

Community Lease and Licence Policy

Community Facilities

Community Sporting Amenities

Policy Administration

Dates	Policy approved 22/07/2024 This policy is effective upon its approval. Policy is due for review 07/2027
Approved by	Council Meeting 22/07/2024 Council Resolution CCL046-24
Policy Type	<input type="checkbox"/> Executive Policy <input checked="" type="checkbox"/> Council Policy
Exhibition Period	31/05/2024 – 1/07/2024
Policy Owner	Manager City Life, Community and Culture Directorate
Related Documents	Georges River Council, 'Generic Plan of Management – General Community Use' 2022 Georges River Council Local Environmental Plan 2021 Georges River Council Grants and Donations Policy 2023 Georges River Council Customer Feedback and Complaints Management Policy 2023 Georges River Council Records and Information Management Policy
Appendices	Nil
References & Legislation	Crown Lands Management Act 2016 Crown Land Management Regulation 2018 Land Acquisition (Just Terms Compensation) Act 1991 Local Government Act 1993 Native Title Act 1993 (Federal Act) Property Acquisition Standards Real Property Act 1900 Roads Act 1993
Document Identifier	Policy #: Pol-028.03 Doc #: D24/209269
Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
Record Keeping	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

Contents

Policy Administration	2
Purpose	4
Scope	4
Definition of Terms	5
Policy Statement.....	6
1. Type of land	6
Community land	6
Crown land	8
Operational land.....	9
Playing fields and sporting amenities	10
2. Duration and tendering.....	10
3. Assessment of applications for a lease or licence.....	11
4. Other requirements	12
Public notice.....	12
Minister’s consent	13
Unsolicited proposals	14
5. Lease and licence terms	14
Maintenance and utilities.....	15
Rent	15
Review of rent.....	15
6. Eligibility for rental subsidy of rent payable	15
7. Other.....	16
Responsibilities.....	17
Version Control and Change History	18

Purpose

The Community Leasing and Licensing Policy (Policy) provides a framework to ensure Council has an equitable, consistent and thorough approach to the leasing and licensing of Council owned and Council managed properties for community use, whilst maximising benefit to the community. For example, community centres, baby health centre, Scout and Girl Guide halls, community gardens, and sporting amenities.

Council holds a large and varied portfolio of community and recreation properties and is committed to ensuring that tenancies are provided to community organisations in a transparent manner that is appropriate to the type of property and the proposed use. Community purpose is limited to the activities prescribed under “Community Land”.

Scope

This Policy outlines the obligations of Council under legislation and other relevant documents, such as Council’s Plans of Management (PoM), with respect to leasing and licensing of community land or otherwise for a community purpose. This Policy is relevant to registered not-for-profit community organisations, sporting organisations and clubs.

The Community Lease and Licence Policy only applies to leasing or licensing arrangements with respect to:

- a) Council owned or managed land classified as community land and categorised as either ‘general community use’, ‘park’ or ‘sportsground’ under section 36(4) of the *Local Government Act 1993* (LG Act); or
- b) Council owned land classified as operational land that is used for a community purpose.

Council owned commercial or retail properties (such as Premium Facilities including but not limited to aquatic facilities, golf courses and clubs, Netstrata Jubilee Stadium and the Norm O’Neill Cricket Centre) are excluded from consideration under this Policy.

It is noted that all commercial lease or licences owned and managed by Council outside of the scope of this Policy will be assessed and determined based on the probity principles of value for money, fairness, transparency, equity and accountability.

