



## POLICY – 9.3 – Shire Housing - Inspections

### Relevant Delegation

N/A

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### Objective

To ensure staff accommodation is cared for appropriately by the occupant and to identify any matters for attention.

### Policy Statement

1. The Chief Executive Officer is to arrange regular inspection of all Shire housing –
  - unless there is a perceived need, inspection is not to be more often than 3-monthly,
  - not to be longer than 6-monthly between inspections
2. Inspection is to be made –
  - by the Chief Executive Officer or delegate, and as far as is possible, by the same person each time,
  - after being vacated by an employee, and prior to return of the bond,
  - prior to occupancy of the next employee.
3. A standard inspection form/report is to be used for continuity and comparison of condition.
4. A summary report is to be made to the Chief Executive Officer of conditions, and any matters requiring attention.

– End of Policy

### COMMENT

Formerly		
Last Reviewed	30 August 2018	
Next Review Date	February 2021	
Amended		28 February 2013
Adopted	29 November 2012 30 August 2018	25 June 2015
Version	2	