

Housing Ideas Bank

Submission Guidelines

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Introduction

The Queensland Government, through the Department of Housing and Public Works (the department), delivers diverse services to benefit Queenslanders and support government service delivery. The department's key housing priorities include improving housing affordability, reducing homelessness and assisting Queenslanders to access the private housing market.

We established the Housing Ideas Bank (the Bank) in August 2018 to help deliver on these priorities. The Bank is a statewide initiative to collect and drive new ideas from the community and private sector, including initiatives that improve housing in Queensland.

Our priority is to ensure that every Queenslander has access to a safe, secure and affordable place to call home, and it anticipated that Ideas from the Bank will support this.

Ideas submitted to the Bank are considered by the department using a transparent and consistent approach. These guidelines explain the department's approach in further detail, containing essential information on the Bank and the assessment process taken by the department.

Please read these guidelines thoroughly before submitting an Idea.

Objective

The Bank is seeking new and innovative Ideas to ensure every Queenslander has access to a safe, secure and affordable place to call home, as well as access to services and programs that support their livelihood.

This includes Ideas that bring a new perspective or encourage the department to think differently about housing in Queensland. Ideas may spark a new department initiative that could be implemented with or without your involvement.

Who can submit an idea?

The Bank is open to any non-government organisation, group or individual over 16 years of age. The department will consider all ideas for inclusion into the Bank.

Where funding is requested from the department for housing or services, the entity receiving the funding is required to meet relevant registration, license or prequalification requirements, as identified under relevant legislation including but not limited to the *Housing Act 2003* and *Community Service Act 2007*.

You can be based outside Queensland; however, all Ideas must be aimed at improving housing in Queensland.

Group submissions

We encourage group submissions from partnership arrangements or Ideas linking alternative social enterprises, especially submissions that will extend service provision beyond the traditional role of housing.

A group submission can be lodged by two or more individuals or non-government organisations.

The lead contact must complete the submission form, identifying all members of the group.

The submission should clearly state:

- the contribution each individual or organisation will provide
- the names and positions of key people partnering to deliver the idea.

What ideas are being sought?

We invite innovative suggestions in all areas of housing provision.

The delivery of housing is a broad and unique area that impacts many aspects of a household. It is important that Ideas have a central housing element, and this can include, but is not limited to, the delivery of social or affordable housing; innovation in construction and design; homelessness; tenancy support options; legislation; or programs and services that support the livelihood of housing tenants.

Ideas should be unique and should not replicate an existing service or program. We will issue specific expressions of interest for extending the delivery of existing services or programs when required.

The department is seeking innovative ideas that will transform service delivery into the future and inform a future pipeline of work. Ideas will be drawn from the Bank to inform future budgets, trial projects and service transformation.

Diversity

All Ideas and their implementation must respect the dignity and privacy of individuals. They must be mindful of the needs of Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse backgrounds.

What to include in your submission

You may submit multiple Ideas however you will need to lodge each Idea in a separate form. Your submission should include all the information requested in the form, including:

- a description of your Idea
- detail on what problem your Idea will solve
- who your Idea intends to assist – be specific
- how your Idea is innovative or has a unique approach
- a clear link to the *Queensland Housing Strategy 2017-2027* (visit www.hpw.qld.gov.au/housing_strategy)
- an outline of the support requested from the department to implement the Idea, as well as the contribution that you (the submitter) intends to provide.

No uploaded or emailed attachments will be considered during the initial concept assessment of your idea.

Ideas recommended for inclusion in the Bank may have the opportunity to provide additional information to the department.

How to apply

Visit www.qld.gov.au/HousingIdeasBank for information on how you can submit your Idea through our SmartyGrants website.

Help and support

If you experience technical difficulties with the online submission form, contact the SmartyGrants helpdesk at service@smartygrants.com.au or call (03) 9320 6888 (9am-5pm AEST, Monday – Friday).

For other queries, contact the Department of Housing and Public Works at HHSPProgramsSectorEngagement@hpw.qld.gov.au or call (07) 3007 4470 during business hours 9am to 5pm.

If you cannot submit an Idea online or have limited access to technology, please contact the department to discuss other options for submitting your Idea.

How Ideas will be assessed

The department will assess Ideas in three stages:

1. Stage one *submission of Idea* will allow the department to consider the potential of an Idea concept.
2. Stage two *formal proposal* will allow the department and submitter to develop the Idea into a formalised proposal
3. Stage three *Idea approval*: aligns with the department’s existing project approval process, this is required for all department initiatives.

