

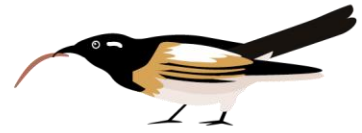


TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

ŌTOROHANGA DISTRICT OCCUPANCY POLICY

ŌTOROHANGA DISTRICT COUNCIL

DATE 21 March 2023



ŌTOROHANGA DISTRICT OCCUPANCY POLICY

PROPERTY OVERVIEW

Council owns a significant amount of property that it has acquired over the years, some has been vested to Council, some came from the local authority restructuring that occurred in 1989, and some property has been purchased for strategic reasons.

Council owns property so it can fulfil its purpose as defined by the Local Government Act 2002. The range of services Council delivers is varied and so the property assets are diverse.

Council's property portfolio includes land, buildings and facilities for community purposes such as halls, cemeteries and libraries; recreation and reserves land and facilities; general business premises including offices and depots; properties held for community good that may be leased to community groups; properties held for commercial use and miscellaneous land such as river, gravel and quarry reserves and unformed legal roads.

The management of occupancy arrangements for the use of Council owned property, typically by way of Leases and Licences are a significant operational component of the Property function at Council.

POLICY OBJECTIVE

To oversee management of Council property (land/buildings) occupancies for the purpose of maximising economic return and community benefit while maintaining cost transparency and equity between users.

POLICY

All Council owned, administered or controlled property (land/buildings), whether classified reserve or not, may be leased or rented to maximise occupancy, ensure best use and provide an appropriate market return for the property.

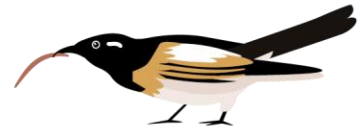
1.0 OCCUPANCY OF RESERVE LAND FOR COMMUNITY USE

Where land is reserve then, Council will support Community Groups by permitting use of existing reserve land at minimal cost, provided the use;

- a. Meets the criteria of the Ōtorohanga District Community Occupancy Guidelines (Guidelines)
- b. Aligns with the relevant Reserve Management Plan (RMP)
- c. Supports the principles of the Ōtorohanga District Sport and Active Recreation Plan (ŌDSARP)
- d. Aligns with the Community Outcomes identified in Council's Long Term Plan (LTP)
- e. Is compatible with the purpose of the reserve classification and meet the requirements of the Reserves Act 1977.

1.1 OCCUPANCY OF RESERVE LAND FOR COMMERCIAL USE

Council may lease reserve land not immediately required for development or for the purpose of the Reserve, to appropriate individuals or groups, who will maintain the land in good order, ensure



public safety, and retain the passive enjoyment and the provision of open spaces within the District by allowing public access (if appropriate). Any commercial occupancy agreement must have the rental set at the market rate to maximise return and comply with the relevant RMP and the Reserves Act 1977.

Any requirements under the Reserves Act for inviting Expressions of Interest (EOI) and for establishing the appropriate type of occupancy agreement must be met.

1.2 OCCUPANCY OF COMMUNITY PROPERTY

Where a property has been identified as being primarily for community use (e.g. on Reserve or Public land), Community Groups will be prioritised for occupancy over individuals or commercial use.

Any exceptions to this would need to be determined by Council resolution and an appropriate market value rental set for the occupancy, consistent with Section 3.0 of this Policy.

1.3 OCCUPANCY OF COMMERCIAL PROPERTY

Where a property has been identified as being primarily for commercial use, commercial organisations or individuals will be prioritised for occupancy over community tenants to maximise return on Council's commercial property portfolio.

Any exceptions to this would need to be determined by Council resolution.

In the case of a Community Group having an approved occupancy by Council of a commercial property, the market (commercial) rental value will still be charged despite the community nature of the occupancy.

The rental subsidy for Community Groups as outlined in the Guidelines (see Appendix 1) only applies to groups occupying community properties and does not apply to groups occupying commercial properties.

The Community Group applying for an occupancy of a commercial property would therefore need to provide evidence of being able to financially sustain the commercial rent of that property.

