



Township Reserves Maintenance Policy 2018

Department/Unit: <i>Community Services Department</i>	First Implemented: <i>17 July 2018</i> Effective From: <i>17 July 2018</i> Review Date: <i>June 2019</i> Version: <i>1</i> Trim Reference: <i>E1533 and E3631</i>	Origin: Responsible Officer: <i>Community Services Manager</i> Authorising Officer: <i>Chief Executive Officer</i>
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Governance Use Only

Action / Status:

- To EMT for comment/review on: *N/A*
- Staff consultation required: *No* Date comments required by: *N/A*
- Review by Audit & Risk Advisory Committee: *No*
- Review by Councillors: *Yes*
- Approved by CEO: *Yes*
- For consideration and endorsement by Council (if appropriate): *26 June 2018*

PURPOSE/OBJECTIVE

The purpose of this policy is to provide a uniform structure for support to the management and maintenance of reserves not owned or managed by the Mansfield Shire Council.

This policy aims to

- To provide a fair and equitable system for Council contributions to the effective and efficient management of community assets.
- To work in partnership with Committees of Management to provide quality facilities for the community to an agreed standard and service level.

POLICY STATEMENT

Council has identified a number of key recreation facilities that play an essential role in 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 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 is often requested. This policy will ensure that facilities are treated fairly and equitably.



SCOPE

This policy applies to reserves that are

- Crown Land, where there are multi-use community facilities, managed by a Committee of Management that reports directly to the DELWP.

Reserves not covered in this policy include

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

The term 'Reserve' applies to active open space areas such as playing fields. 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;

- Bonnie Doon Recreation Reserve
- Jamieson Recreation Reserve
- Merton Recreation Reserve
- Tolmie Recreation Reserve

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.

Playing Surface Maintenance:

Grounds will be allocated a level of support determined by the level of use, type of facilities, public access and community use.

	Category definition	Reserve
Category 1	<ul style="list-style-type: none"> • Located in an outlying township (rural area) • Facilities and standards to attract local/community competitions to the region 	Bonnie Doon Recreation Reserve Merton Recreation Reserve
Category 2	<ul style="list-style-type: none"> • Located in an outlying township (rural area) • Facilities and standards to attract junior, practice matches, community events. • No formal seasonal use 	Tolmie Recreation Reserve Jamieson Recreation Reserve



The playing surface and a perimeter of approximately 5 meters will be maintained as below. Common ground areas and specific playing surfaces such as turf wickets are not covered in this policy and are the responsibility of the land owner or committee of management.

In addition to the support listed below facilities may receive a Council contribution for the maintenance of playing surfaces. These reserves must be managed by a community Committee of Management.

	Mowing (cuts per year)	Watering	Weed control	Fertilizing	Line marking	Over sowing	Scarifying	Maximum Council contribution
Category 1	26	x	as required	x	x	x	x	\$2000
Category 2	x	x	x	x	x	x	x	\$1000

Council’s contribution is in recognition of the volunteer works and other contributions made by the community and are conditional on the group;

- Maintaining an annual maintenance register detailing how allocations have and will be spent.
- Developing a forward ground development plan/strategy to facilitate ongoing improvements.
- Providing an annual acquittal to council.

If approved, an amount will be forwarded annually following Council’s budget adoption:

- Any savings of a Council allocation due to volunteer contribution may be reallocated at the discretion of the committee.
- Committees of Management with genuine needs and achieving best value may seek extra funding from the contingency allocation.

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

The request should explain the reason for the works – e.g. safety issue, damage, deterioration etc, estimated cost for works, if the community is contributing to the works, the type of 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 Councils procurement policy.

The level of maintenance provided to recreation reserves will be dependent upon annual budget allocations.



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 Community Services Department is the owner of this policy. Any reviews of this Policy must be made in consultation with the Sport and Recreation Officer and Community Services Manager.

IMPLEMENTATION

This Policy is effective from 17 July 2018.

REVIEW DATE

This Policy is to be reviewed by June 2019.

AUTHORISATION TO IMPLEMENT POLICY

Signed: _____

Councillor

Witnessed: _____

Chief Executive Officer

Approval dated: 17 July 2018

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