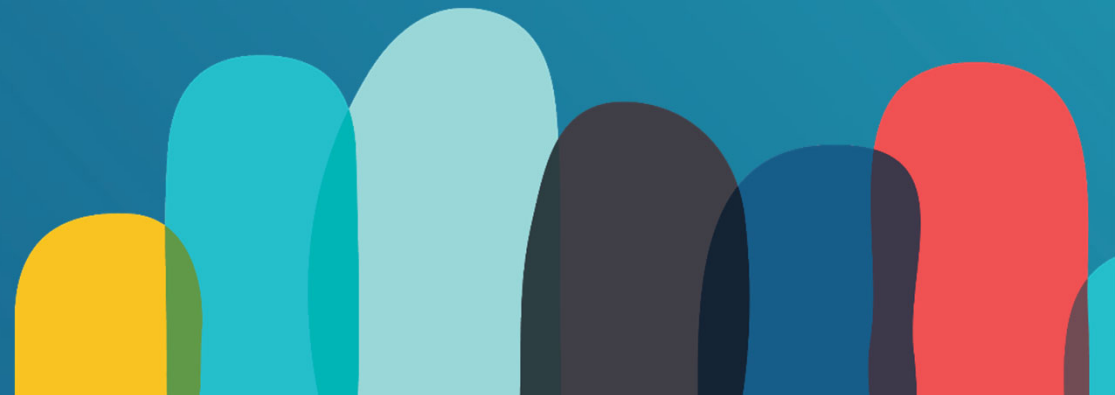




Government of **Western Australia**
Department of **Communities**

Community Housing - Prequalification Scheme

Industry Briefing



Acknowledgement of Country

The Department of Communities proudly acknowledges Traditional Custodians throughout Western Australia and recognises their continuing connection to their lands, families and communities. We pay our respects to Aboriginal and Torres Strait Islander people and cultures, and to Elders past and present.



Agenda

1	Introductions/Housekeeping	5 minutes
2	Welcome – Garrick Allen: Executive Director, Strategy, Planning and Policy, Department of Communities	5 minutes
3	Overview of the Community Housing Prequalification Scheme	20 minutes
4	The Application Process	20 minutes
5	Prequalification Status	5 minutes
6	How State Government will work with Prequalified CHOs and CHPs	10 minutes
7	Key Dates	5 minutes
8	How To Get Help	5 minutes
9	Questions	10 minutes



Housekeeping

This industry briefing will last approximately 90 minutes – consisting of a presentation and a question-and-answer session.

This industry briefing is conducted for the purpose of providing contextual information only. A copy of this slide deck and an anonymous copy of all the questions and answers will be provided via email following today's briefing.

There will be no live questions answered during this briefing. For any questions, please reach out to the Contact Officer in writing via: CHOPrequal@communities.wa.gov.au

Probity Disclaimer

Please note, that to ensure the procedural integrity of this process and being able to demonstrate this through behaviour, process and formal records, only information that is already publicly available will be shared during this presentation and responses to all questions will be provided via email as previously noted.

All communication is to be directed to the Contact Officer in writing via the email address above.

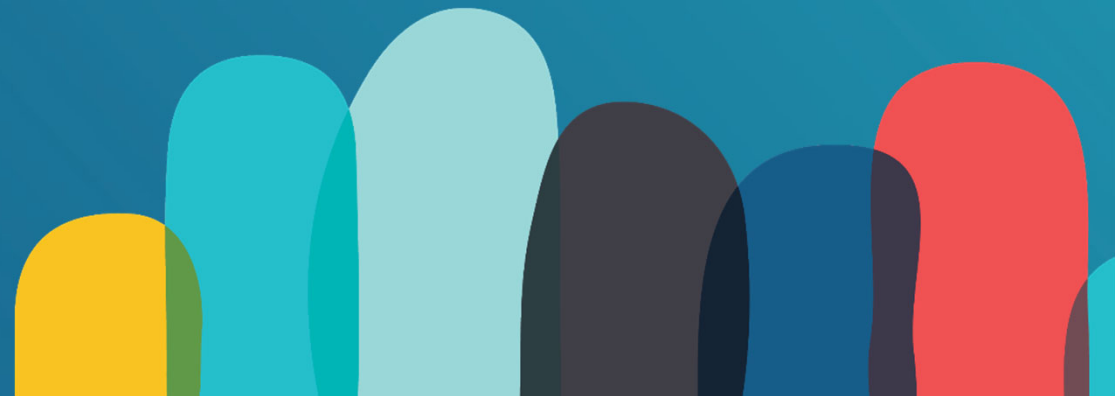
This industry briefing does not constitute a procurement exercise and involvement does not preclude involvement in any procurement activities outside of the Scheme should there be any.



