

Service Worker Accommodation

APPLICATION PACKAGE



The City of Karratha in partnership with Rio Tinto and Woodside invite you to formally apply for a property from the Service Worker Accommodation Pool. It is important you complete this application with as much evidentiary detail as possible to assist the assessment panel. Assessments will be made based only on the information provided in your application and the decision of the assessment panel is final.

How will rents be set?

Rents will be set by the owner of each property taking into account:

- Rents equal to or exceeding 25% of the income of a household which includes an eligible Service Worker will not be considered affordable.
- Rents above Perth median market rent would not be considered affordable for an eligible Service Worker.

What documentation will I need to provide?

To support your eligibility, you may be asked for:

- Proof of eligibility to work within Australia
- Written confirmation of employment from your Employer and evidence of income
- Further evidentiary information to support claims made in your application at the discretion of the assessment panel.

What services are eligible?

Services which meet a broad community need and/or demand will be assessed more favourably. This will be assessed based on the fact-based needs/demand assessment provided by you in your application.

How are applications assessed?

The panel will review each application on the following criteria:

1. Combined Gross Assessable Income.

Combined Gross Assessable Income is the same tool used by Centrelink to determine benefits. This will consider the combined income of domestic partners, spouses or other dependants. It will not consider the combined income of tenants under a share housing arrangement where income is not considered to be combined for the purpose of living costs.

2. How many hours per week does the nominated tenant undertake in their role?

Applicants are required to provide relevant details from contractual documents outlining the hours undertaken by the role nominated by the tenancy. This should include minimum and maximum if a range is applicable. If the role is a casual position the application should detail the expected/needed hours to be completed and successful tenants will be required to show evidence of hours completed throughout the tenancy to demonstrate the role is being filled by that Individual.

3. Type and scope of services offered by the Organisation and how this service contributes to the liveability of the community.

Is the service accessed by a large portion of the community on a frequent basis? Is the service primarily for minority or marginalised portions of the community? Is the Organisation/Individual offering a single service or a range of services for the community to access? Is the Organisation/Individual the only one of its type available within the City of Karratha?

4. Established need for the services provided by the employee and their place of employment.

Has the applicant demonstrated the current demand for their service i.e., waitlists? This criterion will need to be addressed with evidentiary support data and verifiable facts.

For example: Childcare provider currently has a wait list of 30 families with the average wait time for a place 6+ months. Hairdresser, average wait time for an appointment 1+ month/s. Plumbing contractor unable to tender for work due to employment vacancies.

5. Consequence to the Individual/Organisation and community if no property is offered through this process.

This criterion will need to be addressed with verifiable facts. Will the applicant be able to continue to operate? Will the service be completely removed from the community? Are there opportunities for the Organisation to provide their service in a different way? Will the employee lose their job / will the role remain vacant?

6. Are there other housing/funding opportunities available to the Organisation and/or their employee?

Should the Organisation be able to provide housing support to their employees? Is the Organisation/Individual able to access housing through another scheme, including but not limited to Warambie Estate housing, The Quarter housing, Dept of Communities housing?

7. How many properties has your Organisation been recommended for/allocated?

While Organisations are able to be allocated more than one property from the pool based on the assessment of the panel, consideration will be given to previous offers and/or allocations made. Are there already employees from your Organisation who have been allocated a property?

Summary of Assessment Criteria

Assessment Criteria	Weighting
1. Combined Gross Assessable Income.	Nil
2. Hours of work provided per week from the nominated tenant	Nil
3. Type and scope of services offered by the Organisation and how this service contributes to the liveability of the community.	25%
4. Established need for the services provided by the employee and their place of employment.	25%
5. Consequence to the individual/organisation and community if no property is offered through this process.	25%
6. Are there other housing/funding opportunities available to the organisation and/or their employee?	25%
7. How many properties has your organisation been recommended for/allocated?	Nil

What now?

Now you have read the application criteria and assessment framework, please complete the form below in full and submit to enquiries@karratha.wa.gov.au

Applications will remain open at the discretion of the SWA Management panel until sufficient qualified applications are received - application closure dates will be advised on the City's website (<https://karratha.wa.gov.au/>) - Late applications will not be accepted. If you have questions, please contact the below parties respectively via the email address with your query and the appropriate person will call you to discuss.

**Questions about the SWA
Assessment Criteria?**

Email: enquiries@karratha.wa.gov.au

SECTION ONE – Complete & Return

Contact Details: Complete if applying as a Business:

Business Name	
Application Contact	
Contact email	
Contact phone	

Contact Details: Complete if applying as an Individual:

Name	
Contact email	
Contact phone	
Place of Employment	

SERVICE WORKER ELIGIBILITY CHECKLIST

Organisation

Complete this table only if applying as Organisation		
Does your organisation employ workers who provide a service accessed by a broad proportion of the community within the City of Karratha?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your business submitted any other applications for property leasing through the Service Worker Accommodation Pool?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, how many and have you been successful?		

Individual

Use this column if applying as an Individual, <i>and</i> for the proposed occupants under an Organisation lease		
Are you currently employed in a role which provides a service accessed by a broad proportion of the community within the City of Karratha?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you permanently based in the City of Karratha? (not FIFO/DIDO)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you working on a continual basis, no less than 30 hours/week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you own, or have a share (part or whole) in any form of property within the City of Karratha?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you own, or have a share (part or whole) in any form of property within Western Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION TWO: Complete & Return

DETAILS OF NOMINATED OCCUPANT(S):

Please fill in the below details for each proposed occupant, this includes spouses and dependents who will reside at the dwelling.

