



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

GOVERNMENT REGIONAL OFFICERS' HOUSING (GROH)

Improvements Policy

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GROH Improvements Policy

Purpose

The 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 Housing 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 Housing and allocated for use by GROH.

GROH tenant means an Eligible Person who occupies a GROH dwelling.

Housing means the Housing Authority, referred to in the *Housing Act 1980*, and operating within the Department of Communities.

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 property to the same or equivalent condition these were in prior to any improvements being made.

Owned dwelling means a property owned by Housing to be used for the GROH program.

Officer means an employee of Housing.

RTA means the *Residential Tenancies Act 1987 (WA)*.

Policy Statements

1. Initiating an improvement

- 1.1. Tenants or Client Agencies may request an improvement to a GROH dwelling.
- 1.2. Housing 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 Housing's approval before carrying out any improvement to a GROH dwelling.
- 2.2. Tenants' and Client Agencies' requests for an improvement must be accompanied by the following supporting documentation:
 - Justification for the improvement;
- 2.3. For a proposed improvement to leased dwellings, Housing 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. Housing is responsible for the costs of any improvements it initiates.
- 3.2. For tenant or Client Agency requested improvements that Housing approves, Housing will determine the parties responsible for the costs of these improvements.
- 3.3. When determining the amounts for which various parties are responsible, Housing will consider the:
 - i. age of the GROH dwelling;
 - ii. extent of the improvements; and
 - iii. reasons the improvements are required.
- 3.4. For leased dwellings, the owner or agent, together with the Client Agency and Housing, will determine the parties responsible for the costs of the improvement.

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 Housing of this, and Housing 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 and changes 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)
2.1	Director Housing Programs	6 July 2018	10 July 2018	All

Summary Information

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Contact Officer	Senior Policy and Practice Officer, Housing Programs
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Associated Documents	<ul style="list-style-type: none">• <i>Government Employees' Housing Act 1964</i> (GEH Act)• <i>Residential Tenancies Act 1987</i>• Housing Authority Maintenance Policy Manual