



COUNCIL MANAGEMENT AGREEMENT
PROPERTY

ANNEXURE 2 – ROUTINE MAINTENANCE RESPONSIBILITIES

The following table outlines existing maintenance responsibilities for Council and the Management Entity (COM).

A general condition for all maintenance projects is that no fixtures, alterations or additions may be made without written consent of Council. Safe Work Method Statements (SWMS) should be completed for all maintenance activities that involve risk of injury.

All contractor/s engaged by the Management Entity must evidence adequate insurances, qualifications and demonstrates safe work practices in accordance with the OH&S Act 2004

All associated sub-contractors will need to have the appropriate qualifications. The principle contractor will be required to provide a list of all subcontractors and their qualifications to the management entity prior to the commencement of maintenance works. The management entity will record these details on file.

ITEM	TENANT RESPONSIBILITY	LANDLORD (COUNCIL) RESPONSIBILITY
Furniture and Fixtures		
1. Heating Fixtures	No responsibility.	Payment of all gas and electricity bills, servicing, replacing and repairing when required.
2. Ceiling Fans and Air Conditioning Units	No responsibility.	Purchase, installation, servicing, replacing and repairing when required.
3. Curtains and Blinds	No responsibility.	Cleaning and maintenance.
4. Doors (including cupboard doors and door fittings).	No responsibility.	Repairs on all external doors. Council manage security risk.
5. Goal Posts, Nets and Padding	Purchase installation and maintenance.	No responsibility.
6 Clubroom Equipment as provided by user groups	Responsible for installation, servicing and maintenance.	Inspections as required under legislation. No Responsibility.



COUNCIL MANAGEMENT AGREEMENT

PROPERTY

7. Other Permanent Fixtures	Regular cleaning of all fixtures and repair/replace if due to foreseeable misuse.	Replacement and maintenance of other fixtures as required from normal use.
Building/Structural		
8. Building Alterations	No responsibility.	For assessing all requests submitted and if approved by Council, ensuring satisfactory completion of work by the responsible parties.
9. Ceiling	No responsibility.	Major repair and/or replacement due to structural faults and age.
10. Floor Surfaces and Coverings	No responsibility.	Purchase, installation, cleaning and maintenance.
11. Walls and Floor	Cleaning and repair if damaged through foreseeable misuse.	Structural maintenance, cleaning as required from normal use.
12. Glazing	To keep clean	Replace internal and external breakages. Council will assess insurance claims according to Council's building insurance process.
13. Roofs and Gutters	No responsibility.	All maintenance and repair as per Council's asset renewal program or as required due to failure.
14. Skylights	No responsibility.	All maintenance and repair as required.
15. Painting	No responsibility.	External painting as per Council's asset renewal program or as required due to failure.
16. Building External	No responsibility. Reporting any required external maintenance.	Structural or weather proofing maintenance as per Council's asset renewal program or as required due to failure.
17. Scoreboards and Coaching Boxes	Purchase, installation and maintenance costs.	No responsibility.



COUNCIL MANAGEMENT AGREEMENT

PROPERTY

	Application to Council for installation approval.	
18. Hard Courts – Underlying Structure	No responsibility.	Maintenance as per Council's Asset Management System. Repair of structural defects as assessed by Council.
Electrical		
19. Electrical Wiring and Fittings in buildings	No responsibility.	All building wiring from main supply to and including the switchboard, power points, switches and light fittings.
20. Tested and Tagged Electrical Appliances	Annual test and tagging of all electrical appliances brought into the facility.	Annual test and tagging of any council electrical appliances and fixtures.
21. Training Lights (Lamps)	Purchase of parts, globes and fittings. Payment of utility costs and repairs.	Provision of 1 x crane hire and electrical technician per facility per annum with timing to be negotiated with tenant
22. Indoor Stadium Lights (Lamps)	Purchase of parts, globes and fittings. Payment of utility costs and repairs.	Provision of 1 x crane hire and electrical technician per facility per annum with timing to be negotiated with tenant
23. Light Globes and Fittings (external building fittings)	Responsible for enhancements.	Replacement and maintenance when required.
24. Light Globes and Fittings (internal)	Responsible for enhancements. Replacement of globes where a work platform does not exceed 2 metres height off the ground, including the completion of a Safe Work Method Statement (SWMS).	Replace light globes where a work platform will exceed 2 metres height off the ground and repair faulty fittings as determined by Council.
Fire Services – Emergency Safety		
25. Fire Services (Extinguishers, hose reels, hydrants, booster systems, alarms)	No responsibility.	For maintenance cost of fire services and replacement due to age.



COUNCIL MANAGEMENT AGREEMENT

PROPERTY

26. Essential Services	<p>Induction of facility users.</p> <p>Compliance with building code and Certificate of Occupancy (Varies depending on structure). Costs associated with compliance to be approved by and forwarded to Council.</p>	<p>For maintenance cost of Essential Services requirements and replacement due to age.</p>
Security/Vandalism		
27. Vandalism (internal, where break in occurs)	<p>Reporting to Council and Police. Cost for repairs/replacement of user owned fixtures.</p>	<p>Council will assess insurance claims according to Council's building insurance process.</p>
28. Vandalism (external)	<p>Reporting vandalism including graffiti to Council and Police.</p>	<p>Repairs as determined by Council (copy of police report required).</p>
29. Keys & Locks (compatible with Council's Master Key System)	<p>Responsible for keys issued by Council and maintaining a site specific key register. No keys to be cut Restricted Council key system.</p>	<p>Purchase, install, provide keys and maintain external locks.</p>
30. Security System	<p>No responsibility.</p>	<p>No responsibility.</p>
Plumbing/Irrigation/Toilets		
31. Plumbing and Fixtures	<p>Reporting to Council any maintenance issues.</p>	<p>Replacement or renewal of reticulated hot water system/s will be determined by Council on failure only.</p>
32. Plumbing Waste Pipes and Drains	<p>Keep clear of foreign objects and clear if blocked.</p>	<p>Renewal or repair of the tank pump will be determined by Council.</p>
33. Irrigation Maintenance	<p>Minor adjustments of sprinkler heads (i.e. spray pattern, maintaining surrounds of heads).</p>	<p>All irrigation piping from main supply, control system and distribution infrastructure.</p>



COUNCIL MANAGEMENT AGREEMENT

PROPERTY

	Reporting malfunctions to Council and undertaking pre-seasonal inspections of irrigation system before use.	Repairs where required, including sprinkler heads.
34. Storm Water Drain Maintenance	No responsibility.	All maintenance as required.
35. Public Toilets	No responsibility.	Cleaning to an approved schedule those toilets designated as Shire 'public toilets'. Maintenance and repairs as required for public toilets.
36. Reserve only use / Internal Toilets	Maintenance, cleaning and minor repairs.	Major repairs as determined by Council.
Food Handling/Hygiene/Cooking Equipment		
37. Hygiene	To keep all areas in a clean and hygienic state.	No responsibility.
38. Food Handling Areas and Equipment	To comply with the relevant Health Acts and maintain such equipment required under the Health Act.	No responsibility.
39. Stoves, Cooking Equipment and Grease Traps	Keep clean and maintain in operable condition. Cost of repairs. Maintain grease traps in accordance with manufacturer's recommendation.	No responsibility.
40. Exhaust Fans	Keep clean and maintain in operable condition.	No responsibility.