



Call for Submissions from Local Government (CFS-LG)

Reference No. **DOC3619127A24**

Part 1: Guidelines

Lodgement of Submission

Closing date: 2 September 2025 or earlier at the discretion of the Department of Communities (Communities)

Note that the intention is for this Call for Submissions (CFS) to be renewed on an annual basis. The above date should not be considered as a final closing date unless otherwise advised.

Please contact Communities to discuss CFS timeframes.

Time: Before 2:30pm WST

Lodgement: Submissions to be lodged to the CFS-LG Inbox by emailing CFS-LG@communities.wa.gov.au with a link to a secure OneDrive containing the submitted documents.

Last updated: 29 August 2024

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Definitions

Affordable Housing or Targeted Affordable Rental Housing means dwellings which are delivered inline with Communities' Targeted Affordable Rental Housing (TARH) policy, where there is a State financial or land contribution, and consists of the 'Band B' provisions in the Community Housing Income and Asset Limits (CHIAL) policy and rent setting approach as outlined in the Community Housing Rent Setting Policy. Further advice about this can be sought from Communities.

Business Day means a day other than a Saturday, Sunday, or public holiday in Western Australia.

CFS Determination refers to a determination by Communities (Evaluation Panel), at its absolute discretion, to indicate support, non-support, or advice in response to a Submission. Support may be conditional, qualified, time-limited, or otherwise limited. A CFS Determination is not a guarantee of any final decision, or action by Communities or any other party.

CFS-LG Project Inbox or Project Inbox means the email address as outlined on the front cover of these Guidelines that will be utilised by Communities to receive Submissions and enquiries in relation to these Guidelines.

Closing Date means the closing date for lodging Submissions pursuant to these Guidelines.

Conditions of Submission includes the instructions to Respondents contained throughout Part 1 and any terms and conditions outlined through Part 3.

Contract means any legal contract(s) between Respondent(s) and Communities that is proposed or executed to facilitate any outcomes associated with a Submission and the CFS-LG. This does not include a Memorandum of Intent or Memorandum of Understanding or similar.

Evaluation Panel means the panel or panels (as the context requires) appointed by Communities to undertake evaluation of Submissions from time to time.

Evaluation Process means the process outlined in these Guidelines by which Communities may consider and evaluate Submissions.

GROH or Government Regional Office Housing means housing for government employees in regional Western Australia managed, provided and/or owned by Communities on behalf of WA Government agencies, organisations or similar under its GROH Program.

Guidelines, CFS-LG, or CFS means this Call for Submissions from Local Government Reference DOC3619127A23.

Key Worker Housing or Service Worker Housing is housing provided to key or service workers priced at a rate that is commensurate with an affordable setting for workers' wages. Such housing may be publicly or privately owned or managed. In a regional context such housing is typically for workers not directly associated with the dominant industry in the relevant town or region. In a metropolitan context, workers may come from a broader range of industries, but are generally those in essential community roles where incomes may limit housing access.

Local Government Officer Housing means housing occupied by employees of local governments that may be owned, managed, or leased by a local government, and provided to, or sublet to, local government employees at or below market cost.

Memorandum of Understanding or Memorandum of Intent or similar (MoU or MoI) is a non-binding, written expression of agreement between two or more parties outlining the terms and

details of an understanding, including each party's requirements and responsibilities, and possibly expected timing related to relevant actions or responsibilities. This may be a pre-cursor to a Contract. This could include a broad outline of commitments between Communities and a Respondent and/or a third-party landowner, agency and/or authority.

Non-Market Housing is an umbrella term that typically means forms of housing not available in a typical private market process and includes, but is not limited to, Social Housing, Key Worker Housing, Service Worker Housing, Government Regional Officer Housing, and Local Government Officer Housing.

Project Explanation Report is a succinct report/package provided by the Respondent as part of the Submission (not to be confused with the Submission Form), addressing the Project Evaluation Criteria.

Project Evaluation Criteria means the criteria listed in these Guidelines that will influence any CFS Determination in the Evaluation Process.

Respondent means the legal entity lodging a Submission in response to these Guidelines.

