

Community Leasing Policy - Building Management Summary

What are council's responsibilities?

Unless the lease applies to a Specialist Facility (see below), council will be responsible for the cost of maintaining, repairing and replacing the following structural elements of leased buildings:

- building foundations, stumps, footings and piers
- sub floor framing members
- building roof frame and trusses
- building roof (i.e. tiles, metal sheeting)
- load bearing walls
- stairs, ramps and
- deck/patio (only those structural elements of the building carrying live or dead load such as. framing, posts, bearers, joists and hand rails)

In addition to these items, council will also be responsible for the cost of:

- electrician tests of Residual Current Devices/RCDs (also known as safety switches)
- testing and replacement of fire services (e.g. smoke detectors, emergency lights, exit lights, alarm panels and fire extinguishers) subject to appropriate use

Other items which council will be responsible for are detailed on page 7 of council's Community Leasing Policy.

What are the lessee's responsibilities?

The lessee is responsible for the maintenance, repairs and replacement of all other items at the leased facility.

Responsibility also extends to the maintenance, repairs and replacement of all activity-related infrastructure (i.e. the assets and equipment used by your organisation for its specific activities). Examples may include but not be limited to goal posts, dugouts, player boxes, spectator seating, sport field lighting (excluding field light poles), fencing, stage lighting and curtains etc. Please note these items may not necessarily be located within the lease, licence or permit area and will not be covered by council maintenance or insurance.

Specialist Facilities

These facilities include lawn bowl clubs, golf courses, showgrounds, historical villages, residential or aged care accommodation and kindergartens.

Tenants of a Specialist Facility will be responsible for the maintenance, repair and replacement of all items – including structural elements.

Residual Current Device/ RCD Testing

RCD testing is required in accordance with Electrical Safety Regulations. Council will complete electrician testing of RCDs (also known as safety switches); however, it is the lessee's responsibility to conduct 'push button' tests of these devices. Lessees must keep records of RCD tests in accordance with council's Community Leasing Policy.

The frequency of RCD tests depends on the type of activities being conducted in the building/s. Office-type work (the default service schedule for leases) requires a council-conducted electrician test every two years and 'push button' testing every six months.

If a leased area involves manufacturing or service work (as defined by Queensland Electrical Safety Regulation 2013), you must inform council to ensure electrician testing is conducted more frequently. Such work also requires the lessee to ensure portable electrical equipment is tested according to Queensland Electrical Safety Regulation 2013.

If an RCD fails to 'trip' when undertaking the 'push button' test contact council's Customer Services as soon as possible on 3205 0555 who will lodge a customer service request. For further information on the testing of RCDs please visit the Queensland Government's electrical safety website (<http://www.justice.qld.gov.au/fair-and-safe-work/electrical-safety>) or contact council on 3205 0555.

Will council audit or inspect our leased facility?

Council officers, contractors and tradespersons will need to be able to enter any lease, licence or permit area at all reasonable times to inspect or make repairs and alterations as council deems necessary for the safety, preservation and improvement of the facility. Council will make every endeavour to provide appropriate notice where access to a facility is required.

What if we want to make improvements, additions or alterations to our leased facility?

Council approval must be obtained before making any improvements, additions or alterations to the lease, licence or permit area.

Lessees can apply for council approval by lodging an Improvement Works Application which can be accessed via council's Community Leasing webpage (www.moretonbay.qld.gov.au/communityleasing). Depending on the proposed works, approval may take up to four weeks and should be taken into account when planning any works, or applying for grant funding.

Asbestos

For any building constructed prior to 1990 you must consider if any proposed works or maintenance by either your organisation or a contractor could involve materials which contain asbestos. Council is in the process of developing Asbestos Management Plans for each facility constructed prior to 1990; these plans should be consulted before undertaking any works. Prior to any works involving asbestos (including removal) an Asbestos Work Permit must be approved by council. For further information on asbestos in community leased buildings contact mbrcasbestos@moretonbay.qld.gov.au or contact council on 3205 0555.

What are the applicable fees and charges associated with our lease?

Annual rental for a lease, licence or permit will be set in accordance with council's schedule of Fees and Charges. For the 2014/15 financial year the annual rental is \$1.00 per annum, payable on demand.

Council will be responsible for the payment of council-issued rates and charges as well as Unitywater-issued charges for water and sewerage services.

Your organisation will be responsible for all other rates, taxes, assessments, duties, levies, impositions and other charges, including but not limited to:

- electricity (including field lighting)
- telephones
- Internet
- public liability & contents insurance
- trade waste (permit and collection fees)
- any licencing requirements (liquor, food etc)

More information

If you are unsure if an item is your organisation's responsibility, or you need to lodge a maintenance request for an item which is council's responsibility, please contact council's Customer Services Centre on 3205 0555.