



# Call for Submissions from Local Government (CFS-LG)

Reference No.      **DOC3619127A24**

## Part 3: Terms and Conditions

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### Disclaimer

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These Guidelines have been prepared by Communities to assist prospective Respondents in making their own assessment of Communities' requirements and preferences in relation to the CFS-LG framework and does not purport contain all information that Respondents may require. The accuracy of any statements, opinions, projects, forecasts or other information (statements) contained in these Guidelines may change. Where any statements relate to future matters, no steps have been taken to verify that the statement is based on reasonable grounds, and no representation or warranty, expressed or implied, is made by Communities, or any of its officers, employees, advisers or agents that the statements are accurate.

Respondents should conduct their own independent investigations, review and analysis of the opportunity and the information set out in these Guidelines. Respondents must rely entirely on their own investigations, review and analysis, and not on these Guidelines or any information provided by or on behalf of Communities nor any of Communities' employees, agents, advisers or consultants in relation to their assessment of the opportunity.

Neither Communities, nor any of its employees, agents, advisers or consultants (or their respective associated companies or businesses, partners, directors, officers or employees) makes any representation or warranty, express or implied, as to the accuracy, reliability or completeness of the information contained in these Guidelines or subsequently provided to Respondents by or on behalf of Communities or its advisors or consultants. To the maximum extent permitted by law, none of those persons shall have any liability (whether arising from negligence or otherwise) for:

- any representations or warranties (express or implied) or information contained in, or for any omissions from, these Guidelines or any written, oral or other communications transmitted to the Respondents by or on behalf of Communities or any of its employees, agents, advisers or consultants
- any cost, expense, loss, claim or damage of any nature arising in any way out of or in connection with the statements, opinions, projections, forecasts or other representations, actual or implied, contained in or omitted from these Guidelines or by reason of any reliance thereon by any person or body.

Communities may, at its sole and absolute discretion, but without being under any obligation to do so, amend, update or supplement the information contained in these Guidelines. Any further information will be and is provided subject to the terms and conditions set out in this notice.

Nothing in these Guidelines will be construed to be, or create a binding contract (express or implied, including a process contract) enforceable against Communities by any Respondent. Any conduct or statement by Communities, whether prior to, or after the issue of these Guidelines is not, and these Guidelines are not, and must not be deemed to be, an offer to contract on the part of Communities or a binding undertaking of any kind by Communities. Each Respondent waives any right to administrative law relief (whether under statute, the common law, equity or otherwise) to which that Respondent is, or may in the future become, entitled in connection with this document or the process outlined in it.

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## Terms and Conditions

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### 1. Interpretation

These terms and conditions are to be interpreted in favour of Department of Communities (Communities) in the event of any ambiguity or inconsistency.

### 2. Rights and Obligations

#### 2.1. Communities' Rights

Communities reserves the right to:

- a) vary the Conditions of Submission
- b) vary any other part of these Guidelines
- c) suspend or terminate the Evaluation Process
- d) admit or exclude any Respondent from the Evaluation Process at any time
- e) consider or not consider any Submission
- f) request and rely on clarification or additional information from any or all Respondents
- g) provide additional information to any or all Respondents
- h) issue addenda
- i) select, or enter into negotiations with, more than one Respondent or a third party who has not submitted a Submission
- j) discontinue negotiations with any Respondent
- k) elect not to proceed to select any one or more Submissions and/or Respondents
- l) cancel, add to or amend the information, requirements, terms, procedures or processes set out in these Guidelines.

#### 2.2. No Fettering

The Respondent acknowledges and agrees that nothing contained or implied in these Guidelines will be construed or interpreted as unlawfully restricting or otherwise unlawfully affecting the unfettered discretion of Communities to exercise any of its executive or statutory powers or functions under any law.

#### 2.3. Exclusion of Liability

In no event will Communities be liable for:

- a) any cost, expense, loss, claim or damage arising out of, or in connection with, a Respondent's participation in the subject matter of these Guidelines including, without

limitation, the preparation and lodgement of a Submission, or other activities following a CFS Determination

- b) any cost, expense, loss, claim or damage resulting from the exercise of any of Communities' rights referred to in this section
- c) any failure to inform a Respondent of the exercise of any of Communities' rights under this section.

## **2.4. Exclusion from Consideration**

Where, under these Guidelines, Communities may:

- a) exclude a Submission from consideration
- b) exercise any other discretion

Communities may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason.

## **2.5. Exercise of Rights**

If Communities does exercise any of its rights under this section, it will endeavour to inform Respondents. However, Communities will not be under any obligation to do so.

# **3. Relationship Between Parties**

## **3.1. No offer or contract**

The Respondent acknowledges and agrees that:

- a) These Guidelines do not constitute an offer or an invitation to treat.
- b) No contract exists or will arise between Communities and any Respondent in respect of these Guidelines or the subject matter of these Guidelines or any Submission or the subject matter of any Submission unless and until any binding Contracts are put in place.

