



# Housing For Staff Procedure

Procedure Number  
WCDHB-HR-0033

Version Nos:  
**6**

## 1. Purpose

This Procedure outlines the processes to be followed when staff members are provided with housing as part of their employment package with the West Coast District Health Board (WCDHB).

## 2. Application/Responsibilities

This Procedure is to be followed by all WCDHB staff members.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

**General Managers** are responsible for authorising the provision of housing assistance to staff members.

**Human Resource Department** is responsible for ensuring that staff offered staff housing are aware of their obligations under the Residential Tenancies Act 1986, and a tenancy agreement is signed and that a two week bond is paid before occupation commences.

**Facilities Co-Ordinator** is responsible for ensuring that houses are reasonably maintained under the Planned Maintenance Programme and that the furniture and equipment within rented houses is maintained in accordance with the appropriate schedule.

## 5. Resources Required

This Procedure requires:

- i) Tenancy Agreement
- ii) List of chattels
- iii) Rental Form

## 6. Process

- 1.00 WCDHB will provide housing assistance for staff members who are (in the opinion of the relevant General Manager) deemed to be essential to the operation of WCDHB and who could not be recruited without this assistance.
- 1.01 Staff members are to pay market rates for accommodation provided. Market rates are obtained in consultation with a local Real Estate Agent.



## Housing For Staff Procedure

Procedure Number

WCDHB-HR-0033

Version Nos:

6

- 1.02 The decision to subsidise the cost of housing for staff is to be taken by the relevant General Manager. However, the cost of this will be a direct cost to the Service/Department the staff member works for. Staff members with subsidised rental are to be made aware of their tax obligations by the relevant General Manager.
- 1.03 Properties may be leased through local Real Estate Agencies when no WCDHB-owned housing is available. The prior approval of the relevant General Manager is required before a lease can be obtained.
- 1.04 Tenants are to pay a Bond of 2 weeks rental. The bond is to be arranged by the Human Resources Department prior to the staff member moving in.
- 1.05 The Operations Support Co-ordinator at Grey Hospital administers Doctors Flats on the Grey Hospital Site.
- 1.06 The Facilities Co-Ordinator is to ensure that houses are reasonably maintained under the Planned Maintenance Programme and that the furniture and equipment within rented houses is maintained in accordance with the appropriate schedule.
- 1.07 The Human Resource Department is responsible for ensuring that that staff offered staff housing:
- i) are aware of their obligations under the Residential Tenancies Act 1986, and
  - ii) a tenancy agreement is signed before occupation commences; and
  - iii) are aware that it is the staff member's responsibility to ensure that all personal items are covered by their own personal insurance policies.
- 1.08 Items that are normally the tenant's responsibility (as per clause 10 of the Tenancy Agreement) are as follows:
- i) Lawn and ground care
  - ii) Replacement light bulbs, lamp shades and fuses
  - iii) Extension cords
  - iv) Replacement of Tap Washers
  - v) Fire Grates
  - vi) Sweeping of Chimneys
  - vii) Replacement of Broken Windows
  - viii) Maintaining the house to a clean standard
- 1.09 If required, a contractor may undertake ground maintenance with an additional cost in the rental paid by the tenant.
- 1.10 All aspects of the tenancy shall be governed by the requirements of the Residential Tenancies Act (1986).
- 1.11 The tenant will not damage or permit damage to occur to the premises. However, where damage does occur, the tenant will inform the Facilities Co-Ordinator of any damage to the premises as soon as it has occurred. The Facilities Co-Ordinator will inform the tenant that the damage is to be repaired at the tenant's expense, and allow the tenant reasonable opportunity to have the repairs undertaken. If the tenant fails to have the repairs completed within a reasonable timeframe, then the Facilities Co-Ordinator will arrange for the repairs to be completed at the tenants' expense, which may be paid for via deductions from the tenant's salary (with their prior agreement).



## Housing For Staff Procedure

Procedure Number

WCDHB-HR-0033

Version Nos:

6

### 7. Precautions And Considerations

- ➔ WCDHB will provide housing assistance for staff members who are deemed to be essential to the operation of WCDHB and who could not be recruited without this assistance.
- ➔ Staff members are to pay market rates for accommodation provided
- ➔ All aspects of the tenancy shall be governed by the requirements of the Residential Tenancies Act 1986.

### 8. References

Residential Tenancies Act 1986.

