



# SHIRE OF KONDININ HOUSING & BUILDING COMMITTEE

## NOTICE OF MEETING

Councillors: Please be advised that a meeting of the  
**HOUSING & BUILDING COMMITTEE**  
will be held at 1:00pm on Tuesday 30<sup>th</sup> August, 2022 at  
Kondinin Council Chambers

A handwritten signature in blue ink, appearing to read 'David Burton', is written over a light blue horizontal line.

**David Burton**  
**CHIEF EXECUTIVE OFFICER**  
26<sup>th</sup> August 2022

11 Gordon Street, KONDININ WA 6367 Tel (08) 98891006 Fax (08) 98891197  
All communications to be addressed to the CHIEF EXECUTIVE OFFICER  
Email: [ceo@kondinin.wa.gov.au](mailto:ceo@kondinin.wa.gov.au)

## Order of Business

### 1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Kerrie Green, welcomed those present and declared the meeting open at 0:00pm.

### 2. RECORD OF ATTENDANCE/APOLOGIES

Councillors:	Cr K Green (Chairperson) Cr D Pool	Cr T Mulcahy Cr B Browning
Staff:	David Burton (CEO) Tory Young (MPA) Vince Bugna (MCS)	Leandré Genis (ESO) Mark Burgess (MoW)
Apologies:		

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**OFFICER RECOMMENDATION:**

**Moved:**

That the minutes of the Housing & Building Committee Meeting held on the 18<sup>th</sup> May 2022 be confirmed.

**Seconded:**

**Carried:**



## **REPORTING OFFICER'S COMMENT**

The purpose of this meeting and supporting documentation is primarily to provide an overview on the Shire's current approach to the management of its housing stock in the short to medium term. It is the intention that subsequent meetings of this committee look more strategically at the Shire's housing stock and consider the development of a Housing Replacement Plan. It is considered that this will better inform decisions relating to the management of the Shire's housing stock in the future.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Nil

## **PUBLIC CONSULTATION**

Nil

## **FINANCIAL IMPLICATIONS**

The proposed program is reliant on funding being made available and any reduction in grants would impact on the proposed programs and the final actual program(s) scheduled.

## **STRATEGIC IMPLICATIONS**

Shire's Strategic Community Plan 2022-2032

2 *Economy*

2.2 *Safe and efficient transport network enables economic growth*

4 *Civic Leadership*

4.1 *Skilled, capable and transparent team*

4.2 *We are a compliant and resourced Local Government*

## **VOTING REQUIREMENT**

Simple Majority

## **5. CLOSURE OF MEETING**

Being no further business the meeting was closed at \_\_\_\_pm.

