



Australian Government

**Department of Families, Housing,
Community Services and Indigenous Affairs**

SOCIAL HOUSING INITIATIVE

Application Assessment Plan

Element 1 – New Construction – Stage 2

11 May 2009

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Part A: Overview

Introduction

This Application Assessment Plan is intended to provide a clear, coherent and even-handed basis for the assessment of proposals as supplied by jurisdictions.

The assessment process detailed in this plan is based on the *Commonwealth's Procurement Guidelines and Best Practice Guidance* and managed in accordance with FaHCSIA Probity Protocols and FaHCSIA Core Business Processes. The objective of this plan is to ensure that the assessment process for this program is fair, consistent, transparent, defensible, accountable and auditable.

Purpose

The purpose of this selection and assessment process is to identify the most appropriate proposals which will deliver the outputs defined under this program. Identifying and selecting the most appropriate proposals is critical to the successful implementation of this program and achieving the intended outcomes for social housing.

The key deliverables produced through this assessment process are:

- an open and accountable selection process
- a consistent and fair assessment methodology
- documented decisions supported by robust evidence
- a documented audit trail, and
- a number of well supported recommendations to the Housing Minister for her consideration about the preferred proposals to deliver new social housing required under this program.

At the end of the assessment process the jurisdictions will be advised of the approved proposals and will then be responsible for progressing contract negotiations for each of those proposals.

Audience

This document is primarily aimed at:

- Internal FaHCSIA staff working on the assessment process for this program;
- State and Territory government agencies responsible for social housing; and
- The decision maker Minister for Housing the Hon Tanya Plibersek MP.

The Assessment Plan

The structure of the Assessment Plan is set out as follows:

- Part A: The Overview establishes the framework and context for the assessment process
- Part B: Assessment process methodology describes the assessment process under the different stages of the selection process
- Part C: Administration arrangements outlines the tasks and activities in the day to day management and administration of the assessment process and
- Part D: Schedule: contains a number of attachments providing more detailed guidance for assessors, templates for recording information and important tools such as the Assessment Tool.

A glossary of common terms relating to this selection process can be found at the end of the Application Guidelines.

Governance Arrangements for the Selection Process

The governance arrangements including a description of the roles of key staff, is contained in Attachment A: Roles and Responsibilities.

Required Services

FaHCSIA is seeking proposals via State and Territory Governments to create a range of new social housing. 20,000 new homes must be built by 30 June 2012, with about 17,700 to be selected from this process.

Jurisdictions must be able to demonstrate that a significant number of proposals will be able to commence in 2009.

The specific targets that have been agreed for the Social Housing Initiative are as follows:

- (a) the construction of 20,000 new social housing dwellings, primarily for persons who are homeless or at risk of homelessness, by 30 June 2012 including:
 - (i) construction of 2,300 dwellings that are already in the development pipeline by 30 June 2010 (Stage 1); and
 - (ii) construction of 15,000 dwellings by 31 December 2010 (Stage 2).
- (b) the new dwellings will provide around a 50 per cent reduction in the waiting time for people with high housing needs on public housing lists and a reduction in the number of low-income households paying more than half their income in rent.

Jurisdictions are required to:

- (a) undertake the competitive selection processes to identify suitable proposals in the market for the construction of social housing;
- (b) submit proposals for consideration by the Commonwealth, including a recommendation for funding; and
- (c) meet the reporting requirements for the initiative.

Part B outlines the key criteria against which proposals will be assessed.

For further details about the Initiative, see the *Social Housing Initiative Guidelines - Element 1 – New Construction*.

Part B: Assessment Process

This section provides a description of each phase of the assessment process and includes detailed descriptions of the roles and responsibilities for all participants in the assessment process. It outlines the various steps in the process from consideration of compliance with the application requirements through to quality assurance steps and the final reporting requirements.

