

## 7.1 Staff Housing – Home Improvements

### Objective

To promote staff inputs into home improvements.

### Policy

Any proposed home improvement or structural alteration not considered as part of normal maintenance, or maintenance agreed to be provided by Council must be put in writing to Council. It is a requirement to ensure that works costings and a budget are established before the approval to start the work is granted. Approval for improvements or structural alterations must be sought before any work commences. The Manager Development Services – Building will inspect the works and ensure that they have been completed to the satisfaction of Council, relevant building Legislation and other requirements.

Employees who have completed additions or alterations in accordance with this policy will be entitled to a **maximum** reimbursement of 50% of the cost of the improvement. This is at the discretion of the Chief Executive Officer and only on the production of detailed proof of the costs involved and funding being available in Council's Budget. On determining the amount of reimbursement, Council shall have regard to the standard of improvements and depreciation factors.

In the event of any improvement necessitating removal at the time of vacation of the premises reinstatement of the property to its original condition must be completed at the occupier's cost prior to leaving the property.

### Authorisation Details

<b>References:</b>			
<b>Authorised by:</b>	Council		
<b>Date:</b>	27 June 2003	<b>Item No.</b>	9.1.3
<b>Review/Amendment Date</b>	3 February 2017	<b>Item No.</b>	9.2.3
<b>Next Review</b>			
<b>Responsible Directorate</b>	Aviation and Regulatory Services		
<b>Responsible Officer</b>	Coordinator Property Services		
<b>File No.</b>			