
POLICY TITLE LEASE AND LICENCE POLICY

POLICY NUMBER CPOL/CORP257

1. PURPOSE

The purpose of this Policy is to ensure an equitable and consistent approach to leases and licenses which encourages high utilisation rates, diversity of use and supports organisations occupying Council facilities to be sustainable.

2. SCOPE

This Policy applies to the leasing or licensing of Council owned or managed land and facilities.

3. POLICY

Council may lease or license Council owned or managed land to meet Council's strategic plans based on community priorities.

Council will ensure the terms and conditions of lease and licence agreements are equitable, consistent, support good governance, accountability and optimise the use of Council facilities.

4. PRINCIPLES

The following principles guide the provision and management of Council owned facilities:

Community benefit & social inclusion:

- Ensure Council-owned facilities are used to meet demonstrated community needs consistent with the Community Vision and Council Plan and Strategic Asset Management Plan;
- Optimise use of Council's community facilities and provides equitable and inclusive access by the community;
- Support and encourage diversity of programs and activities offered from Council facilities;
- Assist not-for-profit and volunteer-based organisations that offer activities and services in the Municipality;
- Encourage active and healthy lifestyles for people of all ages, abilities and interests

Good governance & accountability:

- Ensure a transparent and equitable process of granting new leases or licences and renewals by having clear assessment criteria;
- Ensure tenants pay fair and reasonable rentals based on established eligibility criteria and calculation methodologies;
- Facilitate a shared approach between Council and tenant as to the cost of management and maintenance of Council-owned facilities;
- Ensure tenants are accountable for meeting operational responsibilities for venue management and meeting agreed targets;
- Ensure sound financial management and effective administration of community facility leasing and licensing;
- Ensure that Council-owned facilities are appropriately maintained as Council assets

Environmental sustainability:

- Ensure Council facilities maximise the use of solar, energy and water efficiency initiatives to reduce the environmental impact
- Encourage and support tenants to implement environmental initiatives

5. RELATED POLICIES/PROCEDURES/DOCUMENTS

Community Vision and Council Plan 2021 – 2025
Strategic Asset Management Plan 2021 – 2025
PRO/CORP257 Lease and Licence Guidelines
CPOL/INFRA516 Asset Management Policy
CPOL/GOV025 Community Engagement Policy
CPOL/CORP216 Risk Management Policy
PRO/CORP251 Risk Management Framework

6. RELATED LEGISLATION

Local Government Act 2020
Retail Leases Act 2003
Retail Leases Regulations 2003
Crown Land (Reserves) Act 1978
Residential Tenancies Act 1997
Community Local Laws
Occupational Health and Safety Act 2004
Planning and Environment Act 1987
Telecommunications Act 1997
Health Act 1958

7. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	February 2023	Initial Release

Signed: Les McPhee

Mayor

Date: 27/02/2023