

**MEMORANDUM OF UNDERSTANDING
BETWEEN
YARRIAMBIACK SHIRE COUNCIL
AND
HOPETOUN SENIOR CITIZENS CLUB
20 Dennys Street, Hopetoun Vic 3396**



Commencement Date: TBA

Expiry Date: TBA

Term: Five (5) Years

Contacts at Yarriambiack Shire Council: Manager Community Health & Governance Officer

Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline and clarify the roles and responsibilities of the two parties and to ensure that the community is able to access and enjoy the Council owned Senior Citizens Club (the building) in a safe and sustainable manner.

The MOU has been completed as the Council wishes to ensure the community has access to the building and facilities and understands the challenges of establishing and maintaining formal committees in smaller townships. This document seeks to replace a formal agreement that would be entered into should an incorporated body/formal Committee be available to operate the Senior Citizens Club (under Model Rules for Associations).

1. Objectives

The objectives that are sought to be addressed through this MOU include:

- Supporting the Hopetoun Senior Citizens to access the building
- Ensuring Council has access to the facility when required for Council purposes
- Outlining the role of both Council and the Senior Citizens group
- Ensuring both parties understand their rights and responsibilities

- Ensuring clarity around the operations of a Council owned and community managed facility

2. The Parties

Yarriambiack Shire Council (Council)

Yarriambiack Shire Council is a Local Government Authority. Council's corporate address is 34 Lyle St, Warracknabeal. Yarriambiack Shire is responsible for the Senior Citizens Centre building.

Hopetoun Senior Citizens Club

The Senior Citizens club is a group providing an opportunity for people aged 55 and over to come together to experience friendships, socialisation, recreation, education and information on a range of issues in a welcoming and warm environment.

The group provides a safe place free from abuse and discrimination and helps promote health and wellbeing to extend active participation in community and life by people aged 55 and over. While it is anticipated that the Senior Citizens Club will establish a Committee (as per Model Rules for Associations), it is understood that this is not always possible in smaller communities. In this instance Council will liaise with a Contact Person from the Club

Should the group establish a committee it is recommended that a Committee of no more than 10 members (including Office Bearers) be established and should be constitutionally elected annually by the Senior Citizens Club.

Should the group seek to establish a committee Council can provide guidance as required.

Council will deal with the nominated President, Vice President, Secretary or Treasurer, as applicable. This grouping of Office Bearers would be known as The Executive.

3. The Building

The Hopetoun Senior Citizens Club (the building) is located at 20 Dennys Street, Hopetoun, Victoria, 3396.

4. Operation of the building

- a) It is anticipated that the members of the Hopetoun Senior Citizens, where practicable, will help care for and maintain the Centre.
- b) On High Risk or Extreme heatwave declared days the Centre may be made available for part or all of the day and evening as a refuge for residents over 55 who do not have air conditioning. This would be advertised via Council's socials and supported by Council staff if and when required.

- c) The Executive, **OR** the Contact Person and Treasurer, along with the members, will manage the facility with the aim of organising activities, functions, events and possibly scheduling community-based meals. They will also be responsible for the finances of the Club. Two signatories are required for all withdrawals/payments. (Contact Person & Treasurer)
- d) The Club is not permitted to sub-lease or hire part or all of the building to another entity – no fees can be charged to another party.
- e) Council will supply consumables including cleaning products, toilet paper, hand towel and liquid soap.
- f) At all times when leaving the premises, please ensure lights and any electrical appliances are turned off. Blinds should be closed.
- g) Members are not to attend the Centre alone and only attend when a club activity is scheduled. Members attending at other times may not be covered by public liability cover and may be asked to leave the building.

5. Building Maintenance and Repairs

- a) Club members are responsible for the basic day to day tidying of the Club Rooms. A contract cleaner will come in fortnightly to attend to the floors, bathrooms and surfaces.
- b) Council will provide assistance quarterly in regards to cleaning windows inside and out, dusting surfaces above shoulder height and clearing of cobwebs if required
- c) Council is responsible for all Council owned buildings. This includes all maintenance and repairs.
- d) The Club is to make a request to Council to carry out any alterations /repairs it thinks necessary on the Centre building. A decision on the works rests with the Council as the building owner.
- e) The Club members can make a request for repairs and maintenance via Council's Customer Service Centre – calling 5398 0100, via Council's website – Report an Issue, or via the Snap Send Solve Application.

6. Building Bookings and Accessibility

- a) Council has an electronic calendar that has all current Club hours and activities booked in. Should any of the regular events have a change of time or day, please advise Council's Customer Services Team on 53980100 so the calendar can be amended
- b) Additional activities/bookings for the Senior Citizens Building should be notified to Council's Customer Service Team on 53980100 so they can be added to the Calendar
- c) Priority will be given to Seniors Club activities. At no time are bookings for the Club to be undertaken by anyone outside of the Customer Service Team and/or Manager of Community Health.

- d) Council may at times, in negotiation with the club make bookings for Council matters in the Senior Citizens Building.

7. Key Entitlements

- a) President/Secretary or the Contact Person have been appointed by the Council to hold one key to the building and are to open club rooms for club events as required. No other member is entitled to hold a key but must ask either the President/ Secretary or Contact Person to open the doors. In an emergency, Council may be asked to open Club rooms.

9. Winding up and Cancellation

- a) Should the club cease to operate this MOU becomes null and void and the entire operation of the building shall become the responsibility of the Council.

Hopetoun Senior Citizens Club

Contact Person:	<p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
Treasurer	<p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

Yarriambiack Shire Council

Chief Executive Officer	<p>Name: Tammy Smith</p> <p>Signature: _____</p> <p>Date: _____</p>
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