



**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.

There is only a limited availability of Council staff housing and appropriate accommodation may not be readily available. As a result, staff may have to wait or be housed elsewhere until a suitable accommodation unit becomes available.

## **2. POLICY PROVISIONS:**

### **Allocation of Accommodation:**

Due to the shortage of accommodation, Council needs to consider its operational objectives. Therefore, housing is allocated based on availability, length of stay and relevance at time of employment. Thus, the allocation of accommodation will be for the duration of the tenant's time in Aurukun unless indicated at commencement that it is only temporary.

### **Accommodation Choice:**

Where a single person is residing in a multiple bedroom home, Council may require the tenant to relocate to another dwelling at some future date in time, should the need arise.

### **Vacancies Over 12 weeks:**

If a staff house remains vacant by the tenant for a period exceeding 12 weeks, Council can take steps to place the accommodation unit back into its available stock, in line with the Tenancy Agreement. This may require supervised entry into the residence to pack up any personal belongings to place them into storage until the tenant returns to work for council. Upon return, another appropriate unit of council staff housing stock will be allocated to the staff member.

### **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.

### **REIQ Agreement and Inspections:**

1. The principal staff tenant will sign an REIQ Tenancy Agreement Form or the equivalent thereof.
2. If an existing principal staff tenant does not have a tenancy agreement in place, they must contact the Facilities Supervisor or Human Resource Manager to ensure an agreement is signed.
3. An inventory of items will be in place at entry of tenancy.
4. Any existing issues and/or any special agreements are to be noted on the agreement form.

**Access:**

1. A condition inspection of the proposed rental unit will be undertaken by the Facilities Supervisor or delegated person, prior to any accommodation being allocated.
2. Should Council be required to conduct inspections in relation to the ongoing tenancy or access to complete works such as pest management, fire safety checks, Council will provide notice to the tenant two weeks in advance unless agreed by the tenant or in accordance with the Residential Tenancies and Rooming Regulation 2009.
3. Council will complete an exit inspection prior to handover of the residence.

**Keys:**

1. After the agreement has been signed, duplicate keys to the allocated accommodation will be given to and signed for by the tenant.
2. Upon exit of the accommodation, keys are to be returned to the Facilities Supervisor.

**Council Agrees to:**

1. Maintain the house in a safe and reasonable condition.
2. Undertake approved repairs and maintenance in a timely manner.
3. Ensure any unsafe item is repaired as quickly as possible e.g., broken stairs, electrical issues, leaking roofs.
4. Council, subject to equipment availability, will loan yard maintenance equipment for maintaining staff housing at no cost to the tenant. This is to be returned in good order.

**Tenant Agrees to:**

1. Abide by the conditions of this Policy and the Tenancy Agreement Form
2. Maintain the yard and the house in good condition
3. Advise Council of any repairs needed to the residence including appliances provided.
4. Refrain from placing screening with any type of material on the fence or any other structure in or around the property without the approval of Council.
5. Pay for any replacement keys.
6. Arrange an exit inspection prior to returning the keys upon vacating the accommodation to the Facilities Supervisor.

### **Repairs and Maintenance:**

1. All repairs and maintenance requests are to be submitted through the council email [maintenance@aurukun.qld.gov.au](mailto:maintenance@aurukun.qld.gov.au). These will be assessed by the Facilities Supervisor to have any relevant repairs and maintenance undertaken on a unit of accommodation.
2. Where emergency repairs are required, contact should be made with the Facilities Supervisor as soon as possible.
3. Where major repairs or renovations are required, any such works must be approved by Council as part of its budgeted works programme and undertaken by a licenced tradesman.
4. 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.

### **Visitor Stay:**

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. Guests of the tenant staying over 15 days without the written consent of Council shall be considered a breach of this Policy.

### **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 and in line with the Residential Tenancies and Rooming Act 2008.

### **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 upon exit, repairs must be made to the fixing point by the tenant to the satisfaction of Council.

### **Cars and Containers:**

Council's practice is, that where a lock up garage is not provided to a residence, Council will provide containerised storage on the site subject to Aurukun Master planning permissions.

External staff wishing to bring their own vehicles to the community need to advise this prior to acceptance of job offer so that Council can consider this request. Council reserves the right to decline to purchase additional containers upon the residential block.

## **Boats**

Council residences are limited in size and by the DOGGIT size. As a result, there is no provision for personal recreational vehicles such as boats or motorbikes.

Any prospective tenant would need to provide any storage solutions at their own cost. All solutions need to be in line with Councils Aurukun Master Plan.

## **Guns**

Guns are not to be stored in Council housing. Guns should be stored at the Aurukun Police Station with appropriate licences.

## **Pets:**

1. Pets within the Aurukun Community are subject to Councils Local Laws and Policies. Councils Local Laws prescribe a limit to the number and type of pets allowed in each property. Any breach of these Local Laws will be subject to stated penalties or fines.
2. For some properties, due to their location or siting, pets may not be permitted. Potential tenants should make enquiry prior to the allocation of housing as to the suitability of the premise for pets. Accordingly, the housing of pets must be approved by Council at the time of acceptance of offer of employment or at time of adoption.
3. Pets must be registered in accordance with any Council policies and related legislation.
4. Pets are expected to be kept outside and are not permitted inside Council residences.
5. All animals considered pets, must be always kept under effective control. They must not be allowed to interfere with other tenant's space or personal property.
6. Any complaints about animal noise must be dealt with by the owner of the animal. If the situation is not remedied, it will be considered a breach of this policy and the animal must be removed from the premises.
7. Any damage or cleaning relating to pets to either the dwelling, furniture or premises must be paid for by the tenant.

## **Issue Resolution**

Issues will be resolved in accordance with Councils relevant policies. Councils aim is to resolve small issues in a quick and timely manner.

Where the resolution of issues is the subject to available budget, Council will consider these issues in line with relevant budget review timings or annual budget adoption.

## **Dispute Resolution:**

Where issues cannot be resolved. Disputes will be managed in accordance with *Chapter 6 of the Residential Tenancies and Rooming Accommodation Act 2008 and the Residential Tenancies and Rooming Accommodation Regulation 2009.*

**General:**

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

**3. RELATED DOCUMENTATION:**

*Residential Tenancies and Rooming Accommodation Act 2008*  
*Residential Tenancies and Rooming Regulation 2009*  
*Residential Tenancies Agreement form or similar*