

# Memorandum of Understanding

This document represents an agreement between

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## **Darebin Creek Management Committee**

**and**

## **Darebin City Council**

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### **Scope**

This document outlines the key principles and agreements between Darebin City Council and Darebin Creek Management Committee for management of Darebin Parklands.

### **Objectives**

The partner agencies will ensure the key performance indicators (KPIs) outlined in this document are met. Darebin City Council and Darebin Creek Management Committee are jointly committed to managing, protecting, promoting and ensuring the long term viability of Darebin Parklands and the Darebin Creek. This initiative seeks to provide a formalised framework to achieve these aims.

### **Terms of agreement**

This agreement will apply for a term of 3 years at which time the scope, objectives, terms of agreement and level of compensation will be reviewed.

### **Resource contribution**

The organisations involved will work actively to support the partnership and share resources and/or facilities to ensure the long term viability and ongoing operation of Darebin Parklands as an educational natural parkland area providing space for recreation, habitat for native flora and fauna, management of environmental waste and protection for the Darebin Creek. Roles and responsibilities for each organisation are outlined below.

#### Darebin Creek Management Committee will

- Manage and maintain the grounds, natural areas, lawns and paths within Darebin Parklands
- Advocate for capital works funding as required to manage and maintain the public amenities present in Darebin Parklands
- Actively seek grant funding for Darebin Parklands improvements and programming as it becomes available
- Employ a Head Ranger to oversee educational programming and undertake the day-to-day operations of Darebin Parklands
- Employ Darebin Creek Coordinator to undertake the strategic management of Darebin Creek Management Committee and Darebin Parklands
- Manage and operate the leachate system
- Provide accurate, regular reports on KPIs as part of the Darebin Creek Management Committee meeting cycle

#### Darebin City Council will

- Provide a representative to advocate for Darebin Creek Management Committee and Darebin Parklands
- Hold seat on Darebin Creek Management Committee and attend all meetings

- Appoint a councillor to hold a seat on Darebin Creek Management Committee and attend all meetings
- Actively seek ongoing grant funding to further support Darebin Creek Management Committee and Darebin Parklands.

### **Schedule of Funding**

- Once Memorandum of Understanding is signed by both parties, and at the commencement of the financial year for the remainder of the agreement, Darebin Creek Management Committee will invoice Darebin City Council for the amounts specified below.
- In financial year 2013-2014, \$52,392 in operational funding to support the role of Darebin Creek Co-Ordinator. This funding will increase each year by 2.5% until the termination of this MOU.
- In financial year 2013-2014, \$162,702 in operational and capital funding for the day-to-day management of the physical aspects of Darebin Parklands. This funding will increase each year by 2.5% until the termination of this MOU.

### **Key Performance Indicators**

Key performance indicators for the management of Darebin Parklands fall into four main categories: Park management, Strategic Management, Community Development and Finance.

**Park Management** KPIs cover the day to day operational management of Darebin Parklands to ensure the safety and enjoyment of visitors. Topics to be covered when reporting are:

- Horticulture
- Leachate Management
- Fire Hazard Management
- Public Safety
- Customer satisfaction
- Increasing visitation
- OH&S
- Systematic implementation of the Darebin Parklands Masterplan.

**Strategic Management** KPIs of the Darebin Creek corridor covers preservation, regeneration and promotion of the ecosystems of the creek. Topics to be covered when reporting are:

- Development of long term strategic corridor and catchment plan(s)
- Systematic implementation of long term strategic plans
- Liaising and engaging with local government authorities within the creek corridor and catchment
- Liaising and engaging with Government Authorities (Melbourne Water, EPA, Parks Victoria, etc)

**Community Development** KPIs cover interaction and education of members of the community about key environmental issues relevant to the Darebin Creek and the Darebin Creek corridor. Topics to be covered when reporting are:

- Environmental Education
- Engagement with community Groups (DPA, Friends Groups, etc).
- Community development programs (junior ranges, events, etc)

**Finance** KPIs cover the management of an accurate and transparent reporting of allocation and distribution of funds by Darebin Creek Management Committee. Topics to be covered when reporting are:

- Prudent management of budgets
- Generation of funds from other sources
- Attainment of DGR status.

**Commitment**

Darebin City Council and Darebin Creek Management Committee agree to work collaboratively to jointly manage, protect, promote and ensure the long term viability of Darebin Parklands and the Darebin Creek. This Memorandum of Understanding will be in effect and operate according to the principles outlined in this agreement for 3 years' time.

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**Darebin Creek Management Committee**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Darebin City Council**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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