

Attachment
Current Policy

CORPORATE SERVICES 2.2.2

Human Resources

TITLE: STAFF HOUSING

ADOPTED: OCM 22 August 1995 – Pages 17 - 18

REVIEWED: OCM 21 November 2000 Pages 30 – 35 (Rescinded)
OCM 26 February 2002 – Pages 16 – 17
OCM 29 May 2002 – Pages 17 – 22
OCM 29 April 2003 – Pages 8 - 9

**ASSOCIATED
LEGISLATION:**

**ASSOCIATED
DOCUMENTS:**

**REVIEW
RESPONSIBILITY:** Manager Human Resources

DELEGATION:

Previous Policy Number 2.3.17

Objective:

1. To attract and retain qualified and experienced staff.
2. To provide an acceptable standard of housing suitable for families, couples or singles.
3. To keep the cost of providing staff housing/ housing subsidies reasonable.
4. To provide flexibility to meet the varying needs of employees.

Definitions:

Nil

Policy:

Background

In 1995 Council resolved to sell aging staff housing and adopt a housing subsidy policy which provided a \$100 per week payment after tax to certain employees.

In November 2000 Council subsequently rescinded the policy on the basis that the Broome Allowance was at a sufficient level on its own to attract staff to Broome.

Following a reduction on the supply side of the employee market and difficulties in attracting staff to Broome without a housing subsidy, Council adopted a new housing subsidy policy for professional staff (excluding senior staff).

The policy took advantage of changes to FBT legislation which exempted from Fringe Benefits Tax housing leased or owned by an employer and provided to an employee. The value of the benefit to employees increased by \$50 per week compared with the rescinded policy.

Flexibility was added into the policy, similar to that of the Government Employees Housing Authority, such that employees are able to purchase their own property and have the benefit applied as a contribution towards mortgage.

Council amended the policy to provide further clarification of its objectives and increased the choices available to employees to meet their own personal needs.

Guidelines

1. This policy does not apply to Senior Staff. Refer to Policy 2.2.6 – Recruitment of Executive Staff.
2. The following rental subsidy shall apply if determined appropriate by the CEO for positions, level 5 and upwards of the Local Government Officers Award:
3. The rental subsidy is \$150 or as otherwise determined by Council from time to time in order to meet the first objective.
4. The employee shall be provided with a premises leased by Council on commencement of employment.
5.
 - A The usual standard of housing shall be 3 – 4 bedroom unit/ duplex or house not more than 6 years old at the commencement of the lease, in excellent condition. This ensures that object 2 is met.
 - B Employees wishing to vary accommodation from the usual standard may do so only with the authority of the CEO.
6. The employee will be required to sign Council's standard lease arrangement between Council and the Employee.
7. The rent charged to the employee will be the rental charge to Council, less the subsidy referred to in 3.
8. The employee will be responsible for the payment of all utilities and other outgoings under the lease agreement between the Owner and Council.
9. The employee will be required to pay a bond or alternatively, shall sign a payroll authorisation for Council to deduct the amount of the bond paid to Council to the landlord to cover costs incurred in respect of the lease agreement between Council and the owner.
10. The lease term taken by Council shall be no more than 2 years, unless accommodation has been arranged in accordance with clause 5.2 of this policy in which case it shall be for a 6 month period.

11. On the expiry of that lease, the employee may:
 - a) Request Council to extend the lease; or
 - b) Request Council to enter into a lease arrangement for the rental of an alternative property selected by the employee subject to clause 5.
12. All costs associated with relocation, from one leased property to another shall be borne by the employee except where the relocation is required because the lease has been terminated by the owner.
13. At any time employees may choose to purchase their own property. Should the employee purchase their own residence they shall be responsible for re-letting the property including letting fees.
14. Should an employee purchase their own house, the employee will receive the payment outlined in point 2 Less the FBT payable by Council as a contribution towards the interest payments on the employees mortgage for a maximum duration of five years.