

**FILE NO:** PSC2010-04912  
**TITLE:** COMMUNITY LEASING AND TENANCY POLICY  
**POLICY OWNER:** PROPERTY SERVICES MANAGER

**PURPOSE:**

The objective of this policy is to provide Council with a structured, transparent framework, for dealing with leases and licences to community service providers and community sporting groups over Council owned or controlled property.

This policy is to be read in conjunction with the associated Guideline document – "Guideline – Assessment and Rental Provisions for the Community Leasing and Tenancy Policy".

**CONTEXT/BACKGROUND:**

Council's Property Service's section maintains a significant portfolio of leases and licences to various community service providers and community sporting groups generally on behalf of other sections of Council being the asset owners. This policy seeks to establish a formalised process for the assessment of the contribution of such groups relative to Council's Community Strategic Plan.

The policy further seeks to establish a formalised system to readily quantify Council's contribution to such groups by way of provision of discounted rents.

**SCOPE:**

The provisions of this policy apply to all land owned or controlled by Council (under Trust or similar arrangements) which is either leased or licensed to community service providers or community sporting groups.

**DEFINITIONS:**

The definitions applicable to this policy are detailed within the associated Guideline document – "Guideline – Assessment and Rental Provisions for the Community Leasing and Tenancy Policy".

## **POLICY STATEMENT:**

- 1) The licensing or leasing of community sporting and recreation facilities is governed by the Community Strategic Plan and associated Council resources.
- 2) Council is committed to providing facilities, and partnering with community sporting and service providers to enable the stand alone community management of these facilities.
- 3) Council is committed to an open and transparent licensing and leasing framework to ensure fair and equitable dealings with all sporting and community groups.
- 4) Council will encourage multiple uses of community sporting and recreational facilities wherever appropriate, maximising the use of capital infrastructure and encouraging cooperation between groups and organisations.
- 5) Community Sporting Groups ('CSGs') seeking exclusivity of use must be able to demonstrate significant social and community benefit and ongoing financial viability of the facility and their service. They must also demonstrate a high level of usage and occupancy of the facilities.
- 6) The assessment and apportioning of rents and licence fees under this policy is in accordance with the Port Stephens Council Guideline document "Assessment and Rental Provisions for the Community Leasing and Tenancy Policy".

## **POLICY RESPONSIBILITIES:**

Council's Investment and Asset Manager and Community Services Section Manager are responsible for the implementation and review of this policy.

## **RELATED DOCUMENTS:**

This policy is designed to support and complement the following existing policies:

- Guideline – Assessment and Rental Provisions for the Community Leasing and Tenancy Policy;
- Financial Assistance under Section 356 of The Local Government Act 1993;
- Community Group Loans Policy.

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## **CONTROLLED DOCUMENT INFORMATION:**

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<b>TRIM container No</b>	PSC2010-04912	<b>TRIM record No</b>	17/123611
<b>Audience</b>	Staff, management, Councillors, prospective community service providers and prospective sporting groups.		
<b>Process owner</b>	Property Services Section Manager.		
<b>Author</b>	Investment and Asset Manager.		
<b>Review timeframe</b>	Two years from adoption.	<b>Next review date</b>	13/02/2020
<b>Adoption date</b>	23 June 2015		

**VERSION HISTORY:**

Version	Date	Author	Details	Minute No.
1	23/6/2015	Investment and Asset Manager.	Amalgamation of Community Leasing and Tenancy Policy.	173
2	13/02/2018	Property Services Section Manager.	Policy has been reviewed following discussions with stakeholders and no changes have been made.  Adopted by Council.	012