

Eligibility and Allocation Policy



Government of South Australia
Department for Infrastructure
and Transport

OVERVIEW

Government Employee Housing (GEH) will be provided to eligible employees in locations outside of 100 km of the Adelaide CBD (incl Kangaroo Island).

Any employee (or their partner 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.

The Department for Infrastructure and Transport (DIT), GEH section is responsible for the appropriate allocation of housing to eligible government employees.

GEH Housing Officers will consult, where relevant, with agency delegates and 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 DIT officers, DIT client agencies and their employees.

POLICY STATEMENT

1.1 Eligibility

POLICY:	PRACTICES / PROCEDURES
<p>1.1.1 To qualify for housing an applicant must be an employee of a client agency approved by the Minister under the <i>Public Employees Housing Act 1987</i>.</p>	<ul style="list-style-type: none"> • Determination of eligibility is the employing agency's responsibility and confirmation is provided to DIT via the employers certification on the DIT 'Application for Housing' form: http://www.DIT.sa.gov.au/employee_housing • Certification of eligibility indicates acceptance by the agency of subsidised charges in housing the employee.
<p>1.1.2 Employees are ineligible for housing if they, their partner, 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.</p>	<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 housing needs. Advice should be sought from employing agency or DIT for confirmation. • Employees who acquire their own housing which may subsequently disqualify them from ongoing eligibility to government employee housing are required to advise DIT of the date of settlement as soon as this is known. • Where ongoing eligibility ceases as a result of acquiring private housing, employees will be required to vacate government employee housing within 21 days' of becoming ineligible
<p>1.1.3 Tenants not on active service but retaining a substantive appointment within a given location may retain eligibility for housing while on any form of extended leave.</p>	<ul style="list-style-type: none"> • Subject to agreement of continuation of subsidy payment by employing agency. • Employees are required to advise DIT in respect of any extended leave that impacts rental payroll deductions.

<p>1.1.4 Tenants no longer employed by SA Government are not eligible for housing under the program.</p>	<ul style="list-style-type: none"> • A tenant whose employment is terminated is no longer eligible under the program, and must provide a minimum of 21 days' written notice to DIT of their intention to vacate, in accordance with the requirements of the <i>Residential Tenancies Act 1995</i>. • The tenant must provide vacant possession of the property no later than 21 days' from the end date of employment.
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1.2 Allocation

POLICY:	PRACTICES / PROCEDURES
<p>1.2.1 Allocation of housing by DIT will commence once an application has been certified by the employing agency.</p>	<ul style="list-style-type: none"> • Employee completes the 'Application for Housing' and submits to DIT for certification by the employing agency. • Sufficient lead-time (4-6 weeks) should be given by employers and employees to allow for administrative arrangements to occur. • Allocation will generally occur 14 – 21 days prior to requested occupancy date.
<p>1.2.2 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/Single + 1 dependent • Type 4 – Couple/Single + 2 dependents • Type 5 – Couple/Single + 3 dependents • Type 6 – Couple/Single + 4 or more dependents 	<ul style="list-style-type: none"> • DIT housing can be offered in a flat/unit, maisonette/duplex or house. <i>Attachment 1</i> provides a guide to how DIT 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 3 bedrooms.

<p>1.2.3 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/singles with two or more dependents may be considered for three or four bedroom housing. • Permanent shared care arrangements of dependent 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 family unit.
<p>1.2.4 Relevant criteria will be applied, where necessary, to establish <u>priority</u> for allocation of housing.</p>	<ul style="list-style-type: none"> • New applicant allocations take priority over relocation requests. • Allocation of housing will be determined by the following priority-based criteria: <ul style="list-style-type: none"> ○ Preventing, where possible, dependent 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. • DIT cannot guarantee being able to accommodate requirements/requests in respect of personal recreational assets/equipment, non-standard items, preferred rent range and in some cases pets.

	<ul style="list-style-type: none"> • Flats/units and smaller houses are assessed as being most suitable for <i>sole occupancy</i> – i.e. by employees without dependants or partners. • In the APY Lands & some remote locations, the employing agency may require single employees to share a house in some communities, and the sharing tenant will be determined by the employing agency.
1.2.5 Where there is no suitable housing available within the town in which the applicant is employed, DIT may offer housing in alternate location(s) within a 40 km radius.	<ul style="list-style-type: none"> • DIT will not allocate housing to eligible employees seeking housing outside of the 40kms radius in which the applicant is employed.
1.2.6 Where DIT cannot offer suitable housing from within the stock of available houses, leased housing will be sought from the private rental market where there is a suitable rental market within the town.	<ul style="list-style-type: none"> • Only DIT can approve a privately lease property. • The suitability of a property will be determined by using size, amenities, location, rental cost and availability as a guide. • DIT will not lease a property greater than 1 story; is furnished; or that has a swimming pool/spa; tennis court, over-sized land and water front properties.

