Local Accommodation Committee (LAC) Details

This form is to be filled out at the establishment of a LAC and updated when membership changes. This form is then to be forwarded to the local [Regional Human Resources](https://education.qld.gov.au/contact-us/state-schools-regional-contacts), local [Regional Infrastructure Manager](https://intranet.qed.qld.gov.au/Services/facilities/asset-advice/Pages/regional-advisory-infrastructure-services.aspx) (DoE employees only), and [Tenancy and Leasing, Infrastructure Services Division](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/employee-housing/Pages/resources.aspx) (DoE employees only). This will ensure any communication needing to be sent to the committee is received promptly.

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| **School/s represented** |  |
| **Localities represented** | *Suburbs* |
| **Contact** | *Centralised contact information where correspondence for the committee is to be received* |

**LAC members**

As a member of the LAC, I agree to:

* take all reasonable steps to prevent, detect and respond to allegations of fraud and corruption.
* abide by the [Code of Conduct](https://www.forgov.qld.gov.au/about-code-conduct) and [Standard of Practice](https://qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf#search=standard%20of%20practice).
* treat all personal information and correspondence from tenants as **confidential** and handle appropriately.
* not be present or involved in decisions relating to my own teacher housing application or tenancy.

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| **Name** | **Position** | **Role** | **Contact** | **Signature** | **Date** |
| *E.g. John Smith* | *Principal* | *LAO* | *jsmit@eq.edu.au* |  |  |
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