

# Girl Guides Queensland Property Manual

January 2021



**GIRL GUIDES**  
**AUSTRALIA**  
**QUEENSLAND**

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## 1. Basis of responsibility

### 1.1 Guides Queensland Act

Guides Queensland is incorporated under an Act of Parliament of 1970.

By virtue of this Act and Guides Queensland State Constitution, Girl Guides Queensland Board has the responsibility for supervising major expenditure of funds.

- a. No contract to purchase/sell land or buildings, or to lease or rent property, may be entered into without the prior approval of the Girl Guides Queensland Board.
- b. No building may be erected, altered, or demolished without the approval of Girl Guides Queensland Board.
- c. No arrangement to sell or otherwise dispose of buildings or property may be entered into without the approval of Girl Guides Queensland Board.
- d. Guides Queensland must ensure that all assets under its control are fully insured against fire and other such risks as may be appropriate.

### 1.2 Property Working Group

The Property Working Group reviews all property submissions and makes recommendations to the CEO to present to the Finance Audit Risk Committee. The Finance Audit Risk Committee reviews the submission and makes recommendations directly to the Girl Guides Queensland Board.

To assist the Property Working Group and Region/District personnel, a Property Manager is available from State Office. Submissions and enquiries should be directed to the Property Manager in the first instance.

### 1.3 Responsibility for Huts

Responsibility for huts rests at District and Region level subject to Girl Guides Queensland Board approval.

### 1.4 Property Policies

Policies, guidelines, and procedures governing Guides Queensland property matters are set out in this manual.

## 2. Land-acquisition and leasing

### 2.1 Policy

All freehold and leasehold land must be vested in the name of the corporate body, namely, Girl Guides Queensland. (Freehold meaning privately owned, in our case by Guides Queensland)

In accordance with the State Constitution and with Guides Queensland Act of 1970, a proposed lease, mortgage, acquisition or sale of property must be approved by the Girl Guides Queensland Board and documents must be signed under seal by the State Commissioner and two members of the GGQ Board.

All land acquisitions (freehold or leasehold) must be approved by the Region Manager, Finance Audit Risk Committee and Girl Guides Queensland Board.

All applications for lease/freehold acquisition of occupancy rights must be implemented by the Property Manager.

All formal documents relating to property such as a Lease Agreement, Certificate of Title, Deed of Grant, or other documentation will be held by Girl Guides Queensland State Office. Copies will be forwarded to both the region and district.

Lease Agreements must include a clause allowing Girl Guides Queensland the right of removal or sale of any improvements placed on land by Guides.

Purchase costs, costs of transfer of titles, government stamp duties, search charges, lease registration, solicitors and surveyors' charges are the responsibility of the District concerned or, in the case of a Region property, the Region.

Annual rates, water-sewerage service charges, lease fees, property insurance etc, are the responsibility of the District or, in the case of a Region property, the Region.

Region and District personnel must familiarise themselves with the terms of lease agreements and ensure strict adherence to these terms. Any improvements to leased properties will require the approval of the lessor (e.g. Council, Department of Natural Resources Mines and Energy). The Property Manager will contact the leasing body for their consent for any improvements.

### 2.2 Rationale

- a. Region and District personnel should be alert to the possibility of acquiring land in new areas for Guiding activities. A generous benefactor is sometimes prepared to make land available. Occasionally the local council or mining company will gift land.
- b. Local Council, Government Department, private business, church, etc sometimes allow the free use of land or buildings. It is necessary for the lending body to give the 'right to occupy' in the form of formal documentation to Guides Queensland in these circumstances.
- c. Before Guides Queensland is committed to acquiring land, consideration should be given to the need of a Guide hut, particularly as in the past Guides Queensland has been left with the problem of disused buildings. This responsibility lies firstly with the District, then Region and ultimately with Girl Guides Queensland Board.
- d. Proposals for joint Guide/Scout ownership of land and buildings must be submitted to the Property Manager at State Office.

