



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

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

**Serviced Units
Policy and Guidelines**

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GROH Serviced Units Policy and Guidelines

Purpose

This Policy and Guidelines (Policy) outlines situations where GROH dwellings share facilities such as driveways, carports, washing lines and/or gardens and confirms who is responsible for maintaining and paying utility costs for these dwellings.

Scope

This Policy applies to all owned and leased dwellings, including those that are occupied, vacant, allocated and unallocated to GROH clients. It is for use by Department of Communities' employees, GROH clients, GROH tenants and the general public.

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 the Department of Communities – Housing.

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 Housing and allocated for use by GROH.

Housing means the Housing Authority operating within the Department of Communities.

Housing Direct means the contact centre that handles maintenance issues for GROH dwellings.

Owned dwelling means a GROH dwelling that is owned by Housing.

Leased dwelling means a GROH dwelling that is leased from the private rental market by Housing.

Officer means an employee of Housing.

Other GROH client includes other worker housing programs, e.g. Non-Government Organisations, non-proclaimed state government Agencies, other housing programs or private tenants.

Serviced unit means any unit of accommodation that is part of a multiple-dwelling development and that may share common water, electricity and/or gas meters and facilities such as driveways, carports, washing lines and gardens.

Serviced Unit Fee means the weekly fee charged to Client Agencies to recover Communities costs for serviced units.

Utility costs means the cost of providing electricity, gas and water to a dwelling by companies such as Western Power/Horizon Power/ Synergy, Alinta Gas, Kleenheat Gas, the Water Corporation or any other provider of these services.

Policy Statements

1. Responsibility for Serviced Units

1.1. Policy

- 1.1.1. Tenants will be responsible for maintaining gardens in enclosed yards.
- 1.1.2. Housing is responsible for the upkeep of common areas, shared facilities and utilities for GROH owned dwellings that are serviced units.
- 1.1.3. Should the serviced units require maintenance to common gardens and/or shared facilities, tenants are required to report issues to Housing Direct. Housing Direct will then arrange for the maintenance to be completed.
- 1.1.4. The surrounds of apartments are landscaped upon completion of construction of the building.
- 1.1.5. Contractors carry out common area garden maintenance on behalf of Housing.

2. Serviced Unit Charges

2.1. Policy

- 2.1.1. Charges for water consumption and electricity and gas where applicable (see 2.1.4), will be paid by Housing and recouped from client agencies via a Serviced Unit Fee.
- 2.1.2. A Serviced Unit Fee is levied on Client Agencies to meet the cost of common area garden maintenance for GROH serviced units.
- 2.1.3. The Serviced Unit Fee is included as part of the rent charge to the GROH Client Agency for the dwelling.
- 2.1.4. In the north of the State, the tenant is responsible for gas and electricity charges levied by utility service providers and is eligible for electricity subsidies as per the GROH Government Housing Air Conditioning Policy. These locations are listed in Table 1 and indicated on the map in Attachment 1.
- 2.1.5. Tenants in serviced units in locations listed in Table 2 are not responsible to pay utility service providers for gas and electricity charges as these are included in the Serviced Unit Fee. Tenants in these locations are not eligible for electricity subsidies as per the GROH Government Housing Air Conditioning Policy.
- 2.1.6. Housing may sometimes provide refrigerated air conditioning where it is more economic in locations that would otherwise qualify for evaporative or no air conditioning. This will not change their Serviced Unit Fee

entitlement and these locations will not qualify for subsidies under the Government Air Conditioning Policy.

3. Calculation of Serviced Units Fees

3.1. Policy

- 3.1.1. For serviced units in locations that are eligible for air conditioning subsidies, as per the Government Air Conditioning policy, listed in Table 1 and in the map at Attachment 1, Client Agencies are charged a Serviced Unit Fee of \$5.00 per week, per bedroom in the dwelling. This is to meet the cost of water consumption and common area garden maintenance.
- 3.1.2. For serviced units in locations that are not eligible for air conditioning subsidies, as per the Government Air Conditioning policy, listed in Table 2 and in the map at Attachment 1, Client Agencies are charged a Serviced Unit Fee of \$10.00 per week, per bedroom in the dwelling. This is to meet the cost of utilities and common area garden maintenance.

