Housing Affordability Fund
The Guidelines

$500 million over five years to deliver more homes, more quickly, at less cost
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Important Information

Closing Date

Expressions of Interest close at 5.00pm AEST on 15 October 2008. Inability to meet the deadline due to exceptional circumstances is addressed at section 5.2.

Note: All Expressions of Interest must be submitted online and must use the Housing Affordability Fund Round One Application Form. No changes or modifications may be made to the form.

Applicant Registration

All applicants for Housing Affordability Fund (the Fund) funding are first required to register on the application website available at www.fahcsia.gov.au.

Applicants are responsible for ensuring they complete and lodge their application prior to the Closing Date above.

Expressions of Interest will be referred to the relevant State or Territory for consideration and provision of advice to FaHCSIA. The advice will be on the applicant’s compliance with the Mandatory Criteria, in particular consistency with State or Territory planning and environmental laws, and on the risks associated with the delivery of the project.

Questions and Answers

A Question and Answer facility about the Fund is available online. It can be accessed by clicking on the Housing Affordability Fund link under Housing and Homelessness on the FaHCSIA website at www.fahcsia.gov.au. Answers to questions received during the application period will be posted on the FaHCSIA website by 5.00pm AEST each Friday. Questions will not be taken or responded to after Thursday 9 October 2008 or at any time during the Assessment Process.
Foreword

The vast majority of Australians either own their own home, or aspire one day to own a home – but today housing is less affordable than at any time in our history.

Parents worry that their children will not be able to afford to buy a home of their own in the future.

While there is no single way to improve housing affordability, there is a real need for national leadership and innovative policy solutions.

One way is to improve the efficiency of the housing market itself.

While the States and Territories have made a start, there is much more to do if we are to have a lasting impact.

One of the Australian Government’s concerns in this area is the high holding costs that our planning systems impose on builders, which are in turn passed on in the cost of new homes.

We owe it to home buyers to have planning processes that do not add unnecessary costs to housing development.

We also need to look at some of the other upfront costs faced by developers that are ultimately passed on to home buyers – like infrastructure charges for the installation of sewerage, roads, parks and community facilities.

As a first step to progressing reform in these areas, the Australian Government has established a Housing Affordability Fund.

This $512 million initiative will lower the cost of building new homes by cutting red tape and reforming infrastructure and planning systems.

Money will be targeted to areas with high demand for new housing, and can be used for both greenfield and infill developments.

Applications will be assessed against transparent, needs-based selection criteria, and applicants will have to demonstrate how cost savings will be passed on to new home buyers.

These guidelines have been developed to assist State, Territory and local governments, as well as private companies such as developers, who are considering applying for funding through the Housing Affordability Fund.

We trust that this information will assist in the development of proposals to take advantage of this important new initiative.

The Hon. Tanya Plibersek MP
Minister for Housing
1: Overview of the Housing Affordability Fund

1.1 Context

Housing affordability is at historic lows in Australia. Government intervention is required both to increase the supply of houses being constructed and to improve the efficiency of the housing market. Such action will help to reduce the impact of these issues on home buyers in Australia.

The Council of Australian Governments (COAG) Housing Working Group agreed in March 2008 to a strategy aimed at addressing housing affordability that included the implementation of five key housing initiatives:

- a Housing Affordability Fund (the Fund) to streamline development approval processes and reduce infrastructure charges and regulatory costs
- a National Rental Affordability Scheme (NRAS) to increase the supply of affordable rental housing, reduce rental costs for low and moderate income households, and encourage large scale investment and innovative delivery of affordable housing
- a Land Audit to facilitate improved housing supply through the identification of surplus Australian, State and Territory land for possible release for housing development
- a National Housing Supply Council to provide research, forecasts and advice to the Australian Government and COAG on issues relating to the adequacy of housing and land supply to meet future needs
- A Place To Call Home to deliver 600 new dwellings for homeless people

1.2 What is the Housing Affordability Fund?

The Housing Affordability Fund (the Fund) is a five year, $512 million investment by the Australian Government that will help to reduce the cost of new homes for home buyers.

