

## TERMS OF REFERENCE

### HOUSING BOARD A / B

1. **Chairman:** Resident / District Office
2. **Members:** Representative of Director of Public Works Department  
Representative of Director of Land and Survey  
Representative of Accountant General, Sarawak  
2 Representatives from the State Civil Service
3. **Secretary:** One officer from Resident Office / District Office
4. Each member will have one vote and the Chairman the casting vote.
5. The Board will meet once in two months or when the need arises.
6. To form a quorum the Chairman and three members must be present. When a quorum cannot be obtained the meeting will not be held, but held as soon as a quorum can be obtained.
7. A Secretary made available from the Resident Office or District Office will deal with all correspondence, preparation of agendas and minutes, and keep the records showing the quarters/tenant and tenant/quarters allocations up to date at all times.
8. The agenda will be dispatched so that Board members receive it at least two days before the meeting. It will consist of list showing:
  - (i) Officers (State, Federal and Statutory Bodies) requiring accommodation, the officer's substantive rank, the department, salary, marital status and number of children;
  - (ii) Accommodation available, showing the category of the house and whether it be Government or rented property;
  - (iii) Requests for alternative accommodation; and
  - (iv) Any other business.
9. The minutes of the meetings will be promulgated not more than ten days after each meeting and will show:
  - (i) New allocations made;
  - (ii) Allocations made under requests for alternative accommodation; and
  - (iii) A full recording of discussion under any other business.

10. Where, due to unforeseen circumstances, allocations are required to be made between meetings, the Chairman will circulate to all members of "flying minute" describing the situation, indicating the accommodation available and requesting written decision. The Chairman will act on the majority decision and the "flying minute" will be copied and distributed to all board members within seven days of allocations being made under it, and confirmed at the next full board meeting. Under no circumstances will allocations be made following verbal discussion.

### **Eligibility For Quarters**

11. The following will be eligible for accommodation provided by Government:
  - (i) All officers (State, Federal and Statutory Bodies) in Grade 27 and above for Housing Board A and Grade 26 and below for Housing Board B; and
  - (ii) Any officer of another service with whom Government has a definite agreement stipulating the provision of quarters, except where institutional housing is available.
12. The eligibility for any officer for any quarter will be determined on the officer's salary, seniority in department, length of service, marital status and family, and the availability of quarters. If the need arises a points system will be introduced.

### **Allocations**

13. Allocations made by the Board will be advised to the officers concerned by letter on the day following the meeting.
14. Allocations must be acknowledged within 14 days, and any non-acceptance must be supported by sound reasons. Any officer refusing an allocation will not be considered for a further allocation until the next meeting of the Board.
15. All state officers including Statutory Bodies occupying a Government Quarters are not entitled to receiving Housing Allowance (ITP). All Head of Departments are responsible to deduct the officer's ITP with immediate effect.
16. All federal departments whose officers occupy State Government Quarters will be charged an economic rent determined by the Land and Survey Department, Sarawak. The State Financial Secretary Office will issue the bill to the department concern based on Housing Board quarterly return.

17. No officer will be allocated quarters on a permanent basis.
18. Requests for allocations of alternative accommodation, stating reasons, will only be considered:
  - (i) when the availability of quarters can permit this conveniently;
  - (ii) if an officer is occupying a quarter of lower standard than his entitlement;
  - (iii) where officers, by mutual agreement, request to change houses, provided that neither officer is proceeding on less than six months; and
  - (iv) All moves made under alternative accommodation (i) and (iii) will be made at the officer's own expense.
- a. All new or alternative allocations will be made at Board meetings. The Chairman of the Board will not make any allocation without reference to the Board.
- b. Notwithstanding the ruling expressed in No. 16, the following rulings provide for extended, but not permanent, occupation of quarters:
  - (i) An officer proceeding on leave of 60 days (including traveling time) or less may request that he retain his quarters. This will be approved depending on the forecasting of accommodation required and available over the period of the officer's leave.
21. Notwithstanding the rulings expressed above, in the event of the Government wishing to issue any other instruction in the tenure, allocation or eligibility for quarters, it will be tabled before a full meeting of Housing Board for approval.
22. Officers are reminded of The State Public Service General Orders, 1996 (General Order 226 until 235) relating to the upkeep of Government Quarters and the reporting of repair work to the Divisional Engineer on PWD requisition form.

**UNIT PENTADBIRAN  
JABATAN KETUA MENTERI**

Date : 12 Januari 2009