



# Brisbane City Council's **community facilities**

Council makes a range of its properties available for not-for-profit community organisations to rent through lease or licence agreements.

This brochure answers questions for tenants and prospective tenants to help you make the most of more than 600 properties being used for sport, recreation, cultural or community purposes.



*Dedicated to a better Brisbane*



# I am a Council tenant

## What are my organisation's responsibilities if I have a lease?

- Pay your bills including
  - lease preparation fees
  - Council's annual rent
  - expenses identified in your lease e.g. electricity, rates, water consumption and sewerage.
- Hold current insurance policies including \$20 million in public liability insurance and building insurance if you have a building/s.
- Undertake regular operational maintenance e.g. replace light globes, cut grass, paint, clean and remove rubbish.
- Conduct repairs and annual safety checks including structural maintenance of any building improvements that you construct.
- Undertake annual inspections including electrical, pest and smoke alarms.
- Appoint a community liaison officer, develop a process to resolve complaints, and get involved in communicating with your local community.
- Comply with all local, state and federal laws.
- Use the facility for the purpose and during the times outlined in your lease.



- Meet with Council at least once a year, complete an evaluation form, and provide copies of certificates of currency, licences, safety inspections and annual financial reports.

### **What are my organisation's responsibilities if I have a licence?**

- Pay your bills including
  - licence preparation fees
  - Council's annual rent
  - expenses identified in your licence e.g. electricity.
- Hold current insurance policies including \$20 million in public liability insurance.

### **What are Council's responsibilities?**

- Undertake regular condition audits and provide your organisation with a copy of the condition audit including a maintenance schedule that you must implement.
- Undertake regular grass cutting program of up to 20 cuts per year.
- Meet with your organisation at least once a year at your facility.
- Contact you about your lease/licence renewal at least three months before its expiry date.

### **When should I contact Council?**

- When there are changes to your office bearers and/or contact information.
- When you require emergency maintenance such as burst water main repairs.

- To obtain a copy of your lease/licence.
- If you are having trouble paying your bills.

## **What advice can I obtain from Council?**

- Development assessment and/or building approvals that may be required.
- Managing community safety  
e.g. safety lighting, graffiti management and syringe disposal.
- Managing your organisation  
e.g. governance and management, volunteer management, risk management and fundraising.
- Managing your community facility.
- Facility and turf maintenance.
- Grant writing.
- Hosting events and/or markets.
- Food licences.
- Establishing a new community facility  
e.g. a Men's Shed or community garden.

## **When do I need to seek Council approval?**

- Before entering a sub-lease or other usage agreement.
- Before transferring your lease to another organisation.
- Before undertaking development/ improvements including any
  - building works
  - fencing
  - signage
  - earthworks
  - damage or removal of any tree or shrub.
- Before conducting an event.
- Before applying for a liquor/gaming licence.
- Before applying to mortgage the lease.

## What other support can Council provide?

Council offers a range of grant programs that you may be able to access to support your operations. Visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) to find out more.

Eligible community organisations can also get assistance to negotiate applicable fee reductions e.g. development assessment and rates.

Council may also provide support with community facility improvements, turf maintenance and field remediation.



# My organisation is seeking accommodation in an existing Council facility

Council is committed to the fair and equitable allocation of land and facilities to the Brisbane community for sport, recreation, cultural and community purposes.

## When allocating a community facility Council seeks to:

- promote equitable access to facilities for a range of community, sport, recreation and cultural organisations
- provide positive benefits and values to the community
- ensure the use of community facilities is aligned to the Brisbane Vision as well as Council's strategies, legislative requirements and regulatory frameworks
- increase the health, social wellbeing and community life of the city
- ensure the facilities are not used for political gain, places of worship or activities that support violence, intolerance or discrimination
- promote optimal use of community facilities in cooperation with residents and community organisations
- work in partnership with community organisations to ensure that the development and management of community facilities reflects community need and best practice
- encourage community development by providing community organisations with facilities and other resources to deliver their activities.



## What is the process for leasing or licensing a Council facility?

When facilities become available, Council may advertise and seek expressions of interest from eligible community organisations.

Council is not obliged to accept an application, but will explore all available options to assist each applicant to meet its objectives.

If your application is successful, Council will contact you to negotiate an agreement with your organisation.

If your application is unsuccessful, Council will contact you if another suitable facility becomes available in the following 12 months.

Council cannot guarantee the allocation of community facilities to every organisation that applies. However, we will explore all available options to assist each community organisation.

## My organisation is seeking to establish a new facility on existing Council land

To establish a new facility on existing Council land, contact Council on **(07) 3403 8888**.



# How do I make an application?

For regular updates on community land and facilities, including calls for expressions of interest, register your details with Council on **(07) 3403 8888** or visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) and complete the community facility waiting list form.

Applicants must meet the eligibility criteria and address key selection criteria. To learn more about eligibility and the various types of agreements visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)

For more information about Council's community facilities visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) and search for 'community facilities', email [communityfacilities@brisbane.qld.gov.au](mailto:communityfacilities@brisbane.qld.gov.au) or call Council on **(07) 3403 8888**.

커뮤니티 시설 이용자 가이드의 정보를 한국어로 원하시면 통번역 서비스인 13 14 50에 전화하셔서 브리즈번 시의회와 (07) 3403 8888 번으로 연결을 요청하십시오.

如果您需要更多信息或将本社区设施租户指南口译成普通话，请拨打13 14 50致电笔译与口译服务处，并要求拨打 (07) 3403 8888 致电市政府。

欲知本社區設施租戶指南更多詳情或需將其口譯成國語或粵語，請撥打13 14 50致電筆譯與口譯服務處，並要求撥打 (07) 3403 8888致電市政府。

Nếu quý vị cần cuốn Hướng Dẫn dành cho những người thuê tiện nghi cộng đồng này thông dịch ra hoặc cần thêm thông tin, vui lòng điện thoại cho Dịch Vụ Thông Phiên Dịch theo số 13 14 50 và yêu cầu được nối máy với Trung Tâm Liên Lạc của Hội Đồng Thành Phố Brisbane theo số (07) 3403 8888.

إذا كنت بحاجة لترجمة هذا الدليل لمستأجري تسهيلات المجتمع أو بحاجة إلى مزيد من المعلومات ؛ يرجى الإتصال بخدمة الترجمة الخطية والشفهية على رقم الهاتف : 13 14 50 واطلب منهم أن أن يوصلوك بمركز إتصال بلدية بريزبن على رقم هاتف : (07) 3403 8888 .

**Brisbane City Council**  
**Information**  
GPO Box 1434  
Brisbane Qld 4001

Paper from responsible sources



CA15-30239-01-700  
© Brisbane City Council 2015

For more information visit  
[www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)  
or call (07) 3403 8888

 Facebook.com/  
BrisbaneCityCouncil

 @brisbanecityqld