

TEACHER HOUSING SCHEME



2023

***Information for Teaching Staff of Catholic
Schools in Prescribed Country Areas***

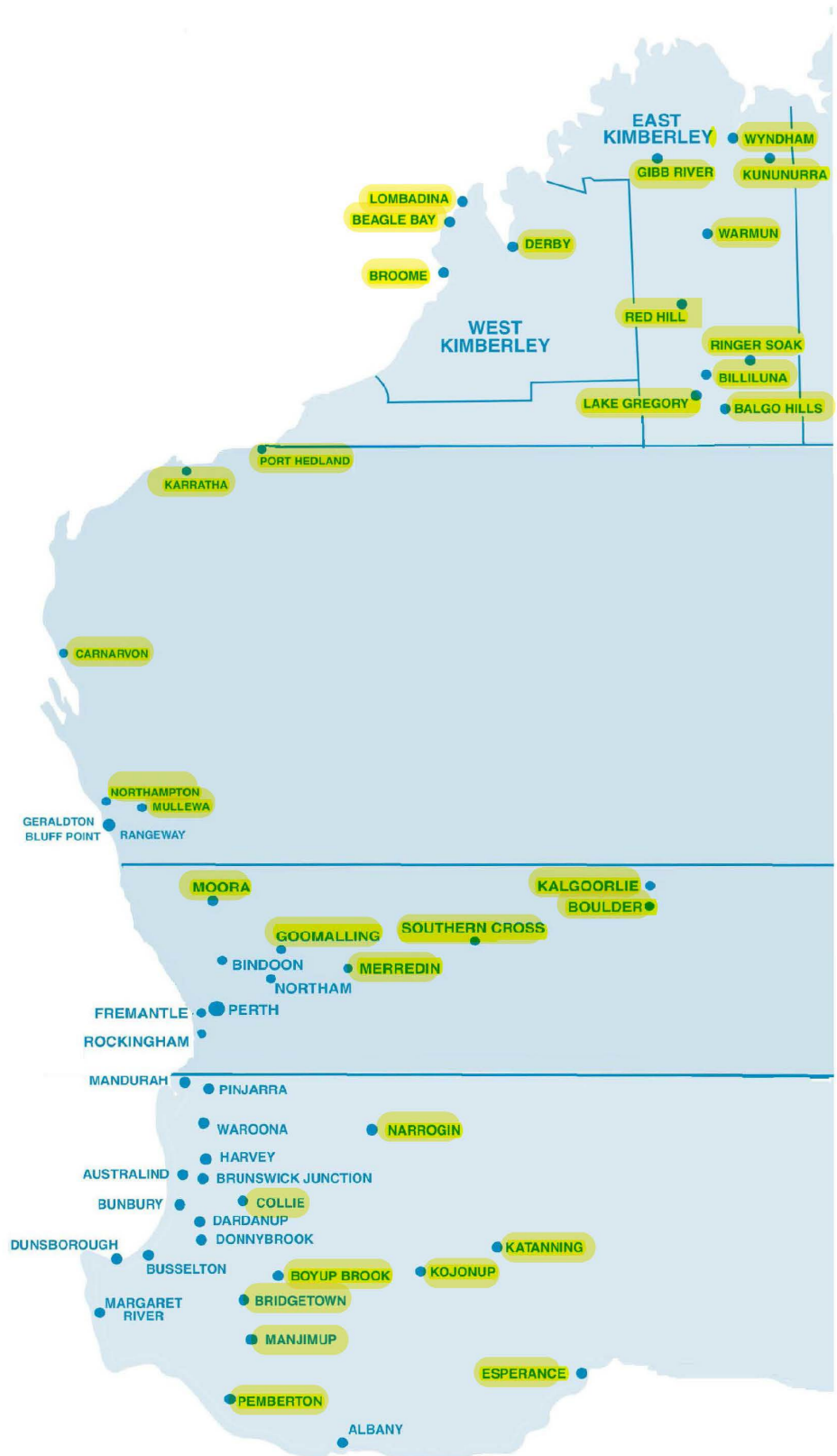


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1 Points of Contact

CONTACT	PHONE	EMAIL
Teacher Housing Scheme (CEWA)		
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Perth Project Officer - Teacher Housing Officer	9380 1853	Trish.Forward@cewa.edu.au
Payroll Queries Staff Records & Payroll Team, Perth	6380 5240	payroll@cewa.edu.au
External Agencies		
Kalgoorlie/Boulder First National Real Estate Property Manager	9021 0300	kathrynstate@kalgoorlierealestate.com.au
Karratha Ray White Real Estate Property Manager	9185 2444	pm1.karratha@raywhite.com
Port Hedland Ray White Real Estate Property Manager	9140 2300	Pm4@porthedland@raywhite.com
Kununurra Kimberley First National Property Manager	9168 2666	Propman2@kimberleyfirstnational.com.au
Derby Hutchinson Real Estate - Property Manager Derby	9193 2020	pnderby@hutchrealestate.com.au

2 Introduction

This scheme is available for **full time teaching staff** who, to meet their employment obligations, are required to live away from their normal place of residence. Full time teaching staff appointed locally will not be eligible to receive housing assistance. Housing assistance will cease if a teacher purchases a property in the town.

The allowances and conditions of the Teacher Housing Scheme are reviewed annually, and changes may be made. All conditions of the scheme will apply from the date of the changes.

The houses owned by the Diocese for the purposes of teacher housing vary in size and are used to maximise the ability to house the mix of staff, single or married, in each location. Single teaching staff in town centres may be housed in shared accommodation.

Allocation of accommodation is the responsibility of the school principal in consultation with either of the CEWA, Resources Team, Housing Officers. Staff members should be aware that from time to time they may be required to move into alternative accommodation due to changes in the number and composition of full-time teachers. Though this is an inconvenience that shall be avoided, if possible, staff shall relocate to housing allocated to them.