- e. Proposals for the use of Scout dens, community halls or other must be submitted to the Property Manager at State Office.
- f. Girl Guides Queensland cannot sanction expenditure of funds on the erection of buildings or alterations /addition to buildings unless some formal documentation is submitted for approval.
- g. Generally, Girl Guides Queensland can obtain a lease with terms up to possibly 5+ years, though leasing authorities may be loath to allow the longer periods. Some lease negotiations can take considerable time before finalisation.
- h. Lease costs are of two types. A new lease will have costs of establishment, including legal costs and possibly survey costs. Annual costs comprise the annual rental, which is not normally excessive. Districts should thoroughly investigate lease costs and the annual charges to ensure that they are within their financial ability.

### 2.3 Procedure

District's need to discuss new acquisitions and leases with the Region Leader. As the Region Leader's approval is the first step in progressing any new project.

Once this approval has been received the Property Manager can make an initial approach to the local Council, State Member, etc, with the intent of ascertaining if they would be prepared to make land available for the purpose of building a Guide hut or campsite. Please note that these enquiries for land are only tentative as approval to enter formal negotiations must be received from the GGQ Board.

When a suitable site is offered, and the Region and District agree that the land is suitable, the following details should be forwarded to the Property Manager for presentation to the CEO via the Property Working Group and FAR Committee. The Districts will prepare a detailed Business Case (Appendix 1) that addresses the below matters

- Description of property
- Area of land
- Location of land
- Owner of land or leasing body
- Costs associated with the new site. Including rates or lease costs.
- Details of District's size, number of Units and members including anticipated future growth
- Information on existing and other facilities available in the area – halls, school, Guide/Scout huts and the results of approaches for the use of these
- Outline of District's plans including financial details
- The District business case should be supported by a letter from the Region Manager.

Once received at State Office, the Property Manager will submit the proposal to the Property Working Group for discussion, then a business case will be presented to the Finance Audit Risk Group for approval and presentation to the GGQ Board.

Once approved the Property Manager will make an application to the appropriate authority and keep the District and Region informed of progress.

The Property Manager will check the terms of all lease agreements before submitting the lease to the GGQ Board for execution to ensure that the attestation clause, removal rights and other clauses conform with Guides Queensland requirements and are acceptable.

Anything out of the ordinary is submitted to Guides Queensland solicitors/legal advisors for advice.

All formal legal documents will be kept at State Office with copies provided to the District and Region.

### 2.4 Lease Renewal Procedure

- a. When advice is received from the lessor, the Property Manager will contact both the District Manager/Region Manager in writing to determine whether the District requires renewal of their lease.
- b. The District will complete a Business Case (Appendix 2) that outlines how the lease renewal will be maintained by the District. The Business Case will outline District members and lease costs.
- c. Upon confirmation from the District, the Property Manager will approach the leasing body in writing, requesting the renewal of the lease.
- d. Upon confirmation from the leasing body of the renewal of the lease, which is usually accompanied by a draft lease document, the terms of the lease will be checked by the Property Manager to ensure that all clauses confirm with Guides Queensland requirements. If clarification is required, this will be sought from Guides Queensland solicitor/legal adviser.
- e. The Property Manager will submit the lease renewal to the CEO via the Property Working Group for discussion and approval. The lease will then be submitted to FAR and the GGQ Board for final approval.
- f. The Property Manager will keep the District and Region informed of progress through each stage.
- g. Costs involved with the renewal of a lease are the responsibility of the District/Region where applicable.
- h. All formal legal documentation will be kept at State Office with copies to District/Region where applicable.

- i. It is essential that Districts familiarise themselves with the lease obligations contained within the document.

## 3. Guide huts – new buildings, alterations, and additions

### 3.1 Policy

The construction of new Guide huts is permitted in areas where a hut is considered necessary to facilitate Guiding activities.

