

	<b>STAFF HOUSING POLICY</b>	Doc No	
		Version 2	Date 18.02.2014
Controller:	Approved By:	Review Date	
GENERAL MANAGER	Council 21st February 2017 Minute No: 02.17.3924	February 2019	

## POLICY OBJECTIVES

A policy to outline Council's guidelines for staff housing.

## POLICY STATEMENT

### 1. ALLOCATION OF HOUSES

Housing is provided to the General Manager and Directors as part of their remuneration package. Allocation of staff housing is available in order of priority from senior executive staff to professional staff and subsequently to other staff as required. Provided that there are available houses not fully utilised at any time by the above employees, a house may be offered on a temporary basis to other staff on an 'as needs' basis.

Once an employee ceases to be employed by Council, it is a requirement that they vacate a house within 28 days and Council will endeavor to facilitate such departure where possible.

### 2. MULTIPLE ACCOMMODATION

Multiple accommodations such as flats/duplexes are to be made available for single person residency. Flats/Duplexes are not intended for family accommodation and pets are strictly prohibited. Preference should be given to employees who are single, and may occupy traineeship positions, apprenticeships or other fixed-term employment.

In the event there are vacancies in any multiple accommodations, occupation by other applicants can be approved at the discretion of the General Manager.

### 3. RESIDENTIAL TENANCY AGREEMENTS

All housing rental requires a residential tenancy agreement to be completed. Except where exempted by employment contract, a bond amounting to four weeks rent is required and must be lodged with the Residential Tenancy Authority.

Tenants are not permitted to make improvements or modifications to a house or property unless approval is granted.

In accordance with the provisions of the residential tenancy agreement, regular inspections are to be conducted of Council houses by the Health and Building Officer or an officer nominated by the Director of Infrastructure and Development to the maximum allowed in the residential tenancy agreement, including entry and exit condition reports. Should tenants not maintain a house in an acceptable condition, as per residential tenancy agreement, action to remediate such breaches is to be taken in accordance with the agreement and the Residential Tenancies Act 2010.

#### **4. SERVICES**

In accordance with the residential tenancy agreement, the occupier of Council housing is responsible for the payment of services such as electricity, gas, telephone and any other consumableservices.

Council will endeavor to meet all statutory requirements in relation to rental accommodations such as provision of smoke detectors or other similar requirements. Provision of ongoing maintenance to housing will be conducted in accordance with a long-term housing maintenance program.

#### **5. RENT**

Rent for housing provided to the General Manager, Directors and other staff as part of their remuneration package or salary will be based on the assessed market rental.

A market rent survey will be conducted every two years. In the first instant, normal market rental amounts are to apply.