3.2. Guidelines

- 3.2.1. Client Agencies have the discretion to pass the Serviced Unit Fee onto tenants as part of the rent charged for the dwelling.

4. Variations to the Serviced Unit Fee

4.1. Policy

- 4.1.1. The Serviced Unit Fee will be reviewed annually.
- 4.1.2. There may also be situations where dwellings that were serviced units, become separately metered and change to non-serviced. Where this occurs, the Serviced Unit Fee will no longer apply and tenants will then be responsible for utilities costs. In these instances, Housing will provide suitable notification of the change.

4.2. Guidelines

- 4.2.1. The Director Housing Programs must approve any increases in the Serviced Unit Fee.
- 4.2.2. Client Agencies will be advised of any Director-approved increases in the Serviced Unit Fee in the annual advice of GROH rent charges for the upcoming financial year.

Table 1

Towns with Serviced Unit Fee - \$5 per bedroom

BROOME
CAMBALLIN
CARNARVON
DERBY
FITZROY CROSSING
KARRATHA
KOOMBANA (HEDLAND)
KUNUNURRA
LAVERTON
LEONORA
MARBLE BAR
MEEKATHARRA
MOUNT MAGNET
NEWMAN
ONSLow
PARABURDOO
ROEBOURNE
SOUTH HEDLAND
TOM PRICE
WICKHAM