Social Housing is an umbrella term that refers to all housing that is targeted towards low-income 'Band A' households and provides a subsidy that tenants pay no more than 25% of their income on rent and is generally used to describe both public housing provided directly by Communities and community housing provided through partnership/agreement with Community Housing Providers.

Submission means a formal response submitted to Communities in response to and in accordance with these Guidelines.

Submission Checklist means the submission checklist contained in Part 2: Submission Form.

Submission Form means the form in the template set out in Part 2 of these Guidelines to be completed and lodged by a Respondent.

1 Introduction, Context and Objectives

1.1 The Department of Communities

The Department of Communities through the Housing Authority (Communities) as part of the WA Government is committed to creating inclusive communities and providing more pathways for Western Australians to have a place to call home.

Communities, in addition to many other of its responsibilities, collaborates with the private, government, and not-for-profit sectors to deliver Social and Affordable Housing across Perth and in regional and remote Western Australia.

Communities is responsible for:

- Directly managing more than 35,000 public housing dwellings, with an interest in around 10,000 properties managed by Community Housing Providers (CHP).
- Managing around 5,000 properties for Government Regional Officers' Housing (GROH).
- Providing housing for 122 Aboriginal communities in remote locations across the state.
- Constructing new Social and Affordable Housing and overseeing the maintenance and refurbishment of public housing properties.

This Call for Submissions (CFS) provides a framework to facilitate discussions with and gather Submissions from, local governments in Western Australia to explore, define, and deliver the creation of new housing assets across a broad range of Non-Market Housing types and typologies.

1.2 Context and Role of Local Government

Communities is aware that there is acute housing stress throughout Western Australia, which is reflected in various outcomes.

There is a significant agency demand for additional purpose-built GROH in regional areas, which has led to the use of other forms of housing for this purpose in some towns and regions.

Limited availability of private rental market stock is restricting the capacity to accommodate the growing demand for new workers, residents, and seasonal workers.

Rental price pressure is high across all housing and accommodation options, resulting in limited access to low-cost and high-quality housing.

These factors have flow-on impacts on other forms of accommodation, affecting the tourism sector, local economies, and the provision of private and public services.

In response to these challenges, Communities, along with other WA Government agencies and the Federal Government, continues to implement a range of responses, investments, and initiatives to boost housing and land supply.

Communities acknowledges that local governments can play a constructive role in identifying opportunities and in certain cases, undertaking or driving housing projects.

Local governments can play this important role because they:

- Naturally know and understand their community's needs.
- Often have a more intricate understanding of development opportunities and potential in their suburbs, precincts, and towns.

- Are at the forefront of understanding the constraints and barriers that may be restricting development, or where local knowledge, context, and relationships can overcome these obstacles.
- Have knowledge and insights into land that may not be under their control, and equally may have insight as to whether certain lands may be surplus to a relevant agency's needs.

This comprehensive understanding of the need for innovative intervention, coupled with the ability of local governments to identify opportunities, has been reinforced and expanded through a series of engagement sessions with local governments held during the development and release of this CFS. Communities has also liaised with relevant WA Government agencies and peak bodies that are likely to intersect with projects proposed through this CFS.

1.3 CFS-LG Overview

The CFS-LG establishes a framework for local governments to identify suitable land, potentially state-owned, for the creation of new Non-Market Housing assets. The composition, scale, location, financing, ownership, delivery, and management of housing will be determined on a case-by-case basis.

The CFS-LG aims to facilitate early and ongoing discussions between Communities and local governments to explore and define projects. Following these discussions, a CFS Submission to clearly outline the possible contributions by either party may follow. The nature and extent of Communities' support will be considered through the Submission evaluation process.

The CFS-LG is not intended to replace or duplicate existing housing supply programs, tenders, agreements, funding, or grant programs. It provides a framework through which proposed projects can be explored and considered that may not be better supported by existing programs and initiatives.

The CFS-LG operates as a non-competitive, non-time limited, and non-funded framework. Any request for funding through this CFS will depend on the availability of funds from existing or future programs.

Local governments should note that the Housing Authority is required to comply with all procurement laws, policies and guidelines that apply to it in relation to proposals made by local governments, including the requirement to undertake a competitive tender process in certain circumstances.

