



Non Government Organisation (NGO) Housing

Tenant Handbook Addendum

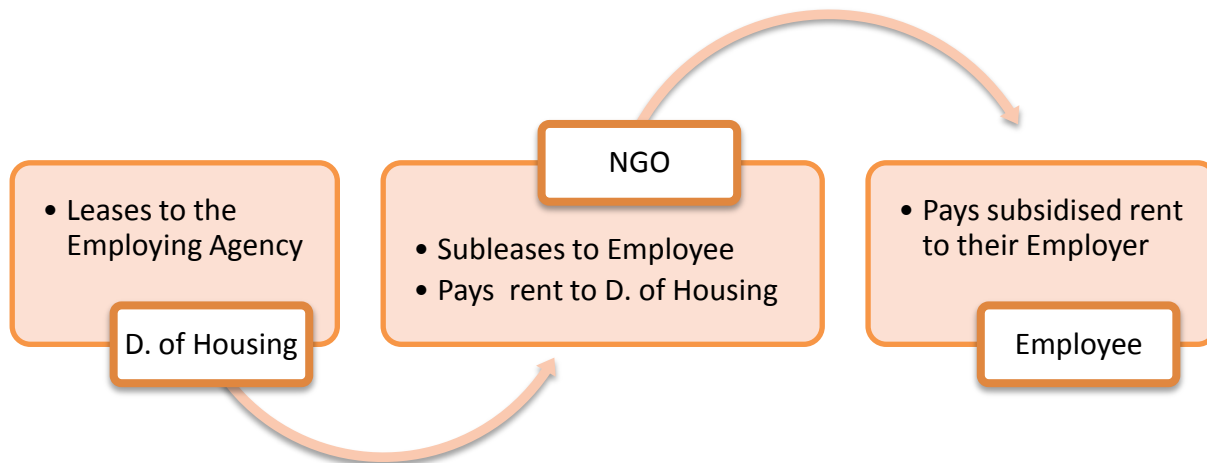
What is NGO housing?

The Department of Housing provides accommodation for government employees through the Government Regional Officers' Housing (GROH) program; this program is managed by the Housing Programs Directorate. More recently they have expanded their services to include housing for employees of Non Government Organisations (NGO's).

The provision of NGO employee housing has been made available through a strategic initiative to assist in sustaining the delivery of key government funded services delivered by NGO's. The program is provided under the Royalties for Regions Fund and will initially deliver 58 houses in priority Pilbara and Kimberley locations, including Karratha, Newman, South Hedland, Kununurra, Derby, Roebourne, Halls Creek and Broome.

How does it work?

NGO housing will be managed in the same way as GROH housing, that is, the Department of Housing leases the property to the employing agency / organisation, who then sub-leases it to their eligible employees. The employing agency pays rent to the Department of Housing, and the employee pays rent to their employer at a subsidised rate.



In the attached Tenant Handbook you will find references to government employees, government Departments and aspects of the GROH program. The conditions and terms that apply for employees of NGO's are the same as for the GROH program, except for the following:

1) Terminology

Replace "Non-Government Organisation" (i.e. your employing agency) wherever it refers to Government Agency and / or Department.



2) Eligibility Criteria

To be eligible for NGO housing applicants must meet the following criteria:

- Is an Australian Citizen or otherwise eligible to work in Australia;
- Has a contract of employment with a NGO;
- Does not own property (house and/ or land) within 50km of the town of employment (in the case of staff who provide services to multiple locations, the employees base location shall be considered). This also applies to the employees partner;
- Must not be eligible for other employee housing programs; this also applies to the employees partner and dependants;
- Requires assistance to access affordable accommodation due to income constraints;
- Must have an arrangement in place to pay any existing debt with the Department of Housing; and
- Is willing to provide full disclosure of household members as part of their employee housing application.

3) Tenant Rent Calculation

Your rent is set at the discretion of you employer (i.e. the NGO); any queries regarding your rent should therefore be directed to your employer.

The weekly rent payable by the NGOs will depend upon the location and size of the property, and will be reviewed annually. The NGOs will have the following three options in recovering the rent costs from tenants:

a) **Tenant Rent Setting Framework**

NGOs may adopt the current Government Regional Officers Housing Tenant Rent Setting Framework (TRSF) which calculates tenant rent by applying a number of discounts to the Perth Median Rent.

