

EMPLOYEE HOUSING

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1. OBJECTIVE

The City's Mission states that Council is committed to providing strong leadership to effectively deliver infrastructure, facilities and services that meet the needs and aspirations of our communities and of our local economy.

Access to quality housing in remote locations such as Karratha where local availability is scarce and rental costs extreme, housing is an important means of achieving the organisation's goals. Council therefore sees as a necessity that it must attract and maintain committed professional staff in order to deliver its outcomes.

2. PRINCIPLES

Employee housing shall be based on the following principles:

- The requirements of the *Residential Tenancies Act 1987* are met;
- Council shall acquire and maintain housing stock in accordance with its Housing Strategy;
- All housing allocations are approved and managed by the CEO;
- Full time and permanent part time employees not eligible for housing shall be paid a Rental Allowance in accordance with clause 24.3 *Shire of Roebourne Collective Agreement 2009*.
- Housing is allocated to designated positions within the workforce and shall be determined predominately on a hierarchical basis or positions that have traditionally been difficult to attract interest;
- In exceptional circumstances the CEO may take into account personal requirements of the employee and/or the significance of the position for the ongoing operations of the organisation;
- Where an employee is entitled to a Council house but has alternate housing arrangements, Council will pay an annual Housing Allowance as outlined below in Item 3.
- Where an employee is entitled to a Council house but has purchased and living in their own home, Council will recognise such initiative by paying an annual Housing Subsidy as outlined below in Item 4.
- Where an employee was originally offered with the advertised position a Council house however had alternate housing arrangements, Council will endeavour to provide housing for that employee if their circumstances change.
- All employees shall sign a Residential Tenancy Agreement at the commencement of any rental arrangement.
- Four (4) weeks rent in advance is payable and there after fortnightly;
- The employee is responsible for all utility costs.

2.1 Housing inspection

Six (6) monthly inspections of Council housing, including yards shall be conducted by a person authorised by the CEO. The second inspection shall coincide with the yearly inspection of all Council dwellings to determine the budget allocation for the housing maintenance program.

2.2 Housing subsidy for 2010-2011

Item	Type	Amount 2010-2011
1	Part C: Rental Allowance	\$8,454 per annum paid fortnightly to employees not covered by the Staff Housing Policy <i>Shire of Roebourne Collective Agreement 2009</i>
2	House allocated to position and accepted	House allocated in accordance with the Staff Housing Policy.
3	Housing Allowance	\$13,634 per annum paid fortnightly to employees entitled to a Council house however other arrangements in place.
4	Housing Subsidy allocated to eligible employees.	\$30,000 per annum paid in accordance with the Housing Policy to employees entitled to a Council house that have purchased and living in their own home.

Increase Calculations

- Items 1 shall be calculated in accordance with Clause 17.4 of the *Shire of Roebourne Collective Agreement 2009*;
- Items 3 and 4 shall increase from the first full pay period in July each year by 50% of the previous March CPI or 2%, whichever is the lowest, rounded to the nearest whole dollar.

2.3 Financial Liability for Taxation

All allowances are taxable. The employee accepts full responsibility for any taxation payable and agrees to fully indemnify the City of Karratha in relation to any claims or liabilities for taxation in relation to any Allowances.

2.4 Financial Implications

The Council acknowledges that at the time of this policy's introduction they were fully aware of the financial implications to the City of Karratha and that the financial implications had been investigated based on the current workforce position.

2.5 Length of Policy

This policy shall remain in place for a period of one year from the date it was adopted by Council. After such time, the Policy shall no longer continue to apply and will become obsolete. Without affecting the intention of the nominal expiry date contained in this clause, the City of Karratha may, after the expiry date, review the effect and financial implications of the existing policy and make whatever changes are necessary by introducing a new policy. This shall exclude any allowance set in the *Shire of Roebourne Collective Agreement 2009*.

2.6 Variation to Policy

This policy may be varied or cancelled from time to time at the discretion of the Chief Executive Officer after the endorsement by Council.

The City of Karratha is committed to taking reasonable action to ensure that any variation or cancellation to this policy is notified to all employees prior to the variation taking effect, including (but not limited to) notifying all employees via normal correspondence of the variation including the proposed reasons for such variation. All employees shall be given an opportunity to provide feedback regarding the variation which shall be taken into consideration by Council prior to variation.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. REFERENCES TO RELATED DOCUMENTS

- *Shire of Roebourne Collective Agreement 2009*
- Human Resources Housing Policy
- Council Housing Strategy
- City of Karratha Residential Tenancy Agreement

Policy Number:	CH-04
Previous Policy Number:	SABS4 and EXE 16
Resolution Numbers:	9912-Nov 1996; 12738-Sep 2002; 13130-Sep 2003;13555-Dec 2004; 14223-Oct 2007; 151342-Oct 2010
Last Review:	October 2010
Next Review:	October 2011
Responsible Officer:	Manager Human Resources

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.