Policy A13 – Letting of Council Properties

1. Policy Intention

Council wishes to maintain continuous lease of its properties at fair rental.

2. Policy

2.1 That the Chief Executive Officer be responsible for arranging tenancies of Council residential properties and, if the letting of properties requires tenders to be called, be authorised to call and accept lease tenders or a letting fee subject to the amount being within the limit determined by Council under section 5.43 (b) and (d) of the *Local Government Act 1995.* For the purposes of the Sections 5.43(b) and (d) of the Act, the determined amount is $500 per week.

2.2 A review of all rentals takes place with the budget process each year.

2.3 The maximum period for lease for residential properties be one year, with the exception of Coppers Mill for the purposes of a lessee to undertake the caretaker role, where a maximum period of five years applies.

2.4 When Council enters into a residential lease with an employee of Council, the rental shall be assessed having regard for any time spent on caretaker duties outside of normal working hours. Council will also meet a portion of each water account as determined in the annual budget. Any remainder of each account will be the responsibility of the tenant.

2.5 Where Council enters into a residential lease with a person who is not an employee of Council, the amount of each water account shall be divided equally between Council and the tenant.

2.6 In recognition of clauses (2.4) and (2.5) the tenant is required to maintain the gardens in a clean and tidy state.

2.7 Occupiers of Council property are required to obtain approval before entering into any agreement to sub-lease that property.

Policy Detail		
Responsible Directorate	Corporate Services	
Responsible Department	Governance	
Responsible Officer	Manager Governance	
Next Policy Review / Schedule	2027 (3-yearly)	
Council Adoption	**Date / Resolution**	19 November 1998 (SCM98/0411)
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		22 February 2018 (OCM18/008)
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