Alterations and additions to Guide huts can be made where these are necessary to upgrade the facilities for more effective Guiding, provided that

- The District completes a Business Case (Appendix 3) that outlines how the proposed building work will satisfy the requirements stated.
- The project meets with local authority (Council/Shire) approval and conforms to their building regulations.
- The leasing body approves the project (this is usually a requirement of the lease)
- District provides evidence that sufficient funds are available or that costs can be met.
- A new hut/alteration/addition is justified
- Formal documentation to the land is obtained
- The District accepts responsibility for all construction costs and associated charges.
- The improvements fit within the GGQ Strategic Management Plan.

### 3.2 Rationale

- a. Each submission will be considered on its merits
- b. It is intended that huts should be basic with no lavish internal fittings. Size should be proportionate to the District's needs, the number of units and growth potential. Consideration should be given to removable/demountable buildings.
- c. The District should involve the Support Group in yearly maintenance and running costs. Consideration should be given to the need for improvements before committing resources to a building project. In many areas Guides sub-lease Scout and community halls. These possibilities should be investigated as an alternative solution.
- d. In some cases, joint Guide/Scout building projects are possible. Please discuss proposals of this nature with your Region Manager first and then submit the proposal to the Property Manager for approval in principle.

### 3.3 Procedure

Discuss your project with your Region Manager first.

If approved the Property Manager will seek consent from the Council and leasing body for the proposed building project.

The District should submit to the Property Manager the following in support of their project in the form of a Business Case for improvement works (Appendix 3):

- Details, plans, quotes, and proof of availability of funds.
- A report on the District's present membership numbers, anticipated growth and waiting list,
- Alternative accommodation options investigated.
- A letter of support from the Region Manager.

The Property Manager will submit the proposal to the GGQ CEO for approval. The Property Manager will advise the District and Region of the decision.

### 3.4 Helpful Hints

**PLANS** - check with your local Council building inspector before arranging for a plan to be drawn up. Council have certain ordinances and by-laws that require compliance.

**WATER** - tapping of water mains is done by the local authority. Please check where your nearest connection is, as the cost of piping from the mains is usually at District expense. Try to have taps inside or under the hut, not outside in view of the general public as this could encourage vandals. Note also now that many Councils are installing water meters, it can lead to problems if the same connection serves the hut and another organisation or a public park. It is preferable to arrange with the Council to ensure the hut has its own meter.

**LIGHT** - check the distance from the street. Poles may have to be erected and the extra expense to the district can be considerable. Have adequate power and light points in your original plans. Be guided by the electrician in arranging the power points and switches. Outside lights should have adequate protection from vandalism and may need to be installed on a time device allowing all persons to leave the area in full light.

**SECURITY** - doors should be keyed alike and adequate locking mechanisms and security protection included. Refer to "12. Security".

**SEWERAGE/SEPTIC** - check with Council regarding type of connections and costs. These can be considerable.

**FIRE SAFETY REQUIREMENTS** - should be checked with the local Fire Safety Services.

## 4. Rebuilding of existing Guide huts

### 4.1 Policy

An existing guide hut may be demolished and reconstructed where this is determined to be more viable than renovating, altering, or extending, providing that:

The District provides evidence in a Business Case form that sufficient funds are available, or that the cost of the project can be met.

The existing building is structurally unsound, and/or

- More modern building materials would provide greater security, fire protection, and reduce maintenance costs, and/or
- The cost to reconstruct the hut in more modern building materials versus altering or extending is proven more economical and/or
- It is necessary to upgrade the building or new Council regulations require reconstruction.

The proposal meets with local authority (Council/Shire) approval and conforms to their building regulations.

The leasing body approves the project (this is usually a requirement of the lease)

A hut in the area is justified - check if community buildings or others are available for use rather than a rebuild.

Complete a Business Cases for the removal of a building and new improvements and send to [property@guidesqld.org](mailto:property@guidesqld.org) for submission & approval by PWG, FAR, CEO and the GGQ Board. (Appendix 3 & 4)

### 4.2 Rationale

- a. Each submission will be considered on its merits.
- b. It is intended that huts should be basic with no lavish internal fittings, but also meet local Council building requirements together with fire standards.
- c. Refer to "3. Guide huts-new buildings, alterations, and additions".