The following assessment criteria will be applied in assessing each application:

1. Increase the supply of social housing dwellings in a jurisdiction
2. Increase the allocation of housing to people with highest needs on public housing waiting lists
3. Meet universal design standard
4. Meet minimum Environmental standards
5. Proximity to services
6. Leverage additional building activity
7. Sound Proofing

Jurisdictions are also required to meet a number of key requirements in their proposal. These include:

1. Constructing dwellings at an average below \$300,000.
2. Forming Mixed Communities
3. Opportunities for the employment of Apprentices and Indigenous Persons
4. In addition State and Territory proposals will be assessed against the reform directions outlined in the National Partnership Agreement.
5. Funding applied as rapidly as possible (Nationally, 3500 started by 31/12/09 and 10,000 by 30/7/10)
6. 75% of Stage Two Construction is complete by 31 December 2010.

Dwellings will comply with State, Territory and local government, planning building codes and requirements.

Assessment Process Methodology

Assessment will be undertaken by the Department and conducted in accordance with the following stages:

- **Stage 1:** Receipt of the appropriately completed template by the Commonwealth Government. Initial screening for compliance of template undertaken by the assessment team.
- **Stage 2:** Individual proposals prioritised based on how well they meet the Assessment Criteria.
- **Stage 3** Liaise with States and Territories to form an agreed list of approved projects.
- **Stage 4:** Final Report document compiled and provided to the Minister for Housing.
- **Stage 5:** States and Territories advised of outcomes of approval process.

Funding to a State or Territory will not be possible until this process is complete. Meeting the timelines set out in this document is subject to States and Territory's responding in a timely manor with accurate and complete information.

Stage 1: Receipt of appropriate applications by Commonwealth Government

The Construction Stage 2 proposal templates are to be received by the Commonwealth Government on or before 30 June 2009. Templates will be deemed to be acceptable if:

- All required fields in the proposal template are complete in accordance with the data definitions for each item.
- Each proposal listed includes a rating completed by the jurisdiction.
- A supporting document provides clear information on the number of applications assessed by the jurisdiction as non-compliant and the reason for non-compliance.

States and Territories should complete this assessment process before submitting. Proposal templates that do not meet this requirement will be sent back to States and Territories to be completed again. Approvals will be provided to State and Territory Governments by the Commonwealth no later than 30 August 2009.

Stage 2: Dwellings prioritised based on assessment criteria.

Individual dwellings will be prioritised using the Assessment Matrix (Attachment E). Within the assessment matrix the seven assessment criteria are assessed on a 10 point scale to form a total preliminary assessment out of 70 points. Individual dwellings will be prioritised and will form a list of proposals with the highest points up to the State and Territory funding allocation. Proposals that do not meet minimum standards as set out in Attachment E will not be included. This stage will result in a Commonwealth priority list to compare to the State and Territories priority list.

The creation of a priority list is an interim step and is not intended to provide a final answer or form the entire basis for a recommendation. The scoring matrix by its nature is too simplistic to take into account all factors that need to be assessed as a part of this process. Rather it is designed to quickly assess proposals from jurisdictions to identify the areas where further justification of proposals is required.

Stage 3: Form agreed list of approved projects.

Stage 3.1: Form Agreed and Reserve Lists

The Commonwealth Priority list and State or Territory Priority list are compared (Table 1.).

- Proposals that are priorities on both lists are added to the Agreed List (Table.1 “a.”)
- Proposals that are not priorities on both lists are removed from this selection process (Table.1. “d.”)
- Where there is not agreement on priority (Table.1 “b.” and “c.”) proposals are added to the Reserve Lists.

		Commonwealth Priority	
		YES	NO
State or Territory Priority	YES	Added to Agreed List (a)	State or Territory Reserve List (c)
	NO	Commonwealth Reserve List (b)	Removed from this selection process (d)

Table 1: Commonwealth, State and Territory Priority Lists Compared

If an insufficient number of projects meet the minimum standard set out by the Commonwealth, jurisdictions may need to submit further proposals.

Stage 3.2: Bring Agreed List to Allocated Funding

The Agreed List, from this initial step, is anticipated to be under the State or Territory's allocation of funding. As a first point of review the Commonwealth will examine the jurisdictional comments provided, which may identify projects that should be reduced or increased in priority. This may include factors such as responding to an area of need or to avoid over concentration of social housing. A revised agreed list will be developed.

