Teacher Housing - Overview for incoming tenants

# Moving to a rural and remote location

The department encourages teachers to get a sense of their new community before relocating. Having a chat with the Local Accommodation Committee (LAC) representative or principal will help you find out about:

* Specific community information;
* Typical weather conditions for the location;
* If there are alcohol permits and/or restrictions within the community; and
* Property availability and reasonable expectations.

You should also consider how you might adjust to living in a rural or remote location without your usual routines and support networks close by.

# Teacher housing eligibility

Teacher housing is managed by the department through the:

* [Teacher housing policy](https://ppr.qed.qld.gov.au/pp/teacher-housing-policy); and
* [Teacher housing procedure](https://ppr.qed.qld.gov.au/pp/teacher-housing-procedure).

The policy outlines eligibility criteria for teacher housing and the procedure outlines the processes to implement the policy for all stakeholders including tenants. Eligibility may change during a tenancy for a number of reasons, therefore it is important to be aware why this can happen and what outcomes this may have for a tenancy.

Eligibility for teacher housing is not linked to a particular residence. In order to make the best use of available housing in a particular location, and in order to provide housing best suited to the circumstances of all tenants, existing tenants may be required to move to alternative accommodation in the same or a nearby location.

Submitting a completed [Teacher Housing Application form](https://ppr.qed.qld.gov.au/attachment/teacher-housing-application-form.pdf) to the Principal of the school you will be working at or the Human Resources officer you are communicating with, starts the process to assess and determine eligibility. When confirmed as eligible, allocation of accommodation and a tenancy process begins. Housing is allocated to eligible teachers by the LAC as it becomes available.

# Tenancy Types

Housing may be sourced a number of ways including Department owned stock (DoE) or department leased properties from:

* Government Employee Housing (GEH) as part of the Department of Energy and Public Works
* Other government agencies (e.g. council housing stock)
* the Private rental market (some locations do not have one)

A range of property types may be available including houses, townhouses and units. Some locations may not have as many options.

There are two types of tenancy offered by the department:

1. **Sole tenancy** – offered to couples, families and principals and deputy principals; and
2. **Multi-tenancy** – offered to singles where the residence will be shared with others.

Non-employee partners of the applicant will only be considered if it is intended that the accommodation provided will be their principal place of residence. Dependants will only be considered if they meet the Schedule of Dependants, as defined in the [Recognition of Rural and Remote Service (RoRRS) scheme.](https://teach.qld.gov.au/teach-in-queensland-state-schools/pay-benefits-and-incentives/rural-and-remote-benefits)

How accommodation is allocated

Teacher housing is managed at a local level to best meet the needs of tenants and the community. This allows flexibility when responding to local issues and contexts.

Local management of teacher housing is conducted through an LAC. The LAC is a committee comprising of departmental school-based staff that manage teacher housing for the local area on behalf of the department.

This management includes, but is not limited to, allocating housing to eligible teachers, seeking to maximise use of housing stock to best meet the needs of existing and incoming eligible tenants, conducting inspections, forwarding maintenance requests to the appropriate area and completing entry and exit condition reports.

In areas where there is no LAC, the local management of teacher housing is the principal’s responsibility as the designated Local Accommodation Officer (LAO).

The provision of teacher housing is for medium to long-term arrangements as a primary place of residence.

In some cases, accommodation may not be available immediately for a variety of reasons. These reasons maybe include, but are not limited to, the movement of existing tenants in the location, repair works or where an additional property has to be sourced and leased by the department to meet the changing tenancy requirements for that location.

Temporary board and lodging (TBL) may be supported where housing is allocated to you but the ongoing tenancy does not commence immediately. Where TBL is approved you are required to pay for the accommodation up front then lodge an expenses claim for reimbursement. The Principal of the school you will be working at or the Human Resources officer you are communicating would be able to provide your advice applicable to your circumstances if this situation arises.

Bond

The department does not collect a bond from teachers occupying teacher housing.

In the absence of a bond, the cost of any damages caused by the tenant, or their visitors, are their responsibility. Often this would be during the completion of an Exit condition report. Payment arrangements will be made between the tenant and the LAC/Principal at the time the damage is noted.

# Contents insurance

The department’s insurance does not cover tenant personal belongings.

You are urged to take out personal content’s insurance prior to taking up residence. Contents within the property are your responsibility, so it is important to have an insurance policy in place to cover the replacement cost of any damaged or stolen personal items.

# Rent

The [Attraction and Retention Incentives Directive (07/14)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/attraction-and-retention-incentives-directive-0714) enables the department to provide a rental subsidy for eligible teachers.

The rental subsidy is based on whether the accommodation is sole or multi-tenancy, the size and standard of the residence, and transfer rating of the accommodation location.

The department collects rent by payroll deduction. While tenants in sole tenancies are responsible for managing their own utilities’ accounts, the rental subsidy for tenants in multi-tenancies includes utilities costs (such as electricity and gas) which are in the department’s name.

# Rights and Responsibilities

It is important to note that becoming a tenant requires a number of processes and forms to be completed that are both department specific and legislated. You should familiarise yourself with the information set out in the department’s teacher housing policy and procedure and additional information on [OnePortal](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/teacher-housing) as well as relevant legislation.

Tenants and property owners have rights and obligations in accordance with the [*Residential Tenancies and Rooming Accommodation Act 2008* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2008-073), [*Residential Tenancies and Rooming Accommodation Amendment Regulation 200*9](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2009-0074) and the [*Housing Legislation Amendment Bill 2021*](https://www.legislation.qld.gov.au/view/pdf/asmade/act-2021-019/lh)*.*

More information about these rights and responsibilities can be found on the [Residential Tenancies Authority (RTA) website](https://www.rta.qld.gov.au/).

What to Bring

A sole tenancy is usually unfurnished while in some locations a multi-tenancy may have some basic furniture provided or after discussion with your LAC/Principal, may be arranged.

Prior to arranging relocation of your personal effects, as accommodation sizes and configurations vary, if you are moving into

* Sole tenancy and own a large house full of furniture you may need to consider the size of the accommodation and what will fit.
* Multi-tenanted accommodation, it is useful to contact the other tenants living in the property to ensure there is enough room for everyone’s personal effects and to minimise duplicating items that you may all be willing to share.

If you think you may have too many personal effects for the size of the property, it is best to limit what you bring. For some locations, depending on the transfer rating (TR), you may be eligible for storage of personal effects while working at that school location. Speak with your HR contact about this when arranging your move.

It is recommended as a minimum that you bring:

* Basic kitchen utensils;
* Bedding, including linen and towels;
* Medicines;
* Identification documents;
* Personal care items
* General household items – depending on need;
* Climatically appropriate clothing; and
* Hobbies and entertainment items.

Bringing personal items to make the house a home will assist you in transitioning to rural or remote community living.

If you have a pet or are considering having a pet live with you, please see the RTA website for [knowing the rules about renting with pets](https://www.rta.qld.gov.au/news/2022/10/31/know-the-rules-about-renting-with-pets). Owner approval is a legislated requirement.

More information about Teacher housing including a short video is available on the [Teacher housing OnePortal page](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/teacher-housing).

Further information to assist you as part of your tenancy can be found in the [Tenant Information Booklet](https://ppr.qed.qld.gov.au/attachment/tenant-information-pack.docx).