FOOTNOTE

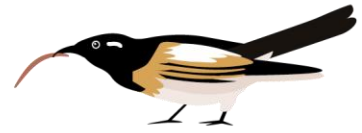
In such a case, Council staff would also provide funding advice to the Community Group to help support their financial sustainability by accessing other funding mechanisms aside from and in addition to the Ōtorohanga District Community Grants Fund.

Any decision to provide a Community Group with additional financial support outside of the Ōtorohanga District Community Grants Fund process or the LTP/Annual Plan process would require a Council resolution.

1.4 OCCUPANCY OF LEGAL ROADS (UNFORMED OR FORMED)

Council may enter into Memorandums of Understanding (MOU) or a Licence to Occupy with approved occupiers of Unformed Legal Roads (ULR), commonly referred to as 'Paper Roads' or unused parts of formed legal roads, commonly referred to as 'Road Reserve'.

These approved occupiers will have use of the land in exchange for maintaining the land in good order and providing public access is not restricted by the occupier. Where the ULR or other land parcel being occupied is deemed to be either an effective grazing area or hold any commercial value, the market value of the area being occupied will be charged by Council to the occupier as per Section 3.0 of this Policy.



These occupancies must be called for through an EOI process as outlined in Section 6.0 of this Policy.

FOOTNOTE

Before any approval for occupation is given, any adjoining landowner to the area of land must be consulted with first to ensure their rights as adjoining landowners are considered. In some cases, one or all of the adjoining landowners to area of land may be considered for sharing the occupation of the ULR or Road Reserve that adjoins their respective properties.

1.5 OCCUPANCY OF RIVER RESERVE AND OTHER LAND PARCELS

Council may enter into occupancy agreements for other types of Council owned or administered land such as river reserve, gravel pits, old quarries and other land parcels. Often these adjoin private properties and it is sometimes (but not always) considered more appropriate for adjoining property owners to have an occupancy agreement with Council for these.

Where the land parcel being occupied is deemed to be either an effective grazing area or hold any commercial value, the market value of the area being occupied will be charged by Council to the occupier through the occupancy agreement, refer to Section 3.0 of this Policy.

These occupancies must be notified through an EOI process as outlined in Section 6.0 of this Policy.

1.6 OCCUPANCY OF SMALL NON-COMMERCIAL AREAS OF LAND

Council may enter into occupancy agreements with individuals willing to graze or use small non-commercial areas of land within our district.

For example, an occupancy agreement such as a MOU with a private person grazing or using a small parcel of Council land which is deemed either unpractical or ineffective and where the individual cannot gain commercially from the use of it.

This type of arrangement recognises the costs saved by Council by an individual maintaining the land and keeping it tidy in exchange for grazing or another permitted use (for example a garden or orchard).

As these occupancy arrangements are considered negligible in cost and risk, staff can negotiate the terms of the MOU as they deem appropriate. In some cases, depending on the use, the occupier may be asked to pay the rates on the property if deemed reasonable for the benefit they receive.

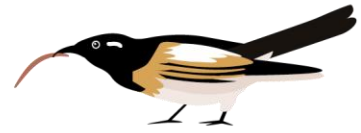
Occupiers of these parcels of land should also maintain fences, be responsible for pest and pest plant management, not cause a nuisance to neighbours and either manage their own water source or pay the water charges if the property is metered.

2.0 DEVELOPMENTS ON RESERVES

Council may permit developments or replacement of buildings on reserve land subject to compliance with the relevant RMP, the Reserves Act 1977 and other legislation such as the Resource Management Act and Building Act and providing this aligns with the ŌDSARP, the LTP and other Council strategies.

The shared use of land and/or facilities will be encouraged by Council facilitating co-operation between Community Groups to utilise existing buildings before agreement is given for a new





building upon a reserve. Refer to the Guidelines for further information on developments on Reserves.

3.0 RENTAL CHARGES – GENERAL

All property rentals will reflect market/commercial rates irrespective of the tenant. Any difference between market/commercial rate and rent charged shall be shown as a subsidy, such as for Community Groups qualifying for a subsidised Community Occupancy arrangement, refer to section 3.1.

