

# Government Employee Housing Entitlement

Policy

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## 1. Policy statement

The Northern Territory Government Employee Housing Office (NTGEHO) offers a range of Government Employee Housing (GEH) dwelling types and sizes across the Northern Territory and provides dwellings relevant to the current needs of employees, which may change as the employee’s circumstances change, and is subject to the availability of dwellings in a given location.

## 2. Purpose

This policy aims to ensure GEH stock meets the needs of tenants and is used effectively.

## 3. Scope

This policy applies to all GEH employees and tenants including existing tenancies and applicants on the wait list.

## 4. Roles and responsibilities

Roles	Responsibilities
Frontline staff	<ul style="list-style-type: none"> <li>Apply entitlement criteria as outlined in this policy.</li> <li>Bear in mind policies relating to access and equity, as well as discretion.</li> <li>Forward difficult or unusual cases to the Delegate.</li> </ul>
Delegate	<ul style="list-style-type: none"> <li>Has the discretion to decide the correct entitlement for an employee</li> </ul>

## 5. Policy details

The GEH entitlement of an employee depends on the number of people approved to be a part of the tenancy, the relationship between the people, and the gender of any children. People that are not approved to be part of the tenancy will not be included for the purpose of calculating entitlement.

Household members include the employee who signs (or will sign) a tenancy agreement, and recognised occupiers who live (or will live) at the premises.

Applications for housing above entitlement may be approved at the discretion of the Delegate.

### 5.1. Standard Bedroom Entitlement

Household Composition	Minimum Bedroom Entitlement
Single person	1
Couple	1
Sole parent with one dependant	2

Household Composition	Minimum Bedroom Entitlement
Two single persons	2
Couple with up to four dependants	3
Sole parent with two to four dependants	3
Couple with up to two additional adults	3
Three single persons	3
Sole parent or a couple with five or more dependants	4
Sole parent or a couple with three dependants and one single	4

The standard bedroom entitlement may be varied by the Delegate to better to reflect employee's needs and employment requirements, including reasons such as pregnancy, gender ratio of children and the presence of tenants with a disability or medical condition. It may also be varied in circumstances where there are limited GEH dwellings available.

## 5.2. Foster care

Tenants providing foster care may be approved for a dwelling above entitlement so long as documentation is provided and care is being provided on a continuing basis for a minimum of eight weeks.

## 5.3. Child custody

Non-custody parents who regularly have children stay overnight may be entitled to an extra bedroom at the discretion of the Delegate. Joint-custody parents may be both entitled to an extra bedroom at the discretion of the Delegate.

## 5.4. Boarding school

Children at boarding school are included in entitlement if documentation can be provided to prove enrolment.

## 5.5. Specific Employment Housing Entitlement

Any specific housing entitlements and minimum requirements as outlined in the employees contract and/or relevant legislation, position entitlement or other agencies will be met, where practicable and subject to availability.

If an employee has ceased employment for any reason they are no longer eligible for GEH. As stated in the *Residential Tenancy Act 1999*, the Chief Executive Officer (CEO) (Housing) may terminate a tenancy if the employee has entered into a tenancy agreement as a condition or benefit associated with their employment.

## 5.6. Modifications

Consideration may be given to employees whose particular housing needs preclude them from accessing private rental market housing, for example, where a member of the family has a disability and requires specific facilities.

Where modifications are required to a GEH dwelling to meet specific needs relating to the employee's circumstance, the employing agency must seek approval from the NTGEHO and will be responsible for any further approvals (including any building approvals) and costs associated with the upgrade of any additional fitting, fixtures or facilities to the dwelling.

## 5.7. Furniture

The NTGEHO does not provide furnished GEH dwellings. The only exception is for a Private Head Lease dwelling that has been approved by the CEO (Housing), or Delegate, which includes a fully or partly furnished dwelling.

The employing agency or non-government organisation (NGO) may elect to furnish the GEH dwelling for its employee. The furniture will be the responsibility of the employing agency or NGO.

The NTGEHO will not be responsible for the cost of moving furniture to and from GEH at the start or end of a tenancy. The only exemption to this rule would be if the NTGEHO has initiated the transfer of an employee between GEH dwellings to better utilise the dwellings.

## 6. Decision making and amendments

The CEO (Housing) may delegate a power or function under the *Housing Act 1982* or other Act. Delegated officers may make decisions on behalf of the CEO (Housing) in line with the Housing Delegations and the Department's Financial Management Delegations.

A discretionary decision may be made outside general application of policy if it supports the policy intent, will prevent an employee or agency from being unfairly disadvantaged, and is in line with the Department's delegations and legislative obligations.

## 7. Review of the policy

If at any time the legislative, operating or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed and amended accordingly in agreement with the Commissioner for Public Employment. The Office of the Commissioner for Public Employment will ensure the policy meets legislative requirements.

## 8. Legislative basis and related resources

### 8.1. Legislation

*Housing Act 1982*

*Residential Tenancy Act 1999*

*Public Sector Employment and Management Act 1993*

Commissioner for Public Employment Determination 8 of 2015

## 8.2. Policies

Government Employee Housing Operational Policy Overview

Allocation policy

Eligibility policy

Rents and Rental Concessions policy