

11.2 Shire Housing – Tenancy Conditions

Introduction

Objective

History	Former Policy	2.1.2
	Adopted	15 April 1996
	Amended	21 February 2007
	Replaced	27 July 2011
	Amended	20 April 2016
	Amended	Adopted 17 July 2018

Policy Statement

1. All Accommodation –
 - a) All tenancies of Shire owned/administered accommodation are subject to the requirements of the Residential Tenancies Act, and the agreement shall provide for the termination of the tenancy on termination of employment with the Shire.
 - b) Persons other than the direct family of the person renting Shire accommodation, with direct family being their spouse/partner or children, are permitted to stay in the house for a maximum of two weeks after which Chief Executive Officer’s approval is required.
 - c) Smoking inside the accommodation or within 5 m of open doors or windows is prohibited
 - d) Inspection as per Tenancy Act provisions may be made by CEO or nominated representative
 - e) Dogs are not permitted in the accommodation.
 - f) Power, gas, water, telephone etc, are the responsibility of the tenant, unless otherwise provided for by employment conditions etc.
 - g) The provision and maintenance of satellite television equipment is the responsibility of the Tenant.

2. Aged Units –
 - a) Must meet Western Australian Housing Authority eligibility criteria
 - b) A security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - c) Where the tenants propose to keep pets, a pet bond equivalent to one week rent is required.
 - d) Dogs are not permitted within the residence.
 - e) Due to proximity of other units, loud noise or frequent movement after 11.00pm is not permitted

3. Independent Living Units –
 - a) Must meet the following eligibility criteria:
 - i. Earn no more than the current income limits as set out in the Western Australian Housing Authorities Rental Policy.
 - ii. Not own or part own residential property within the Shire of Trayning.
 - iii. Not have cash assets in excess of that set out in the Western Australian Housing Authorities Rental Policy.
 - iv. Be able to prove their identity.
 - b) Can be let to tenants who do not meet the above criteria on a short term or periodic basis if there is at least one vacant unit left available for eligible tenants.

- c) A security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - d) Where the tenants propose to keep pets, a pet bond equivalent to one week rent is required.
 - e) Dogs are not permitted within the residence.
 - f) Due to proximity of other units, loud noise or frequent movement after 11.00pm is not permitted
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4. Young Persons Units –
- a) Must meet Centrelink eligibility criteria
 - b) A security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - c) Where the tenants propose to keep pets, a pet bond equivalent to one week rent is required.
 - d) Dogs are not permitted within the residence.
5. Employee Housing –
- a) It is a condition of tenancy that one member of the household holds a **permanent full time position with the Shire of Trayning**. Should this not be the person referred to on page 1 of the Tenancy Agreement, a new agreement must be entered into.
 - b) Termination of employment automatically terminates the Tenancy Agreement
 - c) Shared occupancy with a non relative may be approved by CEO with or without conditions
 - d) Unless stipulated in their employment contract, a security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - e) Where the tenants propose to keep pets, a pet bond equivalent to two weeks rent is required
 - Security and pet bonds may be paid by payroll deduction over not more than 3 full pays.
 - f) Gardens are to be maintained at a reasonable standard.
 - g) Water usage is subsidised on condition that gardens are maintained in a reasonable condition.
6. Temporary accommodation of former or non-employees –
Employee housing will not generally be available to non-employees, but may be agreed by the CEO in appropriate circumstances, such as –
- where a terminating employee wishes for members of their family to complete their own employment, school year etc,
 - as short term accommodation for contractors providing services to the Shire, provided that –
 - the residence is not currently required for employees, and is to be vacated within two weeks if subsequently needed,
 - the period of occupancy as a non-employee is strictly limited,
 - the period of occupancy is at prevailing market rental, and
 - is not subject to staff subsidies.

– End of Policy

Agenda Attachment 9.3.1h

The Residential Tenancies Act applies to all rental situations, even to those of Shire owned housing to Shire employees. Accordingly, it is a requirement that the Shire comply with this Act, which provides the tenant with rights of use, stipulates periods of notice for inspection, maintenance, or termination etc.