

ST9. Housing and Housing Subsidy Policy

Policy Objective

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

Policy Statement

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.

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 subsidised housing.

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 facilities which may not be available from the Shire.

Rent reviews will use Government Regional Officer Housing (GROH) rent and current market rent as a guide.

Utility Charges

Electricity/Phone/Gas – All utility accounts are to be held in the name of the occupant with the exception of designated senior employees as per conditions of contract. (In any case, the employee is responsible to reimburse the Shire in full the utility charges incurred unless otherwise mentioned in the employment contract or tenancy agreement).

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.

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Inspections

Regular inspections of all Shire owned property will be carried out by a representative of the Shire as mentioned in the tenancy agreement.

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.

Policy Reviewed October 2020