



Worker Accommodation Occupancy Agreement

Document Information	
Document Title:	Worker Accommodation Occupancy Agreement
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Category:	Work Health and Safety – Assets and Infrastructure
Approval for use details:	Owner: Executive Manager Corporate Services Approved by: Board Endorsed by: Executive Leadership Team Date approved for use: September 24 2025 Date due for internal review: September 25 2028
Purpose:	To provide information for staff moving into accommodation provided by KWHB and describe their entitlements and obligations in relation to occupation and use of the accommodation and its facilities.
Related Policies and Procedure/s:	<ol style="list-style-type: none"> 1. Infrastructure Management Policy 2. Infrastructure Management Manual 3. Travel and Accommodation Allowances Guide 4. Purchasing and Procurement Policy 5. Code of Conduct – Staff Members 6. Recruitment Policy 7. Privacy and Confidentiality Policy
Related Form / Document:	<ol style="list-style-type: none"> 1. Staff Allowances and Subsidies Guideline



KATHERINE WEST HEALTH BOARD

Aboriginal Corporation

Policy

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1. Welcome to your Katherine West Health Board accommodation

Scarcity of private sector residential accommodation in remote areas means that Katherine West Health Board (KWHB) provides and maintains a number of accommodation premises for a significant number of workers involved in delivery of its services. This provides safe and secure homes for our workers for both short-term and long-term stays.

This document contains information that will help you settle into the accommodation and give you an understanding of your entitlements and obligations in relation to occupation and use of the accommodation and its facilities.

As an occupant, you are required to comply with KWHB cultural safety values and its policies as well as the conditions of occupancy outlined herein. KWHB may revoke entitlement to accommodation and/or take disciplinary action if, on the balance of probability, it considers that you have breached any of these requirements without due cause.

Should you have any queries, or need assistance in any way, please contact the KWHB Human Resources Manager or the KWHB Senior Manager Digital and Assets on 8971 9300.

We hope you enjoy your time here.

2. Definitions

Term	Definition
Accommodation	Deemed to be part of the workplace for all purposes of KWHB policy and procedures unless specified. Includes attached and detached structures on the grounds or yard associated with a residential premise. Includes KWHB properties and those properties leased or rented by KWHB.
Chief Executive Officer (CEO)	Means KWHB's Chief Executive Officer or KWHB's nominated delegate in the absence of the CEO.
Inappropriate Use of IT	Inappropriate use of the organisation's information technology (IT) resources includes any activity that is unlawful, unethical, or inconsistent with organisational policies, procedures, and values. This encompasses, but is not limited to: <ul style="list-style-type: none"> • Accessing, storing, transmitting, or distributing offensive, discriminatory, harassing, or sexually explicit material.



Term	Definition
	<ul style="list-style-type: none"> • Using IT systems for personal gain, unauthorised commercial activities, or non-work-related purposes that interfere with productivity. • Downloading, installing, or using unlicensed, malicious, or unauthorised software or applications. • Circumventing security controls, attempting to gain unauthorised access to systems, networks, or data, or disclosing confidential information without authorisation. • Misusing organisational email, messaging, or internet services to send spam, offensive communications, or information that could damage the organisation's reputation. • Excessive use of social media, streaming services, or other non-work-related sites during work hours. <p>Any activity that compromises the security, integrity, or performance of the organisation's IT infrastructure.</p>
Worker	Includes KWHB employees, contractors, office holders, visiting specialists, and volunteers.

3. Tenure of occupancy of accommodation

KWHB cannot guarantee entitlement to accommodation that is for the sole or continuing use of an individual worker or that extends beyond the period during which a worker is attending for work.

Accordingly, KWHB staff may be required to share accommodation with other colleagues at times where single occupancy accommodation is not available for each staff member. Accommodation must be available for occupancy during any periods of leave of absence unless operational requirements allow, and the occupant has arranged approval in advance to remain in the accommodation or for the accommodation not to be occupied during their absence from work.

KWHB will try to be accommodating of your personal circumstance but must put the staffing and servicing of the overall public health needs of the respective area's population ahead of the needs of the individual.