Housing Forward Program in Detail 2015/2016 to 2019/2020

LOT & STREET	DESIGNATION	WORKS PROPOSED	2022/2023		2023/2024		2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		2029/2030		2030/2031		2031/2032	
			MTCE	CAPITAL	MTCE	CAPITAL	MTCE	CAPITAL	MTCE	CAPITAL	MTCE	CAP	MTCE	CAP	MTCE	CAP	MTCE	CAP	MTCE	CAP	MTCE	CAP
		<b>STAFF</b>																				
	<b>No. 6 (Lot 243) Hinck Street, Kondinin</b>																					
	<b>Chief Executive Officer - Burton</b>																					
	<b>Brick / Iron (1998)</b>																					
	Fixed	Water, power, insurance, ESL	9,000		9,450		9,923		10,419		10,940		11,487		12,061		12,664		13,297		13,962	
	General	Maintenance	6,000		6,300		6,615		6,946		7,293		7,658		8,041		8,443		8,865		9,308	
	Capital	A/C Upgrade		18,620																		
	Capital	Patio Extension						22,000														
	Capital	Provision									10,000									15,000		
		<b>Sub Total</b>	<b>15,000</b>	<b>18,620</b>	<b>15,750</b>	<b>0</b>	<b>16,538</b>	<b>22,000</b>	<b>17,364</b>	<b>0</b>	<b>18,233</b>	<b>10,000</b>	<b>19,144</b>	<b>0</b>	<b>20,101</b>	<b>0</b>	<b>21,107</b>	<b>0</b>	<b>22,162</b>	<b>15,000</b>	<b>23,270</b>	<b>0</b>
	<b>No. 21 (Lot 252) Young Avenue, Kondinin</b>																					
	<b>Works Crew - Lucas</b>																					
	<b>Brick / Iron (1988)</b>																					
	Fixed	Water, insurance, ESL	2,500		2,625		2,756		2,894		3,039		3,191		3,350		3,518		3,694		3,878	
	General	Maintenance	4,500		4,725		4,961		5,209		5,470		5,743		6,030		6,332		6,649		6,981	
	Capital	Paint Interior						10,000														
	Capital	Garden Shed		5,000																		
	Capital	Carport / Patio Replaced							10,000													
	Capital	Improvements - Replace floor covering									15,000											
		<b>Sub Total</b>	<b>7,000</b>	<b>5,000</b>	<b>7,350</b>	<b>0</b>	<b>7,718</b>	<b>10,000</b>	<b>8,103</b>	<b>10,000</b>	<b>8,509</b>	<b>15,000</b>	<b>8,934</b>	<b>0</b>	<b>9,381</b>	<b>0</b>	<b>9,850</b>	<b>0</b>	<b>10,342</b>	<b>0</b>	<b>10,859</b>	<b>0</b>
	<b>No. 84 (Lot 125) Graham Street, Kondinin</b>																					
	<b>Manager Corporate Services - Bugna</b>																					
	<b>Brick / Iron (2008)</b>																					
	Fixed	Water, insurance, power, gas, ESL.	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	Capital	Provision							10,000													
	Capital	Provision												12,000								
		<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>-</b>	<b>8,103</b>	<b>10,000</b>	<b>8,509</b>	<b>-</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>12,000</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>-</b>
	<b>No. 94 (Lot 130) Graham Street</b>																					
	<b>Admin Officer / Works Crew - Valenta</b>																					
	<b>Brick / Iron (1999)</b>																					
	Fixed	Water, Insurance, gas, ESL.	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	Capital	Internal Painting				15,000																
	Capital	Provision													10,000							
	Capital	Provision							15,000													
		<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>15,000</b>	<b>7,718</b>	<b>-</b>	<b>8,103</b>	<b>15,000</b>	<b>8,509</b>	<b>-</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>10,000</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>-</b>
	<b>No. 46 (Lot 223) Graham Street, Kondinin</b>																					
	<b>Works Crew - Jones</b>																					
	<b>Asb / Iron (1969)</b>																					
	Fixed	Water, Insurance, gas, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	Capital	Provision																			15,000	
	Capital	Paint Interior				10,000																
	Capital	Bathroom Upgrade									20,000											
		<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>10,000</b>	<b>7,718</b>	<b>-</b>	<b>8,103</b>	<b>-</b>	<b>8,509</b>	<b>20,000</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>-</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>15,000</b>	<b>10,859</b>	<b>-</b>
	<b>No. 41 (Lot 283) Repacholi Parade, Kondinin</b>																					
	<b>Depot Admin - Wright</b>																					
	<b>Brick / Iron (2003)</b>																					
	Fixed	Water, Insurance, gas, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	Capital	Provision																				
	Capital	Provision							15,000						8,000							8,000
		<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>-</b>	<b>8,103</b>	<b>15,000</b>	<b>8,509</b>	<b>-</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>8,000</b>	<b>9,850</b>	<b>10,000</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>8,000</b>
	<b>No. 4 (Lot 210) Wignell Street, Kondinin</b>																					
	<b>Works Crew - White</b>																					
	<b>Asb / Iron (1950-60's)</b>																					
	Fixed	Water, Insurance, ESL.	2,000		2,100		2,205		2,315		2,431		2,553		2,680		2,814		2,955		3,103	
	General	Maintenance	2,000		2,100		2,205		2,315		2,431		2,553		2,680		2,814		2,955		3,103	
	Capital	Bathroom Upgrade				15,000																
	Capital	Provision							10,000												15,000	
		<b>Sub Total</b>	<b>4,000</b>	<b>-</b>	<b>4,200</b>	<b>15,000</b>	<b>4,410</b>	<b>-</b>	<b>4,631</b>	<b>10,000</b>	<b>4,862</b>	<b>-</b>	<b>5,105</b>	<b>-</b>	<b>5,360</b>	<b>-</b>	<b>5,628</b>	<b>-</b>	<b>5,910</b>	<b>15,000</b>	<b>6,205</b>	<b>-</b>
	<b>No. 43 (Lot 284) Repacholi Parade, Kondinin</b>																					
	<b>Manger of Works - Burgess</b>																					
	<b>Brick / Iron</b>																					
	Fixed	Water, Insurance, Power, Gas, ESL	4,000		4,200		4,410		4,631		4,862		5,105		5,360		5,628		5,910		6,205	
	General	Maintenance	3,000		3,150		3,308		3,473		3,647		3,829		4,020		4,221		4,432		4,654	
	Capital	Flooring						10,000														
	Capital	Painting											15,000									
		<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>10,000</b>	<b>8,103</b>	<b>-</b>	<b>8,509</b>	<b>-</b>	<b>8,934</b>	<b>15,000</b>	<b>9,381</b>	<b>-</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>-</b>
	<b>No. 51 (Lot 97) Jones Street, Kondinin</b>																					
	<b>Works Crew - Bennell</b>																					
	<b>Brick / Tile (1975)</b>																					
	Fixed	Water, Insurance, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
	Capital	Bathroom Upgrade		20,000																		
	Capital	Provision									10,000										15,000	
		<b>Sub Total</b>	<b>7,000</b>	<b>20,000</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>-</b>	<b>8,103</b>	<b>-</b>	<b>8,509</b>	<b>10,000</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>-</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>15,000</b>	<b>10,859</b>	<b>-</b>