Welcome

Garrick Allen

Executive Director
Strategy, Planning and Policy
Department of Communities



Overview of the Community Housing Prequalification Scheme

Communities Context

The Department of Communities (Communities) works in partnership with the private, government and not-for-profit sectors to deliver social and affordable housing across Perth and in regional and remote Western Australia (WA).

The Community Housing Prequalification Scheme (the Scheme) has been created to provide a more cohesive and impactful collaboration between the WA Government and the community housing sector, with the aim of providing more social and affordable housing for those in need.

The Scheme has been designed to cut red tape for Community Housing Organisations (CHOs) and Community Housing Providers (CHPs) to boost delivery of new social and affordable housing across WA.



Policy Scope

In 2023, Communities' Supply Sub-Committee, that reports to the Community Housing Partnership Steering Group, was instituted to spearhead advancements in the WA Government's utilisation of the community housing sector.

One of the key objectives of the Supply Sub-Committee was to look at opportunities that would enhance and streamline procurement approaches to ensure efficiency and effectiveness. As part of working towards this objective, Communities has developed the Prequalification Scheme.

The Scheme will enable WA Government agencies to select from prequalified CHOs and CHPs and request detailed proposals for specific opportunities.

The key benefit of the Scheme is to reduce or remove the need to undertake an Expression of Interest (EOI) process.



Objectives of the Prequalification Scheme

- Reduce or remove EOI processes and costs in tender activities for member CHOs and CHPs by providing an insight into community housing market options.
- Allow CHOs and CHPs to be prequalified for predetermined 'categories' of development based on:
 - Development interests (cohorts, geographies, tenures, typologies).
 - Financial capacity and capability.
 - Organisational capability and capacity.
- Provide greater opportunities for member CHOs and CHPs to be invited to participate in WA Government procurements and be flexible enough to allow members to keep Communities informed of organisational changes.
- Achieve greater consistency, fairness and transparency of WA Government tendering and selection processes and encourage high standards and continuous improvement within the community housing sector.

