

LICENSEE / MANAGER / PERMITTEE MAINTENANCE SCHEDULE – ANNEXURE D

Any maintenance or repairs required as a result of the Licensee/Manager/Permittee not upholding their obligations listed below will become the financial responsibility of the Licensee/Manager/Permittee.

CATEGORY	REQUIREMENTS	PARTY RESPONSIBLE	
		LICENSEE MANAGER PERMITTEE	COUNCIL
BUILDINGS - EXTERNAL (including Sheds and Outbuildings)			
Blinds (external) <i>ie. Café blinds</i>	Clean, maintain, repair/replace bungees, hooks, clips, zippers, pulley rope etc #	●	
	Whole of life replacement	●	
Boundary Fencing (entire)	Clean, maintain, repair and paint #	●	
	Whole of life replacement		●
Doors, door frames, door furniture <i>(including security, screen or safety doors)</i>	Clean, maintain, arrange repair/replacement of hinges, door closers door locks and latch sets, door handles or damage to door.	●	
	Whole of life replacement		●
Entrance / Exit Gate	Keep clear, secure, clean maintain and repair	●	
	Whole of life replacement		●
Lighting (external)	Maintain within the premises. Replace all external globes, starters and ballasts with the exception of floodlight towers #	●	
	Replace fittings. Maintain all aspects of floodlighting#		●
Locks, padlocks	Maintain, lubricate, replace with like or keyed alike. Maintain key register.	●	
Locks and keys (restricted)	Maintenance, repair and replacement will be managed by Council		●
Roller Doors, Industrial Doors, Motors, Chains	Clean, maintain and repair and/or replace components	●	
	Whole of life replacement		●
Roof, gutters, downpipes	Clean, repair, maintain and unblock as required #	●	
	Whole of life replacement (roof, gutters and downpipes)		●
Shade structures (fixed) excluding shade sails <i>(ie. compliant fixed awnings, pergolas)</i>	Clean and repair structure, sail and anchor points #	●	
	Regular inspections	●	
	Whole of life replacement		●

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Signage	Supply, erect and maintain temporary or permanent safety, behaviour and compliance signage as required to meet industry or health guidelines #	●	
Stormwater	Keep free from blockages within the licenced area	●	
	Keep free from blockages outside the licenced area. All major repairs and replacement.		●
Timber (ie. Decking, Furniture, Screening, Posts, Ramps and stairs)	Clean and maintain. Secure loose boards, oil and protective coating annually #	●	
	Whole of life replacement for decking, fixed furniture, screening, posts, ramps and stairs		●
Walls	Clean / pressure wash, spot paint to match as required, maintain and repair #	●	
	Maintain structural stability, repaint and repair and structural damage		●
Windows (including security screens)	Secure, clean, maintain, arrange repair/replacement of broken glass	●	
	Whole of life replacement.		●
BUILDINGS - INTERNAL			
Built in joinery (ie. reception/service desks etc)	Clean, maintain, repair ###	●	
	Whole of life replacement (Note: does not include upgrades or renovations desired by the Licensee/Manager/Permittee)		●
Ceilings	Clean	●	
	Repair (paint to match #) as a result of Manager misuse and negligence	●	
	Repair and repaint from fair, wear and tear and whole of life replacement		●
Floor coverings and floors	Clean, maintain, repair and replace. For timber and parquet floors, please contact Council for further advice before commencing any works.	●	
	Annual professional carpet shampooing	●	
	Whole of life replacement		●
Kitchen appliances (fixed)	Clean, maintain, repair as per manufacturers specifications	●	

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	Whole of life replacement of oven/stove (like for like)		●
Specified Electrical Equipment – Council owned	Repair and replacement		●
Stairwells/staircases	Clean, maintain, replace and repair balustrades, treads and risers, tactile and safety strips	●	
	Whole of life replacement		●
Telephone and Data	Maintain, repair, routine services of existing system. Extension, expansion, modification or replacement of existing system.	●	
Walls / doors / screens / partitions	Clean, maintain, repair and paint	●	
	Maintain structural stability, repaint and repair any structural damage		●
	Whole of life replacement		●
ELECTRICAL			
Electrical (refer Statutory Maintenance Requirements for further information)	Repairs to, replacement of, or upgrade to switchboards and electronic controls failure.		●
	Cleaning, repairs and replacement of globes, starters, ballasts (internal only)	●	
	Bi-Annual Inspection, testing and maintenance of Residual Current Devices (RCDs) as per Australian Standards		●
	6 monthly push button testing by Lessee/Licensee/Manager. Reporting of operational failures-circuit breakers, damage to enclosures, labelling, circuit diagram to be reported to Council immediately.	●	
	Electricity supply failure – contact Power Provider	●	
	Electrical Grounding Systems – testing to be carried out immediately after repair and modification and bi-annually thereafter.		●
Power Poles and on property Supply Line	Six-month visual inspection (minimum) – report any concerns to Council	●	
	Repairs and whole of life replacement. Minimum 5 yearly electrical contractor inspection (as per Energex recommendation)		●

