

STAFF HOUSING POLICY

PC07

Policy Title:	Staff Housing Policy		
Policy Type:	People and Culture Policy		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	People and Culture Manager		
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Purpose

The Staff Housing Policy of the West Daly Regional Council ('Council') is designed to support the recruitment and retention of skilled employees by providing suitable staff accommodation. This policy facilitates the effective management of Council-owned staff housing, ensuring fair allocation and maintenance while supporting the Council's role as an Equal Employment Opportunity Employer.

Scope

This policy applies to all staff housing owned or managed by the Council. It encompasses guidelines for the allocation, upkeep, furnishing, and leasing of staff accommodations, applicable to all Council employees, and, under specific conditions, to non-Council contractors.

Policy Statement

1. Allocation of Housing

- 1.1. Housing allocation is designated according to staff levels to ensure fairness and suitability. For instance, specific houses are assigned for roles such as the Senior Works Manager and the Community Services Manager.
- 1.2. The Community Services Manager recommends housing allocations to the Chief Operations Officer (COO), who makes the final decision based on operational requirements and availability.
- 1.3. Accommodation may be reassigned if operational needs dictate, with the Community Services Manager proposing such changes for COO approval.

2. Maintenance of Staff Housing

- 2.1. Day-to-day maintenance responsibilities, including gardening and minor repairs, fall to the resident employee (lessee).
- 2.2. Major maintenance tasks, such as significant repairs or replacements of fixtures, are managed by the Council, with issues reported to the Community Services Manager by the lessee.



3. Furniture and Fittings

3.1. The Council provides a standard set of furniture and appliances for each staff house, detailed in the policy appendices. Lessees are responsible for personal items and small appliances not included in the standard provision.

4. Lease Conditions

4.1. All staff housing occupants must enter into a lease agreement under the *Residential Tenancies Act* before occupancy.

4.2. Staff houses are primarily for Council employees. However, housing may occasionally be allocated to non-Council contractors for work-related purposes, subject to the discretion of the CEO.

4.3. Regular housing inspections are conducted annually, with additional exit inspections upon vacancy. Inspections ensure maintenance standards are upheld and assess any damage or necessary cleaning.

5. Rental Charges and Utilities

5.1. Rental fees for Council employees are subsidised and deducted via payroll. The rate depends on the number of bedrooms and the employee's program of engagement.

5.2. Lessees are responsible for their utility charges, including telephone services. Conservation of resources, such as water usage, is encouraged, with charges applicable for excess usage.

6. Responsibilities

6.1. Employees are responsible for maintaining their allocated housing in good condition, adhering to the terms of the lease, and reporting maintenance needs promptly.

6.2. Community Services Manager oversees the maintenance of staff housing, conducts inspections, and acts as the primary contact for housing-related issues.

6.3. The Chief Executive Officer approves housing allocations and addresses any exceptions or special accommodation requirements.

Appendix - Furniture

7. Provision of furniture

7.1. Below is a table summarising the standard of furniture provided by the Council for each staff house, including details on the responsibility of the employees for additional items:

Category	Items Included in Council Provision	Employee Responsibility
Lounge Room	Lounge (2 x 2-seater for 2-bedroom, 3 x 2 seater for 3 bedrooms or similar) Coffee Table, TV Stand Satellite decoder (Altech Box)	TV, other personal electronic devices
Kitchen	Upright stove, refrigerator (up to 520 Litres), freezer (320 Litres), microwave (800 watt)	Toaster, kettle, crockery, cutlery
Main Bedroom	Queen size bedframe, queen size mattress, mattress protector, 2 bedside tables, 2 wardrobes (stand-alone units)	Pillows, bed linen, towels, and other personal items
Other Bedrooms	King single bedframe, king single mattress, mattress protector, bedside table, wardrobe (stand-alone unit)	Same as main bedroom

Miscellaneous	Washing machine (7.5 kg), dining table & chairs (4 seats for 2 bedroom, 6 seats for 3 or more bedrooms),- curtains or blinds to all windows	Personal effects
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7.2. Below is a table summarising the rental subsidy and responsibilities for Council employees based on the provided information:

Description	Details
Maximum rental cost per bedroom	\$35 per fortnight
Maximum rental cost for 3 bedrooms	\$105 per fortnight
Subsidy cap per bedroom	\$110 per fortnight
Payment method	Payroll deduction each fortnight
Utilities and service charges	Responsibility of the employee (including telephone)
Property maintenance	Employees must leave the property neat and clean
Water usage responsibility	Employees pay for usage exceeding 300 kilolitres (KL) per quarter

References

Local Government Act 2019

Local Government Industry Award

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
3.0	30/01/2019	HR21	Staff Housing	013/2019
4.0	23/05/2024	PC07	Staff Housing Policy	OCM-2024/46 ID: 24945

Endorsement

Signature:	
Date:	23/05/2024
Name and Position:	Mark Blackburn, A/Chief Executive Officer