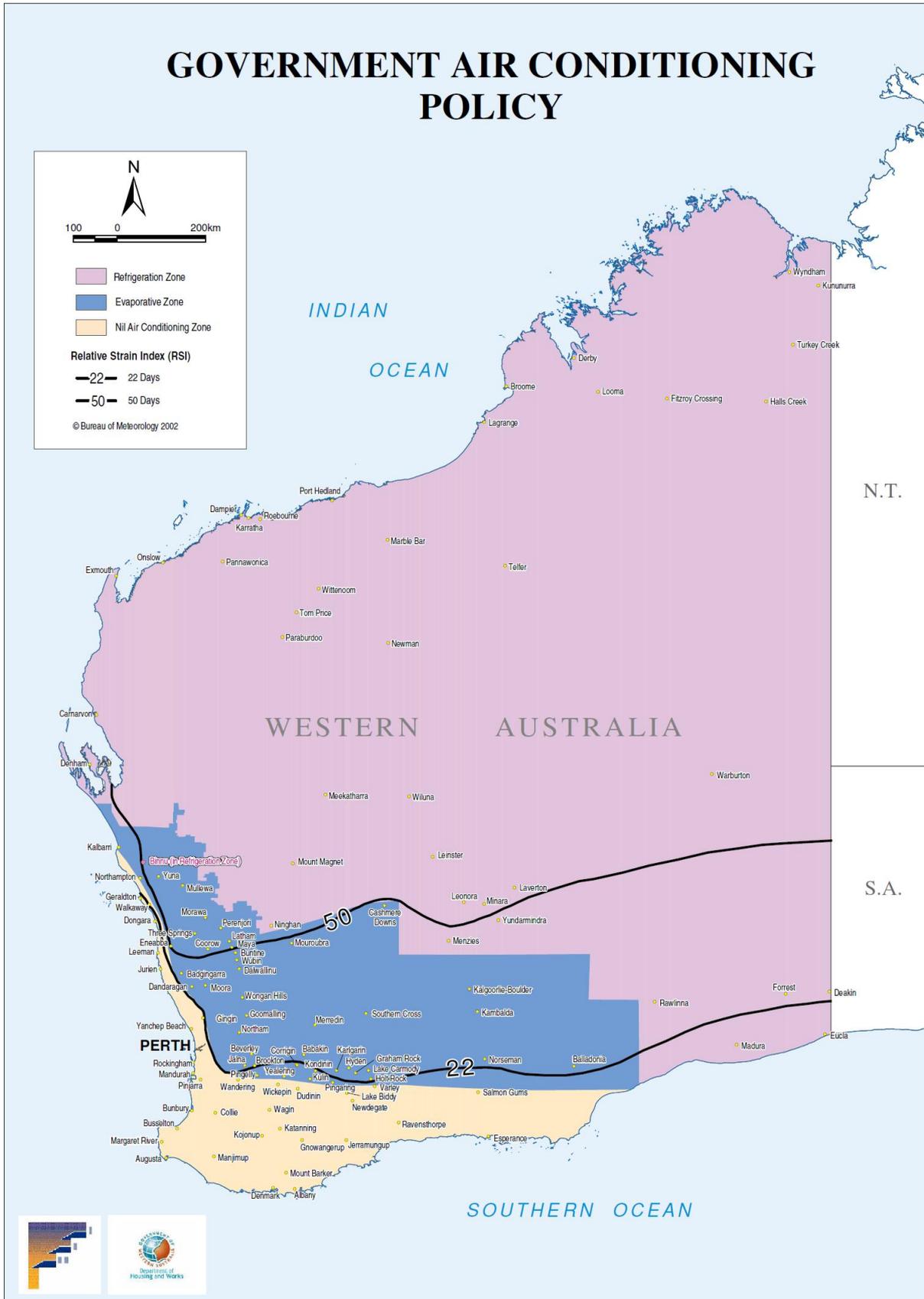
Table 2

Towns with Serviced Unit Fee - \$10 per bedroom

BODDINGTON	LAKE GRACE
BOULDER	MERREDIN
BROOKTON	MOORA
CARNAMAH	MORAWA
COLLIE	MUKINBUDIN
COOLGARDIE	MULLEWA
CUNDERDIN	NAREMBEEN
DALWALLINU	NARROGIN
DOWERIN	NORSEMAN
ESPERANCE	NORTHAM
GERALDTON	PEMBERTON
GINGIN	PINGRUP
GNOWANGERUP	QUAIRADING
HARVEY	RAVENSTHORPE
HYDEN	SOUTHERN CROSS
KALGOORLIE	TAMBELLUP
KAMBALDA	WAGIN
KATANNING	WONGAN HILLS
KOJONUP	YORK
KONDININ	

Attachment 1

Map of Various Locations for Payment of Utilities Costs



Document History

VERSION	DATE	REASON	POLICY AUTHORS	OFFICER'S TITLE	DATE LOADED ON INTERNET
1.1	August 2001	Policy reformatted	Andrew Smith	Policy and Projects Officer	N/A
1.2	October 2004	Policy updated to reflect the changes to the GEHA/DHW relationship and the amendment to service charges	Lisbet Schäfers	Projects and Policy Officer	
1.3	August 2006	Policy amended to reflect the change to the Government Employees' Housing Authority by the Machinery of Government (Miscellaneous Amendments) Act 2006	Lisbet Schäfers	Projects and Policy Officer	N/A
1.4	October 2009	Policy reformatted	Danielle Faulkner	Coordinator Policy and Projects	N/A
2.0	March 2018	Policy revised and reformatted to reflect change to Department of Communities	Brett Hockley	A/Senior Policy and Practice Officer	July 2018

Authorisation

VERSION	AUTHORISED BY	APPROVAL DATE	EFFECTIVE DATE	SECTIONS MODIFIED (IF APPLICABLE)
2.0	Director Housing Programs	6 July 2018	10 July 2018	

Summary Information

Responsible Officer	Director Housing Programs
Contact Officer	Senior Policy and Program Officer, Housing Programs
Superseded Documents	N/A
Review	March 2019
File Number	18/D328077
Document Control	This document is published on the Communities website, www.housing.wa.gov.au , under the 'Housing', 'GROH Agencies' section of the 'Investors & Partners' menu.
Associated Documents	<ul style="list-style-type: none"> • <i>Government Employees' Housing Act 1964</i> • <i>Residential Tenancies Act 1987</i> • Housing Authority Maintenance Policy Manual