This new program will address two significant barriers to increase the supply of affordable housing:

- the ‘holding’ costs incurred by developers as a result of long planning and approval times, such as interest paid to banks while waiting on development decisions by councils
- infrastructure costs, such as the laying of water pipes, sewerage, transport, and the creation of parks

The Fund will assist State, Territory and local governments, in conjunction with the private sector, to address these market barriers and ensure that savings generated from the Australian Government investment are passed on to the new home buyer.

Funding will be targeted to areas that are experiencing high dwelling demand, or that are likely to experience high dwelling demand, over the next five years.
The desired outcomes of the Fund are to stimulate the supply of new houses and make housing more affordable by:

- encouraging best practice in local government in respect of residential development assessments and planning processes
- speeding up development assessment processes to reduce the costs to developers associated with the time taken to approve a development, and ultimately the costs that flow through to the home buyer
- reducing the burden of infrastructure charges on developers in order to generate savings for purchasers of new entry-level and moderately priced homes.

A separate funding process is underway to progress the implementation of electronic development assessment (eDA) processes and related IT infrastructure proposals.

1.3 What is the focus of the Housing Affordability Fund?

The Fund will target greenfield and infill developments where high dwelling demand exists or is forecast for the next five years. Applicants will need to show how cost savings resulting from the Australian Government funding will be passed on to new home buyers and how reforms will be achieved. Priority will be given to proposals that make the greatest impact on the supply of entry-level or moderately priced housing.

1.4 What are the planned outcomes for the Housing Affordability Fund?

The Fund will increase the supply of housing and reduce the purchase price of homes, particularly entry-level or moderately priced homes.

1.5 Funding Available

In the 2008-09 Budget, the Australian Government announced a total of $512 million in funding to be spent over five years to implement the Fund. This includes $500 million in available funds and an additional $12 million in funding to cover the administration of the program.

<table>
<thead>
<tr>
<th>Year/Funding source</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011–12</th>
<th>2012-13</th>
</tr>
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<tr>
<td>Funding available ($ million)</td>
<td>50</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>150</td>
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</table>

The Australian Government has committed $30 million of the Fund to assist with the implementation of eDA systems and online tracking services nationally, which will reduce red tape and streamline development approvals.

Applications for eDA funding will not be accepted under this first funding round. Funding for eDA will be allocated principally from the 2008-09 and 2009-10 Fund allocation.
2: Fund Participation

2.1 Eligible Organisations

Applications for funding under the Fund will generally only be accepted from an Eligible Organisation. An Eligible Organisation for the purpose of the Fund is:

- local governments and/or Local Government Associations (LGAs)
- State and Territory Government departments

Combined applications from multiple Eligible Organisations, such as a number of local governments or local government with State or Territory Governments, are welcome.

While it is the Australian Government’s preference to contract with other levels of government, it is willing to consider contracts with private companies, including developers, where the prospective outcome is clearly better and guaranteed by the company.

In other circumstances, private companies are encouraged to participate in the Fund by entering into partnership arrangements with State, Territory or local government applicants. Where a partnership has been entered into, funding approved will be payable to a single partner.

2.2 Funding Agreement period

Following the selection process, the Department aims to enter into Funding Agreements with successful applicants by the end of February 2009. Funding Agreements will operate until the end of the project but no later than the end of the 2012-13 financial year.

Applications may seek funding over multiple financial years up to 2012-13, with the first funding round commencing on 15 September 2008. Projects in the first funding round must commence in the 2008-09 financial year.

2.3 Amount of Funding Available

As a guide, Australian Government funding will not amount to more than approximately $10,000 per dwelling for each proposal, with savings to home buyers preferably being greater than the contribution made by the Australian Government. Applicants may achieve savings of greater than the Australian Government’s contribution by delivering reforms to planning and/or development assessment processes, reducing upfront development charges, or other contributions from State, Territory and/or local governments that have commercial value.