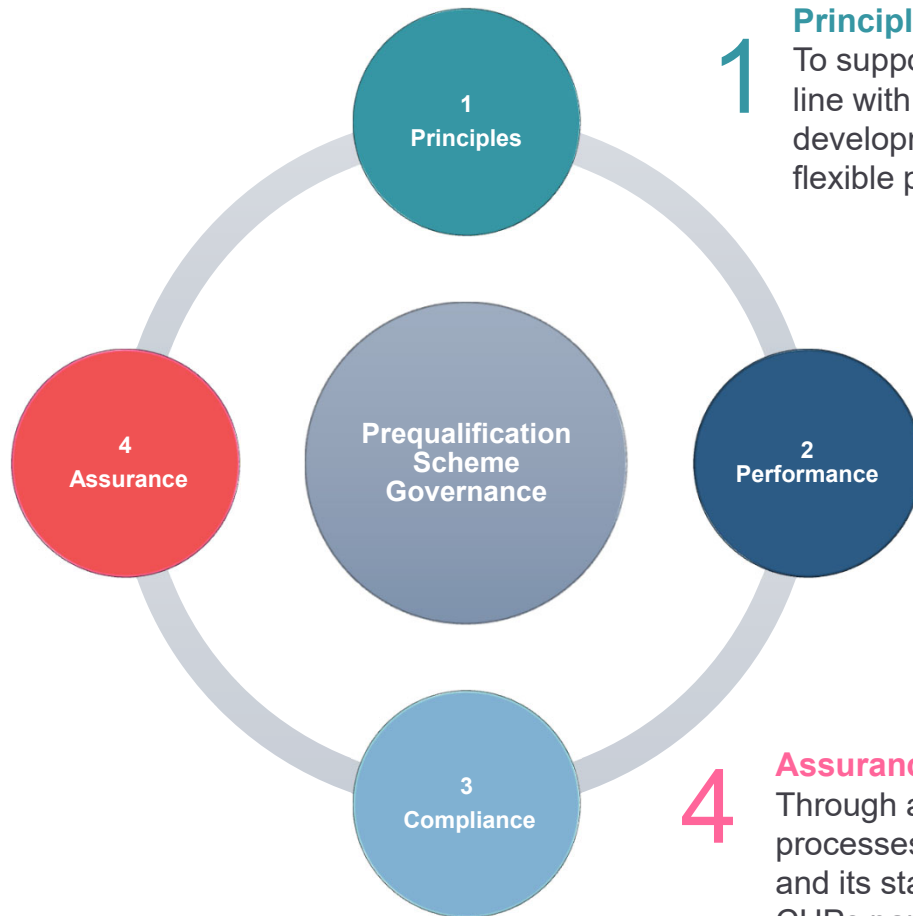


Opportunities and Outcomes

- CHOs and CHPs are free to choose to apply to be on the Scheme. Participation does not guarantee being awarded any contracts by an Agency and it does not prevent CHOs or CHPs for applying for opportunities outside of the Scheme.
- In applying for the Scheme, CHOs and CHPs can also indicate which community housing categories they are looking to expand into. This will inform delivery models, region and cohort specific preferences of the WA CHO and CHP sector.
- If an Application has been declined, a CHO or CHP may resubmit an Application for assessment in the next annual update activity.
- The Scheme does not have a maximum limit of member CHOs and CHPs and will be refreshed in full after an initial period of 3-years.



Governance Framework



1 Principles
To support the Community Housing sector and promote growth in line with Government policy, and facilitate the delivery of development opportunities through an efficient, effective and flexible procurement process that permits periodic updates

2 Performance
Measure the performance of CHOs and CHPs to ensure the ongoing success of the Scheme by undertaking regular reporting on RFX participation and contract performance, in consultation with agencies

3 Compliance
Ensure compliance with the requirements of the Scheme through regular review and validation of the prequalified CHOs and CHPs against the requirements

4 Assurance
Through adherence to the principles, performance and compliance processes of the framework, provide assurance to Communities and its stakeholders of the capability and capacity of the CHOs and CHPs participating in the Scheme

Principles & Performance

Principles

Communities will manage the performance of member CHOs and CHPs that are part of the Scheme. The high-level Terms of Reference outlining the principles that govern the Scheme can be found in the CHO and CHP Overview document.

Performance

Communities will manage the performance of member CHOs and CHPs that are part of the Scheme by monitoring performance on tendering, financial capability, compliance with WA policy and legislation specified in the statement of requirement, contract performance (in consultation with agencies), as well as project outputs and outcomes.

Further details on how performance will be managed and information on the sanctions that may be applied can be found in the CHO and CHP Overview document.



Compliance

Notification of Changes

Communities must be informed of any significant change in financial capacity, capability, ownership and/or corporate status, contact details or address.

Periodic Review

Communities will periodically review each member CHO and CHP, including Special Purpose Vehicles (SPVs) (at least annually), to validate its status on the Scheme.

Performance Monitoring

Communities will review a range of metrics in consultation with Agencies to monitor the performance of member CHOs and CHPs that have been prequalified.



Assurance

Suspension and Termination

Communities may suspend or terminate a member CHO or CHP from the Scheme if it considers that the member CHO or CHP has not complied with the requirements of the Scheme as outlined in the Terms and Conditions.

The procedures as outlined in the CHO and CHP Overview document and the Terms and Conditions ensures fair notice and an opportunity for member CHOs and CHPs to correct issues before any actions are taken.



The Application Process

Overview

A general overview of the Scheme can be found on Communities website, along with the online application portal. There are three resources that CHOs and CHPs can utilise to assist with the completion of their application and ongoing management. These three resources include:

- Community Housing Prequalification Scheme – CHO and CHP Overview document
- Community Housing Prequalification Scheme – Terms and Conditions
- Community Housing Prequalification Scheme – Definitions



Online Application Form

Consists of 4 sections:

- Section A – Applicant Details
- Section B – Existing Capability
- Section C – Project Information
- Section D – Statement of Interest



Online Application Form


Section A – Organisational Overview

Organisational overview (part 1 of 3)

What is your ABN or ACN? *

Please detail your corporate structure (e.g. limited liability company - include roles and responsibilities of structure diagram etc). You can upload files if you need to provide additional information. *