### 4.3 Procedure

Complete Business Cases – Business Case for Building Removal (Appendix 4) & Business Case for Building Improvements (Appendix 3)

Please refer to guidelines for new buildings/alterations/additions that apply. Additional information to justify demolition of existing building and reconstruction will need to be supplied.

### 4.4 Process

The project is supported by Region Manager and Property Working Group recommends presenting to FAR committee for GGQ Board approval.

## 5. Funding of building projects.

### 5.1 Policy

- a. All applications for funding and grants must be approved the GGQ CEO.
- b. Monies for building projects may be borrowed from a bank or financial institution as approved by GGQ Board.

### 5.2 Rationale

Fundraising efforts by the District can be utilised for building projects. If you are unsure of the Guides Queensland Policy regarding fundraising contact [finance@guidesqld.org](mailto:finance@guidesqld.org).

Fundraising includes donations of materials and monies from members, foundations, businesses, community service clubs and local governments.

For funding and grant sources to assist with building projects contact [grants@guidesqld.org](mailto:grants@guidesqld.org) for information and grants available to suit your needs and timeframe.

### 5.3 Procedure

- a. Requests for funding applications or grant submissions must be forwarded to [grants@guidesqld.org](mailto:grants@guidesqld.org) and [property@guidesqld.org](mailto:property@guidesqld.org) with two comparable quotes and a business case for building improvements (appendix 3). If required a support letter from GGQ CEO will be attached at State Office.
- b. The Property Manager will obtain the relevant approvals as part of the lease agreement and for freehold properties.

## 6. Leasing of Scout/community buildings

### 6.1 Policy

- a. All arrangements to use Scout/Community buildings must be confirmed by formal documentation.
- b. Documentation must be in the name of the corporate body, that is Girl Guides Queensland, and signed under common seal by the State Commissioner and two members of the GGQ Board.
- c. Formal documentation must be held at State Office and copies will be provided to the District and Region.
- d. The agreement preparation fees, stamp duty, registration fees, lease fees and maintenance/running costs as agreed under the terms of the formal documentation are the responsibility of the District concerned.

- e. The Region and District personnel must familiarise themselves with their obligations of the agreement and ensure adherence to the terms.

## 6.2 Rationale

- a. The sharing of community facilities saves costs and is encouraged where Guiding activities can be conducted satisfactorily.
- b. Many Districts need to make use of such facilities even when planning their own hut.
- c. A standard document exists between Guides Queensland and The Scout Association for joint use of buildings.
- d. It may be necessary to have permission of the property owner or land leasing authority to enter into a joint agreement.

## 6.3 Procedure

Discuss the use of this type of accommodation with the Region Manager. If this is acceptable, advise the Property Manager enclosing a copy of the draft documentation.

The Property Manager will check the terms of the formal documentation and seek the approval of the GGQ CEO and the Property Working Group.

The original documents will be kept at State Office and a copy forwarded to the District and Region.

# 7. Letting Guide huts

## 7.1 General

The public risk insurance problems the community has been experiencing have impacted adversely on the letting of Guide huts to outside bodies. Huts must not be sublet to organisations who do not hold or obtain Public Liability Insurance cover for themselves. This aspect is covered in more detail in the policies set out below.

There are three types of subletting that can be considered:

- a. Long term rental approval to community groups (e.g. playgroups) – 12 monthly review Licence to Occupy (Appendix 5)
- b. One off hire to groups who have their own Public Liability Insurance for a single function or for one or two functions. Licence to Occupy One off event. (Appendix 6)
- c. One off hire of huts (not campsites) to a group who does not have public liability for a single function. Facility Hire Licence Agreement. (Appendix 7)

Note: Guides insurance via Guides Queensland membership is only available for guide related activities and only for huts. It is not available for functions such as birthday party, overnight camping by a guiding family or such like, and is not available for campsites etc. Thus, hire of guide premises

for private functions, family camping etc where the activity is not an official guiding activity can only occur under (b) or (c) above. The hirer may have their own Public Liability Insurance (b) or does not have public liability for a single function (c).