Housing Forward Program in Detail 2015/2016 to 2019/2020

LOT & STREET	WORKS PROPOSED	2022/2023		2023/2024		2024/2025		2025/2026		2026/2027		2027/2028		2028/2029		2029/2030		2030/2031		2031/2032	
		MTCE	CAPITAL	MTCE	CAPITAL	MTCE	CAPITAL	MTCE	CAPITAL	MTCE	CAP	MTCE	CAP	MTCE	CAP	MTCE	CAP	MTCE	CAP	MTCE	CAP
<b>No. 35 (Lot 161) Smith Loop, Hyden</b>																					
<b>Community Development Officer - Thomas</b>																					
<b>Transportable (2012)</b>																					
Fixed	Water, Insurance, Gas, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
Capital	Provision						5,000							10,000							
	<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>5,000</b>	<b>8,103</b>	<b>-</b>	<b>8,509</b>	<b>-</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>10,000</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>-</b>
<b>No. 37 (Lot 143) Radbourne Drive, Hyden</b>																					
<b>Works Crew - Riddell</b>																					
<b>Brick / Iron (1999)</b>																					
Fixed	Water, Insurance, gas, ESL.	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
Capital	Provision								15,000												
Capital	Provision																10,000				
	<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>-</b>	<b>8,103</b>	<b>15,000</b>	<b>8,509</b>	<b>-</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>-</b>	<b>9,850</b>	<b>10,000</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>-</b>
<b>No. 34 (Lot 169B) Smith Loop (Hynes Street), Hyden</b>																					
<b>Works Crew - Hahn</b>																					
<b>Brick / Iron (2010)</b>																					
Fixed	Water, Insurance, ESL.	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
General	Maintenance	2,500		2,625		2,756		2,894		3,039		3,191		3,350		3,518		3,694		3,878	
Capital	Provision													15,000							
Capital	Provision						10,000														
	<b>Sub Total</b>	<b>6,000</b>	<b>-</b>	<b>6,300</b>	<b>-</b>	<b>6,615</b>	<b>10,000</b>	<b>6,946</b>	<b>-</b>	<b>7,293</b>	<b>-</b>	<b>7,658</b>	<b>-</b>	<b>8,041</b>	<b>15,000</b>	<b>8,443</b>	<b>-</b>	<b>8,865</b>	<b>-</b>	<b>9,308</b>	<b>-</b>
	<b>STAFF HOUSING TOTAL</b>	<b>92,000</b>	<b>43,620</b>	<b>96,600</b>	<b>40,000</b>	<b>101,430</b>	<b>62,000</b>	<b>106,502</b>	<b>72,000</b>	<b>111,827</b>	<b>65,000</b>	<b>117,418</b>	<b>15,000</b>	<b>123,289</b>	<b>58,000</b>	<b>129,453</b>	<b>10,000</b>	<b>135,926</b>	<b>60,000</b>	<b>142,722</b>	<b>8,000</b>
	<b>NON STAFF</b>																				
<b>No. 28 (Lot 245) Repacholi Parade, Kondinin</b>																					
<b>School Principal</b>																					
<b>Brick / Iron (1970/80's)</b>																					
Fixed	Water, insurance, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
General	Maintenance	5,500		5,775		6,064		6,367		6,685		7,020		7,371		7,739		8,126		8,532	
Capital	Bathroom Upgrade										15,000										
Capital	Painting				12,000																
Capital	Interior Flooring							10													