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FIRE SERVICES AND EMERGENCY PROCEDURES			
Emergency Procedures	Ensure the provision of all safety, emergency procedures, including evacuation procedures	●	
Exit and Emergency Lighting	Six monthly inspection and servicing of exit and emergency lighting. Repair and replacement		●
Fire Services (refer Statutory Maintenance Requirements for further information)	Inspections/servicing, repairs and replacement of all portable fire equipment to Australia Standards – servicing records to be provided to Council		●
	Inspections/servicing, repairs and replacement of all fire system components to Australian Standards – including hydrants, fire indicator panels, fire hose reels, smoke detectors, etc		●
	Arrange replacement and/or repairs to damaged and/or stolen and/or used fire extinguishers and/or exit lights	●	
	Maintenance of fire system drawings		●
	Inspection and servicing of emergency lighting		●
	Cost for alarm responses due to Manager, or his representatives	●	
FURNITURE AND FITTINGS			
Change room seating / hooks	Clean, maintain, repair, replace	●	
Lockers	Clean, maintain, repair, replace	●	
Office / reception / retail community space (non-fixed)	Clean, maintain, repair, replace	●	
Tables / chairs / kitchen / umpire’s chairs / grounds	Clean, maintain, repair, replace	●	
GARDENS AND LANDSCAPING			
Footpaths	Clean, litter removal and maintain	●	
	Structural repair		●
Gardens	Clean, litter removal, maintain and trim (report dangerous trees to Council)	●	
	Major landscaping and arborist works (subject to Council approval)	●	

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	Garden bed irrigation maintenance and repair	●	
Gardens and surrounds	Mowing, hedging and edging	●	
GRANDSTAND (if applicable)			
Grandstand / tiered seating	Clean and maintain	●	
	Repair and whole of life replacement		●
MISCELLANEOUS			
Building Security	Building to be kept secure and monitored on a regular basis	●	
Bitumen and Gravel Roadways	Maintain and undertake street sweeping (within licenced area)	●	
Electricity	Shall pay all electricity and general operating costs	●	
Gas cylinders and bottles and all associated fittings	Must be maintained to relevant standards	●	
Incident reporting	Incidents that may likely give rise to a claim under any policy of insurance, must be notified to Council within 24 hours of incident occurring	●	
Locks and keys (restricted)	Maintenance, repair and replacement will be managed by Council.		●
Rates <i>(concessions policy may apply)</i>	Shall pay all applicable general rates and service charges		●
Shade Sails	Maintain, repair and whole of life replacement	●	
PEST CONTROL			
Internal / external	Scheduled annual treatment of ants, cockroaches, spiders, silverfish, rodents etc or as necessary to control pests and vermin	●	
	Annual termite inspection.		●
	Preventative measures, maintenance and repairs as a result of infestation		●
PLANT AND MACHINERY			
Air conditioners <i>(refer Statutory Maintenance)</i>	Maintain, repair, clean and operate according to manufacturer's specifications #	●	
	Whole of life replacement		●

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Requirements for further information)			
Hot water services	Clean and operate according to manufacturer's specification, maintain and repair #	●	
	Whole of life replacement due to malfunction or fair wear and tear (if under \$2,000 exclusive of GST)	●	
	Whole of life replacement due to malfunction or fair wear and tear (over \$2,000 exclusive of GST)		●
SECURITY			
Alarm system (if not Council owned)	Operate, liaise with security company, false alarm costs as a result of operator misuse and negligence	●	
	Maintain, repair, whole of life replacement	●	
CCTV (if applicable) (if not Council owned)	Develop and implement procedures for use (unless operated by GRC)	●	
	Maintain, repair and whole of life replacement	●	
Graffiti, vandalism, theft, misuse (refer to your Tenure agreement for further information regarding reporting)	Make good any graffiti within the internal boundary of the licenced area #	●	
	Make good any graffiti external to the boundary of the licenced area (ie. external boundary fence / walls)		●
Master Lock / Key System (to be arranged through Council at the cost of the Lessee if keys lost)	Maintain, repair, replace lost keys and maintain register of issued keys	●	
	Restricted locks and keys will require Council permission		●
PA System (if applicable) (if not Council owned or not part of fire indicator panel)	Maintain, repair, routine service of existing system. Extension, expansion, modification of existing system	●	
	Whole of life replacement or existing system	●	
SEWERAGE, WATER SUPPLY AND DRAINAGE			
Onsite Waste Treatment	Treatment Plant servicing, maintenance and repairs, including pumping out of tank ##	●	
	Maintenance of land application area in accordance with geotechnical design	●	

