

Policy Title: **Funded Community Housing**
 Policy No: 239
 Directorate: Corporate & Community Services
 Responsible Officer: Manager Corporate & Community Services
 Adopted Date: Policy & Planning Meeting – 07/10/2014
 Review Date: 07/10/2016

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Planning Meeting	07/10/2014	New Policy

Authorities: *National Regulatory System for Community Housing 2014*
The State Housing Act 2003
Community Housing Rent Policy of the Queensland Government 2013

INTRODUCTION:

The **NORTH BURNETT REGIONAL COUNCIL** is party to Capital Funding Agreements with the Queensland Housing Commission (established under the State Housing Act and acting through the Department of Housing) to provide Community Housing in the North Burnett.

The policy goal is to assure Council owned, State Government funded Community Housing is operated in accordance with social housing policies and to the maximum benefit of the North Burnett Community.

POLICY STATEMENT

This policy has been formulated to meet the requirements of Tier 3 obligations under the *National Regulatory System for Community Housing 2014, the State Housing Act 2003 and the Community Housing Rent Policy of the Queensland Government 2013* regarding the provisioning of Funded Community Housing services by the North Burnett Regional Council.

SCOPE:

The policy applies to all Council provided, State funded Community Housing. It applies to Council's elected members, Committee members, employees and external representatives in their duties of provisioning Funded Community Housing Services.

OBJECTIVES:

Through the implementation of this policy, the North Burnett Regional Council aims to achieve standards for all Funded Community Housing in the following areas –

1. Tenancy Management Practices;
2. Asset Management Practices;
3. Community Engagement;
4. Governance;
5. Probity;
6. Management;
7. Financial Viability;

PRINCIPLES:

1 Tenancy Management Practices

All tenancy management practices follow the current Community Housing Rent Policy issued by Housing Services, Department of Housing and Public Works for the government of Queensland. The policy is applied so all tenants and applicants are treated fairly and transparently.

1.1 Housing Assistance Eligibility

For a tenant to successfully apply for available Community Housing the tenant needs to be eligible for housing assistance. The entire process of determining eligibility for housing assistance is handled by the Department of Housing and Public Works. Council offers assistance with the completion of the required paperwork upon demand of individual applicants. Upon confirmation of eligibility by the Department is Council in a position to offer a tenancy to an applicant. Council retains the final decision on any applicant and evaluates the suitability of the tenant(s) against the following criteria assessed during a joint visit to the available Unit:

1. Age requirements: The North Burnett Regional Council will follow the age requirements for tenants as per individual funding contracts with the State Government which are:
 - a. Biggenden Funded Community Housing is classified as Aged Housing and Council will insist on new tenants being over 55;
 - b. Eidsvold Funded Community Housing is classified as Social Housing and Council cannot insist on age requirements;
 - c. Mt Perry Funded Community Housing is classified as Social Housing and Council cannot insist on age requirements;
2. Are the tenants needs met in the unassisted living environment offered
3. Are there any health and safety concerns to the tenant in regards to the offered unit
4. Does the tenant have a local support network
5. Is the tenant aware of the local public transport options and access to medical services

After assessing the applicants against those criteria Council will request final review of the proposed tenancies by the Local Advisory Committee for Community Housing (or the Regional Advisory Committee for Community Housing where no local Committee is available) reviewing applicants against the above 5 criteria using local knowledge available.

The North Burnett Regional Council reviews the Housing Assistance Eligibility for all current tenants once a year in the process of determining the yearly rent increases if applicable. Cases of tenants becoming in-eligible due to changed circumstances are approached in coordination with the Department of Communities identifying the most appropriate course of action under the supervision of the funding body.

1.2 Determining and Managing Rent

All rent charged is calculated using the Community Housing Electronic Rent Calculation Tool (ERCT) which effectively sets the rent at a maximum of 25% of the household income capped by the market rent which is assessed by a Real Estate agent for Council on an annual basis and endorsed by Council resolution.