First round applicants may choose to apply for funding payable over more than one financial year. To be eligible for funding in the first round:

- the development must start in the 2008-2009 financial year
- milestones to which at least 30 per cent of total funding for the project is attached must be scheduled to be paid in the 2008-09 financial year
2.4 Funding Priorities

To encourage innovation and ensure flexibility in meeting the objective of reducing the cost of new homes assisted by the Fund, a broad range of proposals will be eligible for consideration. Hence the types of proposals that will be accepted will not be prescribed.

All projects will be required to demonstrate quantifiable savings, and the means by which savings will be passed on to the purchasers of new homes.

While proposals that include a level of State, Territory or local government co-contribution or reform will be regarded favourably, co-contributions are not a precondition for applications.

2.5 Use of program funding

The Fund may be used to provide funding for three types of applications:

- Infrastructure Only where the Fund either provides a contribution towards larger scale housing-linked infrastructure, or entirely funds smaller scale infrastructure proposals such as connecting infrastructure (water, sewerage and roads) and community infrastructure (parks, cycleways and other facilities)
- Reform Only in which funding is sought to achieve specific reforms, including the adoption of a best practice or the development of leading practice models
- Mixed Reform and Infrastructure Proposals which seek funding for infrastructure but also include an element of reform, in order to increase the level of savings that can be passed on to home buyers

Where funding is sought for Infrastructure Only proposals, applicants will be required to demonstrate they have already undertaken significant reform or they have leading practice planning and development assessment processes in place. Applications will only be accepted for Infrastructure Only proposals where leading practice exists.

2.6 The Funding Agreement

The Department will enter into Standard FaHCSIA Long Form Funding Agreements, FaHCSIA Capital Funding Agreements or a Memorandum of Understanding (MOU) with successful applicants.

A Funding Agreement is a performance-based, legally enforceable agreement between the Australian Government and the successful applicant that sets out the terms and conditions governing the funding to be provided. The contractual arrangements entered into will depend on the applicant, the type of work undertaken and the value of the work undertaken. Payments under the Funding Agreements will be made upon completion of agreed milestones.

Where projects under the Fund are delivered through consortia arrangements, a funding agreement or MOU will be negotiated with the lead organisation.
Funding Agreements and MOUs are contracts and involve legal obligations.

Funded organisations are responsible for ensuring that:

- the terms and conditions of the Funding Agreement or MOU are met
- highest standards of duty of care are applied
- applicants comply with all legal requirements set out within all State and Territory and Commonwealth legislation and regulations. These include but are not limited to the:
  - Privacy Act 1988
  - Racial Discrimination Act 1975
  - Sex Discrimination Act 1984
  - Disability Discrimination Act 1992
  - any applicable Occupational Health & Safety (OH&S) and Equal Employment Opportunity (EEO) law
  - any applicable State or Territory law relating to discrimination
  - any State/Territory laws regarding young people who are under 18 years of age such as mandatory reporting requirements and police checks (Youth Programs)

Applicants should also be aware of any case based law that may apply to or affect their funding proposal.

2.7 Project Performance Reporting

The Department is responsible for measuring the effectiveness of the Fund and is also required to report on program expenditure in accordance with the Financial Management and Accountability Act 1997.

Successful funding recipients will be responsible for measuring the performance of their projects against agreed performance indicators and will be responsible for submitting performance information to the Department.

Applicants must specify how their proposal will reduce the cost of new homes, whether that be all new homes in a local government area or those in a particular development, and how the savings to the home buyer will be measured.

Proposal-specific performance measures need to be developed and described by applicants in their business case (submitted in stage 2) and will be used for the measurement of key payment milestones and performance reporting. The first payment will be made upon completion of an agreed milestone and after approval has been given for a project to proceed.

Suitable performance measures will need to address:

- reductions in delays resulting from improvements to the planning system or development assessment processes (if relevant)
- the quantum of the reduction in the cost of new houses built with support from the Fund
- the total price of the dwellings being assisted by the Fund
- the number of dwellings being delivered or benefiting from the funding

Applicants may also be required to report on the mechanisms that are being used to ensure savings are being passed on to home buyers.
3: Funding Criteria

3.1 Principle
The overriding principle guiding the selection process is value for money to the Australian Government’s outlays through the Fund. The Department has funding principles in place to guide selection processes. The selection process will be conducted in accordance with these principles.

