



Staff Rent Recoveries Reconciliation Procedure

1. Guiding Principles

The WA Country Health Service (WACHS) is generally required to provide subsidised housing to its staff who are located in regional areas.

An agreement reached in relation to the allocation of suitable subsidised residential accommodation is to be documented through the signing of a Residential Tenancy Agreement (RTA) by a duly authorised WACHS representative and the employee prior to taking up occupancy of the residential accommodation. This RTA includes the agreed rental and any utility charges that are to be made via fortnightly payroll deductions from their salary.

Rental rates are to be reviewed annually and adjusted in accordance with the Government Regional Officers Housing (GROH) rent setting framework.

This procedure outlines the reconciliation process to be performed in order to determine that all deductions from employee salaries for rental recovery have been made and accurately reconciled.

2. Procedure

Regions, represented by their Regional Finance Managers, are required to maintain a "Tenancy Register", which details the various properties under WACHS control along with any associated tenant and agreed rental and amenity charges.

On a fortnightly basis after each pay run, a payroll deductions listing containing employee deductions by pay period is obtained by the Central Office – Finance.

A script is then run that compares this payroll deductions list to the Tenancy Register, highlighting any inconsistencies for investigation. The main outcome is to determine if all employee deductions for rental recoveries (including utilities) that should be made have been made, and are accurate.

All inconsistencies detected are to be investigated and resolved by the Regional Finance Manager and/or their delegate.

Reconciliations are to be signed and dated by Regional Finance Managers, and filed appropriately at regional level.

3. Definitions

Deductions Listing	Refers to the list of all deductions taken from all staff in any given pay period. A list is provided by HSS to WACHS Central Office finance staff.
Tenancy Register	A register detailing the various properties under WACHS control along with any associated tenants. Minimum details are to include: Property Address, Property Type, Amenity Level, Number of Bedrooms, Tenant Name and Employee Number and agreed rental charges.
Regional Housing Officer	Refers to the officer(s) in each region that manage all subsidised accommodation provided to WACHS staff.

4. Roles and Responsibilities

Regional Housing Officers are responsible for ensuring that the regional Tenancy Register is kept up to date including:

- Updating when tenants commence or cease occupancy of WACHS accommodation;
- Noting agreed rental and/or utility charges (as amended during annual review).

Finance Managers are to:

- ensure that a Tenancy Register is being maintained for their region;
- investigate and resolve any inconsistencies detected by the procedure;
- sign off on their review of the rental payments;
- provide the Regional Accommodation Committee (if established) with copy of the reports as required.

Central Office – Finance, on a fortnightly basis after each pay run, are to obtain the employee Deductions Listing and run the script that compares this to the Tenancy Register. Results are then to be forwarded to Finance Managers for their investigation and resolution.

5. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Evaluation

Monitoring of compliance with this procedure is to be carried out by the Central Office Finance on a quarterly basis to ensure that reconciliations are being reviewed by periodically requesting evidence from the Regional Finance Managers, and also monitoring the level of inconsistencies generated from the script.

7. Standards

[EQulPNational Standards](#) - 15.8.1

8. Legislation

[Residential Tenancies Act 1987](#)

9. References

[GROH Tenant Rent Setting Framework.](#)

10. Related Policy Documents

WACHS [Staff Residential Accommodation Policy](#)

11. WA Health Policy Framework

[Financial Management Policy Framework](#)

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