
REPORT 4
(1215/52/IM)

DRAFT LEASES POLICY FOR COMMUNITY AND RECREATION GROUPS

1. Purpose of Report

To seek Committee's approval to the draft Leases Policy for Community and Recreation Groups (refer to Appendix 1) and agree to release the draft Leases Policy for Community and Recreation Groups for consultation.

2. Executive Summary

On 22 September 2011, the Strategy and Policy Committee agreed to review the Leases Policy for Recreation and Community Groups (policy) to address a range of issues that have emerged since the Policy was adopted in 2001.

The draft policy establishes Council's role in leasing land and/or buildings to community and recreation groups (groups) and provides guidance on:

- Granting leases to groups;
- Managing leases; and
- The standard to which land and/or buildings will be maintained to ensure appropriate asset management.

The draft policy includes principles to guide Council in relation to granting and managing these leases.

The existing assessment criteria have been amended to ensure all necessary requirements are considered when assessing eligibility of groups who apply to lease Council owned land and/or buildings.

Council officers propose a new rental model that provides for greater equity and assists Council to move towards an improved level of cost recovery.

3. Recommendations

Officers recommend that the Strategy and Policy Committee:

1. *Receive the information.*

2. *Agree to the draft Leases Policy for Community and Recreation Groups (attached as Appendix 1) being released for public consultation.*
3. *Agree that Council officers report back on the consultation by September 2012.*
4. *Agree to delegate to the Chief Executive officer and the Built Environment portfolio leader, the authority to amend the draft Leases Policy to include any amendments agreed by the Committee and any associated minor consequential edits.*

4. Background

On 22 September 2011, the Strategy and Policy Committee agreed to review the policy to address several issues that have emerged since the policy was adopted in 2001. It was agreed that the policy review would include the introduction of guiding principles, a review of the rental calculation and several additions and amendments to enable officers to better manage Council owned land and buildings at an operational level.

A recent example where the current policy did not provide the guidance and support required was when Newlands Community House Incorporated's (NCHI) lease expired. NCHI requested a new lease be granted to allow the group to continue delivering some of its activities from the Newlands Community House. The intention was that the new Newlands Community Centre would cater for all the group's activities. The policy did not provide sufficient clarity and support for the Council to decline the group's application for a new lease in these circumstances.

On 23 August 2011, officers took Councillors to a number of land and/or buildings within the recreation portfolio to highlight a range of issues Council faces under the current policy.

A consultation workshop was held in October 2011 with groups that lease Council owned land and/or buildings to discuss the review of the policy.

5. Discussion

The policy sets out Council's role when leasing land and/or buildings to groups.

The objectives of the policy are to:

- Ensure maximum community benefit is derived from Council owned land and buildings;
- Strengthen participation and engagement in community and recreational activities; and
- Ensure leases are managed fairly, processes are transparent and Council officers have the flexibility to respond to community needs.

5.1 Guiding Principles

The following set of principles has been developed to guide Council's response to groups when granting and managing leases:

- The Council will support groups whose activities contribute to Council's priorities and long term community outcomes. This support is primarily in the provision of subsidised access to Council owned land and/or buildings.
- The relationship between the Council and groups will be collaborative.
 - There will be open communication between the Council and groups.
 - Both parties will work collectively in a transparent manner to achieve Council's social and recreational outcomes.
 - Council will treat all groups fairly. This will be done by equally distributing support and resources and consistently applying rental fees and charges.
- Land and buildings will be responsibly managed.
 - All buildings, whether owned by Council or the group will be maintained to a good standard for their economic life.
 - Groups will be encouraged to amalgamate or share facilities where possible, to effectively utilise land and/or buildings.
 - The terms and conditions within leases will be consistently applied.
- A flexible approach will be taken when responding to changing community and recreational activities and levels of demand.

5.2 Assessment Criteria

The assessment criteria have been amended to ensure all necessary requirements are considered when assessing eligibility of groups who apply to lease Council owned land and/or buildings. The assessment criteria are as follows:

- The group's purpose and activities must be consistent with Council's strategic direction;
- The group must be an incorporated society or trust;
- The group must be sustainable in terms of membership and/or users of the service for the term of the lease;

- The group must be in a financial position to fulfil its lease obligations for the term of the lease;
- The land and or/buildings must be utilised to its maximum potential;
- The activity cannot have the potential to adversely affect open space values or other legitimate activities; and
- There must be demonstrated support and need within the community for the activity.

