



Maroochydore City Centre Project
SunCentral Maroochydore Pty Ltd
Project Working Group
CHARTER

Purpose

The purpose of the Maroochydore City Centre Project Working Group (PWG) is to manage the day to day operational matters of the Project that require clarity, feedback, transparency, guidance and expertise for both entities (SunCentral Maroochydore Pty Ltd and Sunshine Coast Council).

Background

SunCentral Maroochydore Pty Ltd (SCM) is a special purpose entity established by Sunshine Coast Council (SCC) in 2015 to provide Development Management Services for the Maroochydore City Centre project over 53ha of land (approximately) previously known as the Horton Park Golf Course, as part of a 'beneficial enterprise' as defined under the Local Government Act 2009.

SCM is a proprietary company limited by shares incorporated under the Corporations Act 2001 (Cth) and is solely owned by SCC.

To support the Maroochydore City Centre, a Project Working Group (PWG) has been established to provide an integrated feedback loop between SCC and SCM on operational, governance, planning, financial, commercial, contractual and project delivery matters.

Responsibilities

The PWG has been established to supplement and streamline the quarterly Shareholder Representative Group (SRG) meetings. The purpose of the meetings are to provide guidance and advice on operational, governance, planning, financial, commercial, contractual and project delivery matters as they arise to assist SCM in the delivery of the MCC project and keep SCC informed of project matters on a timely basis.

Additional resources are invited to participate in PWG meetings from time to time where specialist skills/expertise or specific matters need consideration and resolution.

Areas of PWG focus will be in relation to:

1. Governance
2. Risk
3. Development proposals and associated conditions
4. Financial matters
5. Commercialisation of the Project
6. Staging and delivery
7. Sunshine Coast Council matters which may impact the Project
8. Infrastructure Agreement delivery obligations
9. Media announcements and events
10. Precinct Planning outcomes

Decision Making Authority / Delegation

The PWG has no delegated power to make decisions on behalf of Council.

Any decisions made must be as per Officer Delegations outlined in the Delegations Register for both SunCentral Maroochydore Pty Ltd and Sunshine Coast Council.

Sunshine Coast Council & SunCentral Maroochydore Pty Ltd Membership

The sub-group consists of the following attendee's:

- Sunshine Coast Council - Portfolio Director Major Projects – (Chair)
- Sunshine Coast Council - Project Accountant – (Secretariat)
- SunCentral Maroochydore Pty Ltd - Chief Executive Officer – John Knaggs
- SunCentral Maroochydore Pty Ltd - Project Director – Mark Salmon

Meeting protocols and procedures

- The PWG Secretariat is responsible for scheduling meetings, which are scheduled monthly or on an as needs basis if special meetings are required.
- The PWG Secretariat is responsible for overseeing agendas and minutes, including distribution of the agenda and minutes, and maintain a list of outstanding matters.
- A member should nominate a delegate if unable to attend a meeting.
- Non-members may be invited by the PWG Chair to attend meetings to discuss issues associated with the Project.
- All matters considered by the PWG are treated as commercial-in-confidence and are not to be disclosed to any party.
- Members are responsible for the declaration and management of any conflicts of interest on items considered at the meeting.

Authority

The Charter of the Project Working Group is authorised by the Chief Executive Officer and may be amended from time to time.

Authorised



Michael Whittaker
Chief Executive Officer, Sunshine Coast Council

Date 29/10/2019



Maroochydore City Centre Project
SunCentral Maroochydore Pty Ltd
Shareholder Representative Group
CHARTER

Purpose

The purpose of the SunCentral Maroochydore Shareholder Representative Group (SRG) as a governance group is to oversee the interests of the Sunshine Coast Council and its community regarding the expected level of performance of SunCentral Maroochydore Pty Ltd (the Company) in relation to delivering and managing Council's landholding in the Maroochydore City Centre project (MCC) in accordance with the Statement of Corporate Intent.

The SRG is the primary vehicle to be used by the Company to obtain feedback and direction in relation to matters impacting the MCC Project.

Background

SunCentral Maroochydore Pty Ltd (SCM) is a special purpose entity established by Sunshine Coast Council (SCC) in 2015 to provide Development Management Services for the Maroochydore City Centre project over 53ha of land (approximately) previously known as the Horton Park Golf Course, as part of a 'beneficial enterprise' as defined under the *Local Government Act 2009*.

SCM is a proprietary company limited by shares incorporated under the *Corporations Act 2001* (Cth) and is solely owned by SCC.

