

Annex 7.G: How a Service residence is classified (This Annex is policy guidance)

- The following paragraphs and tables represent the minimum requirements for a Service residence.

Table 1: Basic Service residence amenities

- All Service residences are to include the basic amenities listed at Table 1. A Service residence deficient in one of the basic amenities (other than storage) is to be classified as a substandard Group 1A, and considered for disposal. However if a three or more bedroom Service residence has living areas (dining and lounge areas) which do not meet the basic requirements listed at Table 1, the Service residence is to be classified as a two bedroom Service residence of the same classification. That is if a three bedroom Service residence has a dining area which only fits a table and four chairs and has no additional functional amenities, it is to be classified as a two bedroom A.

BASIC AMENITY	One or two bedrooms	Three or more bedrooms
Lounge area	Must be large enough to contain lounge seating for four, entertainment unit, coffee table.	Must be large enough to contain lounge seating for five, entertainment unit, coffee table.
Dining or meals area	Must have space for a table and four chairs with a minimum area of two metres x two metres. A lounge/dining room is a room which provides space for lounge and dining furniture as described above. An "L" shaped lounge room can be described as a lounge/dining room.	Must have space for a six seat dining suite within an area at least 2.7 metres x 2.1 metres. A lounge/dining room is a large room which provides space for lounge room furniture and dining suite. An "L" shaped lounge room can be described as a lounge/dining room and must be greater than 21 metres ² in size excluding entrances (see Note 1).
Kitchen, laundry, bathroom and toilet	-	Four or more bedroom Service residence should have an ensuite or second bathroom due to the number of dependants of the member to which that Service residence should be allocated. Lack of this amenity in existing stock will not affect the classification.
Bedrooms	Must have: <ul style="list-style-type: none"> • Built-in wardrobes or space for a free-standing wardrobe. • Space for at least a single bed or double bed for the master bedroom. • Space for desk, chair or chest of drawers. At the time of acquisition Housing Management Centre Managers are provided with the flexibility to determine whether a room in a house that does not have built-in wardrobes fitted is to be classified as either a bedroom or a study.	
Car	Covered single car accommodation.	

Storage Note: Lack of storage will not affect the classification.	A lock-up double garage or carport with lock-up garage satisfies storage requirements. If only single car or carport accommodation is available, then a lockable fully enclosed weather proofed storage room/shed on a cement slab is also to be provided. The minimum storage area is to be 9 square metres.
Note: One square metre is to be deducted for each entrance to a room when applying measurements to determine amenity.	

Table 2: Group rank entitlement

3. Members are entitled to different classifications of Service residence, dependent on their rank. Service residences are classified to a Service residence group, according to the number of additional functional amenities provided in the Service residence. Table 2 describes the Service residence groups according to rank together with the number of additional functional amenities applicable to group rank entitlement.

Group	Navy	Army	Air Force	No. of additional functional amenities (see Table 3)
E	Rear Admiral and higher	Major General and higher	Air Vice Marshal and higher	Five
D	Captain and Commodore	Colonel and Brigadier	Group Captain and Air Commodore	Four
C	Commander and Lieutenant Commander	Lieutenant Colonel and Major	Wing Commander and Squadron Leader	Three
B2	Lieutenant, Sub Lieutenant, Warrant Officer, and Chief Petty Officer	Captain, Lieutenant, Second Lieutenant, Warrant Officer Class 1 and Warrant Officer Class 2	Flight Lieutenant, Flying Officer, Pilot Officer, Warrant Officer and Flight Sergeant	Two
B1	Petty Officer	Staff Sergeant and Sergeant	Sergeant	One
A	Leading Seaman and below and all members in receipt of training rates of pay	Corporal and below and all members in receipt of training rates of pay	Corporal and below and all members in receipt of training rates of pay	Nil

Table 3: Additional functional amenities

4. An additional functional amenity is any area other than the basic amenities listed at Table 1, that is, the amenity has a functional purpose. For example, a study, ensuite or third bathroom, rumpus room, family room, or sun room would be additional functional amenity but a hallway would not. Table 3 describes the main common functional amenities.

