



POLICY – 9.2 – Shire Housing – Tenancy Conditions

Relevant Delegation

N/A

Policy Statement

1. Guiding Principles

- a) All tenancies of Shire Properties are subject to the requirements of the Residential Tenancies Act 1987.
- b) A Property Condition Report shall be conducted prior to the commencement of employment and upon termination of employment.
- c) The Property Condition Report shall be completed by the Building Maintenance Officer or a nominated representative approved by the Chief Executive Officer.
- d) Security and Pet bonds may be paid by payroll deduction over a maximum of three full pay periods.

2. General Conditions, to be included as part of the Tenancy Agreement as follows:

- a) The periodic tenancy agreement shall be provided prior to the commencement of permanent full-time or part-time employment within the Shire.
- b) Notice of the periodic tenancy agreement given by the tenant must be at least 21 days before the employment termination date and approved by the Chief Executive Officer.
- c) Persons other than the direct family members of the person renting Shire accommodation (direct family being the spouse/partner or children) can stay in the house for a maximum of two weeks, after which approval from the Chief Executive Officer is required.
- d) Shared occupancy with non-direct family members may be approved by the Chief Executive Officer with conditions.
- e) Smoking inside accommodation or within 5m of open doors or windows is prohibited.
- f) Tenants are responsible for cleaning and maintaining the garden on the premises.
- g) Upon vacating the premises, the tenant must thoroughly clean the premises, including professional carpet cleaning, washing walls, windows, removing the smell of smoke, and cleaning pet hair/fur.

3. Temporary accommodation of former or non-employees –

- a) Employee housing will not generally be available to non-employees but may be agreed upon by the Chief Executive Officer in appropriate circumstances.
- b) The residence is not currently required for employees and must be vacated within two weeks if subsequently needed.
- c) The period of occupancy is strictly limited.
- d) The rental charge is to be agreed upon by the Chief Executive Officer and is not subject to staff subsidy.

– End of Policy

ADOPTED: 24 APRIL 2024