

<b>Version Control and Objective ID</b>	Version No:	Objective ID:
<b>Approved by Council on</b>		
<b>Date of Review</b>		

## 1. Statement

Ipswich City Council is committed to the responsible management of Council owned residential properties by being consistent, equitable and transparent to maximise community benefit.

## 2. Purpose and Principles

This policy is to establish guidelines for Council on how General Tenancy Agreements are to be entered into for Council owned housing made available for residential purposes.

## 3. Strategic Plan Links

This policy links to the following Advance Ipswich Themes:

- Managing growth and delivering key infrastructure
- Caring for the Community

## 4. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Property Law Act 1974*
- *Residential Tenancies and Rooming Accommodation Act 2008*

## 5. Scope

This policy applies to Council owned residential properties (Properties) and will be managed in accordance with the Residential Tenancies Authority (RTA).

The General Tenancy Agreement (Agreement) developed and updated by the RTA will be used with additional clauses where required. All Agreements will comply with the statutory provisions of the *Residential Tenancies and Rooming Accommodation Act 2008*.

Properties are to be managed by Council's appointed third party property manager.

Managing Agents will be selected through Council's Expression of Interest process. To terminate the services of an existing managing agent, Council will need to advise the managing agent in writing and provide 30 days' notice.

Properties for rent will be advertised to the open market by the managing agent. The renewal of agreements will be offered to the existing tenant unless one of the following occurs:

- Council requires the property for the purpose for which it was acquired;

- The tenant is in breach of the current terms and conditions of their agreement;
- Council declares the property surplus to its requirements; or
- The property becomes unliveable and/or irreparable;

Rent will be determined by a fair market assessment. Council will be guided by recommendations on rent provided by the managing agent and current vacancy rates.

When the rent is increased in a tenancy renewal, the bond will also be increased accordingly. A bond equal to four (4) weeks rent will be held with the RTA at all times.

Repairs and maintenance to a residential premises will be carried out in accordance with the terms of the RTA General Tenancy Agreement.

Termination of a tenancy agreement will be actioned in accordance with guidelines prescribed by the Residential Tenancies Authority. Council will carry appropriate insurance on all residential buildings owned by Council.

Tenants are personally responsible for contents insurance for their chattels and possessions.

Tenants must seek consent, in writing, from Council for domestic pets to be kept at the property.

Smoking is prohibited inside dwellings and sheds.

The tenant must not transfer the lease or sublet the premises.

## **6. Roles and Responsibilities**

The Property Manager of the Property Services Team (Corporate Services) is responsible for the implementation and ongoing management of this policy to ensure occupiers of Council owned residential properties have an appropriate lease in place and deliver their obligations in accordance with the General Tenancy Agreement.

It is the responsibility of all Councillors and Council employees to be aware of their obligation to declare any potential conflict of interest should they be involved in any discussions with the Property Services team regarding the rental or lease of a Council owned property.

## **7. Key Stakeholders**

- Infrastructure Strategy – Infrastructure and Environment
- Community and Cultural Services – Community, Cultural and Economic Development

## **8. Monitoring and Evaluation**

- Ensure a market assessment is undertaken by a qualified property professional to achieve a fair market rent.
- All tenancy of Council owned properties are on the standard RTA agreement as per the legislation.
- Annual risk assessments will be conducted on Council owned property to ensure it complies with the relevant legislation.

## 9. Definitions

<b>Council</b>	Means Ipswich City Council
<b>Tenants</b>	A person whom has the right to occupy property under a residential tenancy agreement
<b>Residential Tenancy Agreement</b>	A written agreement under which Council gives the right to someone else to occupy the property
<b>Dwelling</b>	A house, flat or other place of residence

## 10. Policy Owner

The General Manager (Corporate Services Department) is the policy owner and the Property Manager (Property Services Team – Corporate Services Department) is responsible for authoring and reviewing this policy.