The objectives of the CFS-LG are to:

- Foster collaboration between local governments and Communities to enable sharing of resources to create housing asset outcomes which provide benefits to both entities.
- Leverage the insights of local governments to identify land suitable for new housing projects which may incorporate Social Housing or GROH dwellings.
- Increase the supply of various types of housing, including GROH, Key Worker Housing, Service Worker Housing, Local Government Officer Housing, Affordable (rental) Housing, and Social Housing in a timely manner that complements existing initiatives and projects.
- Combine the resources, capability, and knowledge of local governments and Communities for positive outcomes.
- Explore and pursue innovative approaches to project ideation, definition, justification, and delivery in response to broader housing supply pressures.

1.4 Document Components

This CFS consists of:

- Part 1: Guidelines. Provides context, explains what is required in Submissions and describes the process through which they will be considered.
- Part 2: Submission Form. This template is a form that must accompany CFS-LG responses together with other response requirements and documentation as outlined in Part 1.
- Part 3: Terms and Conditions. Contains a disclaimer, the Terms and Conditions, and media protocols to be read in conjunction with Parts 1 and 2.

2 CFS-LG Framework Scope

2.1 Scope Overview

The CFS-LG is a framework for local governments in Western Australia to submit ideas and proposals for the creation of new Non-Market Housing assets by, in collaboration with, or with assistance from Communities.

The nature of the relevant local government's involvement beyond the initial CFS process, if any, is open to discussion and will be determined on a case-by-case basis.

A wide range of housing may be considered across land that may be owned by the relevant local government, Communities, or by another WA Government agency.

2.2 Respondent eligibility and Submission parameters

This section provides essential details on the scope, eligibility, and parameters relevant to the Submissions. While this section provides an overview of the potential parameters of projects, there is overall openness to innovation and creativity in consideration of Submissions.

Respondents are requested to first contact the CFS-LG Project Inbox to discuss ideas, projects, and land identification that may align or deviate from the guidance provided in this section prior to developing and lodging a Submission.

2.2.1 Parties eligible to respond to the CFS-LG

Only local governments, as established and defined under the Local Government Act 1995, are eligible. Submissions involving two or more local governments are permitted.

2.2.2 Geographic scope of this CFS

Projects located across Western Australia, including metropolitan and regional areas, are eligible.

2.2.3 Land that may be developed or redeveloped as part of this CFS

Any public land within the relevant local government area may be considered, regardless of ownership status (including whether the land is owned, controlled or vested in the local government, Communities, or any other WA Government agency, or is otherwise Crown land or similar).

Whilst not seeking to be exclusionary, Submissions involving heavily encumbered or protected land will generally not be progressed – i.e., sites with significant technical or environmental constraints. Refer to the [Project Evaluation Criteria](#).

2.2.4 Housing types

Various types of Non-Market Housing, including but not limited to; GROH, Local Government Officer Housing, Key Worker Housing, Service Worker Housing, Affordable (rental) Housing and Social Housing are eligible for consideration.

Refer to [Definitions](#).

Projects involving Non-Market Housing as part of a broader development involving market housing or other land uses may be considered, noting that any assistance by Communities will be limited to facilitation of Non-Market Housing.

2.2.5 Housing typologies and forms

A range of dwelling types may be considered, including detached, villa, terraced, single and double storey housing configurations, grouped housing and multiple dwellings (apartments) at varied densities.

Communities can provide further guidance.

2.2.6 Scale

Submissions ranging from a single residential dwelling to much larger projects, will be considered. There are no upper or lower limits on the number of dwellings within a single development that may be proposed.

Communities can provide further guidance.

2.2.7 Role of Communities during the various phases including project definition, enablement and delivery

Assistance, support, advice and enablement provided by Communities can or may include some, or a combination of:

- Support to get land development-ready.
- Providing insight as to the need for GROH or other forms of housing in particular areas, towns or regions on request.
- Facilitating liaison with other WA Government agencies or stakeholders and providing project support.
- Mapping, navigating, and understanding required approval and governance pathways.
- Providing information and/or commitments to utilise proposed assets for GROH or other housing managed by Communities.
- Potential lease-back arrangements of completed dwellings in multiple dwelling developments to accommodate local government housing needs.
- Providing transfer of land, access to land, or leases for property owned or controlled by Communities. This could be at no cost, low cost, or market cost.
- Facilitating liaison with other WA Government landowners to secure access to land, transfer of land, or leases – including at no cost, low cost, or market cost.