All rent is reviewed annually upon completion of the market rent assessment providing tenants with the required 2 months notice of any applicable changes in individual rent communicated to all tenants. Rent increases will be realised as per the 1st of July or the beginning of the new financial year.

1.3 Tenancy Contracts

All tenancy contracts issued use the up to date General Tenancy Agreement Form issued by the Residential Tenancies Authority (RTA) with the rental contracts offered being a 'periodic agreement' with a 4 weeks bond being collected.

1.4 Complaints & Appeals

Beyond the formal legal complaints and appeal processes available through the Residential Tenancies Act the North Burnett Regional Council customer request processes and escalation procedures (used for all Council provided services) are the interaction platform for all tenants of Funded Community Housing provided by Council. A tenant can initiate any complaint or appeal in written or verbal form through Council customer Service during business hours or by mail. The housing officer is the first escalation point of contact for any enquiries which cannot be satisfied through standard maintenance request processes.

Complaints which cannot be addressed through standard processes are escalated to the Chief Executive Officer for review.

1.5 Termination of Tenancy

Termination of a tenancy needs to be in written form. If the eviction of a tenant should become necessary the processes and regulations under the Residential Tenancies Authority apply.

1.6 Tenant Information and Newsletter

Every year, three months prior to the beginning of the new financial year (in April) tenants receive a Council issued annual Tenant Information and Newsletter on Council provided Community Housing. The Tenant Information and Newsletter addresses changes in rent charges, procedural changes and relevant information about their tenancy (for example maintenance processes) to assure the tenants ability to understand decisions made by the provider, provide transparency and the opportunity for feedback by engaging tenants with a simple survey addressing significant change and gauging overall satisfaction of the service provided.

1.7 Community Housing Information Brochure

A flyer / brochure providing basic information about Council provided Community Housing is made available at all Council offices covering application process, standard operating procedures, operating hours and expected service standards.

2 Asset Management Practices

All asset management in relation to North Burnett Regional Council owned Community Housing is handled in accordance with Council's Strategic Asset Management Policy No 256 within Council's adopted Asset Management Framework.

2.1 Planning for housing needs

Asset acquisitions, disposals and reconfigurations are handled through Council's Strategic Asset Management Plan.

2.2 Property Condition standards

Property Condition standards are planned for through the Asset Maintenance Plan of Council. Immediate Maintenance needs are addressed by and documented through standard North Burnett Regional Council customer request processes initiated either by tenants, carers or Council employees and captured through Council's information management platform InfoXpert. Entry and Exit condition reports of each tenancy ensure the maintenance or restoration of property standards between tenancies.

2.3 Cyclical and life cycle maintenance

The North Burnett Regional Council maintains an asset maintenance plan for a 10-year rolling period with budget forecasts. Tenants are kept informed about major maintenance plans as well as processes in relation to their individual maintenance requests using the Tenant Information and Newsletter released annually (See point 1.6) or as required.

2.4 Asset Development

Any new asset development will be approached within Council's adopted Asset Management Framework, include Financial Planning, Forecasting and Risk Management Planning with a view to ensuring development projects are delivered effectively and efficiently.

3 Community Engagement

3.1 Promoting Community Housing Services

The North Burnett Regional Council engages the local Community with a view to promoting available Community Housing Services to prospective tenants. As required Council engages the community via Council Newsletter (to all households in the North Burnett); the North Burnett Community Services Network (Service provider network); and / or through media releases and other advertising avenues.

4 Governance

The governing body consists of the elected members of Council and meets on a monthly basis. The administrative practices affecting both the delivery of Funded Community Housing as well as all other service provisioning by the North Burnett Regional Council are governed mainly by the Local Government Act 2009 and Local Government Regulation 2012. The North Burnett Regional Council maintains and continually develops a series of Governance related Statutory and General Policies.

4.1 Advisory Committee for Community Housing Structure

The over arching Regional North Burnett Advisory Committee for Community Housing consists of a minimum of 6 committee members and a maximum of 12 committee members with the goal to have 1 to 2 representatives of each North Burnett communities represented, whether the particular community currently has Funded Community Housing or not. Membership in the Committee is by invitation of North Burnett Regional Council.

