



AF23 – PROVISION OF STAFF HOUSING

PROCEDURE: N/A

DELEGATION: N/A

OBJECTIVE

To provide adequate subsidised housing to assist in the recruitment and retention of necessary and professional staff.

POLICY

1. Introduction

It is essential for the Shire of Derby West Kimberley to have an effective staff housing policy that adequately addresses its accommodation needs. The policy must be consistent with corporate objectives and must be a means of attracting and retaining the services of quality staff. It must also recognise that geographic and isolation factors are significant determinants of accommodation needs.

The spirit of this policy is to ensure that **genuine** housing needs are met. In most instances, qualifying staff will be recruited from outside the Shire's boundaries and the policy will be easy to administer. However, exceptions do occur and guidelines need to be established to ensure that a consistent approach is adopted by the Shire.

2. Eligibility and entitlements

Qualifying staff

Generally, self-contained accommodation, whether house or unit, will be provided for the staff in qualifying positions within the Shire where available.

General

In all instances the level of accommodation provided will be dependent upon the availability of housing at the time of appointment and the family requirements of staff members.

Housing is allocated to designated positions within the workforce and shall be determined predominately on a hierarchical basis or positions that have traditionally been difficult to attract interest.

In exceptional circumstances the CEO may take into account personal requirements of the employee and/or significance of the position for the ongoing operations of the organisation.

In exceptional circumstances where an employee does not qualify for staff housing under the policy, the CEO may offer a rental allowance as per Schedule 2 taking into consideration the difficulty in recruiting in the position and the personal circumstances of the employee.

Where an employee is entitled to staff housing but has alternate arrangements, Council will pay an annual Housing Allowance as outlined in Schedule 2 below.



Where an employee is entitled to staff housing but has purchased and living in their own home, Council will recognise such initiative by paying an annual Housing Subsidy as outlined in Schedule 2 below.

Where an employee was originally offered with the advertised position a staff house however had alternate housing arrangements, Council will endeavour to provide housing for that employee if their circumstances change.

An employee is permitted to own properties within the Shire of Derby West Kimberley whilst living within a Shire provided house.

Refer to Appendix 1 for a list of qualifying positions for Staff Housing.

Refer to Appendix 2 for a list of Council owned Housing and the positions (qualifying and non-qualifying) currently occupying housing.

3. Administration

The day to day management of staff accommodation, including allocation, tenancy agreements, tenant occupancy issues, occupancy changes, maintenance, tenant liability and the like, shall be the responsibility of the Chief Executive Officer with assistance from the Building Section, in accordance with this policy.

4. Residential Tenancy Agreements

All tenancies shall be subject to the relevant provisions of the Residential Tenancies Act 1987.

5. Residential Premises

5.1 Use of Shire Housing for Business Purposes

Home occupation activities may be approved by the Chief Executive Officer; however, this policy expressly does not permit goods or produce to be grown, assembled or manufactured on the premises if they are for commercial purposes.

5.2 Sub Letting

Sub-letting is not allowed.

6. Rent

The rentals charged to staff in qualifying positions will be in accordance with Schedule 1. Rentals for staff that may be allocated staff housing though not in a qualifying position will be negotiated by the Chief Executive Officer as part of the contract of employment of that person.

6.1 Rental Reviews

Rentals are to be reviewed on an annual basis each January, in conjunction with the annual budget planning cycle, and any adjustment implemented from 1st July in the same calendar year. Increases will be a minimum of the CPI for Western Australia for the preceding 12 months, rounded to the nearest whole dollar.

6.2 Deduction from Wages

In all cases payment for rent and service charges will be made by properly authorised fortnightly deduction from wages.

7. Sundry Issues



7.1 Water Beds and Swimming Pools

No tenant may install a water-bed or a swimming pool without the express approval in writing of the Building Section. In circumstances where the Building Section has given such permission, the tenant will be held liable for the full cost of repairing any damage caused to fixtures and / or fittings in the residence.

7.2 Pets

Pets are permitted provided they do not adversely affect the property or cause a nuisance for neighbours.

7.3 Insurance

The Shire carries insurance for buildings, outbuildings and contents owned by the Shire of Derby West Kimberley. The Shire's policies do not cover the tenant's possessions. A tenant is responsible for insuring his/her own contents in Shire housing along with any public liability responsibilities.