The assessment team will work with the jurisdictional representatives to assess the differences in rating. Where a jurisdiction agrees to recognise the Commonwealth rating that proposal can be added to the Agreed List. Alternatively a jurisdiction may set out a case for the elevation of a proposal that did not gain an adequate score. This may occur where the proposal addresses a need not clearly identifiable from the simple scoring methodology. For example a project is in an area of need, or provides a greater benefit from a job creation aspect. Any variation of rankings must include a documented reason for the modification.

The FaHCSIA assessment team leader will provide the Coordinator for Nation Building – Economic Stimulus Plan Housing Initiatives with a draft Assessment Report listing all the applications that have been assessed, the initial scoring on the Commonwealth tool and the reason for elevation of proposals that did not reach the cut-off score.

The final agreed list will be agreed between the Commonwealth and jurisdiction at officials level.

Stage 4: Final Report Document Compiled for the Minister for Housing.

The Final Consolidated Assessment will be provided to the decision maker, the Minister for Housing. The Minister for Housing will be provided with all of the data available to FAHCSIA and with clear recommendations in respect of each proposal. The Minister may choose to accept the recommendations that she receives or choose alternate proposals.

Stage 5: States and Territories advised of outcomes of approval process.

Once a decision has been made by the Minister for Housing, States and Territories Ministers will be advised via letter from the Minister for Housing. State and Territory Housing Authorities will also be advised of the outcome by the Social Housing Initiative Coordinator.

Part C Administration

Milestone Schedule

Stage 2 Construction

Proposals due from jurisdictions by 30 June 2009
Decisions to be made by 31 August 2009

Proposals received from jurisdictions earlier than mid June 2009 can be considered early with the expectation of a decision within three weeks where:

- the full assessment database is completed
- the proposals are proposed to commence by October 2009 or before
- all proposals from the relevant process are provided

Note that in any early consideration only very strong proposals are likely to be approved for funding.

Fairness and Impartiality

All staff associated with the selection process must demonstrate complete impartiality and equitable treatment of all proposals. It is important that staff are objective and apply a consistent methodology to their assessment of all proposals. This is achieved by:

- the establishment and maintenance of a clear audit trail of decisions;
- the maintenance of independence and objectivity by the Assessment Team(s), Project Manager, Project Team and Quality Assurance Officers;
- an Application Assessment Plan that supplies clear guidance on requirements to assessors; and
- adherence to the probity requirements.

Staff are expected to treat each proposal in the same way and use the same evidence to arrive at their decisions. Applicants are entitled to have their proposals assessed fairly and for this to be seen to have been done.

A probity adviser, Oakton Pty Ltd, has been engaged to provide advise to the Department to ensure the established processes are fair and implemented appropriately.

Information Confidentiality and Document Security

All proposals, assessment documentation and reports will be treated as Commercial-In-Confidence and subject to the level of protection specified in FaHCSIA' Records and Document Management Policy and Guidelines.

All staff are bound by the confidentiality agreements they signed upon entering employment within the public sector. They are also bound by the Public Service Act, APS Code of Conduct and FaHCSIA values. Any consultants or external staff will be expected to sign a Deed of Confidentiality.

The assessment centre will have lockable rooms and appropriate commercial grade filing cabinets for the storage of applications when not in active use. All documents will be monitored through a document movement register maintained by the Project Support Staff.

Logistics of the Selection Process

Location

Tuggeranong Office Park, DW2
Cnr Athlon Drive and Soward Way
Greenway ACT 2900

Point of Contact

The point of contact for all matters relating to this selection process is:

Name	Bruce Wight
Title	Assessment Team Leader
Section	Financial Management
Branch	Social Housing Initiative
Phone	02 6244 1439
E-mail	Bruce.Wight@fahcsia.gov.au

Approval

The Application Assessment Plan is approved by:

Name	Andrew Jagers
Title	A/g Group Manager
Branch	Social Housing Initiative

Delegate

The final approval of proposals to receive funding is given by:

Title	Minister for Housing
Location	Parliament House

Part D: Schedules

Schedules comprise details of:

- Roles and Responsibilities, **Attachment A**
- Governance Arrangements, **Attachment B**
- Conflict of Interest Declaration, **Attachment C**
- Guiding Principles of the Assessment Process, **Attachment D.**
- Assessment Tool – Social Housing Initiative, **Attachment E**
- Record of Conversation, **Attachment F**
- Information Sources, **Attachment G**
- Declaration of Confidentiality, **Attachment H**