3.2 Process
The process will be an open competitive selection process. There is not specific funding allocated to individual States, Territories or local government areas. As such all applications will be assessed against the selection criteria and funding will be awarded based on the merits of individual applications.

Expressions of Interest will be assessed against the specified criteria and against the risks of delivering the proposal. This is an important consideration which aims to avoid funding proposals that create significant risk for the Australian Government. The delivery risk will be assessed against the likelihood of the project succeeding and the likelihood of the savings generated being passed on to home buyers.

The Department will engage expert advice in assisting in the assessment of Expressions of Interest and the risk associated with each proposal.

3.3 Selection Criteria
There will be two categories of program-specific criteria that will be sought from applicants, Mandatory Criteria and Weighted Criteria.
3.3.1 Mandatory Criteria

Mandatory criteria must be met by all applicants. Applications will be assessed by relevant State, Territory and local governments against the following mandatory criteria.

(1) Compliance with Commonwealth, State, Territory and Local Government Requirements

Any proposal funded under the Fund must comply with existing Commonwealth, State or Territory and local government regulations.

While an application may be lodged before development or building approval is obtained, payments to successful applicants will be based on meeting agreed milestones, with no payments being made until all relevant approval is obtained.

To aid in the assessment by the three levels of government, each proposal will need to provide a brief description of how the project is consistent with:

→ relevant Regional Strategic Plans
→ any State, Territory or local government affordability targets for the local government areas
→ State, Territory or local government requirements regarding accessibility
→ planned sequencing
→ Commonwealth, State, Territory and local government environmental law and planning requirements

(2) Future Viability

Funding provided under the Fund does not include any funding for future maintenance or upgrades. Any proposal submitted must take into account what future costs might arise from the initial investment under the Fund and explain how these costs will be met by sources other than the Australian Government.

State, Territory and local governments must accept any future funding liability which may exist as a result of the funding provided through the Fund.

(3) For Infrastructure Only proposals - detail current leading practice in planning and development assessment

Where funding is sought for Infrastructure Only proposals, applicants are required to demonstrate they have already undertaken significant reform or have leading practice planning and development assessment processes in place. Applications will only be accepted for Infrastructure Only proposals where leading practice exists.
3.3.2 Weighted Criteria

The weighted criteria will be used to assess the varying merits of different applications, with the applications ranked according to the extent they satisfy the weighted criteria.

(1) Value for Money

The assessment of applications against the value for money they deliver to the Australian Government will be the most heavily weighted criterion. This value will be generated through the investment in reform and/or infrastructure and measured by:

→ the reduction in the market price for the dwelling
→ the proportion of Australian Government funding passed on to the home buyer
→ the amount of additional discount to the home buyer provided from other sources such as States, Territories and local government

(2) High Demand for New Dwellings

Applications will be assessed according to both the average annual growth rate and the projected shortfall of houses within an area. This criterion draws on data provided in the application form which applicants can obtain through the Australian Bureau of Statistics (ABS) and relevant regional plans.

(3) More Affordable Homes

Applications that provide entry-level and moderately prices homes that are suitable for average income earners, will be considered favourably in the assessment process. In making this assessment applications will be assessed against:

→ the proposed dwelling price
→ whether the dwellings are affordable for average income earners
→ whether any of the dwellings target Indigenous households

(4) Accessibility and Sustainability

In assessing applications, consideration will be given to projects that are located close to transport hubs and/or enable easy access to employment and other services. In addition, the provision of dwellings that are highly accessible to people with disabilities will also be weighted more highly.

The social, economic and environmental effects of a proposed development will also be considered in the assessment of an application. These factors include social issues (eg impact on employment generation, crime, health and education outcomes) and physical factors (eg habitat management, water use, energy efficiency and waste reduction), and will by nature vary between proposed developments.

The Australian Government is not seeking to pre-determine either the location or design of individual dwellings to applicants, rather this criterion will be used as a point of difference between projects. Applicants will be asked a series of questions to aid in the assessment of this criterion.
4. How to Apply for Funding

4.1 General Information

The Expression of Interest process for the Fund commences on 15 September 2008 and the closing date is 5.00pm AEST on Wednesday 15 October 2008.

