

(Eligibility and) Allocation Policy and Procedure



Overview

Government employee housing is available to eligible employees in regional locations 100kms outside of the Adelaide CBD (incl Kangaroo Island).

Any employee (or their spouse or dependant) who owns/purchases housing within 40 kms of their work location will not be eligible for government employee housing.

Government agencies are responsible for confirming employee eligibility for subsidised government housing.

DPTI, Government Employee Housing (GEH) is responsible for the appropriate allocation of housing to eligible Government employees.

GEH Housing Managers will consult, where necessary, with relevant local senior government employees, for example local school Principal, head of the police station, for advice and assistance with allocation.

Purpose

The purpose of this policy is to provide clear direction for the equitable and appropriate allocation of housing to eligible Government employees.

Scope

This document is written for use by DPTI officers, DPTI client agencies and their employees.

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1 Policy Statement

1.1 Eligibility

POLICY:	PRACTICES / PROCEDURES
3.1.1 To qualify for housing an applicant must be an employee of a client agency approved by the Minister under the Public Employees Housing Act 1987.	<ul style="list-style-type: none">• Determination of eligibility is the employing agency’s responsibility and confirmation is provided to DPTI via certification on the DPTI ‘Application for Accommodation’ form: http://www.dpti.sa.gov.au/employee_housing.• Certification of eligibility indicates acceptance by the agency of subsidised charges in housing the employee.• Agencies are required to immediately advise DPTI where multiple approved applications for housing is likely to create additional housing demand.
3.1.2 Employees are ineligible for housing if they, their spouse, dependants, or a company of which they are a beneficiary own, or are in the process of purchasing, accommodation within 40kms of their work location.	<ul style="list-style-type: none">• Employees may retain eligibility if required to occupy depot housing or if they own a property that does not meet their accommodation needs. Advice should be sought from employing agency or DPTI for confirmation.• Employees who acquire their own accommodation which may subsequently disqualify them from ongoing eligibility to government employee housing are required to advise DPTI of the date of settlement as soon as this is known.• Where ongoing eligibility ceases as a result of acquiring private accommodation, employees will be required to vacate government employee housing within 21 days of becoming ineligible

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<p>3.1.3 Employees not on active service but retaining a substantive appointment within a given location may retain eligibility for housing while on extended leave, maternity/paternity leave and long service leave.</p>	<ul style="list-style-type: none"> • Subject to continuation of subsidy payment by employing agency.
<p>3.1.4 Eligibility for housing whilst on all other types of leave, i.e. leave without pay, will be at the discretion of the employing agency.</p>	

3.2 Allocation

POLICY:	PRACTICES / PROCEDURES
<p>3.2.1 Allocation of housing by DPTI will commence once an application has been approved.</p>	<ul style="list-style-type: none"> • Employee completes the 'Application for Housing' and submits to DPTI for forwarding to employing agency for approval. • Sufficient lead-time should be given by employers and employees to allow for administrative arrangements to occur – including assessment of available housing, offers to tenants, inspections, collection of keys, and establishment of rental deductions. • Allocation will generally occur 14-21 days prior to requested occupancy date.

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<p>3.2.2 Allocation of housing is assessed based on the following occupancy 'types' (refer Attachment 1):</p> <ul style="list-style-type: none">• Type 1 – Single• Type 2 – Couple• Type 3 – Couple + 1 dependent• Type 4 – Couple + 2 dependents• Type 5 – Couple + 3 dependents• Type 6 – Couple + 4 or more dependents	<ul style="list-style-type: none">• DPTI housing can be offered in a flat, unit, maisonette/duplex or house. Attachment 1 provides a guide to how DPTI will attempt to match property size to family size. For example, a couple plus 2 dependents (Type 4) would not be allocated anything smaller than 120m² with 3 bedrooms.• When cross-referencing the 'Type' to 'Size' – the 'Type' column indicates the <u>maximum allocation</u> for a property of this size – e.g. a house/unit/maisonette up 120m² can be allocated to Types 1, 2 and 3.
<p>3.2.3 Allocation of suitable housing will be based on assessment of <u>available housing</u> against permanent occupant(s), family composition and demographics – number, age, gender, etc. Specifications for personal possessions are NOT given consideration in determining the most appropriate size of housing offered.</p>	<ul style="list-style-type: none">• Where availability permits, couples with two or more dependents may be considered for three or four bedroom housing.• De-facto relationships can meet the definition of a <i>family unit</i> and pre-existing custody arrangements of children will be taken into account.• All permanent occupants that are dependent upon the tenant and who reside in the property will be considered to be part of a <i>family unit</i>.

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<p>3.2.4 Relevant criteria will be applied, where necessary, to establish <u>priority</u> for allocation of <i>family housing</i>.</p>	<ul style="list-style-type: none">• Allocation of <i>Family Housing</i> will be determined by the following priority-based criteria:<ul style="list-style-type: none">○ Preventing, where possible, dependant children (in permanent occupancy) above the age of 10 from sharing a bedroom.○ Specific location requirements impacting upon employee duties and/or agency operations.○ Specific family requirements – e.g. requirements to accommodate a small child, person with a disability.• Employees without dependants may occupy designated family housing as sole occupants where the local supply of housing allows. Should this house subsequently be required for family accommodation, the employee may be required to relocate. Appropriate notice will be given and alternative housing found should this occur.• Under these circumstances, applicants may be offered any such housing on a fixed term basis. At the expiry of the term, consideration will be given to re-locating the employee within the immediate work location and DPTI will meet any associated relocation costs.• Specific individual requests – e.g. pets, hobbies, etc – will be considered on a case-by-case basis.
<p>3.2.5 Relevant criteria will be applied, where necessary, to establish <u>priority</u> for allocation of <i>sole occupancy</i> housing.</p>	<ul style="list-style-type: none">• Flats, units and smaller houses are assessed as being most suitable for <i>sole occupancy</i> – <i>i.e.</i> by employees without dependants or partners.• Shared housing may become necessary where local supply cannot meet demand from applicants.

