Policy

Employee housing

Please note this policy is mandatory and staff are required to adhere to the content.

Policy overview

The purpose of this policy is to:

- provide information to Department for Education (department) employees in relation to accessing government employee housing (GEH), where available
- outline the department’s policy in relation to rental subsidy for employees eligible for (GEH)
- provide guidance on departmental housing procedures for department employees
- provide a reference for regional housing.

Scope

The allocation of housing for all government employees is determined within government policy settings and administered by the Department of Planning Transport and Infrastructure (DPTI).

Eligibility for department employees is determined within departmental policy and may vary from time to time. In addition, changes to government policy may impact on eligibility for department employees to access GEH.

This policy applies to eligible departmental employees applying for GEH in most regional areas of South Australia and is to be read in conjunction with the DPTI government employee housing (Eligibility and allocation) policy and procedure.

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<thead>
<tr>
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<th>Status:</th>
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</thead>
<tbody>
<tr>
<td><strong>Policy officer:</strong></td>
<td>Employee services officer, People and Culture Operations</td>
<td><strong>Policy sponsor:</strong></td>
<td>Director, People and Culture Operations</td>
<td><strong>Responsible executive director:</strong></td>
<td>Executive director, People and Culture</td>
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<td><strong>Approved by:</strong></td>
<td>Director, People and Culture Operations</td>
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1. Policy detail

This policy is to ensure:

- an informed, consistent and equitable approach to the allocation of government housing for departmental employees
- the development and management of equitable criteria and approval processes which reflect departmental needs and priorities
- consistency with broader government policy for the allocation of government housing.

1.1 Background

GEH is offered as an incentive for attracting prospective employees into country locations.

1.2 Eligibility criteria

Eligibility for GEH is currently granted to the following employees in most regional areas of South Australia:

- permanent teachers, preschool and school, part time and full time
- contract teachers of 1 term or more, preschool and school, part time and full time
- school services officers (SSOs) recruited to the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands. (Only where an excess of housing is available; teachers have priority.)
- permanent teachers employed at country education offices
- **Public Sector Act 2019** employees recruited to a country location in which the department has identified a specific need for specialised services (eg speech pathologists).

In exceptional circumstances the Assistant director, People and Culture Operations may approve GEH for contract teachers appointed for less than 1 term and short term eligibility for temporary relieving teachers (TRTs) in hard to staff areas.

GEH will not be provided to any employee who is working at a site within 100kms of the Adelaide central business district (CBD). However, in special circumstances the department may apply to DPTI for an exemption such as where it has been determined that it is a requirement of the position that the incumbent reside on site.

In accordance with DPTI's government employee housing ([Eligibility and) Allocation policy and procedure], GEH will not be provided to an employee if they, their spouse or a dependent owns or rents housing within 40kms of the employees work location.

1.3 Other considerations

1.3.1. Employees on leave

Employees who are not on active duty, but who retain a substantive appointment within a given locality will retain eligibility for GEH while on annual leave, maternity/paternity leave, long service leave, country incentive leave, extended sick leave or parental leave. Eligibility for GEH whilst on other types of leave ie leave without pay will be at the discretion of the Assistant director, People and Culture Operations.
1.3.2. Employees owning residences

Employees who presently or in the future occupy GEH, and have, or in the future acquire their own residence which renders them ineligible for GEH will be required to vacate the accommodation within 21 days of settlement on the purchase of their own residence.

Employees who sell their own residence, and submit an application for GEH whilst building or purchasing a new residence in the same location, will not be eligible for GEH. In harder to staff locations, an exemption may be approved at the discretion of the Assistant director, People and Culture Operations.

1.3.3. Employees residing in other communities

Employees seeking GEH in a community that is not the one in which they are employed may be granted such housing as a low priority. Such employees may be required to move to GEH in the community in which they are employed, if an applicant appointed to the community in which they are residing requires GEH. Any such move will be at the employee’s own expense.

Each case of relocation due to the above circumstances will be examined on its merits in consultation with the Assistant director, People and Culture Operations before a request to move is finalised. This does not apply in those cases where appropriate accommodation cannot be provided in the community in which the employee has been appointed.

1.4 Application process

Eligible employees will be provided with information in regard to applying for GEH in their letter of appointment to a country location.