4. Keys and/or house security fobs

You will be issued with keys/security fob to the accommodation that has been assigned to you. Issue and return of keys will be recorded on a register. Keys must be signed for upon arrival and when surrendered on departure.

If you misplace or lose a key/security fob assigned to you, please let the Health Centre Coordinator and/or Senior Manager Digital and Assets know as soon as possible.

Please ensure when leaving property unattended that lock/deadlocks are engaged on all external doors, windows are closed, and external gates are closed/locked.

5. Household effects

Refer to Appendix 1 for a detailed list of the household effects that KWHB may provide in the accommodation. This form may also be used for inspections on entry and exit to the accommodation.

Provision of all other household effects and consumables are the responsibility of the occupant. Household effects may not include firearms, ammunition, edged weapons, or weaponry of any type.

5.1 Valuables and insurance

KWHB accepts no responsibility for theft, loss, or damage to occupants' personal property from its accommodation. It is recommended that you arrange appropriate insurance for all personal property that you bring to KWHB accommodation.

6. Information Technology (IT) Use

While residing in KWHB accommodation you are provided with access to KWHB Wi-Fi services to support work-related responsibilities and reasonable personal use. The use of these services is a privilege and must align with KWHB's Cybersecurity Policy and **Information Technology (IT) User Agreement Policy**.

Conditions of Use:

- Wi-Fi and IT resources are to be used responsibly, ethically, and lawfully at all times.
- Work-related use will take priority over personal use to ensure the availability of services for operational needs.
- Personal use must not interfere with business operations, place the network at risk, or breach security protocols.
- The following activities are strictly prohibited:



- Accessing, downloading, or distributing offensive, illegal, or inappropriate content.
- Using the network for unlawful activities or personal commercial ventures.
- Attempting to bypass or interfere with KWHB's security systems, monitoring tools, or access restrictions.
- Excessive use of bandwidth for non-work purposes (e.g., streaming, gaming, or large personal downloads).

Monitoring and Compliance:

- KWHB reserves the right to monitor IT and Wi-Fi usage in accordance with organisational policies and relevant legislation.
- Breaches of these conditions may result in disciplinary action, termination of accommodation privileges, and/or further legal action if applicable.

Closed Circuit Television (CCTV) and Surveillance Devices

- The installation or use of Closed-Circuit Television (CCTV) or any other surveillance devices in KWHB staff accommodation is strictly prohibited unless prior written approval has been granted by KWHB management. Approval will only be considered where there is a demonstrated legitimate purpose consistent with organisational policies, safety requirements, and relevant Northern Territory legislation, including the *Surveillance Devices Act 2007 (NT)*.
- Staff are not permitted to install or operate personal CCTV, video doorbells, or similar surveillance equipment within or around KWHB accommodation without such approval. Any unauthorised devices must be removed immediately on request by KWHB and, in all cases, must be removed upon vacating the premises, regardless of the length of stay.
- **Any surveillance conducted without appropriate approval may constitute a breach of privacy under NT law and may result in disciplinary action, termination of accommodation privileges, and/or legal consequences.**

7. Smoking

Smoking is not permitted within KWHB cars or accommodation. Individuals who smoke must use designated smoking areas, wherever available. They must comply with KWHB's Smoke Free Workplace Policy and with NT laws in relation to smoking in public places.

Smoke detection units are installed in certain areas and rooms under legislative requirements and must not be removed or tampered with. Occupants found to have smoked in or been involved in tampering with smoke detection units in KWHB accommodation may have entitlement to occupy the accommodation withdrawn and may be subject of disciplinary action for creating an unhealthy and unsafe work-related environment.



8. Noise disturbance

Loud music, TV, or other unnecessary disruptive noise caused by an individual or multiple persons or vehicles must not be made around the accommodation facility at any time of day or night.

9. Pets and community animals (including wildlife)

- Pets are only permitted at KWHB accommodation by prior approval from Executive Manager Health Services or Executive Manager Corporate Services and will be considered on a case by case basis.
- Pets are not permitted inside the accommodation without prior approval of GMHS or GMCS and owners are responsible for any damage and/or additional cleaning required.
- KWHB cannot guarantee the pet security of outside areas or yards.
- Feeding of wildlife is strictly forbidden and local Council or Rangers should be contacted to manage any injured wildlife.
- Animals should not be treated in the Health Centre.
- Animals should not be transported in KWHB work vehicles unless securely restrained and with permission from KWHB Management.
- Community animals e.g., dogs, cats, horses, pigs, donkeys, are not to be taken inside KWHB accommodation.

