

REVOCATION RECOMMENDED

COUNCIL POLICY



Kindergarten & Surf Coast Toy Library	Document No:	SCS - 007
	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 establish Council's ongoing level of financial contribution and support to kindergarten services across the municipality and the Surf Coast Toy Library.

2. Scope

This policy covers the legal, financial requirements and support provided for kindergarten services and the Surf Coast Toy Library and the facilities from which they operate throughout the Surf Coast Shire.

3. Application

This policy applies to all full time, part time and contracted employees of the Surf Coast Shire.

4. Definitions

Not applicable.

5. Policy

5.1 Background

All kindergartens within the Surf Coast Shire and the Surf Coast Toy Library have historically been independently managed with the exception of Winchelsea Kindergarten who has administrative support of Geelong Kindergarten Association.

In 2012 Council endorsed to provide Cluster Management for Kindergartens across the shire with Torquay and Lorne requesting to participate in the cluster and Council becoming the Licensee for those services.

All buildings where these services operate with the exception of the Winchelsea Kindergarten are owned by the Council. Council owned buildings are included on Council's maintenance program.

Funding for kindergartens up to and including the 2013/14 financial year will be provided to the Committees of Management who are the Licensees of Kindergartens to operate an educational program. The Licensee is responsible for ensuring that all legal requirements as documented in the Children's Services Act and Regulations are adhered to.

5.2 Legal Documents

Individual leases are established for each facility not participating in the cluster. The leases are co signed by Council and the services president. Leases are renewed every 3 years and outline the roles and responsibilities of each party in relation to occupation and use of the facility.

A building maintenance schedule is attached to each lease which outlines the responsibilities of council and the licensee. Building and public liability insurance is held by Surf Coast Shire Council. The Licensee is responsible for the insurance of contents and liability associated with the program operation.

Kindergartens participating in the Surf Coast Cluster have established individual agreements with Council that outline the roles and responsibilities of Council and Committee in the operation of the kindergarten and the cluster

The contribution will be allocated up to and including the 2013/14 financial year as part of the Council budget process.

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 and Licence Agreement
Children's Services Act 1996
Children's Services Regulations 2009