	<b>Sub Total</b>	<b>9,000</b>	<b>-</b>	<b>9,450</b>	<b>12,000</b>	<b>9,923</b>	<b>-</b>	<b>10,419</b>	<b>10</b>	<b>10,940</b>	<b>15,000</b>	<b>11,487</b>	<b>-</b>	<b>12,061</b>	<b>-</b>	<b>12,664</b>	<b>-</b>	<b>13,297</b>	<b>-</b>	<b>13,962</b>	<b>-</b>
<b>No. 32 (Lot 246) Repacholi Parade, Kondinin</b>																					
<b>Doctor</b>																					
<b>Brick / Iron (2013)</b>																					
Fixed	Water, insurance, power, internet, septic	7,000		7,350		7,718		8,103		8,509		8,934		9,381		9,850		10,342		10,859	
General	Maintenance	3,000		3,150		3,308		3,473		3,647		3,829		4,020		4,221		4,432		4,654	
Capital	Provision										10,000									12,000	
	<b>Sub Total</b>	<b>10,000</b>	<b>-</b>	<b>10,500</b>	<b>-</b>	<b>11,025</b>	<b>-</b>	<b>11,576</b>	<b>-</b>	<b>12,155</b>	<b>10,000</b>	<b>12,763</b>	<b>-</b>	<b>13,401</b>	<b>-</b>	<b>14,071</b>	<b>-</b>	<b>14,775</b>	<b>12,000</b>	<b>15,513</b>	<b>-</b>
<b>No. 11 (Lot 255) Young Avenue, Kondinin</b>																					
<b>Pool Manager - Franich</b>																					
<b>Brick / Tile (1970)</b>																					
Fixed	Water, Insurance, power, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
General	Maintenance	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
Capital	Provision						15,000														
Capital	Provision										10,000										
Capital	Provision													8,000							
	<b>Sub Total</b>	<b>7,000</b>	<b>-</b>	<b>7,350</b>	<b>-</b>	<b>7,718</b>	<b>15,000</b>	<b>8,103</b>	<b>-</b>	<b>8,509</b>	<b>10,000</b>	<b>8,934</b>	<b>-</b>	<b>9,381</b>	<b>8,000</b>	<b>9,850</b>	<b>-</b>	<b>10,342</b>	<b>-</b>	<b>10,859</b>	<b>-</b>
<b>No. 76 (Lot 44) Graham Street, Kondinin</b>																					
<b>Kondinin Hospital Staff - WACHS Lease</b>																					
<b>Brick / Iron (2010)</b>																					
Fixed	Water, insurance, gas, ESL	3,500		3,675		3,859		4,052		4,254		4,467		4,690		4,925		5,171		5,430	
General	Maintenance	6,500		6,825		7,166		7,525		7,901		8,296		8,711		9,146		9,603		10,084	
Capital	Flooring								12,000												
Capital	Provision													10,000							
	<b>Sub Total</b>	<b>10,000</b>	<b>-</b>	<b>10,500</b>	<b>-</b>	<b>11,025</b>	<b>-</b>	<b>11,576</b>	<b>12,000</b>	<b>12,155</b>	<b>-</b>	<b>12,763</b>	<b>-</b>	<b>13,401</b>	<b>10,000</b>	<b>14,071</b>	<b>-</b>	<b>14,775</b>	<b>-</b>	<b>15,513</b>	<b>-</b>
	<b>TOTAL NON STAFF</b>	<b>36,000</b>	<b>-</b>	<b>37,800</b>	<b>12,000</b>	<b>39,690</b>	<b>15,000</b>	<b>41,675</b>	<b>12,010</b>	<b>43,758</b>	<b>35,000</b>	<b>45,946</b>	<b>-</b>	<b>48,243</b>	<b>18,000</b>	<b>50,656</b>	<b>-</b>	<b>53,188</b>	<b>12,000</b>	<b>55,848</b>	<b>-</b>
	<b>GRAND TOTAL</b>	<b>128,000</b>	<b>43,620</b>	<b>134,400</b>	<b>52,000</b>	<b>141,120</b>	<b>77,000</b>	<b>148,176</b>	<b>84,010</b>	<b>155,585</b>	<b>100,000</b>	<b>163,364</b>	<b>15,000</b>	<b>171,532</b>	<b>76,000</b>	<b>180,109</b>	<b>10,000</b>	<b>189,114</b>	<b>72,000</b>	<b>198,570</b>	<b>8,000</b>

