



Tiwi Islands Regional Council

Title: Staff Housing Allocation Policy
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Adopted By: Council
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Responsibility: Manager Human Services
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3	Resolution 37 on 24-02-2021	24 February 2021	Doc ID 238611
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

1.0 Purpose

This policy aims to clarify Tiwi Islands Regional Council's position on employer provided accommodation, as well as the rights and responsibilities of both the employer and employee.

2.0 Scope

The Employee Accommodation Policy applies to all Tiwi Islands Regional Council employees who are provided accommodation by Tiwi Islands Regional Council.

3.0 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 of the officer, position in the council and special requirements.



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4.0 Policy

The Council offers the following housing configurations:

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

5.0 Prohibitions

Staff houses are provided for dwelling only. All occupants should not use staff houses to carry out private business. All occupants refrain from doing anything that could unreasonable and considered to constitute a conflict of interest or a breach of the TIRC's Code of Conduct.

Any illicit activity carry on in the staff houses by all occupants against law and order of the country will result eviction.

The Council accommodation cannot be used for any private business purposes by all occupants.

5.1 Sub-letting or extra tenants

Council provided accommodation is to be used to house the staff member listed on the Residential Tenancy Agreement and their any person/s accompanied by staff member on arrival or visitors who visiting the staff member. Therefore sub-letting of Tiwi Islands Regional Council premises is prohibited. As stated above the Council accommodation cannot be used for any business purposes by all occupants.

6.0 Prior Occupation

A Residential Tenancy Agreement documentation will be provided to incoming employees prior to their commencement with Council. This documentation will include:

- Residential Tenancy Agreement (2 copies);
- Property Condition Report;
- Record of Supplied Keys;
- Furniture Agreement (where Council have supplied furniture);
- Personnel Deduction form for the payment of the security deposit; and
- Power connection form

Before occupation of a dwelling can take place, the incoming employee is required to sign the Residential Tenancy Agreement and Personnel Deduction Form for the payment of the security deposit, and return to the officer noted on the lease documentation. When receiving the keys, the employee is required to sign the Record of Supplied Keys and return to the Council Services Coordinator or Tenancy staff in that community as appropriate.

7.0 Pets

The employee is not to keep any animal, bird or reptile in or about the premises without the written permission of the Chief Executive Officer. In the event that approval for a pet has been given proper vaccination needs to be arranged for the pet and any damage caused to the dwelling, lawns, trees, shrubs or any part of the tenanted property will be repaired to the original condition in a professional standard at the employee's expense.

8.0 Smoking

Smoking is prohibited within Tiwi Islands Regional Council staff accommodation. Smoking is permitted outdoors, preferably out of public view, outside of official work hours. If there is evidence of smoking in a Council provided employee accommodation dwelling, then the employee may be accountable for all reasonable costs to clean and rectify smoking smells, stains and damage e.g. carpet/curtain replacement and repainting, with the full cost to be charged to the employee tenant.

9.0 Yard Maintenance

It is anticipated that all occupants of Council properties keep up their yard in a clean and respectable state. This take account of standard cutting, weeding, garden watering, evacuation of dead plants and branches and tree upkeep. The occupants may be responsible for all sensible costs related with yard upkeep in the event that it gets to be an issue.

10.0 Return of security deposit (bond) and property damage

In accordance with Section 112 of the Residential Tenancies Act, an employee is entitled to have his or her security deposit reimbursed at the end of the tenancy agreement.

Tiwi Islands Regional Council must, within seven business days after the employee gave up vacant possession of the premises or has, in the opinion of Tiwi Islands Regional Council, apparently abandoned the premises, reimburse to the employee the amount of the security deposit, other than an amount that Tiwi Islands Regional Council is entitled to retain, or to continue to hold.

At the end of tenancy, Council will assess the condition of the house. If the assessment finds damages of the council property and if the recovery cost of the damage is not within the bond money, Council reserves right to ask the tenant to pay for the recovery cost otherwise Council can go for prosecution.

11.0 Electricity and Amenities

Electricity and other amenities eg. internet, foxtel, land line phone has to be acquired on own arrangement.

12.0 Removals

Staff is not allowed to remove any Council property while vacating the house.

13.0 Modification

No structural modification is permitted in Council property such as electrical or plumbing unless it is essential and approved by the Chief Executive Officer or concerned department.

14.0 Right to evict

In the event of rental payment not being made the Council can issue an eviction notice as per the terms and condition of Northern Territory of Australia, *Residential Tenancy Act 1999*, Division 3A, and subdivision 96A.

15.1 Tiwi Staff seek council accommodation when apply for the jobs in the council

Tiwi people are eligible to have the territory housing in the Tiwi Islands. In a rare case, the Council accommodation will be given to Tiwi staff members who are not from the same location in the islands. This will be assessed and considered by the Council on a case by case basis. Especially, when filling a significant position in a certain location and the availability of right staff to meet the requirements of the position becomes necessary.

15.2 Non –Tiwi Staff seek council accommodation when apply for the jobs in the council and currently employed on the island by another organisation

When Staff is applying for a Council job while the applicant or partner employed by another organisation in the islands and having accommodation from the same organisation not eligible to have the Council accommodation.

16.0 Evaluation and Review

Review as needed or in 3 years whichever occurs first.

17.0 Relevant Legislations and documents:

NT Residential Tenancies Act 1999 and
NT Residential Tenancies Regulations (2009)
TIRC Tenancy Agreement