



# ANNUAL ALLOCATIONS POLICY

## (COMMITTEES OF MANAGEMENT OVER FACILITIES / RECREATION RESERVES / COMMUNITY HALLS)

### DOCUMENT CONTROL

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### REVISION HISTORY *(Completed by Governance Officer)*

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Council / Management	ECM Document Reference
Original	Approved	28/02/2000	Council	
2	Amended facilities listing / Approved	03/10/2006	Council	
3	Comprehensive review and new formula / Approved	05/04/2011	Council	4249960
4		07/05/2013	Council	5267022
5	Amended	09/05/17	Council	7188656

## 1. PURPOSE

This policy provides the basis for the equitable allocation of resources to eligible Incorporated Committees of Management over recreation and community facilities throughout East Gippsland Shire.

## 2. POLICY STATEMENT

This policy provides a transparent formula for the distribution of annual allocation funding to eligible Incorporated Committees of Management ('Committee') where occupations exist on Council-owned or Council-managed Crown land or where land is occupied under an acceptable deed or trust for non-profit incorporated bodies within East Gippsland Shire Council.

Council will:

- provide an annual funding allocation to:
  - each eligible Committee
  - each eligible Committee appointed by the Minister for Environment and Climate Change; and
- determine the annual allocation payable to each Committee using a fair and consistent funding formula.

### 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).

### 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 centres.

### 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.

## 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.

## Amount in lieu of mowing

An additional financial allocation to Committees in lieu of mowing will be considered by the Parks and Gardens Coordinator for larger reserves where the Committee undertakes its own mowing.

## 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.

Committees will be required to provide a report on their activities carried out in the most recent financial year. Committees will be required to provide a report on the user groups of the facilities, and the fees charged to each user group, as well as other relevant details as Council may require.

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.

## 3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

The following Council officers are responsible for the implementation and compliance monitoring of this policy:

<b>Party / Parties:</b>	<b>Roles and responsibilities:</b>
Community Facilities 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
Manager Strategic Planning	Oversee the calculation and distribution of annual allocation funds and provide strategic oversight of this policy and provide recommendations to the Director and Council in accordance with this policy as required.
Executive Manager Finance	Manage the relevant responsibilities and processes associated with management accounting, financial accounting and asset accounting services.
Director Community and Strategic Development	Overall responsibility for policy implementation and compliance.

#### **4. SCOPE OF POLICY**

This policy applies to eligible Committees of Management over recreation reserves and/or community halls situated on Council-owned land, Council-managed Crown land or land under an acceptable deed or trust for non-profit incorporated bodies within East Gippsland Shire Council.

The schedule appended to this document details current Committees in receipt of annual allocations. Any changes to this schedule (other than in the event of a Committee being wound up, or requesting its own removal) will be effected subject to the advice of Council.

Council reserves the right to reduce or cease funding to any Committee which:

- cannot demonstrate a community benefit deriving from the Committee's operation; or
- does not fairly and equitably charge user groups or clubs in order to generate reasonable income levels based on the standard of facility managed; or
- is self-sufficient and/or operates significant fundraising or commercial interests, e.g. gaming machines.

#### **5. REFERENCES / ASSOCIATED DOCUMENTS**

Council Plan 2013 –2017, Place Strategy Goal 2.3 'Our infrastructure meets current and future community needs'

Committee of Management agreements between Council and the respective Committees.

Schedule of current Committees (included below).

#### **6. PRIVACY AND HUMAN RIGHTS CONSIDERATION**

Personal information collected by East Gippsland Shire Council in connection with this Policy will be handled in accordance with all applicable privacy legislation and will be used only for related purposes.

This policy has been assessed as compliant with the obligations and objectives of the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

#### **7. DEFINITIONS / ABBREVIATIONS**

Included within policy wording, where applicable.

#### **8. SUPPORTING PROCEDURES / GUIDELINES**

Nil.

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## SCHEDULE OF COMMITTEES OF MANAGEMENT IN RECEIPT OF ANNUAL ALLOCATIONS

