

MS19-001728



Australian Government
**Department of Infrastructure, Transport,
Cities and Regional Development**
To: The Hon Michael McCormack MP (for decision)

cc: Pip Spence PSM, A/g Secretary

cc: Mr Brendan McRandle PSM, A/g Deputy Secretary

cc: Mr Jim Wolfe, A/g Executive Director, Aviation and Airports

Regional Airports Program Guidelines and Funding Round
Action required by: 30 October 2019
Reason: To enable projects to commence in 2019-20

Recommendation/s:	
1. That you agree to the draft Guidelines for Round 1 of the Regional Airports Program at <u>Attachment A</u> and to open the funding round.	
<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> Agreed / Not Agreed </div>	
	23/9/19
The Hon Michael McCormack MP	Date:
Comments:	

Key Points:

1. In the 2019-20 Budget, the Government announced a commitment of \$100 million over the four years from 2019-20 to 2022-23 for a new Regional Airports Program (RAP). This submission seeks your agreement to use the draft Guidelines at **Attachment A** for the first round of the Program and to 'soft launch' the program in September with applications formally opening later in October.

RAP Guidelines

2. The draft Guidelines have been developed in conjunction with the Grants Hub (the Hub) at the Department of Industry, Innovation and Science, conforming to the requirements under the Grants Rules. They have been approved by the Department of Finance and the Department of the Prime Minister and Cabinet.
3. Key provisions of the Guidelines include that:
 - a. the program will support airside aerodrome infrastructure, such as runways and animal fencing. Airport terminals and other landside infrastructure are excluded. Facilities supporting aeromedical services could be considered. This approach maintains a focus on community access and aviation safety for regional communities;

- b. entities eligible to apply for funding include the owners and operators of aerodromes, typically local councils, in Inner and Outer Regional areas (as determined by the Australian Bureau of Statistics Remoteness Areas 2016); and
 - c. projects are co-funded.
4. In accordance with Government policy, the Hub will administer the round. Application assessments will be provided to an Assessment Panel consisting of members of the Department of Infrastructure, Transport, Cities and Regional Development, the Australian Airports Association and the Royal Flying Doctor Service. The Assessment Panel will then make formal funding recommendations to you for your consideration.
5. Projects will be funded across financial years as required to better facilitate the delivery of complex projects. The funding profile for projects will be managed within the program's funding envelope.

Legal/Legislative impacts:

6. On the advice of Legal Services, additional legal authority will be sought for this program through the December 2019 meeting of the Executive Council. This will be arranged between Legal Services, the Department of Finance and the Attorney-General's Department. Separate advice will be provided to you in due course on this matter. This authority would be required before contracting of successful projects from March 2020.

Program Launch

7. The timing of the different stages of the program is driven by the Hub. The Hub has advised that a soft launch could be undertaken from this Friday, 20 September 2019, onwards, subject to your agreement. The soft launch involves announcing that the program guidelines and documentation are available for download and provides applicants with a greater opportunity to prepare application information. The call centre would be available to handle enquiries.
8. The Hub has advised that applications would open around 24 October 2019, subject to its IT system being ready, and close on 5 December 2019. It is anticipated funding recommendations would be provided to you in March 2020.

Stakeholder Implications:

Opening the Round will provide regional councils and similar bodies with an opportunity to leverage co-funding and improve air safety and community access at regional airstrips.

Consultation:

Department of Industry, Innovation and Science Grants Hub

Department of the Prime Minister and Cabinet

Department of Finance

Legal Services, Department of Infrastructure, Transport, Cities and Regional Development

Media Opportunities:

The Department will liaise with your Office regarding the timing of a media release announcing the funding round.

