

Australian Capital Territory

# **Housing Assistance Delegation 2009 (No 1)**

**Instrument of Delegation – NI2009-661**

made under the

**Housing Assistance Act 2007, s 17 (Delegation)**

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I revoke all previous delegations under the Housing Assistance Act 2007, section 17 and I delegate those of my powers under the Act specified in column 1 of the attached Schedule to each person holding or performing the duties of an office in the ACT Public Service specified in column 2 of the Schedule and which position number is stated in the Addendum.

Martin Hehir  
Commissioner for Social Housing

Date: 22 December 2009

This is page 1 of the Schedule to the Instrument of Delegation under the *Housing Assistance Act 2007* signed by the Commissioner for Social Housing on December 2009

<b>COLUMN 1</b> <b>Provision and outline of power</b>	<b>COLUMN 2</b> <b>Office (Position Numbers shown on Addendum)</b>
All powers (except the power to delegate itself)	Deputy Chief Executive; Executive Director
<b>Section 10(2)</b> – Enter into arrangements with entities to provide housing assistance	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 11</b> – In connection with the housing commissioner’s functions exercise the following powers:	
<ul style="list-style-type: none"> <li>• acquire, control, manage and dispose of land</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs, SOGBs Asset Management
<ul style="list-style-type: none"> <li>• purchase and sell housing</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs, SOGBs Asset Management
<ul style="list-style-type: none"> <li>• construct, maintain, renovate and demolish housing</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs, SOGBs, SOGCs Asset Management
<ul style="list-style-type: none"> <li>• enter into arrangements with entities for the construction, maintenance, renovation or demolition of housing</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs, SOGBs, SOGCs Asset Management
<ul style="list-style-type: none"> <li>• enter into contracts</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs; SOGBs; SOGCs; ASO6s; ASO5s
<ul style="list-style-type: none"> <li>• enter into a tenancy or occupancy agreement</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs; SOGBs; SOGCs; ASO6s; ASO5s; ASO4s
<ul style="list-style-type: none"> <li>• exercise the housing commissioner’s powers under a tenancy or occupancy agreement</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs; SOGBs; SOGCs; ASO6s; ASO5s; ASO4s
<ul style="list-style-type: none"> <li>• set rents for individual dwellings or complexes (eg; dwellings newly handed-over or upgraded)</li> </ul>	Director Housing ACT; Director Asset Management; SOGAs, SOGBs Asset Management
<ul style="list-style-type: none"> <li>• powers relating to the administration of the home purchase assistance arrangements and the loans portfolio</li> </ul>	Under Treasurer, Department of Treasury, Position No C017; Director, Revenue Management, Department of Treasury, Position No E010
<ul style="list-style-type: none"> <li>• other powers necessary or convenient to be done</li> </ul>	Director Housing ACT; Director Asset Management
<ul style="list-style-type: none"> <li>• powers relating to the administration of the home purchase assistance arrangements and the loans portfolio – limited to the execution of mortgage discharges and transfers on mortgagee exercising power of sale</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Chief Solicitor PN E00056</li> <li>• Solicitor Legal 2 PN 42623</li> <li>• Solicitor Legal 1 PN 42605</li> </ul>

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<b>Section 13(1)(a)</b> – enter into negotiations for a joint venture (with the Minister’s prior written approval)	Deputy Chief Executive; Executive Director only
<b>Section 13(1)(b)</b> - enter into an agreement for a joint venture (with the Executive’s prior written approval)	Deputy Chief Executive; Executive Director only
<b>Section 15</b> – enter into a contract for an amount exceeding \$5 million (with the Minister’s prior written approval)	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 21</b> – issue housing operation guidelines	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 23</b> – review annually rent charged for housing rented under a housing assistance program	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 24(2)</b> – require an applicant to give the housing commissioner further stated information to decide an application for housing assistance	Director Housing ACT; Director Asset Management; SOGAs; SOGBs; SOGCs; ASO6s; ASO5s; ASO4s
<b>Section 24(3)</b> – refuse an application for housing assistance if the applicant does not provide the information required under s24(2)	Director Housing ACT; Director Asset Management; SOGAs; SOGBs; SOGCs; ASO6s
<b>Section 25A (1)</b> – The housing commissioner may, on application, register an eligible entity as— (a) an affordable housing provider; or (b) a community housing provider.	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25A (2)</b> Registration may be subject to conditions.	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25H (1)</b> register an eligible entity that acts as trustee as an affordable housing provider, or community housing provider, if satisfied that the role of trustee does not adversely affect the entity’s ability to comply with the eligibility criteria.	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25H (2)</b> register an eligible entity that is a subsidiary of a body other than an eligible entity as an affordable housing provider, or community housing provider, if satisfied that the entity’s status as a subsidiary does not adversely affect its ability to comply with the eligibility criteria.	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25K (2)</b> use the monitoring guidelines to decide whether a provider continues to comply with the eligibility criteria for the provider’s registration.	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25O</b> approve or refuse to approve a change to the constitution or rules of a registered housing provider.	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25R</b> require the housing provider to give the commissioner relevant information or documents	Registrar, Not for Profit Housing Providers (SOGB)
<b>Section 25(2)</b> – require a housing assistance recipient to provide stated information for purposes specified in this provision	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management; SOGAs; SOGBs
<b>Section 25(3)</b> – in accordance with this provision, suspend or cancel all or part of the housing assistance if required information is not provided	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only

