



GROH Paying Occupants and House-sitters Policy



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GROH Paying Occupants and House-sitters Policy

Purpose

This GROH Paying Occupants and House-sitters Policy (the Policy) provides guidance for requesting, commencing and managing arrangements for paying occupants and house-sitters in GROH dwellings.

Delegation

This Policy is for use by Housing employees and GROH clients and applies to all GROH dwellings.

Housing's Director Housing Programs has the discretion in exceptional circumstances to vary or waive any provision of this Policy.

Definitions

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.

Dependant means a person who is in a significant relationship with the tenant or in the tenant's custody, care and control; ordinarily resident with this tenant in their GROH dwelling; and either wholly or mainly dependent on the tenant for economic support. This includes:

- a spouse (married or de-facto);
- a partner;
- a student under 25 who is a full-time student at school, college or university;
- a child;
- an invalid relative; or
- a parent or parents or a spouse's parent or parents.

GROH means the Government Regional Officers' Housing program administered by Housing.

GROH client means either:

- an 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*, which is owned, leased or constructed by Housing and allocated for use by GROH.

House-sitting arrangement means when a tenant is absent from their GROH dwelling and allows another person to occupy and maintain the GROH dwelling until they return.

Paying occupant arrangement means when a person who is not a tenant is making or intending to make payments in money or in kind in exchange for occupying part or all of a GROH dwelling.

Payment in kind means non-monetary payment such as the purchase of groceries or of gifts, or the provision of services such as childcare.

Payment in money means monetary payment such as paying rent or contributing to household expenses.

Tenant means a GROH client's employee who resides in an allocated GROH dwelling.

Policy Statements

1. Paying occupants and house-sitting arrangements

1.1 Policy

- 1.1.1 Tenants may implement a paying occupant or house-sitting arrangement if the arrangement is approved by the Agency.
- 1.1.2 The tenant remains responsible for the GROH dwelling throughout the paying occupant or house-sitting arrangement. This includes the payment of all amounts owing under the tenancy agreement such as rent and water charges.
- 1.1.3 The tenant must ensure that any person involved in a paying occupant or house-sitting arrangement is aware of, and complies with, the terms of the tenancy agreement.

1.2 Practice and procedures

- 1.2.1 Tenants requesting approval for a paying occupant or house-sitting arrangement should complete and submit the form 'Application for Approval of a Paying Occupant or House-sitting Arrangement in a GROH Property' to the Agency before the arrangement commences. Any arrangement must only commence once the tenant has received written approval of the arrangement.
- 1.2.2 The form can be found on the Housing website at www.housing.wa.gov.au in the GROH Agencies' section under the 'Investors & Partners' menu.
- 1.2.3 When assessing a tenant's request for approval of a paying occupant or house-sitting arrangement, Agencies are to ensure that any approved arrangement will not result in the tenant or Agency contravening the Code of Ethics issued by the Public Sector Commissioner, the Agency's Code of Conduct or any other legislation, codes, standards or policies that apply to the tenant by virtue of their employment or position.
- 1.2.4 Agencies must inform Housing in writing of any approval they have given regarding a paying occupant or house-sitting arrangement.

2. Discretion to approve arrangements

- 2.1 The approval of a paying occupant or house-sitting arrangement in a GROH dwelling is at the discretion of the Agency.

Authorisation

Version	Authorised by	Approval Date	Effective Date	Sections modified (if applicable)
[1.0]	Director Housing Programs	June 2016	July 2016	First Edition: GROH Paying Occupants and Housesitters Policy
[2.0]	Director Housing Programs	May 2017	May 2017	1.1.2 and 1.2.1: Agency's approval and tenant's application for House-sitting arrangement changed to comply with requirements for paying occupancy arrangement.

Summary Information

Responsible Officer	Director Housing Programs
Contact Officer	Client Agency Manager, Housing Programs
Superseded Documents	GROH Subletting Policy (October 2009)
Review	June 2017
File Number	2015/05737
Document Control	This document is published on the Housing Authority website, www.housing.wa.gov.au , under the 'GROH Agencies' section of the 'Investors & Partners' menu.
Associated Documents	<ul style="list-style-type: none">• Public Sector Commissioner's Instruction No. 7 – Code of Ethics Public Sector Management Act 1994• <i>Corruption, Crime and Misconduct Act 2003</i>• <i>Government Employees' Housing Act 1964</i>• <i>Residential Tenancies Act 1987</i>• Customer Service Charter• GROH Tenancy Agreement