



**TITLE:**               **ACCOMMODATION – SUPERVISORY STAFF**  
Live-in and Overnight Accommodation Facilities and Provisions  
**PL/12/14**  
(Personnel - Policy and Procedures - Supervisory Staff Employment  
Conditions)

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Note:

*This policy incorporates and replaces the policy issued in 2001.*

**POLICY**

Definitions:

**“living on site”** means living in college staff accommodation on site and that this is the employee’s principal place of residence.

**“supervisory staff”** refers to and includes ‘college managers’, ‘senior supervisors’ and ‘supervisors’.

This policy sets out the current requirements and provisions in relation to accommodation arrangements which apply to supervisory staff at CHSHA residential colleges.

The Authority’s policy reflects its operational philosophy in relation to meeting its legal duty of care and its own standards of care and service to students and their parents. It is binding on all College Boards of Management.

The Authority and its College Boards of Management are responsible for the care and supervision of students enrolled at CHSHA residential colleges. The Authority employs supervisory staff to help it deliver these services. Its offer of employment is conditional upon the acceptance of certain arrangements. Some of these have been incorporated into



employment agreements. Others are matters of policy or prescribed standards and vary according to the Authority's operational needs.

Consistent with its operational philosophy and management of its duty of care the Authority has established supervisory staff accommodation attached or adjacent to its student accommodation. It is the Authority's function and responsibility to determine the amount and type of supervisory staff accommodation to be provided and its requirements and conditions of employment for supervisory staff.

The Authority compensates full-time supervisory staff required to live on site to perform their managerial and supervisory functions with free accommodation.

**Any variation from this policy needs to be approved by the Authority.**

## PROCEDURES

### 1 Conditions Governing Provision of Accommodation

#### 1.1 Allocation of Staff Accommodation

1.1.1 Residential college staff accommodation is provided for full-time supervisory staff and it is policy for all full-time supervisory staff to live on site in the accommodation provided.

1.1.2 The Authority will determine, as a condition of employment, whether supervisory staff will be required to live on-site if suitable accommodation is available, or alternatively live off-site but sleep on-site when rostered for late night and early morning supervision.

1.1.3 In general, full-time supervisory staff will be required to live in the on-site accommodation provided and included with their offer of employment. It is an Authority requirement that live-in accommodation is included in the offers of employment to full-time supervisory staff. There can be no variation from these employment arrangements for full-time staff without the prior approval of the Authority.

1.1.4 Male and female supervisors are to be housed in accommodation as close as possible to the student accommodation housing students of the same sex.

1.1.5 Staff accommodation is to be allocated with a view to having an equal number of full-time male and female supervisors living on site.

1.1.6 Except as otherwise provided for under this policy, live-in, full-time supervisory staff shall not be permitted to subsequently move to off-site accommodation.

1.1.7 In general, part-time and relief staff will not be required to live on-site.

#### 1.2 On-call Overnight Care

Staff accommodation is to be utilised to provide optimum student access to supervisors, proximity between supervisors and students and supervision arrangements. Staff rostered to be 'on-call' overnight will be located in



accommodation which best fulfils these requirements (i.e. designated for overnight care) where this is separate from their usual on-site living quarters.

Family members or friends are not permitted in accommodation designated for use for overnight care where this is separate from the on-site living quarters otherwise provided to the supervisor.

Where part-time or relief staff are employed to provide 'on-call' overnight care they will be required to sleep on-site in accommodation which best fulfils the Authority's overnight supervision requirements.

### 1.3 **Family of supervisory staff**

At the discretion of the College Board of Management and depending upon the type, size and location of accommodation available, a supervisor's partner, and/or children, may be permitted to live with them on-site. Partners and family members over 18 years of age are required to provide the College Board with a Police Clearance Certificate [at own expense].

The College is under no obligation to provide family accommodation either at the time of employment of subsequently.

### 1.4 **Children of supervisory staff**

Children of supervisory staff, aged 12 to 18 years and living on-site, must abide by the residential college rules pertaining to 'Visitors' when visiting or utilizing student common areas.

1.5 Accommodation provisions shall be as agreed at interview, except that the College Board of Management reserves the right to reallocate accommodation as circumstances warrant. A College Board of Management will give consideration to any change in circumstances or request from a supervisor for a change in accommodation, but its decision shall take into consideration the broad needs of the College. The College Board of Management is under no obligation to agree to a request.

1.6 On-site live-in accommodation is furnished in accordance with CHSHA provisions (see policy Furniture – Staff Accommodation). Similar quality bedroom furniture is provided in overnight accommodation.

1.7 Under normal circumstances the fixtures, fittings, and CHSHA furniture and equipment in staff accommodation is maintained by the College. However, staff will be required to pay for maintenance and repairs arising from wilful damage or sub-standard care of the accommodation provided.

1.8 Live-in staff can expect regular inspections in accordance with college policy. All accommodation will be inspected and inventoried as part of the induction of new staff and when their employment terminates.

1.9 On termination of employment, staff are expected to leave the vacated accommodation in a clean and tidy state.

### 1.10 **Use of Surplus Staff Accommodation**

No accommodation built for or needed to house supervisory staff is to be allocated to any other person (including boarders) without the Authority's written approval.



The provision of surplus accommodation to other persons must be by way of a formal rent agreement and in accordance with Australian Taxation requirements where the value is to be offset against work carried out as an employee of the Authority.