The Shareholder, in respect of this Charter, is the Sunshine Coast Council. By delegation from Council, the Chief Executive Officer is Council's Shareholder Representative. The Shareholder Representative is to act as council's representative to exercise all powers that council, as the member of the Company, may exercise at a meeting or in voting on a resolution (Delegation No. C-029-2019 (v2)).

To support the Maroochydore City Centre Project Working Group (PWG) has been established to provide an integrated feedback loop between SCC and SCM on all operational, governance, financial, commercial, contractual and project delivery matters.

Responsibilities

Act as Sunshine Coast Council's representative to:

- oversee the Company's activities in the interests of the Council and the community;
- monitor compliance by the Company with this Statement of Corporate Intent;
- provide advice and recommendations to the Company and to the Council;
- consider advice from, and provides direction to, the Technical Reference Group;
- oversee the awarding of Development Services Contracts with the Company;
- Recommends to the Council:
 - Stage Development Plans;
 - Land Disposal Plans; and
 - any planning instruments for lodgement to the MEDQ.

Decision Making Authority / Delegation

- The SRG has no delegated power to make decisions on behalf of Council.
- The SRG can recommend to the Shareholder Representative (acting under their authorised delegations) to progress any matters impacting the MCC Project, with the Company prior to the matter proceeding to Council for a decision.

- The SRG can, via Shareholder Representative (acting under their authorised delegations), request additional information to be provided by the Company or by Council officers prior to a matter proceeding to Council for a decision.

Sunshine Coast Council Membership

- Portfolio Councillor – Region Making Projects – Mayor Mark Jamieson (Chair)
- Portfolio Councillor – Corporate Strategy and Finance – Councillor Tim Dwyer
- Portfolio Councillor – Economic Development and Innovation – Councillor Stephen Robinson
- Divisional Councillor – Councillor John Connolly
- Chief Executive Officer – (Shareholder Representative)
- Portfolio Director Major Projects – (Secretariat and Shareholder Representative delegate)
- Chief Of Staff – (Corporate and Councillor Engagement)
- Chief Financial Officer – (Financial)
- Project Accountant – (Technical Working Group Co-Chair)

SunCentral Maroochydore Pty Ltd Membership

- Board Members (at least one in attendance at each SRG Meeting)
- Chief Executive Officer
- Project Director (as required)

(Attendance of SunCentral Maroochydore Pty Ltd is only for the item/s approved by the Shareholder Representative)

Meeting protocols and procedures

- The Secretariat is responsible for scheduling meetings quarterly (at a minimum) and may call additional meetings, as required.
- The Secretariat is responsible for overseeing agendas and minutes, including distribution of the agenda and minutes.
- The Secretariat is responsible for maintaining a list of outstanding matters and action items.
- The Chair may nominate a proxy in the event that he is unable to attend the meeting. The proxy must be an SRG Councillor or the Shareholder Representative.
- A quorum is five SCC (5) members, including at least two Councillors.
- A representative of SunCentral Maroochydore Pty Ltd is required to attend meetings to present and discuss agenda items (reports) and/or emerging issues associated with the MCC Project.
- Non SRG Members may be invited by the Secretariat to attend meetings to discuss agenda items (reports) and/or emerging issues associated with the MCC Project.
- All matters considered by the SRG are to be treated as commercial-in-confidence and are not to be disclosed to any party unless otherwise agreed by the Chief Executive Officer (Shareholder Representative).
- Members are responsible for declaration and management of any conflicts of interest on any items considered by the SRG.

Authority

The Charter of the SunCentral Maroochydore Shareholder Representative Group is authorised by the Chief Executive Officer and may be amended from time to time.

Authorised  Date 29/10/2019
Michael Whittaker
Chief Executive Officer, Sunshine Coast Council



Maroochydore City Centre Project
SunCentral Maroochydore Pty Ltd
Technical Reference Group
CHARTER

Purpose

The Maroochydore City Centre Technical Reference Group (TRG) has been established to provide a forum for Sunshine Coast Council (SCC) staff to engage with the SunCentral Maroochydore Pty Ltd (SCM) development team to provide technical advice to SCM in the development management of the Maroochydore City Centre PDA area, in line with Council's Corporate Plan Strategies.

Background

The Maroochydore City Centre (MCC) is being developed on a 52 ha parcel of land previously known as the Horton Park Golf Course which was purchased by SCC in 2013. SCC is developing the land through SunCentral Maroochydore Pty Ltd (SCM) which is a special purpose entity established by SCC (in 2015) responsible for providing Development Management Services for the Project as part of a 'beneficial enterprise' as defined under the *Local Government Act 2009* (Qld). SCM is a proprietary company limited by shares incorporated under the *Corporations Act 2001* (Cth) and is solely owned by SCC.