3.1 RENTAL CHARGES – COMMERCIAL OCCUPANCY

The level of rental subsidy for Community Groups has been set by Council through this Policy and is referred to in the Guidelines, Rental and Fees section (see Appendix 1).

The Guidelines also set out the criteria and guidance on how occupancy arrangements are formalised between Council and Community Groups.

3.2 RENTAL CHARGES – COMMERCIAL OCCUPANCY

Occupancy agreements to groups or individuals for the purpose of making private profits will be negotiated on a commercial basis with rentals being assessed through market values and/or through a standard tender or EOI process.

4.0 PAYMENT OF OUTGOINGS

To ensure consistency, all tenants will be required to meet all outgoings associated with their activities, including rates (subject to Section 5.0 below), insurance, water, ground and building maintenance (with the exception of occupancies that are covered under Section 1.6 of this Policy). This will only be applicable where the group has sole occupancy of the property. If occupancy is shared, the outgoings will be apportioned according to use/users.

5.0 FEES AND CHARGES

All property rentals will reflect market rates (with the exception of occupancies that are covered under Section 1.6 of this Policy).

Any difference between market rate and rent charged shall be shown as a subsidy, such is the case for Community Group occupancies in community properties, refer to the Guidelines.

Land listed under Schedule 2 of the Local Government Rating Act, that is either non-rateable or 50% non-rateable and receiving remission for the balance will only be liable for Service Charges. Service charges above include targeted rates for Sewerage, Refuse and Water and also metered water charges where the property is metered.

Lessees must accept responsibility for collection of refuse and recycling.

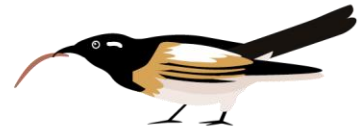
An annual administration fee will be charged to Community Groups who qualify for subsidised rental charges. This administration fee along with any other fees and charges (other than market rental reviews) will be reviewed annually by Council as part of the LTP/Annual Plan review or as part of this Policy review.

The annual administration charge to qualifying community groups will be \$350 plus GST for complex leases and \$150 plus GST for simple leases as set by this Policy. Refer to the Guidelines for the definition of complex and simple leases/occupancies.

6.0 NEW OCCUPANCIES OF COUNCIL PROPERTY

From time to time new or existing properties (land/buildings) become available for occupancy.





In these cases, Expressions of interest (EOI) will be called for by public notification to ensure fairness and transparency for any group or individual wishing to be considered for the new occupancy, with the primary use of the property kept in mind, refer to Sections 1.0 – 1.6 of this Policy.

As part of the EOI process interested parties will be asked to complete an application form to provide all the necessary information, for a proper evaluation of applicants to be completed by property staff.

6.1 EVALUATION OF APPLICATIONS FOR NEW OCCUPANCIES

In the case of a new occupancy arrangement, staff will complete an evaluation of the applications before preparing a summary, including reference to the alignment of Council's priorities, strategies and policies.

As part of the evaluation process, extra consideration will be given to applicants with 'existing interest' in the land or building. Examples of this could be when a section of Unformed Legal Road or Esplanade Reserve is available for stock grazing, extra consideration would be given to a landowner adjoining the said land, or where a community group uses the said land for their activities, such as a Sports Club or Equestrian Group who would be given prioritisation to have a formal occupancy agreement with Council over the land they already use.

With this Policy in place, staff will not be required to bring each new occupancy arrangement or renewal to Council for discussion providing the proposed new arrangement complies with this Policy and the Guidelines, if applicable. Any exceptions or proposals outside the perimeters of this Policy will need to be considered by Council for a decision.

7.0 EXISTING OCCUPANCY ARRANGEMENTS AND RENEWALS

Council aims to have all occupancies of all Council owned properties renewed and effective from the same date wherever this can be negotiated.

