



How to guide:

Dedicated to a better Brisbane

Using the Community Leasing Information Portal (CLIP)

Welcome to the new Community Leasing Information Portal, from here on, we'll refer to it as CLIP.

You will receive an email from your Council Representative area with details on how to log into CLIP and find your way around the site.

If you are having any troubles logging in, please contact Council 07 3403 8888.

Screen	Information and important notes	What you will see on screen
Login	<p>Use the email address and password that applies to the organisation you wish to access.</p> <p>Alternatively, you can use your Google or Facebook account to sign in by clicking the relevant button.</p> <p>You can use the Forgot your password? link if you have forgotten your password (not applicable for Facebook or Google login)</p>	
Home	<p>Home My Draft Requests My Requests Logout are located at the top of the screen.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If you have multiple logins for different organisation, you will need to logout and sign in to change accounts • You will only see Pool facility usage if you are a registered Aquatic Centre lessee. If you are not an Aquatic Centre and you see this tile, please contact Council on 0734038888. 	



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View Lease/licence	<p>If you are associated with multiple organisations, please select the Organisation first, then elect the relevant contract / lease.</p> <p>Notes:</p> <ul style="list-style-type: none"> You will see the lease boundary for your lease. If there is no map shown, the lease boundary information is in the process of being updated. <p>Options:</p> <ul style="list-style-type: none"> View what Obligations are outstanding by clicking on the Obligations button Request a copy of your lease documents be sent to you by clicking the Request Contract Via Email button 	<p>View lease</p> <p>Information collected in this form will be handled in accordance with Council's Privacy Policy. By using this form, you agree to the Terms and Conditions. Please consider these Terms carefully before using this form.</p> <p>Below is a summary of contract information, including start and end dates. For a copy of the full contract, please click the "Request Contract Via Email" button.</p> <p>Please note that the map information below may be updated in the event of lease changes. Lease boundary information displayed here is updated weekly.</p> <p>For more information, see the Council website</p> <p>Contract *</p> <p>Lease Details</p> <p>Obligations Council Activity Request Contract Via Email</p> <p>Contract details</p> <p>Number</p> <p>Name</p> <p>Type</p> <p>Start date</p> <p>End date</p> <p>Location description</p> <p>Lease Details</p> <p>Lease Details</p> <p>Lease Details</p> <p>Contract boundary</p>  <p>© Brisbane City Council 2022 Esri Community Maps Contributors,...</p>
Obligations	<p>This is the section where you can update Council on completed Obligations.</p> <p>Select the relevant contract from the drop down.</p> <p>You can search by date or by using Key Word Search</p> <p>Actions:</p> <ul style="list-style-type: none"> Click Update Complete the date the obligation was completed Upload the relevant documentation (note there is a file limit of 5mb) Click Next Check the details on the next screen before clicking Submit <p>Notes:</p>	<p>Obligations of lessee</p> <p>Information collected in this form will be handled in accordance with Council's Privacy Policy. By using this form, you agree to the Terms and Conditions. Please consider these Terms carefully before using this form.</p> <p>1 Obligations 2 Summary 3 Complete</p> <p>All Brisbane City Council community facility lessees are responsible for maintaining the facilities they occupy and ensuring their management of the premises meets all laws and statutory requirements. Please see Maintenance Obligations on the Council website for more information.</p> <p>Please note that it may take up to one business day for your Obligation to be updated in our system.</p> <p>Contract *</p> <p>If you hold multiple contracts with Council, please select the contract that is relevant to your enquiry today. The numbers at the start of this field refer to the contract number in Council systems, you may be asked for this reference number when speaking to Council for support.</p> <p>4000/201708 - Community Childcare Inc. - Wynnum Community Centre - 105 Florence Street Wynnum</p> <p>Obligations</p> <p>Change the date/s in these fields to expand or narrow your search.</p> <p>Start date *</p> <p>21/07/2022</p> <p>End date *</p> <p>20/08/2022</p>

