

Staff Housing Policy

Number:	Admin.PO7
Responsible Manager:	Executive Manager Human Resources
Head Policy:	N/A
Legislation:	N/A
	N/A

Purpose

- 1.1 The purpose of this Policy is to outline conditions and obligations of Kowanyama Aboriginal Shire Council ("KASC") staff residing in KASC staff housing.
- 1.2 KASC may provide housing for staff who have been recruited from outside the community of Kowanyama or who have been appointed to a position that has a staff house allocated to it.

2. SCOPE

- 2.1 This Policy applies to all KASC Staff, who have been provided Staff Housing as part of their employment.
- 2.2 This Policy does not form part of any workplace participant's contract of employment.

3. ALLOCATION OF ACCOMMODATION

- 3.1 Housing allocation will be considered based on the individual's requirements and the availability of appropriate accommodation.
- 3.2 KASC staff housing is limited and appropriate accommodation may not be readily available and staff may have to wait or be housed elsewhere until suitable accommodation becomes available.
- 3.3 A condition inspection of the proposed accommodation will be undertaken by the Executive Manager Human Resource or delegated person, prior to any accommodation being allocated.
- 3.4 The principle staff tenant will sign a KASC Tenancy Agreement Form or the equivalent thereof.
- 3.5 Any special agreements will be noted on that form.
- 3.6 If any existing principle staff tenant does not have a tenancy agreement in place, they must contact the Human Resources Manager to ensure one is signed.

- 3.7 When agreements have been signed, keys to the allocated accommodation will be given to and signed for by the tenant.
- 3.8 The tenant will be provided with a Condition Report and Housing Inventory. Both documents are to be completed, signed by the tenant and returned to the Executive Manager Human Resource or delegated person within one month of entering the property.

4. RENTAL COST

- 4.1 The rental cost is set in accordance with KASC's Schedule of fees and charges and may be reviewed annually. Rental is set according to the type of accommodation. Eg 2, 3 or 4 bedroom accommodation.

5. KASC AGREES TO

- 5.1 Maintain the house in a safe and reasonable condition including structural, painting etc.
- 5.2 Ensure any unsafe item is repaired as quickly as possible e.g. broken stairs, electrical issues, leaking roofs.
- 5.3 Undertake in a timely manner, normal repairs considered to be wear and tear.
- 5.4 KASC will provide mowers/whipper snippers on a shared arrangement for staff housing at no cost to the resident.

6. TENANT AGREES TO

- 6.1 Abide by the conditions of the Tenancy Agreement Form or the equivalent thereof.
- 6.2 Maintain the yard and the house in good condition.
- 6.3 Advise KASC of any repairs needed in the house or appliances provided.
- 6.4 Pay for electricity usage and purchase replacement gas as required. No reimbursement will be made for part full gas cylinders when a tenant vacates the premises.
- 6.5 Pay for any replacement keys.

7. DAMAGE

- 7.1 Any damage caused by the tenant to any part of the property, including fences and gates, or to items supplied by KASC as detailed in the housing inventory will be reimbursed to KASC at replacement value.

8. FIXTURES

- 8.1 Permission in writing must be first obtained from KASC by the tenant, prior to any such structures being fixed to the house.

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

9. PETS

- 9.1 All animals considered pets, must be kept under effective control at all times.
- 9.2 Animals must not be allowed to interfere with other tenants, their space or their personal property.
- 9.3 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.
- 9.4 Any damage or cleaning relating to pets to either the dwelling, furniture or premises must be paid for by staff.
- 9.5 Any staff member who has an animal at the end of their employment must either find a new home in Kowanyama for the pet or take it with them at their own cost.

10. RENOVATIONS

- 10.1 An application must be submitted to Executive Manager Human Resource or delegated person to have any renovations/upgrades undertaken on a unit of accommodation.
- 10.2 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.
- 10.3 Any such works must be approved by KASC as part of the works program and undertaken by a licensed tradesperson.

11. OCCUPANTS

- 11.1 Guest(s) staying over 15 days without the written consent of KASC 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 KASC is obtained in advance.

12. VACATION OF PROPERTY

- 12.1 A date and time for a final inspection will be arranged with the Executive Manager Human Resource or delegated person.
- 12.2 The property is to be left in a reasonable condition. Where this does not occur, a cleaning charge of \$500 may be deducted from the principal staff tenant's final pay.
- 12.3 All items supplied by KASC (as detailed in the housing inventory) must be returned in good working order or the cost of replacement/repair may be required.

12.4 Any damage identified when a tenant is leaving, will be paid for by deducting the amount from the principal staff tenant's final pay or in a manner agreed with KASC.

12.5 All keys are returned to the Executive Manager Human Resource or delegated person.

13. DISPUTES

13.1 Disputes will be resolved in accordance with KASC'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.

14. GENERAL

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

Review

This policy is to remain in force until otherwise determined by Council.

Resolution

Adopted by Council on the 16 August 2017, commenced on 16 August 2017.

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council 16 August 2017 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams



Date

16/08/2017