

COUNCIL POLICY



Policy name	Medical Professionals Accommodation Support
--------------------	---

Abstract
The policy establishes the method by which temporary accommodation for medical professionals will be managed in order to support the provision of health services to the Gunnedah community.

Dates	Policy or amendment approved 20 Dec 2017 Policy or amendment takes effect 20 Dec 2017 Policy is due for review (up to 4 years) 20 Dec 2021
Endorsed by	Council's Executive Management Team
Approved by	Gunnedah Shire Council, at its Ordinary Meeting of Council held on 20 Dec 2017 Resolution number: 20.12/17
Policy Custodian	Manager Public Facilities
Relevant to	Council staff Gunnedah Medical Practices Medical Practitioners Allied Health Professionals
Superseded Policies	Resolution 13.10/13 of Council's Ordinary Meeting held 16 October 2013
Related documents	Resulting Lease Agreements
Related legislation	Tenancy Act 1993
File number	1172010

Contents

1. Purpose
2. Scope
3. Definitions
4. Policy principles
5. Policy statement
6. Accountability, roles and responsibilities
7. Acknowledgments
8. Version control and change history

1. Purpose

- 1.1 This policy provides guidance in the allocation of temporary accommodation for medical professionals to support the provision and maintenance of health services to the Gunnedah community.
- 1.2 Its purpose is to:
 - (a) Provide clear and unambiguous direction in the allocation of units in the Temporary Medical Professionals Accommodation;
 - (b) Provide clarity as to the order of precedence for the allocation of accommodation; and
 - (c) Detail the responsibilities of the entities.

2. Scope

- 2.1 This Policy applies to Council employees, in particular those in the Public Facilities Department, as well as interested Medical Practices and Medical/Allied Health Professionals located in the Gunnedah Shire.
- 2.2 It pertains to Council's Temporary Medical Professionals' Accommodation located at 6 Davis Avenue, Gunnedah.
- 2.3 This Policy should be read and used in conjunction with any resulting Lease Agreements.

3. Definitions

Term	Definition
CPI	Consumer Price Index
Medical Professionals	Means Medical Students, Registrars, Locums and Allied Health Professionals.
Temporary Medical Professionals	Means the dual occupancy units owned by Gunnedah Shire Council, located at 6 Davis Avenue, Gunnedah.

4. Policy principles

- 4.1 Gunnedah Shire Council (“Council”) recognises the importance of maintaining adequate, secure access to medical and health care providers to ensure quality of life and liveability within the Shire.
- 4.2 The offer of access to temporary accommodation is a tactic Council hopes will encourage a wide range of health professionals to live and work within our Shire in order to help meet and satisfy the needs of our residents.
- 4.3 It is intended that through this Policy, Council achieves a number of positive outcomes, including:
- (a) Transparent and fair procedures, making communication and the lease process an effective, efficient and satisfactory experience for all parties;
 - (b) Responsible management and suitable maintenance of Council’s assets;
 - (c) A healthy and happy community that has access to a wide range of health care provisions.

5. Policy statement

5.1 Management of accommodation

Accommodation arrangements will be managed by Council. This includes, but is not limited to the preparation of lease documentation, general site building and contents maintenance, as well as the general maintenance of the two units.

5.2 Eligibility and nomination of tenants

- 5.2.1 All Gunnedah Medical Practices inclusive of Gunnedah hospital shall have rights of access to the Medical Professionals Temporary Accommodation, pending availability.
- 5.2.2 Any interested party may make a written application to Council to nominate a tenant at any time, the details of which shall be recorded by Council in a Register.
- 5.2.3 Tenancy priority and selection is as per Clause 5.4.

5.3 Term of tenancy

A tenancy to a medical professional shall not exceed twelve (12) months.

5.4 Tenancy priority and selection

5.4.1 Priority of occupation of units shall be on the following basis and order:

1. Registrars
2. Locums
3. Medical Students
4. Allied Health Professionals
5. Others

5.4.2 Selection for occupancy will be at the discretion of Council and based on the priority list as indicated in item 5.4.1 above as well as additional factors such as order of application and proposed duration of tenure.