• **Part D Schedules**

Attachment A: Roles and Responsibilities

Type	Composition	Roles and Responsibilities
1. Assessment Teams	<ul style="list-style-type: none"> Assessor Teams will comprise 2 staff members FaHCSIA staff from the Program Branch FaHCSIA/APS staff with program and financial expertise 	<ul style="list-style-type: none"> Make themselves familiar with documentation, processes and tools associated with this selection process. Read applications, clarify if necessary Assess applications against the selection criteria using the Assessment Tool Conduct interviews and issue clarification questions as required Obtain information from other sources as directed by the Project Manager Record justifications and scores on the database As requested submit assessed applications to the QA Team to check for consistency in assessment Conduct initial ranking of applications
2. Assessment Centre Leader	Assessment Team Leader	<ul style="list-style-type: none"> Manage the day to day operation of the Assessment Team Identification of issues relating to assessments of program outcomes Ensure timely outcomes are achieved Develop Delegate Report of recommended providers Final Decision Maker where Assessment Team members are in conflict Prepare all selection related documents Monitor the conduct and progress of the assessment process and project overall Ensure funding allocation is consistent with funding priorities (optional). Consideration and approval of the final draft Assessment Reports.
3. Quality Assurance (QA) Team (medium to high risk processes)	QA Manager	<ul style="list-style-type: none"> Ensure QA in the assessment process Provide advice and guidance to Assessment Team Review the work of Assessment Team, as required to ensure consistency in assessment. Request that further details be provided in support of assessments, if required. Prepare a QA report for the Delegate on consistency of assessments
4. Project Manager	Group Manager Social Housing Initiative Group	<ul style="list-style-type: none"> Assist, advise and guide each Assessment Team as required Make recommendations on preferred applicants and funding amounts to the Delegate (Final Assessment Report).
4. Delegate	Minister for Housing	<ul style="list-style-type: none"> Make final decision on successful applicants and funding amounts
5. Advisers	Specialist Probity Services (FaHCSIA Probity Panel)	<ul style="list-style-type: none"> Assist in the development of all associated documentation, Assessment / probity training to Assessment Team(s), Ensure adherence to due process throughout the

		<p>assessment and decision-making processes.</p> <ul style="list-style-type: none">• Resolve probity / assessment issues as they arise and• Provide probity audit services to give greater assurance on the integrity of the selection process
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Attachment B: Governance Arrangements

Delegate:

Project Manager:

Assessment Centre Team Leader:

Table 1 – Stage 4 Team Memberships

Position Title	Role in Assessment Process	FaHCSIA Branch/Office	Phone	Email	Dates Required

Table 2 - Quality Assurance Team

Name	Role in Assessment Process	FaHCSIA Branch/Office	Phone	Email	Dates Required

Table 3 - Assessment Team Membership

Assessment Teams	Name of Officer	FaHCSIA Branch/Office	Phone	Dates Required for Assessments

Attachment C: Conflict of Interest Declaration

For The Department of Families, Housing, Community Services and Indigenous Affairs (the “Department”) Conflict of Interest Declaration

I,[insert full name]
of[insert business address]

declare that to the best of my knowledge, I do not have:

- any financial interest in the acquisition of funding under the National Rental Affordability Scheme
- any immediate relatives or close friends with a financial interest in the Subject
- any personal bias or inclination which would in any way affect my decisions in relation to the Subject
- any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the Subject (“**Conflict of Interest**”)

except as set out below:

.....
.....
.....
.....

I also agree that I will immediately notify the Department if a Conflict of Interest arises that has not already been declared in this declaration. I agree to abstain from any decision where there is a Conflict of Interest, unless agreed otherwise by the Department.

Signed

Dated

Examples of Conflict of Interest

Conflict of Interest

All parties involved in the assessment and selection processes will be required to disclose any actual or potential conflicts of interest, such as any official or personal involvement with applicants. It is imperative that all members of the assessment and selection process are seen to be independent of any applicant. For further information see Part C Administration (Maintaining Probity Requirements) of this document.