## 7.2 Policy

A Guide hut may be rented, at the discretion of the Region Leader, to any group or organisation which upholds the general principles of Guiding, providing that:

- a. State laws are adhered to
- b. Local council by-laws and regulations are adhered to.
- c. The conditions of the lease are adhered to. The majority of GGQ leases require prior written approval from the lessor if a District wishes to sublet the hut. All requests to sub-lease should be sent to [property@guidesqld.org](mailto:property@guidesqld.org) and the Property Manager will seek the lessors consent.
- d. The Girl Guides Queensland policy on alcoholic drinks should be adhered to.
- e. It does not interfere with normal Guiding activities.
- f. The safety of Guide property (tents, equipment, etc) is not jeopardised.
- g. Where an organisation wishes to use a Guide hut on a continuing basis, the agreement is confirmed by the completion of the standard Licence to Occupy and signed by the CEO and Board members.
- h. The tenant has Public Liability Insurance to the extent of ten million dollars. A copy of the group or organisation's Insurance Certificate should be sent to State Office with the agreement for signature. The policy must remain current for the duration of the rental. If the policy is allowed to lapse and is not renewed, the rental agreement provides for termination.

## 7.3 Rationale

- a. Most Guide huts are on leasehold land and many specifically exclude sub-utilisation or renting, or the use of the premises for any purpose other than Guiding. In some cases, the leasing body may be prepared to give specific approval for sub-utilisation. Note that some Councils are averse to sub-letting to organisations of a commercial nature e.g. small coaching colleges, sales demonstrations. To save time, it is a good idea to check first with the Property Manager if you have enquiries from such an organisation.

## 7.4 Procedure

The District must submit all hire proposals to the Region Manager for approval before sending to State Office for approval and signing.



Where hiring the Guide hut appears to conflict with the terms of the lease, District/Region will notify the Property Manager who will seek written approval of the leasing body prior to finalising the LTO.

The standard agreement appropriate to the type of hire, should be completed (available from Forms & Publications). A long-term agreement must be signed by the Region Leader. The document can then be submitted to the Property Manager for approval by the GGQ CEO and a Board member. (Allow minimum 3 weeks)

When determining a rental figure, the District should consider their annual costs for the property (insurance, electricity, water, and rates. etc.)

## 8. Building maintenance

### 8.1 Maintenance Routine

- a. Exterior of huts should be painted regularly and kept presentable. The leasing authority may have a specified period.
- b. Interior of huts should also be kept presentable and painted periodically as required.
- c. Annual maintenance checks should be made, and repairs budgeted for and carried out.
- d. Electrical wiring installation should be checked regularly.
- e. Meter box-ensure adequate fuse wire is available for emergency repairs (though circuit breakers are preferable). An earth leakage safety switch is now required on power circuits.
- f. Leaking taps should be fixed immediately.
- g. Periodic cleaning of debris from guttering should be carried out.
- h. Grass around huts, flagpoles and activity areas should be mown regularly.
- i. Fire extinguishers must be checked bi-annually.
- j. Hardwired photoelectric smoke alarms should be installed by 01/01/2022. These need to be tested annually.
- k. The Asbestos Management Plan (AMP) should always be printed and remain in the building. All contractors completing works on the building, should revise the document prior to commencing works.
- l. Districts are required to complete an annual Building Services Maintenance Reports (BSMR) and forward a copy to the Property Manager. (Appendix 8)

### 8.2 Running Costs

Annual running costs usually include:

- a. Rates-water, sewerage, and cleaning charges. Some councils will exempt the general rate charge.

- b. Electricity-ensure that charges are relevant to your hut.
- c. Insurance- renewal notice sent out annually
- d. Lease Fees – Districts should make payments promptly to the appropriate authority.