- Provide project definition support and/or advice on required regulatory, technical or other steps to support project feasibility and viability.

Advising on potential funding sources or other initiatives released by Communities or others.

The nature and level of support may vary according to the phase of the project.

Depending on the nature of the proposal, Communities could undertake the entire project following initial suggestions from the local government, or it could share responsibility with the local government for either (or all) components of a project such as:

- Enabling land to become development ready.
- Construction.
- Management of the end product.

2.2.8 Role of the local government during the various phases including in project definition, enablement and delivery

Assistance, support, advice and enablement provided by the local government could include some or a combination of:

- Initial project ideation/scoping.
- Providing insight as to project need.
- Direct financial support.
- Other means of financial support, including cost sharing.
- Providing transfer of land, access to land, or leases for property owned or controlled by the local government. This could be at no cost, low cost, or market cost.
- Mapping, navigating, and understanding required approval and governance pathways.
- Providing commitments to utilise proposed housing for local government officers.
- Undertaking, funding, and/or managing the delivery of the housing project.
- Providing evidence of support to assist with regulatory and technical approvals and justification.

The nature and level of support may vary according to the phase of the project.

Depending on the nature of the proposal, the local government's only involvement could be initial project/site ideation, or a project could be entirely facilitated by the local government, with Communities committing to lease a component for GROH or another form of Non-Market Housing.

2.2.9 Ownership and management

The ongoing ownership, management, operation, maintenance, funding, and future disposal of any assets created will be considered on a case-by-case basis.

Various scenarios will be considered including:

- Communities being wholly responsible.
- The local government being wholly responsible.
- Shared responsibilities.

2.3 Demonstrated Need

It is acknowledged that when considering and conceptualising projects, local governments may need to understand Communities' preferences for locations or housing products of the greatest

need or priority for GROH, Social Housing or other housing types. The potential level of need, or any potential commitment to support housing types by Communities may drive/influence project scale and viability. Communities may provide demand guidance as and when available, on request. Guidance has not been provided within the CFS because demand and need are subject to constant review and is therefore subject to change.

3 CFS-LG Process and Project Evaluation Criteria

3.1 Collaboration Statement

Communities is committed to engaging in early discussions with local governments to identify suitable land, canvas potential projects and to work collaboratively through-out the CFS-LG process.

Respondents should not lodge Submissions without prior engagement and discussion with Communities, as per [Phase 1B. Mandatory Early Engagement and Collaboration](#). Lodgement without completing this mandatory criterion will result in the Submission being declined.

As outlined in this section, Communities intends to provide ongoing insights to support an iterative shared assessment of project viability.

3.2 CFS Pre-Lodgement Process Outline

This section outlines the steps to be followed before lodging any CFS Submission.

Phase 1A. CFS Release and Review

In this phase interested local governments are invited to:

- Download and review the CFS documents.
- Consider potential housing needs and projects that may be relevant.
- Identify suitable project sites.
- Compile preliminary information, ideas, or concepts of potential projects.
- Enquire with Communities for any clarifications.

Local governments may participate in the CFS in a timeframe and manner relevant to their needs.

Phase 1B. Mandatory Early Engagement and Collaboration

In this phase it is anticipated that:

- Local governments will contact the CFS-LG Project Inbox to arrange an initial meeting.
- Initial project ideas or concepts will be discussed and reviewed – including open discussion as to the project support that may be provided by either party.
- Communities may be able to provide guidance on potential housing demand as relevant.
- Either party may provide initial indications of supportable housing – i.e., GROH or Local Government Officer Housing.
- Meetings with other agencies may be facilitated in relation to land, regulatory or technical matters.
- The local government and/or Communities may develop clearer project definition, potentially with the assistance of consultants to define scale, form, yield, layout, composition, financial structure, and management.