Definition of Terms

Term	Meaning
<i>Community Organisations</i>	Community, sporting and other organisations which are incorporated as not-for-profit organisations which prohibit private gain.
<i>Community Land</i>	Community land under the Local Government Act 1993 and Crown Lands Management Act 2016.
<i>Community Facility</i>	Any local council that is a Crown land manager of dedicated or reserved Crown land.
<i>Crown Land</i>	<p>Land that was Crown land as defined in the Crown Lands Act 1989 immediately before the Acts repeal.</p> <p>Land that becomes Crown land because of the operation of a provision of the Crown Lands Management Act 2016.</p> <p>Land vested, on and from the repeal of the Crown Lands Act 1989, in the Crown.</p>
<i>Crown Land Manager</i>	In relation to Crown Land, means a person appointed as a Crown land manager under Division 3.2 of the Crown Lands Management Act 2016
<i>Expressions of Interest (EOI)</i>	Where applicable, lease or licences (and other types of commercial agreements) of sporting and recreational facilities will be subject to an open and competitive public process such as tender or Expression of Interest (EOI) at the expiration of each lease or licence period. This is as per legislative requirements of the Local Government Act 1993.
<i>Ground Lease</i>	A lease over land where a tenant has constructed, at its own cost, a building on Council owned or managed land and has fully maintained that building (including structural and capital maintenance) throughout the term of the lease
<i>Lease</i>	Includes leases for exclusive use
<i>Licence</i>	Includes licence for non-exclusive use
<i>Native Title</i>	The name Australian law gives to the traditional ownership of land and waters that have always belonged to Aboriginal people according to their traditions, laws and customs. The Commonwealth Native Title Act 1993 sets out how native title rights are to be recognised and protected.

Policy Statement

1. Type of land

Community land

- 1.1. All community leases and licences will be assessed on an individual merit basis having regard to the application provided by the prospective tenant and any information independently obtained by Council, such as public register searches.
- 1.2. Council may only grant a lease, licence or other estate in respect of land classified as 'community land' under the LG Act, where it is expressly authorised by the relevant PoM and granted for a purpose prescribed by the LG Act such as: ¹
 - a) to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:
 - i. in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public;
or
 - ii. in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities);
 - b) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities;
 - c) to provide for passive recreational activities or pastimes and for the casual playing of games;
 - d) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management;
 - e) to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games – and to ensure that such activities are managed having regard to any adverse impact on nearby residences;
 - f) for the provision of goods, services and facilities, and the carrying out of activities, appropriate to the current and future needs within the local community and of the wider public in relation to:

¹ *Local Government Act 1993* (NSW) ss 36E-36F, 36I

- i. public recreation; or
 - ii. the physical, cultural, social and intellectual welfare or development of persons – which include (but are not limited to) maternity welfare centres, infant welfare centres, kindergartens, nurseries, childcare centres, family day-care centres, surf lifesaving clubs, restaurants or refreshment kiosks.
- 1.3. A lease or licence may be granted with respect to community land for:²
- a) the provision of public roads;
 - b) the provision of public utilities and works associated with or ancillary to public utilities;
 - c) the purpose of providing pipes, conduits or other connections under the surface of the ground for the connection of premises adjoining the community land to a facility of Council or other public utility provider;
 - d) a filming project to be carried out unless: the relevant community classified land is referred to in section 47AA(1) of the LGA; or filming projects are expressly prohibited by a Plan of Management; or there is exceptional circumstances that warrant refusal;
 - e) the following events on a short-term, casual basis, if the use of occupation does not involve the erection of any building or structure of a permanent nature:
 - i. the playing of a musical instrument, or singing, for fee or reward,
 - ii. engaging in a trade or business,
 - iii. the playing of a lawful game or sport,
 - iv. the delivery of a public address,
 - v. commercial photographic sessions,
 - vi. picnics and private celebrations such as weddings and family gatherings,
 - vii. filming sessions,
 - viii. the agistment of stock.
 - f) to transport building materials and equipment required in relation to building work that is to be, or is being, carried out on land adjoining the community land and to remove waste that is consequential on such work.
- 1.4. Council has no power to sell, exchange or otherwise dispose of community land other than for the purpose of such land becoming Crown managed land;³ and may only grant a lease, licence or any other estate in accordance with the LG Act.⁴

² *Local Government Act 1993* (NSW) ss 46(1)(b), 46(4)-(5A); *Local Government (General) Regulation 2021* (NSW) ss 116(1)-(5).

