

Title:	4.10 Staff Housing and Housing Subsidy
Previous No:	
File No:	
Statutory Environment:	
Minute No:	8.1.4 032017.OM
Last Updated:	March 2017
Review Date:	September 2019

Objective:

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 this policy and the Residential Tenancies Act 1987 (WA) and associated regulations.

Policy:

In order to attract qualified personnel selected staff may be offered subsidised housing by the Shire, together with a water subsidy. The employee may salary sacrifice their rental payments.

Procedure:

Eligibility

The CEO shall determine which employees are eligible for a Shire provided house and associated allowances as part of their employment package/contract. The CEO 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 subsidise rent for eligible employees. 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. This shall also apply in the instance where an employee requires an accessible which may not be available from the Shire.

Rent reviews will use maximum State Housing and current market rents as a guide.

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 months thereafter;

If the three 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 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.