- Parties may seek guidance from within their respective organisations as to the potential support or otherwise for any proposed project.
- Submissions should only be lodged after Communities has agreed to the initial high-level project parameters.

Communities will acknowledge engagement requests within two Business Days and will seek to hold initial discussions within ten Business Days of acknowledgement. Additional meetings, including with other parties will occur as required.

During this phase, Communities will endeavour to provide realistic and reliable feedback to local governments as to the likelihood of the project being pursued and/or supported, to enable time and resource allocation to viable projects. Indications of support should not be considered a guarantee of success during the CFS Evaluation Process or as guarantees for final endorsement or granting of any means of support.

Feedback and advice will be informed by input and guidance provided by other WA Government agencies and other relevant parties. Communities will seek, to the extent that is reasonable and relevant, to co-ordinate and gather intelligence from other relevant parties in partnership with the Respondent.

Local governments may lodge Submissions at a time relevant to their needs, noting that any indications of support and/or information and data provided by Communities or others may be time sensitive or change.

3.3 CFS Submission and Evaluation Process Outline

This section outlines steps to be undertaken during lodgement of a CFS Submission and the subsequent processing and evaluation. In reaching a CFS Determination, Communities will undertake a range of processes and consider a range of factors. The order and nature of steps, and persons involved, are subject to change according to availability, specific Submission factors, or for other reasons as determined by Communities.

Phase 2A. Receipt and Acknowledgement

Local governments will lodge a Submission in line with the Submission Requirement via the manner and processes outlined in the CFS.

Communities will acknowledge receipt of Submissions received via the CFS-LG Project Inbox.

Lodgement and receipt of a Submission will be acknowledged within two Business Days.

Acknowledgement does not indicate that the Submission is considered complete and/or consistent with the Submission Requirements.

Phase 2B. Confirmation and Initial Clarifications

Communities will confirm to the Respondent that the Submission is considered complete and/or in line with Submission Requirements.

If the Submission is not considered complete, or if initial review of Submission material raises questions, concerns, or the need for clarification or additional information, Communities will communicate in writing the action required by the Respondent to ensure the Submission is complete or to enable ongoing evaluation.

Compliance or otherwise with the Submission Requirements will be communicated within 15 Business Days of lodgement acknowledgement.

Communities may request additional information or seek clarification of material and/or information in the Submission and will usually specify a timeframe within which the Respondent must respond to the request.

Respondents may request additional time to respond to Communities requests for clarification or additional information.

Phase 2C. Evaluation

Communities will review all Submission material, including the Project Explanation Report, and prepare a written assessment against the Project Evaluation Criteria and any other factors it considers relevant, including specific factors that may be relevant to any particular Submission.

Evaluation records and reporting are for internal Communities' purposes only.

Phase 2D. Clarification and Due Diligence

Following its detailed review Communities may seek additional information, clarifications, or undertakings from the Respondent, or any other party. This may include additional correspondence, liaison and/or meetings with the Respondent, or any other affected agency or party.

In evaluating a Submission, Communities may (without limitation) undertake its own research, investigations or information gathering to assist in its evaluation.

Following receipt and review of any additional material, Communities will update and finalise the written assessment including a recommendation.

Any requests for additional information or clarification will be provided in writing to the Respondent.

Phase 2E. CFS Determination

Senior officers and/or advisers of Communities (the Evaluation Panel) will meet to review and consider the Submission and Communities' written assessment to determine whether to support or not support a project, and the manner in which a project may be supported. Alternatively, a decision may be deferred due to the need for additional information or clarification by the Respondent or any other party.

Such a determination will be at Communities' sole and absolute discretion.

Project specifics will drive CFS Determination timeframes, however Communities will endeavour to achieve a CFS Determination within 120 Business Days of acknowledgement of a Submission. Timeframes may be extended by the same time taken for Respondents to provide any clarification or additional information.

If a CFS Determination is not made within this timeframe, Communities will provide a written update as to the status of the CFS Determination to the Respondent and continue to provide updates at appropriate intervals.

