



POLICY – 9.3 – Shire Housing - Inspections

Relevant Delegation

N/A

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	