APPENDIX B PROCESS FOR ALLOCATION OF HOUSING

APPLYING

Employee:

- submits <u>GROH Housing Application</u>
- submits <u>Agreement to Salary Package GROH Rent</u>, if applicable.

ASSESSING

Housing and Transport Services:

- determines the employee's eligibility (except appeals)
- notifies the employee of application outcome
- allocates accommodation
- provides the employee with the property's address and location of keys.
- arranges rent deduction from the employee's salary, if applicable.

COMMENCING A TENANCY

Employee:

- refers to GROH Tenants Handbook
- arranges with the GROH office to sign the Residential Tenancy Agreement and pick up keys and Property Condition Report
- complies with the Department's <u>Tenant</u> Responsibilities
- applies for relevant <u>allowances</u>, if applicable.

APPEAL PROCESS

Employee:

 submits a request for review to Director, Staff Recruitment and Employment Services via relevant <u>Housing and Transport officer</u>.

Appeal successful

- Employee notified of appeal outcome.
- Housing and Transport Services commences allocation process.

Appeal unsuccessful

Employee notified of appeal outcome.