Any current formal occupancy arrangements will continue and be renewed in a timely fashion providing;

- a. the occupier has met all the terms of their current agreement
- b. the purpose of the agreement is still relevant
- c. the activity aligns with Council's priorities, strategies and Community Outcomes
- d. the occupier has a good working relationship with Council that both parties wish to continue
- e. Council does not require the property for another purpose

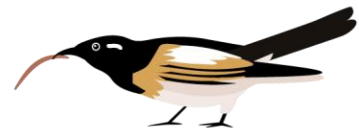
Where it has been signalled through a formal process that Council may require the property for another purpose, Council staff will work with the current occupier to provide assistance and support to explore other Council or non-Council occupancy options.

Renewal of existing occupancies will not require a report to Council and will be completed within the delegations of staff, with updates provided to Council on the status of occupancy arrangements.

8.0 STANDARD LEASE

Council has a range of standard occupancy agreement templates for use in most situations which contains standard terms and conditions which are to be applied, and reflect Council's requirements.





Where possible Council will use a standard template for ‘like’ occupancies, such as grazing licences and community leases to provide consistency and fairness.

Strictly commercial leases will be negotiated on a case by case basis according to the requirements of Council as the Lessor and the commercial Lessee wishing to occupy Council property.

9.0 TERM OF OCCUPANCY

Occupancies will generally be for a term of five years, so Council can maintain flexibility over the future use of the properties.

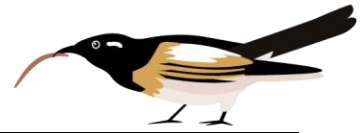
The term will be subject to the provisions of any relevant RMP and to any lease restrictions imposed by the Reserves Act 1977.

Applications for longer leases will be referred to Council for consideration.

For terms of Community Group occupancies please refer to the Guidelines.

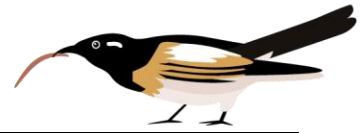
Definition	Detail
Long Term Plan (LTP)	Council’s adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Property	Council owned land or buildings made available by the Council for use by Groups or Individuals.
Community Property	Council owned or administered land or buildings made available by the Council for use by Community Groups. Typically reserve or other land/buildings held or administered by Council for public use that has limitations on; the type of activity it can accommodate and/or the commercial return it can generate - making it more suitable for community use than commercial use in usual cases.
Commercial Property	Council owned or administered land or buildings made available by the Council for Commercial Activity to maximise return on Council’s commercial property portfolio. Typically freehold or leasehold land or buildings held or administered by Council not required for immediate public use with the ability to generate commercial return with limited encumbrances on the use (unlike reserve land).
Commercial Activity	Sale of goods or services with the aim of making profit benefitting an individual, business or group of individuals.
Commercial Occupancy Agreement	A Commercial Agreement for occupation of a specified property (land/building) for a Commercial Activity operated by a commercial entity.
Non-commercial Occupancy Agreement	A Non-commercial Agreement for the occupation of a specified property (land/building) for a Non-commercial Activity operated by a Non-commercial entity. For example, an agreement such as a MOU with private person grazing small parcel of Council land which is unpractical or ineffective and cannot gain commercially from the use but keeps tidy for Council in exchange for grazing rights.
Community Occupancy Agreement	A Community Agreement for occupation of a specified property (land/building) for a Community Activity operated by a Community Group.