## **3.2. Communities' obligations and liabilities**

Without limiting [Rights and Obligations](#) above, any obligations or liabilities of Communities to the Respondent in respect of any aspect of the Evaluation Process:

- a) are limited to those obligations and liabilities expressly set out in these Guidelines
- b) exclude (to the extent permitted by law) any obligations or liabilities which may otherwise be implied or imposed on Communities under contract, equity by statute or otherwise.

# **4. Consideration of a Submission**

## **4.1. General**

Neither the Submission(s) requiring the comparatively lowest financial outlay for housing on the part of Communities, nor any Submission, will necessarily be considered by Communities.

## **4.2. Whole or Part Submission**

Communities may consider the whole or any part of a Submission.

## **4.3. Subject to Agreement**

Notwithstanding any discussions during the Engagement and Collaboration phase, the evaluation of Submissions in accordance with these Guidelines, or any CFS Determination, the pursuit of any Submission by Communities is subject to further progression and the execution of a Contract(s) in a form(s) acceptable to Communities as the project specifics require. No legal rights or obligations

arise until such time any Contract is in place, including if a Memorandum of Intent (MoI) or Memorandum of Understanding (MoU) or similar is executed.

#### **4.4. Acceptance of Conditions of Submission**

Lodgement of a Submission indicates the Respondent's acceptance of the Terms and Conditions.

### **5. Ownership of these Guidelines**

All documents comprising these Guidelines remain the property of Communities. All copyright and other intellectual property rights contained in these Guidelines are and remain vested in Communities and any third party who has given Communities' permission to incorporate them in these Guidelines. Other than with the written permission of Communities, neither these Guidelines, nor any part of it, may be reproduced, stored in a retrieval system or transmitted in any form, by any method (including electronic), for any purpose, except as expressly permitted under applicable legislation.

### **6. Ownership of Submissions**

By lodging a Submission, the Respondent agrees that the Submission lodged with Communities becomes the property of the Crown in right of the State of Western Australia at the time of lodgement and that Communities may make further copies of, and use, the Submission for the purpose of conducting the Evaluation Process, considering and/or analysing Submissions and negotiating and preparing a Contract(s). The Respondent also agrees that the Submissions will not be returned to the Respondent at the conclusion of the Evaluation Process.

### **7. Intellectual property rights**

The Respondent agrees to grant Communities and its officers, contractors, employees, agents and advisers an irrevocable, perpetual, royalty free, non-exclusive license to copy, adapt, amend, disclose to third parties or do anything else necessary (at Communities' discretion) to all material (including that which contains intellectual property rights of the Respondent or other persons) contained in the Submission for the purpose of:

- a) Communities' evaluation of Submissions
- b) negotiating the Contract(s) if the Respondent proceeds to contract negotiation
- c) reference during resolution of any issues that may occur in relation to a Contract(s) or these Guidelines
- d) other matters relating to such matters including audit requirements.

The Respondent must obtain all consents, waivers, licenses and approvals necessary or required in order for Communities to exercise its rights described in this section without infringing the rights of any third party. The Respondent represents and warrants to Communities that such exercise by Communities will not infringe any third-party rights.

### **8. Freedom of Information**

The Respondent acknowledges that the Freedom of Information Act 1992 (WA) applies to the information provided by Respondents in any Submissions under these Guidelines.

### **9. Confidentiality**

By lodging a Submission, each Respondent acknowledges and agrees that all of the information contained in these Guidelines and any related document is confidential.

In accordance with these Guidelines, Communities reserves the right, at its sole and absolute discretion, to require that all information, other than publicly available information, provided to Respondents by or on behalf of Communities (and copies of such information) be returned to Communities or, at the option of Communities, destroyed at any stage.

### **9.1. Obligation of Confidentiality**

Communities undertakes to keep confidential any confidential information provided to Communities by:

- a) successful Respondents prior to the award of the relevant Contract(s)
- b) unsuccessful Respondents, after notification that their Submissions are not being further considered by Communities.

### **9.2. Limitation of Obligation of Confidentiality**

The obligation of confidentiality does not apply if the confidential information:

- a) is disclosed by Communities to its advisers or employees solely in order to consider a Submission
- b) is authorised or required by law to be disclosed
- c) is in the public domain.

The obligation may be superseded or amended in accordance with any provisions in a Memorandum of Understanding or Contract.

### **9.3. Disclosure of Confidential Information**

Communities will treat as confidential any confidential information provided by Respondents prior to the award of a Contract. If a Contract is awarded, Communities will not keep such information confidential unless:

- a) the successful Respondent requests that specific information should be kept confidential
- b) the specific information is by its nature confidential
- c) Communities agrees to the request.

In considering a request for confidentiality, Communities will consider whether disclosure would cause detriment to any other third party and the circumstances under which the information was disclosed. Communities will also consider whether confidentiality is supported by the underpinning principles of value for money, accountability and transparency.