Phase 2F. Notification

Following a CFS Determination, Respondents will be notified in writing, including, where relevant, explanation for any decision made. Where the determination is in the positive, Communities will outline any conditions, terms or otherwise that apply to such a decision, and advise on the best

path forward to formalise any arrangements as relevant to the project in question – including an MoU and/or Contract.

Where relevant, Communities may provide reasons for any CFS Determination in the negative.

3.4 Subsequent Partnership and/or Delivery

Following a positive CFS Determination, project progression is required. Next steps may involve some or all of the following processes:

- A MoU may be proposed and executed to provide a foundation for further actions by relevant parties.
- Contracts may be proposed and executed if they are relevant to the project specifics.
- The local government and/or Communities will progress the definition, design, approval, construction and delivery of projects.
- The local government and/or Communities will commence the operation of projects.
- Commitments made by relevant parties to assist in the delivery and/or operation and management of projects will be fulfilled.

3.5 Project Evaluation Criteria

This section outlines the general criteria through which projects will be considered for initial support during the Engagement and Collaboration phase and any expression of support via a CFS Determination.

Project Evaluation Criteria will be considered equally in the Evaluation Process. Communities may, in the CFS pre-lodgement phases, outline to Respondents particular criteria and considerations that specific projects may need to address in a particular manner, or with additional information, or may advise additional project-specific considerations beyond what is outlined in this section that will be considered in the Evaluation Process.

Criteria 1 - Clear Project Definition

- Clarity and communication of key project details – including location, scale, composition, form, land, ownership, and management.
- Explanation of project flexibility and potential variances, and the factors that may influence these variances (i.e., if the project can be phased or scaled up or down).

Concept plans, drawings, maps and other material will assist in assessment.

It is acknowledged the detailed plans may not be available, however demonstration of likely capacity or yield is required.

Criteria 2 - Compliance and Consistency with CFS-LG Guidelines

- Demonstration of compliance with CFS-LG Guidelines and associated Submission Requirements.
- Clear justification and explanation of any non-compliance with CFS-LG Guidelines.
- Demonstration of alignment with CFS-LG objectives.

Note [section 2.2](#) – Respondent eligibility and Submission parameters.

Criteria 3 - Response to Housing Need

- Housing proposed are justified in the context of local and/or regional need.
- Housing typologies are consistent with demand preferences, local character and/or site planning intent.
- Project scale will make a meaningful, positive impact to the relevant community – with consideration of relevant projects and initiatives in the area and/or by others.

Communities may be able to provide guidance in relation to the need for some forms of housing in some areas.

Criteria 4 - Evidence of Local Government Support and Strategic Alignment

- Evidence is provided of administration and elected member support for the relevant project.
- The local government is providing meaningful support for and/or assistance to the project.
- Projects align with strategic intent, plans or objectives of the local government or other relevant agency, body or framework.
- Where the local government will take on key project responsibilities – demonstration of organisational capability and/or commitment.

Formal council resolutions of support are not required, however records or indications of positive discussions with elected members will be viewed favourably.

Criteria 5 – Alignment with Key External Stakeholders

- Project support or non-objection by community organisations, representatives or similar bodies is provided, or informed assessment of likely local community support is provided.
- Evidence of project support or willingness to provide assistance by related bodies such as the relevant Development Commission.
- Evidence of liaison and/or support from other affected agencies or bodies that may be involved with land management/ownership or other regulatory matters.

Criteria 6 – Viable and Navigable Project Delivery Pathways

- Clear assessment of technical, regulatory, planning and delivery challenges of the site and/or project.
- Identification of confirmed or likely means, solutions of pathways to overcome relevant challenges, including potential timeframes where relevant.
- Understanding, exploration and analysis of an indicative project delivery timeframe.

Definitive solutions are not required, however demonstration of the understanding of the constraints of particular sites is required to enable a reasonable assessment of the risks and/or effort that may be associated with a project.

Criteria 7 – Clarity and Reasonableness of Support Required

- Clear outline of what is being requested from Communities (i.e. complete facilitation and ownership, commitment to lease a number of dwellings, or other contribution).
- Justification as to the nature of assistance or intervention being sought - including any special consideration that should be given in the context of the Respondent or project.
- Consideration of other avenues of support or demonstration of multiple sources of support.
- An outline of agreements that the Respondent is seeking and/or is willing to be party to.

