

COUNCIL POLICY



Senior Citizens Centres	Document No:	SCS - 008
	Approval Date:	
	Approved By:	Council
	Review Date:	June 2013
Responsible Officer: Manager Aged & Family Services	Expiry Date:	30 June 2017
Authorising Officer:	Version No:	2
		Chief Executive Officer

1 Purpose

The purpose of this Policy is to outline the organisations commitment to the management and funding of the Senior Citizens Centres within the Surf Coast Shire.

2 Scope

This policy covers the individual legal agreements with each of the clubs and outlines the roles and responsibilities of each party.

3. Application

This policy applies to all full time, part time and contracted employees of the Surf Coast Shire and members of the incorporated Senior Citizens Clubs and the facilities from which they operate.

4. Definitions

Not applicable.

5. Policy

5.1 Background

Surf Coast Shire provides ongoing support to the five incorporated Senior Citizens clubs operating within the municipality. The clubs are located in the townships of Lorne, Winchelsea, Anglesea, Moriac and Torquay. With the exception of the Moriac Senior Citizens club, each of the clubs are the principal tenants of shire owned purpose built buildings. The Moriac Senior citizens club is one of the key tenants of the Moriac multi purpose community centre.

Recurrent funding is received from the Department of Health under the Home & Community Care (HACC) program. An annual allocation of the Service Systems Resourcing funds are specifically targeted for the ongoing support of Senior Citizens clubs. As incorporated bodies, clubs are responsible for ensuring they fulfil are legal requirements associated with incorporation. Clubs hold individual bank accounts and provide to the Shire copies of Annual General Reports and associated financial statements. Clubs submit quarterly statements, outlining income (rental) and operational expenditure. Reimbursement is provided for any expenses associated with the operation and occupations of the building.

The Surf Coast Shire has longstanding individual agreements with each of the clubs. These agreements outline roles and responsibilities of each party and provide a framework for the ongoing relationship with the Shire.

5.2 Process

Individual licence or lease agreements are established for each facility. The agreements are co signed by Council and the clubs Committee of Management. Licences are renewed every 3 years. Agreements outline the roles and responsibilities of each party in relation to the occupation and use of the facilities.

A Building Maintenance Schedule is attached to each licence and clearly outlines the responsibilities of the Surf Coast Shire and the occupying committee of management.

Building and Public Liability insurance is held by Surf Coast Shire. As incorporated associations Committees of Management are responsible for the insurance of contents and liability associated with club activity and operation.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Legal Documents	Manager Aged & Family Services Coordinator Governance & Regulatory Services	Term of the legal arrangements Ongoing	Relevant Trim File Legal Documents register & storage.

7. Attachments

Not applicable

8. References

Surf Coast Shire - Lease & Licence agreements

Victorian Home & Community Care (HACC) program manual (2003)

Association Incorporation Act 1981