

Government Employee Housing Allocation

Policy

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1. Policy purpose

To provide information on the allocation criteria for Government Employee Housing (GEH). This document identifies the steps taken by the Northern Territory Government Employee Housing Office (NTGEHO) to make the allocation decisions for GEH.

2. Allocation

The NTGEHO will only allocate a GEH property to an employee who has been found eligible for housing. Refer to GEH Eligibility policy.

The allocation of GEH properties is jointly determined by the NTGEHO and the Regional Coordination Committee, which will be guided by individual agencies utilisation and demand data, community needs and government priorities.

The priority allocation of GEH property is provided to Government agencies delivering essential services. Non-Government Organisations (NGO) employees will be considered for priority allocation, where a Government agency is unable to provide the essential service and an NGO provides this service.

When an agency determines an employee eligible for a housing benefit, sufficient lead time of four to six weeks should be given to the NTGEHO to allow for administrative arrangements to occur and suitable housing to be sourced.

2.1. Allocation Decision Making

The NTGEHO will escalate GEH allocation decisions to the relevant Regional Coordination Committee when there are multiple agencies competing for limited GEH in one or multiple locations. Agencies will be required to complete a business case outlining the position they require accommodation for and the services they will be delivering to community to inform an allocation decision.

Where there are available GEH dwellings to accommodate all agency requests, the NTGEHO will allocate as per business as usual.

The following principles will guide the Regional Coordination Committee recommendation for allocating dwellings. Members will:

- remain impartial and collaborate on the allocation of dwellings in the best interest of the needs of the community, including any cultural or community factors, and the NT Government priorities at the time, from a whole of government perspective;
- understand that there is a limited supply of dwellings and there are factors outside of the NTGEHO's control;
- be informed of the local context of each community from their specific agency needs and their employees' entitlements and requirements;
- understand the service delivery, housing and operational needs relevant to their portfolio and the needs of the community in GEH eligible locations;
- understand that if an NGO employee requires GEH accommodation, the agency that transferred the government service to the NGO, is required to advocate for the NGO they represent and their needs in the community;
- consider any other matters the RCC consider relevant; and

- agree to not delay GEH allocation decisions and to be accountable for allocation decisions.

Decisions must take into account all relevant information, including any exceptional circumstances and decisions must be unanimous.

Where unanimous allocation decisions are not achieved in a meeting, each dissenting member will consult and seek feedback from their agency on the allocation they are objecting to.

A special meeting will be convened no later than 10 business days from the initial meeting to finalise the allocation. If a unanimous decision is still unable to be achieved, the allocation will be made by the NTGEHO delegate with reasons provided to the Regional Coordination Committee.

3. Decision making and amendments

The Chief Executive Officer (CEO) (Housing) may delegate a power or function under the *Housing Act 1982* or other Act. Delegated officers may make decisions on behalf of the CEO (Housing) in line with the Housing Delegations and the Department's Financial Management Delegations.

A discretionary decision may be made outside general application of policy if it supports the policy intent, will prevent an employee or agency from being unfairly disadvantaged, and is in line with the Department's delegations and legislative obligations.

4. Review of the policy

If at any time the legislative, operating or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed and amended accordingly in agreement with the Commissioner for Public Employment. The Office of the Commissioner for Public Employment will ensure the policy meets legislative requirements.

5. Legislative basis and related resources

5.1. Legislation

Housing Act 1982

Residential Tenancies Act 1999

Public Sector Employment and Management Act 1993

Commissioner for Public Employment Determination 8 of 2015

5.2. Policies

Government Employee Housing Operational Policy Overview

Eligibility policy

Entitlement policy

Rents and Rental Concessions policy