Australian Capital Territory

Safer Families Assistance Program Delegation 2023 (No 1)

**Notifiable instrument NI2023-838**

made under the

*Housing Assistance Act 2007*, section 17 (Housing commissioner – delegation)

**1 Name of instrument**

This instrument is the *Safer Families Assistance Program Delegation 2023 (No 1).*

**2 Commencement**

This instrument commences on the day after it is signed.

**3 Delegation for the Safer Families Assistance Program 2018**

I delegate my functions under the *Safer Families Assistance Program 2018 (No 1)* as approved in DI2018–271 which are specified in columns 1 and 2 of the attached schedule to each person holding or performing the duties of an office in the ACT Public Service specified in column 3 and 4 of the schedule.

**4 Revocation**

This instrument revokes the *Safer Families Assistance Program Delegation 2022 (No 1)* NI2022–45.

Catherine Rule

Commissioner for Social Housing

8 December 2023

| **Column 1** | **Column 2** | **Column 3** | **Column 4** |
| --- | --- | --- | --- |
| Clause | Function | Position level/ position number  | Business unit |
| Program | All functions and powers of the Commissioner for Social Housing  | Deputy Director-General | Community Services Directorate (CSD) |
|  |  | Executive Group Manager | Housing Assistance, CSD |
| Program | All functions and powers of the Commissioner for Social Housing except:  | Executive Branch Manager | Housing and Homelessness Programs, Housing Assistance, CSD |
|  | * the power to make determinations for the program (clause 5) and
 | Executive Branch Manager | Client Services, Housing Assistance, CSD |
|  | * to issue operation guidelines for the program (clause 6)
 | Executive Branch Manager | Infrastructure and Contracts, Housing Assistance, CSD |
| 7(1) | Issue assistance to support an eligible person under the program | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
|  |  | Administrative Services Officer Class 5 (ASO5) Administrative Services Officer Class 4 (ASO4) |  |
| 9(1) | Determine that the applicant is eligible for family safety assistance | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
|  |  | Administrative Services Officer Class 5 (ASO5) |  |
|  |  | Administrative Services Officer Class 4 (ASO4) |  |
| 9(3) |  Determine that an applicant is not eligible for assistance if:  | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  | * the application is false or misleading in any material way, or
 | Senior Officer Grade B (SOGB) |  |
|  | * receiving another form of housing assistance under section 19(1) of the *Housing Assistance Act 1997*, other than rental bond loan assistance
 | Senior Officer Grade C (SOGC) Administrative Services Officer Class 6 (ASO6) |  |
| 10 | Apply an exemption to eligibility criteria | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
| 12 | Determine the method for working out the weekly income of an applicant | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
|  |  | Administrative Services Officer Class 5 (ASO5) |  |
|  |  | Administrative Services Officer Class 4 (ASO4) |  |
| 13 | Request further information from an applicant regarding eligibility | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
|  |  | Administrative Services Officer Class 5 (ASO5) |  |
|  |  | Administrative Services Officer Class 4 (ASO4) |  |
| 14(2) | Give affected person a written notice within 28 days  | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
|  |  | Administrative Services Officer Class 5 (ASO5) |  |
|  |  | Administrative Services Officer Class 4 (ASO4) |  |
| 15(2) |  Allow extension to the period, to seek review | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |  | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
| 15(4) | Review the decision or refer it to advisory committee, and accept, vary or reject the recommendation, on receipt of a request | Senior Officer Grade A (SOGA) | Client Services, Housing Assistance, CSD |
|  |   | Senior Officer Grade B (SOGB) |  |
|  |  | Senior Officer Grade C (SOGC) |  |
|  |  | Administrative Services Officer Class 6 (ASO6) |  |
| 15(5) | Give affected person written notice of the review decision within 28 days | Senior Officer Grade A (SOGA)Senior Officer Grade B (SOGB)Senior Officer Grade C (SOGC)Administrative Services Officer Class 6 (ASO6) | Client Services, Housing Assistance, CSD |