

## BARCOO SHIRE COUNCIL POLICY *HOUSING POLICY*

Policy Number: BSC-014	Version: 2 – Reviewed 27.10.2017
Classification: Administrative	Section: Corporate Services - Executive
Date Approved by Chief Executive Officer: 27.10.2017	Resolution Number: 2017.04.22
Responsible Officer: Chief Executive Officer	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: <i>Residential Tenancies and Rooming Accommodation Act 2008</i> ;	

### OBJECTIVE

The objective of this policy is to provide guidelines for the management of housing stock owned by Barcoo Shire Council.

### POLICY STATEMENT

The Barcoo Shire Council will ensure that all housing owned by Council is managed efficiently and effectively to ensure the ongoing viability and success of these facilities.

### DEFINITIONS

Nil

### PROCEDURE

#### Tenancy Management

All properties will be managed in accordance with the *Residential Tenancies and Rooming Accommodation Act 2008* as amended.

Rental rates will be set according to Longreach market rental rates, discounted by 15%.

A *Council Housing Application* must be provided to the designated Housing Officer in order to be considered.

#### Housing Requests Register

A *Housing Request Register* will be maintained which identifies the:

- name and contact details of the applicant
- date of request
- house/unit type requested
- reason for request (if applicable)

The designated Housing Officer will review the *Housing Request Register* against any vacant housing and make recommendations to the Council Housing Committee to allocate housing based on what is available at the

time. Where there is demand which exceeds availability the Council Housing Committee will assess the priority based on individual need.

Council may terminate any tenancies with the required notice, to make best use of Council premises.

### **Pets**

Approval to have pets live in Council's housing must be via written request to the Chief Executive Officer and it will be the responsibility of the tenant to keep the pet in accordance with local laws.

### **Tenant Infrastructure Additions**

Any infrastructure added by the tenant must be approved by the Chief Executive Officer in writing. This infrastructure must be removed when the tenancy ends. Council may charge the tenant for removal of these items.

### **Breakages**

The tenant must cover the cost of any breakages caused to the house through negligence or wilful damage. Where Council's insurance covers the breakage the tenant will be required to pay the excess relating to the insurance claim.

### **Maintenance**

Tenants must submit all maintenance requests to the designated Housing Officer in writing or via a *Council Housing Maintenance Request Form*.

### **Additional Tenants**

Tenants must seek Council approval prior to sub-letting or housing additional occupants on a permanent basis.

### **Barcoo Shire Council Staff Subsidy**

All council staff, regardless of employment status, will receive a 50% rent reduction for the accommodation they occupy.

## **ASSOCIATED DOCUMENTS AND POLICIES**

Housing Request Register  
Council Housing Application Form  
Barcoo Shire Fees and Charges  
Housing Maintenance Request Form  
Asset Management Plan (Buildings & Housing)  
Housing Maintenance Program  
Housing Schedule