5.4.3 Any applicant selected for temporary accommodation will need to enter into a tenancy lease agreement. If the applicant is employed by a medical practice, then the practice is to enter into the lease on behalf of the tenant, as guarantor.

5.4.4 Medical students will only be provided a tenancy agreement for a period of four (4) weeks, based on availability of the units. After this time, if there are no requirements for occupancy from a registrar or locum, the medical student's tenancy agreement may be renewed for the same period.

5.5 Rent

5.5.1 The following rents shall apply with effect from 1 July 2017:

Registrars	\$200 per week
Locums	\$200 per week
Medical Students	\$30 per week
Allied Health Professionals	\$200 per week
Other	By negotiation

5.5.2 Rents are to be adjusted by the CPI on 30 June each year.

5.5.3 The rent applicable to an individual shall be that set at the commencement of the lease, notwithstanding any changes to the lease rate by CPI adjustment during that time.

5.6 Electricity, gas, water and telephone

5.6.1 The payment of costs associated with electricity and/or gas shall be the responsibility of the individual occupant/tenant.

5.6.2 Water charges are included in the rent.

5.6.3 Telephone/internet connection is by direct request to the service provider by the tenant and all associated costs are to be paid by the tenant.

5.7 Rates and insurance

Council shall be responsible for the payment of rates and the cost of insurance of the building and furnishing contents provided.

5.8 Maintenance

5.8.1 Maintenance of the interior and exterior of the building including maintenance of the furnishings and internal fittings such as floor coverings, curtains and blinds shall be the responsibility of Council.

5.8.2 Council shall also be responsible for maintenance of the exterior of the property including paving, gardens, fences and vegetated surfaces.

5.8.3 The occupant/tenant is responsible for the following:

- (a) Cleaning of the unit during and at the end of the tenancy period; and
- (b) Cleaning/laundrying of linen, cutlery/crockery and returning these items to their original place.

5.9 Payment

5.9.1 Council's Revenue Department will routinely issue invoices for rent, electricity and gas, the charges that are the responsibility of the occupant.

5.9.2 Invoices are payable within thirty (30) days of the date of issue. Interest charges will apply to outstanding payments.

6. Accountability, roles and responsibilities

6.1 Authorisation – General Manager

The General Manager is responsible for implementation of Council's decision in relation to this policy as well as for the setting of delegations for staff through official instrument.

6.2 Policy Custodian – Manager Public Facilities

Council's Manager Public Facilities is the officer accountable for managing policy compliance and initiating the policy review process. This officer will also have the responsibility for all aspects of policy implementation, unless appropriately delegated to another officer.

This includes:

- Ensuring the provision of accurate information and clear instructions to Council's Revenue Department regarding invoices to be raised;
- Communicating with and fielding all enquiries from medical professionals regarding this policy or its implementation;
- Establishing and maintaining Council's records in relation to this policy (including all lease documentation and a Register of Interest);
- Proposing amendments and managing the consultation process when this policy is due for review.
- Ensuring the proper maintenance of the subject property as per the terms of this policy and resulting tenancy leases.

7. Acknowledgments

The following acknowledgments are made recognising organisations or documents that have provided a basis, instructive comment or templates that have been used to develop this policy:

- (a) Rent is based on 75% of the market rate of \$300 per week as per market appraisal undertaken 22/07/16 by a certified practising valuer, with the provision of a lesser amount for medical students to reflect their income level.
- (b) Consultation undertaken with organisations at the initial development of the policy in 2013; and
- (c) Policy will be placed on exhibition for twenty-eight (28) days for any submissions comments from the community and medical providers.

8. Version control and change history

Date	Version	Approved by and Resolution No	Amendment
08 Aug 2012	Draft		
22 Nov 2012	Amended		
20 Feb 2013	Amended Draft		
17 Jul 2013	Final Draft	Council Resolution 13.10/13	
27 Oct 2017	Amended Policy		To expand eligibility for access and further clarify the selection process.
20 Dec 2017	Amended	Council Resolution 20.12/17	