



## POLICY – 5.10 – Employees Housing Allowance

Relevant Delegation

N/A

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### Policy Statement

1. As from the 2013-2014 financial year, all permanent Shire employees whether full time or part time (i.e. excludes casual staff and trainees) not living in a Shire provided residence be paid a weekly allowance as set by Council in the Annual Budget.

Employee Category	Eligibility	Conditional on
Chief Executive Officer	Yes	Residence is within the Shire
Contract Staff – Manager, Supervisor	Yes	Residence is within the Shire
Admin Staff	Yes	Residence is within the Shire
Works Staff	Yes	Residence is within the Shire
Community Staff	Yes	Residence is within the Shire
Trainees and Casual Staff	No	If less than or more than 3 months

2. This allowance is to be paid:
  - Through the payroll system every fortnightly pay
  - Prorated according to full time equivalent (FTE)
  - Employees remain eligible while on leave or during periods of worker's compensation.
3. Employees are not eligible in the following instances:
  - The residence is not within the Shire of Menzies boundary.
  - Where two Shire employees are living in one non-Shire residence, only one payment is permitted.
  - The payment has been suspended from employment
  - The employee is on leave without pay for more than one working day.
  - The employee is being provided with free caravan park accommodation.
4. That the amount be set at a maximum of \$100.00 per week, payable to employees in their own home or to an employee renting accommodation, with the allowance amount not to exceed the rental paid.
5. The allowance to be reviewed annually during the budget preparation.

– End of Policy

ADOPTED: 27 JUNE 2024