



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

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

**Furniture:
Policy and Guidelines**

January 2018

Contents

Purpose	3
Scope	3
Delegation	3
Definitions	3
Policy Statements	4
1. Supply of Furniture	4
2. Removal of Furniture	5
3. Furniture Fee.....	5
4. Furniture Repair or Replacement	5
5. Schedule A.....	7
Legislation and References	8
Document History	8
Authorisation	9
Summary Information	9
Appendix 1	10

GROH Furniture: Policy and Guidelines

Purpose

This policy stipulates the criteria set by The Department of Communities (Communities) that applicants and tenants must satisfy to be to receive furniture in a Government Regional Officers' Housing (GROH) dwelling.

Scope

This policy is for use by Communities officers, GROH Clients' staff, GROH tenants and applicants for a GROH dwelling. This policy stipulates the furniture that Communities will provide for GROH, the circumstance under which furniture will be provided and the responsibilities associated with the provision and maintenance of furniture.

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; 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.

Furniture supplied means those furniture items specified in Schedule A.

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 *Government Employees' Housing Act 1964* (GEH Act), which is owned, leased or constructed by Housing and allocated for use by GROH.

Housing means the Department of Communities - Housing.

Isolated Locations means those towns specified in Appendix 1 (includes north and south of 26th parallel).

Housing 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 or other housing programs.

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

Shared tenancy means situations where two or more unrelated GROH client employees occupy the same GROH dwelling.

Short-term supply of furniture means the supply of furniture for a period designated by Housing, which will be up to twelve (12) months only.

Special circumstances means situations in which it is unlikely that the tenants will be able to provide their own furniture. This includes but is not limited to appointments of new graduates or cases of marital breakdown.

Tenant means an Eligible Person who occupies a GROH dwelling.

Policy Statements

1. Supply of Furniture

1.1. Policy

1.1.1. Furniture for GROH dwellings will be supplied by Communities upon receiving a written request from a Client Agency to:

- i. all dwellings north of the 26th parallel.
- ii. all dwellings in isolated locations (See Appendix 1).
- iii. dwellings south of the 26th parallel with a shared tenancy.
- iv. satisfy short-term requirements south of the 26th parallel in special circumstances.

1.1.2. Communities may vary the furniture supplied to ensure that it is suitable for the size and design of the particular GROH dwelling and the family composition of the tenants.

1.1.3. The furniture provided by Communities may be either new or second-hand. A list of the furniture items that can be provided is attached (Schedule A).

1.2. Guidelines

1.2.1. Upon occupation, GROH tenants will be provided with an inventory of the furniture supplied.

- 1.2.2. If furniture provided by Communities in special circumstances is not available locally section 1.1.1(iv), the Client Agency will be responsible for the costs of transporting the furniture from the location in which it is obtained to the GROH dwelling.

2. Removal of furniture

2.1. Policy

- 2.1.1. Communities is responsible for the removal of furniture from all GROH dwellings.
- 2.1.2. GROH tenants must not remove or dispose of any furniture supplied to the accommodation.

2.2. Guidelines

- 2.2.1. Communities will remove furniture from a GROH dwelling when:
 - i. the dwelling becomes vacant.
 - ii. a shared dwelling is no longer shared.
 - iii. the short-term supply of furniture in special circumstances is no longer required.
 - iv. a request is received from Client Agencies or tenants.

3. Furniture Fee

3.1. Policy

- 3.1.1. Where furniture is provided, client agencies will be charged a weekly furniture fee.
- 3.1.2. Agencies will be charged the full amount of the furniture fee regardless of whether all or some items of furniture are supplied to the GROH dwelling.
- 3.1.3. The Director Housing Programs must approve any increases in the Furniture Fee.
- 3.1.4. Client agencies will be advised of any Director-approved increases in the Furniture Fee in the annual advice of GROH rent and fee charges for the upcoming financial year.

3.2. Guidelines

- 3.2.1. A Client Agency may charge the Furniture Fee to its employees (GROH Tenant Rent Setting Framework Policy, Section.5).

4. Furniture Repair or Replacement

4.1. Policy

- 4.1.1. Communities will repair or replace furniture in a GROH dwelling when required.

4.2. Guidelines

- 4.2.1. As soon as practicable, the tenant is to advise Communities of any missing or damaged furniture.
- 4.2.2. Communities will arrange to inspect the furniture, assess its condition and repair or replace the furniture as soon as practicable.
- 4.2.3. When the tenancy ends, or when the furniture is no longer required, the tenant is responsible to return the furniture in the same condition as it was received, allowing for wear and tear and the cleaning of the furniture.
- 4.2.4. Any missing or damaged furniture that requires replacement, beyond fair wear and tear, will be replaced at the cost of either the tenant responsible for the damage or, in the case of shared accommodation, the Client Agency.
- 4.2.5. If a tenant refuses working and clean second-hand furniture, any costs of transporting this furniture to and from the GROH dwelling may be charged to the tenant.