All staff involved in the assessment process will be required to sign Conflict of Interest declarations. Where a conflict (actual or perceived) is disclosed, the Project Manager will determine the appropriate action, including replacing the person with the actual or perceived conflict and obtaining a suitable replacement. The Project Manager may seek probity advice from the Probity Consultant. Where it is the Project Manager who has the actual or perceived conflict, the Deputy Secretary, of the program will make the determination.

How can I avoid a conflict of interest?

Conflict of interest with official duties may arise for various reasons and, as an individual you may have private interests that from time to time conflict with your public duties. However, there is a reasonable public expectation that where such conflict occurs it will be resolved in favour of the public interest rather than your own. A declaration of private interests will be required of all staff involved in the selection process. This includes the Project Manager, Project and Assessment Team members.

How should I disclose potential conflicts of interest to management?

It is not possible to define all potential areas of conflict of interest and if you are in doubt as to whether a conflict exists, raise this with the Project Manager or Probity Consultant. In some circumstances, the appearance of a conflict of interest could itself jeopardise your public integrity. You should declare to the Project Manager, any conflict of interest that arises or is likely to arise during the assessment process. You should stand down in any decision making process where you may be compromised.

Can I accept gifts and favours?

You should not seek or accept favours or gifts for services performed in connection with your official duties. Included in this category are gifts in kind, such as free accommodation, travel or entertainment vouchers whether for you or members of your family. The general principle to be followed is that you should not seek or accept favours or gifts from anyone who could benefit by influencing you.

Immediately report to the Project Manager any circumstances where an offer of a benefit or gift is made, regardless of whether it is accepted or not, if you feel that such circumstances involve an attempt to induce favoured treatment.

Where a gift is given without your prior knowledge or consent or where a gift is given as a token of goodwill to the program, inform the Project Manager as soon as possible.

Organisations vary in their policies on accepting gifts and benefits depending on the nature of their business. It is expected, however, that token gifts in the nature of souvenirs, mementoes or symbolic items of low material value may be accepted in circumstances approved by the Secretary.

How can I prevent patronage or favouritism?

You must not use your position to obtain a private benefit for someone else. Family or other personal relationships must not improperly influence your decisions.

Attachment D: Guiding Principles of the Assessment Process

The ultimate aim and overarching principle of any selection process is to secure the most appropriate proposals for FaHCSIA programs.

The assessment process for the Nation Building – Economic Stimulus Plan for Stage 2 Construction proposals will be guided by the National Partnership Agreement and the Social Housing Initiatives Guidelines approved by the Minister.

***Attachment E: Assessment Tool – Nation Building –
Economic Stimulus Plan***

Stage 2 Construction

Criterion 1: Increase the supply of social housing dwellings in a jurisdiction.

Description: Proposals will need to demonstrate that they increase the supply of social housing. Where a proposal involves a major redevelopment of existing social housing, the proposal should result in an increase in social housing dwelling numbers.

Data Items: To be measured by consideration of value for money. This will review the value for money for the construction and total Commonwealth costs for a specific location. Where the proposal is a redevelopment of public housing, if there are properties lost from stock, that lost stock will need to be offset against the new dwelling numbers.

Assessment by FaHCSIA

Assessment will be based on a review of expected average costs of similar developments using ABS (or other reliable source) cost averages. The cost per square metre will be determined from the supplied information for comparison to those cost averages. The detail of a scoring structure will be refined as this information is used. The aim of the scoring will be to critically identify where costs may be significantly above or below a reasonable market rate as a variation in either direction may impact on the program outcomes, either through reducing the number of properties achieved or potentially leading to under funded projects not being completed.

Criterion 2: Increase the allocation of housing to people with highest needs on public housing waiting lists.

Description: The priority group for the Commonwealth will be persons who are homeless or at risk of homelessness and proposals that support the transition of such persons to secure, long term accommodation will receive precedence.