The land has been designated as a Priority Development Area (PDA) by the Queensland State Government with the development assessment and approval regulated by the Minister Economic Development Queensland under the *Economic Development Act 2012*.

Given that a wide array of expert skills and broad experience currently exists within SCC, the TRG will endeavour to ensure that the expertise and knowledge are made available as needed to the project to enable SCC to deliver a contemporary city centre within its financial, economic, community and environmental strategies of the SCC and as the identifiable city heart for the wider Sunshine Coast Region.

Responsibilities

The TRG is to recommend to the delegated Council officer, design details covering all aspects of the public realm development within the Maroochydore City Centre PDA area. The TRG Co-Chairs will efficiently involve key staff across Council as necessary as part of the approval process including Council's asset custodians as the future owner of all public realm assets that are created through the development (i.e. similar to the operational works process within Council's Planning Scheme for development).

Areas of TRG focus will be as a technical advisory group in relation to:

- Road and traffic engineering configuration and design details;
- Urban design treatments;
- Park development and design;
- Lighting, and electrical systems;
- Public realm architectural and landscape features including public art proposals;
- Community facilities to be situated in the public realm;

- Input into design specifications for expert consultancies to report on identified project elements, and assistance in reviewing reports and concepts arising out of the consultancies including the preparation of lower order Precinct Plans and supporting documentation for submission to the approval agency (EDQ).
- Ensure that specialist technical input from SCC is provided to SCM's development team in alignment with Council's Corporate Plan and Strategies.
- Ensure alignment and influence the direction of the project with all other work undertaken by Council.
- Appraise SCM of relevant processes or strategies under review where the review may impact on the project.
- Offer constructive technical input with a focus on achieving outcomes consistent with Council's vision, project programme and project budget.
- Ensure designs for public realm infrastructure as submitted by SCM for endorsement and Council officer approval, as per adopted policies/plans.
- Ensure appropriate processes are established to assist in construction auditing and handover of fit for purpose public realm infrastructure for the project on compliance with the adopted Operational Plan.
- Undertake reviews of agreements and technical standards as necessary to ensure project learnings and improvements are incorporated to achieve best practise infrastructure outcomes for SCC and the community.

Decision Making Authority / Delegation

The TRG has no delegated power to make decisions on behalf of Council.

Any decisions made must be as per Officer Delegations outlined in the Delegations Register for both SunCentral Maroochydore Pty Ltd and Sunshine Coast Council.

Membership

Council core participants are:

- Group Executive (Liveability and Natural Assets) and Co-Chair
- Project Accountant (Office of the CEO) and Co-Chair
- Program Director Urban Growth (Liveability and Natural Assets)
- Project Manager Urban Growth Projects (Liveability and Natural Assets)
- Principal Engineer Urban Growth Projects (Liveability and Natural Assets)
- Manager Waste and Resource Management (Customer Engagement and Planning Services)

SunCentral Maroochydore core participants are:

- Project Director
- Development Manager

Secretariat

- Urban Growth Projects (Liveability and Natural Assets)

Additional Council or external resources may be invited to attend the TRG meetings from time to time where specialist skills and expertise are required.

Engineering, Design and Construction co-ordination has been established to supplement and streamline the quarterly TRG meetings. The purpose is to provide guidance and advice on design and construction matters as they arise to assist SCM in the delivery of the MCC project. The co-ordination consists of the following attendees:

- Manager Project Delivery (or delegate) (Liveability and Natural Assets)
- Principal Engineer Urban Growth Projects (Liveability and Natural Assets)
- Development Manager (SCM)
- Project Manager (SCM)

Additional resources are invited to participate in Engineering Design and Construction meetings from time to time where specialist skills/expertise or specific matters need consideration and resolution.

Meeting protocols and procedures

- The TRG Secretariat is responsible for scheduling meetings, which are scheduled half-yearly at present (min two per annum) or on an as needs basis if special meetings are required.
- The TRG Secretariat is responsible for overseeing agendas and minutes, including distribution of the agenda and minutes, and maintain a list of outstanding matters.
- A member should nominate a delegate if unable to attend a meeting.
- Non-members may be invited by the Co-Chairs to attend meetings to discuss issues associated with the Project.
- All matters considered by the TRG are treated as commercial-in-confidence and are not to be disclosed to any party unless otherwise agreed by the SCC CEO.
- Members are responsible for the declaration and management of any conflicts of interest on items considered at the meeting.

Authority

The Charter of the Maroochydore City Centre Technical Reference Group is authorised by the Chief Executive Officer and may be amended from time to time.

Authorised 

Michael Whittaker
Chief Executive Officer, Sunshine Coast Council

Date 29/10/2019