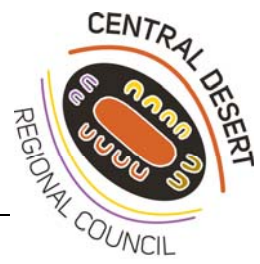


Council Policy



two ways :: one outcome

Title	Staff Housing Policy		P76
Type	Operational Policy		
Document Owner	Chief Executive Officer		
Approval Date	29 March 2019	Review Date	29 March 2021
MaGiQ Document ID	690816	Council Resolution Number	OC019/2019

PURPOSE

To ensure the effective and efficient delivery of Councils services within CDRC’s region, CDRC will provide housing to facilitate the attraction and retention of Council staff.

SCOPE

This policy sets out Central Desert Regional Council’s (CDRC) role in the provision of staff housing; and, the responsibilities of both CDRC as the employer and of eligible staff who occupy CDRC provided staff housing.

DEFINITION AND TERMS

CDRC	Central Desert Regional Council
CEO	Chief Executive Officer
Tenant	CDRC eligible employee who occupies staff housing
Eligible staff member	A staff member working in one of nine service centres, under an employment contract who doesn’t have access to other housing with the community
Staff housing	This includes house and yard, furniture and fittings
Service Delivery Centre	One of CDRC’s nine communities where Council delivers municipal and community services.

LEGISLATION AND REFERENCE

This policy should be read in conjunction with the following documents.

Document	Description
Local Government Act	Councils legislation obligations

Northern Territory Residential Tenancies Act 2018	Northern Territory Government Legislation related to residential tenancies
Central Desert Regional Council Enterprise Agreement	Sets out the Terms and conditions under which staff are employed
Central Desert Regional Council – Operational Guidelines – Staff Housing	Describes in more detail the responsibilities of CDRC and tenants relating to staff housing
P72 – Code of Conduct - employees	Describes behaviour and values to be followed by all staff
P40 – Asset Management Policy	Sets out CDRC’s commitment to asset management and the need for staff awareness relating to asset management

POLICY STATEMENT

CDRC will provide housing for eligible staff involved in the provision of Council Services in its nine remote Service Delivery Centres.

CDRC will maintain staff housing within its budgetary constraints.

Staffs, who occupy a CDRC staff house, are responsible for complying with conditions set out in the Staff Housing Operational Guidelines.

Eligibility

Staff housing is not provided for:

- Elected Councillors
- Staff members recruited into a community-based role who already reside in that community and have access to other community housing.
- Alice Springs based employees.

Eligible staff members, are allocated staff housing based upon their individual and family requirements. CDRC can request that staff move to another house should it be required for business reasons.

Staff housing is only allocated while an eligible staff member is employed and located at one of its nine Service Delivery Centres.

Conditions of Occupancy

If housing is part of the employment package, the Staff Housing Operational Guidelines will provide the conditions of occupancy.

Staff provided with CDRC housing will be required to contribute rental payments. This is subject to CPI rises and CDRC’s fees and charges. Rental payment shall be made as a payroll deduction or direct debit.

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Staff provided with CDRC housing will be required to pay a bond. The bond is four weeks of the market rental price with a minimum value of \$1,000.00 to be paid in full or committed to be paid via salary deductions, before the employee commences work.

All CDRC housing must be returned in the same condition as provided. Normal wear and tear of the property will be taken into consideration.

All repairs and maintenance is to be reported within 24 hours to the Facilities Coordinator.

During occupancy a periodic inspection will be required. Employees will be notified no less than 7 days before entry is made.

Smoking is prohibited within CDRC staff housing

Pets are not permitted unless with the CEO approval.

CDRC provided housing is to be used to house staff member and their immediate family only, and cannot be sub-let.

Standard of housing

Council will endeavour to provide the best standard of staff housing within its resource constraints. It is acknowledged that:

- the standard of staff housing varies throughout the CDRC area
- CDRC is limited by resources in its ability to procure new and additional housing and to upgrade existing housing

All furnishings and fittings provided within staff housing will be maintained by the employee with normal wear and tear being taken in to consideration on vacate.

CDRC's staff to maintain housing provided in the best condition as set out in the Staff Housing Operational Guidelines.

REVIEW HISTORY

Date	Details
06 April 2011	First Adopted
10 April 2015	Reviewed and approved by Council
29 March 2019	Reviewed and approved by Council (OC019/2019)