



Government of **Western Australia**  
Department of **Communities**  
**Housing**

## **GOVERNMENT REGIONAL OFFICERS' HOUSING**

### **Administration Fee Policy**

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# GROH Administration Fee Policy

## Purpose

The Government Regional Officers' Housing (GROH) Administration Fee Policy (Policy) sets out the purpose of the Administration Fee, the costs upon which it is based and how it is calculated.

## Scope

This Policy is for use by Department of Communities (Communities) employees, GROH clients and their employees, and the public. It applies to all GROH dwellings.

## Definitions

**Administration costs** include the salaries, superannuation and other employment-related costs of Communities' officers who administer the GROH program, and the corporate charges, office supplies and other professional services required to provide the GROH program.

**Administration Fee** means the weekly fee charged to client agencies to recover Communities' costs of property management.

**Client Agency** means either:

- an Employing Agency, which is a Department under the administration of a Minister of the Crown in the Government of the State, or any Crown instrumentality, hospital, board, body corporate or other body of whatever description, proclaimed as a Department under s.7 of the *Government Employees' Housing Act 1964 (GEH Act)*; or
- a Responsible Agency, which is the agency responsible for arranging the salary and other entitlements (including accommodation) of the tenant when this tenant is not an employee of an agency.

**Communities** means the Department of Communities.

**GROH** means the Government Regional Officers' Housing program administered by the Department of Communities.

**GROH client** means either:

- a Client Agency; or
- any other client serviced by GROH (**other GROH client**).

**GROH dwelling** means a house as defined in s.5 of the *GEH Act*, which is owned, leased or constructed by Communities and allocated for use by GROH.

**Officer** means an employee of the Department of Communities.

**Other GROH client** includes other worker housing programs, e.g. Non-Government Organisations, non-proclaimed State Government agencies, other Communities programs or private tenants.

## Policy Statements

### 1. Administration Fee

- 1.1. The Administration Fee is calculated to meet administration costs associated with the GROH property portfolio.

### 2. Setting and Varying the Administration Fee

- 2.1. The Administration Fee for the upcoming financial year is calculated as follows: the forecast administration cost for all GROH dwellings is divided by the number of GROH dwellings that are planned to be allocated to client agencies. This amount is then divided by 52.
- 2.2. The Administration Fee will be reviewed annually.
- 2.3. The Executive Director Contracting must approve any increases in the Administration Fee.
- 2.4. Client agencies will be advised of any approved increases in the Administration Fee in the annual advice of GROH rent charges for the upcoming financial year.
- 2.5. Communities will benchmark the annually calculated Administration Fee by comparing it to industry standards and equivalent charges in the private rental market.

## Document History

VERSION	DATE	REASON	POLICY AUTHOR	OFFICER'S TITLE	DATE LOADED ON Internet	HPRM Ref
1	August 2008	New document	Allan Wilkerson	Sustainability Manager		N/A
2	October 2009	Policy Reformatted	Danielle Faulkner	Coordinator Policy and Projects	October 2009	N/A
3	October 2017	Policy comprehensively revised and reformatted	Brett Hockley	A/Senior Policy and Practice Officer	January 2018	18/D64226
4	July 2019	Policy revised and reformatted and references to Communities updated	Chris Walker	Policy and Research Officer	July 2019	2019/MS/00313

## Authorisation

VERSION	AUTHORISED BY	APPROVAL DATE	EFFECTIVE DATE	SECTIONS MODIFIED (IF APPLICABLE)
4	Executive Director Contracting	August 2019	August 2019	

## Summary Information

<b>RESPONSIBLE OFFICER</b>	Executive Director Contracting
<b>CONTACT OFFICER</b>	Senior Policy and Practice Officer
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<b>LEGISLATION &amp; ASSOCIATED DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• <i>Government Employees' Housing Act 1964 (GEH Act)</i></li> <li>• <i>Residential Tenancies Act 1987 (WA) (RTA 1987)</i></li> <li>• <i>Public Sector Management Act 1994</i></li> <li>• <i>Freedom of Information Act 1992</i></li> <li>• <i>Financial Administration and Audit Act 1985</i></li> </ul>