



## CONFLICT OF INTEREST POLICY - TENANCY MANAGEMENT

SPO21

**Responsible Manager:** Executive Manager Housing Services

**Head of power:** *Residential Tenancies and Rooming Accommodation Act 2008 (Qld)*  
*Housing Act 2003 (Qld)*  
*Housing Regulation 2003 (Qld)*  
Housing Policy PO12  
Human Resources Policy PO2

**Authorised by:** Council

**Authorised on:** 22 November 2017

**Implemented from:** November 2017

**Last reviewed:** N/A

**Review history:** N/A

**Review date:** 30 June 2019

**Corporate Plan:** Art, Culture, People

## 1. POLICY STATEMENT

- a) Torres Strait Island Regional Council (Council) is committed to ensure that all housing staff make confident, transparent and fair decisions as part of their regular work routine.
- b) Wherever possible, Councillors and staff of Council shall not:
  - i. deal with close members of their family or their friends' applications for housing assistance or any ongoing tenancy management activity; or
  - ii. attempt to directly or indirectly influence the processing or approval of applications for housing assistance, allocations or any ongoing tenancy management decisions relating to close members of their immediate family.

For the purpose of this policy, the following definition from Australian Accounting Standard Board 124 (ASSB124 - Related Party Disclosures) will be used:

**Close members of the family of a person** are those family members who may be expected to influence, or be influenced by that person in their dealings with Council and include:

- i. that person's children and spouse or domestic partner;
  - ii. children of that person's spouse or domestic partner; and
  - iii. dependants of that person or that person's spouse or domestic partner.
- c) Council will process all applications, allocations and tenancy management actions in accordance with housing delegations to ensure that transparent decision making is supported and documented.
- d) If housing staff believe they have an actual, potential, perceived and/or an apparent conflict of interest they must declare their relationship with the applicant or tenant in the Register of Conflict of Interest – tenancy management. Staff must also complete the Declaration of Interest form in the Code of Conduct.
- e) When housing staff are applicants or tenants of social housing, they must:
  - i. immediately advise the Manager Housing and lodge details of the potential conflict in the Register of Conflict of Interest – tenancy management. This includes situations where staff intend to reside in properties but another person is recorded as applicant;
  - ii. not process their own housing application;

- iii. not process any approvals, preference changes or offers of accommodation on their own behalf or that of the applicant where staff are a household member;
  - iv. not use knowledge of upcoming property vacancies to change their preference to secure unfair advantage over other waitlist applicants.
- f) If Councillors believe they have an actual, potential, perceived and/or an apparent conflict of interest or material personal interest, they must deal with the matter in accordance with the *Local Government Act 2009* (Qld) and the procedures listed in this policy.
- g) The Manager Housing will oversee the Register of Conflict of Interest – tenancy management and endorse critical processes such as approval of housing applications, waitlist preference changes, offers of accommodation and any key tenancy or property management decisions, where a conflict of interest exists.

## 2. SCOPE

This policy applies to all employees, Councillors and agents of Council.

## 3. PROCEDURE

This Policy shall be achieved with reference to the following procedures:

- I. Code of Conduct [refer paragraph 6 Conflict of Interest Procedure];
- II. Conflict of Interest Procedure – tenancy management;
- III. Social Housing Management Procedure [refer paragraph 5.5];
- IV. Meeting Handbook [refer paragraph 2.3 Conflict of Interest and 2.4 Material Personal Interest].

## 4. AUTHORISATION

This page and the previous bearing my initials was/were duly authorised by Council as Torres Strait Island Regional Council Tenant Conflict of Interest Policy – Tenancy Management on 21 November 2017 and shall hereby supersede any previous policies of the same intent.



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**Bruce Ranga**  
Chief Executive Officer

**Date: 21 / 11 / 2017**