

## **1. PROCEDURE**

1. Expressions of interest inviting applications to receive supported accommodation will be undertaken.
2. Applications will be required for each category and applicants will need to meet the eligibility criteria for each program (see Schedule A below). Staff to ensure that all criteria is obtained and addressed.
3. Applicants will be shortlisted and a panel will determine who is successful based on the application meeting eligibility criteria and priority of essential service in the community.
4. If there are different mixes of housing configurations available, the most appropriate 'family' or 'individual' configuration will be favourably considered for each application.
5. Excess applications that meet criteria will be placed on a waiting list and this will be reviewed upon a vacancy or every six months, whichever comes first, in addition to any further EOI invites (see 1).
6. Successful tenants will be placed on a periodic rental having signed a REIWA Residential Tenancies Agreement. All parties will need to meet their obligations under the tenancy agreement.
7. Billing of tenants to be undertaken in accordance with the tenancy agreement and the Rent and Lease Terms table (Schedule B) below.
8. Quarterly Annual reviews of tenant eligibility to be carried out by City Officers to ensure compliance with objectives of the relevant supported accommodation program or changes to rental calculations.
9. Terminations/expiry of leases with a tenant will result in a new application being sought until the respective program is wound up.

## **2. Schedule A - Programs: Eligibility Criteria**

### **2.1 Category 1 – Service Worker Accommodation**

To be eligible:

- a. The Applicant must be an Australian citizen or be eligible to work in Australia.
- b. Individual / non-related tenants Income Eligibility – the Applicant shall not have a combined gross assessable income of greater than \$90,000.
- c. Related tenants/ occupants Income Eligibility – the Applicant shall not have a combined gross assessable income of greater than \$130,000.
- d. Income is based off the average of the individuals previous four weeks of gross income.
- e. The applicant must be employed on a continual/casual basis for a minimum of 30 hours/ week (with an exception for medical disability – 15 hours/week) by an Employing Organisation based within the City of Karratha and not working on a FIFO basis.
- f. The Applicant shall not own all or a share of a residential dwelling within the City of Karratha (applicable to all occupants)
- g. The Applicant shall not own a 50% or more in a share of a dwelling in any other area.
- h. The Applicant shall be employed in an occupation which services the broader community, not solely or primarily the resources sector/contractors (this is inclusive of all occupants).
- i. The Applicant shall be employed by a not-for-profit, non-government, or residentially based business offering essential services within the City of Karratha.

- j. At least one adult in the household must work in retail, hospitality, or community services within a small to medium business.
- k. The Applicant must not qualify for Employee or Government Regional Officer Housing.
- l. For an organisation to be considered eligible, the organisation must ensure they nominate one or more employees that meet the above criteria.

In the event that the dwelling allocated to an organisation is to be utilised for recruitment purposes, the organisation will be granted 60 days to identify a suitable employee that meets the individual eligibility criteria. If this can not be achieved, the property will be returned to the pool for re-allocation.

## 2.2 Category 2 - Allied Health Accommodation

To be eligible:

- a. The applicant must be employed in a designated allied health profession.
- b. The employee must be employed for a minimum of 30 hours per week on a permanent/fixed term basis.
- c. The employee or employer must not be in receipt of a rental subsidy or housing allowance from any source.
- d. The employee or employer may not own a residential dwelling in the City of Karratha. The employer may not own any additional residential dwelling/s in the City of Karratha other than a dwelling for the employer's occupancy.
- e. The applicant would need to be in a low represented profession, ie optometrists, podiatrists, dentists, psychologists.
- f. The employer must be a small to medium business.
- g. Income thresholds are not applied but may be considered as part of demand management.

## 2.3 Category 3 - Student Accommodation

To support students studying at a Karratha tertiary education provider, the following eligibility criteria shall apply:

- a. The accommodation is provided to approved education providers for use by adult students studying in Karratha at AQF Level 4 or above.
- b. Eligibility of students is assessed by the education provider.

## 3. Schedule B – Rent and Lease Terms

Category	Rent Payable	Lease Terms
<b>Service Worker Accommodation</b>	25% of the combined gross assessable income of all adult residents, to a maximum of the Perth rental prices of an equivalent sized property.	Managed under a periodic lease per the <i>Residential Tenancies Act 1987</i>
<b>Allied Health Accommodation</b>	75% of Market rate	As above
<b>Student Accommodation</b>	Nominal weekly rent paid by education provider (as approved annually by the CEO)	As above