

Sole Use Room Frequently Asked Questions

Q. How do I apply for Sole Use Room?

To apply, please complete the [I&S FRM BMA EA Village Accommodation Application Form](#) or [INS FRM Shared Room Application Form](#) if applying for shared room. Once finalised, submit the form along with all required supporting documentation to bmahousing@bhp.com

Q. Who is eligible for a Sole Use Room?

Refer to your relevant accommodation agreement for Eligibility.

Q. Who manages the EA Accommodation Policy?

The EA accommodation policy is managed by the BMA Housing.

Q. What is the Sole Use Room Application Process?



Q. What accommodation options are available for EA employees?

EA employees have the below accommodation options:

- Dysart SPV Village
- Moranbah SPV Village
- Eureka Creek Village
- Buffel Park Village

Q. How does the Sole Use Room waitlist process work?

Sole Use rooms operate on a waitlist system. When a room becomes available, the People Logistics team checks who is next in line. The team member then contacts the next eligible employee to confirm their interest and proceed with room allocation.

Q. What is the process when an employee takes long service leave exceeding three months?

When an employee takes long service leave longer than three months, the following steps must be completed:

1. Vacate the room and return all property keys to Village Reception.
2. Notify the People Logistics team by emailing accommodation@bhp.com , providing:
 - The effective start date of long service leave
 - The expected return date
3. This information enables the People Logistics team to take the necessary actions regarding accommodation arrangements during the employee's absence.

Q. What are the eligibility requirements and process for the 2-bed villa arrangement?

Eligibility for a 2-bedroom villa requires: (1) two employees submitting a joint application, and (2) both employees working on alternating rosters. These villas are not eligible for couples, as they contain two separate bedrooms.

If one resident vacates the villa, the remaining resident has 28 days to find a replacement for the second room. The new resident must then submit their application to the BMA Housing team where it will be reviewed and verified for eligibility before they are allowed to move in.

Q. How can I check the status of my sole use room application?

To check the status of your sole use room application, you can contact the People Logistics team through either of the following channels.

- Email: accommodation@bhp.com
- Phone: 1800 772 061 (Option 4)