

2. Human Resources

2.4 C-2SH04 – Staff Housing

Previous Policy Number – 5.1

Policy

Objective

To provide clear parameters in relation to the provision of the Shire of Dandaragan's (Shire) employee housing.

Policy Statement

A Housing budget exists for the ongoing maintenance and repairs, renovation, rates and insurances associated with the staff housing portfolio.

1. Housing Availability

In the towns of Jurien Bay and Cervantes, Shire staff or employees other than the Chief Executive Officer are required to provide their own accommodation unless an alternative arrangement is negotiated as part of the salary package.

2. Responsibilities

The following are the specific responsibilities for both the Shire and the Employee (Tenant) during the period of occupancy:

Lease Agreements

All tenants must sign a Tenancy Agreement in accordance with the *Residential Tenancies Act 1987*.

In signing it, the tenant acknowledges they have read and understood their eligibility for housing and are aware of their specific responsibilities of the tenancy.

Bonds

A security Bond equivalent to four weeks rent is to be paid by tenants. Tenants may choose to pay the bonds either in full or via Payroll Deductions over and up to four consecutive pay periods.

Bond monies shall be held in a trust account by the Shire for the duration of the lease. It shall be returned to the tenant in full or part depending on the state of repair and cleanliness of the accommodation upon final inspection.

If the accommodation requires cleaning and /or maintenance deemed to be the tenant's responsibility, then an appropriate amount shall be deducted from the bond to cover all associated expenses. Inspections shall be conducted by an independent professional and appointed by the Chief Executive Officer (CEO).

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Insurance

Insurance coverage for buildings and contents owned by the Shire is the responsibility of the Shire.

The insurance of personal possessions is the Tenant's responsibility.

Maintenance Issues

Is the responsibility of the Tenant to report any maintenance issues to the Shire, as soon as a problem is identified.

This must be done in writing and sent to, or handed in at the Administration Office.

Grounds and Gardens

The Tenant is responsible for maintaining the premises, outbuildings and grounds including regular watering of gardens.

Where the tenant does not perform these duties, the tenant will be responsible for all costs associated with any repairs or replacements caused by careless use or neglect.

Pets

Tenants who reside in Shire managed housing shall seek prior approval regarding the keeping of pets.

All costs related to pets are the responsibility of the owner. At the termination of the lease, the Tenant is required to have the carpeted areas of the house shampooed and the house sprayed internally for fleas and ticks by a reputable pest control company.

The tenant is required to provide documentation to verify the work has been carried out.

Smoking

Shire supplied housing are smoke free environments and no smoking indoors shall be permitted at any time.

Where smoke odours or stains are evident during the course of house inspections and if additional costs are incurred in removing such orders and stains, such costs shall be the responsibility of the tenant.

Water

The Shire will subsidise the cost of water consumed by occupants of staff housing where the tenants maintain the gardens and surrounds to a satisfactory standard.

The charge will be at a rate of 30% of the total water consumption bill. The following conditions and provisions will apply:

- (i) In order to assist tenants to maintain gardens and surrounds in a suitable manner, the Shire will provide free of charge, shrubs, trees and lawn where appropriate and

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- available, to enable the tenant to plant, maintain and water them,
- (ii) If the tenant does not maintain the gardens and surrounds to a satisfactory standard in accordance with the tenancy agreement, the tenant is in breach of the lease and may forfeit their bond and will not qualify for the water subsidy.
 - (iii) If any occupier of Shire housing is unsure as to their responsibility in regards to the standard to which the gardens and surrounds are to be maintained, then a meeting with the Manager Building Services is to be arranged so that Council's policy can be explained and understood.

Rates

Shire Rates, Water Rates and Land Tax are the responsibility of the Shire.

Telephones

The tenant is responsible for any fees incurred for connection or reconnection of the telephone.

Tenants are responsible for all accounts in relation to this service (unless otherwise negotiated). Accounts are to be held in the tenant's name.

Internet Connections

Connection, disconnection and ongoing costs associated with the internet service are the responsibility of the tenant (unless otherwise negotiated via employment contract).

Electricity

The tenant is responsible for any fees incurred for the connection of the electricity supply and are to contact the Electricity Supply Company prior to moving in to transfer the account into their name.

Tenants are responsible for the payment of all accounts related to electricity supply.

Replacing Light Globes and Batteries

Tenants are responsible for replacing light globes and smoke detector batteries annually.

Gas

Gas bottles are supplied and listed as part of the inventory where applicable.

The Tenants are to arrange and meet all costs associated with refilling gas bottles (including cost of gas and transportation). The Shire is responsible for the annual rental of all gas bottles. Gas bottles are not to be removed from Shire owned properties without prior consent (unless otherwise negotiated).

Air-conditioning

Tenants are to ensure air-conditioning filters are cleaned regularly.

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The Shire will service air-conditioning units annually at the Shires cost.

It is the responsibility of the tenant to advise Shire staff of any maintenance needs as soon as possible.

Pest Treatment

Treatment and inspection for white ants and other pests is carried out annually by the Shire.

