



Neighbourhood (Community) House Support

Policy No. 2.9

PURPOSE	To provide a uniform method of assisting Neighbourhood (Community) Houses in the provision of community services, community support and community strengthening activities in the local community.
SCOPE	<p>This Policy applies to all Neighbourhood (Community) Houses located within the Mornington Peninsula Shire. There are currently twelve Neighbourhood (Community) Houses.</p> <ul style="list-style-type: none">• Bentons Square Community Centre• Crib Point Community House• Community One• Dromana Community House• Good Shepherd Community House• Hastings Community House• Mornington Community Contact• Mt Eliza Village Neighbourhood Centre• Rosebud Community Centre• Rye Beach Community House• Somerville Community House• Sorrento Community Centre
DEFINITIONS	<p>Neighbourhood (Community) House – means a community centre or other facility which:</p> <ul style="list-style-type: none">• serves as a vital community resource through the provision of a range of programs and services using a community development model• fosters family support, community strengthening and adult learning opportunities• is administered by a non-profit organisation.
POLICY	<p>1. <u>Essential Characteristics</u></p> <p>Council accepts the following characteristics as being essential for the operation of a Neighbourhood (Community) House:</p> <ul style="list-style-type: none">(a) Is locally managed by a committee of management that consists of representatives from local residents and community members and is a legally incorporated association or auspiced by a legally constituted organisation.(b) Operates with an “open door” policy where all community members are welcomed and treated equally and with respect.(c) Increases life opportunities and enriches the quality of life in the local community by facilitating the social, cultural and creative development of individuals and their families.



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POLICY (CONT)

1. Essential Characteristics (Cont)

- (d) Provides an integrated range of services within the network of local service providers with the aim to address the diverse needs of local individuals and families.
- (e) Provides information and a supportive environment that encourages self-help rather than dependency.
- (f) Fulfils all statutory obligations relevant to their operations e.g. incorporation requirements, employer responsibilities, Children's Services Regulations.
- (g) Operates within the network of other local service providers, groups and organisations with a commitment to supporting and improving the local service infrastructure and minimizing duplication of services.

2. Council Support

2.1 Subsidy Eligibility for New and Existing Neighbourhood Houses

Council subsidy may be available to Neighbourhood (Community) Houses that comply with the following conditions:

- (a) Meet the list of essential characteristics.
- (b) Qualify for State Government funding under its Neighbourhood (Community) House Coordination Program.
- (c) Operates in accordance with an Annual Plan prepared and submitted to Council.
- (d) Submit to Council an Annual Plan, Annual Report, an audited Financial Statement and a copy of the six monthly Progress Reports and Annual Declaration (as required to be submitted to the Department of Planning and Community Development) DPCD.

Payment will be made to a Neighbourhood (Community) House on receipt of the required documents and in accordance with the reporting timetable as required by DPCD.

The annual level of subsidy provided by Council will be set by Council annually and will be indexed according to the prevailing Consumer Price Index (CPI)



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<p>POLICY (CONT)</p> <hr/>	<p>2. Council Support (Cont)</p> <p>2.2. General Support</p> <p>Council will:</p> <ul style="list-style-type: none"> (a) Advise and comment on proposed Annual Plans developed by Neighbourhood (Community) Houses. (b) Encourage and promote co-operation, resource and information sharing between Neighbourhood (Community) Houses. (c) Advise Neighbourhood (Community) Houses on changes to Council policies that directly relate to them. (d) Encourage high levels of governance and accountability through support and training. <p>2.3. Accountability and Review</p> <p>Neighbourhood (Community) Houses will provide Council with information required to assess compliance with the eligibility requirements of this Policy and demonstrate that they are meeting identified community needs. The reporting cycle shall include;</p> <ul style="list-style-type: none"> 1. Copy of the Annual Plan 2. Copy of two six month DPCD Progress Reports 3. Annual Report and audited Financial Statement 4. Signed copy of Annual Declaration form DPCD
<p>RESPONSIBILITY</p> <hr/>	<p>Manager –Youth and Family Services– for ensuring the Policy and procedures are implemented and maintained.</p> <p>Neighbourhood (Community) Houses – for completing and submitting reports in a timely manner and in accordance with the requirements of the Policy.</p>
<p>RELATED POLICIES</p> <hr/>	<p>Nil.</p>
<p>RELATED LEGISLATION</p> <hr/>	<p>Nil.</p>
<p>REFERENCES</p> <hr/>	<p>Council Files.</p>
<p>REVIEW</p> <hr/>	<p>This Policy shall take effect for three (3) years following Council approval and be subject to review not later than July 2013.</p>