10. Unauthorised persons

The accommodation is provided for workers only, unless otherwise agreed and in writing. Prior approval in writing must be obtained from the Executive Manager Health Services or Executive Manager Corporate Services for any visitor(s), including family, to stay overnight. The occupant will be solely responsible for the behaviour of visitors to the accommodation.

11. Alcohol and other drugs

All workers have a responsibility to not attend work if they are under the influence of alcohol, as per KWHB's Code of Conduct – Staff Members.

Alcohol is not to be consumed during working hours, including breaks.

Alcohol may only be stored and/or consumed on KWHB accommodation/premises on the condition that it is permitted by the respective community/township and if the occupant has a relevant and current liquor permit.

Employees found to be in breach of community/township permit rules may be evicted from their accommodation. This may result in inability to attend for work and consequent termination



of employment. Where relevant, Police will be notified of any breaches of community/township permits rules.

KWHB vehicles are not to be used to carry alcohol. For further advice please refer to the KWHB Vehicle Policy. A blood alcohol level of 0.00 is required to attend work or drive a KWHB vehicle.

Consumption or possession of illicit drugs by the occupant or guests is not permitted in KWHB accommodation or grounds.

Unacceptable behaviour, especially when under the influence of alcohol or other drugs, will not be tolerated and may result in disciplinary action.

12. Behavior

Occupants of accommodation will not take part in any behaviour that breaches the KWHB Code of Conduct - Staff Members, or that may be offensive, culturally inappropriate (including dress), noisy, obnoxious, annoying, hurtful, or a nuisance to other occupants or neighbours.

Unacceptable behaviour, especially when under the influence of alcohol or other drugs, will not be tolerated and may result in disciplinary action. This could include termination of your employment with KWHB.

13. Care of Accommodation

Occupants of accommodation must not alter any building structure or install any internal or external additions whatsoever. Nailing or sticking objects to the walls or ceilings of the accommodation is prohibited.

Wherever practicable, accommodation will include cooking, dining, laundry, bedroom, and bathroom furnishings. Under no circumstances is any furniture, crockery, cookware, or whitegoods to be removed from accommodation. The cost of replacing missing assets may be recovered from the occupant.

13.1 Housekeeping

You are responsible for the cleaning of the rooms in the accommodation provided. Housekeeping must be maintained to an acceptable standard and safety considerations must be adhered to. Any mops, brooms, vacuum cleaners, or any other items that can be tripped over; slipped on; or that may cause a person to fall, must be appropriately put away after use. Please clean up any spillages as soon as possible.

If the accommodation and facilities are not clean and tidy you will be asked to clean them, and you may be accountable for reimbursing KWHB for any cleaning costs.



13.2 Air Conditioners

Please ensure air conditioners and lights (including laundry, bathrooms, and kitchen) are turned off when accommodation is not occupied. Ensure air conditioner mesh filters are cleaned monthly or more regularly if required.

13.3 Damages

Report any damages or other issues as soon as possible using Donesafe or for urgent matters contact the Senior Manager Digital and Assets using assets@kwhb.com.au

If it is found that you have damaged the property, you will be held accountable, and may be required to reimburse KWHB for any repairs that need to be completed. Failure to report any damages or other issues within a reasonable timeframe may also incur repair charges.

14. Personal Vehicles

All vehicles must be parked in designated areas. Personal vehicles left at KWHB accommodation or within designated parking areas are your responsibility. You are also responsible for reporting of any theft or damage to your vehicle to police. KWHB does not accept responsibility for, nor insure against, any theft or damage to your vehicle(s). You are entirely responsible for adequate insurance for your own vehicle(s), especially during periods of absence from the work site.

15. Inspections

When taking possession of your accommodation, it is essential that you document and report any damages or issues to the KWHB Human Resources Manager, Health Centre Coordinator or the KWHB Senior Manager Digital and Assets, to ensure you are not held liable for any damages discovered in future inspections. Any maintenance requests should be lodged promptly through Donesafe.