The Perth Median Rent is discounted by 20% for high amenity properties. Medium amenity properties receive an additional 20% discount and low amenity properties receive an additional 40% discounts off the high amenity rate. Further discounts are then applied according to ratings against the following:

- Distance from Perth
- Distance from a major regional centre
- Distance from the coast
- Level of the location amenity

b) **Align with Social Housing rents**

Rent may be set at 25% of the employee's income, or

c) **Pass full cost on to Tenant**

The NGO may choose to pass on the full cost recovery rent to the employees, thereby avoiding the need to fund any rent shortfall.

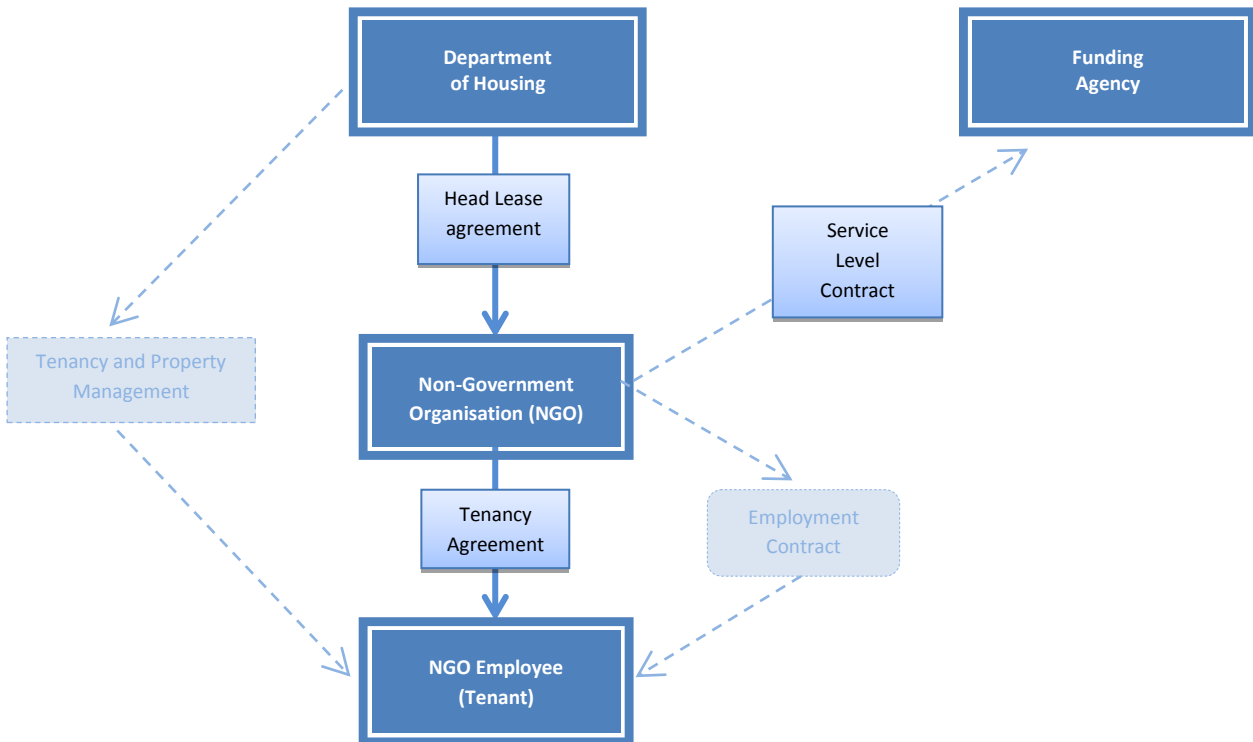
In implementing any of these options the NGO will carefully consider the consequences on both the NGO and its employees.



4) Tenancy Agreements

Consistent with the existing model, NGO properties are managed by the Department of Housing and leased to the NGO to sub-lease to its eligible employees. A combination of a head lease and an individual tenancy agreement formalise the relationship between all parties. Consistent with requirements under the Residential Tenancy Act, a tenancy agreement is signed between the employing NGO and the tenant, where the Department of Housing acts as agent for the NGO. Your tenancy agreement also clearly sets out your obligations as tenant of the property.

In contrast to the existing model, housing will only be provided to the NGO for the term of their service level contract to provide services to a State Government Agency.



Other Exclusions

Please disregard references to the following items as they do not apply to NGO housing:

- Leased accommodation
- Purchasing your property, and
- Home Ownership Subsidy Scheme

Please refer to the Department of Housing website for more information regarding your tenancy and / or NGO Housing www.housing.wa.gov.au