



Council Policy

Township Reserves Maintenance (Non Council Land) Policy

Department/Unit	Field Services	First Implemented	July 2018	Review Date	July 2029
Origin	Manager Field Services	Reviewed	March 2025	Version	3
Authorising Officer	Endorsement by Council	Effective From	15 July 2025	Records Reference	E582

Purpose/Objective

This Policy provides a uniform structure for the management and maintenance of reserves used by the Mansfield Shire community for sports and recreation, located on land that is not owned or managed by Mansfield Shire Council (Council).

This policy aims to provide a fair and equitable system for Council's resource and financial contributions to the effective and efficient management of these reserves; working in partnership with the respective Committees of Management to provide open space and recreational facilities for the Mansfield Shire community that are maintained to an agreed standard and service level.

Policy Statement

Council has identified a number of key open space and recreational facilities that play an essential role in the health and wellbeing of our community. The management and ownership of these facilities varies, and Council recognises that there is a high level of community involvement in the management of these recreation reserves.

In order to ensure that community needs are met, and the facilities are managed in the best interests of the community, Council support towards the maintenance and up-keep of the reserves is often requested. This policy will ensure that the resource and financial contributions made towards the maintenance and up-keep of facilities are provided fairly and equitably.

Definitions

Term	Definition
DEECA	Department of Energy, Environment and Climate Action
GBCMA	Goulburn Broken Catchment Management Authority

Term	Definition
MoU	Memorandum of Understanding
Reserve	Open space areas including playing fields and recreational areas

Scope

This policy applies to all Council employees, Councillors, contractors, consultants, volunteers, and other authorised personnel of Mansfield Shire Council.

The policy applies to particular reserves that are located on;

- ▶ Crown Land, where there are multi-use community facilities, managed by a Committee of Management that reports directly to DEECA.
- ▶ Reserves that are named and appear in the public land management layer.
- ▶ Land owned/managed by Goulburn Murray Water (GMW) and maintained by community volunteers by agreement with GMW.

Reserves not covered in this policy include;

- ▶ Reserves on private property
- ▶ Reserves that are owned or managed by Council

The term 'Reserve' applies to open space areas including playing fields and recreational areas. The policy does not apply to specialist facilities such as (but not limited to) tennis courts, netball courts, shooting facilities, bowling greens and equestrian facilities or passive open space areas such as the Botanic Park or Gonzaga Reserve.

The following reserves have been identified as within the scope of this policy;

- ▶ Gough's Bay Foreshore: From Lake Valley Drive around to Picnic Point.
- ▶ Jamieson Recreation Reserve: Lot/Plan 6~29\PP5395
- ▶ Merton Recreation Reserve: Lot/Plan 6B~3\PP5524
- ▶ Tolmie Recreation Reserve: Lot/Plan 14\PP5785
- ▶ Jamieson Island Reserve: Lot/Plan 1~7\TP388576 (Council owned). Also, partially DEECA and Goulburn Murray Water (GMW) owned.

The policy does not apply to Mansfield Showgrounds, Mansfield Racecourse or McCormack Park as these are considered specialist facilities and/or are on private property.

Reserve Maintenance Scope

Reserves must be managed by a community Committee of Management or an incorporated community group. Council resource and financial support will be allocated based on the level of use, type of facilities, public access, and community use of the reserve.

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The scope of maintenance duties undertaken by Council's Field Services team on the reserves may include:

- ▶ Playing surface mowing
- ▶ General mowing and brush cutting
- ▶ Weed control
- ▶ Watering and irrigation maintenance

Council's resource contribution and the frequency of the maintenance activities will be determined in conjunction with the respective community group on a case by case basis, as outlined in individual Memorandum of Understanding (MoU).

Three categories of reserve maintenance have been established, related to the type of use, maintenance standard, and the party responsible for maintenance of the reserve, as shown in Table 1.

The reserve maintenance categories have been defined as follows:

- ▶ Category 1 Reserve: Facilities and standards to attract local/community competition on playing fields maintained by Council's Field Services team.
- ▶ Category 2 Reserve: No playing fields; recreational open space maintained by Council's Field Services team and/or by community volunteers as per MOU.
- ▶ Category 3 Reserve: Facilities and standards to attract junior, practice matches or community events, however no formal seasonal use; maintained by community volunteers as per MOU.

Table 1: Reserve Maintenance Category and Responsibility

Reserve Category	Reserve Name	Playing Surface Mowing	Playground Inspection & Maintenance	Mowing & Brush cutting	Weed Control	Watering
Category 1	Merton Recreation Reserve	Council as required	Council inspection, Shared maintenance responsibilities	Community as required	Community as required	Council plantings only
Category 2	Gough's Bay Foreshore Reserve	NA	Council as required	Council as required	Council as required	Council plantings only
Category 3	Tolmie Recreation Reserve	Community as required	Council as required	Community as required	Community as required	Community as required
	Jamieson Island Reserve Jamieson Recreation Reserve	NA	N/A	Community as required	Community as required	Community as required

Financial Contribution

Council's annual financial contribution is made in recognition of the volunteer works and other contributions made by the respective community group. Contributions will be outlined in the MoU between Council and the community group and will be included in Council's annual operating budget. The level of financial contribution made will vary according to the volunteer works undertaken and the size of the reserve area.

Upon the acceptance of the MoU by all relevant parties, the agreed sum will be paid annually, based on the following:

- ▶ Receipt of an appropriate Tax Invoice from the community group
- ▶ An annual acquittal is provided to Council.

Any savings due to volunteer contributions may be reallocated at the discretion of the respective community group and reported in the acquittal.

Community groups maintaining open space will be notified of surplus Council maintenance equipment prior to its disposal or trade-in, as per Council's *Sale or Disposal of Council Assets Policy*, with either donation of the equipment through an Expressions of Interest process or pricing negotiated based on market value or a recent appraisal.

Works Outside of Scope

All maintenance work outside of the MoU scope is to be requested in writing to Council.

The request should explain the reason for the works (safety issue, damage, deterioration etc.), the type of works, the estimated cost, whether the community is contributing to the works and how the works relate to existing and future use, and need.

Council will not accept requests for payment for works if prior approval is not obtained.

Where Council is paying for works to be undertaken appropriate contractors will be selected as per Council's Procurement Policy.

Responsibilities

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

Managers are responsible for ensuring their staff comply with the principles, practices, and any associated procedures of this policy. Management, employees, contractors, and volunteers are to be familiar with, and competent in, the application of this Policy, and are accountable for the delivery of this policy within their areas of responsibility.

The Field Services Department is the owner of this policy. Any reviews of this Policy must be made in consultation with the Manager Field Services.

References / Related Policies

- ▶ Mansfield Open Space Strategy
- ▶ Mansfield Shire Council Community Initiated Projects Policy
- ▶ Mansfield Shire Council Procurement Policy
- ▶ Mansfield Shire Council Disposal or Sale of Council Assets Policy

Gender Impact Assessment

The Township Reserves Maintenance Policy (Non-Council Land) has considered the Gender Equality Act 2020 in its preparation but is not relevant to its content. The Policy has been assessed as not requiring a Gender Impact Assessment (GIA) as it is purely administrative in its nature and does not have the potential to influence broader social norms and gender roles.

Implementation

This Policy is effective from 15 July 2025.

Review Date

This Policy is to be reviewed by July 2029.

Authorisation to Implement Policy

Signed: 
Councillor

Witnessed: 
Chief Executive Officer

Approval dated: 15 July 2025

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.