



Northern  
Territory  
Government

DEPARTMENT OF HOUSING

# Glossary

# Glossary

<b>A</b>	
Abandoned Goods	Personal belongings left by a tenant when they have vacated or abandoned a property.
Abandoned Premises	A dwelling left by a tenant without notification to the Department of Housing.
Adult Weekly Wage	See NT Weekly Minimum Adult Wage.
Aged Pensioner	A person who has attained retirement aged as designated by the Commonwealth Government, which is 65 for men and varies for women depending on their date of birth. By 2014, the minimum qualifying age for women will be 65. Refer to the Centrelink website for current female qualifying ages.. A person whose major source of income is received from a Centrelink and/or overseas aged pension. A person of retirement age whose main source of income is from superannuation or similar payment in lieu of the aged pension.
Aged Pensioner Complex	Designed exclusively for those clients which are designated as an Aged Pensioner.
Affordable Housing	Affordable housing is that which is able to be purchased or rented by people so they are not paying more than 30 per cent of their income.
Agreement to Pay	A legally binding document that contains the terms and conditions under which a tenant/client agrees to pay outstanding monies to the Department of Housing.
Alliances	Two part construction consortia engaged to deliver Strategic Indigenous Housing and Infrastructure Program across the Northern Territory. See SIHIP for further information.
Allocation	Process of placing an applicant into a Department of Housing dwelling.
Amenity	Feature that a Department of Housing dwelling has that is additional to standard facilities.
Applicant	A person who has applied for public housing.
Assessable Income	The income that is used to calculate eligibility for public housing or a rental rebate for a tenant.
Asset Limits	Point at which a tenants household assets determines whether they are eligible for public housing. A different asset limit is applicable for tenants aged 55 years and over.
<b>B</b>	
Bond (security deposit)	A bond is an amount of money held by the landlord as a guarantee on the property. If at the end of the tenancy, there is outstanding rent, or the landlord incurs costs due to the tenant leaving the property in a damaged or an unreasonably unclean condition the landlord may withhold these amounts from the bond. The landlord is only able to withhold monies from the bond if it is done in accordance with the relevant tenancy legislation. See Security Deposit for further information.

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Approved By:	Executive Director, Housing Operational Client Services	
Approved Date:	November, 2011	
Release Date:	26 June 2013	

Bond Assistance	A repayable, interest free loan provided to clients by the Department of Housing to enable them to access private rental housing, including permanent caravan sites. It enables clients to access a higher standard of private housing whilst awaiting allocation of a public housing dwelling, although it is also funded to clients who may not eventually end up in public housing.
<b>C</b>	
Capped Rent	Rent that is fixed and only changes in line with the yearly rent review. Is not affected by tenant's income. Applied to Pre Housing 2003 tenants and is no longer available
Caretaker	Person brought into a tenancy for the sole purpose of looking after the dwelling while the tenant is away. Tenant remains responsible for payment of rent and dwelling's condition whilst caretaker is in place.
Centrelink	A Federal Government service that provides financial support to those people that are eligible for such assistance
Child Maintenance Payments	Payments to the parent who is responsible for the ongoing daily care of the child/children by the other parent. These payments are administered by the Child Support Agency.
Chief Executive Officer (CEO Housing)	Person in charge of the entire Department of Housing operation. Helps plan the direction the Department takes and implements the strategies of the Minister for Housing.
Commissioner of Tenancies	The Commissioner of Tenancies Office is empowered under the <i>Residential Tenancies Act</i> to resolve disputes in relation the provisions of the Act. The Commissioner is located on the 1 <sup>st</sup> Floor, Minerals House, 66 The Esplanade, GPO Box 1722, Darwin NT 0801
<b>D</b>	
Defacto	A couple who live together under the same roof under conditions as if they were married. Including same-sex couples. (See same-sex couples).
Deferral of Allocation	The ability to defer allocation of public housing dwelling. Maximum time of deferral is six (6) months.
Designated Complex	A group of dwellings designed for a particular client group.
Director/s of Operations	Person/s in charge of operational regions within the Department of Housing. Directors include the Senior Director of Operations, Director of GEH & Tenancy Support, Director of Community Housing & New Business, Director of Operations. The Northern region covers area offices in Darwin, Casuarina, Palmerston, Nhulunbuy and Katherine. The Southern Region covers Alice Springs and Tennant Creek.
<b>E</b>	
Eligibility	Eligibility criteria apply people wishing to apply for public housing to determine those most in need.
Employment Incentive Scheme	An initiative introduced to encourage tenants to gain employment by gradually stepping increases in rent over a six (6) month period. Specific criteria apply.
Eviction	Legal avenue used by the Department of Housing to remove a tenant from a Department of Housing dwelling after refusal by the tenant to vacate.

