



Aboriginal Housing Non-Essential Maintenance and Environmental Health Reporting Form

REPORT URGENT MAINTENANCE TO HOUSING DIRECT.

Issues relating to smoke alarms, RCDs, plumbing blockages, gas or water leaks, no hot water or electricity.

Call 1300 137 677.

OFFICER DETAILS

Name: _____ Role: _____
 Organisation: _____ Email: _____
 Phone: _____ Date: _____

TENANT DETAILS

Name: _____ Phone: _____
 Address: _____ Community: _____

REQUEST NON-ESSENTIAL MAINTENANCE

Information (and photographs if possible) must be provided. Enter details including location and nature of the repair, suspected cause, measurements, colours and quantity of materials required.

Example: EH representatives attended House 3 Jigalong Community on 20 October 2020. The property is without a front barrier screen door (black). The existing door is damaged beyond repair. Photos attached. The tenant Mr John Doe advises that a visitor damaged the door.

ENVIROMENTAL HEALTH REIMBURSEMENTFOR PLUMBING WORKS

Information (and photographs if possible) must be provided. Enter details including location and nature of the repair, suspected cause, measurements, colours and quantity of materials used.

Example: EH representatives attended House 3 Jigalong Community on 20 October 2020 to find that an "S" trap under the sink had been damaged. Fair wear and tear. "S" trap was replaced. Photos attached.

To be reimbursed for the cost of consumables, an invoice must be supplied with this form:

1. Tax Invoice (containing the following information).
 - a. Invoice addressed to 'Department of Communities – Housing'
 - b. Property Address (Lot Number, Street Number).
 - c. Community Name.
 - d. Itemised consumables.
2. Photographic evidence (if possible).
3. Supporting documentation, eg. warranty documents (if required).

Item 1	REQUESTING NON-ESSENTIAL MAINTENANCE <input type="checkbox"/>	CLAIMING WORKS COMPLETED <input type="checkbox"/>
Description		
Evidence:	Clear photographs have been supplied <input type="checkbox"/> Yes <input type="checkbox"/> No.	

Item 2	REQUESTING NON-ESSENTIAL MAINTENANCE <input type="checkbox"/>	CLAIMING WORKS COMPLETED <input type="checkbox"/>
Description		
Evidence:	Clear photographs have been supplied <input type="checkbox"/> Yes <input type="checkbox"/> No.	

Item 3	REQUESTING NON-ESSENTIAL MAINTENANCE <input type="checkbox"/>	CLAIMING WORKS COMPLETED <input type="checkbox"/>
Description		
Evidence:	Clear photographs have been supplied <input type="checkbox"/> Yes <input type="checkbox"/> No.	

Item 4	REQUESTING NON-ESSENTIAL MAINTENANCE <input type="checkbox"/>	CLAIMING WORKS COMPLETED <input type="checkbox"/>
Description		
Evidence:	Clear photographs have been supplied <input type="checkbox"/> Yes <input type="checkbox"/> No.	

Email this form with any relevant supporting documentation to the relevant regional maintenance mailbox:

East Kimberley - Kununurra.maintenance@communities.wa.gov.au

West Kimberley - Broome.maintenance@communities.wa.gov.au

Mid-West Gascoyne - Geraldton.maintenance@communities.wa.gov.au

Kalgoorlie - Kalgoorlie.maintenance@communities.wa.gov.au

Pilbara - PilbaraAHSMaintenance@communities.wa.gov.au

Office Use Only – Business Support Officer.

Officer: _____	Phone: _____
SRQ <input type="checkbox"/> Ref: _____	Date Received: _____
PMR <input type="checkbox"/> Ref: _____	HPE CM: _____
	Property Ref: _____



For further information, visit the [Department of Communities](http://www.communities.wa.gov.au) website.