File upload of corporate structure (if required)


Browse Files
Drag and drop files here

Organisational overview (part 2 of 3)

Postal address *

Date of establishment/incorporation * Name of contact person *

Contact phone * Contact email *

example@example.com

Number of staff *

Number of offices (e.g. corporate locations where CHO personnel are located) *


Organisational overview (part 3 of 3)

Please include a disclosure of any information relevant to this application including:

- criminal convictions
- conflict of interest
- Australian Disability Enterprise
- registered Aboriginal Business
- compliance with [Work Health and Safety Act 2020](#) and Work Health and Safety (General) Regulations 2022
- any prohibition notices and prosecutions by WorkSafe WA in the last 2 years in respect to OHS issues
- any prosecutions in relation to industrial relations in last 2 years
- accreditation or certificates.

Please detail disclosure information below *

Please upload any supporting information (e.g. certifications)


Browse Files
Drag and drop files here

Online Application Form

Section A – Registration Status

Registration status

In Western Australia

Are you a registered Community Housing Organisation (CHO) or in the process of becoming registered? *

Please Select

Please provide details of where you are at in the registration process including an estimated time on when you expect to be registered.

Outside Western Australia

Are you a registered CHO, intending to become registered in the next 12 months or in the process of becoming registered, in a jurisdiction outside of Western Australia?

Please Select

Please provide details of where you are at in the registration process including an estimated time on when you expect to be registered.

Exceptions

If you are not a registered CHO, or undertaking the registration process, please confirm if your organisation is:

- An Aboriginal CHO on the Aboriginal Business Directory WA
- Registered as an Australian Disability Enterprise on the National Disability Services Register
- Other

Back

Save

Next

Online Application Form

Section A – Referees

Referees

Please include details for 2 referees below. Referees can include partnership affiliations and will only be contacted should the Department of Communities need to verify any information provided.

Referee 1 *

Referee 1 details	
Name	
Organisation	
Position	
Relationship to the applicant	
Email	

Referee 2 *

Referee 2 details	
Name	
Organisation	
Position	
Relationship to the applicant	
Email	

[Back](#) [Save](#) [Next](#)



Online Application Form

Section B – Current Geographic Spread

Current geographic spread of dwellings and management

South Metro Region (including Peel) ▼

Do you have assets in the South Metro region?

Yes ▼

Number of dwellings owned

Number of dwellings headleased

Please include any information on relevant assets that may include improved or unimproved lots for future development and their projected possible yield.

Number of dwellings under management

Number of staff in region

Number of staff out of region that manage assets in this location (excluding back office staff)

Products

- Social housing (Band A)
- Affordable housing (Band B)
- Crisis Accommodation
- Disability housing
- FDV housing
- Boarding and lodging housing
- Transitional housing
- Other

Cohorts (program specific)

- Youth
- 55 and above
- Aboriginal
- Women
- Women and children
- Men
- People with a disability
- Other

South Metro Region (including Peel) ▼

Do you have assets in the South Metro region?

No ▼



Online Application Form

Section B – Partnership affiliations

Partnership affiliations

Please provide details of any partnership affiliations or special purpose vehicles.

	Yes/No	Details
Property development	▼	
Project finance	▼	
Tenancy support	▼	
Employment and training assistance	▼	
Financial literacy assistance	▼	
Health support, including mental health, drug and alcohol	▼	
Special purpose vehicles	▼	
Other	▼	

[Back](#) [Save](#) [Next](#)



Online Application Form

Section C – Project Information

Project information (part 1 of 2)

Historic delivery performance: Development of new dwellings

Please provide the information below in the context of any development projects completed in the past 5 years.

Model type

- Land contribution (freehold or ground lease)
- Capital grant
- Land contribution plus capital grant
- Joint venture
- Self-funded
- Public private partnership
- Commonwealth (Housing Australia) contribution or debt finance
- Other

Average build value over the last 5 years

Number of dwellings

Products

- Social housing (Band A)
- Affordable housing (Band B)
- Crisis Accommodation
- Disability housing
- FDV housing
- Boarding and lodging housing
- Transitional housing
- Other

Cohorts (program specific)

- Youth
- 55 and above
- Aboriginal
- Women
- Women and children
- Men
- People with a disability
- Other

Historic delivery performance: Acquisition of completed dwellings

Please provide the information below in the context of any completed dwellings acquired in the past 5 years.

