



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

GOVERNMENT REGIONAL OFFICERS' HOUSING

**Administration Fee:
Policy and Guidelines**

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GROH Administration Fee: Policy and Guidelines

Purpose

This Policy and Guidelines document (Policy) sets out the purpose of the GROH Administration Fee, the costs upon which it is based and how it is calculated.

Scope

This Guide is for use by Housing employees, GROH clients and their employees, and the public. It applies to all GROH dwellings.

Definitions

Administration Fee means the weekly fee charged to client agencies to recover Housing's costs of property management.

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.

GROH means the Government Regional Officers' Housing program administered by the Department of Communities Housing Division.

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 Department of Communities Housing Division.

Housing Officer means an employee of the Department of Communities Housing Division.

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

Policy Statements

1. Administration Fee Components

1.1. Policy

1.1.1. The Administration Fee is calculated to meet costs associated with administering the GROH property portfolio.

1.2. Guidelines

1.2.1. The administration costs include:

- Salaries, superannuation and employment-related costs for Housing Officers involved in the management of the GROH program.
- Corporate charges and office supplies and services required for the administration of the GROH program.

1.2.2. The weekly Administration Fee for the upcoming financial year is calculated as follows: the forecast administration cost for all GROH dwellings is divided by the number of GROH dwellings that are planned to be allocated to client agencies. This figure is then divided by 52.

2. Variations to the Administration Fee

2.1. Policy

2.1.1. The Administration Fee will be reviewed annually.

2.2. Guidelines

2.2.1. The Director Housing Programs must approve any increases in the Administration Fee.

2.2.2. Client agencies will be advised of any Director-approved increases in the Administration Fee in the annual advice of GROH rent charges for the upcoming financial year.

3. Value for Money

3.1. Policy

3.1.1. The Administration Fee will be benchmarked to ensure client agencies are receiving value for money.

3.2. Guidelines

3.2.1. To benchmark the annually calculated Administration Fee, Housing will compare the calculated Fee to industry standards and against equivalent charges in the private rental market.

Document History

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1	August 2008	New document	Allan Wilkerson	Sustainability Manager		N/A
2	October 2009	Policy Reformatted	Danielle Faulkner	Coordinator Policy and Projects	October 2009	N/A
3	October 2017	Policy comprehensively revised and reformatted	Brett Hockley	A/Senior Policy and Practice Officer	January 2018	18/D64226

Authorisation

Version	Authorised by	Approval Date	Effective Date	Sections modified (if applicable)
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Legislation & Associated Documents	<ul style="list-style-type: none"> • <i>Government Employees' Housing Act 1964 (GEH Act)</i> • <i>Residential Tenancies Act 1987 (WA) (RTA 1987)</i> • <i>Public Sector Management Act 1994</i> • <i>Freedom of Information Act 1992</i> • <i>Financial Administration and Audit Act 1985</i>