The accommodation that you will occupy will be inspected from time to time by KWHB Assets staff or other invested parties e.g., Territory Housing. Targeted spot checks may also be utilised. These inspections may be part of a lease held by KWHB or external housing providers and will be conducted to check condition and cleanliness of the property. A suitable time and date will be arranged with you in advance.

Upon termination of your employment, you will be required to attend an inspection with your manager or supervisor to ensure that the facility is in a clean and tidy state with no damage. You will be advised of the intended inspection date and time prior to your termination date.

16. Contact

Please bring any questions or concerns to the attention of your immediate supervisor for reference to the KWHB Human Resources Manager or the KWHB Senior Manager Digital and Assets in relation to



- your accommodation
- the conditions of occupancy
- repairs and maintenance,
- damages
- use of accommodation during periods of leave
- storage of personal property.

17. Acceptance of Conditions

Please acknowledge acceptance of all the above conditions in the HR record.

Document Modification History:	<ol style="list-style-type: none">1. Created May 20242. Reviewed and Amended to include 6. Information Technology (IT) Use August 20253. Approved for use Board September 24 2025
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Appendix 1 List of household effects

Item	Details/condition	Included	Incoming _/_/_	Outgoing _/_/_
1. Lounge Suite		<input type="checkbox"/>		
2. Television		<input type="checkbox"/>		
3. Coffee Table		<input type="checkbox"/>		
4. Audio Unit		<input type="checkbox"/>		
5. Air-Conditioner/s		<input type="checkbox"/>		
6. Stove		<input type="checkbox"/>		
7. Fridge		<input type="checkbox"/>		
8. Microwave		<input type="checkbox"/>		
9. Freezer		<input type="checkbox"/>		
10. Dining Suite		<input type="checkbox"/>		
11. Kitchen Tidy Bin		<input type="checkbox"/>		
12. Dining Set		<input type="checkbox"/>		
13. Coffee Mugs		<input type="checkbox"/>		
14. Glass Tumblers		<input type="checkbox"/>		
15. Microwave Dishes		<input type="checkbox"/>		
16. Plastic Storage Containers		<input type="checkbox"/>		
17. Saucepans		<input type="checkbox"/>		
18. Frypan		<input type="checkbox"/>		
19. Electric Frypan		<input type="checkbox"/>		
20. Toaster		<input type="checkbox"/>		
21. Electric Kettle		<input type="checkbox"/>		
22. Strainer		<input type="checkbox"/>		
23. Grater		<input type="checkbox"/>		
24. Baking Dish		<input type="checkbox"/>		
25. Chopping Board		<input type="checkbox"/>		
26. Dish Drainer		<input type="checkbox"/>		
27. Cutlery Set		<input type="checkbox"/>		
28. Serving Spoons		<input type="checkbox"/>		
29. Soup Ladle		<input type="checkbox"/>		



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Item	Details/condition	Included	Incoming _/_/_	Outgoing _/_/_
30. Tongs		<input type="checkbox"/>		
31. Can Opener		<input type="checkbox"/>		
32. Potato Peeler		<input type="checkbox"/>		
33. Potato Masher		<input type="checkbox"/>		
34. Whisk		<input type="checkbox"/>		
35. Stainless Steel Knives		<input type="checkbox"/>		
36. Spatula		<input type="checkbox"/>		
37. Egg Flip		<input type="checkbox"/>		
38. Tea Towels		<input type="checkbox"/>		
39. Bed/mattress		<input type="checkbox"/>		
40. Pillows		<input type="checkbox"/>		
41. Quilt/Blanket & Cover		<input type="checkbox"/>		
42. Fitted Sheet Set		<input type="checkbox"/>		
43. Washing machine		<input type="checkbox"/>		
44. Laundry Basket		<input type="checkbox"/>		
45. Iron		<input type="checkbox"/>		
46. Ironing Board & Cover		<input type="checkbox"/>		
47. Mop & Bucket		<input type="checkbox"/>		
48. Broom		<input type="checkbox"/>		
49. Dustpan & Broom Set		<input type="checkbox"/>		
50. Vacuum cleaner		<input type="checkbox"/>		