It is the responsibility of the teacher to make all arrangements and undertake all liaisons with GRACE in relation to the transport of their belongings. The teacher is to liaise with GRACE on the expected arrival date of their belongings and take this into account when planning their own arrival. As per the [RAP](#), all accommodation/ meals in relation to travel upon appointment and upon resignation are the responsibility of the teacher and this includes accommodation required where the teacher has arrived in their location before delivery of their belongings to their allocated property or their belongings have left the location prior to teacher finishing.

The Teacher Housing Scheme is funded by all Catholic Schools in WA and an allocation is made each year from the Australian Education ACT Recurrent Fund (AEARF) to individual schools providing teacher housing. A budget is prepared each year from this allocation and is strictly administered to ensure funds are not overspent.

The locations, which apply to the Teacher Housing Scheme have been categorised into 3 groups. The eligibility and conditions for Teacher Housing vary between these groups.

Category 1 Isolated & Remote Locations	Balgo Hills	Beagle Bay	Billiluna
	Lombadina	Mulan / Lake Gregory	
	Ringer Soak	Warmun	
Category 2 Country Town Locations	Boulder	Broome	Derby
	Carnarvon	Esperance	Kalgoorlie
	Karratha	Kununurra	Merredin
	Mullewa	Port Hedland	Red Hill (Halls Creek)
	Southern Cross	Wyndham	
Category 3 Principal Only Housing Locations	Bridgetown	Boyup Brook	Collie
	Goomalling	Katanning	Kojonup
	Manjimup	Moora	Narrogin
	Northampton	Pemberton	

3 Housing Management Responsibilities

CEWA Managed Housing

Locations in this category	All Category 1 Locations, Broome, Red Hill & Wyndham
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In these locations all housing is managed by the Remote Area Housing Officer in conjunction with the School Principal and the Teacher Housing Officer.

Real Estate Agents Managed Housing

Locations in this category	Boulder, Derby, Kalgoorlie, Karratha, Kununurra & Port Hedland
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In these locations, teachers will be allocated a CEWA owned or leased house. The portfolio of CEWA housing is managed locally by a real estate agent in conjunction with either of the CEWA, Resources Team, Housing Officers on behalf of Catholic Education WA. The list of managing agents for each location can be found in Section 1.

