

<b>Document Type:</b>	Council Policy	TRIM reference:	DOC/19/41828
<b>Document Status:</b>	Approved by Council		
<b>Policy Owner (position):</b>	Manager Community Partnerships		
<b>Internal endorsement required:</b>	Not Applicable		
<b>Final Approval by:</b>	Select approver or enter a position title		
<b>Date approved:</b>	19/05/2020		
<b>Evidence of approval:</b>	Council – Refer to Notes in TRIM		
<b>Version Number:</b>	Choose an item. 1	Frequency of Review:	3 years
<b>Review Date:</b>	29/10/2021		
<b>Date rescinded:</b>	Click here to enter a date. OR <input checked="" type="checkbox"/> Not applicable		
<b>Related legislation:</b>	Local Government Act 1989		
<b>Related strategic documents, policies, or procedures:</b>	<ul style="list-style-type: none"> <li>• Council Plan 2017-2021</li> <li>• Neighbourhood House Coordination Program Guidelines 2016-2019 and sector information, Department of Human and Health Services, 2016.</li> <li>• Neighbourhood House Good Practice Guide, Association of Neighbourhood Houses &amp; Learning Centres, 2012.</li> </ul>		

Date	Version Number	Details of Version	Modified by
14/10/2019	1	New Policy	Manager Community Partnerships

## 1. Purpose

The purpose of this Policy is to outline Mount Alexander Shire Council's (Council) commitment to supporting Neighbourhood Houses within Mount Alexander Shire.

Council recognises and values the contribution of Neighbourhood Houses and acknowledges their capacity to strengthen the resilience, connectivity and inclusion of the local community.

## 2. Scope

This Policy applies to current and future Neighbourhood Houses in the Mount Alexander Shire that are recognised by the Department of Health and Human Services under the Neighbourhood House Coordination Program and adhere to the Neighbourhood Houses Coordination Program Funding Guidelines operating from a community facility. Community Lunches are excluded from the scope of this Policy.

## 3. Policy

Mount Alexander Shire Council is committed to supporting Neighbourhood Houses to provide services and support to the local community.

To support this commitment Council will apply the following principles:

- Clarify the way in which Council supports Neighbourhood Houses within Mount Alexander Shire.
- Recognise the importance of Neighbourhood Houses' role in the local community.
- Reinforce the partnership between Council and the Neighbourhood Houses.

Council will demonstrate the key principles in the following ways:

### 3.1. Advocacy

Council will:

- Create greater awareness of the role Neighbourhood Houses have within the local community.
- Promote the services and achievements of the Neighbourhood Houses within the Shire to the community, Councillors and Council Officers.
- Support Neighbourhood Houses with external funding applications, where appropriate.
- Maintain relationships with the *Department of Health and Human Services* and *Regional Association of Neighbourhood and Community Houses* to continue to understand how to best support Neighbourhood Houses.

- Identify opportunities to partner with Neighbourhood Houses to deliver projects that align with the objectives of both Council and the Neighbourhood Houses.
- Provide assistance with governance to the Committees of Management of each Neighbourhood House, as required.
- Facilitate quarterly Neighbourhood House network meetings.

## 3.2. Funding

Subject to its annual budget approval processes, Council will allocate funding to each Neighbourhood House to acknowledge their contribution to the local community.

Each Neighbourhood House will be allocated the same funding amount.

The funds will be allocated under the terms and conditions of a Memorandum of Understanding and are to be used to support projects that align with Council plans and strategies on the basis that:

- A relationship of mutual respect is maintained and upheld throughout the term of the Policy.
- Neighbourhood Houses receive no additional funding from Council's Annual Operating Budget however may receive funds for projects funded by an external party for a specific project.
- A copy of an Annual Report (including audited financial statement) is provided to Council by each Neighbourhood House every year.
- A copy of a Strategic Plan is provided to Council by each Neighbourhood House.
- Council is notified of the Annual General Meeting of the Neighbourhood House Committee of Management.

## 3.3. In-kind Support

Council will provide in-kind support to Neighbourhood Houses for the following:

- Promotion of activities, events and programs via Council's website, social media and intranet.
- Participation in relevant in-house training opportunities made available via Council's Corporate Training Program.

## 3.4. Acknowledgement

Neighbourhood Houses acknowledge the financial and in-kind support provided by Council in all relevant media and promotions via use of the Council logo or by stating the following: *'Proudly supported by Mount Alexander Shire Council'*.

## 3.5. Subsidies

Where a Neighbourhood House is located within a Council owned and managed facility, a subsidised lease or licence arrangement may be considered.

The arrangement will be subject to the formal approval by Council at an Ordinary Meeting of Council.

## 3.6. Implementation

This Policy will be implemented through the development of a Memorandum of Understanding between Council and each Neighbourhood House.

Council will work collaboratively with Neighbourhood Houses to determine any individual arrangements required to implement this Policy to ensure the outcomes are beneficial to both parties.

## 4. Breach of this Policy

Any reported breaches of this Policy will be subject to an internal review. Should a breach be proven, Council will take appropriate action to manage the breach and to prevent reoccurrence.

## 5. Definitions of Abbreviations Used

A table of terms and their definitions as they relate to the Policy

Term	Definition
Neighbourhood House	May also be known as: Community Centre, Community House, Neighbourhood Centre, Community Learning Centre
Neighbourhood House Coordination Program	The Department of Health and Human Services provides funding to neighbourhood houses and neighbourhood house networks across Victoria to: <ul style="list-style-type: none"><li>• Support the provision of community development programs and activities which lead to community-strengthening outcomes</li><li>• Support community development processes to address locally identified priorities and needs</li></ul>