Model type

- Transfer of dwellings from State Government (freehold or head leased)
- Spot purchase of dwellings
- Other

Average acquisition value over the last 5 years

Number of dwellings

Products

- Social housing (Band A)
- Affordable housing (Band B)
- Crisis Accommodation
- Disability housing
- FDV housing
- Boarding and lodging housing
- Transitional housing
- Other

Cohorts (program specific)

- Youth
- 55 and above
- Aboriginal
- Women
- Women and children
- Men
- People with a disability
- Other

Historic delivery performance: Other

Model type

Average value over the last 5 years

Number of dwellings

Products

- Social housing (Band A)
- Affordable housing (Band B)
- Crisis Accommodation
- Disability housing
- FDV housing
- Boarding and lodging housing
- Transitional housing
- Other

Cohorts (program specific)

- Youth
- 55 and above
- Aboriginal
- Women
- Women and children
- Men
- People with a disability
- Other

Please include any relevant other assets, developments and/or alternative model types that your organisations has experience with.

Back

Save

Next

Online Application Form

Section C – Project Information


Project information (part 2 of 2)

Projects under construction

For any projects currently under construction please provide details about the scale and nature of the projects and any partnership affiliations.

Please provide details on projects under construction

Upload additional information if required

 **Browse Files**
Drag and drop files here

Project management and governance

Please provide your experience and approach to the management and governance processes for projects.

Online Application Form

Section D – Statement of Interest

Preferred geographic spread and projects

South Metro Region (including Peel) ▼

South Metro region preferred
Yes ▼

Preferred products

- Social housing (Band A)
- Affordable housing (Band B)
- Crisis accommodation
- Disability housing
- FDV housing
- Boarding and lodging housing
- Transitional housing
- Other

Preferred cohorts (program specific)

- Youth
- 55 and above
- Aboriginal
- Women
- Women and children
- Men
- People with a disability
- Other

Preferred models

- Land contribution (freehold or ground lease)
- Capital grant
- Land contribution plus capital grant
- Headlease
- Other

What is your preferred scale for owning and managing detached dwellings?

	1-3 dwellings	3-10 dwellings	More than 10 dwellings
Separate homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your preferred scale for owning and managing grouped dwellings?

	1-10 dwellings	10-30 dwellings	30-50 dwellings	More than 50 dwellings
Grouped dwellings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lodging homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'Other' please provide details

Preferred number of occupants in group home

South Metro Region (including Peel) ▼

South Metro region preferred
No ▼



Online Application Form

Section D – Statement of Interest

You are about to submit your application.

Please ensure you have completed all relevant sections and have read the Terms and Conditions before proceeding.

I agree I have completed all relevant sections of the application. I have read and agree to the Terms and Conditions. *

Agree

The applicant confirms that it will comply with State Government's Media Protocols and Confidentiality requirements, as agreed upon in the Terms and Conditions.

Do you agree to the above? *

Agree



Assessment

- The Assessment Framework has been developed to assist Communities to evaluate applications for the Scheme and updates received from member CHOs and CHPs.
- The Framework has been designed to provide Communities with the flexibility to assess multiple applications in an efficient timeframe during the initial launch and during each yearly update.
- At the conclusion of each assessment, Agencies will be provided information outlining the CHOs and CHPs that have been prequalified and in what categories, including geographic location, category and funding model.
- CHOs and CHPs will be notified of the assessment outcome and provided a debrief opportunity if needed.