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Exempt Income	Type of income that is not included in the calculation of eligibility for public housing or rental rebate.
External Inspection	Process of looking at the exterior of a Department of Housing dwelling.
<b>F</b>	
Family Tax Benefit (Part A & B)	Payment made by Centrelink to a parent, guardian or approved Care organisation for any children under the age of 16 in their care. Payment is asset and income tested.
Fixed Term Lease	Lease arrangement between the Department of Housing and tenant for a set period of time.
Flat	A public housing dwelling in a complex of two (2) or more storeys. Flats do not have their own enclosed outdoor space or yard and are generally not for sale.
<b>G</b>	
Garden Subsidy	Allowance given to tenants when they move into a Department of Housing dwelling and is to be used to improve the garden area of the dwelling.
<b>H</b>	
House	A detached public housing dwelling on its own block of land. Generally houses can be purchased.
Household	All persons who reside permanently under the same roof.
Household Income	Total amount of income, from all sources, received by members of the household.
Housing Entitlement	Size of dwelling that an applicant is eligible for; based on the number of people in household.
Housing Manager	Person in charge of a Department of Housing Area Office.
Housing Management Agreement	Agreement between the Australian and Northern Territory governments for the tenancy and property management services on the town camps.
Housing Reference Group	A voluntary group which will provide direct advice and recommendations to the Department of Housing. This advice will cover remote and town camp housing issues and social, cultural and local political issues that need to be considered in respect to the allocation of housing in these areas.
<b>I</b>	
Improvised Dwellings	Are not considered as public housing. An improvised dwelling is one which does not have the full range of amenities available or is a structure never intended to be a house, e.g. a shed, car body, humpy or iron/tin structures.
Income	Payments received from employment, Centrelink, investments.
Income Limits	Point at which a tenants household income determines whether they are eligible for public housing or a rental rebate.
Income Management	Income Management is a scheme to help Centrelink clients to manage their money. Income Management means that part of client Centrelink payments will be set aside by Centrelink to help them pay for family needs. Income Management changes the way a client receives their payments.

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Intensive Tenancy Support Program	Program provided to tenants and their families when entering a formal Tenancy Agreement with the Department of Housing. Currently delivered in remote communities.
Internal Inspection	Process of looking inside a Department of Housing dwelling.
<b>J</b>	
Joint Custody	Where separated parents share in the duty of caring for their children.
<b>K</b>	
<b>L</b>	
Lease	A lease is a legally binding contract which defines a relationship between a tenant and a landlord and outlines the rights and responsibilities of each party. It is an agreement by Department of Housing to allow a tenant to live in a dwelling for a set period of time or periodically with no end date. See Tenancy Agreement for further details.
Legacy Dwelling	A town camp or remote community property which pre-existed on 1 July 2009. This was the date of transfer of the leasehold interest on the living area by the Australian Government to the Department of Housing.
Location	The main town centres in which the Department of Housing provides public housing are: <ul style="list-style-type: none"> <li>• Darwin (which includes Casuarina and Palmerston)</li> <li>• Alice Springs</li> <li>• Katherine</li> <li>• Nhulunbuy</li> <li>• Tennant Creek</li> </ul> Other smaller centres in which the Department of Housing provides public housing is Jabiru, Alyangula, Batchelor, Adelaide River, Pine Creek, Timber Creek, Mataranka, Borroloola, Elliot and Ti-Tree.
<b>M</b>	
Maintenance Levy	A payment made by a tenant of a legacy dwelling to receive regular repairs and maintenance to the dwelling, tenants on occupancy agreement are required.
Maximum Dwelling Rent	Ensures people living in overcrowded dwellings are not disadvantaged by their higher total household income.
Market Rent	Based upon advice from AVO and reflects what rent could be charged if dwelling was in private market.
Minimum Adult Weekly Wage	See NT Weekly Minimum Adult Wage.
<b>N</b>	
New houses	A new public housing dwelling.
Notice of Termination	Issued to tenant whose lease started after to March 2000, for failing to pay rent, maintain dwelling or causing antisocial behaviour.
Notice to Quit	Issued to tenant whose lease started prior to March 2000, for failing to pay rent, maintain dwelling or causing noise & nuisance.

