



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Local Government**



Remote Aerodrome Safety Program

Guidelines

2009-10 Funding Round

Preface

This document is a guide to the operation and administration of the Remote Aerodrome Safety Program.

A number of terms have specific meanings for the purpose of the Remote Aerodrome Safety Program. Explanations of these terms are provided in the *Glossary*.

Throughout this document a reference to a ‘State’ or ‘the States’ should be read to include Australia’s Territories.

It is intended that these guidelines be reviewed on a regular basis.

Glossary of terms

The following terms apply to the Program:

“**Aerodrome**” is a defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.

“**Department**” is the Australian Government Department of Infrastructure, Transport, Regional Development and Local Government that is responsible for the administration of this program.

“**Minister**” is the Australian Government Minister for Infrastructure, Transport, Regional Development and Local Government.

“**Project costs**” include costs directly associated with delivering eligible projects.

“**RAI program**” is the Remote Aerodrome Inspection Program administered by the Australian Government Department of Infrastructure, Transport, Regional Development and Local Government.

“**RASP**” is the Remote Aerodrome Safety Program administered by the Australian Government Department of Infrastructure, Transport, Regional Development and Local Government.

“**RASS**” is the Remote Air-Service Subsidy Scheme administered by the Australian Government Department of Infrastructure, Transport, Regional Development and Local Government.

“**Remote and isolated**” localities must be classified as *Remote* or *Very Remote* under the Australian Standard Geographical Classification as used by the Australian Bureau of Statistics (ABS). Alternatively, if they cannot be identified using the ABS classification, they must be either beyond two hours (one way) safe surface travel to a service centre providing essential goods and services; or are beyond one hour’s (one way) safe surface travel to a community receiving a weekly RASS or equivalent transport service.

“**RFDS**” is the Royal Flying Doctor Service of Australia.

Remote Aerodrome Safety Program (RASP)

1. Background

The Australian Government has established a national Remote Aerodrome Safety Program (RASP), with funding of \$20 million available over four years commencing 1 July 2007. The program is administered by the Australian Government Department of Infrastructure, Transport, Regional Development and Local Government and assists in funding the upgrade of aerodromes in remote and isolated communities to facilitate the provision of non-commercial essential community air services across the nation.

Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and isolated communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, also improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) and operators providing similar aero-medical services, including emergency evacuations.

2. Objectives

The key objective of the program is to enhance the safety and accessibility of aerodromes in remote and isolated areas of Australia. In doing so, the aim of the program is to provide, where possible, year round all weather access that as a result will:

- increase the safety of aircraft, operators and passengers using the airstrip during take-off and landing;
- facilitate improved delivery of essential services such as food supplies, medical, community mail and passenger transport services;
- complement safety advisory and services assistance provided through other government programs such as the Remote Air-Service Subsidy Scheme (RASS) and the Remote Aerodrome Inspection (RAI) Program; and/or
- meet operational requirements of the RFDS or operators providing similar aero-medical services.

3. Eligibility

3.1 Eligible applicants

Owners and/or operators of existing aerodromes in remote and isolated areas are eligible to apply for funding.

Applicants include, but are not limited to, local government bodies, indigenous organisations, co-operatives, community councils, progress associations, unincorporated communities, the Outback Areas Community Development Trust in South Australia, and the New South Wales Department of Lands Western Region.

State agencies may apply on behalf of aerodrome owners/operators where they have received a written request to do so from the owner/operator and following agreement from the Department. In such cases, the state organisation will be wholly responsible for the project, including undertaking the agreed works and administering, reporting and acquitting all project expenditure.

Only applicants with an Australian Business Number may apply.

3.2 Eligible aerodromes

To be eligible for funding an aerodrome must be identified as “remote and isolated”, as defined in the Glossary and determined by the Department. It must also be able to meet one of the following three requirements:

- currently receives a RASS service;
- identified by the RFDS, or by operators providing similar aero-medical services, as a priority location in need of upgrade or repair to facilitate RFDS or similar operations; or
- identified through a RAI program inspection with maintenance or upgrade requirements.