³ *Local Government Act 1993* (NSW) s 45(1).

⁴ *Local Government Act 1993* (NSW) ss 45(2)-(3).

- 1.5. Community land that is subject to a lease cannot be subleased unless it is for the same purpose as it was originally leased, or for:^{5 6}
 - a) refreshment kiosks, dances and private parties are prescribed as purposes for which community land that is leased for a surf lifesaving club, or a sporting club may be sublet; or
 - b) a croquet club is prescribed as a purpose for which community land that is used as a bowling club may be sublet.
- 1.6. Exclusive occupation or use of community land other than by the holder of a lease, licence, other estate or sublease of community land is prohibited under the LG Act unless the occupation or use relates to:⁷
 - a) part of the site of a senior citizens' centre or home or community care facility by a duly appointed manager of the centre; or
 - b) community land by persons, and in circumstances, prescribed by the *Local Government (General) Regulation 2021*.
- 1.7. Leases and licences for community land categorised as 'General Community Use' are authorised where:⁸
 - a) commercial fitness training/coaching operator's licence agreement will be valid for a period of not less than six months and not greater than five years and will authorise each trainer to use designated public open space areas for commercial training activities on a non-exclusive basis; and
 - b) that support and encourage community use of the open space and / or address a community need are authorised subject to compatibility with Georges River Council Local Environmental Plan 2021 and core objectives.

Crown land

- 1.8. Dedicated or reserved Crown land which is managed by Council must be managed as if it were classified as community land under the LG Act (including in relation to leasing and licensing) unless such land is a public reserve.⁹
- 1.9. With respect to Crown land managed by Council, written advice from a native title manager must be obtained by Council about whether any proposed lease or licence arrangements comply with applicable provisions of the *Native Title Act 1993*.¹⁰

⁵ *Local Government Act 1993* (NSW) s 47C.

⁶ *Local Government (General) Regulation 2021* (NSW) s 119

⁷ *Local Government Act 1993* (NSW) s 47D.

⁸ Georges River Council, 'Generic Plan of Management – General Community Use' (2022), p 54.

⁹ *Crown Land Management Act 2016* (NSW) s 3.22.

¹⁰ *Crown Land Management Act 2016* (NSW) ss 8.1, 8.7(1)(a).

- 1.10. Council is only authorised to grant leases for exclusive use to another organisation, with respect to Crown land managed by Council that is subject to Council’s PoM, for the purpose of public recreation or where one of the following has occurred:¹¹
- a) the land is subject to an approved determination of native title (as defined in the *Native Title Act 1993*) and native title has been found to be extinguished or not exist;
 - b) the land is land where all native title rights and interests have been surrendered under an Indigenous Land Use Agreement (as defined in the *Native Title Act 1993 (Cth)*);
 - c) the land is subject to a section 24FA protection (as defined in the *Native Title Act 1993 (Cth)*); or
 - d) any native title rights and interests have been compulsorily acquired and extinguished.
- 1.11. If Crown land managed by Council is subject to an undetermined Aboriginal land claim under the *Aboriginal Land Rights Act*, Council should not grant a lease, licence or other estate if:¹²
- a) The use of the land permitted by the proposed tenure could prevent the land being transferred to an Aboriginal Land Council (ALC) in the event that the undetermined claim is granted;
 - b) The proposed tenure could impact or change the physical/environmental condition of the land, unless Council or the tenure applicant has either written consent from the claimant ALC to use the land as per the proposed tenure, or a written statement from the ALC confirming it has withdrawn its claim or amended the land claim to exclude the proposed tenure area.

Operational land

- 1.12. The LG Act does not prescribe any restrictions on the granting of a lease, licence or other estate in respect of land classified as operational.
- 1.13. Council may grant a lease, licence or other estate under this Policy on operational land only where alignment can be demonstrated with a prescribed purpose as set out at paragraph 2.1.

¹¹ Georges River Council, ‘Generic Plan of Management – General Community Use’ (2022), p 53.

