



**Policy Title:**            **STAFF HOUSING POLICY**

**Policy Type:**            **ADMINISTRATIVE**  
 (Statutory, Financial, Administrative, Human Resources)

**Policy Number:**    **A006**

Approved by Council	Last Review	Current Review	Next Review
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Implementation Department		Officer Position	
Corporate Services		Director Corporate Services	
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## **1. POLICY BACKGROUND/SCOPE:**

Council provides housing for staff who have been recruited from outside the community of Aurukun or who have been appointed to a position that has a staff house allocated to it.

This policy is to assist staff understand their obligations if they are housed in ASC Staff Housing located at various sites within the Community of Aurukun.

Council staff housing is limited and appropriate accommodation may not be readily available and staff may have to wait or be housed elsewhere until a suitable accommodation unit becomes available.

## **2. POLICY PROVISIONS:**

### **On Allocation of Accommodation**

1. A condition inspection of the proposed rental unit will be undertaken by the Administration / Office Manager or delegated person, prior to any accommodation being allocated.
2. The principle staff tenant will sign an REIQ Tenancy Agreement Form or the equivalent thereof.
3. All issues existing and any special agreements will be noted on that form
4. If any existing Principle staff tenant does not have a tenancy agreement in place, they must contact the Administration / Office Manager to ensure one is signed.
5. When agreements have been signed, duplicate keys to the allocated accommodation will be given to and signed for by the tenant.

### **Rental Cost**

The rental cost is set in accordance with Council's Schedule of fees and charges and may be reviewed annually. Rental is set according to the type of accommodation.

### **Council Agrees to:**

1. Maintain the house in a safe and reasonable condition including structural, painting etc.
2. Ensure any unsafe item is repaired as quickly as possible e.g. broken stairs, electrical issues, leaking roofs
3. Undertake in a timely manner, normal repairs considered to be wear and tear.
4. Council will loan yard maintenance equipment for maintaining staff housing at no cost to the resident.

**Tenant Agrees to:**

1. Abide by the conditions of the Tenancy Agreement Form
2. Maintain the yard and the house in good condition
3. Refrain from placing screening with any type of material on the fence or any other structure in or around the property
4. Advise Council of any repairs needed in the house or appliances provided.
5. Pay for any replacement keys
6. Return the keys on vacating the accommodation to the Administration / Office Manager.

**Damage:**

Any damage caused by the tenant to any part of the property, including fences and gates, will be reimbursed to Council at cost. Any damage identified when a tenant is leaving, will be paid for by deducting the amount from the tenant's final pay or in a manner agreed with Council.

**Fixtures:**

Any fixtures e.g. Television antennas, satellite dishes, clothes lines etc. fixed to the accommodation by the tenant will be subject to *Section 255 of the Residential Tenancies and Rooming Accommodation Act 2008*.

Permission in writing must be first obtained from the Council by the Tenant, prior to any such structures being fixed to the house.

If the fixtures are to be removed, repairs must be made to the fixing point by the tenant to the satisfaction of Council.

**Pets:**

1. All animals considered pets, must be kept under effective control at all times.
2. Animals must not be allowed to interfere with other tenants, their space or their personal property.
3. Any complaints about animal noise must be dealt with by the owner of the animal and if the situation is not remedied, it will be considered a breach of this policy and the animal must be removed from the premises.
4. Any damage or cleaning relating to pets to either the dwelling, furniture or premises must be paid for by staff.

### **Alternative Accommodation:**

Due to the shortage of accommodation, Council needs to consider what is best for the strategic future of the Organisation and therefore, it is not in a position to continually allow tenants to change their accommodation. Housing is allocated on the basis of what is available at the time and that accommodation will be the unit of accommodation for the duration of the tenant's time in Aurukun unless indicated at commencement that it is only temporary.

### **Vacancies Over 12 weeks**

If a staff house remains vacant by the tenant for a period exceeding 12 weeks in accordance with the special conditions contained in the tenancy agreement council can take steps to place the accommodation unit back into its available stock. This means supervised entry to pack up any personal belongings into storage until the tenant returns to work for council.

At this time another appropriate unit of council staff housing stock will be provided to the staff member.

### **Renovations:**

1. An application must be submitted to Administration / Office Manager to have any renovations/upgrades undertaken on a unit of accommodation.
2. No renovation/upgrade work is to be undertaken by the tenant. Should a tenant undertake any such work, they shall be liable for the cost of restoration
3. Any such works must be approved by Council as part of the works programme and undertaken by a licensed tradesman

### **Occupants:**

Guest(s) staying over 15 days without the written consent of Council shall be considered a breach of this Policy. Only the approved tenants and/or approved animals, and no others, shall occupy the accommodation for more than 15 days unless the expressed written consent of Council is obtained in advance

### **Disputes:**

Disputes will be resolved in accordance with Council's grievance policy. If no resolution can be obtained, the dispute will be managed then in accordance with *Chapter 6* of the *Residential Tenancies and Rooming Accommodation Act 2008*.

### **General:**

A copy of this policy is to be made available to the tenant on allocation of accommodation.

### **3. RELATED DOCUMENTATION:**

*Residential Tenancies and Rooming Accommodation Act 2008*  
*Residential Tenancies Agreement form or similar*