



Housing Policy

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Policy Owner:	Director Council and Community Services
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Legislative Reference:	Section 174(2) of the <i>Local Government Act 2019</i>
Related Documents:	-

1. Purpose

Council recruits staff to live and work in remote service delivery centres where there is little or no private housing market. It is common practice for employers to provide accommodation for their staff that are required to relocate to the remote centre as a condition of employment

The purpose of this Council Policy is to clearly define:

- eligibility criteria for Council supplied accommodation;
- acceptable standards; and
- responsibility for costs.

2. Scope

This Council Policy applies to all Council controlled housing assets and tenancies.

3. Eligibility

3.1. Internal Tenancies

Only Council employees who are required to relocate and reside in one of Council's remote service delivery centres in order to carry out the duties of their employment are eligible to be considered for tenancy within Council provided residential accommodation, unless:

- a) the Chief Executive Officer has authorised consideration of an employee who would not otherwise be eligible for consideration; or
- b) tenancy of the Council controlled housing asset is subject to the provisions of clause 3.2 – External Tenants.

The eligible locations would be

- Angurugu;
- Milyakburra; and
- Umbakumba.

Meeting eligibility criteria for consideration of tenancy within Council provided residential accommodation does not in any way infer, warrant or otherwise guarantee an employee will be considered or granted such tenancy.

Moreover, nothing in this Council Policy vests in the employee, any right to Council provided accommodation and the provision of such accommodation is at the sole discretion of Council and its agents and may be revoked at any time subject to the provisions of law.

3.2. External Tenants

Whereby a Council controlled housing asset is surplus to Council's immediate needs, the CEO (or a delegate) may enter into a tenancy agreement for the property with an external party provided the term of the agreement does not extend beyond the estimated time when the asset will once again be required to accommodate Council staff.

4. Acceptable Standards

4.1. Asset Standards

During periods of tenancy Council controlled housing assets will comply with standards set out in the NT Residential Tenancies Legislation.

4.2. Amenity Standards

Subject to availability and budgetary constraints, Council endeavours to provide residential accommodation that is suitable in size and amenity for the tenant and his/her immediate family. At the sole discretion of the CEO, partial or complete home furnishings may also be provided on a cost recovery basis.

4.3. Instrument of Agreement Standards

All tenancies within Council controlled housing assets shall be documented in a formal instrument of agreement which complies with the NT Residential Tenancies Legislation and other applicable Council Policies.

5. Responsibility for Costs

5.1. Internal Tenancies

Whereby a Council controlled housing asset is tenanted by an employee of Council; the minimum recoverable costs will be recovered through regular charges to:

- (a) the program under which the employee is employed;
- (b) the employee; or
- (c) in the proportions determined by the CEO from time to time.

5.2. Market Rates

Council may choose to charge market rates for rental of Council controlled housing assets where it has the authority to do so. Market rates will include a margin of profit for Council and will generally be substantially higher than the minimum recoverable cost.

6. Responsibility of Maintenance and Damages to the Property

Council shall maintain the allocated property, unless otherwise specified in writing (through a lease or another instrument).

The tenants are responsible for reporting any maintenance issues to the responsible Council officer at their earliest convenience.

Any damages to the allocated property are the responsibility of tenant, in accordance with the provided lease or another instrument.

7. Termination of Employment (Internal Tenancies)

At the termination of employment, the tenants must vacate the property two (2) weeks after the employment has been terminated.

However, the CEO may extend the timeframe to vacate the property due to unforeseen or extraordinary circumstances. Any such arrangements must be confirmed in writing.

8. Sublet and Unauthorised Occupants

Council leases must not allow tenants to sublease council properties or allow unauthorised occupants on the property. The tenant must list and notify

9. Breach of Council Lease (Internal Tenancies)

If there is a material breach of terms of the lease and the tenant is an employee, the council may take disciplinary action against the employee – including termination of employment.

10. Acknowledgement

All employees allocated a council house must sign a copy of the policy confirming their understanding of this policy.

Staff Member Name	Signature	Date Signed

11. Version Control

Version	Amendment History
1.0	