services needed as we navigate through, and recover from, natural disasters and the new challenges presented by COVID-19 and its massive impacts on people and our local economies.

**<Council> needs urgent financial assistance from the State and Federal Governments to maintain infrastructure, essential services and employment as well as funding to give the council the capacity to provide hardship assistance to the community.**

I would be pleased to meet with you at the earliest possible opportunity to brief you on Council’s situation. It is important that you fully understand the impact and the implications.

Yours Sincerely

XXXXX XXXXXX

Mayor