¹² Crown Land NSW, ‘[Granting leases and licenses on Crown Reserves](#)’.

Playing fields and sporting amenities

- 1.14. Access and use of Council playing fields to organisations, such as sporting clubs, are provided by way of a seasonal booking, and not by way of a lease or licence agreement.
- 1.15. Access and use of Council sporting amenities to organisations is provided by Council by way of a non-exclusive licence which includes access and use of adjacent or nearby changerooms, referee rooms and canteens, unless the licensee specifies such use is not required.
- 1.16. Licenses may be separately provided for organisations to use storage facilities adjacent or nearby to playing fields, to facilitate storage of sporting equipment during the relevant sporting off-season.
- 1.17. Multiple licenses to the same sporting amenities may be granted by Council by way of a co-sharing basis with other licensees where Council deems appropriate.

2. Duration and tendering

- 2.1. The standard term of duration on which leases and licenses are granted is five years subject to:¹³
 - a) Council's strategic plans for the relevant property, including planned or anticipated upgrade or redevelopment works;
 - b) Identified community needs for the relevant property; and
 - c) Operational requirements of Council.
- 2.2. A lease or licence with respect to community land may only be granted by tender (in accordance with section 55 of the *Local Government Act 1993*) unless granted to a not-for-profit organisation and one of the following circumstances applies.¹⁴
 - a) The nature of the land or property uniquely aligns with the service being proposed;
 - b) The nature of the service being proposed seeks to fulfill a community need which is in significant demand or otherwise short supply within the LGA;
 - c) The prospective lessee or licensee is a corporation regulated by the Office of the Registrar of Indigenous Corporations; or
 - d) The proposed lease or licence is unlikely to generate expressions of interest from more than one not-for-profit organisation.

¹³ *Local Government Act 1993* (NSW) s 46(3).

¹⁴ *Local Government Act 1993* (NSW) s 46A(3).

- 2.3. Applications from a lessee or licensee under a previous Council lease or license will not be considered by Council as part of a tender process for a new community lease or licence if the previous lessee or licensee:
- a) has previously breached the terms of a previous Council lease (such as damaging or neglecting to maintain a Council leased property);
 - b) has outstanding rent or other payables to Council;
 - c) has reasonably suspected or identified insolvency risks;
 - d) has breached any other relevant laws; or
 - e) is a director or other office-holder of the organisation that is currently subject to an 'Unreasonable Customer Conduct Declaration' by Council's General Manager.

3. Assessment of applications for a lease or licence

- 3.1. All community leases and licences will be assessed on an individual merit basis having regard to the application provided by the prospective tenant and any information independently obtained by Council, such as public register searches.
- 3.2. In assessing a prospective tenant's suitability for a community lease or licence, the following criteria will be considered:
- a) proof of not-for-profit status, such as being listed under the Australian Charities and Not-for-profits Commission register;
 - b) history of providing community services and working with Council;
 - c) how the proposed use of a property under a proposed tenancy seeks to respond to current and anticipated community needs, including the needs of vulnerable / disadvantaged population cohorts;
 - d) the direct and indirect community benefits likely to be generated from the proposed tenancy;
 - e) alignment between the activities from the proposed tenancy with Council strategies and applicable PoMs;
 - f) capacity to pay rent and other expenses incurred related to the tenancy as required (after any eligible subsidies are considered);
 - g) potential to align with any future plans of Council to upgrade the property pursuant to meeting community needs as identified by Council (after any relevant grants to fund such plans are considered);
 - h) consideration of past tenancy performance (if applicable); and
 - i) ability to share a facility with other licensees (if applicable).

- 3.3. Offers of capital investment by tenants, or prospective tenants, pursuant to upgrading or redeveloping a Council property (funded via external grants or otherwise), which align with Council's strategic or asset management plans for the relevant site, may be considered by Council as part of an organisation's application for a lease or licence to which this Policy applies. Such capital investment by an organisation however does not automatically secure future lease or licence tenure, as such tenure remains subject to Council assessment and competitive tender where applicable. Any such upgrade works are to be managed by Council, as provided by any relevant agreements between the parties, unless otherwise stated.
- 3.4. Applications must be submitted using the prescribed form/s as provided by Council.

