



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

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

**Air Conditioner Maintenance:
Policy and Guidelines**

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GROH Air Conditioner Maintenance: Policy and Guidelines

Purpose

This policy stipulates the criteria for maintenance of air conditioners in Government Regional Officers' Housing (GROH) program accommodation.

Scope

This policy is for use by Housing officers, GROH Clients' staff, GROH tenants and applicants for a GROH dwelling. This Guide stipulates the situations where Housing will complete service, repairs, maintenance or replacement of air conditioners in GROH dwellings.

Definitions

Air conditioner means – either ducted evaporative, split system refrigerated or ducted refrigerated units including the remote controller hand piece.

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.

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

GROH applicant means a person applying to be a tenant in a GROH dwelling.

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.

GROH tenant means a person residing in a GROH dwelling under the terms of a GROH Tenancy Agreement.

Housing means the Department of Communities - Housing.

Leased Property means a property leased from a private investor to be used for the GROH program.

Maintain means to service or repair an item in a GROH dwelling to ensure that it is in working order.

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

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

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

Policy Statements

1. Owners' Responsibilities

1.1. Policy

- 1.1.1. Communities is responsible for repairing and replacing air conditioners in GROH owned dwellings.
- 1.1.2. Communities is responsible for servicing evaporative air conditioners in GROH owned dwellings in locations where these units are provided. (See Schedule 1 for the towns in which evaporative air conditioners are provided).
- 1.1.3. Private owners are responsible for maintaining and / or replacing air conditioners in leased dwellings used for the GROH program.

1.2. Guidelines

- 1.2.1. Communities will arrange for air conditioners to be replaced or repaired as soon as practicable based on the location and number of other working air conditioners in the dwelling.

2. Tenants' Responsibilities

2.1. Policy

- 2.1.1. Tenants are responsible for cleaning the filters on refrigerated air conditioners. (See Schedule 2 for the list of towns in which refrigerated air conditioners are provided.)
- 2.1.2. Tenants will be charged for any damage to air conditioners resulting from loss, malicious damage, neglect or recklessness.

SCHEDULE 1

TOWNS PROVIDED EVAPORATIVE AIR CONDITIONERS

Badgingarra	Gingin	Narembeen
Ballidu	Goomalling	New Norcia
Beacon	Hyden	Norseman
Bencubbin	Kalannie	Northam
Beverley	Kalbarri	Northampton
Bindoon	Kalgoorlie/Boulder	Nungarin
Binnu	Kambalda	Perenjori
Bolgart	Kellerberrin	Pingelly
Brookton	Kondinin	Quairading
Bruce Rock	Koorda	Southern Cross
Cadoux	Kulin	Three Springs
Calingiri	Latham	Toodyay
Carnamah	Meckering	Trayning
Coolgardie	Merredin	Watheroo
Coorow	Miling	Wongan Hills
Corrigin	Mingenew	Wooroloo
Cunderdin	Moora	Wundowie
Dalwallinu	Morawa	Wyalkatchem
Dandaragan	Mukinbudin	Yerecoin
Dowerin	Mullewa	York
Eneabba	Muntadgin	Yuna

SCHEDULE 2

TOWNS PROVIDED REFRIGERATED AIR CONDITIONERS

Ardyaloon	Kalumburu	Roebourne
Balgo Hills	Koorabye	South Hedland
Bayulu	LaGrange	Tjirrkarli
Blackstone	Laverton	Tjukurla
Broome	Leinster	Tjuntjuntjara
Burringurrah	Leonora	Tom Price
Camballin	Marble Bar	Useless Loop
Carnarvon	Meekatharra	Wananami
Cue	Menzies	Wangkatjunga
Dampier	Mount Magnet	Warakurna
Dawul	Mount Margaret	Warburton
Denham	Mulga Queen	Wanarn
Derby	Muludja	Warmun
Exmouth	Newman	Wickham
Fitzroy Crossing	Nullagine	Wiluna
Gascoyne Junction	One Arm Point	Wingelina
Halls Creek	Onslow	Wyndham
Jameson	Pannawonica	Yalgoo
Jigalong	Paraburdoo	Yandeyarra
Karratha	Pia Wadjari	Yule River
Kiwirrkurra	Point Samson	Yulga Jinna
Kununurra	Port Hedland	

Legislation and References

- *Government Employees' Housing Act 1964 (GEH Act)*
- *Residential Tenancies Act 1987*
- *Public Sector Management Act 1994*
- *Freedom of Information Act 1992*
- *Government Housing Air Conditioning Policy*

Document History

ISSUE	DATE	REASON	POLICY AUTHOR	OFFICERS TITLE	HPRM Ref	DATE LOADED ON Internet
1	October 2001	Policy Reformatted	Andrew Smith	Policy and Projects Officer	N/A	
2	November 2005	Policy amended to reflect the changes to the Government Employees' Housing Authority	Lisbet Schäfers	Projects and Policy Officer		
3	August 2006	Policy amended to reflect the change to the Government Employees' Housing Authority by the <i>Machinery of Government (Miscellaneous Amendments) Act 2006</i>	Lisbet Schäfers	Projects and Policy Officer	N/A	February 2004
4	October 2009	Policy Reformatted	Danielle Faulkner	Coordinator Policy and Projects	N/A	October 2009
5	January 2018	Policy reformatted and amended	Brett Hockley	A/Senior Policy and Practice Officer		

Authorisation

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

Summary Information

Responsible Officer	Director Housing Programs
Contact Officer	Senior Policy and Practice Officer, Housing Programs
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