The Regional North Burnett Advisory Committee for Community Housing is made up of representatives of Local Advisory Committees where possible. Today only Eidsvold has a Local Advisory Committee.

The Housing Advisory Committee(s) are to take a strategic view to housing, develop and represent concepts to enhance Service provisioning, to address systemic issues, participate in industry workshops and information sessions and to expand housing services where possible.

As per paragraph 1.1 the Local Advisory Committee is to provide the final tick of approval for new tenancies.

4.2 Strategic Financial and Risk Planning

The Corporate plan is Council's Strategic Business Plan. It translates the community's needs and expectations into actions. These commitments are identified every year through the Operational Plan which identifies priority actions to achieve the strategies of the Corporate Plan. Following the adoption of the annual Operational Plan and budget, regular assessments are undertaken every three months of Council's performance in delivering against the Operational Plan.

4.3 Transparency and Accountability

All planning and assessments as per point 4.1 are freely available to the community. Regular assessments of the annual budget are also undertaken to ensure good financial management practices are adhered to. At the end of every calendar year Council reflects on its achievements over the past 12 months and publishes an annual report.

5 Probity

5.1 Code of Conduct

The North Burnett Regional Council maintains a Code of Conduct as well as policies and procedures designed to ensure it maintains high standards of probity including but not limited to:

- Conflict of interest
- Gifts and hospitality
- Procurement
- Employment and appointment checks
- Good practice

Policies and procedures in relation to Probity continue to evolve and develop addressing not only Funded Community Housing but all aspects of Council business. The most up to date policies as published on North Burnett Regional Council's website apply to the provisioning of Funded Community Housing Services.

5.2 Maintaining the reputation of the Community Housing Sector

The North Burnett Regional Council is committed to maintaining the reputation of the community housing sector and under its obligations it notifies the primary Registrar of any incident related to its operations (and its response) that damages or has the potential to damage the reputation of the community housing sector. Notifications are made consistent with the NRS notification guidelines and National Law.

6 Management

6.1 Meeting Business Goals

The North Burnett Regional Council will endeavour to meet the Business Goals as defined through Tier 3 requirements under the National Regulatory System for Community Housing 2014. In case of effective or projected non-compliance Council will seek a path to compliance with the Funding body and / or NRSCH authorities as required. The stipulated Tier 3 business goals are:

Operating cash adequacy:

Tier3 >1.00times

Rent Arrears:

Tier 3 <4%

Rental bad debt management: <1%

Employee cost: <30%

Occupancy rate 97%* >=97% green light; <97% amber light

Following thresholds for relet times:

- <14 days <=14 days green light; >14 <29 days amber light; 29+ days red light
- <21 days for those with third party tenant allocation - e.g. is dependent upon nominations or selection by another agency

Tenancy Turnaround (if un-tenantable)

- <28 days <=28 days green light; 29 - 35 days amber light; >=36 days red light
- <42 days for those with third party maintenance allocation - e.g. is dependent upon nominations or selection by another agency.

Tenant rent foregone (vacant tenantable) as a percentage of total potential rent income*:
5% <=5% green light; >5% red light

Total rent outstanding from current and ex tenants as a percentage of total potential rent income*:
2.5% <=2.5% green light; >2.5% red light

7 Financial Viability

7.1 Managing Financial Risk Exposure

The North Burnett Regional Council monitors and manages its financial risk exposure to protect its financial interest and the interests of investors being the State Government Funding body. Council maintains financial management policies and procedures applicable to but not limited to the provisioning of Funded Community Housing.

8 RESPONSIBILITIES

The responsibility for implementing and upholding the principles around the provisioning of Funded Community Housing by North Burnett Regional Council rests with management and employees, particularly the officers responsible for the provisioning of Housing Services. All employees of the North Burnett Regional Council regardless of employment terms or conditions are responsible for adhering to the policies and guidelines.

