

Housing for Karratha service workers

Warambie Estate Information Sheet

Warambie Estate was established in 2010 by the Western Australian Government (Estate Owner) with the key objective of providing accommodation to eligible tenants to help address the shortfall in the availability of affordable accommodation within the City of Karratha through the provision of quality subsidised housing which is targeted at retaining local service worker employees (not single transient workforces).

The Estate provides a support role in helping small to medium businesses recruit with certainty through affordable accommodation knowing that support will ultimately lead to transitioning to longer term accommodation solutions within the private sector.

Oversight of the Estate is undertaken by DevelopmentWA (formally known as Landcorp) with the day-to-day management undertaken by an appointed managing agent.

The Allocation of accommodation is the responsibility of the Allocations Committee, established by the Estate Owner with membership of key organisations within the City of Karratha including the City of Karratha, Pilbara Development Commission and DevelopmentWA.

Available accommodation includes well-appointed 1, 2 and 3 bedroom designs with a small number of homes being disability friendly.

Each application is carefully considered against the Estate Owners mandated eligibility criteria and applicable weighted scoring, details of which are summarised below. Both the enterprise and the employee (occupant/s) must satisfy the required criteria.

Local Business Eligibility

For a small to medium business to be eligible to have its employee(s) allocated service worker accommodation, it must demonstrate the following:-

- The business provides the majority of services within the City of Karratha;
- A Local, State or Federal Government Department where the services provided are located in the City of Karratha and directly service these communities.
- Has 20 or less employees with a gross turnover no more than \$10 million.
- The business provides an essential service which is generally defined as lower paid workers in health, childcare, department/retail stores, tourism, building repairs, automobiles repairs, agricultural and food distribution, hotel, food and beverage,

economic and community sustainability or as agreed by the WAC based on its understanding of critical community need.

The business will be considered **ineligible** if;

- Local, regional, state and federal government bodies provide employee housing in the region, except where the employee does not qualify for accommodation due to the function of their role.
- The enterprise provides the majority of their services directly to the Resources Sector or major contractors to the resource sector. (A prospectus or submission may be required to show/confirm this).

Eligible Employee (Accommodation Occupant/s)

1. Must have an Australian Citizenship or are otherwise eligible to work within Australia.
2. Must have a contract of ongoing employment with the eligible business specifying the base of employment is in the City of Karratha servicing the interests of the company in the City of Karratha, disclosing all earnings and allowances.
3. The hours of work shall be no less than 30-hours per week (casual or part-time contractual arrangements).
4. Does not own, or have any share either, whole or in part, of any form of property north of the 26th parallel. *NB: The M&AC may, at its discretion, permit occupation by an individual who owns a share in non-residential premises where that ownership relates to their service profession.*
5. The individual's partner or dependents who propose to reside with the primary tenant are required to meet the same criteria as the employee.
6. Single occupant of one bedroom accommodation household income not to exceed \$90,000.
7. The joint household income of all occupants may not exceed \$135,000.

Required Information

When making an application via the Warambie Estate Website, you will be required to answer a range of questions as well as provide and submit (ie upload) supporting documentation to assist the Warambie Estate team to initially assess your application in anticipation of presenting for formal assessment by the Allocation Committee.

The following information is provided to help you prepare the required documentation for assessment and in doing so, avoiding any unnecessarily delays in assessing applications.

Business/ tenant Information- Application to Support Warambie Estate Accommodation

- Ensure all questions are answered.
- Dependents – please ensure the age and gender of all children dependents are disclosed.
- The declaration must be signed on page 2.

Employer Statutory Declaration

- Must be completed and signed by a Directors/ CEO or duly authorised officer of the business/company.
- Witnessed by an authorised person as per page 2.

Bank Statement on Letterhead

- Must be a statement of the Business's bank account- not personal bank accounts.

Employee Statutory Declaration

- To be completed and signed by the nominated / proposed tenant.
Witnessed by an authorised person as per page2.

Application Checklist Support Documents:

- Pay slips must be 2 consecutive pay slips and/or a copy of most recent annual tax assessment for proposed tenants. Pay slips are not to be older than two weeks from date of application for all proposed occupants of the accommodation (where working and includes partner/s).
- Employment contract must be a signed contract/letter of offer – signed by employer and proposed tenant.
- Most recent ATO Statement of Earnings (available from your MyGov account) for all those residing in the accommodation (includes partners).
- Identification - Visa's, Aust Birth Certificates/ Aust Residency Certificates includes partners and dependant children (copies of passports must be valid and current).
- The Estate Policy must be signed by the Directors/ CEO of the company and the proposed tenant, indicating the proposed lease term 6 or 12 months.

Please do not submit the above documents until all have been completed and considered accurate.

If you have any questions or require further information, please submit via email to:-

The Manager
Warambie Estate