Additional functional area	Remarks
Family area	Must be large enough to contain lounge seating for four people and a television in a medium size wall unit and must be greater than 11 metres ² less entrances (see Note 1).
Meals area	May be within or attached to the kitchen or separate. Must provide space for a table and four chairs (2 metres x 2 metres) less entrances (see Note 1). A meals area is an additional functional amenity in all Service residences with a separate dining area.
Family/meals area	Is a room where the whole area is large enough to contain the family room and meals area furniture. (For guidance, this area is to be greater than 15 metres ² less entrances (see Note 1). A family/meals area of this size is regarded as two additional functional amenities.
Study	Must have space for a desk, chair, cabinet and bookcase. If the room contains built in cupboards these negate the need for a cabinet.
Ensuite or second bathroom	The ensuite or second bathroom is not an additional functional amenity for four or more bedroom Service residence. An ensuite is a small bathroom attached to a bedroom which should contain a toilet, shower and hand basin. A second bathroom should have a bath or shower, hand basin and toilet (which may be separate).
Third bathroom	A third bathroom should have a bath or shower, hand basin and toilet (which may be separate).
Note 1: One square metre is to be deducted for each entrance to a room when applying measurements to determine floor space functionality.	

Classification of Group E Service residences

5. All Group E Service residences are to contain the following basic amenities.
- a. Four bedrooms plus ensuite in master.
 - b. Separate lounge and dining room (capable of seating a minimum of 10 persons).
 - c. Enhanced kitchen suitable for formal entertainment.
 - d. Bathroom.
 - e. Separate toilet.
 - f. Laundry.
 - g. Garden shed.
 - h. Double garage.
 - i. Powder room.

6. Additionally, at least five of the following additional amenities are to be included:
- a. meals area
 - b. family room
 - c. study
 - d. rumpus room
 - e. solarium
 - f. third bathroom or additional ensuite
 - g. a suitable, covered, outdoor entertainment area
 - h. guest bedroom
 - i. valet/ironing room
 - j. sewing room
 - k. other (functional space)
 - l. location

Note 1: The dimensions for the meals area and family room are as described in Tables 1 and 3.

Note 2: One square metre is to be deducted for each entrance to a room when applying measurements to determine floor space functionality.

Compliance Certificate for a Service Residence

Address:					Market Rent per week
Posting Locality:					\$
Type of Dwelling	Free Standing Other	Duplex	Medium Density	High Density	
Ownership: DHA Owned or Leased: Yes/No			Defence Owned or Annuity: Yes/No		
Kitchen, bathroom, laundry and toilet	Yes/No		Additional Functional Amenities:		
Ensuite	Yes/No		Second Bathroom	Yes/No	
Lounge	Yes/No		Family Area	Yes/No	
Dining Area	Yes/No		Meals Area	Yes/No	
Storage	Yes/No		Study	Yes/No	
Security	Yes/No		Other	Yes/No	Description:
Car Accommodation	Yes/No	Single/Double Garage Single/Double Carport *			
Covered Outdoor Area (WEF 1 Jul 09)	Yes/No		Total additional functional amenities		
Yard Size (WEF 1 Jul 09)	Yes/No	Size in Sq Metres:			
Number of bedrooms					

* Minimum Standard for car accommodation is a single lock up garage except Darwin (single carport)

Meets minimum standard in PACMAN Chapter 7:		Yes/No	
Rent Band:	Yes/No	RB Choice:	Yes/No
Classification		Reassessed Classification (where applicable)	Transitional: Yes/No

General Comments:

Physical Assessment	Yes/No	If No, address of Property assessed	
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Delegate's Assessment

Signature	Name	Appointment	Location	Date