## A14 HOUSING

### Administration

**PREAMBLE:** As the owner of a variety of housing stock, the Shire of Kulin is required to adopt a practice and guidelines with which it can to manage its housing stock.

**OBJECTIVE:** To make clear and simple statements about how the Shire of Kulin requires tenants to act and behave in use of its housing stock.

### PRACTICE/PROCESSES:

#### Rental Rates and Charges

The Shire housing rental rates are set under the following principles:

Executive Homes – 10% of Kulin Market rentals

Standard Homes – 40% of housing equivalents in Kulin market rentals

The Shire rental fees and charges for staff will generally be increased by the Consumer Price Index for Perth (for the preceding 12 months) and adopted as part of the Shire of Kulin Fees and Charges Schedule in the annual budget adoption process, usually in June each year for commencement at July 1 each year.

No charges will be made for the rubbish and recycling collection services and television supply services.

The Shire has identified 4 levels of accommodation and charges accordingly, these are updated annually in accordance with the fees & charges.

Level 1 – Executive Homes – 17 McInnes St (CEO), 9 Rankin St (DCEO) and 3 Hodgson St (WM)  
Rate: \$84 f/n after tax (FBT purposes) being approx. 10% of the Kulin market rental for a similar standard residence i.e. \$420 week.

Level 2 – Senior Quality Homes – 6 Bowey Way (nominally - BMO) and 12 Bowey Way (nominally - SFO), ? Day St  
Rate: \$200f/n being approx. 40% of the Kulin market rental for a similar standard residence i.e. \$270 week.

Level 3 – Standard Quality Homes/Units – 1 Stewart St, 25 Johnston St Units, 3 Bull St, 81 Johnston St, 21 Ellson St.  
Rate: \$140f/n being approx. 40% of the Kulin market rental for a similar standard of residence or unit i.e. \$175 week.

Level 4 – Low Quality Homes – ~~8 Wright St, 23 Bull St, 21 Bull St.~~  
Rate: \$120f/n being approx. 40% of the Kulin market rental for a similar standard of residence i.e. \$150 week

#### Tenancy Agreement

All tenants of Shire housing are to sign and enter into a standardised tenancy agreement. Occupancy will not be permitted in any Shire house until the tenancy agreement has been signed and countersigned.

Should a local business require a shire owned residence for a member of their staff; the lease agreement will be drawn up so that the employer is the lessee. This ensures that the responsibility for rent and condition of the property lies with the local business. Direct crediting of the Shire of Kulin bank account for rental payments is also encouraged

The limited Shire Inspection report (upon commencement) can be signed and returned to the Shire Office within 10 working days.

### **Bond for Staff Housing**

The Shire of Kulin has a system of bonds for damage/cleaning and pets.

All tenants are to pay a damage/cleaning bond equivalent to 4 weeks rent, upon moving into a Shire house. For Shire staff, the bond can be deducted from fortnightly payment of salaries and wages, on the basis of 4 equal payments, or by other payment arrangements made by agreement of the Chief Executive Officer only. Bonds are held in trust for return to the tenant when vacating, subject to terms and conditions.

For non-Shire staff, payment of 100% of the bond is required upon signing of the tenancy agreement.

The damage/cleaning bond is repayable on moving from the residence if the premises are left in a satisfactory condition and all terms and conditions of the tenancy agreement have been met.

### **Vacating Shire Houses**

All tenants of Shire owned houses and flats are to have the carpets professionally cleaned prior to vacating the residence. Failure to do so will mean that the cost of the carpet cleaning will be removed from the damage/cleaning bond.

