



(PC4) PROVISION OF EMPLOYEE HOUSING

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.

Housing Rental Allowance: Where an employee has alternate rental accommodation arrangements, an annual Housing Rental Allowance may be considered – outlined in CEO Directive D-PC21 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 - outlined in CEO Directive D-PC21 Provision of Employee Housing and Housing Allowances.

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 the Shire boundaries and chooses 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 Chief Executive Officer (CEO).

4. **Residential Tenancy Agreements**

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



Shire of Derby / West Kimberley

Document Control

CEO Directive - Document control	
Document approvals:	
Version #	Adoption
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
Document Responsibilities:	
Custodian: Executive Services	Custodian Unit: People and Culture
Document Management:	
Risk Rating: Medium	Review Frequency: Annual
Next Review: June 2026	Synergy Record Number: N23594
Compliance Requirements:	
Legislation: <i>Residential Tenancy Act 1987</i>	
CEO Directive D-PC21 Provision of Employee Housing and Housing Allowances Residential Tenancy Agreement Inspection Report	

APPENDIX 1 - QUALIFYING POSITIONS

- Chief Executive Officer
- Director Corporate Services
- Director Infrastructure
- Director Community Planning
- Manager Corporate Services
- Manager ICT and Customer Services
- Manager Infrastructure Services
- Manager Assets and Works
- Manager Recreation and Culture
- Manager Development Services
- Manager Community Development (Fitzroy Crossing)
- Manager People and Culture
- Manager Aboriginal Engagement
- Manager Project Delivery

The criteria outlined in the provided appendix are not exhaustive. Other eligibility considerations, not explicitly mentioned, may be evaluated on a case-by-case basis. Approval for housing beyond the scope of this document requires pre-authorisation from the CEO. This disclaimer emphasises that the CEO retains discretion to approve eligibility based on unique circumstances not covered in the provided criteria.

APPENDIX 2 – 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