Applicants may choose to apply for funding over multiple financial years, with the project commencing and initial funding being paid in the 2008-09 financial year.

4.2 Applying on-line

All applicants must apply for funding through the Housing Affordability Fund online at [www.fahcsia.gov.au](http://www.fahcsia.gov.au). Paper based applications will not be accepted.

4.3 Two stage process

A two stage process will be undertaken. The first stage will involve the completion of a focussed questionnaire by all applicants. A shortlist will be determined on the basis of this information, and applicants on the shortlist will be asked to provide a more detailed business case.

4.3.1 Stage 1

Applications will be shortlisted by the Australian Government using expert advice from industry and feedback from State, Territory and relevant local governments.

State and Territory Governments and State local government associations will be provided with an electronic copy of the applications from their own jurisdiction after initial screening is undertaken by the Department.

As part of the assessment process, State, Territory and local governments will consider the applications against the mandatory criteria, paying particular attention to whether the application successfully meets their jurisdiction’s legislative or planning requirements and infrastructure priorities. States, Territory and local governments will also be asked to assess the risk of the project either not proceeding, or failing to deliver the proposed homes or the proposed savings to home buyers.

In undertaking its assessment, the Australian Government will rank proposals using a Multi Criteria Decision Analysis assessment tool developed to assess applications against the selection criteria.
4.3.2 Stage 2

Applicants shortlisted in Stage 1 will be asked to prepare a business case detailing their proposal in Stage 2. This business case will form the basis for negotiating a Funding Agreement with the Australian Government.

Applicants asked for a business case will receive formal notification and have four weeks to prepare the documentation. The specifics of the business requirements will be detailed in the formal notification and will include:

→ a fully costed proposal with a detailed explanation of the mechanism to be used to ensure savings are passed on
→ a detailed timeline for completion of the project
→ details of the measures that will be used to ensure savings are passed on
→ more detailed information addressing the mandatory criteria
→ more detailed information addressing the weighted criteria
→ detailed performance information and indicators identifying key markers of success for the proposed project

4.4 Successful Applicants

Successful applicants will be notified separately in writing of the outcome of the selection process. An opportunity will be offered to each applicant for feedback which can be given once announcements of successful proposals have been made.

4.5 Unsuccessful Applicants

Unsuccessful applicants will also be notified in writing of the outcome of the selection process and will be offered the opportunity for feedback. Feedback will be provided to applicants against the selection criteria only and they will not be provided with information concerning other applications.
5: Terms and Conditions of Application

5.1 Application conditions

All applicants for funding under this program are required to formally register for an Application Form. An application is not an agreement or contract. Meeting the Selection Criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the Selection Criteria. Only applications meeting the Selection Criteria to a high degree are likely to be funded. All information requested on the application must be provided to enable the application to be fully considered.

The Department will not issue Application Forms or accept completed applications by fax and will not accept completed applications in hard copy form. Applications will only be accepted if they are lodged through the online application process available at www.fahcsia.gov.au.

Only one application per project will be assessed. If more than one application is submitted, only the latest application will be considered. Multiple project proposals from a single organisation are permitted.

The Department will not accept or respond to any applicant’s requests for information or correspondence about the status or progress of their application during the assessment phase.

The Department will only respond to requests for information that seek clarification of issues to allow them to better understand the requirements of the Application Form and Application Guidelines (See Important Information on page 2).

At the end of the selection process, the Department will write to all applicants about the outcome of the selection process.

5.2 Late Applications

Any proposal lodged after the advertised closing date and time will be considered late. This will include proposals received by the Department at a point other than the nominated email address.

Late applications will be registered separately and may be admitted to the assessment process if the lateness is due to exceptional circumstances beyond the reasonable control of the applicant. Applicants will need to supply documentary evidence to support this.

The Department has no obligation to accept a late application. Any decision by the Department to accept or not accept a late application will be final.

5.3 Checks of Applicants

As a part of the selection process, the Department may undertake further checks of applicants. The Department may also conduct checks for non-disclosure of any relevant information.