Community Group(s)	A Community Group which is a not-for-profit organisation that is incorporated, either under the <i>Incorporated Societies Act 1908</i> or the <i>Charitable Trusts Act 1957</i> or established under any other statute, or registered charity and: a) whose primary focus is to provide a Community Service; b) does not make distributions of profits to its members; and does not have a primary purpose of promoting party politics.
Council	Ōtorohanga District Council and includes any committee, subcommittee or person acting under delegated authority for the Council.
Guidelines	The <i>Ōtorohanga District Community Occupancy Guidelines</i> for the purpose of assisting in the administration of Community Group Occupancies for Community Properties.
Lease	A legal agreement between a Group or Individual as Lessee and Council as Lessor granting the Group or Individual exclusive use and occupation of specified property for Purposes and Services as outlined in the Lease.
Licence to Occupy	A legal agreement between a Group or Individual as Licensee and the Council as Licensor granting the Group or Individual a non-exclusive right to occupy specified property.
Linkages/References	<i>Local Government Act 2002</i> <i>Reserves Act 1977</i> <i>Public Bodies Leases Act 1969</i> <i>Property Law Act 2007</i> <i>Walking Access Act 2008</i> <i>Council's Long Term Plan</i> <i>Asset/Activity Management Plans</i> <i>Ōtorohanga District Sport and Active Recreation Plan</i> <i>Reserve Management Plans</i> <i>Ōtorohanga District Community Occupancy Guidelines</i>
Market Value	The Market Value unless otherwise agreed in particular cases is the 3 yearly capital value determined by QV for rating purposes.
Memorandum of Understanding (MOU)	A less formal agreement between a Group or Individual as an Occupier and the Council as Owner granting the Group or Individual either an exclusive or non-exclusive right to occupy specified property where it is not appropriate to enter into a formal Lease or Licence to Occupy agreement. For example legal roads (either formed or unformed) and small parcels of land that are either unpractical or unprofitable for commercial use.
Owner	Council as legal property (land/building) owner and/or administering body of Council and public property to hold Occupancy Agreements with approved Occupiers for use of property for the said purpose of the Agreement.
Occupier	Approved Occupier (or users) of Council owned or administered property for an agreed purpose.





Occupancy	The occupancy of property by a Group or Individual for Purposes pursuant to an Agreement.
Occupancy Agreement	A Lease, Licence to Occupy or Memorandum of Understanding outlining the agreed conditions and terms of Occupancy.
Purpose(s)	Agreed activities or services to meet the requirement of a specific Purpose for Occupancy.
Service(s)	Services, activities and programmes provided by a Group for Purposes.
Staff	Staff of the Council.
Strategies and Plans	Council's adopted Strategies and Plans. These include (but are not limited to): Long Term Plan (LTP), District Plan, Reserve Management Plans (RMPs), Activity/Asset Management Plans (AMPs), Ōtorohanga District Sport and Active Recreation Plan (ŌDSARP) and other relevant plans and strategies.





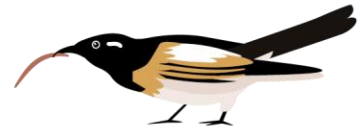
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ŌTOROHANGA COMMUNITY OCCUPANCY GUIDELINES

ŌTOROHANGA DISTRICT COUNCIL

DATE 21 March 2023





ŌTOROHANGA COMMUNITY OCCUPANCY GUIDELINES

<i>Department</i>	Business Enablement Group - Property
<i>Policy Review</i>	The Policy will be reviewed every five years or; a. at the request of Council or; b. in response to changed legislative and statutory requirements or; in response to any further issues that may arise.
<i>Policy Adoption Date</i>	Adopted by Council on 21 March 2023.

OVERVIEW

The *Ōtorohanga Community Occupancy Guidelines (Guidelines)* have been developed in accordance with, and to support the implementation of, the *Ōtorohanga District Occupancy Policy (Policy)*.

The Policy sets out the framework for decision making regarding occupancy agreements for all of Council owned properties, including Community Groups occupying Council Community Property (as defined in the Policy).

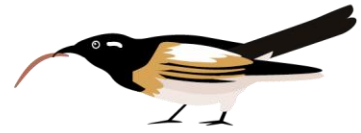
PURPOSE AND SCOPE

1. The purpose of these Guidelines is to:
 - a. Provide information to Community Groups wishing to have an occupancy agreement with Council for Council owned or administered Community Property.
 - b. Provide guidance for property staff administering Council's Community Property portfolio.
 - c. Make Community Properties (land/buildings) available for use by Community Groups.
 - d. Support the vital role of Community Groups by providing subsidised rental charges for Occupancy of Community Properties by Community Groups.
2. These Guidelines only apply to the occupancy of Council owned or administered Community Property by Community Groups.
3. These Guidelines do not apply to groups not considered a 'Community Group' as defined by these Guidelines and by the Policy, or to casual hireage of property.
4. These Guidelines should be read in conjunction with the *Ōtorohanga District Occupancy Policy* and Council's other strategic documents, including but not limited to *District Plan, Long Term Plan, Reserve Management Plans, Ōtorohanga District Sport and Active Recreation Plan* and other relevant plans or strategies.

