

SDA Dwelling Enrolment Policy

Commitment

Ilowra is committed to providing quality Specialist Disability Accommodation (SDA). This policy outlines how we ensure our Specialist Disability Accommodation (SDA) dwellings meet the design type, category and density restriction and other requirements of the SDA Rules and are enrolled with the NDIA in accordance with SDA requirements.

Scope

All completed SDA dwellings managed by Ilowra must meet the requirements as set out in the National Disability Insurance Scheme (Specialist Disability Accommodation Conditions) Rules 2018. Enrolment of SDA dwellings with the NDIA is required to be completed in accordance with this policy. Staff and contractors must follow this policy where relevant to their duties and responsibilities.

Procedure for SDA Dwelling Enrolment

This policy requires all SDA dwellings completed by Ilowra Projects to meet the design type, category and density restriction requirements of the National Disability Insurance Scheme (Specialist Disability Accommodation Conditions) Rules 2018.

As part of this policy, all SDA dwellings are also required to be managed at all times in accordance with:

- The landlord, tenancy, building and health and safety laws of the State or Territory and local government area in which the SDA dwelling is located;
- Applicable building standards; and
- Any other applicable laws or standards applying to the SDA dwelling

It is the responsibility of all staff and contractors of Ilowra to comply with the above requirements of this policy where relevant to their duties and responsibilities.

All SDA dwellings must be enrolled with the NDIA. To enrol an SDA dwelling, the registered provider is required to complete the NDIA's SDA Dwelling Enrolment Form and then submit it to the NDIA.

Dwelling Enrolment forms must be submitted by an authorised representative of Ilowra as the registered SDA Provider. The Form includes a declaration that must be completed for the enrolment to be validated by the NDIA. The authorised representative of Ilowra is the Managing Director or his delegate.

Completed Dwelling Enrolment Forms are to be emailed to SDARegistration@ndis.gov.au

Annual Attestation and Ongoing Requirements

It is a requirement of the NDIA (SDA Rule 7.24) and this policy that an annual attestation is submitted to the NDIA by 1st March each year to SDARegistration@NDIS.gov.au. As part of

this attestation, the Managing Director of Illowra is responsible for ensuring ongoing compliance with the SDA Rules for each dwelling.

It is an ongoing requirement of this policy that all enrolled dwellings are required to be in a good state of repair and appropriately maintained, having regard to the safety, security and privacy of residents.

Responsibilities

- Staff must follow the SDA Dwelling Enrolment Policy.
- The Managing Director is ultimately responsible for ensuring dwellings are compliant with SDA rules.

Finance Policy questions and feedback

If you would like a copy of this policy, or if you have any questions or feedback, please contact info@illowraliving.com.au or **1300 455 697 (1300 illowra)**

Legislation, Standards and Agreements

The following legislation applies to this policy and supporting documentation:

SDA Dwelling Enrolment Policy questions and feedback

If you would like a copy of this policy, or if you have any privacy questions or feedback, please contact us at:

Illowra Living

info@illowraliving.com.au

1300 455 697 (1300 illowra)

Legislation, Standards and Agreements

The following legislation applies to this policy and supporting documentation:

[National Disability Insurance Scheme \(Specialist Disability Accommodation Conditions\) Rule 2018](#)

The following forms are to be used in applying this policy:

[SDA Dwelling Enrolment Form](#)

[SDA Annual Attestation](#)

Policy Matrix: Engagement	
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Version	Details
Final V1	15 February 2019
Endorsed	Managing Director
Changes	