



# Accommodation enrolment

## Introduction

This policy outlines how, as a specialist disability accommodation (SDA) provider, we identify and enrol our properties to meet the needs of people with disability while complying with all relevant legislative and regulatory requirements.

## Livable Housing Australia

All new SDA properties require certification with Livable Housing Australia (LHA), a not-for-profit partnership between community and consumer groups, government and industry. LHA champions the mainstream adoption of livable housing design principles in new homes built in Australia by providing assurance that a home is easier to access, navigate and live in, as well as more cost effective ways to adapt a house when circumstances change.

## Property design type

There are five types of property designs suitable for SDA. They are:

- **Basic:** This applies to existing stock only. This is housing that has no special features but does meet other SDA requirements such as location or access to shared support.
- **Improved liveability:** Designed to improve liveability by including a reasonable level of physical access and enhanced provision for tenants with sensory, intellectual or cognitive impairments e.g. luminance contrasts or lines of sight. These properties must meet the LHA silver level.
- **Robust:** Designed to meet a high level of physical access and be resilient, reducing the need for maintenance and risks to tenants e.g. resilient but inconspicuous materials that can withstand heavy use but minimise risk of injury and neighbourhood disturbance. These properties must meet the LHA silver level.
- **High physical support:** Designed to incorporate a high level of physical access provision for people with significant physical impairment and needing very high levels of support e.g. structural provision for ceiling hoists and assistive technology ready.

## Partners

As partnerships are key to delivering a successful accommodation service, before enrolling a property, we will identify:

- Supported independent living (SIL) providers able to offer day-to-day assistance
- External advisors on accessible design (LHA assessors)
- Local carer groups or support providers who can help identify unmet needs and potential tenants should we have vacancies.

## Applicability

### When

- Applies when setting up or managing properties for SDA services.

### Who

- Applies to all workers, supervisors and key management personnel when setting up or managing properties for SDA services.



## Documents relevant to this policy

- SDA Design Standard

## Regulations relevant to this policy

- NDIS (Specialist Disability Accommodation Conditions) Rule 2018 (Cth)
- NDIS Terms of Business
- NDIS (Specialist Disability Accommodation) Rules 2020 (Cth)
- NDIS (Quality Indicators) Guidelines 2018 (Cth)

## Legislative guidelines

All properties must meet the requirements and obligations for registered SDA providers as set out in legislation and NDIS Quality and Safeguards Commission guidelines including:

- The National Disability Insurance Scheme Act 2013 (Cth)
- Rules and instruments made under the NDIS Act and the NDIS Quality and Safeguards Commission
- Relevant state and territory legislation, including applicable codes and standards.

These rules specify:

- Which participants have SDA included in their NDIS plan
- Which properties can be used for specialist disability services
- The payments for registered providers of specialist disability services.

## Property ownership

- All SDA properties must be owned or leased
- Where possible, specialist accommodation properties should be owned to allow full control over its management
- For leased properties, we must have written consent from the owner to use the property as SDA before its enrolment.

## Property enrolment

- We will have and maintain SDA registration with the NDIA
- When choosing a site for a SDA property, we:
  - Prioritise NDIS locations
  - Consider local needs
  - Consider access to transport and amenities
  - Review planning, land use and zoning issues
  - Look at density restrictions
  - Confirm it is one of the five NDIS SDA building types
  - Certify the property with LHA



- Ensure that each property enrolled:
  - Is not designed for more than five people to live in
  - Is a permanent residency e.g. not a mobile home
  - Is for long-term accommodation
  - Is not a family home e.g. it must be open to other tenants
  - Is not be part of a wider accommodation scheme such as aged care
  - Has all needed alterations made e.g. for access
  - Has not received previous NDIS funding for modifications
  - Meets all relevant national, state or territory building codes
- Ensure our properties are welcoming, attractive and are designed to meet the needs of participants
- How much to charge in rent is determined by the NDIA taking into account:
  - If the dwelling is new or existing
  - The level of accessibility in the property
  - The dwelling type
  - The dwelling's location.

## Annual requirements

All SDA properties must be attested for by completing the SDA Annual Attestation of Enrolled Dwellings form and submitting to the NDIA by 15 March each year.