In addition, any debts that the applicant has accrued to the Department or other Australian Government agencies may be taken into account when making a decision to offer funding.
The Department reserves the right to use information from:

- the Department’s databases
- other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission
- State or Territory agencies
- law enforcement agencies
- credit reference agencies
- courts or tribunals
- referees
- any other appropriate organisation or person reasonably required as part of these checks

Information obtained from checks on applicants described in this section, may be taken into account during the assessment of applications or in making the final decision to offer funding.

Short listed applicants may also be required to meet Fit and Proper Person criteria, which apply to persons holding Corporate Governance responsibility such as CEO’s, Managers, Board or Committee Members.

5.4 Applicant’s Responsibilities

It is the responsibility of the applicant to ensure that their application is complete and accurate.

Applicants should ensure a copy of the application and any supporting papers is kept, either electronically or in hard copy.

5.5 Liability Issues

The Department is not liable to the applicant in relation to the selection process, including without limitation, when the Department:

- varies or terminates all or any part of the selection process or any negotiations with the Applicant
- decides not to acquire any or all of the services sought through the selection process
- varies the selection process
- exercises or fails to exercise any of its other rights under, or in relation to the Application Guidelines

5.6 The Department’s Rights

The Department reserves the right to amend these Application Guidelines by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

The Department reserves the right to mark any application ‘non-compliant’ if it has concerns about the genuineness of the information provided or where it feels the application has not been submitted in the spirit of the program as outlined in this document.
5.7 Disclaimer

The Department and its officers, employees, agents and advisors:

→ are not, and will not be, responsible or liable for the accuracy or completeness of any information in or provided in connection with the Application Guidelines and Application Forms

→ make no express or implied representation or warranty that any statement as to future matters will prove correct

→ disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information

→ except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the Application Guidelines and Application Forms

→ accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the Application Guidelines and Application Forms, or any other information provided by the Department

5.8 Complaints Mechanism

Complaints will be dealt with under the Department’s Complaints Management Scheme. The Complaints Management Scheme ensures that any problems an applicant has with the Department’s services, decisions or policies and those of the Department’s funded service providers, are taken seriously and dealt with promptly.

For the Housing Affordability Fund selection process, the initial contact person is:

Manager
Housing Affordability Fund
Department of Families, Housing, Community Services and Indigenous Affairs
Athilon Drive
TUGGERANONG ACT 2900
Email: haf@fahcsia.gov.au

If an applicant is not satisfied with the outcome of this process and the issue of complaint has not been resolved, the applicant can then contact the Department’s Complaints Officer on 1300 653 227 who will work with the applicant to resolve the complaint or suggest further action.

If an applicant is dissatisfied at any time with the Department’s handling of the complaint, they can also contact the Commonwealth Ombudsman.

