



ANNUAL ALLOCATIONS POLICY

**(COMMITTEES OF MANAGEMENT
FACILITIES / RECREATION RESERVES / COMMUNITY HALLS)**

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1. Purpose

To provide equitable allocation of funds to Incorporated Committees of Management (Committee) who are responsible for community and recreation facilities throughout East Gippsland Shire.

2. Scope

This Policy will guide Council officers on the annual allocation of funds to Committees of Management (Committee) who are responsible for community and recreation facilities throughout East Gippsland Shire.

3. Context

Council plays a crucial role in supporting recreation and community facilities across the shire. These facilities are vital for promoting physical activity, social connection, and overall well-being among residents of all ages and abilities. By actively supporting and investing in these spaces, Council aims to create accessible and inclusive opportunities for leisure, learning, and community engagement, enhancing the quality of life for everyone in the region.

4. Statement

This policy provides fair and consistent funding formula for the distribution of annual funding to a committee that occupies a facility on Council-owned or Council-managed Crown land, or, where land is occupied under an acceptable deed or trust for non-profit bodies incorporated within East Gippsland Shire who are gazetted managers by the Department Energy, Environment and Climate Action (DEECA).

4.1 Calculation of annual funding assistance allocations

The following formula will be used to determine annual funding allocations to Committees:

Annual Funding Allocation (AFA) = CBP + MM + CA + PO + WS + MO

Where:

CBP = Community Benefit Payment

MM = Minor Maintenance allocation

CA = Consumer Affairs Victoria annual statement lodging fee for incorporated associations

PO = Post office box annual rental

WS = Water service charge for larger tapplings

MO = Amount in lieu of mowing (where applicable).

4.2 Community benefit payment

The base level of Council funding to Committees is the Community Benefit Payment, which will be calculated as follows:

- \$250 for halls and small reserves
- \$375 for combined hall and small reserve facilities
- \$500 larger reserves and indoor sports centers.

4.3 Minor maintenance

Council's contribution towards minor maintenance will be equivalent to 1% of Council's capital improved valuation of the relevant Committee's buildings, up to a maximum annual minor maintenance contribution per Committee of \$10,000, or the Committee's 2012/13 minor maintenance allocation, whichever is the greater amount.

4.4 Fixed Costs

The following fixed costs are included in annual allocation payments, where the costs have been incurred by Committees:

- Post office box rental, to encourage Committees to have a fixed mailing address regardless of a change in office bearers;
- Consumer Affairs Victoria annual statement lodging fee, to ensure Committees comply with the minimum standard in financial reporting; and
- Water meter service charges up to a maximum of a 50mm water meter, to encourage Committees to have the correct sized meter rather than one which is larger than required.

4.5 Annual financial return and activity report

The disbursement of an annual allocation payment to a Committee will be made following the Committee's submission to Council of satisfactory financial statements, and report on the activity of the Committee and the users of its facility.

Committees will be required to provide Council with a copy of the Committee's financial statements for the most recent financial year, as well as other relevant financial details as Council may require, such as user annual fee's

This process enables Council officers to undertake a proper review of each Committee's financial position, including income and expenditure prior to an annual funding allocation being made.

Committee's will be required to provide information about themselves and user groups as requested to allow Council officers to measure against council policies

Annual Allocation Policy

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5. Roles and Responsibilities

The following teams or positions have direct and/or supporting responsibilities associated with this Policy:

Position	Roles and Responsibilities
Chief Executive Officer	Overall responsibility for policy implementation and compliance
General Manager Place and Community	Responsibility for policy implementation and compliance. Approval of Committees to receive a Annual Allocation
Manager Finance	Manage the relevant responsibilities and processes associated with management accounting, financial accounting and asset accounting services
Manager Recreation Facilities	Oversee the calculation and distribution of annual allocation funds and provide strategic oversight of this policy and provide recommendations to the General Manager and Council in accordance with this policy as required
Community Facilities Projects Officer	Undertake the calculation and distribution of annual allocation funds, ensuring that allocations are made only to eligible Committees and in accordance with this policy

6. Definitions

Term	Meaning
Action Officer	Member of East Gippsland Shire Council staff responsible for answering or responding to a request for information.
Community	People who live in East Gippsland; People and organisations who are ratepayers in East Gippsland; and People and organisations who conduct activities in East Gippsland.
Contractor	Person or company engaged to undertake works for Council, including service providers / service partners.
Council	East Gippsland Shire Council.
Councillor	A person who has been elected to the office of “Councillor” of East Gippsland Shire Council.
Council Officer	A current member of East Gippsland Shire Council staff with the authority to engage in activities on behalf of Council.
Responsible Officer	The staff member of East Gippsland Shire Council who has responsibility for the general area/subject matter to which a record pertains.
Shire	The geographic area of East Gippsland Shire Council.
Staff	All staff engaged by East Gippsland Shire Council, including all full-time, part-time, and casual employees, labour hire agency staff and contractors.
Volunteer	Formally recognised, unpaid member of the public who assists with the provision of Council services e.g. Visitor Information Centre, Library.

7. Human Rights

Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006* (the Charter). This Policy has been assessed as compliant with the obligations and objectives of the Charter.

8. Gender Equality

This Policy has considered the *Gender Equality Act 2020* in its preparation and has been assessed as not requiring an Equity Impact Assessment (EIA).

9. Risk Reference

This Policy is implemented as a control to mitigate risks in the following categories:

Risk Category	✓	Risk Category	✓
Environmental		Technology and Information Management	
Health and Safety		Assets, Facilities and Security	
Project, Product and Service Delivery		Human Resources	
Financial and Economic		Procurement	
Leadership and Political Awareness		Corporate Governance and Compliance	
Reputation and Corporate Image		Legal	

10. References and Supporting Documents

10.1 Applicable Legislation:

Gender Equality Act 2020

Local Government Act 2020

Public Health and Wellbeing Act 2008

10.2 Applicable Policy and Procedure:

Asset Management Policy

Code of Conduct

Customer Response Policy

Procurement Policy Enter

10.3 Supporting Documents:

Council Plan 2025 –2029, Theme 1 – Community wellbeing and social responsibility.

Committee of Management agreements between Council and the respective Committees.

Schedule of current committees.

Privacy and Human Rights Consideration Enter Text

11. Review and Revision History

Version Number	Date Approved	Approved By	Review Summary
Original	28/02/2000	Council	Approved
	03/10/2006	Council	Amended facilities listing / Approved
4249960	05/04/2011	Council	Comprehensive review and new formula / Approved
5267022	07/05/2013	Council	Approved
7188656	09/05/2017	Council	Amended
	16/09/2025	Council	Removal of the Schedule of Committees of Management in receipt of annual allocation - Approved

11.1 Administrative Updates

Minor amendments to this document may be required from time to time. Where amendments do not materially alter the intent of a document, they will be made administratively and approved by the Document Owner.

11.2 Document Control Disclaimer

Printed copies of this document are considered uncontrolled. Please refer to the Corporate Document Register on Council's intranet to access the most current version of this document.