### 8.3 Maintenance – Guidelines

- a. State Office requires an annual inspection (Building Safety & Maintenance Report) of the meeting place to record maintenance, occupational health and safety, fire, and electrical safety issues.
- b. All tradespeople and volunteer workers (doing more than minor unskilled jobs) must have valid public liability and personal accident insurance in place as well as relevant qualifications. The Certificate of Currency for both their public liability and professional indemnity policy must be sighted.
- c. To ensure volunteer workers are covered by public liability insurance it is necessary to minute the activity together with the risk assessment and mitigation strategies. Volunteers must not do any medium to high risk maintenance work unless they have the relevant qualifications and appropriate insurance. Risk assessment and mitigation strategies should also be noted.

## 9. Districts in recess

- a. When a District is in recess, the Region must assume responsibility for the Guide hut, including financial responsibilities such as rates, lease fees, etc.
- b. The Region should review the viability of the recessed District within the period of 1 year.
- c. The Property Manager should make applications to the appropriate authority for rate exemption if the hut is not in use. This will also apply to electricity.
- d. The Property Manager should be advised of details for all arrangements made for caretaking, upkeep, and rate/electricity exemptions, etc.
- e. Bank accounts in recessed Districts are dealt with by the Region Manager. Contact [finance@guideqld.org](mailto:finance@guideqld.org) for further information.
- f. Any proposal for the use of the recessed District hut by other Districts or community organisations must be approved by the Region Manager and Licence to Occupy submitted to the Property Manager at State Office.

### 9.1 Important: GGQ Property

Please be aware that it is illegal to keep anything personally, that has been purchased for use in Guiding. In the event of a district closing, if



badges, resources, or property cannot be used in another area, by law they remain the property of Guides Qld. Historical items will be retained in the State Guide Archive and other material distributed to appropriate places.

## 10. Disposal of assets

### 10.1 Policy

- a. No hut may be transferred, sold, or otherwise disposed of without prior approval of the GGQ Board.
- b. The policy of Guides Queensland is that freehold land shall not be sold except without approval of the GGQ Board.

### 10.2 Procedure

- a. Discuss the proposed sale with the Region Manager
- b. The full details of the proposed transfer or sale should be detailed in a Business Case for Relinquishing/Transfer of Lease Form (Appendix 9). The business case should be supported by a letter from the Region Manager. The business case needs to be forwarded to the Property Manager for submission to the CEO via the Property Working Group for approval. Once approved by the GGQ CEO the submission will be forwarded to the GGQ Board for final approval.
- c. If approved by the GGQ Board:
  - **Relinquishing the Lease** -the Property Manager will advise the lessor of GGQ's intent to relinquish the lease. GGQ maybe responsible for the removal of the building and reinstating the land to a greenfield site.
  - **Transferring the lease** – the Property Manager will seek the Lessors consent to transfer the lease to a new party. This can become quite involved, as GGQ can only request the leasing authority to look favourably upon an application. The final decision rests with the lessor.
- d. All costs involved with the above are the responsibility of the District/Region.
- e. Proceeds of any sale are held in a trust fund by GGQ for five years. If the funds are not required within this period to re-establish Guiding in the region, the funds revert to general revenue.

## 11. Naming of Guide property

Huts will be known by the District name for identification and location purposes.

Any request for other names will be directed to the State Commissioner, via the Property Manager.

## 12. Security

Guides Queensland buildings and contents should be adequately protected from vandalism by taking appropriate security measures. Ideally, security for protection of unattended buildings would include solid doors, steel louvre windows, burglar proof locks or glass windows with security mesh.

### 12.1 Suggested Lock Fittings and Grills

Locks on exit doors should meet with local building requirements and fire safety regulations.

It is suggested that lever exit latches are suitable as they lock only on the outside, so that the doors are always in an unlockable state from the inside of the building. If you require clarification with regards to your situation contact the Property Manager.