PRINCIPLES

5. The Council will support Community Groups by making Community Property available for Occupancy.
6. The Council wishes to enable Community Groups through the availability of Community Property to support Council's Vision and Community Outcomes as defined in the Long Term Plan, as well as Council's other Strategies and Plans.





7. The Council will endeavour to ensure equity, consistency and transparency in the allocation of Occupancy to Community Groups.
8. The Council will endeavour to maximise community benefit from granting Occupancy of Community Property to Community Groups.
9. The Council will set a subsidised rental rate that empowers Community Groups to be sustainable while occupying Community Property.
10. The Council will quantify and show the level of assistance provided to Community Groups through the subsidised rentals of community occupancies through the development of the Property Activity Management Plan.
11. The Council will seek to have operational costs associated with providing for community occupancies, met by the Community Groups benefitting from the occupancies through the recovery of outgoings, maintenance, subsidised rentals and fees and charges - as outlined in the Policy.

ELIGIBILITY CRITERIA FOR COMMUNITY OCCUPANCY

12. To be eligible for consideration for community occupancy, Community Groups shall:
 - a. meet the definition of 'Community Group' as defined by the Policy;
 - b. provide a 'Service' as defined by the Policy;
 - c. provide and demonstrate a Service that supports the Council's Vision and Community Outcomes as defined in the *Long Term Plan*, as well as Councils' Strategies and Plans;
 - d. not impose restrictions that may unreasonably exclude people who might want to participate;
 - e. be sustainable for the term of the occupancy in terms of:
 - i) financial viability to fulfil obligations, and;
 - ii) membership and/or users of the service.
 - f. demonstrate a clear and effective governance structure;
 - g. demonstrate accountability through reporting requirements;
 - h. any other requirements as determined by Council from time to time.
13. The eligibility criteria must be met throughout the term of the Community Occupancy Agreement.

APPLICATION PROCESS

14. If a Community Group is considered eligible for occupancy, the application shall be assessed by staff in accordance with the Policy and these Guidelines that have been produced as a result of the Policy. Refer to Section 6.0 of the Policy - New Occupancies of Council Property.

COMMUNITY OCCUPANCY AGREEMENTS

15. Occupancy agreements shall be in place prior to occupancy commencing, where possible.
16. Occupancy agreements shall typically take the form of either a Licence to Occupy or a Lease or in unusual circumstances a Memorandum of Understanding (MOU). Refer to Sections 1.0 – 1.6 of the Policy.
17. Occupancy agreements in relation to land that is subject to the *Reserves Act 1977* will reflect the requirements of the *Reserves Act 1977* and any applicable regulations.





18. A Community Group must not assign, sublet or dispose of their interest in an occupancy agreement without approval from the Council.

MAXIMUM TENURE

19. Occupancy agreements shall be granted for a defined period no greater than the maximum occupancy as outlined in the following table:

<i>Type of Agreement</i>	<i>Category</i>	<i>Maximum Occupancy</i>
Community Group Licence to Occupy or MOU	Non-exclusive use of Council-owned or administered property	5 years
Community Group Lease	Exclusive use of Council owned or administered property	5 years
	Community Group owned building on Council owned or administered land	10 years

20. A shorter occupancy term may be recommended by staff as deemed appropriate. For example, if it is a new community entity with an unproven record of good governance and/or there are concerns around financial sustainability or concerns around fulfilling the requirements of the occupancy agreement.

RENTAL AND FEES

21. To assist staff in determining eligibility for a rental subsidy, financials for the past three year-end periods must be provided upon application for Occupancy of the Community Property.

22. The rental that shall be paid by a qualifying Community Group for use of Community Property has been set by Council through the development of this Policy at a 'peppercorn' (\$0) rental rate.

