



3.10 STAFF HOUSING AND HOUSING SUBSIDY

Distribution:	Elected Members, All Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	March 2017 – Version 1 – Resolution 8.1.4 032017.OM
Last Review:	March 2024 – Version 3 – Resolution 032024 767 (Formerly 4.10)

Purpose

To ensure that eligible Shire employees are provided with suitable and accessible housing of a good standard and that housing is managed appropriately in accordance with this policy and the Residential Tenancies Act 1987 (WA) and associated Regulations.

Scope

All Staff

Standard

Eligibility

The Chief Executive Officer shall determine which employees are eligible for a Shire provided house and any associated allowances as part of their employment package/contract. The Chief Executive Officer will confirm that the position attracts housing and associated benefits prior to the position being advertised.

As a guide, positions that require skills that would not normally be available within the district will be provided with a rental subsidy.

Housing Subsidy

The Shire will provide a subsidized rental rate for eligible employees which will be determined annually at the adoption of the Budget. The employee will pay rent through fortnightly payroll deductions in advance. The housing subsidy will be paid as a cash allowance if a house is not available to an eligible employee or if the employee has private accommodation.

Water Subsidy

The Shire will subsidise water usage costs of employees who occupy Shire owned residences.

A subsidy is provided on the condition that the surrounds and gardens of such residences are kept to a satisfactory standard.

Tenancy Agreement

Employees provided with housing are required to sign a Tenancy Agreement. All clauses of the Tenancy Agreement must be complied with or housing may be revoked.



Inspections

Regular inspections of all Shire owned property will be carried out by a representative of the Shire.

Houses shall be inspected as outlined below:

- Initial inspection upon occupation by the tenant;
- Inspection three (3) months thereafter;
- If the three (3) month inspection reveals that the house is being well maintained, then the next inspection will be the annual inspection in February for maintenance purposes;
- If the three (3) month inspection reveals that the house is not being well maintained, then the next inspection will be in another three months; and
- Final inspection on termination of employment. An inspection report shall be completed during the inspection and is to be signed by both the tenant and the Shire representative carrying out the inspection.

Roles and Responsibilities

Elected Members

- Review of all rentals annually through budget process.
- Ensure rental reviews are in accordance with maximum State Housing and current market rents as a guide.

Chief Executive Officer

- Allocation of staff housing for eligible employees.

Executive Management

- Ensure compliance with the policy.

All Staff

- Ensure compliance with the policy

Legislation

Residential Tenancies Act 1987 (WA) and associated Regulations

Resource Documents

Local Law

Nil

Delegation

Not Applicable