- Value for money is demonstrated in the context of any support requested.

Special consideration may include, but is not limited to, remote projects, local governments with limited capacity, clear demonstration that other means of support are not available, or that highly vulnerable communities will benefit.

Communities can provide further guidance on value for money expectations and/or principles as relevant to particular projects in Part 1 of the CFS process (pre-lodgement).

4 Key Submission Details and Requirements

4.1 Lodgement process and details

This section outlines the processes for lodging Submissions.

4.1.1 Reference Documents

As outlined in section 1, this CFS consists of:

- Part 1: Guidelines, which provides context, outlines the purpose of the initiative and the process through which projects will be explored and evaluated, and outlines the documentation required in Submissions.
- Part 2: Submission Form. This is the form that must accompany CFS-LG Submissions together with other response requirements/documentation as outlined in Part 1.
- Part 3: Terms and Conditions. To be read in conjunction with Parts 1 and 2.
- Additional information may be issued by Communities from time to time, at any time, up to the Closing Date.

The local government may utilise information, advice or correspondence from the Engagement and Collaboration phase of the CFS process, however, such material does not bind Communities, and Respondents are expected to verify any information it may rely on. Refer to the Disclaimer, Terms and Conditions and other relevant terms in the Guidelines.

4.1.2 Enquiries and Initial Engagement

All enquiries regarding the subject matter of these Guidelines, including arrangement of preliminary discussions, should be made to the CFS-LG Project Inbox.

It is anticipated that the Guidelines may evolve over time to reflect a maturing of the CFS as experience grows.

4.1.3 Lodgement Details

Submissions are to be lodged via the CFS-LG Project Inbox with a secure OneDrive link to Submission documents.

Other forms of submittal will not be accepted, including use of other cloud-based storage services.

4.1.4 Closing Date

The Closing Date for lodging Submissions is 2 September 2025 before 2.30pm WST.

The intention is for this CFS to be reviewed and updated on an annual basis – i.e., the above date should not be considered as a final Closing Date unless otherwise advised. Please contact Communities to discuss CFS timeframes.

Communities may, at its sole and absolute discretion, decide to bring forward the Closing Date by giving at least 10 Business Days' notice to all Registered prospective Respondents.

4.1.5 Format and Completeness

Please ensure that Submissions are complete and accurate before lodging.

Incomplete or inaccurate Submissions may not be considered by Communities.

4.1.7 Separation of Submissions

Submissions should be for individual projects only. Where projects are not connected or linked with each other, they should be the subject of a separate Submission unless otherwise agreed in advance with Communities.

Respondents may approach Communities with multiple sites, projects and ideas in the Engagement and Collaboration phase prior to commencing the preparation of any separate Submissions.

Communities may request Respondents to re-lodge forms and other material where a Submission is changed in a materially significant manner.

Individual projects can mean different sites, projects spread across periods of time, or that are otherwise disconnected and distinct. Communities can provide guidance on the separation of projects and Submissions.

4.2 Submission Requirements

This section outlines the required Submission content for Respondents.

Submission Form

The Part 2: Submission Form must be completed and submitted in accordance with these Guidelines. This form provides basic information in relation to the Respondent, and the proposal.

Project Explanation Report

A succinct report/package is to be provided addressing the Project Evaluation Criteria.

Project Explanation Reports must utilise the Project Evaluation Criteria as headings to ensure the consistent evaluation of Submissions.

Ensure key project details are conveyed and summarised clearly in the material.

Whilst no page limit applies, Respondents are encouraged to limit the Project Explanation Report to 20 pages or less.

Supporting Information and Material

Respondents should attach other supporting information as relevant.

Any attached material must be labelled clearly and referenced within Project Explanation Reports.

Additional Information

Communities may advise Respondents during the Engagement and Collaboration phase to provide different or additional information as relevant to specific projects. This may affect the Project Explanation Report contents or supporting information and material.

Respondents should confirm the Submission Requirements with Communities prior to lodgement.