

## **Plan for Establishment of the “Works Maintenance Group”** (formerly VSC)

Current maintenance of Village Landscape and Services is not adequate and we will run the risk of incurring significant expenses in the future for major repairs /replacements if a more proactive approach is not taken.

To manage this requires a considerable increase in the voluntary input from Lotowners, or otherwise likely increases in the Community Administration Levy over the next few years to meet the costs of paid staff or consultants to do the work; usually at costs of at least \$70/hour.

The Management Committee has approved the establishment of a “Works Maintenance Group” (WMG) who would be responsible for all the daily maintenance of village property on Common Land, subsuming that role from the Natural Environment, Farm, Services and any other relevant Committees.

### **The WMG would be responsible for:**

The timely, efficient and responsible maintenance of all Community property.

Budgeting for the above. (This would represent items typically from the Administrative Fund).

Organizing available and necessary voluntary or paid staff to undertake necessary works.

Liaising with Neighbourhood Groups and Management Committee re undertaking of all works.

### **The WMG would report to the Community via the Management Committee.**

### **The WMG's tasks would include maintenance of:**

Weeds, Pests, plantings, landscaping, roads, fences, buildings, tools, equipment, machinery, lights , pumps, water mains, irrigation systems, drains, power, communications, recycling and rubbish removal systems, Sewerage, signage, records, administration and other tasks as may be evident or specified on all Common Land.

Establishment of a WMG would relieve other Committees of these routine tasks , allowing them to concentrate on “new projects” and strategic planning and approvals (where required eg NEC , BDC).

An alternative is for “new projects” and strategic planning to be done by working parties reporting directly to MC thus possibly eliminating the need for some of the Committees.

We believe this alternate approach would better serve the needs of the Community going forward, and is also more compatible with the Sociocratic Model being trialled and considered by the Community to better manage our affairs.

The WMG has proposed a number of Portfolios to be filled by Volunteers (preferably) to share the responsibilities around and ensure our Maintenance needs are being met. The Portfolios are listed below with a brief description of their responsibilities.

**Please consider if you would be interested in one or more of these interesting, worthwhile and essential roles and contact the WMG for more information.**

The WMG will make a short presentation at upcoming Forums.

# **WMG Maintenance Portfolios and Responsibilities**

## **Convener -**

liaise with all Portfolio Holders and Management Committee (MC)  
consolidate and present WMG Budget.

## **WWTP Maintenance -**

coordinate the maintenance of the WWTP ,  
recruit, train, and liaise with volunteers, contractors and staff  
report to Convener/MC status of WWTP  
be AAEV contact for WWTP maintenance issues  
prepare and manage annual budget for WWTP Maintenance

## **Irrigation Systems Maintenance -**

maintain orchard watering,  
maintain irrigation infrastructure  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Irrigation systems  
be AAEV contact for Irrigation maintenance issues  
prepare and manage annual budget for Irrigation Maintenance

## **Common Land Landscape Maintenance -**

maintain weed and pest control,  
maintain pruning and infill planting,  
maintain fertilizing, mulching etc.  
maintain mowing and slashing  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Landscape  
be AAEV contact for Landscape maintenance issues  
prepare and manage annual budget for Landscape Maintenance

## **Roads, Drains, Signage Maintenance -**

maintain roads and stormwater systems  
maintain signs  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Roads, Signs and Stormwater systems  
be AAEV contact for Roads, Drains and Signage maintenance issues  
prepare and manage annual budget for Roads, Drains, Signage Maintenance

## **Lights and Power Maintenance -**

maintain street lights and power systems  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Lights and Power  
be AAEV contact for Light and Power maintenance issues  
prepare and manage annual budget for Lights and Power maintenance

## **Plumbing Maintenance -**

maintain plumbing systems  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Plumbing systems  
be AAEV contact for Plumbing maintenance issues  
prepare and manage annual budget for Plumbing Maintenance

**Communications Systems Maintenance -**

maintain Communication systems  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Communication systems  
be AAEV contact for Communication System maintenance issues  
prepare and manage annual budget for Communications System Maintenance

**Buildings Maintenance -**

maintain Community buildings  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Community buildings  
be AAEV contact for Community Building maintenance issues  
prepare and manage annual budget for Community Buildings Maintenance

**Tools, Machinery and Equipment Maintenance -**

maintain Community Tools, Machinery and Equipment  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Tools, Machinery and Equipment  
be AAEV contact for Tools, Equipment and Machinery maintenance issues  
prepare and manage annual budget for Tools, Machinery and Equipment  
Maintenance

**Recycling and Rubbish Removal Maintenance -**

maintain Community recycling and rubbish removal systems  
recruit, train, liaise with volunteers, contractors and staff  
report to Convener/MC status of Recycling and Rubbish Removal  
be AAEV contact for Rubbish and Recycling maintenance issues  
prepare and manage annual budget for Recycling and Rubbish Removal

Tony Gerlach for WMG  
06/03/09