Schedule A

FURNITURE SUPPLIED FOR DWELLINGS

All or some of the following furniture (as requested by the Client Agency) will be supplied and installed, provided that the Housing Officer determines that it is suitable for the dwelling size and the design of the particular dwelling:

- Houses and units the areas listed in sec. 1.1.1 (i) to (iii) are to be provided with a refrigerator/freezer that is of a suitable size and capacity for the dwelling.
- Isolated locations are provided with an additional freezer of 300 litre capacity in addition to the above (see Appendix 1 – Locations that meet the criteria as an “isolated location”). Other locations may be provided with an additional freezer at Housing’s discretion upon agency request.
- Lounge suite: 1 three-seater lounge chair and two single-seater lounge chairs with cushions, or 1 three-seater lounge chair and a two-seater lounge chair.
- 1 dining table and up to 6 dining chairs depending upon the dwelling size.
- 1 outdoor table and up to 6 outdoor chairs depending upon the dwelling size.
- An automatic washing machine.

Legislation and References

- *Government Employees' Housing Act 1964*
- *Residential Tenancies Act 1987*
- *Public Sector Management Act 1994*
- *Freedom of Information Act 1992*
- *Financial Administration and Audit Act 1985*

Document History

ISSUE	DATE	REASON	POLICY AUTHOR	OFFICERS TITLE	DATE LOADED ON Internet
1	February 2000	Policy Reviewed	Lisbet Collins	Policy and Projects Officer	
2	Aug 2001	Policy Reformatted	Andrew Smith	Policy and Projects Officer	October 2001
3	October 2001	Appendix 2 amended to reflect 27/04/00 board meeting on isolated locations	Andrew Smith	Policy and Projects Officer	October 2001
4	December 2002	Policy reviewed as per Board Decision of 31 October 2002	Lisbet Schäfers	Projects and Policy Officer	January 2003
5	January 2003	Policy reviewed – EO changes included	Lisbet Schäfers	Projects and Policy Officer	
6	February 2003	Isolated Locations reviewed	Lisbet Schäfers	Projects and Policy Officer	March 2003
7	June 2005	Appendix 1 & 2 Updated	Lisbet Schäfers	Projects and Policy Officer	June 2005
8	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	
9	November 2007	Supply of furniture on a short term basis amended from 6 months to 12 months in reference to graduate teachers.	Gloria Randle	Projects and Policy Office	
10	October 2008	Special Circumstances; maximum 12 month period and GROH's ability to review the special circumstances during this period reinforced	Danielle Faulkner	Coordinator Policy and Projects	October 2008
11	November 2008	Policy Formatted	Emily Tyrrell-Clark	Policy and Research Officer	
12	October 2009	Policy Reformatted	Danielle Faulkner	Coordinator Policy and Projects	October 2009
13	March 2010	Properties added to list of 'isolated' locations	Jill Devery	Coordinator Property Services	
14	January 2018	Policy reformatted and amended to reflect the change of the Housing	Brett Hockley	A/Senior Policy and Practice Officer	

		Authority into the Department of Communities			
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Authorisation

Version	Authorised by	Approval Date	Effective Date	Sections modified (if applicable)
[1.0]	Director Housing Programs			

Summary Information

Responsible Officer	Director Housing Programs
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> • <i>Residential Tenancies Act 1987</i>

APPENDIX 1

Locations that meet the criteria as an “isolated location”:

Badgingarra	Balgo Hills	Bayulu [GoGo]	Binnu	Blackstone	Burringurrah
Cadoux	Camballin	Cane	Cascade	Cherrabun [Djugerari]	Condingup
Cosmo Newberry	Cue	Dawul [Doon Doon]	Djarindjin	Eucla	Gairdner
Gascoyne Junction	Jameson	Jerdacuttup	Jigalong	Kalannie	Kalumburu
Kiwirrkurra	La Grange [Bidyadanga]	Lake King	Latham	Laverton	Leinster
Leonora	Marble Bar	Meekatharra	Menzies	Mount Magnet	Mount Margaret
Mulga Queen	Muludja [Fossil Downs]	Munglinup	Ngalapita [Koorabye]	Nullagine	One Arm Point [Bardi, Ardyaloon]
Pia Wadjari [Mount Barloweerie]	Roebourne	Scaddan	Tjirrkarli	Tjukurla	Tjuntjuntjara
Useless Loop	Wananami [Kupugari, Mount Barnett]	Warmun [Turkey Creek]	Wanarn	Wandering	Wangkatjungka [Christmas Creek]
Warakurna	Warburton	Wiluna	Wingellina	Woolah [Doon Doon]	Yalgoo
Yandeyarra	Yerecoin	Yulga Jinna [Fraser Well]	Yuna		