



HOUSING POLICIES



Policy Number:	HOU 4
Policy Title:	Housing Policies
Date Adopted:	25 October 2017
Date Reviewed:	First Adoption
Policy Type:	Governance/Finance

Policy Position 4.1 – Housing Policy (HOU4)

4.1.1 HOUSING

Policy Objective

To provide access to housing to quality staff and to ensure that the organisation can attract staff to deliver organisational outcomes.

Housing Rental

Shire of Kent employees receive subsidised housing, which is based on market rental values.

Surplus staff housing rentals are determined purely based on the market value for rental of that particular nature in this area.

Allocation of Housing

The Shire of Kent provides housing for employees. Staff housing is vital to attract staff to ensure that organisational objectives are met.

Surplus staff housing may be available for community usage. Surplus staff housing will be advertised for rent as they become available. Applications will be required to be submitted to be considered for surplus staff housing.

N.B. The Shire of Kent **DOES NOT** maintain a waiting list for surplus staff housing.

Applications received in regards to community housing will be assessed on their individual merit. Selection criteria will include but will not be limited to:

- Number of people residing in the premises
- Ability to pay rent punctually
- Comments received from referees
- Circumstance of application

You are not permitted to vary the number of people living in our rental properties without prior consent of the Shire of Kent.

Inspection of Properties

The Shire of Kent will carry out inspections twice per year, generally in April and November. Tenants will be notified at least two weeks in advance of the inspection date and approximate time. Tenants are given the option to be present during an inspection.

Tenants Handbook

All tenants will be provided with a copy of the tenant's handbook prior to tenant moving in. Tenants must ensure that they comply and understand all components of the handbook.

Gutter Cleaning

The owner will be responsible for the cleaning of gutters on all Shire properties as required.

Floor Coverings

Cleaning or carpets in Council residences is the responsibility of the tenant during tenure.

Pest Control

Council staff are to arrange for all Shire owned properties to be professionally treated for pest control every two years or more frequently where required in special circumstances.

Tenant Additions and Improvements

Any additions or improvements made by tenants to Shire owned residences will become the property of Council, with the understanding that any such additions or improvements will require Council approval in writing prior to commencement of works.

Contents

All new Shire owned residences are to contain the following:

- a) Window treatments
- b) Carpets to bedrooms, lounge and family rooms
- c) Lino to meals and kitchen areas
- d) Tiles to WC, bathroom and laundry areas
- e) Bathrooms to have vanity cupboards
- f) Suitable linen, kitchen and storage cupboards
- g) Suitable heating system
- h) Suitable hot water system
- i) Fully reticulated lawn and garden areas
- j) Carport and/or garage
- k) Garden shed
- l) Built-in wardrobes in main bedrooms

All existing residences are to be brought up to this standard as time and funds permit.

4.1.2 COST OF WATER CONSUMPTION

Policy Objective

To ensure that water rates and consumption charges on shire owned residences are allocated and charged out correctly.

Policy Statement

The expenses of water rates and water consumption charges at shire owned residences are set out as follows:

Contract Staff

All water expenses to be included within contracts.

Other Employees

Council will meet the expense of water rates and water consumption charges for up to 320 kilolitres per annum.

Surplus Staff Housing Tenants (non-employees)

Council will meet the expense of water rates and water consumption charges for up to 50 kilolitres per annum. Staff will invoice tenants accordingly to tenants in excess of the 50 kilolitre allowance.

4.1.3 LAND ACQUISITION AND DISPOSAL

Policy Objective

The Shire of Kent will from time to time acquire and dispose of its land assets. This policy aims to ensure best value is achieved in Council land dealings.

Land Acquisitions

Council is to have one vacant residential block in Nyabing and Pingrup, where possible, as a minimum, as part of its asset base at all times.

Properties are to be identified taking into consideration the purpose for which they need to be acquired and the strategic nature of such properties.

Where properties are listed for sale on the open market, Council officers shall negotiate the terms of purchase with either the vendor or the vendor's agent. Where properties are not listed on the open market, any negotiations are to be conducted on the basis that a formal offer cannot be made until Council has considered the purchase of the property.

Land Disposals

When considering the disposal of Land and buildings, the asset needs to be evaluated against several criteria to determine whether the property is retained or sold.

- Existing usage – Is the land used or likely to be used to meet operational, community or recreational needs?
- Potential future use – is the land likely to be required for Council's operational needs.
- Conservation value – does the land have cultural, natural or heritage value that should be maintained?
- Site constraints and opportunities – in addition to conservation value are there other site constraints which may extend to [but not restricted to] flood liability, or other physical impairment?



- Maintenance issues – what maintenance requirement does Council have for the land?

Should the proposed sale be impacted by any of the above, it should not proceed unless it can be demonstrated that there is a public and/or economic benefit to the sale or the contract conditions can be structured to ensure that the issue is addressed.

The sale of Council land cannot be delegated and all sales must be affected by a resolution of Council.