4. Other requirements

Public notice

- 4.1. If a lease, licence or other estate is proposed in respect of community land, Council must:¹⁵
- a) give public notice of the proposal (including on Council's website), and
 - b) exhibit notice of the proposal on the land to which the proposal relates, and
 - c) give notice of the proposal to such persons as appear to it to own or occupy the land adjoining the community land, and
 - d) give notice of the proposal to any other person, appearing to Council to be the owner or occupier of land in the vicinity of the community land, if in the opinion of Council the land the subject of the proposal is likely to form the primary focus of the person's enjoyment of community land.
- 4.2. The public notice must include:¹⁶
- a) information sufficient to identify the community land concerned;
 - b) the purpose for which the land will be used under the proposed lease, licence or other estate;
 - c) the term of the proposed lease, licence or other estate (including particulars of any options for renewal);
 - d) the name of the person to whom it is proposed to grant the lease, licence or other estate (if known); and
 - e) a statement that submissions in writing may be made to Council concerning the proposal within a period, not less than 28 days, specified in the notice (i.e. the submission period).

¹⁵ *Local Government Act 1993* (NSW) s 47(1), 47A.

¹⁶ *Local Government Act 1993* (NSW) s 47(2).

- 4.3. Any person may make a submission in writing to Council during the period specified in the notice.¹⁷ Before granting the lease, licence or other estate, Council must consider all submissions.¹⁸
- 4.4. Leases, licences or other estates granted for a period less than five years for the following purposes are exempt from public notice requirements prescribed under paragraphs 5.1-5.3:¹⁹
- a) residential purposes, where the relevant community land has been developed for the purposes of housing owned by Council,
 - b) the provision of pipes, conduits or other connections under the surface of the ground for the connection of premises adjoining the community land to a facility of Council or other public utility provider that is situated on the community land,
 - c) use and occupation of the community land for events such as (noting restrictions prescribed by regulation 117(2) of the *Local Government (General) Regulation 2021* –
 - i. a public performance (that is, a theatrical, musical or other entertainment for the amusement of the public),
 - ii. the playing of a musical instrument, or singing, for fee or reward,
 - iii. engaging in a trade or business,
 - iv. playing of any lawful game or sport,
 - v. delivering a public address,
 - vi. conducting a commercial photographic session,
 - vii. picnics and private celebrations such as weddings and family gatherings,
 - viii. filming (noting requirements set out by section 47AA of the *Local Government Act 1993*).
 - d) any other purposes set out by regulation 117 of *the Local Government (General) Regulation 2021*

Minister's consent

- 4.5. Consent of the Minister for Local Government must be obtained by Council in instances where the proposed term (including any renewal options and holdover periods) of the lease, licence or other estate:²⁰
- a) exceeds 21 years;²¹

¹⁷ *Local Government Act 1993* (NSW) s 47(3).

¹⁸ *Local Government Act 1993* (NSW) s 47(4).

¹⁹ *Local Government (General) Regulation 2021* (NSW) s 117.

²⁰ *Local Government Act 1993* (NSW) ss 47(2)-(10), 47A; *Local Government (General) Regulation 2021* (NSW) s 117.

²¹ *Local Government Act 1993* (NSW) s 47(5)(b).