1.3 Refusal of an Allocation of Housing

POLICY:	PRACTICES / PROCEDURES
1.3.1 Employees have the option to decline an allocation of suitable housing.	<ul style="list-style-type: none"> • Refusal of a reasonable offer will result in the application being cancelled by DIT.

1.4 Employee Appeals

POLICY:	PRACTICES / PROCEDURES
<p>1.4.1 Employees can appeal an offer of housing they believe has not been made in accordance with the allocation as shown at 3.2.</p>	<ul style="list-style-type: none"> • Employees should refer their appeal to the appropriate Housing Officer for initial review. • The Manager, Government Employee Housing is responsible for determining the outcome of the appeal.

1.5 Change of Employee Circumstance/Tenant Requested Relocation

POLICY:	PRACTICES / PROCEDURES
<p>1.5.1 Any change in employee circumstances must be reported to DIT, as this may affect ongoing eligibility. This includes but is not limited to: change of work location, change in occupants and purchase of property and or land.</p>	<ul style="list-style-type: none"> • Any change of employment location outside of the 40kms radius from the current residence will result in the requirement to vacate or relocate. • A relocation due to changes of family composition will only be considered if this involves permanent occupants. • Purchase of a property suitable to house an applicant's family composition within the 40kms radius of employment location, will deem the applicant ineligible for housing.
<p>1.5.2 A request for alternative DIT housing in the same town has no priority unless there is a change in tenant circumstances.</p>	<ul style="list-style-type: none"> • DIT may consider a tenant relocation request where existing vacancies permit. • The tenant will be responsible for organising and paying for all relocation costs, including removalist fees, utility connection/disconnection fees and inspection fees incurred by DIT. A maximum 48 hour grace period in respect of rent not being charged on both properties during non-business

	days only. If longer than 48 hours is taken, then the tenant will be charged rent on 2 properties for the whole period.
1.5.3 Tenants wishing to sub-let the property they reside in must obtain written approval from DIT.	<ul style="list-style-type: none"> In accordance with the <i>Public Employees Housing Act 1987</i>, the program operates to house eligible government employees.
1.5.4 Tenants with significant evidence based safety and/or security risk should contact DIT.	<ul style="list-style-type: none"> Where a significant evidence based safety and/or security risk is posed to the tenant and/or a permanent household resident, this may result in the tenant being relocated. Any relocation of this type must be supported by the tenant's employing agency and will be at the tenant's expense.

1.6 DIT Relocation of Tenants

POLICY:	PRACTICES / PROCEDURES
1.6.1 At DIT's discretion, where limited available stock exists and where changes in housing demand occurs, tenants may be required to relocate.	<ul style="list-style-type: none"> DIT relocation of a tenant may be prompted by a number of factors, including family composition, size of housing and availability of stock. DIT will be responsible for organising and paying for all relocation costs, including removalist fees, utility connection/disconnection fees and inspection fees.
1.6.2 A tenant occupying a property identified for disposal (disposal of owned property or termination of private lease) will be required to relocate.	<ul style="list-style-type: none"> DIT will be responsible for organising and paying for all relocation costs, including removalist fees, utility connection/disconnection fees and inspection fees.

1.7 Vacating

POLICY:	PRACTICES / PROCEDURES
1.7.1 Tenants are required to provide a minimum of 21 days' written notice to DIT of their intention to vacate, in accordance with the requirements of the <i>Residential Tenancies Act 1995</i> .	<ul style="list-style-type: none">• Tenants should complete a 'Notice of Intention to Vacate' via http://www.DIT.sa.gov.au/employee_housing• Tenants must contact the local DIT Key Agent to arrange necessary exit inspections and arrange for return of keys.

Allocation Type Table

Type 1 - Single

Type 2 – Couple

Type 3 – Couple/Single + 1 dependent

Type 4 – Couple/Single + 2 dependents

Type 5 – Couple/Single + 3 dependents

Type 6 – Couple/Single + 4 or more dependents

House Type	No. of Bedrooms	Type
Unit/Flat	1	1
	2	2
	3	3
Maisonette/ Duplex	2	2
	3	3
	3	4
House	3	3
	3	4
	4	5
	4	6

REFERENCES AND RELATED DOCUMENTS

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

DOCUMENT APPROVAL

Approval Date:	1 October 2020
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Policy Contact Officer:	Manager Government Employee Housing
Policy Custodian:	Director Property
Division:	Across Government Services
Policy Owner:	Chief Executive