



# COMMUNITY PROPERTY NEWSLETTER

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March 2024

## In this issue:

- Annual Property Inspections
- Owners Consent
- Report it online
- Reminder to tenants

## Annual Property Inspections

We are now conducting annual property inspections for all of our leased community properties. These inspections provide the opportunity for:

- Any maintenance or repair issues to be promptly identified
- Ensure all the lease terms are being met
- Assess any safety issues

You will receive written notification regarding an inspection and to arrange access to the premises on an identified date and time.

If you have any questions regarding these inspections, please reach out to [property@ssc.nsw.gov.au](mailto:property@ssc.nsw.gov.au)

## Owners Consent

You can apply for owners consent to upgrade your Council building or a letter of support for grant funding on the Council website [here](#). Depending on the complexity of works and the Planning Pathway the turn around for letters of support can take 28 days. Please apply early as a letter of support cannot be guaranteed in time for grant closure dates.

Some grants now ask for a letter from Council saying a DA is not required. Property **cannot** provide a DA exemption letter. Your options are:

1. Put in a Pre DA application and Planning & Growth staff will provide confirmation and advice via the Planning Pathway (this will take a number of months)
2. Engage a private planner to provide advice
3. Undertake your own investigations of planning pathways as complying or exempt
  - a. Works will require planning approval as [Complying Development under the State Environmental Planning Policy \(Exempt and complying Development Codes\) 2008](#)
  - b. Works do not require planning approval and are considered [Exempt Development under the State environmental Planning Policy \(Exempt and complying Development Codes\) 2008](#)

Improvement works by tenants can often be found in Part 2 Exempt Development Codes/ Division 1 General Exempt Development Code.

You can find more information on our website here [Do I need a DA? | Sutherland Shire Council \(nsw.gov.au\)](#)



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## Report it Online

You are reminded that all maintenance and repair requests for the building structure or public areas are to be reported online. This allows for both tenants and Council to keep a record of the requests being made and to track the progress.

If you require a copy of the QR Code provided in the December newsletter, please let us know.

[Contact us online](#) | [Sutherland Shire Council \(nsw.gov.au\)](#)

## Reminder to tenants

### New contact for your club or organization?

It is important that you keep us informed of any changes to your club/organizations management committee. If you have changed Presidents or staff please email us the new name, contact number and email at [property@ssc.nsw.gov.au](mailto:property@ssc.nsw.gov.au)

Attached is a copy of our New Management Committee Checklist for you to use.

### Have you had new keys cut for your property?

Make sure you provide a copy of these keys to us. We only use these in a case of an emergency and will let you know if we need to access the building.

**We look forward to working with you in 2024.**

**If you have any questions or concerns regarding this newsletter or your leased property, please contact [property@ssc.nsw.gov.au](mailto:property@ssc.nsw.gov.au)**



## New Management Committee Checklist

CHECKLIST ITEM	STATUS/ COMMENTS
Do you hold a Current Lease?	Yes / No  Commencement Date Expiry Date
Asbestos register displayed?	Yes – Location  No – Contact Council for a copy
Are Gas Bottles stored correctly?	Yes – Location  No- consult relevant legislative requirements etc...
Insurance	Provide Copy to Council each year
Fire Exists – clear at all times	Egress cleared and equipment readily available etc..
Keys	Ensure Council have been provided a current set of keys and alarm code/s
Contact / Committee List	Ensure Council have been provided names and contacts of relevant tenants Contacts
Lease due diligence	Understand party responsibilities under the Lease Owner consent process for any proposed works Reporting process for repairs Grant application process etc

## Handover document – Overview of Community Lease

Please review your lease agreement to determine who is responsible for the terms and conditions of the lease. Below is a summary of the new Community Lease Agreement that was adopted in April 2022 and some useful links.

Council’s responsibilities include: (please note that if your lease started prior to April 2022 that you may have different costs & responsibilities)

Our cost and responsibility	We must maintain the structure and other components listed below of the premises including doing any needed routine maintenance or repairs doing any work needed to upgrade the components arrange and pay for any necessary certification	
	Structural components include	Roofing materials, gutters, downpipes and roof structure External walls, doors and windows Floor structure and building foundations Electrical switchboard and wiring Pipes and conduits including stormwater and wastewater
	Other components	Essential services (Fire) Roof safety system Thermostatic mixing valves Hot water services Fencing Graffiti removal Public paths and walkways outside the Premises
Public Amenities	Regularly	Check for damage and cleanliness Provide scheduled cleans Replenish consumables Undertake upgrades for compliance purposes or to maintain fit for purpose
	Always	Repair leaking or damaged plumbing fixtures. Maintain or replace all lights and electrical fixtures.