Each application to lease land and or/buildings will be assessed against these criteria to inform officer recommendations to Committee.

5.3 Rental Calculation

The rental calculation under the current policy is complex, not particularly transparent, difficult to administer and is open to inconsistent application.

Officers obtained advice from an independent registered valuer who assessed 'base' land value rates per square metre for the land upon which recreation and community leases are located. In assessing the land value rates, the valuer took into consideration the restricted nature of land zoned Open Space and the different size bands which relate to existing leased areas.

The proposed rental model is a 'sliding scale' based on a square metre rate as shown in the table below:

Area	Base Land Value/m²	Rental Rate/m²
≤ 250	\$200	\$1.60
250 - 500	\$150	\$1.20
500 - 1000	\$75	\$0.60
1000 - 2500	\$60	\$0.48
2500 - 5000	\$50	\$0.40
5000 - 7500	\$40	\$0.32
≥ 7500	\$25	\$0.20

For example, the rental for 500m² of land would be calculated at \$1.60 for the first 250m² and \$1.20 for the remaining 250m². This equates to a rental of \$700.00 per annum plus GST or \$1.40 per square metre overall.

The new rental model will give groups an approximate rental subsidy of 86.67% and will provide for equitable rentals between groups.

Where existing lease provisions allow for the rental model to be adopted, rental increases greater than \$500 per annum will be phased in over a period of three years (i.e. one third increase each year).

Under the proposed model, rent reviews will be applied to all new leases and existing leases where the lease provisions allow. Tri-Annual rent reviews will be undertaken in accordance with the percentage change in the Consumer Price Index (CPI) and a market based review will be undertaken every third review (i.e. Every 9 years) by an independent registered valuer.

5.4 Maintenance Fee for Premises Leases

An annual maintenance fee is currently applied to premises leases enabling Council to recover 20% of its maintenance costs. The maintenance fee covers costs relating to scheduled maintenance, reactive maintenance, building compliance and exterior renewals.

Under the proposed Policy, Council will be entitled to recover 20% of maintenance costs in year one of the Policy. In years two to four, Council will seek to recover 50% of costs and from year five onwards, groups will be responsible for 100% of the maintenance costs.

5.5 Consultation Process

Officers will carry out targeted consultation over a six week period with lessee groups, Friends of the Town Belt and Action For The Environment. Consultation will also be undertaken with the wider community and information will be made available on the Council website. Officers will report back to Committee by September 2012 with submissions received and any amendments made to the draft Policy as a result of the consultation process.

6. Conclusion

Officers recommend that the Strategy and Policy Committee approve the draft Leases Policy for Community and Recreation Groups and agree to officers releasing the draft Policy for public consultation.

Contact Officers: *Paul Andrews, Manager, Parks & Gardens, Amber Bill, Manager, Community, Engagement & Reserves, Hanita Shantilal, Senior Property Advisor, Property Management and Peter Brennan, Manager, Property Management.*

Supporting Information

1) Strategic Fit / Strategic Outcome

The Policy supports Council's 'Wellington Towards 2040: Smart Capital' vision by encouraging healthy and safe communities within a people-centred City. The Policy supports Council facilitating access to community and recreational opportunities.

2) LTP/Annual Plan reference and long term financial impact

Agreement to the Policy will contribute to Council meeting the outcome of providing subsidised access to recreation activities (Refer to LTP outcome 5.2 Recreation Opportunities).

3) Treaty of Waitangi considerations

No Treaty of Waitangi implications have been identified.

4) Decision-Making

This is not considered a significant decision in terms of Council's Significance Policy, although it affects strategic assets. The impact is considered limited as a significant change to the level of service is not proposed.

5) Consultation

a) General Consultation

Public consultation will provide opportunities for community and recreation groups who lease land and/or buildings from Council to have input as well as the wider community. Targeted consultation will be undertaken with groups who lease land and/or buildings from the Council as well as Friends of the Town Belt and Action For The Environment.

b) Consultation with Maori

Iwi will be consulted and any submissions made will be included in the report to be presented in August 2012.

6) Legal Implications

N/A

7) Consistency with existing policy

This report is consistent with existing policy's relating to community and recreational groups.