- b) exceeds 5 years and a person makes a submission by way of an objection to the proposal during the submission period;²² or
 - c) is five years or less – at the Minister’s discretion.²³
- 4.6. If Council applies for the Minister’s consent, Council must forward with its application:²⁴
- a) a copy of the plan of management for the land.
 - b) details of all objections received and a statement setting out, for each objection, Council’s decision and the reasons for its decision.
 - c) a statement setting out all the facts concerning the proposal to grant the lease, licence or other estate.
 - d) a copy of the public notice of the proposal.
 - e) a statement setting out the terms, conditions, restrictions and covenants proposed to be included in the lease, licence or other estate.
 - f) if the application relates to a lease or licence for a period (including any period for which the lease or licence could be renewed by the exercise of an option) exceeding 21 years, a statement outlining the special circumstances that justify the period of the lease or licence exceeding 21 years.
 - g) a statement setting out the manner in which and the extent to which the public interest would, in Council’s opinion, be affected by the granting of the proposed lease, licence or other estate, including the manner in which and the extent to which the needs of the area with respect to community land would, in Council’s opinion, be adversely affected by the granting of the proposed lease, licence or other estate.

Unsolicited proposals

- 4.7. Where an unsolicited proposal is received by Council from an organisation seeking to lease or licence Council land for a community-oriented purpose, the proposal should be recorded in a register to enable Council to inform the organisation about a future opportunity in which a lease or licence agreement may be established in accordance with this Policy.

5. Lease and licence terms

- 5.1. Leases are provided for exclusive use of Council owned or managed land and are provided on standard terms unless agreed otherwise with the prospective tenant.

²² *Local Government Act 1993* (NSW) s 47(5)(a).

²³ *Local Government Act 1993* (NSW) ss 47(5)-(9), 47A(2)(c).

²⁴ *Local Government Act 1993* (NSW) s 47(6).

- 5.2. Licences are provided for non-exclusive use of a Council owned or managed land and are provided on standard terms unless agreed otherwise with the prospective licensee.

Maintenance and utilities

- 5.3. While tenants are responsible for keeping Council buildings and associated fixtures in good working order, including costs related to utilities (such as electricity and water) upkeep and maintenance, Council will generally be responsible for costs related to necessary structural repairs, unless such structural repairs have been necessitated due to damage attributable to the tenant – in which case the tenant will be liable for such costs.

Rent

- 5.4. Rent payable under a community lease or licence will be calculated according to market value of the property, less any applicable rental subsidy, plus outgoings and maintenance costs.
- 5.5. Rent payable under a community lease or licence must not be less than the 'minimum annual rent' as prescribed under Council's annual fees and charges.

Review of rent

- 5.6. Rent payable under a community lease or licence is recalculated annually according to the [Consumer Price Index](#) for the previous 12 months.

6. Eligibility for rental subsidy of rent payable

- 6.1. Only not-for-profit organisations which are listed on the Australian Charities and Not-for-profits Commission Charity Register are eligible for a rental subsidy in respect of being a lessee or licensee to which this Policy applies. Any subsidies for Registered Clubs will be determined by capacity to pay annual rent based on market valuation.
- 6.2. The quantum of rental subsidy that an organisation may receive (ranging from a 0% or 100% rental subsidy) is to be determined by Council through undertaking an assessment against the following criteria, which is to be scored according to the following criteria:
- a) Community need – The demand for the community service proposed to be delivered under the tenancy;
 - b) Extent of community benefit – The number of residents estimated to benefit from the proposed community service;
 - c) Diversity of beneficiaries – Whether the service specifically targets cohorts identified under Council's Diversity and Inclusion Action Plan and/or Social Justice Charter;

- d) Alignment with Council strategies – The extent to which the proposed community service aligns with Council strategies.

6.3. An application for a rental subsidy must be submitted:

- a) at the same time an application for a lease or licence is submitted; and
- b) using the prescribed form/s as published on Council's website.