Locally Managed Housing

Locations in this category	Carnarvon, Merredin, Mullewa & Southern Cross
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The portfolio of CEWA houses available for teaching staff is administered locally in accordance with the school's Staff Housing Policy or the Teacher Housing Scheme. The School Bursar or Administrative Officer and Principal oversee the maintenance of management of the housing. Housing contributions are set as a percentage of salary and paid by payroll deduction.

Principals Housing

Locations in this category	Bridgetown, Boyup Brook, Collie, Goomalling, Katanning, Kojonup, Manjimup, Moora, Narrogin, Northampton & Pemberton
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The houses in these locations are provided for the principal only. The general management of these houses is managed by the principal and school's Administration Officer in conjunction with the CEWA, Resources Team, Teacher Housing Officer.

4 General Conditions

4.1 Factors Effecting Eligibility

Conditions which effect a teacher's entitlement to housing assistance in all locations are as follows:

- If the teacher is appointed locally.
- The employee and/or their spouse have a legal or beneficial ownership or interest in a residence in the district, or the employee or their spouse are directors, trustees or other beneficiaries of a company, trust or other entity that owns a residence in the district.
- The accommodation for which assistance is sought is not provided or subsidised in part or whole by a family member or the employer of their spouse (eg. GROH, Mining Company, etc.).

In each of the above circumstances, an employee will not be eligible for housing assistance.

4.2 Manner of Life

Teaching staff are required to contribute actively towards the maintenance of the Catholicity of the school through a manner of life and stated beliefs which are in keeping with the teachings of the Catholic Church (EBA Clause 24 (2) 2.1) *A spouse is the husband or wife of a teaching staff member. Where a teacher is in breach of this condition, housing assistance will be withdrawn

4.3 Community Aboriginal Teachers

Where suitable accommodation exists in an Isolated or Remote Location only and at the approval of the Director of Catholic Education, an Aboriginal teacher who is a member of the community may be accommodated in CEWA Housing.

4.4 Parental Leave

Isolated and Remote Locations

A teacher going on Parental Leave in an Isolated or Remote Location may be permitted to remain in CEWA managed housing **subject to the availability** of such accommodation for a period up to 12 months.

Town Locations

A teacher going on Parental Leave in a Town Location shall be entitled to their existing housing arrangements **subject to the availability** of such accommodation up to a period of 12 months from the commencement of their Parental Leave. If the teacher does not return to full time employment after 12 months, they will be required to vacate the premises or pay the full market rental for the property.

4.5 Long Service Leave

Isolated, Remote and Town Locations

Teachers on Long Service Leave are permitted to remain in CEWA managed housing subject to the availability of such accommodation. This provision is for the paid Long Service Leave period only.

4.6 Leave without Pay

Isolated, Remote and Town Locations

For periods when a teacher is on leave without pay, a calculation of Housing Contribution owed will be invoiced to the teacher. If a teacher has been granted leave without pay for a period exceeding 4 weeks from a school, then an application must be made to the either of the CEWA, Resources Team, Housing Officers for consideration for their eligibility for housing assistance during this leave period. Failure to do so will result in teachers being required to pay the full market rental housing contribution for the property or will be required to vacate their CEWA managed house.

4.7 Deferred Salary Scheme

Isolated, Remote and Town Locations

A teacher who participates in the Deferred Salary Scheme and undertakes a year of leave in the fifth year of the scheme is on self-funded leave without pay and is therefore not eligible for housing assistance. The teacher must vacate CEWA managed housing. While on the scheme, Teachers Housing contributions are calculated on the full FTE.

4.8 Sick Leave

Teachers in all locations are ineligible for housing assistance when they are unfit for work for a continuous absence of 13 weeks or more in any one calendar year. They are then considered to be on leave without pay and the conditions in item 4.6 of this booklet will apply.

5 Housing Conditions

5.1 Housing Contributions

Isolated and Remote Locations

Teachers in Isolated or Remote Locations are not required to make a housing contribution towards the provision of their accommodation.