**DRAFT LEASES POLICY FOR COMMUNITY AND
RECREATION GROUPS**

April 2012

APPENDIX 1

Contents

1. Introduction
2. Policy Objectives
3. Scope of Policy
4. Guiding Principles
5. Leasing Process
6. Assessment Criteria
7. Primary Terms and Conditions of Lease
 - 7.1 Rental Determination
 - 7.2 Maintenance Fee for Premises Leases
 - 7.3 Tenure Framework
 - 7.4 Reporting Requirements
 - 7.5 Allocation of Responsibilities between Council and Lessee
 - 7.6 Access-ways and Paths
 - 7.7 Insurance
 - 7.8 Subleasing
 - 7.9 Additions and Alterations of any Building or Improvement
 - 7.10 Ownership of Buildings and/or Structures on Expiry or Early Termination of Leases
 - 7.11 External Signage
 - 7.12 Fees and Charges

Definitions

APPENDIX 1

1. Introduction

The Council provides leases of land and/or buildings at a subsidised rental to a wide range of community and recreation groups (groups). As Council owned land and buildings are a limited resource, Council needs to allocate this resource in a way that maximises the use of its assets and responds to changing demands.

The Leases Policy for Community and Recreation Groups (Policy) sets out Council's role in leasing land and/or buildings to groups and provides guidance on:

- Granting leases of land and/or buildings to community and recreation groups;
- Managing leases relating to the groups; and
- The standard to which land and/or buildings will be maintained to ensure appropriate asset management.

2. Policy Objectives

The objectives of the Policy are to:

- Ensure maximum community benefit is derived from Council owned land and buildings.
- Strengthen participation and engagement in community and recreational activities.
- Ensure leases are managed fairly, processes are transparent and Council officers (officers) have the flexibility to respond to community needs.

3. Scope of Policy

This Policy applies to all community and recreation groups who lease Council owned land and/or buildings. The provisions of this Policy will be applied to existing leases where they allow or where aspects of the existing leases are silent or ambiguous.

The Policy does not apply to:

- Community Centres and Halls;
- Early Childhood Centres;
- Recreation Centres;
- Community and recreational groups engaging in commercial activities; and Commercial leases.

APPENDIX 1

4. Guiding Principles

The following set of principles will govern the Council's response to groups when granting and managing leases:

1. The Council will support groups whose activities contribute to Council's priorities and long term community outcomes. This support is primarily in the provision of subsidised access to Council owned land and/or buildings.
2. The relationship between the Council and groups will be collaborative.
 - There will be open communication between the Council and groups.
 - Both parties will work collectively in a transparent manner to achieve Council's social and recreational outcomes.
 - The Council will treat all groups fairly. This will be done by equally distributing support and resources and consistently applying rental fees and charges.
3. Land and buildings will be responsibly managed.
 - All buildings, whether owned by the Council or the group will be maintained to a good standard for their economic life.
 - Groups will be encouraged to amalgamate or share facilities where possible, to effectively utilise land and/or buildings.
 - The terms and conditions within leases will be consistently applied.
4. A flexible approach will be taken when responding to changing community and recreational activities and levels of demand.

5. Leasing Process

A group can apply for a ground or premises lease. A ground lease is applicable where the Council owns the land and the group owns the building. A premises lease is applicable where Council owns the land and buildings.

On occasion, it may be more suitable to grant a licence. For example, licences may be appropriate due to the nature of the activities proposed, or where the land classification does not allow for exclusive use. In these instances the leasing process (section 5) and assessment criteria (section 6) will be applied.

Management plans and Council strategies will be used by officers to ascertain what activity or structure can be permitted on an area of land. Where there is no management plan, the proposed activity will be tested against the purpose for which the land is held and/or classified.

In the Council's capacity as administrator and trustee of reserve land, it has the responsibility to ensure the land is managed in accordance with the Reserves Act 1977 (Reserves Act). If an activity is not anticipated in a management plan

APPENDIX 1

or sits outside of Council's delegations under the Reserves Act, final consent from the Department of Conservation will be required.

All non-reserve land that is held by the Council for public amenity or open space purposes will be treated as if it was land held under the Reserves Act. This will ensure consistency in decision making and public scrutiny. However, no consent will be required from the Department of Conservation for non-reserve land.

When an application for a new ground or premises lease is made by a group, officers will undertake the following process:

1. Officers will discuss the leasing process with the group and assess whether granting a lease can be considered or is appropriate.
2. If granting a lease can be considered or is appropriate, the group will be asked to make a formal application.
3. Officers will assess the application using the assessment criteria outlined in section 6 of the policy.
4. If the application meets the assessment criteria, officers will consult with Iwi.
5. Officers will prepare a committee or subcommittee report to seek approval to grant a lease, subject to public consultation and obtaining approvals required by any relevant legislation. Public consultation will be required for reserve land and land managed as reserve.
6. Any sustained objections received through the public consultation process will be presented to a committee or subcommittee to consider, if necessary.
7. If no objections are sustained and all approvals required are obtained, a lease will be prepared and executed.