## 13. Property insurance

### 13.1 Policy

Guides Queensland assets must be fully insured to replacement value against fire and such other risks as may be appropriate to the property concerned. Relevant cover to be arranged with the appropriate officer at GGQ State Office.

All personal injuries on GGQ Properties should be documented utilising a Notification of an Accident Form (Appendix 10).

All damage to GGQ property should be reported to police and documented utilising a Notification of Incident Form (Appendix 11)

### 13.2 Inventory

A yearly detailed inventory of District's assets including a photograph of the property, to be forwarded to the Property Manager at the time of insurance renewal.

Full details of Guides Queensland insurance policies, types of cover, and procedures contact [property@guidesqld.org](mailto:property@guidesqld.org) or [finance@guidesqld.org](mailto:finance@guidesqld.org) .

## Appendix

Appendix 1 QF.IP.10 Business Case for a New Lease

<https://guidesqld.sharepoint.com/:b:/s/GGQ/EWiejXVLW1pHuHf1pEzaobMB4sjnnGeB0CgNVvDh8GcvXw?e=1QMN1G>

Appendix 2 QF.IP.13 Business Case for Renewal of a Lease

<https://guidesqld.sharepoint.com/:b:/s/GGQ/ERtHm5DRhZMuE0TavOaWQYBjQan35-oDjwjshV71im1A?e=s6jolu>

Appendix 3 QF.IP. 11 Business Case for Building Improvements

<https://guidesqld.sharepoint.com/:b:/s/GGQ/Ef2ulq1W4NlCje6SM20216UB-E1hOeC8MphwyFSI0DeaWg?e=LUnesl>

Appendix 4 QF.IP 12 Business for Removing a Building

<https://guidesqld.sharepoint.com/:b:/s/GGQ/ERBh7Mndba dFm4WWV nT1oYBBXpZV7qOiDbnSMmdX5Cbyg?e=bEESM X>

Appendix 5 QF.IP.02 Licence to Occupy – long-term use

<https://guidesqld.sharepoint.com/:b:/s/GGQ/EQdl61k0DzZ PnFpGONLDCmgBeBuinvrFbw1w6MYzKjCKQw?e=NP9Fmk>

Appendix 6. QF.IP.04 Licence to Occupy for one off event

<https://guidesqld.sharepoint.com/:b:/s/GGQ/EX7TYC8UHP hPoODJTh4AD50BxdHfiD5cMQB6y5iQWg4t8A?e=AI79rG>

Appendix 7 QF.IP.08 Facility Hire Agreement

<https://guidesqld.sharepoint.com/:b:/s/GGQ/EfyQ1rAk0YV NoAesI6rH8UIByGF4Noe611VWMyEF-VeGiQ?e=pNdnyl>

Appendix 8 QF.IP.09 Building Safety & Maintenance Report

<https://guidesqld.sharepoint.com/:b:/s/GGQ/EU8Vr6unPZp NsbrZn0DRVekB5inmHQbKkf1hJEJVoM4GbQ?e=RtB29X>

Appendix 9 QF.IP.15 Business Case for Relinquishing/ Transfer Lease

<https://guidesqld.sharepoint.com/:b:/s/GGQ/EeONKPIftjBC uihil1B4JoQBSPSV0grLxkndf54rHfvOgw?e=anLDU4>

Appendix 9 Door Lock Regulations for exit and fire doors

<http://www.independentlocksmiths.com.au/news/latest-news/entry/door-lock-regulations-for-exit-and-fire-doors-bca-d2-21-building-codes-of-australia-includes-as1428-1-as1905-1>

Appendix 10 AM.24A Notification of Accident Report

<https://guidesqld.sharepoint.com/:w:/s/GGQ/ETXDU59vY7 FGtjFKERVaYMwBj2LVMQATaw4HPsZ5U9Bokw>

Appendix 11 ADM.24B Notification of Incident Report

<https://guidesqld.sharepoint.com/:w:/s/GGQ/EaEa2Gyl92Z EgxJqHFjmC-wB8WkfGhFWg1y9McpUJCISbQ>