OCCUPANT 1

Name		
Occupation		
Residential Address		
Email address		
Mobile Number		
Does the nominated occupant have an Australian Citizenship or have unrestricted rights to work in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On average how many hours per week does the nominated occupant work?		
What is the occupant's average gross annual income? This can be given in a range of nearest \$10,000 bracket e.g. \$60,000 - \$70,000.		

OCCUPANT 2

Name		
Occupation		
Residential Address		
Email address		
Mobile Number		
Does the nominated occupant have an Australian Citizenship or have unrestricted rights to work in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On average how many hours per week does the nominated occupant work?		
What is the occupant's average gross annual income? This can be given in a range of nearest \$10,000 bracket e.g. \$60,000 - \$70,000.		

OCCUPANT 3

Name		
Occupation		
Residential Address		
Email address		
Mobile Number		
Does the nominated occupant have an Australian Citizenship or have unrestricted rights to work in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On average how many hours per week does the nominated occupant work?		
What is the occupant's average gross annual income? This can be given in a range of nearest \$10,000 bracket e.g. \$60,000 - \$70,000.		

I, _____ hereby declare the information given in this application is true and correct to the best of my knowledge and belief. I also understand any wilful dishonesty and provision of false, untrue or incorrect information may render refusal of this application.

Signature

Date

For each nominated occupant on the application form, please provide a copy of the below.

- **Most recent pay slips covering 4 consecutive weeks of employment or employment contract where employment period is <4 weeks**
- **If applicable, evidence of any additional income (child maintenance, family tax payments etc)**
- **100 points of Identification for the proposed lessee**

SECTION THREE: Complete & Return

ASSESSMENT CRITERIA	Weighting
1. Type and scope of services offered by the Organisation and how this service contributes to the liveability of the community.	25%
2. Established need for the services provided by the employee and their place of employment.	25%
3. Consequence to the individual/organisation and community if no property is offered through this process.	25%
4. Are there other housing/funding opportunities available to the organisation and/or their employee? If you have applied for other housing schemes, please provide the details and why you were not successful.	25%

APPLICATION TO RENT SERVICE WORKER ACCOMODATION

RESIDENTIAL TENANCIES ACT 1987 (WA)

APPLICANT ONE: _____

APPLICANT TWO: _____

OR

COMPANY NAME: _____ ABN: _____

DIRECTOR(S) NAME: _____

PHYSICAL ADDRESS: _____

POSTAL ADDRESS: _____

COMPANY CONTACT: _____

EMAIL CONTACT: _____ PHONE CONTACT: _____

APPLICANT ONE

Name: _____ Date of birth ____/____/____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week fortnight month

Rent paid to: _____ Phone: _____

(property manager or lessor's name)

Address: _____

(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

EMPLOYMENT DETAILS

Occupation: _____ Employer: _____

Employer's address: _____

Employed from ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net weekly income from other sources \$ _____ per week fortnight month

APPLICANT ONE Continued

PERSONAL REFERENCES

1. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

APPLICANT TWO

Name: _____ Date of birth ____/____/____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week fortnight month

Rent paid to: _____ Phone: _____

(property manager or lessor's name)

Address: _____

(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

EMPLOYMENT DETAILS

Occupation: _____ Employer: _____

Employer's address: _____

Employed from ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net weekly income from other sources \$ _____ per week fortnight month

APPLICANT TWO Continued

PERSONAL REFERENCES

1. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS

The application form

This application form will assist the lessor (landlord) to select a tenant to rent the premises.

The lessor/property manager will require some information about the applicant in this form, such as rental history and how the rent will be paid. The application may not be approved if not enough information is provided.

This form does not form part of a tenancy agreement. The rights and obligations of the tenant and lessor are governed by the *Residential Tenancies Act 1987*.

Option fee

An option fee is a sum of money that may be paid by an applicant to a lessor or their property manager when lodging a rental application. For most properties, the option fee is capped at \$50 or \$100 depending on the weekly rent (refer to the Residential Tenancies Regulations 1989). If the lessor/property manager decides not to offer the applicant the tenancy, they must return the option fee by cash or EFT within 7 days of the decision to refuse the application. If the applicant takes up the tenancy, the lessor/property manager can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the lessor. If the applicant decides not to rent the property after being offered the tenancy, the option fee may be forfeited.

Tenancy databases

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the lessor/property manager must provide a written notice outlining the databases they use and the contact details. This written notice will be provided by the lessor to the tenant prior to any check being completed.

Other database obligations include: advising tenants if personal information about them is listed on a database, updating listings for accuracy, and only listing a tenant if the tenancy has ended and the amount owing is more than the bond or a court has made an order terminating the residential tenancy agreement.

For more information about tenancy databases refer to Consumer Protection's publications *Tenancy databases* or *Renting out your property*. The tenancy database provisions are consistent with the National Privacy Principles established by the *Privacy Act 1988* (Cth).

Equality

All applicants must be considered in accordance with the *Equal Opportunity Act 1984* (WA). There must be no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

For further information about tenancy rights, refer to the Residential Tenancies Act 1987 or contact the Department of Mines, Industry Regulation and Safety on 1300 304 054 or www.dmirs.wa.gov.au/renting

