

Department of Conservation
and Land Management
50 Hayman Road
COMO WA 6152

Ref : 231/85
465/85 and
383/84

ADMINISTRATIVE INSTRUCTION NO. 19 - MAY 1986

Tenancy Agreements

To assist in defining areas of responsibility for occupants in departmental houses and to streamline rental procedures a redrafted Tenancy Agreement CLM 433 (Attachment 1) has been prepared to supersede the old Occupancy and Tenancy Agreements in use.

The District/Regional Manager shall be responsible for ensuring that all present occupants of departmental or G.E.H.A. houses have a current Tenancy Agreement.

Procedures for the completion of the Tenancy Agreement are set out on the reverse side of the cover sheet of the new agreement.

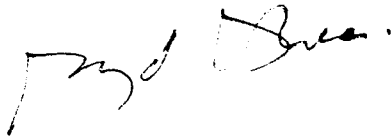
It should be noted that when a dwelling is let to any Department of Conservation and Land Management Employee the following conditions will apply.

- (i) A House Rent Procuration Order CLM 747 (Attachment 2) must be completed by the tenant authorising the deduction of the rental due from the employees salary/wage.

Subsequent variations resulting from rent fixation, indexation changes or occupancy of another house will require a new Procuration Order.

- (ii) Clause 3 (d) of the agreement is to be deleted.

All stocks of the old Occupancy and Tenancy Agreement must be destroyed. Supplies of the new Tenancy Agreement (CLM 433) are available on requisition from Stores Branch.


EXECUTIVE DIRECTOR
May 26, 1986

DISTRIBUTION

List A.