



# LITHGOW CITY COUNCIL

Policy 10.16

PROPERTY LEASES

Version 1

## 10.16 PROPERTY LEASES

### OBJECTIVE:

To ensure that leases for Council properties are executed in a timely manner.

### POLICY:

Each financial year, Council shall consider a report on all Council owned property which is leased or is available for leasing. Council shall by resolution, set the rental amount for available properties having regard to the following:

- The market rent;
- The outgoings on the property;
- An assessment of the condition of the property.

The Council delegates authority to the General Manager to execute leases in accordance with the rental amount resolved by Council.

Requests to vary rental amounts will be reported to Council to obtain a variation with the identification of the budget area from which the shortfall in revenue will be allocated.

Applications to lease any property for any period of time must be made to and considered by the General Manager in line with the annual resolution of Council. If approved, a standard lease or agreement will be executed by the lessee and the General Manager prior to the occupation of the property.

Compliance with Council's Policy – Land (Council) – Leases – Legal Costs must also be achieved.

Any requests for a variation in the rental amount shall be reported to Council for consideration and must demonstrate how the undertaking of the activity in the property will assist Council in achieving actions identified in Council's corporate planning documents including but not limited to the Strategic Plan, Management Plan, Social Plan and State of the Environment Report.

<b>Maintained by Department:</b>	Planning and Policy	<b>Approved by:</b>	Council	<b>Exhibition: Feb2007</b>	
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.16	<b>Effective Date:</b>	
<b>Min No:</b>		<b>Version No:</b>	1	<b>Review Date:</b>	
<b>Attachments:</b>					