### 6: Glossary

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<thead>
<tr>
<th><strong>Applicant</strong></th>
<th>Means an organisation that submits an application. Individuals are not eligible to apply for funding under the Housing Affordability Fund.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application</strong></td>
<td>Means the application for funding submitted by an applicant. The application must be filled out in accordance with the requirements in the Application Guidelines, on a prescribed Application Form and submitted by the Closing Date (See page 2).</td>
</tr>
<tr>
<td><strong>Application Form</strong></td>
<td>Means the Application Form made available to applicants to submit an application for funding. The application must be submitted in accordance with the instructions on Page 2.</td>
</tr>
<tr>
<td><strong>Application Guidelines</strong></td>
<td>Mean these Application Guidelines which may be accessed by organizations interested in submitting an application for funding.</td>
</tr>
<tr>
<td><strong>Application Pack</strong></td>
<td>Means the material made available by the Department for applicants to help ensure applicants understand their requirements for submitting a completed Application Form by the closing date. The Application Pack consists of the Application Guidelines, Application Form and Funding Agreement. Other information may also be included on a program-by-program basis.</td>
</tr>
<tr>
<td><strong>Application Period</strong></td>
<td>Means the period for applicants to complete and submit their Application Forms. It commences from the time the Funding Round is advertised and Application Packs are made available and finishes on the Closing Date for submitting Applications. During this period the Department will only respond to requests for information that seek clarification of issues or material that allow them to better understand the requirements of the Application Form and Application Guidelines.</td>
</tr>
<tr>
<td><strong>Closing Date</strong></td>
<td>The Closing Date is the date beyond which applications will not be accepted. For details see Page 2.</td>
</tr>
<tr>
<td><strong>Commercial-In-Confidence</strong></td>
<td>Means information in the Application Form that the applicant clearly identifies as confidential and is not information that is:</td>
</tr>
<tr>
<td></td>
<td>a) in the public domain, or</td>
</tr>
<tr>
<td></td>
<td>b) already known to the Department other than through an obligation of confidence.</td>
</tr>
<tr>
<td><strong>Consortium</strong></td>
<td>The Department will only contract with individual providers. Applicants may determine that efficient or effective service delivery is best achieved through the use of a network of providers through a sub-contracting arrangement. This can be recorded in responses to the Selection Criteria. A successful provider who utilizes an authorised sub-contracting arrangement will be held liable for all obligations contained in the terms and conditions of the funding agreement. This includes monitoring, management, financial performance, service outcomes, and specifically insurance coverage.</td>
</tr>
<tr>
<td><strong>Decision Maker</strong></td>
<td>The Minister or his/her delegate will approve all projects and successful applicants, with reference to a report on the selection process outcomes provided by the Department.</td>
</tr>
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<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
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<tr>
<td><strong>eDA (electronic Development Assessment)</strong></td>
<td>A computer based process for local councils to receive and assess development applications (as opposed to the paper based process used by many councils in Australia).</td>
</tr>
<tr>
<td><strong>Eligible Organisation</strong></td>
<td>See section 2.1 of these Application Guidelines.</td>
</tr>
<tr>
<td><strong>Expression of Interest (EOI)</strong></td>
<td>Refers to an application for funding under the Fund (stage 1).</td>
</tr>
<tr>
<td><strong>FaHCSIA or the Department</strong></td>
<td>Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs.</td>
</tr>
<tr>
<td><strong>Funding Agreement</strong></td>
<td>The Funding Agreement is the agreement that is signed by the Departmental Delegate and the Applicant’s Authorised Representative. The Department’s standard Funding Agreements are performance based, legally enforceable agreements between the Commonwealth and the funding recipients that set out the terms and conditions governing the funding. Funding agreements are used where the Department is providing funding to another party to deliver services or undertake certain activities, on behalf of the Department, to the community.</td>
</tr>
<tr>
<td><strong>The Fund</strong></td>
<td>Housing Affordability Fund.</td>
</tr>
<tr>
<td><strong>Infill</strong></td>
<td>New construction within an existing built-up (urban) area.</td>
</tr>
<tr>
<td><strong>Local Government Area</strong></td>
<td>Refers to the area covered by a council or shire jurisdiction.</td>
</tr>
<tr>
<td><strong>Selection Criteria</strong></td>
<td>Means the Selection Criteria for assessing applications as outlined in the Application Guidelines and the Application Form.</td>
</tr>
<tr>
<td><strong>Selection Process</strong></td>
<td>Means the process for the selection of funding recipients outlined in the Application Guidelines and the Application Form.</td>
</tr>
<tr>
<td><strong>Sequencing</strong></td>
<td>The development of land in an orderly, staged sequence to ensure that infrastructure and services necessary for housing are provided before moving to release a new stage for development.</td>
</tr>
<tr>
<td><strong>Successful Applicant</strong></td>
<td>The selection process will result in a short list of recommended applicants. The short list will be forwarded to the Decision Maker for their consideration. Applicants will be advised of their success or otherwise and those which subsequently sign a Funding Agreement or MOU with the Department are Successful Applicants. The decision by the Department regarding successful applicants is final.</td>
</tr>
<tr>
<td><strong>Supporting Material</strong></td>
<td>Means additional material provided by the applicant with their application that clarifies the claims within their application, but which does not alter the content of the application in any material sense.</td>
</tr>
</tbody>
</table>