



PROVISION OF EMPLOYEE HOUSING POLICY

POLICY OBJECTIVE

To provide adequate housing and housing allowances to assist in the recruitment and retention of employees.

POLICY STATEMENT

1. Introduction

It is essential for the Shire of Derby/West Kimberley (the Shire) to have an effective employee housing policy that adequately addresses its accommodation needs and ensures equity across the organisation.

2. Eligibility and Allowances

2.1 General

Housing Provision: In all instances the level of accommodation provided will be dependent upon the availability of housing at the time of appointment and the needs of the employee. As a general rule, the Chief Executive Officer (CEO) will manage housing allocations to be determined on a hierarchical basis, or positions that have traditionally been difficult to attract applications.

Housing Rental Allowance: Where an employee has alternate rental accommodation arrangements, an annual Housing Rental Allowance may be considered – outlined in CEO Directive Provision of Employee Housing and Housing Allowances.

Housing Ownership Allowance: Where an employee has purchased and is living in their own home, the Shire will recognise their commitment to the district by providing the payment of an annual Housing Ownership Allowance - \$18,200 (EBA Employees) \$21,000 (Common Law Contract Employees).

Rental and Housing Allowance Eligibility: Employees are not eligible for a rental or housing allowance if their partner receives housing or a housing and rental payment through their employment, and the employee does not receive housing as part of their role with the Shire.

Property Ownership and Eligibility for Shire Housing or Subsidy

Eligibility for Shire provided housing or housing subsidies is subject to the following conditions:

- Employees or their partners who own or have a financial interest in residential property within Shire boundaries, in which they could reasonably reside, are not eligible for Shire-provided housing.
- Where an employee owns or acquires a property within to access a home ownership subsidy (if applicable), they must reside in that property as their primary residence to maintain eligibility.
- Employees who are in breach of an existing tenancy agreement with another government agency, will not be eligible for Shire housing.

3. Administration

The day-to-day management of employee accommodation, including allocation, tenancy agreements, tenant occupancy issues, occupancy changes, maintenance and tenant liability is the responsibility of the CEO.

4. Residential Tenancy Agreements

All tenancies are be subject to the relevant provisions of the *Residential Tenancies Act 1987*, including bond requirements.

Policy Details

Original Adoption date:	26 April 2012	Review Frequency:	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Manager People and Culture	Policy Reviewer:	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Residential Tenancy Act 1987		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	CEO Directive Provision of Staff Housing and Housing Allowances Residential Tenancy Agreement Inspection Report		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	26 April 2012	Item 11.2.1, Res 62/2012	
2.	24 June 2021	Item 11.2, Res. 57/21	
3.	24 February 2022	Item 11.5, Res. 07/22	
4.	29 August 2024	Item 12.1, Res. 100/24	
5.	31 July 2025	Item 3.1, Res. CC072/25	

APPENDIX 1 –SHIRE HOUSE LISTING

SHIRE OWNED HOUSING
2 Holman Street, Derby
13A Holman Street, Derby
13B Holman Street, Derby
14 Bloodwood Crescent, Derby
16 Bloodwood Crescent, Derby
6 Tower Place, Derby
7 Tower Place, Derby
4A Rowell Street, Derby
4B Rowell Street, Derby
4 Woollybutt Corner, Derby
19A Woollybutt Corner, Derby
19B Woollybutt Corner, Derby
11 Hanson Street, Derby
8 Kurrajong Loop, Derby
Units 1-6, 20 Clarendon Street, Derby
74A Fallon Road, Fitzroy Crossing
74B Fallon Road, Fitzroy Crossing
74C Fallon Road, Fitzroy Crossing
175 Emanuel Way, Fitzroy Crossing
GROH LEASED HOUSING
1 Knowlsey Street, Derby
3 Knowlsey Street, Derby
20 Mimosa Street, Derby
U1-5/9 Ashley Street, Derby