

POLICY NUMBER	-	2.10
POLICY SUBJECT	-	2.10 Council Staff Housing
ADOPTED	-	5 September 2000 (CMRef 27632)
REVIEWED	-	15 January 2008 (CMRef 29330)
REVIEWED	-	21 May 2011 (CMRef 30625)
REVIEWED	-	19 February 2013 (CMRef 31058)

Policy

The Shire of Merredin provides accommodation to employees based on the following principles and guidelines.

Principles

- The requirements of the *Residential Tenancy Act 1987* are met;
- Council shall acquire and maintain housing stock to meet staff allocations;
- All housing allocations are approved and managed by the CEO;
- Council shall only provide housing while the person is employed by the Council;
- Council shall provide housing during these periods of absence - Annual Leave, Sick Leave, Bereavement Leave, Long Service Leave, Leave Without Pay;
- Council shall not provide housing during extended periods of leave unless approved by the CEO;
- Employees shall only use the housing for that purpose;
- Council reserves the right to transfer the staff member to alternative housing if required to meet operational needs.

Guidelines

Eligibility

- Housing is allocated to designated positions within the workforce and shall be determined predominantly on a hierarchical basis or positions that have traditionally been difficult to attract interest (Refer to list below);
- In exceptional circumstances the CEO may take into account personal requirements of the employee and/or the significance of the position for the ongoing operations of the organisation;
- The employee or their partner do not own a residence in Merredin Shire;
- Where an employee is entitled to a Council house but has alternate housing arrangements, Council will pay an annual Housing Allowance based on market rent value.

Charges

- Four (4) week rent in advance is payable as a Bond;
- Staff occupying Council housing shall pay by payroll deduction a fortnightly rental which is equivalent to 50% of the market rental value of which is to be reviewed by Council in line with the annual budget preparation.

- The employee is responsible for all utility costs unless an alternate arrangement has been made with the CEO.

Responsibilities

Shire

- Will conduct annual inspections of Council housing to determine the budget allocation for the housing maintenance program;
- Shall give a minimum of 24 hours notice to the occupant if entry to the accommodation is needed for any maintenance or repair work, except where emergency repairs are required to prevent further property damage;
- Shall ensure any necessary maintenance or repairs to the accommodation are carried out expediently when they are the result of normal wear and tear and not misuse.

Employee

- Shall allow entry to the accommodation by the Council for inspection and maintenance;
- Shall ensure the accommodation and yard are kept in a clean, safe and tidy state;
- Shall ensure the accommodation is left clean and tidy at the end of occupancy;
- Shall not sub-let the accommodation to another person or organisation.

Purpose

To attract and retain qualified and experienced staff.

To provide clarity and consistency on the eligibility and conditions for use of Council owned housing by Shire employees.

Scope

This Policy applies to Shire of Merredin employees