9 Policy related Documentation and Processes

- An annual report / newsletter to all tenants (addressing changes in rent charges, tenant complaint management, procedural changes and other relevant information)
 - The newsletter is delivered in the form of an A4 factsheet delivering both news and reinforcing existing information
- All Feedback, complaints, appeals and support data is handled and documented in InfoXpert the Council's information management system
- Council Policy 256: Strategic Asset Management
- Asset Maintenance Plan for a 10-year rolling period

10 Policy related Attachments

Policy related working and process documentation used by Council in the provisioning of Funded Community Housing:

- Attachment 1 - Community Housing Information Brochure
- Attachment 2 - Entry and Exit Condition report

Community Housing

Community Housing in the North Burnett Region – is it for me?

The Department of Housing and Public Works provides social housing assistance to clients with the greatest need. The North Burnett Regional Council is one of the local providers of Community Housing which is available through the Department of Public Works.

How can I apply?

All Applications will need to be submitted to your nearest Housing Service Centre of the Department of Communities. You need to fill in “Form 7 – Application for Housing Assistance”. These forms are available online, at your local North Burnett Regional Council Office or a Housing Service Centre.

Am I eligible?

- You must be a Queensland resident
- You must be an Australian Citizen or permanent resident
- You must meet the assets limit test (details in your application Form 7)
- You must not own property

Eligibility criteria are subject to change

I need help

Ask for the Housing Officer at your North Burnett Regional Council office and receive support in person or over the phone.





Condition Report

Address of the premises	
Name of Tenant	
Report Type	<input type="checkbox"/> Entry <input type="checkbox"/> Exit

Lessor		Clean	Undamaged	Working	Items	Tenant
Other items or comments						Other items or comments
Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points	
Lounge Room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TV/Power points	
Dining Room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TV/Power points	

Lessor/ NBRC
 Representative signature:- _____

Lessee/Tenant signature:- _____

Lessor		Clean	Undamaged	Working	Items	Tenant
Other items or comments						Other items or comments
Kitchen/Meals		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cupboards/drawers	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bench tops/tiling	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink/disposal unit/taps	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stove top/grill	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oven	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fan/rangehood	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dishwasher	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points		
Family Room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points	
Bedroom 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wardrobe/drawers/shelves	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points	

Lessor/ NBRC

Representative signature:- _____

Lessee/Tenant signature:- _____

Lessor		Clean	Undamaged	Working	Items	Tenant
Other Items or comments						Other Items or comments
Bedroom 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wardrobe/drawers/shelves	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points	
Bedroom 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wardrobe/drawers/shelves	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points	

Lessor/NBRC Representative signature:-

Lessee/Tenant signature:- _____

Lessor		Clean	Undamaged	Working	Items	Tenant
Other Items or comments						Other Items or comments
Bedroom 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wardrobe/drawers/shelves	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points	
Bathroom		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls/tiling	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bath	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shower/shower screen	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wash basin/vanity	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mirror/cabinet	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Towel rails	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilet	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points		
Laundry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors/walls	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/screens	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blinds/Curtains	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/light fittings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/floor coverings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wash Tubs	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washing Machine/Dryer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power points		

Lessor/NBRC Representative signature:- _____

Lessee/Tenant signature:- _____

Lessor		Clean	Undamaged	Working	Items	Tenant
Other Items or comments						Other Items or comments
General		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Alarms	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security Devices	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balcony/Porch/Deck	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage/Car port/Storeroom	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gates/Fences	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grounds/Garden	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staircases/Railings	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street Number/Letter box	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paving/Pergola	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Water System	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keys/Locks/Remotes	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheelie & Recycle Bins	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garden Shed	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air condition/fans		

Additional Comments/information
(supporting documentation can be attached)

North Burnett Regional Council Representative
Name and signature

Date:-/...../.....

Tenant/Lessee
Name and signature

Date:-/...../.....

Electrical Safety Switches

Is there a safety switch on the premises?

Yes No

For more information on electrical safety switches: www.dir.qld.gov.au
or call 1300 650 662