

STAFF HOUSING POLICY

PURPOSE

The purpose of this policy is to ensure Shire of Quairading owned housing is allocated to staff members in a fair and equitable manner, whilst also providing clear guidelines for housing subsidies and eligibility.

OBJECTIVE

To ensure that eligible Council employees have access to Shire-owned properties with appropriate rent subsidies, in a transparent and consistent process.

POLICY

This policy applies to all Shire of Quairading staff members who are housed in Shire-owned properties and are receiving rent subsidies. The allocation of these properties and the provision of rent subsidies will be handled with fairness, transparency and in accordance with the following guidelines.

1. Eligible Employees

Staff members who meet the following criteria may be considered for housing allocation and rent subsidies:

- Full-time employees of the Shire of Quairading
- Employees whose role requires them to live in the area or be available on-call
- Other employees at the discretion of the CEO in consultation with the Executive Team.

2. Housing Priority

- In cases where multiple employees are eligible for housing, priority will be given to those whose roles are critical to the operation of the Shire, and those who have been in service the longest.

3. Housing Subsidy

The Shire of Quairading will provide a housing subsidy to eligible staff based on the following:

- **Subsidy Amount:** The amount of rent subsidy will be determined based on the current Fees & Charges set by Council with the adoption of the budget for each Financial Year. The subsidy will be equal to the Private Rental Rate less the Staff Rental Rate.
- **Review Period:** The housing subsidy will be reviewed annually to ensure it remains in line with the needs of the Shire and the Shire's budget.

4. Payment of Rent

- **Rent Payment Frequency:** Rent for Shire-owned housing must be paid fortnightly, in advance, on or before the due date specified in the lease agreement.
- **Rent Amount:** The rent amount for each property will be determined by Council when adopting the Annual Fees & Charges schedule. Rent subsidies will reduce the rent paid by eligible employees, with the remaining rent due to be paid by the employee.
- Any changes to the rent or subsidy will be communicated to the employee in accordance with their Tenancy Agreement
- **Rent Payment Method:** Rent payments will be deducted via the Shire's payroll system on a fortnightly basis following initial payment of 2 weeks rent in advance and relevant bond as per Tenancy Agreement.

5. Application Process

- Employees must submit a formal request for housing through the designated HR or Housing Officer.
- Requests will be reviewed based on eligibility criteria and availability of suitable housing.
- Successful applicants will receive written confirmation of their housing allocation and subsidy details.

6. Change Requests

Any changes to the housing arrangement (e.g., moving to a different property or a change in the subsidy amount) must be requested through a formal change request process.

The change request process should include the following steps:

- **Submission:** the employee submits a written request outlining the nature of the change.
- **Review:** the request will be reviewed by the HR department in consultation with relevant departments.
- **Approval:** following review, the employee will be notified of the decision.

7. Tenancy Agreement

Lease agreement: all employees residing in Shire-owned housing must sign a lease agreement, which outlines the terms of tenancy, including rent payment, maintenance responsibilities, and the condition of the property.

Maintenance and repairs: the shire will be responsible for major maintenance and repairs, while tenants are responsible for general upkeep of the property.

Termination: if an employee's eligibility for housing changes (e.g., due to changes in employment status), the housing agreement will be reviewed, and the tenant may be required to vacate the property within a reasonable period.

8. Inspections

Regular inspections of all council owned property will be carried out by a representative of Council.

Council's houses shall be inspected as outlined below;

1. Initial inspection prior to occupation by the tenant
2. Inspection three (3) months thereafter
3. If the three (3) month inspection reveals that the house is being well maintained, then the next inspection will be the annual inspection in March for maintenance and budget purposes.
4. If the three (3) month inspection reveals that the house is not being well maintained, then the next inspection will be in another three (3) months.
5. Final inspection on termination of employment or termination of tenancy

STATUTORY ENVIRONMENT

Local Government Act 1995

Residential Tenancies Act 1987

Record of Policy Review

Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Tricia Brown	April 2025	159-24/25	New Policy	April 2027	<i>Nelvin Ness</i>