APPENDIX 1

6. Assessment Criteria

The assessment criteria will be applied when assessing:

- New lease applications;
- Granting lease renewals;
- Granting new leases to existing lessees; and
- Varying existing leases.

1. The group's purpose and activities must be consistent with Council's strategic direction

Key questions: What is the group's purpose? What are the additional facilities and programmes proposed? What additional benefits will the proposal bring to the community?

2. The group must be an incorporated society or trust

Key questions: How does the group spend the money it raises and what happens to any surplus? What is the group's structure and is there a clear distinction between governance and management?

3. The group must be sustainable in terms of membership and/or users of the service for the term of the lease

Key questions: Is there evidence that the group's membership numbers and trends justify and necessitate the proposal? Does the application support a sportville or amalgamation model?

4. The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to, rent, insurance and building and grounds maintenance

Key questions: How does the group fund its activities? Has a scheduled maintenance programme been developed and is there evidence that the group are able to afford implementation of the programme? Is there an open membership policy?

5. The land and/or buildings must be utilised to its maximum potential

Key questions: How often will the building be used and what activities are planned? Are there any plans to sublease or hire out the building or part of the building? What alternatives have been considered by the group and why have they been rejected?

Is there potential for the group to share facilities with other existing lessees?

APPENDIX 1

6. The activity cannot have the potential to adversely affect open space values or other legitimate activities

Key questions: Is the activity consistent with the Reserves Act, Resource Management Act and any applicable management plan?

7. There must be demonstrated support and need within the community for the activity

Key questions: Is there support from the wider community and those expected to benefit from the activity? Are similar activities to the one being proposed, delivered by other facilities that are accessible to the group and the wider community?

Each case will be considered on an individual basis by officers who will make recommendations to a committee or subcommittee for approval.

If at renewal time, a lessee does not meet the assessment criteria, officers will prepare a committee or subcommittee report to seek approval to revoke the renewal and terminate the lease. If the lessee does meet the assessment criteria, officers will renew the lease.

If at any time during the term of the lease, the lessee does not meet one or more of the assessment criteria, officers will provide assistance to the lessee in meeting the necessary criteria. If such assistance is unsuccessful, officers may prepare a committee or subcommittee report to seek approval to terminate the lease prior to its expiry.

Any application from an existing lessee or new group to undertake a commercial activity on Council owned land and/or buildings does not fall within the scope of this Policy. Such proposals will be assessed on a case by case basis and will consider the status of the land and the applicable legislation. Any commercial activity which is approved by Council will require a separate commercial lease, licence or concession.

Where applications do not meet relevant legal requirements (for example, those defined in the Reserves Act) or comply with applicable management plans, the application will be declined.

7. Primary Terms and Conditions of Lease

The lease is a legally binding document which records the obligations of the Council and lessee in relation to the land and/or buildings leased. The primary terms and conditions of the lease are outlined below.

APPENDIX 1

7.1 Rental Determination

The rental will be calculated using a 'sliding scale' based on a square metre rate, as shown in the table below:

Area	Base Land Value/m ²	Rental Rate/m ²
≤ 250	\$200	\$1.60
250 - 500	\$150	\$1.20
500 - 1000	\$75	\$0.60
1000 - 2500	\$60	\$0.48
2500 - 5000	\$50	\$0.40
5000 - 7500	\$40	\$0.32
≥ 7500	\$25	\$0.20

For example, the rental for 500m² of land would be calculated at \$1.60 for the first 250m² and \$1.20 for the remaining 250m². This equates to a rental of \$700.00 per annum plus GST or \$1.40 per square metre overall.

The rental model provides for equitable rentals between lessees and provides a rental subsidy of approximately 86.67%.

Rent reviews will be applied to all new leases and existing leases where the lease provisions allow. Tri-Annual rent reviews will be undertaken in accordance with the percentage change in the Consumer Price Index (CPI) and a market based review will be undertaken every third review (i.e. Every 9 years) by an independent registered valuer.

Where existing lease provisions allow for the rental model to be adopted, rental increases greater than \$500 per annum will be phased in over a period of three years (i.e. one third increase each year).

7.2 Maintenance Fee for Premises Leases

A maintenance fee will be applied to each premises lease. The maintenance fee covers costs relating to scheduled maintenance, reactive maintenance, building compliance and exterior renewals.