23. An annual administration fee will be charged to Community Groups who qualify for subsidised rental charges. This administration fee along with any other fees and charges will be reviewed annually by Council as part of the LTP/Annual Plan review or as part of this Policy review.

24. The annual administration charge to qualifying Community Groups will be \$350 plus GST for 'complex' occupancies and \$150 plus GST for 'simple' occupancies as set by the Policy.

25. The definition of a 'complex' occupancy is Council land with buildings occupying it whether the buildings are owned by Council or the Lessee.

26. The definition of a 'simple' occupancy is Council land only.

RENTAL REVIEWS

27. Any review of the subsidised 'peppercorn' rental rate for community occupancies will be in line with Council's LTP/Annual Plan processes or the Policy review.

OCCUPANCY RESPONSIBILITIES

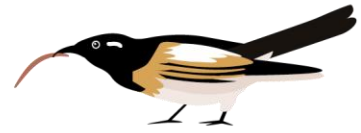
28. Community Groups are responsible for standard outgoings. Refer to Sections 4.0 and 5.0 of the Policy.

SHARED/MULTI-USE

29. Community Groups will be encouraged to share/multi-use land and/or buildings in order to;

- a. optimise use and resources;





- b. improve sustainability;
- c. acknowledge the community benefits of co-locating services and activities.

COMMERCIAL ACTIVITY

- 30. On occasion a Community Group may wish to conduct commercial activity from a community property with a community occupancy agreement in place or a commercial operator may wish to operate an activity in the premises occupied by a Community Group. An example of this could be a Uniform Shop or Café being set up in a community host entity like a Sports Club.
- 31. Any commercial activity operated by a commercial entity must be approved by Council resolution before it can be operated within a Community Occupancy.
- 32. Any commercial activity operated by a Community Group must be approved by staff before it can be operated within an occupancy.
- 33. If the land is subject to the *Reserves Act 1977*, the proposed commercial activity must enable the public to obtain benefit and enjoyment of the reserve and/or for the convenience of persons using the reserve for the purpose of the reserve.
- 34. A commercial activity that the Council considers to exclusively occupy a significant part of a building within an occupancy will be considered a commercial lease and therefore does not qualify for the subsidised rental under these Guidelines.
- 35. A Community Group whose primary purpose is commercial or is the paid delivery of service provision or goods will be considered a commercial lease and therefore does not qualify for the subsidised rental under these Guidelines.

DEVELOPMENT ON RESERVES

- 36. All facility/reserve development proposals will be assessed by staff in the first instance and on a case by case basis and must be in accordance with Section 2.0 of the *Policy*.
- 37. Any new or significant facility/reserve development or redevelopments within an occupancy will require approval by the Council.
- 38. Any minor facility development or redevelopments within an occupancy will require approval by staff.

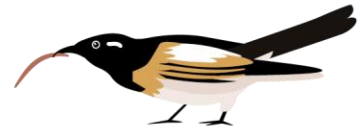
ACCOUNTABILITY

- 39. Groups are required to report annually on the following;
 - a. annual report;
 - b. annual accounts (Council may require these to be audited accounts);
 - c. adopted budget for the forthcoming year
 - d. updated contact details for governance group
 - e. membership and beneficiary numbers
 - f. a summary of how your Group's activities support Council's Community Outcomes
- 40. Groups may be required by staff to provide further information on their activities upon request from time to time.

MONITORING AND IMPLEMENTATION

- 41. The Policy and these accompanying Guidelines shall be effective from the date it is adopted by Council.
- 42. The Policy and these accompanying Guidelines will be reviewed every five years or;





- a. at the request of Council or;
- b. in response to changed legislative and statutory requirements or;
- c. in response to any further issues that may arise.

References

Local Government Act 2002

Reserves Act 1977

Public Bodies Leases Act 1969

Property Law Act 2007

Walking Access Act 2008

Reserve Management Plans

Asset/Activity Management Plans

Ōtorohanga District Sport and Active Recreation Plan

Ōtorohanga District Occupancy Policy

Definitions

For a full list of definitions please refer to the Policy.