Town Locations

Teachers in Town Locations except for Red Hill are required to make a housing contribution toward the ongoing provision of their accommodation. The contribution is a set percentage rate of salary and is paid via a payroll deduction. Housing Contributions cover the period from the beginning of the teachers' contract to the end of their contract as the property is allocated to them for this period whether they move in or vacate on different dates. E.g., 1st January to 31 December.

TEACHER HOUSING SUPPORTED SCHOOLS			% Housing Contribution	
			Full	Shared
BROM				
8154	St Mary's College	Broome	10.00%	7.50%
8157	St Martin de Porres School	Broome	10.00%	7.50%
8445	CEWA Office	Broome	10.00%	7.50%
8235	Holy Rosary School	Derby	8.00%	6.00%
8410	St Joseph's School	Kununurra	8.00%	6.00%
8795	St Joseph's School	Wyndham	6.00%	4.50%
GERL				
8185	St Mary Star of the Sea	Carnarvon	10.00%	7.50%
8370	St Luke's College	Karratha	10.00%	7.50%
8375	St Paul's CPS	Karratha	10.00%	7.50%
8560	Our Lady of Mount Carmel	Mullewa	7.00%	5.00%
8650	St Cecilia's College	Port Hedland	10.00%	7.50%
PERT				
8135	St Joseph's School	Boulder	7.00%	5.00%
8360	John Paul College	Kalgoorlie	7.00%	5.00%
8365	St Mary's Primary School	Kalgoorlie	7.00%	5.00%
8505	St Mary's School	Merredin	10.00%	7.50%
8730	St Joseph's School	Southern Cross	7.00%	5.00%
BUNB				
8269	Star of the Sea CPS	Esperance	8.00%	6.00%

CEWA Leases

In some town locations there are insufficient owned properties and TH relies on leased homes to accommodate eligible teaching staff. In these circumstances the base percentage rate of salary covers an average residence suitable for the teacher's family needs. An independent valuation report for the residential market rent of each location is completed annually and used as the benchmark.

- A single or couple would generally be covered for a 1- or 2-bedroom residence
- A family with children a 3- or 4-bedroom residence.

If a staff member wishes to lease a residence with a higher rental than the benchmark rate, then their percentage contribution rate will be increased to cover the difference. Contribution percentages would be reviewed at the end of each lease period. **A teacher is expected to remain at the leased property for the duration of the lease. All requests to break lease before the lease expiry must be approved by either CEWA, Resources Team, Housing Officers and is only for exceptional circumstances.**

5.2 Housing Inspections

All residences will be inspected at least twice a year by the principal, Housing Officers, or the Managing Agent. Inspections will also be made when changes in occupancy occurs. The teacher must be given at least 7 days' notice of the intention to inspect. At the time of the scheduled inspection, **should the condition of the property be such that a follow up inspection is required, the costs of the additional inspection shall be the responsibility of the tenant.**

5.3 Insurance

Catholic Education WA is responsible for insuring all buildings and contents where applicable. Teachers are encouraged to obtain a personal contents insurance policy to protect their belongings.

Personal Contents Insurance Broome Diocese Only

Teachers in the Broome Diocese are offered Personal Contents Insurance through the Catholic Church Insurances (CCI). The annual cost for this insurance changes each year and the premium is paid via a payroll deduction. At the end of the year teachers will be advised of the renewal being due and the new rate for the following year. It is the responsibility of the teacher to respond to the housing officer in applying for the renewal.

5.4 Telephones and IT Services

In all Locations CEWA is responsible for providing outlets for access to phone and internet connections.

In all locations the teacher is responsible for arranging the connections or reconnections of the telephone and internet and is responsible for all outgoings related to the telephone and internet services. Accounts are to be held in the teacher's name.

In some remote locations satellite dishes and decoder boxes are provided to ensure teachers have access to free to air TV. All other costs associated TV services such as Foxtel will be at the teachers' expense.

5.5 Utilities

In all locations it is suggested that contact be made as soon as your address is allocated for the services to book in connections to avoid delays.

Water

All water usage costs will be fully funded by the Teacher Housing Scheme.

5.6 Electricity

Teachers are responsible for setting up accounts in their name and for all costs associated with this electrical supply. In some cases, a teacher may be invoiced for partial usage of electricity. Teachers will receive a notification via CEWA email address of their account and the balance owing.