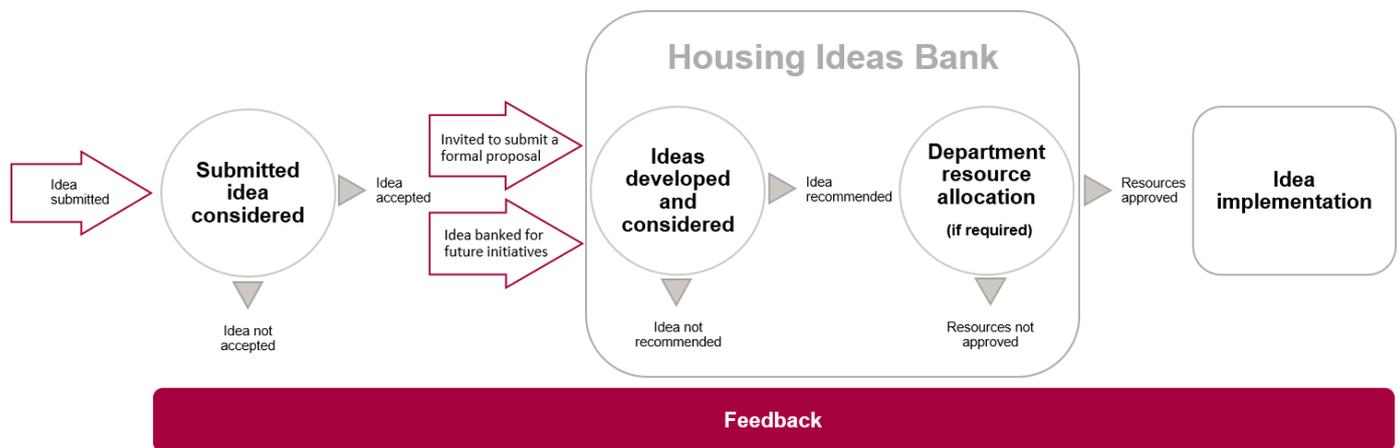


Figure 1: Process for idea assessment

Stage one: Idea submission

The Bank submission form collects a brief amount of high-level information, so you can convey the concept of your Idea.

All submitted Ideas will be assessed by two specialist areas, with capital projects assessed by an additional assessor, to gather a range of perspectives on the Idea concept. The Idea will be forwarded to the Bank’s Steering Group for consideration. The Bank’s Steering Group will assess each Idea and make one of three recommendations:

- Idea fast tracked; you will be invited to submit a formal proposal
- Idea will be banked for future consideration or further development - the Idea will not progress to stage two at this time
- Idea is not recommended for implementation and will not receive further consideration.

Ideas not recommended will be endorsed by an approved Department of Housing and Public Works delegate before you are notified.

All ideas considered in stage one can expect to be notified of a decision approximately one month after the date of submission. Complex submissions may require additional time to be considered thoroughly. In this case, you will be advised if additional time is required to assess your idea.

Please note: The department will be unable to provide you with an approved decision during the period of Caretaker Government preceding a state election. The Bank will remain open to receive submissions, and

assessments will be considered by the department during this period. Decisions will be provided after the election outcome has been determined.

Stage two: Formal proposal

If an Idea is recommended for the Bank, you will be advised of this decision.

At some point in the future, the Banks Steering Group may recommend further investigation of an Idea. The department will invite you to develop a detailed formal proposal. The decision to investigate an Idea will be based on timing, budget availability, idea maturity or other influencing factors.

A department liaison officer will be allocated to ensure you can discuss your formal proposal with a specialist from the department. They will collaborate with you to develop your proposal, if required.

Formal proposals will be assessed by the department specialists. Their assessment, along with the formal submission, will be provided to the Bank's Steering Group for consideration. The Steering Group will either recommended the Idea for approval or recommend that no further action be taken to consider the Idea.

Please note: At this stage, the department is still uncommitted to the delivery of any submitted Idea. We will continue to liaise with you and develop the requested proposal with the intention of furthering the provision of housing in Queensland.

Stage three: Idea approval

Where the Bank's Steering group supports the formal proposal, the department will seek approval from the appropriate department delegate to support the delivery of the Idea. You will be advised throughout this process. Please be aware that until formal approval is provided by the appropriate delegate, the department has not committed to the delivery of the Idea. You will be advised on the outcome of your Idea when Idea approval has been finalised.

If your submission is successful, you will receive correspondence advising that you have been successful and where relevant, provided with the appropriate legal contract for your execution before the grant is paid or initiative commenced.

You must not begin implementing your idea without first speaking with the department. Funding will not be provided for expenses incurred prior to an Idea receiving final approval. Formal notification and execution of legal contracts are required before delivery of Ideas can commence.

The department may recover funding if the delivery of the Idea is not commenced and implemented within the agreed timeframe.

Housing Ideas Bank Steering Group

The Bank's Steering Group will be made up of housing representatives from across the department.

This group will make recommendations to progress and implement new Ideas and keep a record of the Ideas held in the Bank.