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Notice to Remedy Breach	Legal notification given to a tenant who has ignored previous warnings about breaches of the Tenancy Agreement. The notice gives the tenant a certain time frame to remedy the breach and if they fail to do so, a Notice of Termination will be issued.
Notice to Remedy Unpaid Rent	Legal notice issued to tenant who has failed to clear rent arrears despite numerous warnings. Gives tenant certain time frame to comply. Can sometimes be issued prior to a Notice of Termination but not always the case.
NT Weekly Minimum Adult Wage	The NT Weekly Minimum Adult Wage amount is issued as a Determination on an annual basis by the Office of the Commissioner for Public Employment.
<b>O</b>	
Offer of Accommodation	Process whereby the Department of Housing offers tenant a home to live in. Tenant may accept or reject offer.
One Fifty Transfer	Allows a tenant the ability to move to a suburb, street of their choice, Subject to availability. Specific criteria apply.
Other Household Members	Persons that have moved into a Department of Housing dwelling that were not on original application. Normally occurs after allocation of dwelling. Income of these new members is used to calculate rent and eligibility.
Outstanding Debt	Monies owed to the Department of Housing by a former tenant or current applicant.
<b>P</b>	
Periodic Lease	Lease that has no end date i.e. it is ongoing. Periodic leases mainly apply to tenants who have been in public housing prior to 25 January 1999 or live in remote communities and town camps.
Permanent Basis	A household member will be deemed to be living on a permanent basis if, whilst in the dwelling, they are earning an income that is generated in the NT. If member is under age of 16 then they will be deemed permanent if parent/guardian is receiving any form of financial support e.g. maintenance or Family Tax Benefit.
Permanent Resident	An Australian citizen or person granted permission to live in Australia on a permanent basis.
Post Housing 2003	Tenants who have entered public housing, or whose circumstances have altered, since 25 January 1999.
Pre Housing 2003	Tenants who were public housing tenants prior to 25 January 1999.
Pre-Tenancy Interview	An interview conducted prior to an applicant being allocated a dwelling. Used to determine if any changes have occurred since application has been lodged.
Pre-Vacation Inspection	An outgoing inspection of a Department of Housing dwelling prior to a tenant vacating the premises. Used to identify maintenance that could be charged to a tenant.
Priority Date	The Priority Date is the date that an application for public housing or transfer is lodged complete with all required information. This date is used to calculate wait times.
Priority Housing	Policy allowing people under extreme conditions to be housed ahead of those already on a wait list.

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Priority Housing Committee	Representatives from the Department of Housing and the community, who meet and consider all Priority Housing applications.
Probationary Lease	Short-term lease granted to applicant who cannot demonstrate previous tenancy management experience, or whose references are unsatisfactory.
Proof of Income	Written documentation confirming income received by tenant/applicant/other household member.
Property Condition Report	A document that lists the physical condition of the property at the commencement and vacation of a tenancy.
Public Housing	Public housing is defined as being a physical housing asset either owned or managed by the Department of Housing and leased under the <i>Residential Tenancies Act</i> to a public housing tenant.
<b>Q</b>	
<b>R</b>	
Rebated Rent	Reduced rent paid by a tenant, based upon a percentage of their income. Specific criteria apply.
Rebuilt (or Rebuild)	Classification of dwelling that has been rebuilt under SIHIP to restore functionality to a house to return to its original level of amenity. In some circumstances rebuild may add amenity to a house i.e. another room or wet area.
Refurb	A dwelling that has been refurbished to raise the standard of the dwelling to conform to the <i>Residential Tenancies Act</i> (RTA).
Re-instated Tenant	Ex-tenant who has given up their previous home – and under certain circumstances will be housed before those on the general wait list.
Regional Office	Office where Department of Housing staff operate from. A Regional Office looks after a certain number of suburbs in a city/town.
Rejection of Offer	A tenant rejects a dwelling offered to them at allocation by the Department of Housing. Tenants have the ability to reject an offer (only) once and must give valid reasons for doing so.
Remote Community	Community living areas, outside of the urban centres.
Renewal Period	Length of time a rental rebate covers. Ranges from 13 weeks to 12 months depending on income type.
Rent	A charge levied weekly by the Department of Housing to tenants for use of a dwelling.
Residential Tenancies Act	An Act introduced in March 2000 by which the Department of Housing manages its tenancies.
<b>S</b>	
Same-sex Couples	A de-facto relationship consisting of two people of the same-sex.
Security Deposit	The <i>Residential Tenancies Act</i> , which applies to private and public housing rental agreements commenced after 1 March 2000, refers to the bond payable on a property as a 'security deposit'. As the more common reference to a 'security deposit' is bond, this term is used throughout this document. See the entry under 'Bond' for definition.

