

TWIN WATERS MAINTENANCE REFERENCE GROUP

CHARTER

NAME

The name of the Group is the Twin Waters Maintenance Reference Group.

SCOPE

The scope of the Twin Waters Maintenance Reference Group will extend to the Twin Waters Residential Community. These are as are detailed in Schedule 1.

PURPOSE

The purpose of the Twin Waters Maintenance Reference Group is to monitor and negotiate the level of landscaping maintenance services to be provided to the Twin Waters Residential Community by the Maroochy Shire Council (MSC). The service levels above those normally provided by MSC are funded by the Twin Waters Residential Community Special Landscaping Levy. The Twin Waters Maintenance Reference Group will have direct input to MSC via scheduled meetings regarding the service standards to be achieved using the Twin Waters Residential Community Benefited Area Levy.

OBJECTIVES OF THE REFERENCE GROUP

The objectives of the Twin Waters Maintenance Reference Group are:

- ? To ensure that the delivery of landscape maintenance services within Twin Waters Residential Community meets community expectations as detailed in Schedule 2;
- ? To communicate information relating to service delivery back to the Twin Waters community via community representatives; and
- ? To identify areas for inclusion, deletion or amendment in the development of future contracts.

The desired levels of landscape maintenance, the existing Maroochy Shire service levels and the service level gaps are detailed in Schedule 2.

MEMBERSHIP OF THE REFERENCE GROUP

Membership of the Twin Waters Maintenance Reference Group will comprise the following:

- ? The elected Councillor for the area of the Twin Waters Residential Community.
- ? Three representatives nominated by the Twin Waters Residents Association
- ? A representative of Lend Lease whilst Lend Lease continues to have development interests in the Twin Waters Residential Community
- ? A senior representative of Maroochy Shire Council.

The contract Manager and the contractor's Representative may be called on to attend to provide information on a needs basis.

Maroochy Shire Council staff will ensure timely provision of all relevant information to enable informed discussion by the group.

EXPECTED OUTCOMES OF THE REFERENCE GROUP

The Twin Waters Maintenance Reference Group will facilitate the objective of the Twin Waters Residential Community to maintain the increased standard of public landscape maintenance activities within the Community. The Twin Waters Maintenance Reference Group will provide a forum for liaison with the Maroochy Shire Council regarding the service levels and the amount of any Special Maintenance Benefit Levy.

The Twin Waters Maintenance Reference Group will be responsible for

- ? Assessing and reporting on the agreed landscape maintenance services as referenced in Schedules 1 and 2
- ? Assessing and reporting on the performance of Council's Contract Administrator in managing the delivery of the agreed services
- ? Identifying and recommending services for inclusion in (or deletion from) future contracts

For the avoidance of doubt, the Twin Waters Maintenance Reference Group will not have any responsibilities regarding the day-to-day provision of services to the Community by the Maroochy Shire Council. The Council will be directly responsible for services and residents must continue to deal directly with the Council on day-to-day matters. The Council will establish a reporting mechanism to ensure that items requiring action are dealt with in a timely manner.

TIME AND PLACE OF MEETINGS

The Reference Group will have three meetings annually to report and assess the proposed arrangements and the delivery of services. At least one meeting will be held during the period January – March each year to review performance, identify additional services and contract omissions and provide input to the Council's budget planning process.

The venue and time for meetings will be determined as required by agreement of the members.

AGENDA & MINUTES OF MEETINGS

- ? An agenda will be distributed via e-mail a minimum of 7 days prior to the meeting. Any member can request that an item be added to the agenda up to 10 days prior to the meeting.
- ? Minutes of the Meetings will be recorded and distributed to all Reference Group members within 7 days of the meeting. Any amendments to the Minutes should be advised within 7 days from the date of receipt.
- ? Minutes will be reviewed by all representatives for noting and, where appropriate, for action by relevant stakeholders.
- ? The Chairperson will be the Divisional Councillor or a person nominated by the Divisional Councillor.
- ? Secretarial services (provision of agenda and minute taking) will be provided by Council.

QUORUM

A quorum of at least half of the members is required prior to commencement of the meeting, with at least 1 representative of the Twin Waters Residents Association, 1 representative from Council (not including Divisional Councillor or their representative) and 1 representative from Lend Lease in attendance.

AUTHORITY OF THE REFERENCE GROUP

The Group acknowledges that the Council has the final responsibility for the determination and approval of any such levy, the implementation of the levy and the provision of the required additional services. However, the Council acknowledges that the Twin Waters Maintenance Reference Group has a specific interest in these matters and the Council will give full and due consideration to any recommendations from the Twin Waters Maintenance Reference Group.

SCHEDULE 1

Schedule 1 comprises three documents:

- ? 1A – Site Definition Plan
- ? 1B – Public Open Space Categories Plan
- ? 1C – Lend Lease Development Contract Plan

SCHEDULE 2

Schedule 2 comprises one document:

- ? 2A – Comparative Service Levels

Signed this _____ Day of _____ 2005

Maroochy Shire Council

Mayor

Divisional Councillor

Twin Waters Residents Association

President