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<b>Section 27</b> – give written notice of a reviewable decision in accordance with this provision	Director Housing ACT; Director Asset Management; SOGAs; SOGBs; SOGCs; ASO6s
<b>Section 32(3)</b> – exercise housing commissioner’s powers under s33 in relation to a tenancy of unleased land placed under the housing commissioner’s control subject to that tenancy	Director Housing ACT; Director Asset Management; SOGAs, SOGBs, SOGCs Asset Management
<b>Section 33(2)</b> – in relation to unleased land placed under the housing commissioner’s control under s32, exercise powers specified	Director Housing ACT; Director Asset Management; SOGAs, SOGBs, SOGCs Asset Management
<b>Section 33(3)</b> – give prior written agreement to the grant of a lease or licence of unleased land	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 34(2)</b> – surrender control of unleased land to the planning and land authority	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 35(1)</b> – comply with Minister’s request to provide information	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 102(1)</b> – declare that an approved housing assistance program corresponds to an old program; and that a thing under an old program corresponds to a thing under an approved program	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only
<b>Section 102(4)</b> – give a direction to facilitate the application of a declaration under subsection (1) in relation to an entity	Deputy Chief Executive; Executive Director; Director Housing ACT; Director Asset Management only

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**ADDENDUM TO SCHEDULE  
OFFICES REFERRED TO IN SCHEDULE**

**Deputy Chief Executive** Position No E00268

**Executive Director** Position No E00270

**Director Housing ACT** Position No E00315

**Director Asset Management** Position No E00434

**Senior Officer Grade A (SOGA) Asset Management (including Business Development)**

Position Nos: 4077, 7781, 3140

**Senior Officer Grade B (SOGB) Asset Management**

Position Nos: 3832, 7818, 11710

**Senior Officer Grade C (SOGC) Asset Management**

Position Nos: 8161, 9129, 10573, 10575, 10613

**Administrative Services Officer Class 6 (ASO6) Asset Management**

Position Nos: 00089, 0406, 0452, 3144, 10561, 11514, 11521, 12258, 20024, 20048

**Administrative Services Officer Class 5 (ASO5) Asset Management**

Position Nos: 10780, 11502, 11508, 11915, 20022, 20025, 20026, 20057, 26175

**Administrative Services Officer Class 4 (ASO4) Asset Management**

Position Nos: 455, 10778, 12266, 20039

**Senior Officer Grade A (SOGA) Housing ACT**

Position No: 12132

**Senior Officer Grade A (SOGA) Social Housing and Homelessness Services**

Position No: 32288

**Senior Officer Grade B (SOGB) Housing ACT**

Position Nos: 10583, 07443

**Senior Officer Grade B (SOGB) Registrar, Not for Profit Housing Providers**

Position No PN11875

**Senior Officer Grade C (SOGC) Housing ACT, Social Housing and Homelessness Services**

Position Nos: 10588, 10582, 04349, 03107, 10580, 42466, 29608

**Administrative Services Officer Class 6 (ASO6)**

Position Nos: 03365, 09046, 03844, 06920, 09048, 07618, 03464, 03846, 10889, 09047, 03108, 11287, 03842, 09865, 12395, 07197, 03108, 03844, 03846, 42249, 05079, 09071, 13391, 00577, 22048, 24714, 00041

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**ADDENDUM TO SCHEDULE (CONTINUED)**

**Administrative Services Officer Class 5 (ASO5)**

Position Nos: 10787, 09066, 09069, 09068, 09090, 09087, 09081, 43516, 03445, 09088, 09083, 09064, 09065, 09089, 09086, 09075, 09072, 09073, 09235, 11293, 03376, 06921, 11045, 03151, 03831, 09085, 09076, 09060, 09058, 09063, 11040, 09074, 09084, 04288, 09077, 09070, 09080, 09082, 09061, 09059, 09062, 26174, 09236, 09237, 09238, 09239, 09240, 10007, 09269, 10006, 09268, 07749, 07750, 07751, 07752, 07753, 07343, 03150, 09267, 11417, 03466, 14076, 14077

**Administrative Services Officer Class 4 (ASO4)**

Position Nos: 03828, 11306, 10480, 03414, 19895, 09680, 07780, 07769, 07756, 03354, 07757, 07763, 07774, 07767, 07772, 07758, 03414, 03828, 11306, 10902