

CS.01 Council Housing Policy

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CEO Chief Executive Officer

MGC Manager Governance and Compliance

1 OBJECTIVE

The purpose of this policy is to provide a framework for the property management of Quilpie Shire Council's residential properties which are utilised for housing council employees, council contractors, government agencies, community organisations etc.

Due to the extremely limited private rental market in the shire of Quilpie, this policy shall support the attraction and retention of persons with the required skills and qualifications as necessitated by service delivery and needs of the Council and the community.

2 SCOPE

This policy applies to all residential properties of the Quilpie Shire Council, including the Gyrica Gardens Housing Precinct.

3 STATEMENT

3.1 CATEGORIES OF HOUSING

Council residential properties shall be categorised as per below sections.

3.1.1 Employee Housing

Due to the difficulty in attracting employees to regional communities with specialised skills and knowledge, especially due to a lack of housing, it is important that Council is able to provide housing as part of their employment agreement. Factors considered when offering housing to an employee are whether the concerned position is:

- A leadership position
- A technical position, or
- An in-demand position (lack of applicants etc.).

Council shall terminate the periodic tenancy when an employee's role with Council ends.

It is at the CEO's discretion to allocate employee housing and negotiate the housing as per the relevant employment agreement.

3.1.2 Long-Term Contractor Housing

Long-term contractors are contractors that are in the community for a period of time to deliver services on behalf of the Council. These contractor arrangements usually are over a period of three months.

Provision of long-term contracted services shall include whether accommodation arrangements will be provided to the long-term contractor over the given period of the services.

3.1.3 Short-Term Contractor/Consultant Housing

Short-term contractors and/or Consultants shall be provided with housing where there is no appropriate short-term accommodation available in the community.

A bond is not required for short-term housing.

3.1.4 Inter-Governmental Housing

Council has residential leasehold arrangements with multiple inter-governmental agencies due to various reasons.

Inter-governmental agencies are defined as per Local Government Regulation 2012 and are, but not limited to:

- Department of Health
- Department of Education
- Ergon Energy

Council is able to provide housing to inter-governmental agencies due to historical reasons or the supply in the market. However, these arrangements will only be for a period of one year, with the ability to be renewed.

As part of renewal of the leasehold arrangements, Council shall encourage the inter-governmental agencies to increase their own housing stock in the community.

3.1.5 Community Organisation Housing

Council has leasehold arrangements with multiple community organisations due to various reasons, mainly around financial constraints.

Community Organisations are defined as per Local Government Regulation 2012 and are, but not limited to:

- Country Woman's Association
- Outback Gondwana Foundation
- Corporation of the Roman Catholic Diocese of Toowoomba (St Finbarr's School).

Council is able to provide housing to community organisations due to historical reasons or the supply in the market. However, these arrangements will only be for a period of one year, with the ability to be renewed.

3.1.6 Short-Term Crisis Housing

In the event of an emergency, the CEO may allocate any available housing to persons in need for a maximum period of three months.

3.1.7 Independent Living Arrangements at Gyrica Gardens Housing Precinct

Council has independent living arrangements in the majority of the units in the Gyrica Gardens Precinct.

When a unit in Gyrica Gardens Precinct is considered surplus to Council's requirements (whether through vacating or other means), Council shall call expressions of interest (EOI) for the occupation of the concerned unit/s. Council shall ensure that the EOI process must factor in which of the applicants have the most need of the unit.

Note that this section does not limit any of the units in Gyrica Gardens Facility to be in an independent living arrangement or for Council to call an Expression of Interest when a unit becomes unoccupied. For example, Council may use units available for short-term contractors or for employees. Council may also use all of the units as independent living arrangements.

3.2 PAYMENT OF BOND

All employees and tenants will be required to pay a four (4) week bond at the commencement of a tenancy, unless otherwise stated in employment conditions or for short-term contractors/consultants. Employees may arrange with the Payroll Officer for the bond to be deducted from their wages.

3.3 PAYMENT OF RENT

Payment of the rental amount must be in accordance with the cost listed in the Cost Recovery Fees and Commercial Charges, which must be consistent with the market value of the property.

The market value must be considered during any negotiations for the employment contract of an employee (i.e. subsidised rent for salaried staff) and during the procurement process for long-term contractors or short-term contractors/consultants.

3.4 INSPECTIONS

Inspections of all Council housing shall occur at least twice per year.

Results of the inspections will be collated and included in upgrade / maintenance schedules. If required, Council will forward the tenant a letter following the inspection outlining issues that require attention.

3.5 UTILITIES

Tenants are required to meet the full costs of electricity, telephone, gas and all yard maintenance services, unless otherwise stated in their employment conditions or if the allocation of the charges is not practical due to the circumstances of the relevant property.

3.6 PETS

Quilpie Shire Council recognises the role of pets in providing companionship and security, and in contributing to the health and well-being of Council staff and tenants. Where possible, Council shall support tenants keeping pets where the style of housing is suitable for the type of pet.

3.7 RUBBISH BINS

For residential properties, Council shall only provide 1 rubbish bin per property. Any cost related to additional rubbish bins shall be covered by the tenant.

3.8 RESERVE HOUSING

It is at the CEO's discretion whether and how much of the housing stock must be held in reserve. For example, a residential property may be held in reserve if it is needed for a leadership role.

4 TRANSITIONAL PROVISION

Council shall maintain its current housing arrangements when this policy is adopted, especially since the Council may be obligated due to contractual law. However, any new housing arrangement shall be in accordance with the adopted policy.

5 RELATIONSHIP WITH LOCAL GOVERNMENT LEGISLATION 2012 AND OTHER POLICIES

The operation of this policy shall be in accordance with the Local Government Act 2009 (Qld) and Local Government Regulation 2012 (Qld), along with Council's current procurement procedures.

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009;

Local Government Regulation 2012;

Residential Tenancies and Rooming Accommodation Act 2008;

Residential Tenancies and Rooming Accommodation Regulation 2009;

Industrial Relations Act 1999;

Privacy Act 1988;

This policy complements existing Certified Agreements and where it is silent on matters referred to the Certified Agreements such matters must be followed in accordance with current Certified Agreements or future Certified Agreements.

IX #	Details
xxx	G.109 Anti-discrimination & Equal Employment Opportunity Policy
xxx	Quilpie Shire Council Code of Conduct