5.7 Gas Bottles

Gas bottles are supplied and listed as part of the inventory in places where this is applicable. CEWA is responsible for the annual rental costs of all gas bottles. It is the responsibility of the teacher to meet all costs associated with refilling gas bottles i.e., cost of gas and transportation. Gas bottles are not to be removed from a house without the school principal being notified.

5.8 Housing Inventory

Isolated and Remote Locations

Inventory Items are provided for Isolated and Remote Locations only. Inventory items are checked annually. It is the responsibility of the teacher to ensure inventory items are not moved or exchanged between houses. Should a teacher not comply with this clause or proceed to store items anywhere outside the property, they remain responsible for any damage or disrepair caused to items because of their actions. Furthermore, it is the responsibility of the teacher to replace household items broken, lost, or removed during the tenancy. Items that are missing or broken at the end of the tenancy will be replaced at the teacher's expense. There is no facility available for CEWA owned inventory items to be stored to allow teachers to supply their own furniture. The inventories set out below are only a guide and may vary slightly depending on the design and layout of the specific properties.

5.9 Accommodation Inventory

Locations - Balgo Hills, Beagle Bay, Billiluna, Gibb River, Lombadina, Mulan & Ringer Soak

Bedroom 1	Kitchen Appliances
Queen Bed	Utensils
Mattress Protector	Can Opener
Wardrobe (built-in, walk-in or free standing)	Cutlery Set
Two Bedside Tables and Chest of Drawers* *(where there are no built in robes)	Egg Whisk
Bedroom 2/3 (if applicable)	Grater
Single Bed (1 each)	Kitchen Knives x 2
Mattress Protectors (1 each)	Kitchen Tongs
Wardrobe (built-in, walk-in or free standing)	Masher
One Bedside Table and Chest of Drawers* (*where there are no built in robes)	Serving Spoon
Lounge/Dining Room	Slotted Spoon
Lounge Suite & Coffee Table	Spatula (Scraper)
TV Unit / Bookcase	Vegetable Peeler
Television and Set top box (where applicable)	Wooden Spoon
Dining Suite	Dining
Kitchen	Coffee Mugs x 4/6
Refrigerator	Crockery Dining Set
Small chest freezer (for 3 Bed Houses Only)	Glasses (4 - 6)
(3 or more-bedroom houses only)	Cooking
Electric Toaster and Kettle	Casserole Dish
Microwave Oven	Colander
Laundry	Cutting Board
Washing machine (min 5kg)	Frypan
Vacuum Cleaner	Mixing Bowls x 2
Iron and Ironing Board	Saucepan Set
Broom and Dustpan	Dish Drainer
Mop and Mop Bucket	General
	Hose and Fittings

Location – Warmun

Bedroom 1	Kitchen
Wardrobe (built-in, walk-in or free standing) Two Bedside Cabinets and Chest of Drawers* (where there are no built-in wardrobes)	Refrigerator and Stove
Bedroom 2/3 (if applicable)	Laundry
Wardrobe (built-in, walk-in or free standing) One Bedside Cabinet and Chest of Drawers* (*where there are no built-in wardrobes)	Washing Machine
Lounge/Dining Room	General
Lounge Suite and Coffee Table Dining Suite TV Unit and Bookcase	Gas Bottles (2) if applicable Window Treatments and Floor Coverings

Transport of belongings

Teachers are entitled to the relocation of goods on Appointment. Please refer to the Remote Area Package in the EBA for what you are entitled for.

Please plan for transportation as soon as possible upon appointment to avoid arriving before your belongings.

6 Lease Agreements

6.1 New Lease Agreements

On appointment, all tenants are required to sign a **Residential Tenancy Agreement**. The Housing Officer will email this to the teacher for signing. In signing these, the tenant acknowledges they have read and understood their eligibility for housing, are aware of their specific responsibilities of the tenancy and agrees, acknowledges, and accepts the terms and conditions of the Teacher Housing Scheme.

