

Co-location Checklist

The following table details the actions that a management committee needs to complete to implement the co-location of multiple user groups to a new-shared facility.

Activity	Outcome	Allocated To	Completion Required By	Status
1. Interim committee	Establish committee with reps from each user group			
2. Vision & mission statement	Vision & mission statement developed			
3. Constitution & by-laws	Documents developed and accepted by member clubs and lodged with CBS			
4. Public officer	Public Officer nominated and lodged with CBS			
5. Mobilisation plan	Timeframes finalised for member clubs to move into new facility			
6. Building licence	Licence for the clubhouse building			
7. Member club sub-licences	Sub-licences created and signed by member clubs. Documents should include all items related to shared use and club allocations			
8. Incorporation	Apply to CBS for incorporation			
9. Liquor licence	Apply to CBS for liquor licence			
10. Bank accounts	Establishment of bank accounts			
11. Management committee members	Nominations sought for management committee (including president, secretary, treasurer, council liaison and club reps) to govern organisation in the future			

Activity	Outcome	Allocated To	Completion Required By	Status
12. Utility connections	Electricity, gas, internet accounts established in new facility			
13. Facility maintenance and cleaning procedure	Processes and procedures developed for facility maintenance and cleaning of facility			
14. Strategic plan	Development and implementation of strategic plan			
15. Communications plan	Including establishment of website/social media accounts			
16. Bar and canteen operations	Agreement between user groups for protocols for operating the bar and canteen and ancillary catering such as BBQs			
17. Appointment of suppliers for bar and canteen stock	Agreed suppliers and stock management process			
18. Point-of-sale system	Investigation and purchase of shared POS system			
19. Insurance cover	Purchase of appropriate insurance policies			
20. FF&E purchases	Identify and purchase any furniture or equipment required in new facility			
21. Grant opportunities	Member clubs to identify and apply for grants to contribute to FF&E			
22. Membership	Establish criteria/ conditions for club membership			
23. Casual hiring	Establish process and fee structure for external groups to hire the clubroom space			