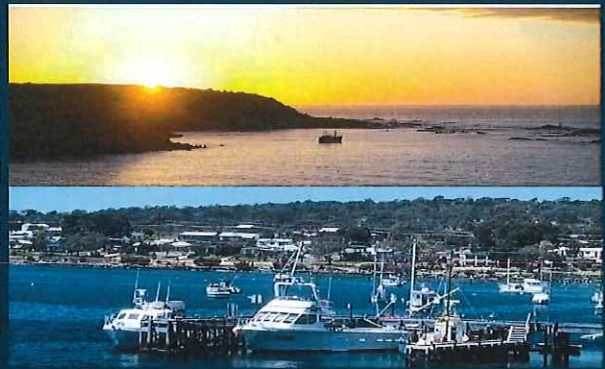


DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Council Property Maintenance



“Working with our Rural & Coastal Communities”



PRM-POL-04 – COUNCIL PROPERTY MAINTENANCE

Version No:	1.1
Issued:	May 2015
Next Review:	May 2019

Maintenance of Council buildings needs to be undertaken on a regular and timely basis to ensure that buildings remain fit for purpose and safe to use by Council employees and the community as relevant to the various circumstances.

The Development Manager will make arrangements for each Council building to be assessed on an annual basis and present a report to the CEO for consideration in developing annual Council budgets.

Minor maintenance will be managed at the discretion of the CEO in consultation with the Development Manager, while Council will be advised of any maintenance of a major nature or of a high cost prior to the works being undertaken.

Buildings include - Council Offices, Works Depots, Public Conveniences, Cummins Institute Hall, Cummins Homes for the Aged, Coffin Bay Caravan Park, Port Lincoln Airport and any other property owned by Council.

Consultation will be undertaken with lessee's of Council owned buildings prior to maintenance works being undertaken. This will include the lessee's of the Coffin Bay Caravan Park and the Cummins Institute.

SIGNED:

CEO

Date: 15 / 05 / 2015

Mayor, DCLEP

Date: 15 / 05 / 2015