

PROPERTY MANAGEMENT POLICY

Legislation / local aw requirements	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
Relevant delegations	Clause 2.2.30 – Execution of Documents
Related policy procedures and documents	Property Management Framework Execution of Documents Policy

PURPOSE

The City has a number of properties which are used by a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities through a lease, licence, management agreement or other similar arrangement. This policy sets the overarching principles within which management of these properties occurs.

POLICY

The City is committed to providing a fair, consistent and transparent approach to the leasing, licencing and management of City properties. The City acknowledges that there are a range of tenants and uses, many of which provide valued community benefits.

The City’s property management objectives are:

- to meet growing community needs and maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;
- to meet the Strategic Community Plan’s objectives of ‘Connected Community’ and ‘Thriving Places’, City owned and managed properties will primarily be available for local not-for-profit organisations, community sporting groups and other community purposes;
- to ensure transparency and equity, all financial and in-kind subsidisation by the City will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- to ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

The City will develop and administer a Property Management Framework (**Framework**), which will establish an equitable methodology for calculating annual lease and licence fees and detail the standard lease and licence terms and conditions for different types of tenants. The City will consider the community benefit in developing this methodology, which may include an incentive to support the provision of valued services to the community.

The City will regularly monitor the implementation of the Framework to ensure the objectives of this Policy are met.

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SCOPE

This policy applies to the leasing and licencing of City of Vincent properties. This includes leases, licences and management agreements held by community groups and organisations, sporting clubs, commercial entities and government agencies.

It does not include regular or occasional hire of facilities for the purpose of programs, events and activities.

DEFINITIONS

Lease – proprietary right to exclusive occupation and use of part or all of a City-owned property, for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

Licence – a contractual right to non-exclusive occupation and/or use of part or all of a City-owned property. This may include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City may see to grant a licence to enable access to the property by the broader community outside of the licensee’s usage times

Management Agreement – is a contractual arrangement outlining the terms and conditions associated with usage. Management Agreements are predominantly supplied to small community groups such as playgroups and community gardens.

OFFICE USE ONLY	
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