### 9. Related Documents

WCDHB Staff Recruitment and Appointment Procedure



## Housing For Staff Procedure

**Procedure Number**  
WCDHB-HR-0033

**Version Nos:**  
**6**

### 10. Guidelines

#### Houses and Flats Owned By The WCDHB

<b>Houses GREY</b>	<b>Notes</b>
94 Sinnott Road	Small house. 3 bedrooms, open plan lounge/dining/kitchen, washhouse, toilet, bathroom, single garage. Internal redecoration, carpet, kitchen upgrade mid 1996. Wet section.
110 Marlborough St	Small house. 3 bedrooms, open plan lounge/dining/kitchen, washhouse, toilet, bathroom, single garage/workshop. Internal redecoration, carpet, early 1996.
3 Nancarrow Street	Small house. 3 bedrooms, open plan dining/kitchen, lounge, washhouse, toilet, bathroom, single garage. Internal redecoration, carpet, kitchen upgrade mid 1996. Very wet section.
48 Milton Road	Large house. 4 bedrooms, large lounge, kitchen, dining, sunroom bathroom, toilet, washhouse, balcony, single garage. Recarpeted 1994. Internal redecoration mid 1998. External painting mid 1998.
34 Buccleugh Street	Small house. 3 bedrooms, open plan lounge/dining/kitchen, washhouse, toilet, bathroom, single garage.
20 Leith Crescent	Large house. 3 bedrooms, large lounge, kitchen, dining, sunroom bathroom, toilet, washhouse, single garage.
15 Domain Tce	Wooden Bungalow. Good views of Tasman. 3 bedrooms, open plan dining/kitchen/lounge, washhouse, toilet, bathroom, double garage. Internal redecoration, carpet, kitchen, bathroom upgrade mid 1996.
55 Power Road	Wooden 2 storey House. 4 Bedrooms, Study and 2 bathrooms. Open plan dining/kitchen/lounge. Double garage. Good carpet
<b>Flats GREY</b>	
Flat 3	2 bedrooms, lounge, kitchenette, toilet, bathroom. Exterior painted early 1998.
Flat 4	2 bedrooms, lounge, kitchenette, toilet, bathroom. Exterior painted early 1998.
Flat 5	2 bedrooms, lounge, kitchenette, toilet, bathroom. Exterior painted early 1998.
Flat 6	2 bedrooms, lounge, kitchenette, toilet, bathroom. Exterior painted early 1998.
<b>House DOBSON</b> 80 Omapare	
<b>House BULLER</b> 74 Derby Street	
<b>Flats BULLER</b> Kynnersley Flat 1	
<b>Flats BULLER</b> Kynnersley Flat 2	
<b>House REEFTON</b>	
<b>House NGAKAWAU</b>	
<b>House HAAST</b>	



### Master Set of Furniture For Properties Owned By WCDHB

(i) **Furnishings to be no older than 5 years and to include:**

- Dining Room suite (6 seat)
- Lounge suite (3 seater couch, 2 x1 armchairs)
- Dutch dresser
- 2 Thermostatically Controlled Electric Heaters
- Double bed and bed head
- Dressing table
- 3 Tall boys
- 3 Wardrobe (if not built in)
- 2 Single beds
- 4 bed side tables
- 4 bed lamps
- 1 double electric blanket
- 2 single electric blankets

(ii) **Furnishings to be no older than 10 years and to include:**

- Refrigerator/freezer
- Washing Machine
- Tumbler Dryer
- Television
- Radio
- Video Player
- Dish washer (where appropriate)

(iii) **Basic Kitchen Utensils:**

- Microwave Oven
- Electric Jug
- Toaster
- Cruet Set
- Dinner Set - 6 place settings
- Cutlery Set - 6 place settings
- Drinking Glass Set - 6
- Wine Glass set - 6
- Set of Pots
- Frying Pan
- Set of Kitchen knives
- Set of Kitchen Utensils
- Set of Cutlery - 6 place settings
- Place mats - 6 place setting

(iv) **Bed Linen to consist of:**

- 2 sets of Queen size cotton sheets
- 2 sets of Queen size flannelette sheets
- 4 sets of single cotton sheets
- 4 sets of single Flannelette sheets
- 8 cotton pillow cases
- 8 flannelette pillow cases
- 8 bath towels
- 4 hand towels
- 8 face clothes
- 2 bath mats
- 6 tea towels



## Housing For Staff Procedure

**Procedure Number**  
*WCDHB-HR-0033*

**Version Nos:**  
**6**

<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Physical Resources
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	November 1998
	<b>Date Last Reviewed:</b>	June 2010
	<b>Date Of Next Review:</b>	June 2012