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	<ul style="list-style-type: none"> This list is not exhaustive and will be updated by Council on an ongoing basis Once you have submitted the obligation, you will see the record of this under My Requests tab at the top of the site. 	<p>1. To let Council know that you have completed the obligation listed below, click Update. 2. Then check the box to mark the obligation as complete. 3. Complete the Date and evidence fields before clicking Next.</p> <p>10 Show entries</p> <table border="1"> <thead> <tr> <th>Asset</th> <th>Obligation name</th> <th>Obligation code</th> <th>Due date</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>WYNNUM COMMUNITY CENTRE BUILDING A</td> <td>Test obligation for Wynnum</td> <td>CEILINGS, FLOOR COVERINGS AND WALLS</td> <td>24/06/2022</td> <td>Update</td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries</p> <p>Update obligation - CEILINGS, FLOOR COVERINGS AND WALLS</p> <p><input checked="" type="checkbox"/> Complete</p> <p>Date obligation completed *</p> <p>dd/mm/yyyy</p> <p>Please provide evidence to support the completion of this obligation (file size limit of 5mb) Files can be uploaded as XLSX, XLS, DOC, DOCX, PDF, PNG, JPG, JPEG.</p> <p>Choose file No file chosen</p> <p>Next</p>	Asset	Obligation name	Obligation code	Due date	Update	WYNNUM COMMUNITY CENTRE BUILDING A	Test obligation for Wynnum	CEILINGS, FLOOR COVERINGS AND WALLS	24/06/2022	Update
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WYNNUM COMMUNITY CENTRE BUILDING A	Test obligation for Wynnum	CEILINGS, FLOOR COVERINGS AND WALLS	24/06/2022	Update								
<p>Tenure renewal (lease / licence)</p>	<p>Important: This form is only to be completed when you receive the email from your Council Representative to invite you to renew your lease. Any information completed outside of this time may not be recorded correctly and will not be actioned.</p> <p>This is an online form, the steps at the top of the screen will guide you through the completion process.</p>	<p>Tenure renewal (lease or licence)</p> <p>Information collected in this form will be handled in accordance with Council's Privacy Policy. By using this form, you agree to the Terms and Conditions. Please consider these Terms carefully before using this form.</p> <p>1 Contact details 2 Application details 3 Summary 4 Complete</p> <p>Contact details</p> <p>If your organisation currently has a lease or licence, Brisbane City Council will contact you to discuss renewal between nine and twelve months before it is due to expire. IMPORTANT: If you commence the lease renewal process outside of this time, the request will not be actioned until the lease is up for renewal.</p> <p>Renewing a lease or full licence has five steps commencing with completing the online form below. Read through all the information on the Council website.</p> <p>Organisation 2232 - Asset Data Management Club</p> <p>Contract * 4000/201778 - Lease - Site B - Asset Data Management Club</p> <p>Organisation contact details</p> <p>Please review the contact details Council currently has. If the postal address details require changing, please call Council's Contact Centre on 07 3403 8888. Otherwise, if the organisation's office bearers require updating, please proceed to the update contact details form and update the detail before proceeding. It may take two days for the changes to be reflected on this page however, the application form can still be submitted.</p> <p>Postal address 149 KIMBERLEY STREET / RICHLANDS QLD 4077</p>										
<p>Pool facility usage</p>	<p>For pool lessees to update pool usage details – not applicable to non-Aquatic Centre CLIP users.</p> <p>Actions:</p> <ul style="list-style-type: none"> Complete all the required fields as per the form Click Save Draft to save your form at any stage Click Next and then check your summary before submitting 	<p>Pool facility usage</p> <p>Information collected in this form will be handled in accordance with Council's Privacy Policy. By using this form, you agree to the Terms and Conditions. Please consider these Terms carefully before using this form.</p> <p>1 Pool usage 2 Summary 3 Complete</p> <p>Contract *</p> <p>Month *</p> <p>Usage numbers</p> <p>General swim</p> <p>Adult Child</p> <p>Family pass</p> <p>3 people 4 people Add adult Add child</p> <p>Aqua fitness</p> <p>Adult Child</p>										

