

ATTACHMENT 1 – JAPARA REVIEW SUMMARY OF RECOMMENDATIONS

Leases

<i>Recommendations</i>	<i>Actions</i>
Consider the same lease for the Hub and Bridge House i.e., terms and conditions, schedules, with the timing of the lease consistent with the Facility Agreement.	Leases remain separate however are aligned in timing and duration.
That maintenance, repair or replacement schedules are reasonable in relation to the Not-for-Profit sector and do not place an undue burden of responsibility.	Leases will be updated to better reflect responsibilities of each party with regards maintenance.
That a proactive approach is undertaken with planning for capital maintenance, replacement, and upgrade to ensure facilities continue to meet community needs.	Capital maintenance, replacement and upgrade will be incorporated into the new leases.

Asset Management

<i>Recommendation</i>	<i>Actions</i>
That Council consider the rescinding of the asset gifting letter, and the terms of the Facility Agreement and Lease guide all asset management responsibilities, insurance and ownership responsibilities based on the principle that the facility manager role is a steward of assets owned by council for community benefit and council is the owner of its assets. The facility manager to record the assets it owns.	Ownership of the assets will be returned to Council including responsibility for renewal and insurance.
That Council consider an assessment of the potential to decrease operating costs and decrease environmental impacts through the installation of solar panels and other infrastructure at the Kilsyth Hub.	Council will undertake further assessment to understand the renewable energy expansion opportunities.

Facility Operations Funding

<i>Recommendations</i>	<i>Actions</i>
That a new three year plus two-year (3+2) agreement is developed which aligns the options of the occupancy lease with options for renewal based on the principle of consistency and security of tenure and funding.	This term will be set for the new agreement and aligned with the leases.
That the underlying tone and premise of the Facility Agreement is that of trust and genuine partnership to deliver a wide range of benefits to the community and that the primary objective is community use.	This sentiment will be incorporated into the new Facility Agreement.
That effective performance measures are jointly developed and agreed and are reviewed every six months to check whether performance measures are on track and any actions are put in place to rectify if required.	Performance measures will be reviewed and revised. Six monthly review meetings set to monitor progress.
That funding renewal process is commenced one year in advance of Facility Agreement end to ensure security and confidence for employment and facility management responsibilities.	Renewal commencement will be set at one year in advance within the new Facility Agreement.
That the Facility Agreement is included in Council's grant management system with a dedicated council officer responsible for oversight with authority to liaise across council functions for effective outcomes.	The Facility Agreement will be included in Council's grant management system.
That the funding level of \$85,000 plus an incremental increase for the five years of the Facility Agreement is used as an indicative starting point for consideration and negotiation between the parties.	An increase to \$85,000 operational funding will be set with an annual increase proposed to be in line with the annual rate rise.
That consideration is given to a set of principles embedded into the Facility Agreement to guide future review of funding levels including enhanced public or community access, security of facility management, acknowledgement of external factors that may result in reduction of use by the community.	In the development of the new Facility Agreement, this will be considered.

Maternal and Child Health (MCH)

<i>Recommendations</i>	<i>Actions</i>
<p>That arrangements in place for Maternal and Child Health Services (MCH) delivered at the Kilsyth Hub be included in the new Facility Agreement replacing the current MOU.</p> <p>That arrangements be reviewed annually.</p>	<p>MCH arrangements with the facility manager will be incorporated into the new Facility Agreement with a requirement to review arrangements annually.</p>
<p>Operational improvements and changes are recommended in the report relating to cost sharing arrangements for utilities, real time invoicing and venue bookings outside core MCH service delivery.</p>	<p>In consultation with the facility manager, cost sharing will be determined and revised where required for inclusion in the new Facility Agreement.</p> <p>In consultation with facility manager, updated processes will be implemented regarding advising on schedule changes and venue hire outside of the agreed schedule.</p>
<p>That MCH advises the facility manager, where practical, of changes to service rescheduling within their agreed usage.</p>	<p>MCH and the facility manager will engage to agree on process.</p>
<p>That way finding and signage for the MCH service is improved to assist service users to find their way to the service and within the Early Years centre (occasional care).</p>	<p>This will be reviewed and improved if required.</p>