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| Collaboration Agreement between SIL providers and the Department of Families, Fairness and Housing |
| Information sheet February 2022 |

# Collaboration Agreement

Under the National Disability Insurance Scheme (NDIS) Practice Standards and Quality Indicators, Specialist Disability Accommodation (SDA) providers must have documented arrangements in place with residents’ Supported Independent Living (SIL) providers that outline roles and responsibilities for providing services to residents in SDA dwellings.

To meet this requirement, the Department of Families, Fairness and Housing (the department) has produced a Collaboration Agreement to be established with each of the SIL providers operating in the department’s SDA dwellings.

## Joint Roles and Responsibilities

The department and residents’ SIL providers will work together:

* In good faith to achieve the common goal of improved quality of life, safety, continued accommodation and independent for residents.
* To assist each other in resolving issues that affect residents’ outcomes and a commitment to continuity and quality of care of residents.
* To take reasonable action to ensure continuity of support and services to each resident during natural disasters.
* To comply with the Offering residency in SDA policy (as amended from time to time) and to fill vacancies in SDA dwellings.

## SDA Provider Roles and Responsibilities

As the SDA provider, the department has responsibility for the following:

* Establishing Residency Agreement with residents in *Residential Tenancies Act 1997* (Vic) (RTA) regulated SDA dwellings.
* Establishing SDA Service Agreement with residents.
* Undertaking repairs and maintenance to the SDA dwellings.
* Developing a Property Condition Report Summary which outlines an assessment of any property risks, hazards or dangers to residents, staff and other visitors in consultation with residents’ SIL provider.
* Developing an annual risk assessment to identify and undertake property maintenance which is reviewed annually and to undertake emergency preparedness work.
* Issuing a notice under the Residential Tenancies At when required in consultation with the residents’ SIL provider.
* Sharing any Property Condition Report Summary and the Collaboration Agreement with a resident or their nominated contact person if requested.

*Note: a request for copy of report or agreement can be made to the Tenancy Operations Team by emailing* *myhome@homes.vic.gov.au*

## Residents’ SIL Provider Roles and Responsibilities

Residents’ SIL provider has responsibility for the following:

* Establishing a SIL Service Agreement with residents.
* Establishing a Residential Statement with residents in any *Disability Act 2006* (Vic) regulated SDA dwellings.
* Issuing notices under the *Disability Act 2006* when required, in consultation with SDA provider.
* Advise the department of any necessary repairs and maintenance according to the Specialist Disability Accommodation Maintenance and Modification Guidelines (as amended from time to time).

*Note: only a small number of dwellings will be regulated by the Disability Act, as most will be covered by the Residential Tenancy Act. If you have any questions, you can ask them of the Tenancy Operations Team by emailing* *myhome@homes.vic.gov.au*

## Term and review

* The Collaboration Agreement is established for five years. This does not prevent residents from being able to change their SIL provider within that period.
* The department and residents’ SIL providers will meet every 12 months to review how the agreement is being followed.
* Either the department or residents’ SIL provider can request an earlier review if required.
* Residents and their nominated contact person can request to attend a meeting (or part of a meeting). If this occurs, staff will work with the resident’s SIL provider to arrange a time and place for the meeting.

*Note: requests to attend a meeting or to notification of a change of SIL provider can be made to the Tenancy Operations Team by emailing* *myhome@homes.vic.gov.au*

To receive this document in another format, email My Home <myhome@homes.vic.gov.au>, or phone 1300 161 485 using the National Relay Service 13 36 77 if required.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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**ISBN** 978-1-76096-736-9 **(pdf/online/MS word)**