The Bank's Steering Group will consider the following information when reviewing Ideas:

- innovative and creative approach to assisting Queenslanders to access or remain in stable housing
- Ideas that demonstrate how they will address an unmet need
- consideration for ongoing funding implications, if applicable
- inclusion of in kind, volunteer or co-funding contributions
- demonstrates value for money for the state
- assists the department in delivering the *Queensland Housing Strategy 2017-2027* (visit www.hpw.qld.gov.au/housing_strategy).

Ideas held in the Bank

The submitter agrees to work with the department to develop an accepted Idea. An Idea may be changed and adapted to suit an initiative. A submitter can remove their idea from the bank should they wish to implement the idea without the support of the department.

Ideas that are accepted into the Bank have no guarantee of funding or delivery. Ideas held in the Bank might be used to inform future pipelines of work, service innovation, budget allocations and budget bids.

The submitter has no guarantee that they will receive funding for the delivery of an Idea. Ideas accepted into the Bank will be discussed with the submitter on a case-by-case basis. Ideas will be accepted into the Bank for an intended purpose, this purpose will be disclosed to submitters upon advice of a decision.

Feedback and complaints

You will be provided with relevant feedback if your submission is not accepted into the Bank. If you require additional information or feedback about your submission you can request this from the department.

The department's decision, in relation to the acceptance of Ideas into the Bank, is final and cannot be appealed.

However, complaints can be made and will be dealt with according to the Department of Housing and Public Works' complaints management policy. This policy can be viewed at:

www.hpw.qld.gov.au/aboutus/Complaints/Pages

Media engagement

All media enquiries or public announcements relating to the Bank will be coordinated and managed by the department's media team.

Ideas that are implemented with the assistance of the department will require prior written approval before undertaking any public announcements. Joint media opportunities or project announcements may be undertaken between the department and the submitter.

Ideas submitted with consideration of commercial-in-confidence will not be released without the written approval of the individual submitter, submitting organisation or lead organisation for consortiums.

Submission checklist

Before submitting an Idea to the Bank, please ensure that you:

- read and understand these Submission Guidelines
- complete the online submission form
- read the terms and conditions
- submit the online form with your Idea.

Privacy statement

The Department of Housing and Public Works is collecting information for the purposes of administering the Housing Ideas Bank.

The Department of Housing and Public Works, its officers, employees, assessment panel members, agents and subcontractors may use and disclose any of the information provided with the application to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and Commonwealth, state or territory governments for any purpose in connection with the administration of the Housing Ideas Bank.

The Department of Housing and Public Works' privacy guide in relation to the treatment of personal information collected may be viewed at: www.hpw.qld.gov.au/aboutus/Pages/InformationPrivacy

Intellectual property

By submitting an Idea, the submitter grants the department a non-exclusive, fully paid up and royalty free, perpetual, transferable licence (with a right to sublicense) to copy, adapt, modify, disclose or do anything else necessary at the department's sole discretion, to all material (including any material that contains any intellectual property rights of the submitter or any other person) contained in the submission for the purpose of:

- i) the consideration, assessment or evaluation of the submission;
- ii) the further development of the idea by the department; or
- iii) the development of any other programs, initiatives or processes conducted by the department.

subject to any obligations regarding the use of your confidential information.

Confidentiality

If a submitter does not retain confidentiality, the department may test the applicability of an Idea or develop an Idea in partnership with other entities. By retaining confidentiality, the submitter may limit the delivery of the Idea.

Where submitters retain confidentiality, the department will discuss the communication of an Idea with the submitter before developing the Idea with a third party.

Ideas recommended for the Bank may be the subject of a media releases and disclosure. Ideas submitted in confidence will not be released without the written approval of the individual submitter, submitting organisation or lead organisation for groups.

Please note: Information in the possession or control of the Department of Housing and Public Works, including an Idea submitted by you, may be subject to disclosure under the *Right to Information Act 2009*. Applications for access to the Housing Ideas Bank, including those Ideas marked as confidential, will be determined in accordance with that Act.

The department's privacy guide in relation to the treatment of personal information collected may be viewed at: www.hpw.qld.gov.au/aboutus/Pages/InformationPrivacy

Disclaimer

This publication has been prepared as a guide only. The Bank is an ongoing initiative, and the state government may change these Submission Guidelines at any time.

Persons using any information provided in these Guidelines should conduct their own enquiries and rely on their own independent professional advice.

You must ensure that you are authorised to disclose the information contained in your submission. Your submission must not include sensitive, confidential or personal information of third parties, or information which is protected by intellectual property rights of a third party.

Find out more

For more information, email the department at HHSPROGRAMSSECTORENGAGEMENT@HPW.QLD.GOV.AU or call (07) 3007 4470 during business hours (8am-5pm).

To find out more about the department, visit: <http://www.hpw.qld.gov.au>.

You can also connect with the department on social media:

Facebook: <https://www.facebook.com/hpwqld/>

Twitter: <https://twitter.com/hpwqld>

LinkedIn: <https://www.linkedin.com/company/department-of-housing-and-public-works-queensland->.