



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

## **GOVERNMENT REGIONAL OFFICERS' HOUSING (GROH)**

### **Improvements Policy**

## Contents

<b>Purpose</b> .....	<b>3</b>
<b>Scope</b> .....	<b>3</b>
<b>Definitions</b> .....	<b>3</b>
<b>Policy Statements</b> .....	<b>4</b>
1. Initiating an Improvement .....	4
2. Approvals .....	4
3. Responsibilities for Costs.....	5
4. Special Circumstances.....	5
<b>Document History</b> .....	<b>6</b>
<b>Authorisation</b> .....	<b>6</b>
<b>Summary Information</b> .....	<b>7</b>

# GROH Improvements Policy

## Purpose

The Government Regional Officers' Housing (GROH) Improvements Policy (the Policy) stipulates the circumstances under which GROH tenants and Client Agencies can apply to make an improvement to a GROH dwelling, the approvals required for an improvement to be made and the parties responsible for the costs of the approved improvement.

## Scope

This Policy applies to the Department of Communities (Communities) staff, Client Agencies and GROH tenants.

## Definitions

**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 Communities.

**GROH applicant** means a person applying to be a tenant in a GROH dwelling.

**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.

**GROH-owned dwelling** means a GROH dwelling that is owned by Communities.

**GROH tenant** means a person residing in a GROH dwelling under the terms of a GROH Tenancy Agreement.

**Improvement** means any fixture or structure that increases the amenity of a dwelling, for example grab rails, a shed or the enclosure of a patio.

**Leased dwelling** means a property leased from a private investor to be used for the GROH program.

**Make good** means to return a part or parts of a GROH dwelling to the same or equivalent condition these were in prior to any improvements being made.

**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. Initiating an Improvement

- 1.1. Tenants or Client Agencies may request an improvement to a GROH dwelling.
- 1.2. Communities may initiate an improvement to a GROH dwelling. Where dwellings are allocated to a Client Agency then the Client Agencies will be consulted. Where dwellings are occupied, the tenants will also be consulted.

### 2. Approvals

- 2.1. Tenants and Client Agencies must obtain Communities approval before carrying out any improvement to a GROH dwelling.
- 2.2. Tenants' and Client Agencies' requests for an improvement must be accompanied by supporting documentation as justification for the improvement.
- 2.3. If the tenant of a GROH-owned or leased dwelling is experiencing family violence, they may:
  - 2.3.1. change the locks or install additional locks to the dwelling without the permission of Communities or the property owner or manager. The tenant must provide Communities a copy of the keys to the new locks within seven days of these being installed (see sec. 5.2 GROH Security Policy); and
  - 2.3.2. alter or add to the GROH dwelling's security items, for example security alarms and cameras; locks, screens and shutters on windows; and security screens on doors (see sec's 5.3 and 5.4 GROH Security Policy).

2.4. For a proposed improvement to leased dwellings, Communities will forward the request to the property owner or agent. Tenants are not to contact the owner or agent directly.

### **3. Responsibilities for Costs**

3.1. Communities is responsible for the costs of any improvements it initiates.

3.2. For tenant or Client Agency requested improvements that Communities approves, Communities will determine the parties responsible for the costs of these improvements.

3.3. When determining the amounts for which various parties are responsible, Communities will consider the:

- i. age of the GROH dwelling;
- ii. extent of the improvements; and
- iii. reasons for the improvements.

3.4. For leased dwellings, the owner or agent, together with the Client Agency and Communities, will determine the parties responsible for the costs of the improvement.

3.5. GROH tenants are responsible for the costs associated with changing locks, installing additional locks, altering or adding to the security items of a GROH dwelling.

### **4. Special Circumstances**

4.1. Tenants are not to attach basketball rings to any part of the GROH dwelling.

4.2. Tenants of GROH dwellings that have a basketball ring must inform Communities of this, and Communities will pay for the removal of the ring. This applies to owned and leased properties.

## Document History

VERSION	DATE	REASON	POLICY AUTHOR	OFFICERS TITLE	DATE LOADED on Internet
1.1	November 2008	First Edition	Emily Tyrrell-Clark	Policy and Research Officer	
1.2	October 2009	Reformatting of Policy	Danielle Faulkner	Coordinator Policy and Projects	October 2009
1.3	June 2013	Policy amended to reflect changes to the <i>Residential Tenancies Act 1987</i> by the proclamation of the <i>Residential Tenancies Act 2011</i> . Minor updates to bring policy up-to-date with current work practices and organisational structures.	Tony Leaversuch	A/Coordinator Operational Policy and Projects	July 2013
2.1	April 2018	Policy reformatted and updated to reflect current work practices, changes to Department of Communities.	Brett Hockley	A/Senior Policy and Practice Officer	July 2018
2.2	July 2019	Policy reformatted to be consistent with other GROH Policies, to reflect current organisation structure and new family violence provisions in RTA.	Brett Hockley	Senior Policy and Practice Officer	July 2019

## Authorisation

Version	Authorised by	Approval Date	Effective Date	Sections modified (if applicable)
2.2	Executive Director Contracting	August 2019	August 2019	Definitions and policy statements updated

## Summary Information

<b>Responsible Officer</b>	Executive Director Contracting
<b>Contact Officer</b>	Senior Policy and Practice Officer
<b>Superseded Documents</b>	GROH Improvement Policy, version 2.1
<b>Review</b>	March 2021
<b>File Number</b>	2019/MS/00311
<b>Document Control</b>	This document is published on the Department of Communities website, <a href="http://www.communities.wa.gov.au">www.communities.wa.gov.au</a> , under the 'GROH Agencies' section of the 'Investors & Partners' menu.
<b>Associated Documents</b>	<ul style="list-style-type: none"><li>• <i>Government Employees' Housing Act 1964</i> (GEH Act)</li><li>• <i>Residential Tenancies Act 1987</i></li><li>• Housing Authority Maintenance Policy Manual</li></ul>