Prequalification Status

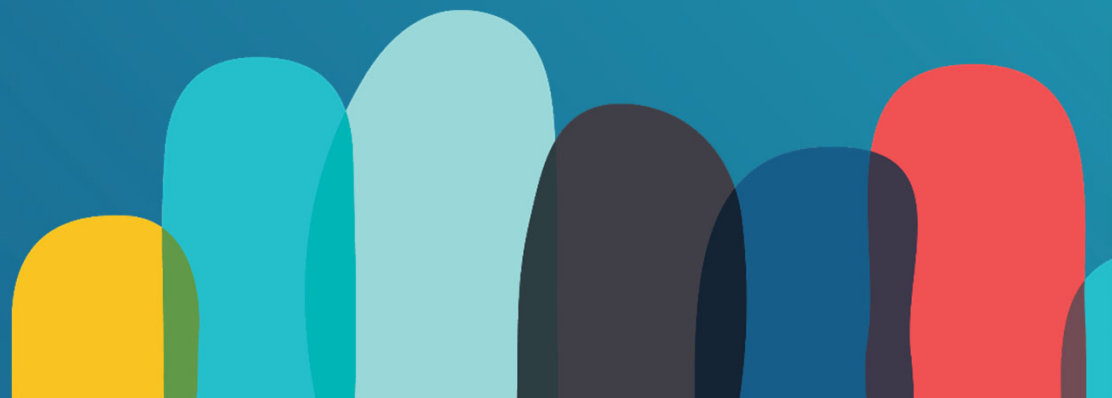
Prequalification Status

Upon completion of the assessment of a CHOs or CHPs application or a review of any updates, Communities will assign a prequalification status to the CHO or CHP based on the outcome of the assessment. The prequalification status categories include:

- Prequalified
- Provisional Prequalification – pending a response to clarification questions or actions required
- Suspended
- Terminated



How State Government will work with Prequalified CHOs and CHPs



State Government and Prequalified CHOs and CHPs

- The Scheme is for use the Communities and other housing and lands agencies in Development WA and the Department of Planning, Land and Heritage.
- Agencies are encouraged to use the scheme because of the benefits it provides. However, use of the Scheme is not mandatory.
- Agencies will need to determine, based on their needs whether a better outcome would be achieved using a procurement process outside of the Scheme.
- Agencies would need to consider the member CHOs and CHPs and:
 - The category that they have been prequalified for, e.g. disability housing, social housing, affordability housing.
 - The region in which they are providing services, e.g. South Metropolitan Region, Pilbara, Goldfields.
 - The funding model proposed to be used by the Agency, e.g. land contribution, capital grant, transfer of dwelling, etc.



State Government and Prequalified CHOs and CHPs cont.

Agencies seeking to approach the market for Community Services, Goods, Services or Works must undertake and document their procurement planning for procurements in accordance with Rule C3 and procurement planning requirements.

For more information:

<https://www.wa.gov.au/government/multi-step-guides/western-australian-procurement-rules/section-c-procurement-planning>



Key Dates

Key Dates

Applications Opened: 5th August 2024

Information Session: 21st August 2024

Applications Close: COB 13th September 2024

Notification of Prequalification Status: End of November 2024

Annual Prequalification Scheme Update: November 2025



How To Get Help

How To Get Help

If CHOs and CHPs have any queries about the Scheme or the Application process, they should contact the Scheme Manager:

Title: Community Housing Prequalification Scheme Team

Division: Housing & Homelessness

Directorate: Strategy, Planning & Policy

Email: CHOpqual@communities.wa.gov.au



Questions

Questions

About the Scheme

- **Why has the Scheme been introduced?** *The Scheme was introduced to provide a more cohesive and impactful collaboration between the WA Government and the community housing sector and to reduce the administrative burden of procurement processes for CHOs and CHPs.*
- **Is there a maximum number of CHOs and CHPs that Communities will prequalify for each category?** *There is no limit on the number of CHOs and CHPs that can be qualified for each category.*



Questions

Innovation

- **How does the Scheme allow for innovation?** *The scheme provides the opportunity in the application process to provide information on current partnerships. The scheme is also planned to be updated annually to allow CHOs and CHPs to update their information.*
- **Can partnerships be included in the Scheme?** *All members of the Scheme must meet the eligibility requirements of the Scheme regarding registration. The form provides opportunities for CHPs and CHOs to include information on their current partnerships.*
- **Can SPVs apply to the Scheme?** *SPVs can apply to the Scheme. However, they will still be required to meet the eligibility requirements, including being registered, intending to register, or currently undertaking the registration process.*

Questions

Application Process

- **Will you re-use data already provided to Communities or other WA Government departments in the application process?** *Currently the online form does not have the functionality to prepopulate information from Communities' records, for example with data from the Community Housing Registrar's office. Over time, Communities intends to implement an online portal for the Scheme with login details so information can be stored and prepopulated.*
- **Can CHOs or CHPs submit missing information after the closing date?** *If there is missing information in the application, Communities will send a formal request for the CHO or CHP to submit further information. If the timeframe nominated in the request is not met, this may result in the application being declined.*
- **What is the purpose of requesting referees?** *Referees will be used to corroborate claims about capability and capacity. Referees will only be contacted in the event the Communities' Assessment Team requires further confirmation.*
- **Will selecting preferred categories as part of the application mean that the applicant will be prequalified for those selected categories?** *No, Communities will decide what categories the successful applicant will be placed into based on information provided in the application submitted.*
- **Will CHOs and CHPs be prequalified for a category they have expressed an interest in but have no current demonstrated experience?** *No. This information is being collected for future policy and opportunity consideration only.*