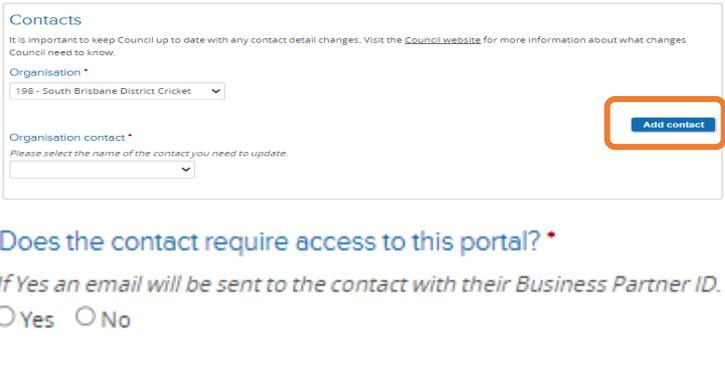
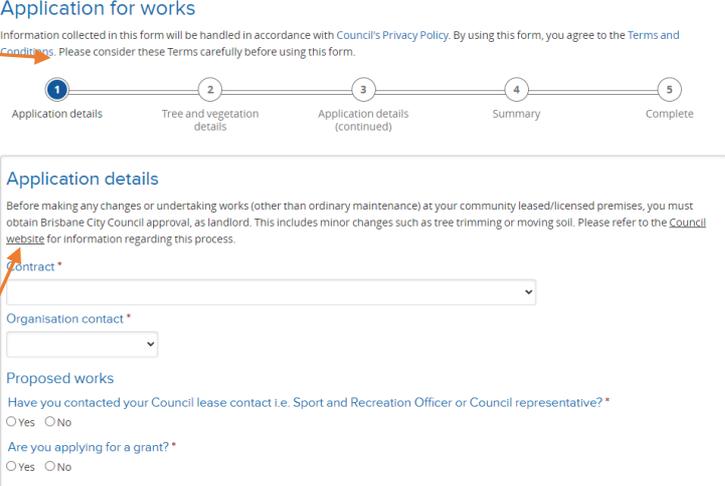
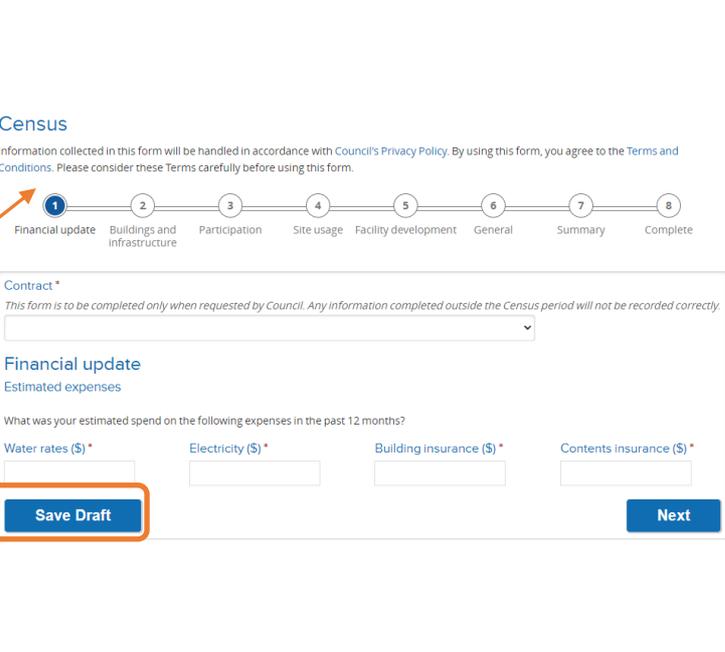
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General enquiry	<p>This form is to be used for non-urgent enquiries. Please see details on CLIP for what requests should be submitted through this form.</p> <p>Depending on the enquiry, it may take Council a number of business days to respond to your enquiry.</p> <p>You can find a copy of your request under My Requests at the top of CLIP.</p>	
Update contact details	<p>In this section, you can update details or add a new contact:</p> <ul style="list-style-type: none"> • Position held • Name • Phone number • Contact type • Add a contact • Remove a contact <p>Notes: The email address cannot be changed online as this is your username to login to CLIP. If you wish to change the email address, please contact Council on 0734038888 or request via the General Enquiry form.</p> <p>Add Contact: If you want to give additional people access to the portal, you need to click on the add contact button and then complete the form and select yes to Does the contact require access to this portal?"</p>	

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<p>Application for works (Launching mid – February)</p>	<p>This is an online form, the steps at the top of the screen will guide you through the completion process.</p> <p>More information on what you need to know about Application for Works can be found on the Council Site – click on the link on this page.</p>	
<p>Census</p>	<p>Important: This form is only to be completed when you receive the email from your Council Representative to invite you to complete your annual Census. Any information completed outside of this time may not be recorded correctly.</p> <p>This is an online form, the steps at the top of the screen will guide you through the completion process.</p> <p>You can save the draft at any time and find it in the My Draft Requests section at the top of CLIP.</p>	

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Troubleshooting



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1. **Q. I am not seeing my lease in the drop-down menu.**

A. Check that you have signed in with the correct email address linked to the lease you are wanting to view.