

PURPOSE

- 1) The purpose of this policy is to ensure that Council housing is managed efficiently and economically whilst supporting the Council's community service delivery requirements throughout the region.

SCOPE

- 2) This policy applies to all staff involved in the occupation, administration or management of Council owned housing.

DEFINITIONS

REIQ	means <i>Real Estate Institute of Queensland</i>
Staff	means <ol style="list-style-type: none">a) <i>Any permanent, temporary or casual employee of the North Burnett Regional Council; or</i>b) <i>Any worker (as defined by the Workplace Health and Safety Act 2011) engaged by the North Burnett Regional Council via an external labour hire agency; or</i>c) <i>A Contractor engaged to perform a North Burnett Regional Council contract</i>

POLICY

OBJECTIVES

- 3) Council is committed to ensuring it attracts and retains capable and experienced staff in order to meet its statutory obligations and to deliver responsive services across our region.
- 4) In support of this commitment, Council will facilitate access to Council owned housing for eligible staff.
- 5) Any existing agreement entered into prior to the commencement of this Policy will continue, to the extent of any inconsistency with this Policy and associated Administrative Directive.

PRINCIPLES

- 6) Housing provision shall be based on the following principles:
 - I. Local Agent/s to be engaged to manage housing stocks that are available within their respective township;
 - II. Staff housing will be managed by having regard to the *Residential Tenancies and Rooming Accommodation Act 2008*, without departure;
 - III. Rent will be market value as determined by the CEO (or delegate) in consultation with the agent for the respective property;
 - IV. Housing will be allocated to designated positions within the organisation having regard to the Council Housing Administrative Direction framework.
 - V. Council shall ensure all housing stock is kept safe and in good repair pursuant to the *Residential Tenancies and Rooming Accommodation Act 2008*;
 - VI. Where a property is leased to someone other than a Council employee/contractor, the occupant will be determined by the Agent in consultation with the CEO or delegate.

POLICY STATEMENT

- 7) Access to quality housing in regional locations is an important means of achieving organisational goals.
- 8) Occupants of Council housing who are also involved in its administration, management or maintenance must ensure that they do not:
 - i. Allocate resources or authorise any expenditure for works or services, on or provided to, the property;

- ii. Attempt to influence any other staff to allocate resources or authorise any expenditure for works or services, on or provided to, the property;
 - iii. Do or refrain from doing anything that could reasonably be considered to constitute a conflict of interest or a breach of the Employee's Code of Conduct.
- 9) Council housing will be made available to those appointed in the following positions (including Interim appointments):
- Chief Executive Officer
 - General Manager Corporate and Community
 - General Manager Works

Council housing may be made available to other positions in accordance with the Council Owned Housing Directive.

ROLES AND RESPONSIBILITIES

10) Roles and Responsibilities will generally be as follows:-

Mayor

- Authority to determine housing made available to the Chief Executive Officer.

CEO

- Decide with Agent – Rent (market value for that township)
- Decide - if a Council house is to be made available to the public rental market

People and Performance Partner

- Onboarding – direct the person to the relevant letting agent for the given property
- Advise the agent of the person, the property to be allocated, and the duration of lease
- Retain copies of inspection reports on personnel files
- Continue managing any property tenanted under existing terms (employment contract inclusion etc) until the property is vacant and moves to being managed under the full terms of this Directive

Assets, Facilities and Fleet Manager

- Engage agents
- Agents point of contact for repairs / maintenance requests
- Attend Entry / Exit inspections with Agent as Council's representative where required
- Attend Periodic inspections with Agent as Council's representative for the purposes of determining budgets, where required
- Maintain Register of Council Owned Housing

Agent

- Formalising REIQ Agreement
- Bond collection and lodgement
- Rent collection
- Inspections
- Keys
- Entry / Exit reports
- Any other Forms as required (e.g. Electricity Connection)

Refer to the Council Housing Directive for additional information.

APPLICABLE LEGISLATION AND REGULATION

- 11) Applicable legislation and regulation:
- a) *Residential Tenancies and Rooming Accommodation Act 2008*
 - b) *Fringe Benefits Tax Assessment Act 1986*

RELATED DOCUMENTS

- 12) Related documents are:
- a) *Administrative Direction – 3320 Council Housing*
 - b) *REIQ standard suite documents.*
 - c) *Council Housing Register – Doc ID1136791*

RESPONSIBLE OFFICER

Chief Executive Officer

REVIEW

April 2027 (Standard four year term)

It is the responsibility of the Office of the CEO to monitor the adequacy of this Policy and implement and approve where appropriate minor administrative changes. This Policy will be formally considered by Council every four (4) years or as required at law.

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	26 April 2023	New