Data Items: Targets:

- Homelessness (Item 33)
- Aged (Item 35)
- Disability (Item 36)
- Indigenous (Item 34)
- Women escaping domestic violence (Item 37)

Assessment by FaHCSIA– Agreed benchmark score is 6

Satisfactory	Good	Excellent
6	8	10
<p>Dwelling to target priority need from waiting lists, without specific target or general target of low income.</p>	<p>Dwelling targets one of the following groups</p> <ul style="list-style-type: none"> • Aged • Disabled • Indigenous • Women escaping domestic violence 	<p>Dwelling targets homeless specifically</p>

Criterion 3: Meet universal design standards

Description: The universal design standards required for Stage 2 are set out in the guidelines. A target of 20% meeting the class C standard is sought with other properties to include measures such as grab rails, hobless showers, appropriate doorway widths, bench areas, lever style door handles and taps and location of light switches.

Data Items: Meets the universal design standards set out in the:

- Commonwealth Guidelines (Item 52)
- Australian Standard for Adaptable Housing AS4299-1995, Class C (Item 53)

Assessment by FaHCSIA– Agreed benchmark score is 2

Does not meet criterion at all	Good	Excellent
0	6	10
Dwelling does not meet the minimum universal design elements sought.	Provides all six of the minimum universal design elements as set out in the guidelines.	Meets Australian Standard for Adaptable Housing AS4299-1995, Class C.

Criterion 4: Meet minimum environmental standards

Description: All proposals are required to meet specified environmental standards to reduce living costs for the tenants that will occupy the social housing constructed under the initiative. Most significantly is an accredited Nationwide House Energy Rating Scheme classification and identification of whether the dwelling will include: energy efficient lighting; hot water systems(heat pump or solar); ventilation (ie. closing mechanism); and water tanks

Data Items:

- Energy Efficiency Star Rating (Item 59)
- Energy Efficient Heating (Item 56)
- Energy Efficient Lighting (Item 55)
- Energy Efficient Ventilation (Item 54)
- Water Tanks (Item 58)

Assessment by FaHCSIA – Agreed benchmark score is 2

Does not meet criterion at all	Poor	Marginal	Satisfactory	Reasonable	Good	Excellent
0	2	3	4	5	6	10
Dwelling does not achieve a 5 star energy classification. or No response has been provided.	Dwelling will achieve a 5 star energy classification without any of the additional items.	Dwelling will achieve a 5 star energy classification plus will include 1 of the 4 additional items.	Dwelling will achieve a 5 star energy classification plus will include 2 of the 4 additional items.	Dwelling will achieve a 5 star energy classification plus will include 3 of the 4 additional items.	Dwelling will achieve a 5 star energy classification plus will include all 4 additional items.	Dwelling will achieve 6 star energy classification

Criterion 5: Proximity to services

Description: To ensure improved social and economic opportunities for tenants, all proposals will need to demonstrate that dwellings will be located close to relevant services.

Data Items: Two items will be assessed independently and scores total for criterion score.

- **Proximity to Transport (Item 66)**
- **Proximity to Services (Item 65)** A business district is considered as a commercial centre providing a collection of essential services including health and health care, education, entertainment (parks, movies etc), supermarkets and shops. In some circumstances these services may not be centrally located or grouped together, but would be contained within a range. Where this is the case use the furthest distance of the range for those relevant services to the dwelling.

Assessment by FaHCSIA – Agreed benchmark for each access scale is 0

Transport Access	Does not meet criterion at all	Poor	Marginal	Satisfactory	Good	Excellent
	0	1	2	3	4	5
	Dwelling more than 2kms from transport OR No response has been provided.	Dwelling up to 2kms from transport	Dwelling up to 1km from transport	Dwelling up to 0.6kms from transport	Dwelling up to 0.4kms from transport	Dwelling up to 0.2 kms from transport

Services Access	Does not meet criterion at all	Poor	Marginal	Satisfactory	Good	Excellent
	0	1	2	3	4	5
	Dwelling more than 2kms from transport OR No response has been provided.	Dwelling up to 20 kms from services	Dwelling up to 10 kms from services	Dwelling up to 5 kms from services	Dwelling up to 2 kms from services	Dwelling up to 1 km from services

Criterion 6: Leverage additional building activity

Description: A key objective of the Social Housing Initiative is to stimulate the building and construction industry. Priority will be given to proposals that also leverage additional building activity beyond that being directly funded through the Social Housing Initiative.

