

PROPERTY INSPECTIONS PROCEDURE

1.1 PRINCIPLES

Routine inspections are carried out to ensure the property is well cared for and to check if there are any maintenance or health and safety issues.

A routine inspection is not a housework inspection and Woomera Aboriginal Corporation (WAC) staff must appreciate that people are living there.

A summary of the activities under section 51 of the Residential Tenancies Act 2010 state that a tenant must not:

- Use the residential premises or cause or permit the premises to be used for any illegal purpose.
- Cause or permit a nuisance.
- Interfere or cause or permit any interference with the reasonable peace, comfort, or privacy of any neighbor of the tenant.
- Intentionally or negligently cause or permit damage to the residential premises; and
- Cause or permit a number of people to reside in the residential premises that exceeds any number specified in the residential tenancy agreement.

1.2 SCOPE

This procedure applies to all Woomera Aboriginal Corporation (WAC) housing employees.

1.3 PROCEDURE

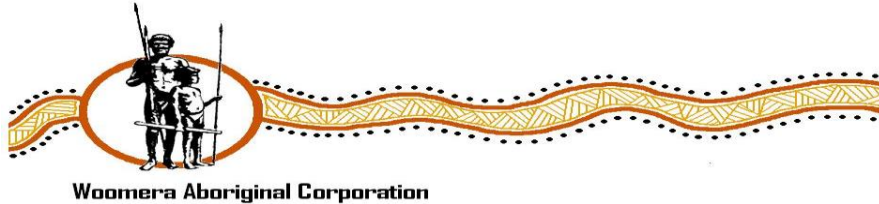
The Housing Officer will develop a prioritised schedule for the routine inspection of properties based on the length of the tenancy and / or the outcome of inspections.

In the first year of tenancy the property should be inspected every three (3) months for a period of six (6) months and then at twelve (12) months

If the property is well cared for and there are no known maintenance or health and safety risks the routine inspection should be a low priority and undertaken annually

If the property is not well cared and / or there is a suspected potential event that may pose a risk to health and safety in the future the routine inspection should be a medium priority and undertaken every six (6) months - sooner if required

If the property is not well cared for and / or there is a known potential event that requires monitoring as it may pose a risk to health and safety, the property should be inspected routinely every three (3) months.



If during an inspection it is suspected that the tenant is engaging in an activity that is not permitted under section 51 of the Residential Tenancies Act 2010 the Housing Officer will brief the Team Leader immediately

In such an instance, the Team Leader will be responsible for taking further action.

Notice of Routine Inspection

As the tenant is entitled to 'reasonable peace, comfort and privacy' in the use of the premises WAC staff are not permitted to interfere with, or cause or permit anyone to interfere with this entitlement without proper notice.

The Housing Officer must therefore provide seven (7) days written notice to the tenant each time to undertake a routine inspection.

Providing the Housing officer gives the tenant proper notice and there is a valid purpose the tenant is required to allow entry, and this applies to whether or not the tenant is at the premises at the time.

The Housing Officer should however seek the co-operation of the tenant in the first instance, and this be flexible in setting the date and time of the inspection.

Entry with Consent

WAC or another person authorised by the landlord, can enter the premises at any time with notice and with the tenant's consent.

Entry without consent, without notice

WAC, or another person authorised by WAC can enter the premises without the tenants' consent and without notice, only:

- a) in an emergency, or
- b) to do urgent repairs
- c) if the landlord thinks that the premises have been abandoned, or
- d) in accordance with an order of the NSW Civil and Administrative Tribunal (NCAT)

The Housing Officer should refer to the Tenants' Rights Factsheet 06 and 08 and the Residential Tenancies Act 2010 for further details on maximum frequency and minimum notice periods.

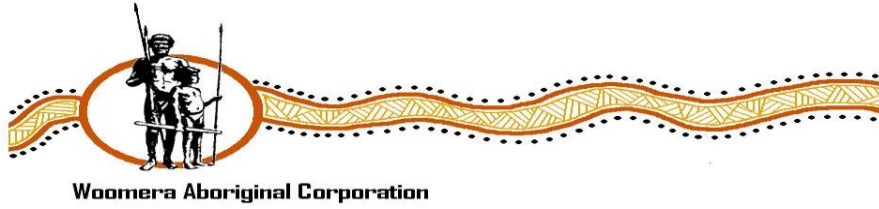
1.4 RELATED POLICY

Housing Policy

1.5 GUIDELINES/REFERENCES

Tenants' Rights Factsheet 06

Tenants' Rights Factsheet 08



Residential Tenancies Act 2010

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