



(PC4) PROVISION OF STAFF HOUSING

POLICY OBJECTIVE

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

POLICY STATEMENT

1. Introduction

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

2. Eligibility and entitlements

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 staff.

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 Staff 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.

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 (CEO).

4. Residential Tenancy Agreements

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



Shire of Derby / West Kimberley

Policy Details			
Original Adoption date:	27 October 1999	Review Frequency:	3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	People & Culture Team	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 D-PC21 Provision of Staff Housing and Housing Allowances (under development) 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	



Shire of Derby / West Kimberley

APPENDIX 1 - QUALIFYING POSITIONS

- Chief Executive Officer
- Deputy Chief Executive Officer
- Director of Infrastructure
- Director - Community Planning
- Director - Strategic Business
- Executive Services Project Director
- Manager of Corporate
- Manager of Administration
- Manager Infrastructure Services
- Manager Assets
- Manger of Community Environments
- Manager of Community Development (0Derby)
- Manager of Community Development (Fitzroy Crossing)
- Manager of Wellbeing Safety and Compliance
- Manager of Ports

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.



Shire of Derby / West Kimberley

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
29 Barnett Way, Derby
4 Woollybutt Corner, Derby
19A Woollybutt Corner, Derby
19B Woollybutt Corner, Derby
11 Hanson Street, Derby
8 Kurajong Loop, Derby
Units 1-6, 20 Clarendon Street, Derby
Curtin Airport Residence, Derby
74A Fallon Road, Fitzroy Crossing
74B Fallon Road, Fitzroy Crossing
74C Fallon Road, Fitzroy Crossing
175 Emanuel Way, Fitzroy Crossing
42A McDonald Way, Fitzroy Crossing
42B McDonald Way, Fitzroy Crossing

GROH LEASED HOUSING
1 Knowlsey Street, Derby
3 Knowsley Street, Derby
20 Mimosa Street, Derby
U1-5/9 Ashley Street, Derby

MAIN ROADS LEASED HOUSING VIA RAY WHITE
15A Knowlsey Street East, Derby
15B Knowsley Street East, Derby
9 Tower Place, Derby
17 Knowsley Street East, Derby

RAY WHITE LEASED HOUSING
26 Delewarr Street, Derby
33 Knowsley Street East, Derby
117 Rowan Street, Derby