Where CEWA have sought and signed a lease on behalf of the teacher, the teachers lease with CEWA will also be setup for the same fixed term and conditions and will abide by any additional terms of agent's lease. Where this is applicable; a copy of the agent's lease will be attached to the CEWA lease.

6.2 Termination of a Lease by the Teacher

A teacher in a CEWA owned property who may choose to terminate their lease must give 21 days' notice and email through a [Notice to Vacate Form](#).

Where CEWA leases a property for a teacher, it is assumed the teacher will reside at that address for the term of that lease. Teachers sign their lease for a fixed term and in this case if a teacher should choose to vacate the property prior to the lease expiry date, the teacher will incur costs until the CEWA is able to successfully break the lease agreement.

The teacher in any Location must arrange the cleaning of the property. If conducting this themselves, they are to refer to the [Vacate Property Checklist](#) and attend to all items on the checklist.

6.3 Termination of a Lease by CEWA

CEWA may terminate a lease should the teacher breach any of the terms and conditions of the Teacher Housing Scheme or where the teacher's employment is terminated for some reason. In these circumstances the teacher shall be given 3 weeks' notice to vacate the premises from the date of their termination notice. Teachers must refer to the end of lease procedures to ensure all vacate procedures are carried out in full.

6.4 Pets

In all locations teachers shall be required to seek approval from the Remote Area Housing Officer or Teacher Housing Officer to ensure the possibility a pet is permitted at the property they have been allocated. In some cases, teachers will not be permitted to keep a pet and alternate arrangements away from CEWA provided house shall be arranged by the teacher owning the pet at their expense. In grouped dwellings teachers are not permitted to keep any pets. The tenant agrees that the property must be treated for ticks and fleas and a receipt to be provided to the Housing Officer, the Principal, or the Managing Agent.

Furthermore, teachers in Isolated and Remote Locations are not to adopt stray animals.

The CEWA will not approve any requests from pet owners for additional fencing or pet doors nor be responsible for any costs associated with rectifying works that may be carried out by the pet owners who ignore this condition.

6.5 Smoking

In all locations and in all houses a **No Smoking** policy applies. Where smoke odours or stains are evident during housing inspections the teacher will be issued with a breach notice and will be required to attend to removing such odours and stains. All costs associated with this will be at the teacher's expense. Furthermore, should the teacher reside in a house where inventory items are damaged due to smoke related activity the costs to replace and rectify the damaged property will be at the teacher's expense.

6.6 Building Maintenance

Isolated and Remote Locations, Broome, Red Hill & Wyndham

It is the responsibility of the teacher to report maintenance issues to the principal & Remote Area Housing Officer as soon as a problem is identified. This needs to be done in writing via email or fax to the housing officer.

Town Locations

It is the responsibility of the teacher to report maintenance issues to the Managing Agent or Housing Officer as soon as a problem is identified. Teachers are to email / fax the housing officer or the Managing Agents Maintenance Request form issued from the agent.

6.7 Maintenance Contracts

CEWA has introduced building, pest control, painting, air-conditioning, and electrical contracts to ensure the properties are maintained to a very good standard. Each year the teachers will be informed by their principal of the dates these contractors will be in their location. **At all times, the contractors are not to be denied access to the properties.** Where possible if there is a specific need to reschedule the access time to a house the teacher must work through this with their principal and the contractor. Any costs associated with rescheduling the programmed work will be at the teacher's expense. Teachers should note that non urgent items that can be attended to on the annual scheduled maintenance trip will be noted and deferred until the contractors visit.

6.8 Gardens and Grounds

Isolated and Remote Locations

In Isolated and Remote Locations, the teacher is responsible for maintaining the premises, outbuildings and grounds in good repair and condition including gardens. All grass and or weeds are to be kept short for the safety of the teacher and for their protection from local wildlife. In most cases gardening equipment can be borrowed from the school to assist with this task. Teachers new to a location should note that during the school holidays the grass or weeds can become very high, and it will be their responsibility to slash the grass or weed as required.

Where possible a grounds maintenance program has been established to assist in maintaining CEWA properties, before during and after tenancies.

