



two ways :: one outcome

OPERATIONAL DIRECTIVE

Staff Housing

REFERENCE NUMBER: OD-02
ORGANISATION UNIT: All
RESPONSIBLE POSITION: Chief Executive Officer
RELEVANT DELEGATIONS: NIL
DATE ADOPTED: Nov 2011
REVIEW DATE: Annually

Objectives:

This directive is intended to clearly define the conditions under which employees occupy Shire accommodation and should be read in conjunction with the Staff Housing Policy (P-36).

Scope:

This directive applies to all permanent employees occupying Shire accommodation. This policy does not apply to relief staff.

Directive:

Subsidised Rental

- Where employees are offered housing as part of their employment contract, employees shall be charged \$25 per week;
- Where employees are sharing accommodation on a permanent basis with other employees, employees shall be charged on a proportional basis.

Personal Costs

- Employees shall be responsible for the payment in full of the following personal costs (or applicable proportion thereof if occupying permanently shared accommodation):
 - Electricity costs
 - Water
 - Gas supply
 - Telephone rental (with the exception of Essential Service Officers who are required to provide on-call support)
 - Personal telephone costs.

Condition and Maintenance

- The employee shall ensure that the accommodation and those areas used by the occupant are kept in a clean, safe and tidy state during the period of occupation.

- Ensure that the accommodation is left in a clean, safe and tidy state at the end of its use.
- The Council shall ensure any necessary maintenance or repairs to the facility are carried out expediently when they are the result of normal wear and tear and not misuse by the occupant.
- The Council may serve notice on the occupant to clean, make safe and tidy the accommodation within a defined period where in the reasonable assessment of the Council, or its appointed agent or representative, the accommodation has not been kept in a clean, safe and tidy state.
- Council may clean and tidy the facility following the issue of notice or at completion of the occupancy and charge all costs to the occupant for such cleaning and tidying.
- The Council shall determine if damage has occurred as a consequence of the use of the facility and recover any costs associated with returning the facility to its condition at the commencement of the occupancy.

Procedures:

Commencement of occupancy

1. Employees will be required to sign the Occupancy Agreement within two weeks of taking possession of the premise.
2. Employees are required to sign the condition statement and equipment list within two weeks of taking possession of the premise.

Completion of occupancy

1. The Regional Works Manager, Shire Service Manager, Works Coordinator (or Director in the case of Regional Works Manager) is required to undertake a property inspection within one week of the premises being vacated.
2. The employee will be provided with the opportunity of making good any loss or damage to the property prior to remedial work being done by the Shire.
3. Cost of making good will be charged to the occupant on the following basis:
 - Internal labour – internal charge rates plus 15%
 - Materials – cost plus 15%
 - External labour – cost plus 15%

Signed



Chief Executive Officer

8/11/2011

Date