An eligible employee completes and submits the online application for accommodation form.

Sufficient lead-time should be given to allow for administrative arrangements to occur, including assessment of available housing, offers to tenants, inspections, collection of keys etc. Building management and property services (BMAPS) cannot guarantee immediate availability of GEH.

The employee’s appointment must be verified by the department’s People and Culture Operations before BMAPS is able to process the application.

On receipt of the verified application, BMAPS forwards the information to the housing manager, BMAPS and the convener of the local accommodation committee for allocation recommendations.

1.5 Allocation procedures

The allocation of GEH to departmental employees is the responsibility of BMAPS. The allocation recommendations will be submitted by the BMAPS housing manager who will consult with local accommodation committees as necessary. The DPTI allocation and eligibility policy is available at http://www.infrastructure.sa.gov.au/BuildingManagement/government_employee_housing.

Where BMAPS is unable to offer suitable housing from within the stock of owned houses, lease accommodation will be sought from the private rental market, with reference to the BMAPS allocation policy and procedures.

1.6 Approval of government employee housing

As per the financial authorisation framework, authority to approve applications for GEH lies with the:

- Executive director, People and Culture
• Director, People and Culture Operations
• Assistant director, People and Culture Operations
• Employee services officer, People and Culture Operations

1.7 Application of government employee housing

Employees are expected to accept suitable available housing at time of offer. Refusal, without a justifiable reason, of an offer of suitable housing will result in the applicant being relegated to the bottom of the waiting list. Choice is not a feature of the GEH program and refusal of a reasonable offer of government owned accommodation does NOT guarantee qualification for a private lease.

1.8 Appeals

Employees can appeal to BMAPS about the allocation recommendation if they believe it has not been made in accordance with the criteria for determining priority.

1.9 Vacating accommodation

Employees are required to provide advice to BMAPS of their intention to vacate occupancy consistent with the requirements of the Residential Tenancies Act 1995 (ie 21 days).
## 2. Roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Authority/responsibility for</th>
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<tbody>
<tr>
<td>Director, People and Culture Operations</td>
<td>The director is responsible for ensuring the development and implementation of effective policies and procedures for managing the employee housing policy within the department.</td>
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<tr>
<td>Assistant director, People and Culture Operations</td>
<td>The assistant director has a responsibility to:</td>
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<tr>
<td></td>
<td>• ensure that the employee housing policy is reviewed on an annual basis</td>
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<td>• ensure that the employee housing policy is available to employees</td>
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<td></td>
<td>• ensure appropriate records are kept and maintained so that reporting requirements can be met</td>
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<td></td>
<td>• manage the employee housing policy so that the expected outcomes are achieved</td>
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<td></td>
<td>• consult with affected employees prior to any decision to enter into or terminate an individual agreement.</td>
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<tr>
<td>Employees</td>
<td>Employees seeking government employee housing have a responsibility to:</td>
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<tr>
<td></td>
<td>• be familiar with the procedures and how they operate</td>
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<td></td>
<td>• request and receive approval before signing a lease for GEH</td>
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<td></td>
<td>• give prompt and appropriate notice of change of circumstances.</td>
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<td></td>
<td>If a department worker considers they have been treated unreasonably or unfairly through the application of this procedure, they are able to seek redress through the <a href="https://example.com">complaint resolution for employees policy</a> and <a href="https://example.com">complaint resolution for employees procedure</a>.</td>
</tr>
<tr>
<td>Employee services officers, People and Culture Operations</td>
<td>Responsible for the authorisation and verification of eligibility of GEH applications for accommodation.</td>
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## SUPPORTING INFORMATION

**Published**
April 2019

**Related legislation**
- Public Sector Act 2009
- Education Act 1972
- Children’s Services Act 1985

**Related policy documents**
- (Eligibility and) Allocation policy and procedure

**Keywords**
Housing, employee, country

## REVISION RECORD

<table>
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<td>1.1</td>
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<td>July 1988</td>
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<td>New department procedure.</td>
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<td></td>
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<td>2.1</td>
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<td>Update to new template. Person title changes. Previously recorded as HR33.</td>
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<td>2.2</td>
<td>Executive director, People and Culture</td>
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<td>2.3</td>
<td>Director, People and Culture Operations</td>
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