



# **POLICY REGISTER**

## Staff Housing

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## Document Control

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	21.02.2017	First Edition	Minute No. 02.17.3924
2.0	Executive Manager Community & Goverance	Second Edition.  Significant updated including addition of shared accommodation conditions and requirement for financial cost of housing to be cost neutral or a surplus to Council.	Minutes No 2026/43

## **1. POLICY STATEMENT**

The purpose of this Policy is to provide guidelines to ensure consistency of use and future planning for Council Housing made available to Council staff.

## **2. POLICY OBJECTIVES**

The objectives of this Policy are to:

- a. Support the recruitment and retention of staff with required skills and qualifications to live within the Council area
- b. Ensure the provision of housing where there is a recognised shortfall of private rental accommodation
- c. Provide a standard of accommodation that is commensurate with local community standards and established Policy guidelines
- d. Manage Council's employee housing assets with the aim of financial viability

## **3. HOUSING STOCK**

Council will own and maintain a stock of housing that is fit for purpose to attract and retain staff to live and work within the Balranald Shire.

Council will have a range of housing stock to suit the needs of professional families and singles.

Due to the limited supply of rental housing available within the local government area, some housing will be made available as shared housing, to increase Council's ability to provide staff housing.

## **4. ALLOCATION OF HOUSING**

Housing will be provided to employees in accordance with the agreed terms included in this policy.

Allocation of staff housing is made in order of priority in the following priority order, subject to availability:

- Group 1(Chief Executive Officer)
- Group 2 (Members of the Executive Leadership Team other than CEO)
- Group 3 (Managers)
- Group 4 (other staff)

## **5. RESIDENTIAL TENANCY AGREEMENTS**

All Council housing requires a residential tenancy agreement to be completed between Council and the staff member. Tenancy agreements will be offered to Council staff with an initial 6-month lease, followed by a month-by-month extension.

Tenancies will be terminated if:

- The staff member is no longer employed by Council (with 21-days notice)
- by mutual agreement between Council and the staff member

In accordance with the provisions of the residential tenancy agreement, regular inspections will be conducted of Council houses by an officer nominated by Council's Property Manager including entry and exit condition reports.

Should tenants not maintain a house in an acceptable condition, as per the residential tenancy agreement, action to remediate such breaches will be taken in accordance with the agreement and the Residential Tenancies Act 2010.

## **6. SHARED ACCOMMODATION**

Where required Council can provide serviced accommodation for staff who are happy to share accommodation with other staff. Priority will be given as per Section 4 – Allocation of Housing.

In shared housing there is an expectation that staff will maintain all shared spaces to a clean and tidy standard, and not leave any personal belongings in shared spaces unless in agreement with the other shared tenants.

Prior to a new staff member moving into a shared accommodation, existing staff resident in the accommodation will be consulted regarding any concerns. In the event a dispute cannot be resolved between staff in shared accommodation, the more senior staff member will be given priority.

## **7. FINANCIAL IMPLICATIONS**

Staff housing will be managed so that it is cost neutral or generates a surplus to Council's budget.

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

Rent for housing provided to the Chief Executive Office, Executive Leadership Team and Management will be provided as part of their remuneration package or salary and will be based on the assessed market rental. Other staff will have the rent deducted from their pay through Council's fortnightly payroll.

## **8. REPAIRS OR MODIFICATIONS TO PROPERTY**

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.

Tenants are required to notify Council's Property Manager of any urgent or non-urgent repairs required at the property. Council will action these requests in line with the residential tenancy agreement.

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

An inventory of any Council items provided in the housing will be in place at entry of tenancy.