### **Water Consumption and payment of Accounts**

The Shire will pay all water rates and consumption accounts for Shire houses and flats. This practice is undertaken to ensure that tenants maintain the gardens to a satisfactory standard. If it becomes obvious that tenants are not maintaining the gardens at a residence to the Shire standard, the Chief Executive Officer is authorised to advise the tenant immediately of this requirement. Should the advised tenant/faults not be remedied, the Chief Executive Officer shall arrange to have the work completed by Shire staff at the occupier's expense. The Chief executive Officer can then consider if consumption costs may then become the responsibility of the tenant.

The Chief Executive Officer is to monitor annual consumption figures for each of the residences and manage overall use considering that each residence has particular circumstances that dictate usage patterns. The level of usage should be consistent with similar residences and annualised costs, and indicate sound water usage practices are being considered by each tenant. On this basis, tenants are supported in overall usage. Where it is evident that patterns of overuse are occurring, the Chief Executive Officer is authorised to take action to bring usage into standardised limits. This action may include recovery of costs for excessive usage.

### **Annual Inspection of Shire Residences**

An annual inspection of all Shire houses and flats is to be carried out in March/April to ascertain the housing maintenance items that are needed to be included in the following year budget. At this time, tenants are invited to offer their comments as to what items of maintenance or improvements they would like to see at each residence.

### **Dogs, Cats and Pets in Shire residences**

The Shire guideline is that no cats, dogs or pets be permitted at Shire residences. Should employees have pets, then application is to be made in writing to the Chief Executive Officer or an indication be made on the tenancy agreement application. The decision to allow pets at a residence is solely at the discretion of the Chief Executive Officer and is subject to the payment of a bond for such to occur.

### **No smoking in residences**

As part of its obligation to employee's health and welfare, the Shire of Kulin's position is that smoking will not be permitted in Shire residences. If smoking is to be conducted outside the residence, the tenant will make arrangements to ensure the residence yard is free of cigarette butts.

### **Keys**

The Deputy CEO is responsible for the issuing of all Shire housing keys. Any deadbolt, lock or security change or the theft or loss of Shire housing keys, should be reported immediately.



Keys issued are recorded on the Shire key register and against the individual being issued with the key. Keys are non-transferable between staff and are not, under any circumstances, to be lent to the public.

All keys must be returned immediately upon termination of occupation of a Shire residence. Failure to do so will result in the cost of replacement locks being taken from available bond monies.

#### **Incentive for Staff owning their own residence**

The Shire recognises that long term employment will be encouraged if staff own their own residences and that ownership promotes a greater sense of community for employees.

The Shire will pay a Housing Incentive Allowance of \$70 per week to permanent employees who own their own home as opposed to occupying a Shire residence.

#### **Eligibility**

- This includes those employees who live with a spouse or partner who locally own a residence. It does not apply where a parent, who is an employee, lives with a child and vice versa.
- The allowance will be payable to any permanent employees who work a minimum of 25 hours per week.
- The allowance will not apply to non-Kulin Shire owners.
- The allowance can apply to farm housing-based employees.

An employee privately renting or leasing housing where no suitable, equivalent Shire housing is available shall also be entitled to the Housing Incentive Allowance of \$70 per week – effective immediately upon commencement.

The Shire reserves the right to reassess each individual employee's entitlement to this Housing Incentive Allowance from time to time.

The Housing Incentive Allowance shall be determined solely by the Chief Executive Officer and will depend on the individual's circumstances, employment contract arrangements and changing circumstances of the rental and housing marketplace as they impact on staff rentals.

The Shire will permit employees receiving this incentive to establish payroll deductions for the payment of their annual rates. Deductions will be placed into the Shire Trust account for annual payment of rates after rate notices have been levied.

**DELEGATION:** To the Chief Executive Officer to;

- to recover from bonds the cost of damage repair, cleaning and carpet cleaning from tenants if they fail to do such;
- take action to recover costs of water usage if other reduction remedies have failed to reduce consumption;
- determine applications from tenants to allow a pet in the residence;
- determine applications from staff to receive the "own your own residence" Housing Incentive Allowance;

**HEAD OF POWER:** Local Government Act 1995, Residential Tenancies Act 1987

*Policy updated May 2020 – Council Resolution 09/0520 – removes the two-year time period (expired as at June 2020) that employees could receive the \$70 Housing Initiative Allowance.*

## ST9. Housing and Housing Subsidy Policy

### **Policy Objective**

To ensure that eligible Shire employees are provided with suitable and accessible housing of a good standard that is managed appropriately in accordance with the Residential Tenancies Act 1987 (WA) and other associated regulations.

