

<b>SUBJECT:</b> COUNCIL HOUSES - MAINTENANCE	<b>FILE NO:</b>	ADM/0600
<b>ADOPTED BY COUNCIL ON:</b> 14 February 1995	<b>MINUTE NO:</b>	021.02.95
<b>AMENDED BY COUNCIL ON:</b> 13 December 2001	<b>MINUTE NO:</b>	301.12.01
<b>AMENDED BY COUNCIL ON:</b> 23 September 2010	<b>MINUTE NO:</b>	280.09.10
<b>AMENDED BY COUNCIL ON:</b> 15 November 2012	<b>MINUTE NO:</b>	341.11.12

### Introduction

This policy is to ensure that sufficient funds set aside in the annual budget to maintain and improve Council houses.

### Objectives

To ensure that Council's houses are maintained in good order and to an acceptable standard.

### Procedure

Council should inspect the premises annually and ascertain what improvements are required and then consider these items as well as routine maintenance and ensure that sufficient funds are included in the annual budget. Should maintenance of an emergency nature arise, the General Manager is empowered to take necessary action to alleviate the situation and include this as an agenda item for ratification at the next ordinary meeting of Council.

### Related Legislation, Regulations and Policies

Nil

### Responsibilities

The responsibility of this policy rests with the Corporate Services Manager and General Manager.