

Policy Name	Staff Housing
Policy Type	Human Resources
Policy Number	HR21
Version	3
Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

West Daly Regional Council is committed to being an Equal Employment Opportunity Employer in respect to every employee. While Council will make every effort to recruit locally, it is accepted that some employment situations must be filled by externally recruited applicants who bring to communities qualifications and abilities not necessarily found within community residents. While every effort is expended towards ongoing recruitment of appropriately qualified and able staff within communities, it may not always be possible due to the skill and qualification requirements for certain positions.

To attract appropriate staff, Council has recognised the requirement to provide staff accommodation for externally recruited workers and their families. As a particular category of worker becomes available from within the community, staff housing will be allocated to local workers where available. Council has identified that there is a lack of suitable staff housing available within the communities and aims to prioritise housing for its staff accordingly.

This policy sets out provisions and guidelines for allocation of staff housing, its upkeep and furniture and lease provisions to apply. Leases between Council and employees are subject to provisions of the *Residential Tenancies Act*.

POLICY STATEMENT

(a) Allocation

1. In each community, staff housing has been designated according the level of staff. For example, a Senior Works Manager might have a particular house and similarly the Community Services Manager would also have a designated house for that level of employment.

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2. The Community Services Manager (CSM) will make a recommendation to the Chief Executive Officer for staff housing allocation in each community.
3. Accommodation will be provided on an operationally appropriate basis, and staff may be required to move from one house to another, if there is an operational requirement to do so the Community Service Manager will put a recommendation forward to the Chief Executive Officer. This recommendation will then be determined at the discretion of the Chief Executive Officer.

(b) Maintenance of Staff Housing

4. The employee allocated to each house (lessee) is primarily responsible for day to day maintenance. Major works such as cabinetry, painting and replacement of furniture and fittings etc. remain the responsibility of the Council and where replacement or maintenance is needed; the lessee is required to take the matter up with the Community Services Manager.
5. The lessee will be responsible for mowing and maintaining gardens, minor maintenance throughout the house and yards, cleanliness inside and out and general provisions as are agreed to in the lease covering the house.

(c) Furniture and Fittings

6. Council has determined a fair and equitable standard of furniture will be supplied by Council for each staff house as per the following:

a. Lounge Room

Lounge (2 x 2 seater for 2 bedroom, 3 x 2 seater for 3 bedrooms or similar)

Coffee Table

TV Stand

Satellite decoder (Altech Box)

b. Kitchen

Upright Stove

Refrigerator – up to 520 Litres

Freezer – 320 Litres

Microwave – 800watt

c. Main Bedroom

Queen Size Bedframe

Queen Size Mattress

Mattress Protector

Bedside table x 2

Wardrobe x 2 (stand-alone units)

d. All Other Bedrooms – per each

King Single Bedframe

King Single Mattress

Mattress Protector

Bedside Table

Wardrobe x1 (stand-alone unit)

e. Miscellaneous

Washing Machine – 7.5 kg

Dining Table & Chairs (4 seats for 2 bedroom, 6 seats for 3 or more bedrooms)

Curtains or blinds to all windows

Employees will be responsible for the provision of a TV, toaster, kettle, crockery and cutlery, pillows, bed linen, towels, and any other items not listed above including personal effects. Mattresses will be replaced on an as needed basis, at the discretion of the CSM. Mattress protectors will be replaced with each new resident in the house.

(d) Existing Furniture

7. All staff houses with furniture beyond the foregoing furniture listing will retain this furniture until the current employee vacates, at which time the excess furniture will be removed and disposed of. Should any current furniture beyond the

foregoing require repairs or substitution, these items will be disposed of without replacement.

(e) Lease conditions

8. All employees' allocated staff housing are required to enter into a lease arrangement with Council based on provisions of the *Residential Tenancies Act*. A Tenancy Agreement must be signed upon commencement of employment and prior to occupying the staff house.
9. It is Council policy that staff housing is to be reserved for Council staff only. However, from time to time situations arise where a staff house may be available under certain circumstances for specific periods. This might suit a contractor required to undertake work for Council in the community and where the ability to accommodate staff is essential to the completion of such work. The Chief Executive Officer may allocate a vacant staff house for specific periods to a non-Council contractor or other person as they feel is necessary for the community good. The requirements for a lease and agreements as to maintenance and rentals remain.
10. In essence the lease provides agreement between all parties for:

a. Housing Inspections

Each staff house will undergo an inspection by the Community Services Manager every 12 months. Such inspection will be by mutual agreement as to time and date of inspection.

Each staff house will have an exit inspection immediately prior to the employee vacating the dwelling. This will be conducted by the Community Services Manager. Where the Community Services Manager is the employee leaving, the exit inspection will be conducted by the Chief Executive Officer or delegate.

Following inspection or on vacating the premises, the value of any Council assets that are damaged or removed by the employee or non-Council tenant may be recovered from the employee's salary or, if the non-Council tenant is a Council contractor, from their account. Should the yard and house not be left in a clean state, the employee or non-Council tenant may be required to pay a cleaning and maintenance fee of \$500, which will be deducted from their final pay or, if the non-Council tenant is a Council contractor, from their account.

b. Rental Charges

Where a staff house is utilised for contractor's accommodation the rental will be in accordance with Council's fees and charges.

Where the tenant is a Council employee, rental will be subsidised by the program under which the employee is engaged. The employee would be liable for a maximum of \$35 per bedroom per fortnight, up to a maximum of \$105 per fortnight for a 3 bedroom property. The balance, to a maximum of \$110 per bedroom per fortnight, is to be costed to the program which employs the staff member. Rental will be deducted via a payroll deduction each fortnight. Council employees in staff accommodation are responsible for their own utility and service charges including telephones.

It is the responsibility of Staff to leave the property in a neat and clean state for the next officer.

All staff must be water wise as staff are responsible to pay any amounts used that exceeds the standard allowance of **300 KL** per quarter.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Industry Award

Local Government Act

FURTHER INFORMATION:

Human Resources Advisor

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