The maintenance fee will be charged on an annual basis. For the first year of this Policy, Council will recover 20% of maintenance costs. In years two to four, Council will recover 50% of costs and from year five onwards, lessees will be responsible for 100% of the maintenance costs

7.3 Tenure Framework

The standard tenure for leases relating to reserve or fee simple land is ten years plus a ten year right of renewal.

APPENDIX 1

A shorter tenure may be granted in the following instances:

- Declining trends in an activity;
- Alternative use of the land and/or buildings is anticipated by Council;
- Life expectancy of the building is less than the standard tenure applicable;
- The group does not have an existing relationship with the Council or is not a known entity to the Council;
- A shorter tenure is required by a management plan;
- The group requests a shorter tenure.

A longer tenure may be granted where groups amalgamate or share facilities which result in maximum use of land and/or buildings.

7.4 Reporting Requirements

The Council is interested in the ongoing performance of its lessees so that it can monitor the achievement of the strategic objectives set for the City. All lessees are required to fulfil their reporting requirements on an annual basis. Reporting requirements may be tailored to a particular lessee and will generally include:

- Membership numbers and usage rates;
- Community events undertaken from the leased land and/or building;
- Hireage of land and/or buildings;
- Financial information; and
- Works the lessee has undertaken on its building in accordance with the scheduled maintenance plan.

7.5 Allocation of Responsibilities between Council and Lessee

Where the lessee owns a building situated on Council owned land, the lessee is responsible for:

- Legal obligations associated with the building (for example, building and contents insurance, building warrant of fitness);
- Legal obligations associated with the activities of the lessee;
- All interior maintenance (including but not exclusive to plumbing and painting) and exterior maintenance;
- All surface and subsurface structures which includes but is not limited to, pipes and drains to the point of connection to the mains network, whether that connection is located inside or outside the leased area;
- Rubbish control and grounds maintenance of the leased area;
- Keeping the premises properly secured at all times;
- Fencing;
- Outgoings including but not exclusive to water, electricity, gas, telephone; and

APPENDIX 1

- Payment of rates if applicable.

The Council is responsible for:

- Monitoring compliance with lease provisions.

Where the Council owns the building and the land, the lessee is responsible for:

- Legal obligations associated with the activities of the lessee;
- All interior maintenance (including but not exclusive to plumbing, painting);
- All surface and subsurface structures which includes but is not limited to, pipes and drains to the point of connection to the mains network, whether that connection is located inside or outside the leased area;
- Rubbish control and grounds maintenance of the leased area;
- Keeping the premises properly secured at all times;
- Fencing;
- Outgoings including but not exclusive to water, electricity, gas, telephone; and
- Payment of rates if applicable.

The Council is responsible for:

- Legal obligations associated with the building (building insurance, building warrant of fitness);
- Exterior maintenance; and
- Monitoring compliance with lease provisions.

Where ownership of a building is shared between the lessee and Council, maintenance obligations will be determined on a case by case basis and will be specified in the lease.

7.6 Access-ways and Paths

- Where the lessee has exclusive use of an access way or path, the lessee is responsible for its maintenance.
- Where an access-way or path is shared between lessees, the responsibility for maintenance will be appropriately shared between the lessees.
- Where an access-way or path is shared between the public and a lessee, and the public specifically needs to use the access way path, the maintenance costs will be shared between the lessee and Council as specified in the lease.

7.7 Insurance

Where a lessee owns a building, structure or has significant equipment on Council owned land, the lessee must hold full replacement insurance cover.

APPENDIX 1

If a lessee has significant issues with meeting their insurance obligations, Council will work with the lessee to resolve the issues and in exceptional circumstances, will assess whether full replacement insurance is required.

Buildings owned by Council will be insured for full replacement insurance cover.

If a building owned by the Council is partially or totally destroyed, Council has the absolute discretion to decide whether the building will be rebuilt. If a decision is made to not rebuild, the lease will be extinguished immediately.

All lessees must hold public liability insurance to the value specified in the lease.

7.8 Subleasing

Lessees may not transfer, sublet, or dispose of their interest in a lease without prior written approval from Council.

Subleasing will only be considered where the sublessee and its activities comply with the Policy, applicable legislative requirements and management plans. If the land is classified as reserve, the sublessee's activities must enhance the primary purpose of the land.