Data Items: Will include both contingent and NRAS dwellings that are associated with the proposal. Measure is based on the additional percentage of housing.

- Contingent Dwellings (Item 15)
- NRAS Dwellings (Item 18)
- Total Dwelling Number (Item 20)

Assessment by FaHCSIA – note a zero score is not an exclusion as a proposal without contingent housing will be assessed on all other criteria.

Does not meet criterion at all	Poor	Marginal	Satisfactory	Good	Excellent
0	4	6	7	9	10
Proposal excludes contingent housing. Or No data was provided	Proposal includes contingent housing of at least 1% of the directly funded housing.	Proposal includes contingent housing of at least 5% of the directly funded housing.	Proposal includes contingent housing of at least 25% of the directly funded housing.	Proposal includes contingent housing of at least 50% of the directly funded housing.	Proposal includes contingent housing of at least 80% of the directly funded housing.

Criterion 7: Sound Proofing

Description: All dwellings constructed through this initiative will be expected to comply with the standard sound proofing requirements that apply in the relevant jurisdiction and local government area. In particular, dwellings designated as Class 2 buildings or Class 9C aged care buildings under the Building code of Australia must comply with the relevant specifications detailed in part F5 of the code. Proposals that go beyond these requirements may be given priority provided they are clearly able to demonstrate how these standards have been exceeded.

Data Item:

- **Sound Proofing Provided (Item 156)**

Assessment by FaHCSIA – Agreed benchmark score is 6

Poor	Good	Excellent
0	8	10
Proposal does not include sound proofing that meets the requirements.	Proposal includes sound proofing that meets the requirements.	Proposal includes sound proofing that exceeds the requirements.

Attachment G: Information Sources

Project Owner – Clearance of information sources	
Applicant/Jurisdiction	
Reason for seeking information	
Who are you proposing to contact or where are you proposing to source the information from?	
Please provide a draft script if you are seeking clarification, requesting information or asking questions	
For straightforward matters Project Manager approval	<p>1.1. Approval Provided/Not Provided.</p> <p>1.2. Reason for not providing approval:</p> <p>Name: Signature: Date:</p>
For non-straightforward matters Probity Consultant and Project Manager approval	<p>1.3. Approval Provided /Not Provided</p> <p>1.4. Reason for not providing approval:</p> <p>Name: Signature: Date:</p>

Attach to file

Attachment H: Declaration of Confidentiality

I,.....
of.....

Being a person who is employed by the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs ('FaHCSIA') or is to perform services for FaHCSIA, have been chosen for and agreed to be part of the *insert program name* assessment process and hereby:

Declare that:

1. I will not make a record of, disclose or make use of any Protected Information¹ (or Confidential Information² that I am not expressly authorised or required to do so by FaHCSIA or Commonwealth law;
2. In accordance with regulation 2 and section 13 of the *Public Service Act 1999*, I will not, except in the course of my duties for FaHCSIA, give or disclose to any person any information about public business or anything of which I have official knowledge;
3. I am aware that under section 70 of the *Crimes Act 1914*, it is an offence for an Australian Public Service ('APS') employee to publish or communicate Protected Information or Confidential Information except in accordance with APS duties; and
4. The nature of the work of the assessment process is such that it requires the strictest adherence to the APS Values, the APS Code of Conduct and compliance with this declaration.

Declared at, on this..... day of 2009.

Before me:
Signature of Witness *Name of Witness (Please Print)*

....., on this.....day of..... 2009.
Signature of person declaring

¹ "Protected Information" means

- (a) Information about a person that is or was held in the records of the FaHCSIA or of Centrelink; or
- (b) Information about a person obtained by an officer under the family assistance law that is or was held in the records of the Australian Taxation Office or the Health Insurance Commission; or
- (c) Information to the effect that there is no information about a person held in the records of one or more of the following:
 - (i) FaHCSIA;
 - (ii) Centrelink;
 - (iii) the Australian Taxation Office;
 - (iv) the Health Insurance Commission.

² "Confidential Information" means any information that the Confidant learns, obtains or receives during the Confidant's involvement in program but does not include (a) information that is legally in the public domain other than by a breach of confidence or (b) information known by the Confidant without an obligation of confidence and independent of the Confidant's involvement with the program.