

Sole Use Room User Guide

- **Eligibility**

Sole Use Room Accommodation is only available for EA employees.

- **EA Accommodation Policy Process**

The EA accommodation policy is managed by the BMA Housing team.

BMA Housing team responsibilities:

1. Verify the application and entitlements.
2. Submit a Generic Request to the GBS team through the Workflow system.

GBS team responsibilities:

1. Process the application by adding it to the waitlist, or proceeding with the application as appropriate.

- **Accommodation Options**

EA employee accommodation includes:

1. Dysart SPV Village
2. Moranbah SPV Village
3. Eureka Village Village

- **Site / Accommodation Parameters**

Refer to below for site and accommodation parameters:

Site / Village	Parameters
Eureka Village	BRM & GRM
Dysart SPV Village	PDM & SRM
Moranbah SPV Village	BRM, GRM & PDM

- **Application Process for EA Accommodation**

Step 1: Complete the Required Form.

For regular sole use room & 1 Bed Villa:

Fill out EA Village Accommodation Application Form.

For 2 Bed Villa:

Fill out EA Shared Room Application Form (2 Bed Villa).

Step 2: Submit Your Application

Send the completed form to the BMA Housing team at bmahousing@bhp.com.

Step 3: Processing

The BMA Housing team will raise a request to the People Logistics team for processing via Workflow. You will receive confirmation of the workflow request from the Housing team.

- **Sole Use Room Waitlist Process**

Sole Use rooms have a waitlist. When a room becomes available and the employee is next in line, a GBS team member will contact the employee directly to confirm and proceed with the allocation.

- **Long Service Leave**

When an employee takes leave exceeding three months, it is considered extended leave. The employee is required to:

- 1) Vacate their room and return property keys to Village Reception.
- 2) Notify the GBS team by emailing Accommodation@BHP.com, providing:
 - The effective start date of long service leave
 - The expected return date
- 3) This information is needed for further actions regarding accommodation arrangements.

- **2 Bed Villa Guidelines**

Employees must apply as a pair to be eligible for the 2-bed villa waitlist. If one resident vacates, the remaining resident has 28 days to find a replacement for the second room.

The new resident replacing the previous occupant must submit their application to the BMA Housing team for review and eligibility verification before moving in.

- **Checking Your Waitlist Position or Application Status**

If you would like to check your position on the waitlist or enquire about your application for sole use room, please contact the People Logistics team through one of the following channels:

Email: Accommodation@BHP.com

Phone: 1800 772 061 (Select Option 4)