Surplus accommodation will only be made available to adult non-employees who gain both a *Working with Children* and a Department of Education and Training criminal history clearance. All adult persons living in this accommodation need to gain these clearances and the cost of these clearances is to be met by the person(s) party to the rent agreement.

## 2 Charges

- 2.1 For full-time live-in supervisory staff there is no charge for rent, water or power consumed.
- 2.2 College Boards of Management may require live-in supervisory staff to pay a tenancy bond, which shall be refundable in part or full, depending on the extent to which the accommodation is subject to more than reasonable wear and tear.

Tenancy bonds are to be lodged with the Department of Consumer and Employment Protection which administers tenancy bonds without charge. Bond lodgement forms (Form 8) are available from Newspaper news agencies, Sands & McDougall outlets, and the State Law Publisher (10 William Street, Perth). The bond should be no more than four times the applicable weekly fringe benefits tax rate or its equivalent if FBT were to apply.

## 3 Guests

- 3.1 At the discretion of the College Board of Management and depending upon the type, size and location of accommodation available, member/s of a supervisor's family, or friend/s, may be permitted to stay with them overnight or on a short term casual basis [up to one week]. Staff will have to obtain the prior approval of the College Board in writing. The College Board will determine whether a staff guarantee is acceptable or whether a Police Clearance Certificate will be needed.
- 3.2 At the discretion of the College Board of Management and depending upon the type, size and location of accommodation available, a member of a supervisor's family, or a friend, may be permitted to live with them on-site for an agreed period, subject to obtaining a Police Clearance Certificate [at own expense] for those aged 18 years and over.
- 3.3 Non-staff members living on-site or staying overnight are not permitted to enter a student dormitory or ablution without the College Manager's approval and unless accompanied by a supervisor.
- 3.4 At the discretion of the College Board of Management, permission for family members or friends to live on-site or stay overnight may be withdrawn if their presence has an adverse effect on student care and safety, student discipline or staff behaviour.



- 3.5 The College Board of Management has the discretion to adopt a policy that no person living in single accommodation can share the accommodation with another person if the accommodation is genuinely and obviously too small to allow the occupancy of more than one person or, in situations where the accommodation adjoins a student dormitory, to restrict provision of the accommodation to same-sex supervisors and overnight visitors.
- 3.6 **Students are not allowed to enter supervisors' flats unless prior written approval has been obtained from the College Board of Management Chairperson.** In the even of an emergency, the College Manager must be notified at the earliest opportunity why a student or students have entered a supervisor's flat. **Depending upon the circumstances, failure to comply with this policy can result in an employee's instant suspension without pay and subsequent dismissal.**

#### 4 Extended Leave Provisions

- 4.1 Unless otherwise determined by the College Board, staff proceeding on long service leave or extended leave without pay shall vacate college staff accommodation from the commencement of their leave and make it available to replacement supervisory staff.
- 4.2 Staff vacating accommodation and proceeding on long service leave will be paid an additional amount at the rate of \$100 per week of long service leave on full pay.
- 4.3 Where a College Board allows a member of staff to remain in college accommodation while on long service leave or leave without pay, the employee shall pay rent at the fringe benefits tax rate, or its equivalent if FBT were to apply. Staff will only be allowed to stay in supervisory staff accommodation where this can be achieved in a way that is consistent with the Authority's supervision standards.
- 4.4 Where staff need extended sick leave and their College Board determines that they will need to vacate college accommodation to maintain operations, the Board shall give four weeks' notice.
- 4.5 Staff on extended sick leave, having vacated college staff accommodation, shall be given special consideration and provided with rental assistance at the fringe benefits tax rate payable on their accommodation. This rental assistance will continue to be paid until such time as all sick leave credit [calculated on a full day basis] has been exhausted. Staff unable to resume duty due to sickness after the exhaustion of all sick leave credits may be eligible for sickness benefits and rental assistance from Centrelink.

#### 5 Provision of Telephone Facilities

- 5.1 The Authority will provide a telephone connection point in staff accommodation on request. All re-connection costs, telephone rental, telephone purchase and call costs are to be the occupant's responsibility.



- 5.2 All costs associated with the purchase by college staff of answering machines, facsimile equipment, computers and modems, their installation in staff accommodation and use, are their own responsibility.
- 5.3 Where a staff telephone number is listed by the College Board for after hours contact, the telephone is provided rent free.

## **6 Keys**

- 6.1 The College Board of Management will keep master keys for all accommodation but will respect the privacy of live-in staff and only enter staff accommodation by prior arrangement or in an emergency. Keys will be kept in a locked and secure area in the College Manager's office and accessed only in an emergency.
- 6.2 All keys to staff accommodation are to be returned on termination of employment.

## **7 Pets**

The keeping of pets is a matter for the College Board of Management. Approval will depend upon College policy and take into account the safety of students and staff, health issues, the matter of liability, the degree of nuisance involved and location, as well as any benefits to the college.

## **8 Insurance**

The Authority's insurance policy does not cover the loss of staff members' personal belongings and money. The risk of theft, loss or damage to staff belongings is each staff member's personal responsibility and staff may wish to consider taking out insurance to cover these risks.\

## **RELATED POLICIES, PROCEDURES AND GUIDELINES**

Alcohol and the use of Residential College Premises  
CHSHA Care and Supervision Standards  
Firearms Policy  
Furniture – Staff Accommodation  
Human Resource Manual 4.12 (Screening )

## **EFFECTIVE DATE**

September 2000. Amended August 2007.