



Government of **Western Australia**
Department of **Communities**
Housing

Osprey
Government Regional Officers'
Housing and Service Worker
Village Policy

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Osprey Government Regional Officers' Housing and Service Worker Village Policy

Purpose

This policy stipulates the Application and Allocation Processes, Eligibility Criteria and Rent Setting structure for the Osprey Government Regional Officers' Housing (GROH) and Service Worker Village (Osprey Village).

Scope

This document is written for use by Department of Communities' staff, Fleetwood Corporation (Fleetwood) staff and Applicants and Tenants of Osprey Village.

Part I (sections 1 to 8) of this policy applies to Service Workers and employing organisations. They do not apply to GROH tenants or GROH tenants' employers. **Part II** (section 9) applies to Service Workers and employing organisations, and GROH tenants and GROH tenants' employers.

Definitions

Applicant means an individual or organisation who applies for housing in an Osprey Village dwelling.

CPI means Consumer Price Index.

Employee means an individual who is engaged on a permanent, fixed-term or contract basis.

Employing organisation means an organisation that head leases one or more units for its employees to occupy.

GST means Goods and Services Tax.

Head lease means a tenancy agreement between the Housing Authority and an organisation employing service workers or a Government agency employing GROH tenants.

Household income means Gross Household Assessable Income, which is the total combined income – excluding salary packaging, superannuation and any employer rental subsidy – of all members of the household which is of a continuous or regular nature, generally received for the purpose of meeting ordinary living expenses, before tax or other deductions.

Housing Authority means the Housing Authority, referred to in the *Housing Act 1980*, and operating within the Department of Communities.

Local means within the Hedland area.

Service Worker means an unskilled or semi-skilled worker employed in an occupation that services the community, not solely the resources sector, and is essential to keeping a location sustainable and the economy growing.

Tenancy agreement means a tenancy agreement between the Housing Authority and tenants of Osprey Village.

Tenant means an individual or organisation who has been allocated an Osprey Village dwelling.

