



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.	