7.4 Utilities

The employee is responsible for all utility costs except water in recognition of the need to maintain gardens and lawns to a reasonable standard.

7.5 Housing Inspections

Six monthly inspections of Council housing, including yards shall be conducted by a person authorised by the CEO. The second inspection shall coincide with the yearly inspection of all Council dwellings to determine the budget allocation for the housing maintenance program.

APPENDIX 1 - QUALIFYING POSITIONS

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Technical and Development Services
- Executive Manager Community Development
- Manager of Finance
- Manager Technical Services
- Manager Development Services
- Aboriginal Environmental Health Officer
- Building Surveyor
- Fitzroy Crossing Area Manager
- Fitzroy Crossing Works Supervisor
- Fitzroy Crossing Leading Hand
- Fitzroy Crossing Customer Service Officer CS 15
- Senior Ranger
- Aquatic and Recreation Manager
- Library Manager
- Shire Planner
- Engineering Technical Officer
- Asset Management Coordinator
- Youth Services Coordinator
- Ports Manager



APPENDIX 2 – COUNCIL HOUSE LISTING

CURRENT HOUSING	CURRENT OCCUPANCY
1143 HOLMAN STREET	Sallywags DCC – CSSU
1146 TOWER PLACE	Manager Technical Services
1162 TOWER PLACE	Chief Executive Officer
782 BARNETT WAY	Rental – Staff Member
1378 BLOODWOOD CRESCENT	Executive Manager Community Development
1378 BLOODWOOD CRESCENT	Executive Manager Corporate Services
324A CLARENDON STREET	Consultants/FIFO Planner
324B CLARENDON STREET	Rental – Staff Member
1294 WOOLLYBUTT CORNER	Manager of Finance
42A McDONALD WAY FX	Rental – Staff Member
42B McDONALD WAY FX	Garnduwa
175 EMANUEL WAY FX	Fitzroy Crossing Works Supervisor
FALLON RD FX (2 bed unit)	Rental – Staff Member
FALLON RD. FX (2 bed unit)	Fitzroy Crossing Customer Service Officer CS15
FALLON RD. FX (2 bed unit)	Private Rental – Garnduwa
603 HANSON STREET	Youth Services Coordinator
653A ROWELL STREET	Manager Development Services
653B ROWELL STREET	Aquatic and Recreation Manager
1171A HOLMAN STREET	Aboriginal Environmental Health Officer
1171B HOLMAN STREET	Engineering Technical Officer
DERBY AIRPORT RESIDENCE	Rental – Staff Member
CURTIN AIRPORT RESIDENCE	Ports Manager
1305 WOOLLYBUTT CORNER	<i>TO BE CONSTRUCTED</i>
UNIT 8, KING SOUND CLOSE	Library Manager
1322 KURAJONG LOOP	Asset Management Coordinator



SCHEDULE 1 - RENTAL FOR DESIGNATED POSITIONS

Rental of housing will be in accordance with the following:-

1. 3 or 4 Bedroom Residences \$90.00 per week.
2. 1 or 2 Bedroom Residences \$70.00 per week (including Lot 603 Hanson St, Lot 782 Barnett Way due to their age and condition).

The above revised rentals will be effective from 1 July, 2012, subsequently subject to clause 6.1 of this policy.

SCHEDULE 2 – HOUSING SUBSIDIES

ITEM	TYPE	AMOUNT
1	Rental Allowance	Up to \$7,800 per annum may be paid to an employee who does not qualify for staff housing.
2	Qualifying Position and House Allocated and Accepted	House allocated in accordance with the Staff Housing Policy.
3	Housing Allowance	\$7,800 per annum paid fortnightly to employees qualifying for staff housing however have other accommodation arrangements in place.
4	Housing Subsidy	\$18,200 per annum paid fortnightly to employees entitled to staff housing who have purchased and live in their own home.

Relevant Legislation:	
Related Documents:	Residential Tenancy Agreement
	Inspection Report
Related Local Law:	
Related Policies:	
Last Reviewed:	26.04.2012
Next Review Date:	
Adopted:	27.10.1999

