



Information for Successful Applicants

Housing Support Program – Community Enabling Infrastructure Stream

July 2024

Introduction

The Australian Government's Housing Support Program (HSP) is one of a range of programs designed to help achieve the National Housing Accord's target of building 1.2 million new, well-located homes over 5 years from 1 July 2024. The HSP will support the delivery of increased housing supply by funding projects that seek to deliver enabling infrastructure, provide amenities to support new housing development or improve building planning capability.

The Priority Works Stream will fund the states and territories to deliver enabling infrastructure and community amenities for new homes, and to increase social housing supply.

The Community Enabling Infrastructure Stream (CEIS) (this stream) will fund local, state and territory governments for projects that will **support the delivery of increased housing supply through the construction of enabling infrastructure and community amenities**.

Funding will be provided via the states and territories to relevant local government authorities through schedules to the [Federation Funding Agreement - Affordable Housing, Community Services and Other](#) – Housing Support Program Schedule (the schedule).

As local government authorities are not a party to the Federation Funding Agreement (FFA), this document summarises relevant terms and conditions within that schedule. Where the terms and conditions are inconsistent between the FFA and this document, the FFA will prevail.

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1 About the Guide

The document is written from the point of view of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department). When you see the terms “you” or “your” this refers to either a local, state or territory government. When you see the terms “we”, “us” or “ours”, this refers to the department. You can find a glossary of common terms at the end of the guide.

1.1 Contacting the Department

If you have questions in relation to the guide, please consult the frequently asked questions on the website or contact us by email at:

- PPDHousingSupportBranch@Infrastructure.gov.au

2 Timing of Project Delivery

CEIS projects should be delivered in accordance with the following timeline. If at any stage you anticipate being unable to meet one or more of the activity milestones, contact the department at the earliest opportunity who will work with the relevant state or territory to identify if project milestones need varying.

Activity	Timing
State or territory signing the FFA Schedule (Default Payment Milestone 1)	Payment will be made to the state/territory at the earliest available payment run after signing a variation to the Schedule.
Commencement of project	No earlier than 1 September 2024 and no later than 31 January 2025
Progress Report (Default Payment Milestone 2)	No later than 31 May 2025
Complete project	On or before 30 June 2026
Provide acceptable Post Completion Report	No later than three-months after completion of the project.

3 Milestones

3.1 Achievement of payment milestones

Payment will be made on the basis of achievement of milestones. Milestone schedule and amounts are established in the Housing Support Program schedule to the Federation Funding Agreement - Affordable Housing, Community Services and Other and in your successful project letter.

Milestones specifically applicable to CEIS have been designed to assist you to meet the timelines set out in the table above. Projects will receive two milestone payments:

- Default Payment Milestone 1 (set at 60% of CEIS funding) will be provided following the signing of related state or territory FFA schedule variation.

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- Default Payment Milestone 2 (set at 40% of CEIS funding) will be on completion of the project and must include an updated total project cost-based costs.

Claims for funding attached to milestones need to be provided on the form available from us. Additional guidance is available on the form.

All milestone claims should be accompanied by accepted evidence supporting the claim that the milestone has been achieved.

3.2 Payment of milestones to Local Governments

Payments to local government authorities will be managed by state and territory governments through the Housing Support Program schedule to the Federation Funding Agreement - Affordable Housing, Community Services and Other.

This means that where projects are local government led, payment will be made to the relevant state/territory government which will pass this payment on to the relevant local government. They may have additional requirements before funding can be paid, such as the provision of an invoice.

All Australian Government funding is Goods and Services Tax (GST) exempt.

4 Funding amount

The maximum Australian Government funding amount for your project/s will be set out in your successful project letter. Funding is paid in whole dollar amounts only.

In line with the Guidelines for Applicants for CEI Stream, the Australian Government percentage funded for state and territory projects cannot exceed 50% of total project costs, up to the amount listed in your successful project letter.

For local government projects, the Australian Government percentage funded will be up to 100% of total project costs, up to the amount listed in your successful project letter. Your successful project letter will confirm the percentage of the project costs that will be funded by the Australian Government.

All funding amounts and claims for funding are GST exclusive.

4.1 Projects over budget

Notwithstanding circumstances which may give rise to changes to projects (see section 7 for more details), all costs over the original project budget are your responsibility. Where a project goes over budget, additional funds from the Australian Government will not be provided.

4.2 Projects under budget

In the event a local government project is completed under budget; the Australian Government will pay the percentage of funding outlined in your successful project letter based on the actual final cost of the project. This will mean for projects completed under budget that you will not receive the maximum funding listed in your successful project letter. For a state and territory project, this will be managed through the terms and conditions of the schedule.

5 Funding eligibility

Where you have doubt about the eligibility of proposed costs, please contact us for advice.

5.1 What is eligible for funding

Costs eligible for funding will be outlined in your successful applicant letter. You may include costs which are internal to the proponent, where those costs can be attributed to the project. For example, it is possible to claim the costs of a project manager already employed by a local government authority, where the time spent by that person on the project can be directly attributable the project. We may require you to provide evidence justifying the claimed amount.

Once a project has been assessed as successful, funding should only be used to meet the cost categories identified in the successful applicant letter. Funds should not be used to pay for any goods or services not identified within this letter.

For example, if your application only specified labour hire and a project manager as the costs of the project, you should not use funding to pay for a software licence without consulting with us.

