

Property Inspection Policy

1. PURPOSE

The purpose of this policy is to outline Torres Strait Island Regional Council's (Council) approach to conducting routine inspections of social housing properties. Regular inspections ensure compliance with tenancy legislation, support the early identification of maintenance needs, and help preserve the condition and longevity of Council's housing assets.

This policy also ensures that inspections are carried out respectfully, lawfully and in accordance with Council's obligations under the *Residential Tenancies and Rooming Accommodation Act 2008 (Qld)* and the National Regulatory System for Community Housing (NRSCH).

2. SCOPE

This policy applies to all Council housing tenants, including employees, Councillors, contractors, agents and assigns of Council.

This policy is to be applied in conjunction with Council's Property Inspection Procedure.

3. LINK TO CORPORATE PLAN 2025-2030

- Strengthening our communities
 - *Provide suitable public housing*
- A proactive and responsible Council
 - 3.1 *Provide good governance and leadership*

4. POLICY STATEMENT

- 4.1. Council is pro-active in its management of housing assets to ensure the lifespan of all social housing dwellings is maximised and to meet compliance with its registration as a social housing provider under the National Regulatory System for Community Housing [NRSCH].
- 4.2. Council will carry out a routine inspection of every tenanted property once every six (6) months. Entry will be by providing tenants with an Entry notice as prescribed by the Residential Tenancies Authority [RTA].

- 4.3. The routine inspection will assist Council in maintaining the condition of its social housing assets through the early identification and reporting of repairs or maintenance at the time of inspection.
- 4.4. Whenever possible the Housing Officer will request the Environmental Health Worker to assist during the routine inspection in each division of Council.
- 4.5. If a tenant does not provide Council access to their rented home for the purpose of a yearly inspection, Council will follow the breach of tenancy process as prescribed by the RTA.

5. DEFINITIONS

- **Breach of Tenancy:** A failure by the tenant to comply with the terms of their tenancy agreement or relevant legislation, which may result in enforcement actions in line with the Residential Tenancies and Rooming Accommodation Act 2008 (Qld).
- **Entry Notice:** A formal written notice issued to the tenant in accordance with the Residential Tenancies and Rooming Accommodation Act 2008 (Qld), advising of Council's intent to enter the property for inspection.
- **Environmental Health Worker:** A Council officer who may accompany the Housing Officer during inspections to assess environmental health and hygiene-related matters within the dwelling.
- **Housing Officer:** A Council employee responsible for managing tenancy matters, including coordinating inspections, issuing notices, and liaising with tenants.
- **Routine Inspection:** An inspection conducted at regular intervals (typically every six months) to assess the general condition of the property and identify any repair or maintenance needs.

6. RELATED DOCUMENTS AND REFERENCES

This policy is established with reference to obligations specified in *Residential Tenancies and Rooming Act 2008*. This Policy is to be applied in conjunction with Property Inspection Procedure.

7. REVIEW

This Policy should be reviewed every three (3) years, or if legislation changes, or at the discretion of the Chief Executive Officer, Property Inspection Policy

Policy type:	☒ Council ☐ Administrative
Directorate:	Community Services
Responsible Officer:	Manager, Housing
Authorised on:	21 July 2026
Next review date:	January 2027
Review history:	2017, 2021, 2023, 2025, 2026
Version:	1