Questions

Notification of outcome

- **How will CHPs and CHOs be notified about the outcome of the application to the Prequalification Scheme?** *Once the assessment process has been completed, all applicants will be notified in writing of their prequalification status and the categories they are prequalified for.*
- **Will the outcome be published on TendersWA?** *At this time, it is not expected CHP or CHO prequalification status will be published on TendersWA. As the process is non-competitive, it is not a requirement to publish.*
- **How will Agencies know which CHOs and CHPs are members of the Prequalification Scheme?** *Communities will notify Agencies of the list of prequalified CHOs and CHPs.*

Questions

Registration Status

- **What if you are granted provisional prequalification status subject to becoming a registered CHP, but decide not to or cannot proceed with registration?** *The Communities team responsible for monitoring the Scheme will maintain oversight of organisations' registration status and will determine if changes to prequalification status are required where there has not been progress toward registration as a CHP.*
- **What happens to prequalification status if community housing registration is suspended or removed?** *The Communities team responsible for the Scheme will consider the circumstances on a case by case basis to determine if a change to prequalification status is required, should a CHP or CHO's registration is suspended or removed.*
- **What is the protocol for a CHO or CHP if they undergo significant organisational changes, such as mergers or restructuring?** *They are to reach out to Communities and advise of the organisational change. Communities will advise of next steps.*
- **What updated information are prequalified CHO and CHPs expected to provide and how frequently?** *Any changes to a member CHOs or CHPS capability or capacity will need to be provided to Communities as soon as possible. Changes that require notification to Communities includes, but is not limited to, changes to a CHO/CHP's:*
 - *SPV status*
 - *Financial viability*
 - *Any changes that would change the CHOs or CHPs response to the mandatory requirements of the Scheme.*

Questions

Updating the Scheme

- **What is the difference between an ‘annual update’ and ‘refresh’?** *The ‘annual update’ provides an opportunity for all prequalified CHOs and CHPs to update the information used for their prequalification assessment. This could result in changes to a CHO or CHP’s prequalification status. Prequalified CHOs and CHPs that do not update their information will remain in the same prequalification categories. The ‘refresh’ involves the Prequalification Scheme being dissolved and CHOs and CHPs applying to be assessed for prequalification categories.*
- **Will the Department of Communities introduce more categories or change the scope of categories in the future?** *Communities reserves the right to introduce more categories or change the scope during the initial Term of the Scheme. Scheme members will be consulted on the impacts of the changes in advance of any decision. Details of the changes will be published in advance and will only be made as part of the annual update to the Scheme.*
- **Will CHO/CHPs from outside of Western Australia be accepted on to the prequalification scheme if they have limited to no demonstrated experience in Western Australia?** *Yes. However, the CHO or CHP must be able to demonstrate the required capability and capacity in the state or territory they are currently registered in.*

Questions

Invitation to tender for opportunities

- **Will opportunities be available to all prequalified CHPs and CHOs within a prequalification category?** *Because the Scheme is non-competitive, Agencies will invite any and all eligible prequalified CHPs and CHOs to tender opportunities for the prequalification categories in which they are qualified.*
- **How will Agencies determine whether to use the Prequalification Scheme?** *Agencies will determine whether to use the Prequalification Scheme at the stage of their procurement planning. Where it is determined a better result (subject to WA Government Procurement Rules) can be achieved using a traditional procurement then the Scheme will not be used.*
- **Will CHOs and CHPs that have not been prequalified still be eligible for funding and project opportunities?** *Yes, the Scheme is not mandatory and non-prequalified CHOs and CHPs will still be eligible for funding and project opportunities through other procurement streams.*
- **Can prequalified CHOs and CHPs still use the Community Housing Call for Submission process?** *Yes, if prequalified CHOs and CHPs have projects that fit the eligibility criteria for the Community Housing Call for Submissions then they can still submit these for consideration.*

Thank you