6 Reporting

You are obliged to report on the status of the project/s. Reporting requirements for state and territory governments, including on behalf of local governments, are contained in the *Housing Support Program schedule to the Federation Funding Agreement - Affordable Housing, Community Services and Other*.

Local governments may have separate reporting obligations imposed on them by its state or territory government for specific project/s. The frequency and format of these reports will need to be negotiated and agreed between these parties.

Reporting is expected to fall into the following categories:

Category	Description
Regular project reporting	Completion of a report at intervals to be requested by us which will include data such as progress, estimated funds spent against funds received, emerging issues, forecasts of time to completion and other relevant measures.
Milestone reporting	Completion of forms required to support the achievement of scheduled works (refer to section 3 above for more information). The number and frequency of these reports will align to the agreed milestone schedule which will be set out in the Housing Support Program schedule to the Federation Funding Agreement - Affordable Housing, Community Services and Other.
Project completion	A report confirming completion of the project. This would likely include a signed off report from

Category	Description
	<p>the Project Manager, lead contractor or the like, and photographs if appropriate.</p> <p>An event and/or media opportunity must be provided three months before completion. Note: Projects must be completed by 30 June 2026.</p>
Post completion report	<p>Post completion report covers the duration of the project and is likely to require information about key achievements against the program and project objectives, any issues encountered and how they were addressed, and important metrics on outputs and outcomes.</p> <p>This report will also include the acquittal of funds and confirmation of scope.</p>
Event based reporting	<p>Where you should notify us of a material change to a funded project. Examples of events which are likely to impact the delivery of a project include weather events, natural disasters or pandemic events.</p>

7 Changes to projects

It is possible to vary the name, scope, timeframe and funding for your project.

Changes to projects should be requested in writing at the time the need for change is identified. We have a form on our website which can help you do this.

Changes to projects will be negotiated between the department and your state or territory government before seeking authority from relevant Ministers.

8 Withdrawal of projects

You may request to withdraw a project. We have a form on our website which can help you do this.

We may also suggest that a project is withdrawn if it is unable to deliver on its intended outcomes.

In the event a withdrawal occurs, *the Housing Support Program schedule to the Federation Funding Agreement - Affordable Housing, Community Services and Other* sets out details of the financial (if any) implications for the state or territory government.

Financial implications (if any) for local governments will be a matter between the local government and their state or territory government.

9 Events, announcements, promotions and publicity

You should advise us at least three months prior to having an event, releasing a media release or other publicity. You should acknowledge the contribution of the Commonwealth in all media. You

need to invite representatives of the Commonwealth to any events and make any media releases joint media releases. This will be managed through the Housing Support Branch.

10 Procurement

In undertaking your project, you must comply with the rules and guidelines in your state or territory for the expenditure of public money and the procurement of goods and services. In addition, the *Federation Funding Agreement - Affordable Housing, Community Services and Other* includes conditions ensuring that financial contributions to a building project are only made where a builder is accredited under the Australian Government Work Health and Safety Accreditation Scheme, subject to certain financial thresholds.

10.1 Financial records

We encourage you to keep separate financial records for each CEIS project, in order to be able to accurately report on costs.

11 Glossary

Term	Definition
Australian Government Funding	The amount committed to the project by the Australian Government.
Commencement Date	The expected start date for the project activity.
Commencement of Project	<p>The project commences with the first activity which incurs the expenditure of funds solely towards delivery of the project.</p> <p>To clarify, money does not need to be expended, just the activity which will require payment at a later stage. Ordering of materials can be the commencement of a project. In the same way, an internal resource commencing work that is exclusive to the project is also the commencement of a project.</p>
Commonwealth	The official title of the Australian nation. For the purposes of this program under s7(3) of the <i>COAG Reform Fund Act 2008</i> , the Commonwealth is represented by the Minister.
Complete Project	<p>A project is complete when all elements of its scope have been delivered and it is able to be successfully used by the intended users.</p> <p>To clarify, it is not required to be used to be considered complete. A project to build trunk water pipes can be complete, even though the downstream pipes are yet to be completed. A pilot project would be complete when the report evaluating that project is finalised.</p>
Federation Funding Agreement	Federation Funding Agreements (FFAs) are an agreement between the Commonwealth and states and territories for the Commonwealth to grant money to, or through, a state or territory. Funding for the

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Term	Definition
	Housing Support Program is provided through the Affordable Housing, Community Services and Other Agreement . Information and conditions unique to the Housing Support Program will be an FFA schedule to that agreement.
Local Government	<p>Local government has the same definition as a local governing body at section 4 of the <i>Local Government (Financial Assistance) Act 1995 (Cth)</i>.</p> <p>As at January 2024 this meant:</p> <ol style="list-style-type: none">a local governing body established by or under a law of a State, other than a body whose sole or principal function is to provide a particular service, such as the supply of electricity or water; ora body declared by the Minister, on the advice of the relevant State Minister, by notice published in the <i>Gazette</i>, to be a local governing body for the purposes of this Act.
The Department	The Department of Infrastructure, Transport, Regional Development and Communications and the Arts or its successors responsible for the Housing Support Program.
The Minister	The Minister is the Minister for Infrastructure, another portfolio Minister or a delegate of the Minister for Infrastructure.
The Program	The Housing Support Program
We and us	The Department of Infrastructure, Transport, Regional Development and Communications and the Arts or its successors responsible for the Housing Support Program.
Withdrawal	A project is withdrawn when you and us agree that the project will no longer go ahead. A withdrawal of the project can be initiated by either you or us.
You and yours	The funding recipient for the project, whether that is a local government authority, state or territory.