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CATEGORY	REQUIREMENTS	PARTY RESPONSIBLE	
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	Whole of life replacement		●
Rainwater Tanks and Pressure Pumps <i>(non-reticulated water)</i>	Responsible for ensuring water levels are maintained	●	
	Clean, maintain, repair and replace components including strainer system to treat water to a potable standard	●	
	Whole of life replacement for tanks and pumps		●
Sewerage	Sewerage – reticulation to point of licenced area boundary (outside of licenced area)		●
	Cost of repairing blockages in any pipes originating in the licenced area #	●	
Water Supply <i>(reticulated water)</i>	Water supply – reticulation to point of licenced area boundary (outside of licenced area)		●
	Reticulation, blockages inside the licenced area #	●	
	Internal fixtures including replacement of tap washers (by licenced contractor if required), toilets, sink plugs, taps, showerheads and any other minor items #	●	
SPORTING AND RECREATION FACILITIES			
Fencing <i>(posts, gates and chain wire)</i>	Regular check and ensure no corrosion	●	
	Clean, maintain and repair	●	
	Whole of life replacement		●
Flood, Field and Area Lighting	Clean and operate according to manufacturer's specification	●	
	Maintain and repair	●	
	Whole of life replacement		●
Nets and Posts	Clean and operate according to manufacturer's specification	●	
	Maintain, repair and whole of life replacement	●	
Surfaces	Clean, maintain, line repainting and repair	●	
	Resurfacing and whole of life replacement (specialist contractor to be engaged)		●

FURTHER INFORMATION:

- For the purposes of this Maintenance Schedule – it is acknowledged that a “major repair” is classified as any individual repair costing \$2,000 (exclusive of GST) and above (with that amount to increase in accordance with any CPI indexation relevant during the tenure term).
- Many of Council owned or controlled buildings contain asbestos materials. If you are unsure if your building contain asbestos, please contact Council to check the Asbestos Register. Should your technician/s or sub-contractors become suspicious of any other materials not included in the register they should cease works immediately and contact Council, as it may be necessary to carry out further sampling and testing.
- Lead-based paint is most likely to be found on window frames, doors, skirting boards, kitchen and bathroom cupboards, exterior walls, gutters, metal surfaces and fascia’s on homes or structures built before 1970, or even interior walls. Please refer to: <https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-exposures/lead/working-with-lead-based-paint> for further information prior to commencement of painting.
- This list is not exhaustive and subject to change at Gympie Regional Council’s discretion. Some sections of this document may not apply to your particular tenure arrangement. Please contact Council if you require further clarification regarding responsibilities.
- **#** All works should be carried out by a suitably qualified/licenced trade contractor (relevant to the scale and type of work) who provides a Safe Work Method Statement (SWMS) or a Job Specific Assessment (JSA) for all work, including working at height. Any works above 2 metres should not be carried out by staff or volunteers.
- **##** Please contact Council’s Plumbing Section on 1300 307 800 regarding the type of onsite waste facility applicable to your location and servicing frequency, based on the type of facility at your site.
- **###** Works to be approved by Council prior to commencement and overseen by the appropriate Council Officer.
- **Whole of Life Replacement** means when the item referred to in the category column has to be replaced in its entirety due to fair, wear and tear. It does not include replacement of parts or components and does not include replacement due to misuse or failed maintenance by the Licensee/Lessee. Evidence from a qualified contractor/tradesperson must be provided to council.
- **Heritage Listing:** If you are unsure if a Building is Heritage listed, you can find more information on the Gympie Regional Council website under **Local Heritage Planning**, or contact Council on ph: 1300 307 800 and ask for council’s Local Heritage Officer.