If a lessee is given approval to enter into a sublease, the lessee will be responsible for:

- Preparing the sublease and associated costs;
- Obtaining committee or subcommittee approval of the sublease agreement;
- Recovery of all fees and charges associated with the sublease;
- Providing Council with an executed copy of the sublease agreement.

Any application for a sublease proposing to undertake a commercial activity on Council owned land and/or buildings does not fall within the scope of this Policy. Such proposals will be assessed on a case by case basis and will consider the status of the land and the applicable legislation. Any activity approved will require a separate commercial lease, licence or concession.

7.9 Additions and Alterations of any Building or Improvement

Where a lessee wishes to erect any new building or improvement or alter, reinstate or extend any existing building or improvement, landowner approval must be obtained from officers whether the building or improvement is Council owned or not. Landowner approval must be obtained prior to seeking any approval from Council in its regulatory capacity.

Any significant additions or alterations will be assessed in accordance with the assessment criteria (section 6).

APPENDIX 1

Committee or subcommittee approval will be required if any proposed additions or alterations result in an extension of the leased area and a new lease or variation to the existing lease will be required.

Lessees proposing to make additions or alterations to any building or improvement will need to contact Council in its regulatory capacity to ensure their proposal complies with the Building Act 2004 and the Resource Management Act 1991.

7.10 Ownership of Buildings and/or Structures on Expiry or Early Termination of Leases

Where a lease is near expiry, has expired or is terminated by either party, and it has been decided that a new lease will not be granted to the existing lessee, any buildings or structures owned by the lessee:

- May be removed by the lessee;
- May revert to Council's ownership if the Council wishes to accept ownership;
- May be assigned to another community or recreation group.

Where the building and/or structures are in a poor condition, the lessee will be responsible for removing the building and/or structures at their expense.

No compensation will be paid to a lessee where a lessee's building reverts to Council ownership.

Any assignment is subject to the new group going through the leasing process (section 5) and meeting the assessment criteria (section 6).

Any lessee wishing to assign their building to a community or recreation group by way of sale will need to fulfil the following requirements:

- There must be demand for the building;
- The lessee must retain its status as an incorporated society or trust;
- The building must be in a condition that is acceptable to Council; and
- Any proceeds from the sale of the building must be invested into the lessee's activity.

Where existing lessees or new groups decide to amalgamate and operate from an existing or new building, landowner approval for amalgamation may be contingent on any surplus buildings being removed or demolished.

Where buildings become unoccupied, officers may decide not to advertise them to the community as being available if there is limited demand or if the building requires significant capital investment.

APPENDIX 1

7.11 External Signage

Lessees are required to obtain landowner approval from officers for any signage they wish to erect on the land and/or building. In respect of this:

- All signs must comply with the relevant legislative requirements, District Plan and management plans.
- One sign may be erected showing the name of the lessee, any logo associated with the lessee, the use of the land and or/building and contact details.
- The design and appearance of signs must not detract from the amenity of the area.
- Temporary signs relating to special events are permitted with the prior written approval of officers.

In general commercial advertising is prohibited in leased areas; however existing and future sponsorship advertising relating to the activity shall be permitted where the wording is only readable from within the leased area or the area relating to where the associated activity is held.

7.12 Fees and Charges

All groups are liable for all legal costs and expenses relating to the preparation of a new lease, renewal or any variation and any other associated costs, including but not exclusive to advertising, surveying and obtaining resource consent. The Council will not charge for Council officer time.

APPENDIX 1

Definitions

Applicant: A community or recreation group applying to Council for a lease of Council owned land and/or buildings.

Commercial Activity: An activity undertaken by a group that consistently generates funds that are in excess of what is required to support the community or recreational activity, or an organisation whose purpose it is to derive private profits.

Expired Lease: The end of a leases initial term and any renewal terms, if applicable.

Ground Lease: A lease granted where the Council owns the land, and any buildings on the land are owned by the community or recreation group.

Initial Term: The first term provided for in a lease.

Landowner Approval: Written approval from Council officers.

Lessee: A community or recreation group to who a lease is made.

New Lease: A lease granted to a community or recreation group that has not previously held a lease with Council or a lease granted to an existing community or recreation group that has an expired lease.

Premises Lease: A lease granted where the Council owns the land and buildings.

Renewal Term: The further term(s) provided for in a lease.

Sponsor: An organisation or person who has specifically provided funding for the activities of the community or recreational group. For example, funding competitions, and team uniforms.

Sportsville Model: A model where clubs form together to create a stronger and more collaborative organisation with close links to schools and Council. The model creates strategic and operational partnerships that foster a sustainable future for club sport.