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Senior	A person who has attained the age of 55, but has not yet reached retirement age. Retirement age is designated as 65 for men and 61 for women.
Seniors Village	Particular style of housing designed for clients aged 55 years and over.
SIHIP	Strategic Indigenous Housing and Infrastructure Program is the largest Indigenous housing program undertaken by the Australian and Northern Territory Governments to help close the gap on Indigenous disadvantage across the Territory. See Alliances for further information.
Superior Rent	An extra charge levied on rent for those tenants who remain in a dwelling above what they are entitled to.
Supporting Documentation	Written confirmation of a person's particular situation i.e. medical/social. To be written by professional or care worker.
<b>T</b>	
Team Leader Client Services	Person who handles cases of sensitive and urgent housing needs based on medical/social/homelessness issues.
Tenancy Agreement	Document that sets out the conditions and guidelines of a tenancy. Tenants are bound by these conditions upon signing a lease and they remain in place upon expiration of a fixed term lease, or when a period lease is ceased. There are different conditions depending on what type of lease has been signed. See Lease for further details.
Tenancy Manager	Officer appointed to control tenancies in a particular area.
Tenancy Reference	Written confirmation that an applicant has successfully conducted a tenancy outside of the public housing system.
Tenant	Person who rents a property from a landlord (Department of Housing).
Tenant Responsible Maintenance (T/R)	Damage/repairs that are identified upon inspection and are attributed to the tenant and whose responsibility it is to fix.
Townhouse	Generally a 2 storey dwelling in a unit type complex.
Town Camp	Also known as community living areas, Crown land perpetually leased to Aboriginal Housing Associations, leased back to the Australian Government and managed by the Northern Territory Government under Housing Management Agreements.
Transfer	The process of moving from one public housing dwelling to another. A number of different types of transfers are available.
Transfer to Purchase	Process of relocating a public housing tenant for the specific purpose of allowing that tenant to purchase that property.
<b>U</b>	
Under-occupied	Properties are under-occupied when occupied by fewer people than its entitlement on an ongoing basis.
Under-utilised	When a property is not continuously occupied by a tenant during their lease.

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Unit	Public housing dwelling contained within a group of two (2) or more attached dwellings usually with their own fenced outdoor space or yard. Units built over two (2) storeys are described as 'townhouses'. Two (2) units sharing a common wall are described as a 'duplex'. Units may be available for sale if they have been strata titled.
Urban	Properties located within the boundaries of predefined geographical areas, recognised as major centres excluding town camps and remote communities.
<b>V</b>	
Vacate	The act of moving out of a Territory Housing dwelling.
Visitor	Someone who stays in a Territory Housing dwelling for up to 4 weeks, but is not included in the household for calculation of rent or eligibility. A visitor is someone who has their primary residence elsewhere.
<b>W</b>	
Wait List	A list of all applicants waiting for a particular sized dwelling.
Withdrawal of Offer	Allocation of home is withdrawn due to inappropriateness of dwelling based on circumstances previously unknown to the Department of Housing.
<b>X</b>	
<b>Y</b>	
<b>Z</b>	

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