

## AP18 – EMPLOYEE HOUSING ALLOWANCE POLICY

**MANAGEMENT PRACTICE: N/A**

**DELEGATION: N/A**

### OBJECTIVE

To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to Shire of Jerramungup (Shire) personnel.

To maintain a competitive position in the labour market place.

To provide a comfortable, safe, and attractive working environment for Shire personnel.

The following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to Shire personnel. This policy applies to permanent, part-time and casual employees employed by the Shire of Jerramungup.

### POLICY

1. All permanent Shire employees, whether full-time or part-time (excludes casual staff), not living in a Shire provided residence, shall be paid a weekly allowance, as approved by the Council in the Annual Budget.

Employee Category	Eligibility	Conditional on
Chief Executive Officer	Yes	Residence is within the Shire
Contract Staff – Deputy Chief Executive Officer, Manager of Development, Manager of Works, Works Supervisor	Yes	Residence is within the Shire
Administration Staff	Yes	Residence is within the Shire
Works Staff employed under the Industrial Agreement	Yes	Residence is within the Shire
Trainees – Works or Administration	Yes	Residence is within the Shire
Casual Staff	No	

2. This allowance is to be paid:
  - Through the payroll system every fortnight.
  - Prorated according to full time equivalent (FTE).
  - Employees remain eligible while on paid leave as determined under the *Fair Work Act 2009* or during periods of workers' compensation.
  - In relation to workers' compensation pending claims the Shire will pay "Without Prejudice and Without Admission of Liability" up to two weeks (10 days) housing allowance whilst the workers' compensation claim is being assessed. If the claim is still pending no allowance will be paid past ten (10) days until the claim has been accepted.

3. Employees are not eligible in the following instances:
  - The residence is not within the Shire of Jerramungup.
  - Where two employees are living in one non-Shire residence, only one payment is permitted.
  - The employee has been suspended from employment.
  - The employee is on unpaid maternity leave.
  - The employee is on **leave without pay** for more than one working day.
4. That the amount shall be set a maximum of \$100 per week (or pro-rata for part-time employees), payable to employees living in their own home or renting accommodation, with the allowance amount not to exceed the rental paid.
5. The allowance shall be reviewed annually during the budget preparation period.

<b>Relevant Legislation:</b>	N/A
<b>Related Documents:</b>	Strategic Community Plan Code of Conduct Key Worker & Community Housing Strategic Plan (2024)
<b>Related Local Law:</b>	N/A
<b>Related Policies:</b>	
<b>Adopted:</b>	30 July 2025
<b>Last Reviewed:</b>	N/A
<b>Next Review Date:</b>	June 2026