### **Policy Statement**

In order to attract qualified personnel, selected staff may be offered subsidised housing by the Shire together with a water subsidy. The employee may salary sacrifice their rental payments.

### Eligibility

The CEO shall determine which employees are eligible for a Shire provided house and associated allowances as part of their employment package/contract. The CEO will confirm that the position attracts housing and associated benefits prior to the position being advertised.

As a guide, positions that require skills that would not normally be available within the district will be provided with a subsidised housing.

### Housing subsidy

The Shire will subsidise rent for eligible employees. The employee will pay rent through fortnightly payroll deductions in advance. The housing subsidy will be paid as a cash allowance if a house is not available to an eligible employee or if the employee has private accommodation. This shall also apply in the instance where an employee requires facilities which may not be available from the Shire.

Rent reviews will use Government Regional Officer Housing (GROH) rent and current market rent as a guide.

### Utility Charges

Electricity/Phone/Gas – All utility accounts are to be held in the name of the occupant with the exception of designated senior employees as per conditions of contract. (In any case, the employee is responsible to reimburse the Shire in full the utility charges incurred unless otherwise mentioned in the employment contract or tenancy agreement).

### Water Subsidy

The Shire will subsidise water usage costs of employees who occupy Shire owned residences. A subsidy is provided on the condition that the surrounds and gardens of such residences are kept to a satisfactory standard.

### Tenancy Agreement

Employees provided with housing are required to sign a tenancy agreement. All clauses of the tenancy agreement must be complied with or housing may be revoked.

## ST9. Housing and Housing Subsidy Policy

### Inspections

Regular inspections of all Shire owned property will be carried out by a representative of the Shire as mentioned in the tenancy agreement.

An inspection report shall be completed during the inspection and is to be signed by both the tenant and the Shire representative carrying out the inspection.

***Policy Reviewed October 2020***

SHIRE HOUSING COMPARISONS

SHIRE	DO ALL STAFF PAY EQUAL RENT?	STAFF WITH OWN HOUSE GET HOUSING SUBSIDY?	RENT CHARGED	UTILITIES PAID?
KONDININ	YES EXECUTIVE STAFF NEGOTIATED IN CONTRACT	YES (ONLY THOSE ON EBA RECEIVE \$100 IN FORTNIGHTLY PAY)	\$70 PER WEEK	EXECUTIVES HAVE NEGOTIATED IN CONTRACT WATER SERVICES AND UP TO 600KL USE PAID BY SHIRE POWER & GAS BY TENANT ESL PAID BY SHIRE
NAREMBEEN	YES EXECUTIVE STAFF DO NOT PAY RENT	YES - \$130 IN THEIR FORTNIGHTLY PAY	\$65 PER WEEK	YES APART FROM WATER
BRUCE ROCK	NO – VARIES ON THE TYPE OF ACCOMODATION TYPE AND SOME MANAGERS HAVE IT NEGOTIATED IN TO THEIR CONTRACT	NO	\$70-\$155 PER WEEK BASED ON SIZE OF PROPERTY AND HISTORICAL STARTING BASES FROM LONG TERM EMPLOYEES ANNUAL INCREASE BETWEEN 3-5% AT BUDGET REVIEW	YES – EXCEPT COUNCIL COVERS THE RATES, RUBBISH COLLECTION, SEWERAGE, WATER
WICKEPIN	NO- DEPENDS ON SIZE OF HOUSE EXECUTIVE STAFF PAY NO RENT AS PART OF CONTRACT	YES- ONCE A YEAR IN OCTOBER \$400	\$78 FOR UNIT \$90 FOR HOUSE DETERMINED BY COUNCIL ON AN ANNUAL BASIS, SUBJECT TO CPI	SHIRE PAYS WATER CHARGES UP TO \$500/YEAR AND WATER RATES. STAFF PAY EVERYTHING ELSE
DUMBLEYUNG	NO – DEPENDANT ON SIZE AND EXECUTIVE HAVE NEGOTIATED IN TO CONTRACT	\$10/WEEK ALLOWANCE	DIDN'T WANT TO DISCLOSE RATES BUT STAFF PAY A REDUCED RATE FROM THEIR PRIVATE RENTAL RATE WHICH IS \$180 (2 BEDROOM) & \$220 (4 BEDROOM)	EXECUTIVE HAVE NEGOTIATED IN TO CONTACT. OTHER STAFF ARRANGE ELEC BILLS TO BE CHARGED TO THEM AND THE SHIRE ON-CHARGES THE WATER BILLS AS THEY ARRIVE