3.3 Eligible project activities

A range of construction activities and safety measures qualify for funding under the Program, including:

- **works to improve aircraft safety and all weather capability of the aerodrome, such as:**
 - sealing and/or resealing of aircraft pavements;
 - construction and/or re-sheeting of gravel aircraft pavements;
 - substantive repair, restoration and/or reconstruction of the airstrip; and
 - airstrip stormwater drainage works.
- **works to enhance aerodrome safety for aircraft operations, such as:**
 - installation or restoration of animal proof fencing;
 - provision of aerodrome markers and navigational aids;
 - works to reduce safety hazards at an aerodrome; and
 - provision of safety related operational and/or training manuals and training for key operational personnel.
- **works to enable night time operations, such as:**
 - installation of runway lighting;
 - provision of power for aerodrome lighting; and
 - installation of Pilot Activated Lighting Control systems.



3.4 Non-eligible project activities

The Program will not fund projects that involve:

- works on terminals, hangars, commercial developments, or aerodrome buildings;
- the purchase of motor vehicles, heavy plant and equipment;
- ongoing or minor maintenance works such as slashing and mowing;
- aerodrome operating costs for which the aerodrome owner/operator might normally be expected to meet, such as administration;
- planning and design costs of development proposals;
- research activities; and
- works to enable the introduction or expansion of commercial air services to the aerodrome.

3.5 Eligible costs / contributions

The Australian Government will provide a matching contribution toward the cost of each approved project of up to:

- a maximum of 50% of total cost, with the balance being met solely by the applicant or solely by a third party on behalf of the applicant (eg by a state government agency), or
- a maximum of one third of the total cost, where it is proposed that the cost of the project be shared equally three ways – ie between the Australian Government, the applicant and a third party contributor.



In-kind contributions by local agencies are permitted, the value of which must be expressed in monetary terms. Such contributions must be substantiated on request. Administration costs will not be recognised as an in-kind contribution toward the project cost.

Funding for projects shall be on the basis of the funding contributions contained in the project application.

3.6 Ineligible costs / contributions

Program funding is only to be used for costs directly associated with approved projects. It is not to be used for ongoing running costs or other core activities of the applicant or other third party contributors.

Program funding will not be available for retrospective costs, therefore applicants must not commence work on, or order any goods or services associated with, the project identified in their application prior to formal notification of approval by the Department.

4. Application and Assessment

4.1 Application process

Closing date for applications for funding under Round 3 (2009-10) of the program is Friday 17 April 2009.

Application forms are to be forwarded to the Department. The application form is available online at the Department's website at:

http://www.infrastructure.gov.au/transport/programs/aviation/rasp_program.aspx.

It is also available in hard copy format on request from the Department.

Potential applicants are encouraged to contact their relevant state agency prior to submitting an application, to determine the availability of state funding and any processes that may be involved in gaining state funding support.

4.2 Assessment process

An Australian Government assessment panel, chaired and convened by the Department and consisting of representatives from other relevant Australian Government agencies and, as appropriate, national stakeholder organisations, will consider applications and make recommendations regarding project funding to the Minister for decision.

4.3 Assessment criteria

Priority consideration will be given to projects that demonstrate:

- the need to improve all weather access and reduce safety risks to aircraft and operators to facilitate delivery of essential services;
- aerodrome requirements to support the operation of the RFDS or operators providing similar aero-medical services;
- benefits, including social, to be provided to the communities serviced by the aerodrome(s);
- supporting and/or complementing other Australian government programs or initiatives; and
- the ability of the aerodrome owner or operator to meet ongoing maintenance and operational requirements.

Applications that aim to shift the costs of infrastructure upgrading from one level of government to the Australian Government will not be supported. The program seeks to increase the total amount of funding available to upgrade essential aviation infrastructure, not to replace existing state and local government funding.

4.4 State supported projects

A prioritised list of projects, which are eligible for state funding support, may be provided by the relevant state to be considered by the Australian Government assessment panel.

The state assessment process should take into account the criteria laid out in these guidelines, and other such matters as the state considers relevant when establishing state project priorities.

The state's responsible agency will submit the prioritised projects to the Department, including any supporting information relevant to the assessment process, for which the state will provide at least matching cash funding should the projects be approved.

While regard will be paid to state assessment processes and priorities, the Australian Government reserves the right to seek independent advice. Funding of state nominated projects may not necessarily be recommended or approved. The Australian Government assessment panel may also consider applications submitted directly to it, outside the state supported project lists.

5. Approvals, announcements and publicity

Final approval of funding for projects is subject to the discretion of the Minister. The successful applicants will be formally notified by the Department. Details of successful applicants, project works and funding are published on the Department's website.

If the application for funding is not approved, the applicant will receive a letter from the Department advising them of the outcome of their application and the reasons for the decision. Funding for eligible projects is limited by the available annual program budget.