Classification	Committee of Management / Reserve	COM Status
Reserves	A J Freeman Reserve Committee	Council
Reserves	Bairnsdale City Oval	Council
Reserves	Bemm River Recreation Reserve Committee of Management	DELWP
Reserves	Benambra Memorial Recreation Reserve Incorporated	DELWP
Reserves	Bruthen Recreation Reserve Committee of Management	DELWP
Reserves	Buchan Recreation Reserve and Public Purposes Reserve Committee of Management	DELWP
Reserves	Cassilis Recreation Reserve Committee of Management	DELWP
Reserves	East Gippsland Rail Trail Committee of Management	DELWP
Reserves	Ensay Recreation Reserve Committee of Management	DELWP
Reserves	Evelt Park Committee of Management	Council
Reserves	Genoa Sports Club Inc	Council
Reserves	Glenaladale Recreation Reserve Committee of Management	DELWP
Reserves	Harry Clues Memorial Park Committee of Management	DELWP /Council
Reserves	Hinnomunjie Recreation Reserve	DELWP
Reserves	Howitt Park Reserve Management Committee	DELWP /Council
Reserves	Lake Omeo Reserve Committee of Management	DELWP
Reserves	Lake Tyers Beach Recreation Reserve Management Committee Incorporated	Council
Reserves	Lakes Entrance Recreation Reserve Committee of Management	DELWP
Reserves	Lindenow South Recreation Reserve Committee of Management	DELWP
Reserves	Lindenow Sports Ground Committee of Management	Council
Reserves	Lucknow Recreation Reserve	Council
Reserves	Marlo Sports and Tennis Reserve	DELWP /Council
Reserves	Newlands Arm Residents and Ratepayers Association Inc	Council
Reserves	Noorinbee Public Purpose Reserve Committee of Management	DELWP
Reserves	Nowa Nowa Recreation Reserve Committee of Management	DELWP /Council
Reserves	Orbost Agricultural Society	DELWP /Council
Reserves	Omeo Recreation Reserve Committee of Management	DELWP /Council
Reserves	Orbost Cricket Club	DELWP /Council
Reserves	Orbost Snowy Rovers Football Club	DELWP

<b>Classification</b>	<b>Committee of Management / Reserve</b>	<b>COM Status</b>
		/Council - lease
Reserves	Sarsfield Recreation Reserve Committee of Management	DELWP
Reserves	Swan Reach Recreation Reserve Committee of Management	Council
Reserves	Swifts Creek Recreation Reserve Committee of Management	DELWP
Reserves	West Bairnsdale Oval Advisory Committee	DELWP / Council
Reserves	Wulgulmerang Recreation Reserve Committee of Management	DELWP
Reserves	Wy Yung Recreation Reserve Management Committee Inc	Council
Reserves and Halls	Bendoc Hall and Recreation Reserve Committee of Management	Council
Reserves and Halls	Cann River Hall and Recreation Reserve	DELWP
Reserves and Halls	Clifton Creek Hall and Recreation Reserve Committee of Management	DELWP
Reserves and Halls	Club Terrace Community Reserve Committee of Management	DELWP
Reserves and Halls	Combienbar Hall and Recreation Reserve Committee of Management	DELWP
Reserves and Halls	Ensay Mechanics Institute Reserve Committee of Management	DELWP
Reserves and Halls	Gelantipy Public Hall Reserve Committee of Management	DELWP
Reserves and Halls	Goongerah Public Hall and Recreation Reserve Committee of Management	DELWP
Reserves and Halls	Lindenow Memorial Hall Reserve Committee of Management	DELWP
Reserves and Halls	Nicholson Hall and Tennis Courts	Council
Reserves and Halls	Wairewa Public Hall and Recreation Reserve Committee of Management	DELWP
Reserves and Halls	Wy Yung Hall and William McBriar Reserve Committee of Management	DELWP
Halls	Bemm River Community Recreation Centre Committee of Management	DELWP /Council
Halls	Benambra Memorial Hall Committee of Management	DELWP
Halls	Bengworden Hall Committee of Management	DELWP
Halls	Bonang Hall Committee of Management	DELWP
Halls	Bruthen Mechanics Institute Committee of Management	DELWP
Halls	Buchan Mechanics Institute Committee of Management	DELWP
Halls	Bullumwaal Mechanics Hall Committee of Management	DELWP

<b>Classification</b>	<b>Committee of Management / Reserve</b>	<b>COM Status</b>
Halls	Cabbage Tree Creek Public Hall	DELWP
Halls	Cann River Community Centre Committee of Management	Council - lease
Halls	Eagle Point Community Hall Committee of Management	Private
Halls	Fernbank Public Hall Reserve	DELWP
Halls	Flaggy Creek Hall Committee of Management	DELWP
Halls	Genoa Hall Committee Incorporated	Private
Halls	Glen Valley Hall Committee of Management	DELWP
Halls	Hillside/Rosehill Reserve Association Inc	Council
Halls	Johnsonville Public Hall Committee Incorporated	DELWP
Halls	Lake Tyers Beach Road Hall Committee of Management	Council
Halls	Lucknow Memorial Hall	Trust
Halls	Mossiface and Wiseleigh Memorial Hall Committee of Management	DELWP
Halls	Nowa Nowa Public Hall Committee of Management	DELWP
Halls	Omeo Soldiers Memorial Hall Committee of Management	DELWP/Council
Halls	Picnic Point Hall Committee of Management Inc	Council
Halls	Raymond Island Community Association Inc	Council
Halls	Swifts Creek Hall Committee of Management	Private
Halls	Tambo Upper Hall Committee of Management	Council
Halls	Tubbut Hall Committee Inc	DELWP
Indoor Sports Centres	Lakes Entrance Youth and Recreation Centre Committee of Management	DELWP /Council
Indoor Sports Centres	Mallacoota Halls and Recreation Reserve Grounds Committee of Management	DELWP /Council
Indoor Sports Centres	Orbost Community Sports Centre Committee of Management Inc	Council

(CURRENT AS AT APRIL 2017)