



## (PC4) PROVISION OF STAFF HOUSING

### POLICY OBJECTIVE

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

### POLICY STATEMENT

#### 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

##### 2.1 **Qualifying staff**

Self-contained accommodation (house or unit) will where available, be provided.

##### 2.2 **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 for positions that have traditionally been difficult to attract to the district. 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 accommodation arrangements, an annual Housing Allowance as outlined in Schedule 2 below will be paid.

Where an employee is entitled to staff housing but has purchased and is 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 accommodation circumstances change.



# Shire of Derby / West Kimberley

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.

## 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, 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 forbids goods or produce to be grown, assembled or manufactured on the premises if they are for commercial purposes.

### 5.2 **Sub Letting**

Sub-letting of Shire accommodation is not permitted.

## 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 1<sup>st</sup> 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 a 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.



# Shire of Derby / West Kimberley

## 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.

Policy Details			
<b>Original Adoption date:</b>	27 October 1999	<b>Review Frequency (Annual/Bi-ennial):</b>	Bi-ennial
<b>Policy Implementing Officer or Team:</b>	People & Culture	<b>Policy Reviewer:</b>	Human Resources Advisor
<b>Legislative Head of Power (Act, Regulation, or Local Law):</b>			
<b>Related Documents (other Policies, Operational Procedures, Delegations, etc.):</b>	Residential Tenancy Agreement Inspection Report		
Version Control Council Meeting Review Details:			
<b>Review #:</b>	<b>Council Meeting Date:</b>	<b>Item/Resolution#:</b>	
1.	26 April 2012		
2.	24 June 2021	Item 11.2	
3.	24 February 2022	Item 11.5	



## APPENDIX 1 - QUALIFYING POSITIONS

- Chief Executive Officer
- Director - Technical and Development Services
- Director - Corporate and Community Services
- Director – Strategic Business
- Manager of Finance
- Manager of Administration
- Manager Technical Services
- Manager Development Services
- Community Development Manager
- Aboriginal Environmental Health Coordinator
- Environmental Health Coordinator
- Derby Works Supervisor
- Fitzroy Crossing Works Supervisor
- Fitzroy Crossing Customer Service Officer (Level 4 and above)
- Senior Finance Officer
- Senior Ranger
- Library Manager
- Asset Management Coordinator
- Youth Services Coordinator (Derby)
- Youth Services Coordinator (Fitzroy Crossing)
- Engineering Project Officer
- Community Development Coordinator (Fitzroy Crossing)
- Community Development Coordinator (Derby)
- Sport and Recreation Coordinator
- Senior Governance Officer



## APPENDIX 2 – COUNCIL HOUSE LISTING

CURRENT HOUSING
1143 Holman Street
1146 Tower Place
1162 Tower Place
782 Barnett Way
1378 Bloodwood Crescent
1378 Bloodwood Crescent
324A Clarendon Street
324B Clarendon Street
1294 Woollybutt Corner
42A Mcdonald WAY FX
175 Emanuel Way Fx
Fallon Rd FX (2 Bed Unit)
Fallon Rd. Fx (2 Bed Unit)
Fallon Rd. Fx (2 Bed Unit)
603 Hanson Street
653A Rowell Street
653B Rowell Street
1171A Holman Street
1171B Holman Street
Derby Airport Residence
Curtin Airport Residence
1305 Woollybutt Corner
Unit 8, King Sound Close
1322 Kurajong Loop



## SCHEDULE 1 - RENTAL FOR DESIGNATED POSITIONS

Rental of housing will be in accordance with the following:

1. 3 or 4 Bedroom Residences \$90.00 (or as otherwise set by Council in the annual budget) per week.
2. 1 or 2 Bedroom Residences \$70.00 (or as otherwise set by Council in the annual budget) per week (including Lot 603 Hanson St, Lot 782 Barnett Way due to their age and condition).

## SCHEDULE 2 – HOUSING SUBSIDIES

ITEM	TYPE	AMOUNT
1	Rental Allowance	Up to \$7,800 (or as otherwise set by Council in the annual budget) 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 (or as otherwise as set by Council in the annual budget) per annum paid fortnightly to employees qualifying for staff housing that have other accommodation arrangements in place.
4	Housing Subsidy	\$18,200 (or as otherwise as set by Council in the annual budget) per annum paid fortnightly to employees entitled to staff housing who have purchased and live in their own home.

Note: Fees and charges listed in this policy may be modified as part of the annual budget process.