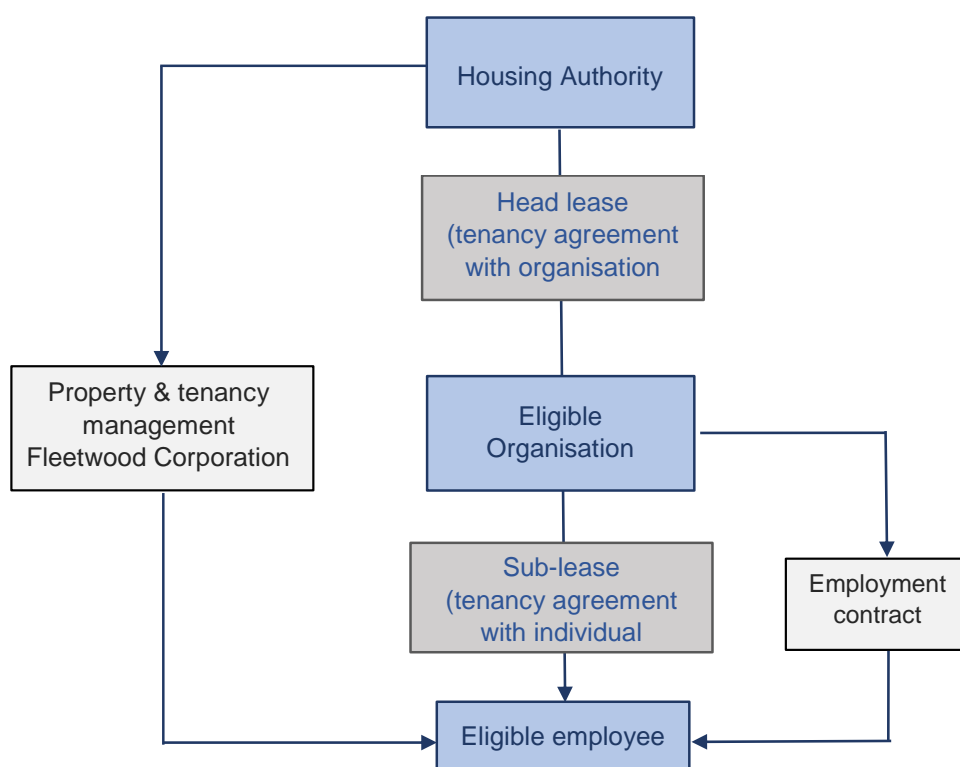
Policy Statements

Part I: Employing organisation and service workers

1. Leasing Options

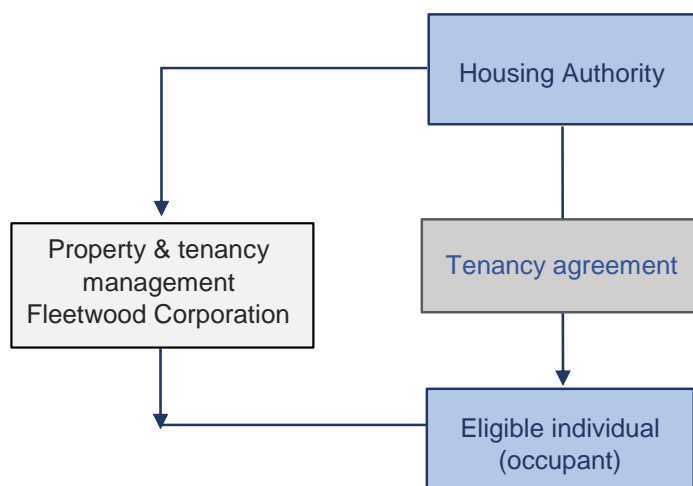
- 1.1. Organisations and individuals who consider that they are eligible to occupy a dwelling in Osprey Village may apply to lease a dwelling in Osprey Village (see sections 3 and 4).
- 1.2. Employees nominated by their employer to occupy an Osprey Village dwelling must satisfy the Individuals' Eligibility Criteria (see section 4).
- 1.3. All leases will be for a fixed term of six (6) months, with the option to extend the term of the lease.
- 1.4. Organisations that are allocated a dwelling will enter into a head lease for this dwelling with the Housing Authority and sub-lease the dwelling to their employee, as depicted in Figure 1.

Figure 1: Leasing Structure for Organisations



- 1.5. Individuals who are allocated a property will enter into a lease for this dwelling with the Housing Authority, as depicted in Figure 2.

Figure 2: Leasing Structure for Individuals



2. Application Process

- 2.1. Applicants must complete and submit an application form to the Department of Communities.
- 2.2. Applications will be assessed by the Department of Communities to ensure they meet the eligibility criteria.

3. Organisations' Eligibility Criteria

- 3.1. An organisation seeking accommodation at the Osprey Village for one of its employees must:
 - Provide services to the community and not solely to the resources sector;
 - Generate *local* employment in the town of at least one full-time position consisting of a minimum of 30 hours per week. Self-employed people may apply where the majority of their income is derived from their business.
 - Require their employees to provide the requested details of all household members as part of an employee's housing application; and
 - Demonstrate that any residential dwelling owned by the organisation in the town is, and will continue to be, used for housing their employees.

4. Individuals' Eligibility Criteria

- 4.1. A person seeking accommodation at Osprey Village must:
 - Be an Australian citizen or be eligible to work in Australia;
 - Be employed and paid by an organisation based in the Hedland area in an ongoing position consisting of a minimum of 30 hours per week;
 - Not own a residential dwelling within 50 kilometres of the Osprey Village. This applies to all members of the household.

- Not have an individual income greater than \$150,000 or a household income greater than \$200,000.
- Not be eligible for other employee housing programs. This applies to all members of the household.
- Have an arrangement in place to re-pay any existing debt with the Department of Communities.

5. Ongoing Eligibility

- 5.1. To retain their accommodation at Osprey Village, individuals and organisations must retain and, where required, give evidence of their ongoing eligibility.
- 5.2. Ongoing eligibility will be assessed at the following times:
- Organisations – when the head lease is renewed; and
 - Individuals – when the tenancy agreement is renewed or otherwise when Fleetwood becomes aware of a change in circumstances.
- 5.3. Notice to vacate may be given to tenants who no longer meet the eligibility criteria.
- 5.4. A Tenant on approved unpaid leave from an employer remains eligible for an Osprey Village dwelling for the duration of this leave. The Tenant will continue to be charged the same rent amount as they paid prior to going on leave.

6. Allocations, including priority allocations

- 6.1. Dwellings will be allocated so that the category of accommodation matches the household composition of the applicants, as follows.

Household composition	Category of accommodation
Single person	One-bedroom units (stand-alone or duplex)
<ul style="list-style-type: none"> ▪ Singles sharing ▪ Couples ▪ Families with one (1) child 	Two-bedroom units (stand-alone or duplex)
Families with two (2) or more children	Three-bedroom stand-alone units

- 6.2. If no two-bedroom units are available, couples may be offered a one-bedroom unit.