7. Other

- 7.1. Where there is any inconsistency between the application of this Policy with any relevant legislation, this Policy does not have the effect of imposing less onerous requirements than the legislation requires.
- 7.2. While this Policy does not apply retrospectively to lease and licence agreements established prior to the commencement of this Policy, any agreements established after this Policy commences, including those relating to properties subject to previous agreements, must comply with the Policy.
- 7.3. Georges River Council will not support (in the granting of a lease, license or other estate) any organisations, activities, entities, or individuals associated with entities, that are considered to:
 - c) discriminate, or encourage discriminatory behaviour, including discrimination based on age, disability, race, religion, sex and/or sexual orientation.
 - d) contribute to, or advocate for, the infringement of human rights.
 - e) demonstrate behaviour that does not align with Council's strategic direction.
 - f) pollute land, air or water, or otherwise damage the natural environment.
 - g) produce, promote or distribute products or services likely to be harmful to the community.
 - h) exploit people through the payment of below-award wages or poor working conditions including any forms of modern slavery.
 - i) contribute to, or advocate for, the infringement of the safety and rights of children and young people within our community.
 - j) represent a reputational risk for Georges River Council to partner with or support or be seen to partner with or support.

Responsibilities

Position	Responsibility
Councillors	<ul style="list-style-type: none"> To endorse by resolution this policy. To promote this policy when dealing with community organisations. To approve and execute leases and licences exceeding 10 years and not exceeding a period of 21 years, in accordance with the Local Government Act. To approve and execute leases and licences that are outside of the General Manager Delegations.
General Manager	<ul style="list-style-type: none"> To approve and execute leases and licences not exceeding a period of 10 years, in accordance with the instrument of Delegation of Functions to the General Manager, pursuant to section 377 of the Local Government Act 1993. To seek authority from Council to approve and execute leases and licences for the locations that are outside of the General Manager Delegations.
Director Community and Culture	<ul style="list-style-type: none"> Review recommendations of new agreements. Report to Council via Community Property Report. Provide point of contact for Councillor enquiries. To approve and execute leases and licences not exceeding a period of 10 years, in accordance with delegations.
Manager City Life	<ul style="list-style-type: none"> Provide a point of contact about the meaning and application of the policy. Review and update the policy when required. To approve and execute leases and licences not exceeding a period of 10 years, in accordance with delegations. Approve the Community Lease & Licence Guidelines
Coordinator Programming and Operations	<ul style="list-style-type: none"> Provide a point of contact about the meaning and application of the policy. Ensure compliance with the policy. Review and recommend updates the policy when required. To approve and execute leases and licences not exceeding a period of 10 years, in accordance with delegations. Update the Community Lease & Licence Guidelines
Community Property Officer	<ul style="list-style-type: none"> Adhere to this policy. Review and recommend updates the policy when required. Develop and adhere to related procedures. Report new community leases/licences to Council. Update the Community Lease & Licence Guidelines
Community Property Assistant	<ul style="list-style-type: none"> Adhere to this policy. Adhere to related procedures.
General Counsel	<ul style="list-style-type: none"> Provide legal advice in accordance with legislation. Oversee preparation and finalisation of lease and licence documentation. Determine precedents for Lease and Licence standard documentation.

	<ul style="list-style-type: none"> Update and Approve the Legal components of the Community Lease & Licence Guidelines.
Manager Strategic Planning	<ul style="list-style-type: none"> Plan of Management Advice
Head of Strategic Property	<ul style="list-style-type: none"> Native Title Advice
Staff	<ul style="list-style-type: none"> Adhere to this policy. To file related documentation into Council's Electronic Document and Records Management System.

Version Control and Change History

Version	Amendment Details	Policy Owner	Period Active
1.0	<p>Complete new Georges River Council Community Lease Policy</p> <p>Council Resolution CCL203-17</p> <p>Agenda - Attachments Included (infocouncil.biz)</p>	Manager, Strategic Property	04/09/2017 – 22/06/2020
2.0	<p>Updated version of Georges River Council Community Lease Policy</p> <p>Council Resolution CCL042-20</p> <p>Agenda of Council Meeting - 22 00 2020 (infocouncil.biz)</p>	Manager Community and Cultural Development	22/06/2020 – 22/07/2024
3.0	<p>Updated version of Georges River Council Community Lease and Licence Policy</p> <p>Council Resolution CCL046-24</p>	Manager, City Life	22/07/2024 - ongoing