SHIRE HOUSING COMPARISONS

<p>WILLIAMS</p>	<p>NO- BASED ON RENTAL VALUATION OF EACH PROPERTY, OBTAINED FROM LICENSED VALUER. DONE EVERY 2 YEARS. DEDICATED HOUSE FOR CEO</p>	<p>\$55 PER WEEK AND PRO RATA FOR PART TIME STAFF</p>	<p>\$115 TO \$195 PER WEEK</p>	<p>YES – THE FIRST 300KI OF ANNUAL WATER CONSUMPTION IS PAID BY THE SHIRE WITH THE BALANCE PAID BY EMPLOYEE. OTHER WATER AND SEWERAGE COVERED BY SHIRE. INVOICE RAISED TO EMPLOYEE IF 300KI IS EXCEEDED</p>
<p>LAKE GRACE</p>	<p>NO – DEPENDENT ON SIZE OF HOUSE AND MANAGERS DO NOT PAY RENT. RENTAL VALUATION CARRIED OUT BY THE LOCAL REAL ESTATE AGENT COMPANY (ELDERS) BASED ON CURRENT MARKET VALUE.</p>	<p>YES- \$50 PER F/N</p>	<p>40% OF LG MARKET RENTAL FOR TYPE AND QUALITY            3 x 2 Average condition built in 70's, brick \$88 p/w            3 x 2 Average, executive style 80's brick \$120 p/w            2 x 1 Brick duplex, average 80's maybe early 90's \$64 p/w            4 x 2 good condition range from 2000's to new range from \$184 p/w to \$96 p/w and from brick to transportable.            3 x 1 below average condition, asbestos clad, 50's or 60's build \$\$48 p/w            3 x 2 12 months old transportable \$\$120 p/w</p>	<p>ALL STAFF EXCEPT CEO PAY WATER AND ELECTRICITY. STAFF ARE SUBSIDISED UP TO 400KI ANNUALLY FOR WATER.</p>

SHIRE HOUSING COMPARISONS

<p>YILGARN</p>	<p>NO – TWO LEVELS UNITS (2 BEDROOM) STANDARD (2-4 BEDROOM) MANAGEMENT HAVE HOUSING INCLUDED IN CONTRACT</p> <p>COMMENTS THAT THEY ARE IN MANY WAYS IN COMPETITION WITH MINING INDUSTRY FOR EMPLOYEES. COUNCIL KEEPS RENTAL FOR SHIRE HOUSING LOW TO ATTRACT AND RETAIN STAFF.</p>	<p>YES- \$60 PER WEEK</p>	<p>UNITS \$50 PER WEEK STANDARD \$60 PER WEEK (IRRESPECTIVE OF THE CONFIGURATION) UNITS ARE NEWER THAN STANDARD HOUSING NEWER STANDARD HOUSING USUALLY RESERVED FOR MANAGEMENT</p>	<p>SHIRE PAYS FOR WATER ONLY MANAGEMENT GET INCLUDED AS PART OF PACKAGE</p>
<p>KULIN</p>	<p>NO – LEVELED SYSTEM See attached Policy</p>	<p>YES - \$70 PER WEEK</p>	<p>\$84 PER F/N TO \$120 PER F/N</p>	<p>NO CHARGES FOR RUBBISH AND RECYCLING SERVICES OR TV SUPPLY. SHIRE PAYS WATER</p>
<p>DUNDAS</p>	<p>YES – EVERYONE INCLUDING THE CEO</p>	<p>YES</p>	<p>\$50 PER WEEK</p>	<p>YES – SHIRE WILL SUBSIDISE WATER PROVIDED THAT THE CONDITION OF THE OCCUPANTS GARDEN AND SURROUNDS IS KEPT TO STANDARD. EXECUTIVE EMPLOYEES HAVE UTILITIES WRITTEN IN TO CONTRACT</p>