Town Locations

In Town Locations the teacher is responsible for maintaining the premises, outbuildings and grounds in good repair and condition including gardens. Where possible a gardening contractor has been arranged to ensure the gardens and grounds are maintained to a consistent standard. Teachers will ensure that there can be access to the front and rear of the properties for the gardening contractor.

6.9 Reticulation

The teacher agrees to undertake a regular monthly check of reticulation at the premises. The teacher remains responsible for minor maintenance such as unblocking sprinklers and adjusting. The teacher further agrees to immediately report any faults with the reticulation to the managing agent and to adequately hand water until such time as a repair can be made to the reticulation.

6.10 Air conditioner Maintenance

In addition to the maintenance contractor's annual servicing, the teacher agrees to regularly clean the air conditioner filters and ensure that they are kept free from dust. Any maintenance caused because of failing to clean the air conditioner filters will be charged to the teacher.

6.11 Batteries and Light Globes

The teacher agrees to change batteries in items such as smoke alarms, reticulation control panels and air conditioner remote controls as required. Teachers are responsible for replacing light globes.

6.12 Pools & Spas

The tenant agrees not to install a portable pool or spa at the property without prior written consent from the owner; this is due to the [regulation](#) that any body of water that exceeds 30cm in depth must be fully fenced as per local shire pool fencing laws. In remote community locations, no pool or spa is to be installed and approval cannot be granted under any circumstances.

In the case of a CEWA leased house which have pools and spas, the teacher will be fully responsible for the costs incurred for any ongoing maintenance.

6.13 Cleaning

The teacher agrees to undertake a regular cleaning regime at the property and understands that due to harsh pindan and water staining that extra attention must be paid to sinks, shower screens, shower tiles, baths, basins, bench tops etc. to ensure that build of calcium and pindan staining is minimised.

6.14 Pest Treatments

CEWA is responsible for costs associated with treatments for white ants and other pests. This is carried out annually and, in some cases, every 6 months. In addition, CEWA will respond to reports of termite activity. However, during the intervening periods, it is the responsibility of teachers to take whatever action is deemed necessary and with approval from the Housing Officer to address incidences of other pest activity. This includes cockroaches, rodents, ants etc.

The teacher must keep all vegetation away from the sides of the houses and must not store goods against the external walls of the house.

6.15 Visitor Stays / Subleasing

Whilst at times teachers may have family come to stay, the expectation is that they will be for the short term only. Housing is allocated on a needs basis and if the visitors stay for a longer period, the teacher must inform the housing officer of the changes to the accommodation arrangements.

At no time is a teacher permitted to sublease the property or rent a spare room of the property they have been allocated.

6.16 Holiday Procedures

Below is a checklist if leaving the premises over periods of time.

1. **Advise** principal, agent and/or housing officer of vacant period.
2. **Turn Off** Fridges and Freezers and empty fridge and freezer of foods that may spoil.
3. **Secure** all outside furniture and **Remove** shade sails if coming up to cyclone season

At no time will House Sitting be permitted over these periods.

6.17 Cyclone Procedures

Cyclone season for the Northwest of Australia is from the beginning of November to the end of April. They are usually most frequent in February and March. There are various stages of alert during a cyclone. The first stage is Stage Blue, followed by Stage Yellow and Stage Red.

Below are procedures that MUST be followed to make the event, should it happen, less dangerous.

- Clean up your yard of unwanted materials and rubbish. Every year the Shire undertake a pre-cyclone clean-up – take advantage of it.
- Trim all trees and growth of excess height to enable them to withstand high winds.
- Ensure property is clear of loose items – Ensure they are secured
- Have on hand a stock of emergency supplies, e.g., first aid kit, candles or torches, batteries for your portable radio, canned food, drinking water in containers, etc.
- Decide where best to shelter your pets.
- Determine location and establish cyclone tie-down areas for caravans, boats, trailers, etc.
- If you are away during the cyclone season, ensure all loose articles are stored away and cyclone screens (where fitted) are secured.
- If any maintenance is necessary, ring it through to our office.
- Become familiar with the following stages of the cyclone procedures.
- Advise a family member, friend or neighbour if you will be away during this time

STAGE BLUE

A cyclone has formed and may affect the area within 48 hours.