The Shire will respond to additional reports of termite activity, however during the intervening periods, it is the responsibility of tenants to take whatever action deemed necessary to address incidences of other pest activity including such things as cockroaches, spiders, rodents and ants etc.

The tenant must keep all vegetation away from the sides of the house and must not store goods against the external walls of the house.

Garbage Bins

Garbage bins are provided by the Shire, any loss or damage to garbage bins should be reported to the Shire.

House Inspections

All residences should be inspected at least once a year by the Manager Building Services or independent property manager. Inspections will also be made when changes in occupancy occur. The tenant will be given at least seven (7) days' notice of the Shire's intention to inspect the premises.

Termination of Lease by Tenant

The tenant must refer to the Checklist for Vacating a Property and ensure all items are attended to prior to vacating the premise upon vacating the premises.

The completed checklist must be presented to the Shire prior to departure.

3. Housing Rentals

House rentals are considered a valuable tool in the attraction and retention of staff, and as such may not reflect market value. Rentals will be reviewed by Council in April of every second year. Any changes to rents will be effective from the first pay period in the following financial year.

In reviewing rents, Council may take into consideration the consumer price index for Perth issued by the Australian Bureau of Statistics and market values.

4. Sub-letting of Housing

Any tenant shall submit an application to the CEO for approval for persons other than Shire staff, employees and their families or partners to occupy Shire accommodation for periods greater than three (3) months.

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5. Staff housing - installation and / or Dismantling of Equipment in Shire Houses

- 5.1 Shire employees, or any other person authorised to occupy Shire accommodation shall not, without the prior written approval of the CEO remove from the exterior, interior or curtilage of the building any fittings, fixtures or window treatments that are in the premises when occupancy first takes place.
- 5.2 No fittings, fixtures or window treatments shall be added to the premises during occupancy unless written permission is granted by the CEO.
- 5.3 Any requests to install additional equipment or to repair or replace existing equipment shall be made in writing to the CEO.
- 5.4 An employee, having been granted permission to install new or to replace existing equipment shall not, on vacating the premises remove any such equipment until negotiations have been finalised with the CEO in regard to agreed compensation for allowing all or some of the equipment to remain at the premises.
- 5.5 Where approval is granted to install any fitting or fixture for the purpose of heating, cooling, television reception or any other purchases which necessitates cutting any opening in a wall, ceiling or floor, the opening shall be made by a competent tradesperson.
- 5.6 Should any of the aforementioned fittings or fixtures be removed by the occupant, having been given permission to do so by the CEO, the resultant aperture shall be made good in a tradesman like manner with materials similar to the existing. Where external walls have sheet cladding, the aperture shall be covered with a full sheet of similar cladding. In all cases the replacement work shall be painted in a similar shade to the existing finish.
- 5.7 Where installation or removal of equipment has occurred in any part of the building, the Building Surveyor (Manager Building Services) shall be satisfied with the standard of workmanship. If Council is required to rectify any defective workmanship the cost of doing so shall be deducted from the tenancy bond.

6. Termination of Employment

Upon termination of employment occupants of housing must pay a commercial rate of rent and vacate within 21 days of termination.

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SHIRE OF DANDARAGAN – PROPERTY INSPECTION CHECKLIST

ADDRESS OF RESIDENTIAL PREMISES: _____

	CLEAN	DAMAGED
ENTRY		
front door		
screen door/security door		
walls/picture hooks		
windows/screens		
Ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
LOUNGE ROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
TV/power points		
floorcoverings		
DINING ROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
KITCHEN		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		

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light fittings		
blinds/curtains		
power points		
floorcoverings		
cupboards/drawers		
bench tops/tiling		
sink/taps		
stove top/hot plates		
oven/griller		
exhaust fan/range hood		
MASTER BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
SECOND BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
THIRD BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		

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blinds/curtains		
power points		
floorcoverings		
FOURTH BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
MASTER BATHROOM		
doors/doorway frames		
walls/tiles		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
bath/taps		
shower/screen/taps		
wash basin/taps		
mirror/cabinet/vanity		
towel rails		
toilet/cistern/seat		
toilet roll holder		
heating/exhaust fan/vent		
SECOND BATHROOM		
doors/doorway frames		
walls/tiles		
windows/screens		
ceiling		

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light fittings		
blinds/curtains		
power points		
floorcoverings		
bath/taps		
shower/screen/taps		
wash basin/taps		
mirror/cabinet/vanity		
towel rails		
toilet/cistern/seat		
toilet roll holder		
heating/exhaust fan/vent		
LAUNDRY		
doors/doorway frames		
walls/tiles		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
washing machine taps		
exhaust fan/vent		
washing tub		
SECURITY/SAFETY		
smoke alarms		
electrical safety switch		
keys/other opening devices		
GENERAL		
garden		
lawn/edges		
letterbox/street number		
water tanks/septic tanks		
garbage bins		

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paving/driveways		
clothesline		
garage/carport/storeroom		
garden shed		
hot water system		
gutters/downpipes		