



Tiwi Islands Regional Council

Title: Staff Housing Allocation Policy
Policy No: 019
Adopted By: Council
Next Review Date: August 2022
Responsibility: Manager Organisational Development and Change
InfoXpert Document Number: 219844

Version	Decision Number	Adoption Date	History
2	Resolution 29 of 29-08-2018	29 August 2018	Doc ID: 219844
1	Resolution 6 of 24-08-15	24 August 2015	Doc ID: 164966

Purpose

At the Ordinary Council meeting on 27th May 2015, Council directed that a policy dealing with Staff Housing Allocations be prepared.

Related Documents

Tenancy Agreement

Objective

Tiwi Islands Regional Council (TIRC) provides staff relocating to the islands for work, or moving from another organisation's staff house on the islands, with fully furnished accommodation (excluding linen, towels and some non electrical kitchen items) subject to availability. No provision is made for staff to bring or store personal furniture.

The TIRC endeavours to provide accommodation that is suited to the employee's family needs and to the best standards available, subject to funding and budget constraints.

Staff housing is allocated at the discretion of the CEO taking in to account family structure of the officer, position in the council and special requirements.



Tiwi Islands Regional Council

Policy

The Council offers the following housing configurations:

- 1 bedroom demountable
- 2 bedroom demountable
- 2 bedroom duplex
- 3 bedroom house.

In the event of a suitable house not being available to meet the needs of a new staff member, or a change in a staff members housing needs occurs, an assessment of the current occupancy will be undertaken and staff occupying a house in excess of needs according to this policy may be re-allocated to an alternative house. The Council will provide a vehicle to assist with relocation and will provide a cleaning service for the vacated house.

Rental rates payable by TIRC employees are significantly less than the market value of a similar property, generally found across the Islands. Rental rates are not related to market forces. Rental rates are determined by a decision of Council and are generally set significantly below market forces as determined by Council's social and economic responsibilities. Rental rates will always be advised to occupiers ahead of any rental increase. Rental rates declared or noted in any offer of employment are effective at the time of offer only, and are subject to change in accordance with this policy.

Employees will enter a tenancy agreement that contains all relevant details pertaining to the rental. In addition, employees will be required to pay a bond upon moving into a new property equivalent of four weeks equivalent rent. This can be paid over a four week period. The bond will be reimbursed upon vacation of the property providing it has been left in good condition.

This policy should also be read in conjunction with relevant legislation.

Evaluation and Review

Review as needed or in 3 years whichever occurs first.