- Check that all preparation activities have been undertaken.
- Clear your area of all loose material and rubbish not required.
- Check that cyclone screens are available or securely fitted in place.
- Emergency supplies are to hand.
- Caravan, boats, trailers; etc cyclone tie-down equipment is available.
- Take down all shade sails

STAGE YELLOW

The cyclone is moving closer to the area and appears inevitable in 12 hours. Carry out the following activities: -

- Ensure that all loose material and objects around your residence are safely stowed or secured. Check that all cyclone screens are securely fastened into position.
- Secure caravans, boats, trailers, etc to their tie-down position.
- Prepare safe shelter for pets or animals.
- Top up vehicle fuel tanks.
- Fill emergency containers with water and make sure all other emergency supplies are to hand.

STAGE RED

The cyclone is imminent

- All persons should plan to be in their residences and or shelter areas when the cyclone arrives.
- Ensure pets and animals are safely sheltered.
- When parking up vehicles, select the best available sheltered area, apply handbrake, and engage park or reverse gear.
- As wind velocities increase, slightly open a window on the side of your residence away from the wind to relieve internal air pressure build-up.
- During the height of the cyclone, keep clear of windows and stay in the most sheltered part of your residence.
- Should the eye of the cyclone pass immediately over the area, the wind will temporarily drop, then blow in the opposite direction.
- Except in extreme emergencies, stay indoors until the cyclone all clear is announced.
- If you are unavoidably caught in the cyclone in an unprotected area, make your way stooping or crawling if necessary to shelter, otherwise lie down and hang on.

Reports on Northwest Radio or ABC are broadcast every thirty minutes after the hour, each hour, for up-to-date instructions affecting this area.

PLEASE CONTACT OUR OFFICE IF YOU ARE GOING TO BE AWAY AT ANY STAGE DURING THE CYCLONE SEASON SO WE CAN NOTE THIS ON OUR SYSTEM.

Below are some contact numbers which you may require during this season:

- For any major damage to the property please call SES (State Emergency Service Assistance) - 132 500
- Police, Fire, Ambulance (For life threatening emergencies) – 000
- BOM Cyclone Warning Advice Line (Information and updates) – 1300 659 210 www.bom.gov.au
- Road conditions (Main Roads) – 138 138

6.18 End of Lease

Once a teacher has determined they will be vacating the property, these procedures need to be followed.

1. Fill in a [Notice to Vacate Form](#) and forward to the principal and/or housing officer to advise you are vacating.
2. If chosen to attend to all the items on the [Vacate Checklist](#), teacher must initial and return to principal and/or housing officer with keys.

6.19 Final Inspections

Isolated & Remote Locations

The incoming tenant is to check through the [Vacate Checklist](#), initial to confirm items have been attended to & make any comments if necessary. Return to the Principal who will forward onto the Housing Officer for processing.

Boulder, Derby, Kalgoorlie, Karratha, Kununurra & Port Hedland

The agent will conduct the final inspection once keys have been handed into their office.

Broome

The final inspections for CEWA owned housing in Broome will be conducted by the Remote Area Housing Officer.

Esperance, Halls Creek, Goomalling, Katanning, Kojonup, Narrogin, Northampton, Pemberton, Wyndham & All School Managed Teacher Housing

The incoming tenant is to check through the [Vacate Checklist](#), initial to confirm items have been attended to & make any comments if necessary. Return to the Principal who will forward onto the Housing Officer for processing.

CEWA Leased Properties

For leases that are continuing for a new placement after the teacher has vacated, CEWA will organise an interim inspection for finalising the tenancy agreement for the vacated teacher.

For leases that are being expired at the end of the teachers' contract, the final inspection will be conducted by the lessors (owners) agent who is managing the property.

6.20 Final Lease Expenses

Teachers are responsible for how they leave the property when they vacate. Any associated costs towards cleaning, repairs and unpaid electricity, gas and pool chemicals are to be paid upon vacating as there is no bond being held for the teacher to deduct.

The consequence of this not being completed could result in the expenses being deducted from the teacher's salary to recoup the costs involved prior to their last pay.