

# GOVERNMENT REGIONAL OFFICERS' HOUSING

## Security Policy

October 2009



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

Policy Number	
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# **1. INTRODUCTION**

## **1.1 OVERVIEW**

This policy provides details of the type of security supplied to GROH accommodation and the circumstances under which security may be upgraded or provided.

## **1.2 PURPOSE OF THIS DOCUMENT**

This document is written with the aim of providing clear policies and procedures for Department of Housing officers to ensure effective management and consistent implementation of the Security policy.

## **1.3 SCOPE**

This document is written for use by GROH's client agencies, GROH occupants and Department of Housing officers.

## **1.4 RELEVANT LEGISLATION AND REFERENCES**

- ◆ Residential Tenancies Act 1987
- ◆ Government Employees' Housing Act 1964
- ◆ Customer Service Charter

## **1.5 DOCUMENT CONTROL**

This document is published on the GROH Internet site at [www.groh.wa.gov.au](http://www.groh.wa.gov.au) - GROH Policies

The original version of the document for the purposes of amendments and updates is held by GROH and is stored on the Department of Housing Corporate Data System in the Business Services Section of GROH under CURRENT POLICIES.

**Responsibility for the document** lies with Director, Government Regional Officers' Housing.

## 1.6 DOCUMENT REVIEW

This document may be amended from time to time (see 1.7 Document History).

## 1.7 FULL DOCUMENT HISTORY

ISSUE	DATE	REASON	POLICY AUTHOR	OFFICERS TITLE	DATE LOADED ON Internet
1	August 2001	Policy Reformatted	Andrew Smith	Policy and Projects Officer	
2	May 2002	Policy reformatted to reflect changes with Department of Housing and Works	Lisbet Schäfers	Policy and Projects Officer	
3	October 2002	Policy review	Lisbet Schäfers	Projects and Policy Officer	
4	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	
5	October 2009	Policy Reformatted	Danielle Faulkner	Coordinator Policy and Projects	October 2009

## 1.8 DEFINITION OF TERMS (Glossary)

TERM / ACRONYM	MEANING
GROH	Government Regional Officers' Housing
'Safe as Houses' Program	A property that has been built or purchased by an investor and leased by GROH on a long-term basis

## 2. SECURITY IN OWNED AND LEASED ACCOMMODATION

POLICY :	PRACTICES / PROCEDURES
<ul style="list-style-type: none"> <li> <p><b>GROH Owned Accommodation</b></p> <p>Tenants in GROH-owned properties may apply to have security screens or dead bolts fitted to doors (keyed alike) and window locks, with each case being judged on individual circumstances.</p> <p>The following security measures may be fitted to existing houses upon request:</p> <ul style="list-style-type: none"> <li>➤ Solid core doors for hinged entry doors;</li> <li>➤ Hinged security screen doors to hinged entry doors;</li> <li>➤ Keyed lock bolts to sliding doors and windows;</li> <li>➤ Sliding security screen doors to sliding glass doors;</li> <li>➤ Dead locks to external doors;</li> <li>➤ Sensor lights to exterior.</li> </ul> </li> <li> <p><b>Leased Accommodation</b></p> <p>When leasing properties, GROH will make every effort to ensure that the security of those properties are as close to GROH standard as possible.</p> </li> </ul>	<p>2.1 Examples of relevant circumstances which may be considered:</p> <ul style="list-style-type: none"> <li>(a) Accessible flats (eg, ground floor).</li> <li>(b) Properties against right of ways.</li> <li>(c) Tenants with an individual problem (eg, people being harassed).</li> <li>(d) Tenants in suburbs where continual break-ins are a problem, as evidenced by the WA Police.</li> <li>(e) Inability to obtain contents insurance.</li> </ul> <p>2.2 Any security item must be within the existing GROH budget.</p> <p>2.3 <u>Safe as Houses Program</u> These properties will have the same standard of security as for new GROH constructions.</p> <p>2.3 <u>Existing Leases</u> Existing leases that come up for rent review or lease renewal will be re-assessed against current GROH security standards and the owners will be requested to upgrade the property as a condition of renewal/rent review.</p>

POLICY :	PRACTICES / PROCEDURES
	<p>If these houses are greater than 12 months old, GROH will insist on the same security standards as for new GROH constructions.</p>

### 3. NEW CONSTRUCTION

POLICY :	PRACTICES / PROCEDURES
<ul style="list-style-type: none"> <li>New construction dwellings will be fitted with security measures at the time of construction as outlined in the Standard Security Requirements for New Construction.</li> </ul>	<p>3.1 Security measures fitted to new constructions:</p> <ul style="list-style-type: none"> <li>(a) Solid core doors for hinged entry doors.</li> <li>(b) Hinged barrier screen doors to hinged entry doors.</li> <li>(c) Keyed lock bolts to sliding doors and windows.</li> <li>(d) Sliding barrier screen doors to sliding glass doors.</li> <li>(e) Dead locks to external doors.</li> <li>(f) Sensor lights to exterior.</li> <li>(g) Lock to electricity meter box.</li> </ul>

### 4. MAINTENANCE REPLACEMENT

POLICY :	PRACTICES / PROCEDURES
<ul style="list-style-type: none"> <li>Solid core, hinged security screen and sliding security doors will be installed to dwellings when replacement of existing doors is required.</li> </ul>	

## 5. UPGRADE

<b>POLICY :</b>	<b>PRACTICES / PROCEDURES</b>
<ul style="list-style-type: none"><li>Any upgrade program may include items of security.</li></ul>	<p>5.1 Items included for upgrade in areas with ongoing security problems:</p> <ul style="list-style-type: none"><li>(a) Fitting keyed lock bolts to existing sliding doors;</li><li>(b) Fitting of key lock bolts to sliding window sashes;</li><li>(c) Fitting dead locks to external doors; and</li><li>(d) Fitting of solid core doors and security screen doors.</li></ul> <p>5.2 Security sensor lights will be installed to front and rear of premises.</p> <p>5.3 Security screens to the sliding component of aluminium windows (in bedrooms only).</p>