

SHORT TERM SHARED ACCOMMODATION AGREEMENT - FORM

This Agreement applies to all staff accessing leased units. Accommodation will be allocated on the basis of availability by the Fixed Asset Officer. Every effort will be made to ensure gender and cultural appropriateness is considered when allocating accommodation. See [Town Based Accommodation](#).

Note: A Shared Accommodation Agreement form is required once by each staff member utilising Remote Health town based leased accommodation. One form will suffice for all subsequent stays.

Staff Responsibilities

These units are not hotel / motel accommodation and as such the following arrangements have been developed to reflect this.

- Staff will be responsible for keeping their own rooms clean and tidy. Cleaning equipment including vacuum cleaner is supplied. For long term stays it is the responsibility of that staff member to launder own sheets and towels. Overnight or short stays linen changes will be done by contract cleaners.
- The common areas are professionally cleaned as required but **THE CLEANERS DO NOT WASH DISHES**. Residents are responsible for keeping the common areas clean and hygienic between visits by the cleaner. This is particularly important in the kitchen and bathrooms.
- Staff should ensure that goods (eg crockery, cutlery, etc) remain in accommodation units, are not shared with other units or removed.
- Please ensure all rubbish is placed in bins provided. Individual information sheets will be placed in each unit describing where garbage areas are located and rubbish should be placed in the external bins provided for units prior to departure.
- Every staff member is responsible for security. Ensure all external doors, balcony doors and windows are secure when you leave. DHF will not be liable for any loss of personal belongings during a staff members stay in the units. Each staff member is solely responsible for the security of their personal belongings.
- Please ensure lights, fans, air conditioners and other electrical appliances have been switched off when you are not in the accommodation and prior to departure.

Each resident has a front door key; **KEEP YOUR KEYS SAFE**. If you lose a key or lift security fob, replacement keys will be arranged at your expense. If you find yourself locked out of the unit, **do not** attempt to force entry.

During working hours please report any damage, theft or problems requiring maintenance immediately to:

Region	Position	Telephone	E-Mail
Alice Springs	Travel Coordinator	08 8951 7825	TravelCARH.THS@nt.gov.au
Darwin	Fixed Assets Officer	08 8985 8024	Fixedassetofficer@nt.gov.au

In the event of an extreme emergency after working hours, including weekends, please contact:

Region	Telephone	Position
Alice Springs	0401 110 165	Manager On-Call
Darwin	08 8922 8888	RDH switchboard for transfer to the Manager On-Call

Please be advised that Real Estate Agents do not generally send tradesmen out on weekends except in extreme emergencies such as gas leaks or burst water mains.

Other issues, such as air conditioner problems, will be addressed on the next working day and should be reported during working hours as detailed [above](#).

Code of Conduct

The Department of Health and Families Remote Health Branch ask that you adhere to the Northern Territory Government's [Code of Conduct](#).

Please do not:

- use language or behaviour that may cause offence to other people
- engage in behaviour that may be seen as discriminatory which includes but is not limited to sexual, religious, racial, or gender
- Contravene the Department of Health and Families [Smoke Free Policy](#) (smoking is allowed on balconies but not inside the units. See [Guidelines for Smoking in DHF Accommodation for Staff](#))
- bring onto site illicit drugs (per [Residential Tenancies Act](#) and [Misuse of Drugs Act](#))
- wilfully or negligently damage, or remove any property
- harass others (either physically or verbally).

The Director of Remote Health reserves the right to remove any person for misconduct and notify their Manager of their behaviour and seek recompense for any damage or excess cleaning costs incurred.

Landlord, Real Estate Agent, Fixed Assets Officer, Tenancy Manager Government Employee Housing and Cleaner Access

- The Landlord and/or the Fixed Asset Officer may need to attend the premises for property inspections or maintenance purposes. At times it will not always be possible to advise a resident that the Property Manager, Fixed Asset Officer or Tradesmen will be accessing units.
- The Landlord will only enter a resident's room by prior arrangement with the Fixed Assets Officer Manager or in an emergency.
- The landlord or tradesman will normally only attend in daylight hours but may attend at other times if requested in cases of emergency repairs eg plumbing problems.
- Maintenance and repairs will be carried out by qualified tradespersons, usually on weekdays. In emergencies, maintenance and repairs may be carried out at weekends.
- Contract Cleaners will attend as directed for linen changes and cleaning. They have their own keys. Most staff will be at work whilst cleaning is carried out.

Pets

- Pets are not allowed into the shared accommodation units under any circumstance. This contravenes the terms of our lease agreements. It is mindful to respect that this is shared accommodation. Any staff member bringing pets into town will have to pay to have them boarded whilst they are in the course of official duties.

Visitors

- Visitors are welcome but they must not stay overnight without prior approval by the delegated officer. Anyone not adhering to this directive will be in **breach** of the [Code of Conduct](#) and Government Employee Housing leasing agreements.

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Motor Vehicles and Parking

- Each Unit has a designated car park if you have a pool or hire car.
- In the event where there is more than one car, utilisation of the car park is to be negotiated between sharing staff.
- Do not use any other car park that is not allocated to the unit you are staying in.

Moving In and Moving Out

- We will make every endeavour to advise staff already staying in the accommodation of a new person moving in.
- Every effort will be made to ensure the appropriateness of residents in the shared accommodation arrangements.
- When moving out, it is the residents' responsibility to remove their personal belongings and any food items in the refrigerator. Items remaining in the refrigerator after departure will be disposed of.
- Residents are to ensure the keys are returned to the Fixed Asset Officer in Darwin or to the Remote Health Travel Coordinator in Alice Springs.

Good Neighbourliness

- Maintaining good relations with the neighbours is absolutely essential to the preservation of the share unit lifestyle and the public image of the Department of Health and Families.
- Be sensitive of noise levels, particularly after 10:30pm.
- Any complaints by neighbours will be taken seriously and investigated.

Agreement

I have read this document and agree to the specified arrangements.

Signed:

Print Name:

Date:

Send signed Shared Accommodation Agreement and completed [Shared Accommodation Request Form](#) to Fixed Assets Officer:

Fax: 08 8922 7543 OR e-mail: Fixedassetofficer@nt.gov.au

Note: If an Agreement is not submitted at the time of booking accommodation, it will need to be completed prior to accessing accommodation.

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