



LOWER EYRE
COUNCIL

Policy – Council Property Maintenance



“Working with our Rural & Coastal Communities”



PRM-POL-04 – COUNCIL PROPERTY MAINTENANCE

Version No:	1.3
Issued:	April 2023
Next Review:	March 2026

Responsible Department:	Development & Environmental Services
Policy Adopted	19/04/2023
Minute reference:	18.1 – OCM/23/025
Applicable Legislation:	Nil
Related Policies/Procedures:	Nil
Review Frequency:	Following Council elections

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 Director Development & Environmental Services 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 Chief Executive Officer in consultation with the Director Development & Environmental Services, 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, Coffin Bay Caravan Park, Port Lincoln Airport and any other property owned by Council.

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

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.1	May 2015	Reviewed without amendment
1.2	August 2019	Reviewed without amendment
1.3	19/04/2023	Reviewed without amendment following Council Elections.