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<p>3.2.6 Where suitable housing cannot be found within the community in which the applicant is employed, an offer of housing in alternate location(s) within a 40 km radius may be made.</p>	<ul style="list-style-type: none"> • Applicants may be offered accommodation on a fixed term basis. • Demand for housing may require employees to relocate to accommodation in the community within which they are employed. • Any such relocation will be at the employee’s expense.
<p>3.2.7 Employees seeking accommodation in a community other than that within which they are employed will be classified as low priority.</p>	
<p>3.2.8 Where DPTI cannot offer suitable housing from within the stock of owned houses, lease accommodation will be sought from the private rental market.</p>	<ul style="list-style-type: none"> • Agencies may require DPTI to establish a private lease under exceptional circumstances related to the employee’s job responsibilities. • Only DPTI can select and approve a private lease property.
<p>3.2.9 Determination of a suitably sized leased property will also be determined by using <i>Attachment 1</i> as a guide.</p>	

3.3 Acceptance

POLICY:	PRACTICES / PROCEDURES
<p>3.3.1 Employees are expected to accept suitable, (using criteria shown in <i>Attachment 1</i>) available housing at time of offer.</p>	<ul style="list-style-type: none"> • Refusal of a reasonable offer will result in the applicant’s application being withdrawn.

3.4 Appeals

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POLICY:	PRACTICES / PROCEDURES
3.4.1 Employees can appeal an allocation recommendation that they believe has not been made in accordance with the criteria for determining priority shown at 3.2.4	<ul style="list-style-type: none">• Employees should refer their appeal to the appropriate DPTI Housing Manager for initial review.• The DPTI Manager Government Employee Housing is responsible for determining the outcome of the appeal.

3.5 Change of Employee Circumstance

POLICY:	PRACTICES / PROCEDURES
3.5.1 Under certain changed circumstances an employee may be required to relocate.	<ul style="list-style-type: none">• The employee should report the change in circumstances to the DPTI Housing Manager.• Any change associated with the number of occupants will only be considered if the change involves full-time, permanent occupants.
3.5.2 A request for alternative DPTI housing in the same town has no priority unless there is a change in tenant circumstances.	<ul style="list-style-type: none">• DPTI will consider relocating an employee where existing vacancies permit.

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3.6 Relocation of Employees

POLICY:	PRACTICES / PROCEDURES
3.6.1 Changes to demand for accommodation and/or distribution of vacancies may result in DPTI requesting employees to relocate.	<ul style="list-style-type: none">• Relocation requests may be prompted by a number of factors that can require DPTI to rationalise a location's accommodation portfolio.• DPTI will follow the provisions of notice prescribed in the Residential Tenancies Act 1995.
3.6.2 An employee occupying a property identified for future disposal may contact the DPTI Housing Manager to discuss possible relocation options.	<ul style="list-style-type: none">• Relocation cannot be guaranteed and will be subject to availability and timing of proposed disposal.• Relocation charges will be met by the SA Government.

3.7 Vacating

POLICY:	PRACTICES / PROCEDURES
3.7.1 Tenants are required to provide advice to DPTI of their intention to vacate occupancy consistent with the requirements of the Residential Tenancies Act 1995 (21 days).	<ul style="list-style-type: none">• Tenants must confirm vacancy in writing by completing the 'Notice of Intention to Vacate' via http://www.dpti.sa.gov.au/employee_housing.• Tenants must contact the local Property Manager to arrange necessary exit inspections and arrange for return of keys.

Allocation Type Table

Type 1 - Single

Type 2 – Couple

Type 3 - Couple + 1 (*a single parent is also classified as "Couple"*)

Type 4 - Couple + 2

Type 5 - Couple + 3

Type 6 - Couple + 4 +

House Type	Size	No. of Bedrooms	Type
Flat	Up to 81m ² □	1	1
	Up to 81m ² □	2	2
Unit	Up to 81m ² □	1	1
	Up to 81m ² □	2	2
	Up to 120m ² □	3	3
Maisonette / Duplex	Up to 120m ² □	2	2
	Up to 120m ² □	3	3
	120m ² to 230m ² □	3	4
House	Up to 120m ² □	3	3
	120m ² to 230m ² □	3	4
	120m ² to 230m ² □	4	5
	150m ² to 250m ² □	4	6

4 References

- Public Employee Housing Act 1987
- Residential Tenancies Act 1995
- Public Sector Management Act 1995
- Equal Opportunity Act 1984

5 Document Control

- This document is published on the DPTI internet site at:
https://www.dpti.sa.gov.au/employee_housing

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The original version of this document for the purposes of amendment and update is held by DPTI and is stored on the DPTI "AAA Employee Housing" under POLICY.

Responsibility for the document rests with the General Manager, Property Directorate, DPTI

6 Document History

ISSUE	DATE	REASON	POLICY AUTHOR	TITLE	DATE LOADED