Where projects receive funding under the program, appropriate acknowledgment is to be given to the contributions made by the Australian Government. This applies to all announcements, publications, articles, promotional signs, posters, etc prepared in relation to projects funded under the program, as well as relevant forums, conferences and openings.

All partners will consult far enough in advance of promotional events and announcements to enable the Minister, or the Minister's representative, to participate.

6. Funding Agreement

Successful applicants will be required to enter into a written funding agreement with the Australian Government (represented by the Department). The funding agreement is a legally enforceable document that sets out the terms and conditions of the funding, including agreed project outcomes and payment schedules.

7. Funding Offer

The Australian Government's offer of funding will be current for three months from the letter of offer, after which time the offer will be withdrawn if not accepted. Exceptional circumstances may be considered by the Department to extend this period of offer on a case-by-case basis.

8. Payment of Funds

Australian Government funds will be paid directly to the applicant. Before the first payment can be made to an applicant, a properly rendered tax invoice or invoice, whichever is applicable, must be provided to the Department for the amount of the payment. Subsequent payments will not be made until the Department receives and accepts the following items:

- an acquittal showing that previous payments have been fully expended;
- a progress report as identified in the funding agreement; and
- a properly rendered tax invoice or invoice for the amount of the payments.

On approval of program projects and acceptance of the funding offer by the applicant, up to 25 per cent of the total approved Australian Government funding will be paid to the applicant on signing of the funding agreement. A progress payment may be made subject to receipt of a progress report demonstrating completion of an agreed milestone. The remaining balance will be paid on completion of the project, including receipt of a final project report, invoices and acquittals.

9. Acquittal of Expenditure

Applicants must provide the Department with acquittals of expenditure and, for some projects, audited financial statements that demonstrate that they have spent the funding on, and for, the purposes agreed in the funding agreement. Applicants should familiarise themselves with the funding agreement to ensure they are able to comply with the acquittal requirements.

When the project has been completed, applicants must complete:

- a final report to demonstrate that they have achieved all the agreed milestones; and
- an acquittal, or audited financial statement, of all the expenditure of program funding.



10. Monitoring and Evaluation

10.1 Managing the project

Once approved, the applicant needs to actively manage the project. It is recommended that successful applicants consider appointing a designated project manager.

The Department will monitor the project's progress against the funding agreement, including using progress reports and conducting site visits.

10.2 Reporting

Applicants must provide regular progress reports on the agreed milestones. The requirement to acquit expenditure will also be covered in the reports.

The timing of reports will be included as part of the funding agreement and will generally be closely linked to the agreed milestones. Where progress payments are linked to the achievement of specific milestones, these payments will only be made after the relevant progress report is accepted by the Department. A final report is to be provided on the completion of each project.

The Australian Government may visit any project that receives funding under this program, upon reasonable notification to the applicant or state, to monitor the progress of the project(s) and will report any concerns back to the applicant or state.

All works, expenditure and reporting on projects may be subject to audit by the Australian National Audit Office or auditors engaged by the Department.

10.3 Evaluation

The program requires substantial Australian Government, state and local agency resources. Evaluation of the program is essential to ensure that allocated resources are spent in an effective and transparent fashion and to measure the success of the program and its value into the future.

All partners will undertake monitoring and assist with an evaluation based on their respective roles and in accordance with agreed program objectives and outcomes. Proponents will be expected to maintain adequate records so that appropriate information is available for evaluation and to make such information available in a timely manner when requested.

Outcomes expected from the program include:

- increased number of aerodromes with capacity to service RFDS operations;
- improved access to essential air services, including aero-medical services, for remote and isolated communities;
- improved safety and all weather capability of remote and isolated aerodromes; and
- increased compliance of remote and isolated aerodromes with Civil Aviation Safety Authority (CASA) requirements for aircraft operations.

Proponents will also be expected to participate in any follow-up surveys or case studies conducted by the Department.

Enquiries and Applications (Closing date 17 April 2009)

Please direct applications and enquiries to the Department of Infrastructure, Transport, Regional Development and Local Government as follows:

Mail - **Program Manager**
Remote Aerodrome Safety Program
Aviation Industry Policy Branch
Department of Infrastructure, Transport, Regional Development and
Local Government
GPO Box 594
CANBERRA ACT 2601

Email - rasp@infrastructure.gov.au

Phone - 02 6274 8198

Fax - 02 6274 6749



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