## **10. Conflict of Interest**

If a Respondent identifies a conflict of interest, or likely conflict of interest, Communities may exclude the Submission from consideration. If a Respondent identifies a conflict of interest or a risk of conflict of interest arising after lodgement of the Submission but prior to the completion of the Evaluation Process for that Submission, that Respondent must immediately disclose the conflict of interest to Communities. A Respondent may be required to resolve the conflict of interest in accordance with the direction of Communities before its Submission becomes subject to final evaluation under these Guidelines (where applicable).

## **11. Respondents to Inform Themselves**

Respondents will be deemed to have:

- a) Examined these Guidelines, any documents referred to herein, and any other information made available in writing by Communities to Respondents for the purpose of participating in the Evaluation Process.
- b) Examined all further information which is obtainable by the making of reasonable enquiries relevant to the risks, contingencies and other circumstances having an effect on their participation in the Evaluation Process and their Submission.
- c) Satisfied themselves as to the correctness and sufficiency of their Submission.

## **12. Communities' Investigations**

### **12.1. Costs of Preparing Submission and Process Participation**

Participation in the Evaluation Process outlined in these Guidelines, or in relation to any matter concerning these Guidelines, is at the Respondent's sole risk, cost and expense (unless otherwise agreed noting that Communities may agree or set out to provide project support via a CFS Determination and any subsequent Contract). Communities will not be responsible in any circumstances for any cost or expense incurred by a Respondent in preparing or lodging a Submission or in taking part in the Evaluation Process or taking any action related to the Guidelines unless otherwise agreed.

### **12.2. Compliance Costs**

Respondents must pay all costs of complying with the terms and conditions of these Guidelines, whether applying to the Evaluation Process or to the performance of any Contract unless otherwise agreed.

### **12.3. Taxes and Charges**

Respondents must indicate the proportion of any price, contribution or fee that constitutes GST.

## **13. Respondent, Partner and Contractor Media Protocol**

The protocol outlined below applies to all media activity concerning Communities' development projects.

Respondents, Communities' development partner ('the partner') and any party contracted by Communities' partner must follow this protocol throughout all stages of the project for media opportunities. This process does not apply to project sales and marketing activity, which should follow the project's approved Communications Strategy/Plan.

No information about the project is to be made available to the public without approval from the Communities.

### **13.1. Discussion topics**

Any public comment made by the Respondent, partner or a contracted party must be focused on that party's role in the project and their area of expertise.

Neither the Respondent, partner nor any contracted party is to discuss the tenure of the housing product (e.g. social housing), nor the social outcomes sought through the project, unless Communities has provided the party with approved messaging on such topics.

### **13.2. Announcements**

The Minister for Housing retains the right of first refusal for all announcements and media opportunities throughout the life of the project. Communities will notify the Minister's office in

advance of project milestones and other opportunities. The Minister's office will then advise Communities whether the Minister accepts the opportunity to make the announcement.

#### **15.2.1 Minister accepts opportunity**

Should the Minister's office accept the opportunity, a Ministerial media statement will be issued. An event—typically an on-site media event—may also take place, at which the Minister will make an address, announcing the milestone.

The partner's representatives will be invited to attend all on-site Ministerial media events. Relevant contracted parties may also be invited where appropriate.

The partner and relevant contracted parties may issue their own media statements following the release of the Minister's media statement; however, all content requires Communities' approval prior to publication.

#### **15.2.2 Minister declines opportunity**

Should the Minister's office decline the opportunity, Communities may work with the partner to issue a departmental media statement to announce the relevant milestone.

The Respondent, partner and relevant contracted parties may also issue their own media statements following the release of the departmental media statement (if required); however, all content requires Communities' approval prior to publication.

### **13.3. Media statements**

Any media statement to be issued by the Respondent, partner or a contracted party that references the project in any way must be provided to Communities for review and approval prior to publication. Approval may also be sought from the Minister's office.

Media statements must be provided to Communities at least five (5) business days ahead of the intended publication date.

### **13.4. Media enquiries**

Any media enquiry received by the partner or a contracted party that relates to the project in any way must be provided to Communities as soon as possible following receipt.

Any media response prepared by the Respondent, partner or any contracted party that relates to the project in any way must be provided to Communities for review and approval prior to distribution to the enquiring media organisation.

### **13.5. Interviews**

Should the Respondent, partner or a contracted party wish to participate in a media interview, whether it be for print, radio, television or online publication, in which the project may be discussed, they must notify Communities as soon as possible.

A brief outlining the details of the interview and proposed messaging relating to the project must be provided to Communities for review prior to the interview.

### **13.6. Other communications**

Any other communications material issued by the Respondent, partner or a contracted party that references the project in any way must be provided to Communities for review and approval prior to publication.

This includes, but is not limited to, signage, advertising, newsletter articles, social media content and website content.

The review and approval process for these items will be determined by the Communities' project team in consultation with the partner's project team and should be captured in the project's communications strategy documentation.

### **13.7. Style Guide**

Please refer to the Communities Style Guide for guidance on appropriate logo usage across communications material related to the project. Assistance can be provided by Communities' assigned communications officer.

### **13.8. Contacts**

All media enquiries and content for review by Communities must be emailed to Communities' assigned communications officer, with the project manager copied in as appropriate.