7. Dwelling Agreements

- 7.1. Only occupants listed in the tenancy agreement are permitted to reside in the dwelling.
- 7.2. Tenants are not permitted to sub-let the dwelling or any part of the dwelling.
- 7.3. Fleetwood will administer all dwelling and tenancy management.
- 7.4. If an allocated dwelling remains unoccupied for a continual period of three (3) months, the tenant may not be permitted to renew the tenancy agreement when the tenancy period expires.

8. Income Eligibility and Rent Setting

8.1. Tenants' rents will be:

- 25 per cent of household income; or
- Market rent, when 25 per cent of household income is greater than market rent.

Example of Tenant Rent Setting

Household income (per/week)	25% household income	Market rent	Rent paid by tenant
\$1,000	\$250	\$400	\$250 (25% income)
\$2,000	\$500	\$400	\$400 (market rent)

- 8.2. Market rents are set by Fleetwood, in accord with annual market rental valuations undertaken by the Housing Authority.
- 8.3. If an organisation leases a dwelling from the Department of Communities on behalf of an employee, then it must not charge this employee rent that is greater than the rent it pays the Department of Communities.
- 8.4. Rents do not include the cost of utilities, such as water, electricity and gas, which will be charged to the tenant.
- 8.5. If the tenant wishes to have the unit furnished, they will be charged an additional fee.

Part II: Employing organisations and service workers, GROH tenants and their employers

9. When categories of accommodation are fully occupied

- 9.1. If all dwellings in one of the three categories of accommodation become occupied (see 6.1), Fleetwood is to notify the Department of Communities.
- 9.2. If more than one applicant applies for a dwelling in a category of accommodation in which all dwellings are occupied, Communities will place each applicant on a waitlist.
- 9.3. The applicants on the waitlist will be ranked as outlined in Attachment 1.
- 9.4. When a dwelling becomes vacant, the highest-ranked applicant will be invited to fill this vacancy.
- 9.5. Offers made under 9.4 to fill vacancies will expire after seven (7) days.
- 9.6. If the highest-ranked applicant does not fill the vacancy, the next-ranked applicant will be invited to fill the vacancy.
- 9.7. The offer process in 9.4 to 9.6 will continue until the vacancy is filled or no eligible applicants remain.

Attachment 1

Prioritising Tenant Applications when an accommodation category is fully occupied

When a category of accommodation at Osprey Village is fully occupied, applicants for a dwelling in this accommodation category will be ranked as follows.

The first level of priority will be given to GROH tenants.

The second level of priority will be given to individual tenants who are not GROH tenants and are seeking a tenancy in their own right. This is in contrast to a commercial organisation seeking a tenancy for the purpose of providing accommodation to an employee.

The third level of priority will be given to tenants employed by businesses providing services primarily to the public rather than those employed by businesses providing services primarily to the resources sector.

The fourth level of priority will be given to tenants employed by businesses in South Hedland rather than those outside South Hedland.

Authorisation

Version	Authorised by	Approval Date	Effective Date	Sections modified (if applicable)
[1.0]	Minister for Housing	4 February 2013		New Policy
[1.0]	Minister for Housing	14 March 2013		
[2.0]	Director General		1 October 2013	Changes to interim income eligibility/priority criteria and rent setting.
[2.0]	Minister for Housing		1 October 2013	
[3.0]	Project Board	3 June 2015	3 June 2015	Amend section 4.7 (as per Ministerial approval 12 August 2014) Insert sections 6.2-6.3 (as per Board recommendations made on 3 and 26 February 2015 and 3 June 2015) Insert new table of rents in 10.1 (as per Ministerial approval 22 December 2014) Amend Summary Information Table (page 10)
[4.0]	Director Housing Programs			Updated format. Reviewed rental amounts.
[5.0]	A/Executive Director, Contracting	ABC	ABC	Allocation process noted for when full occupancy occurs (sec. 9, Attach. 1), GROH tenants included, general revision of sec's 1 to 9.

Summary Information

Responsible Officer	Executive Director, Contracting
Contact Officer	Program Manager, Worker Housing
Superseded Documents	Osprey Key Workers Village Policy, February 2016
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Document Control	This document is published on the Housing Authority website, www.housing.wa.gov.au .
Associated Documents	Housing Act 1980 Royalties for Regions Act 2009 Residential Parks (Long-stay Tenants) Act 2006 Residential Parks (Long-stay Tenants) Regulations 2007 Affordable Housing Strategy 2010-2020: Opening Doors to Affordable Housing