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Attachments: A: Regional Airports Program Round 1 draft Guidelines



Australian Government

Department of Industry,
Innovation and ScienceDepartment of Infrastructure,
Transport, Cities and
Regional Development

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Grant Opportunity Guidelines

Regional Airports Program

Round 1 grant opportunity

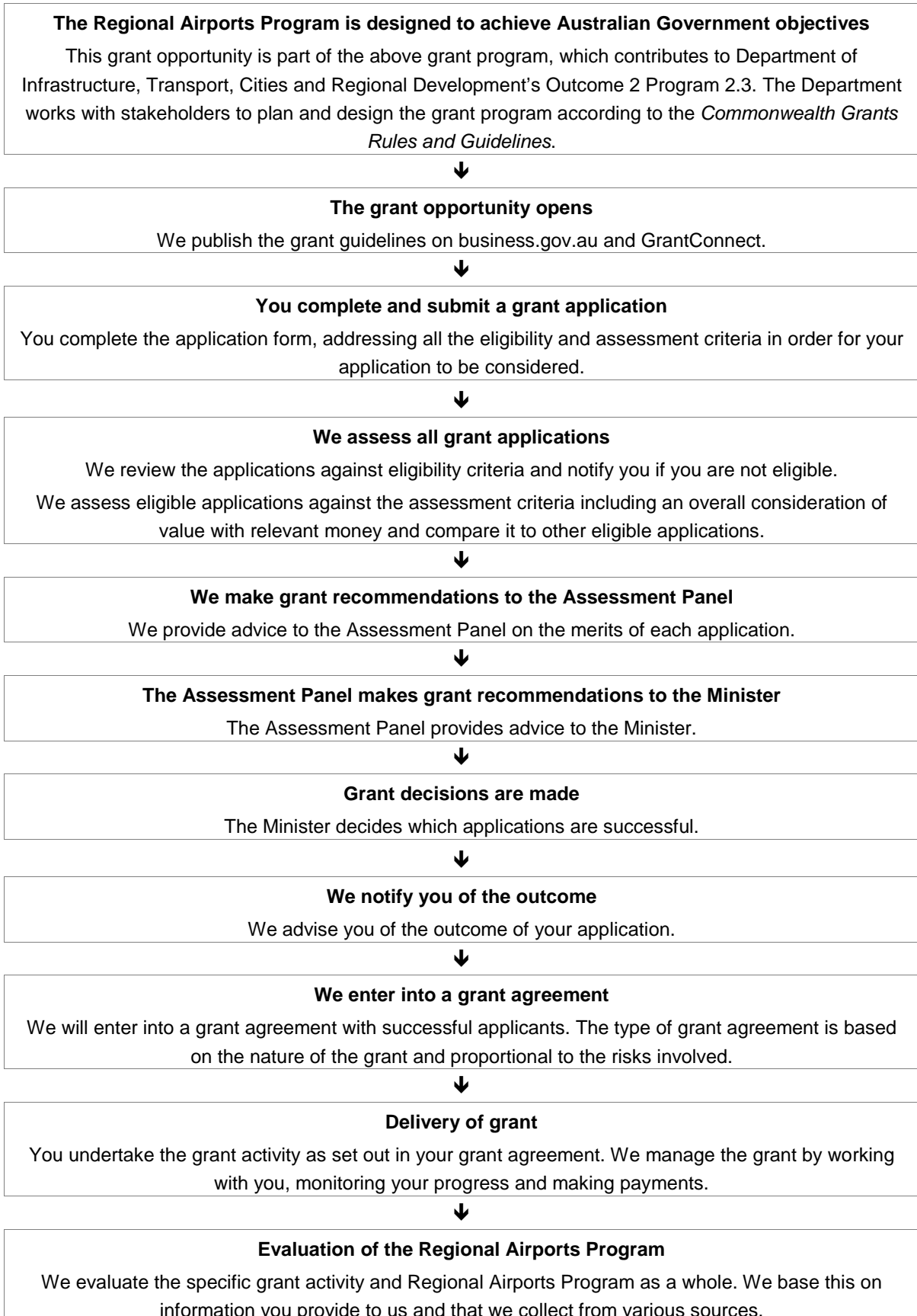
Opening date:	[dd mmmm yyyy]
Closing date and time:	[17.00 AEST] on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Infrastructure, Transport, Cities and Regional Development
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	[dd mmmm yyyy]
Type of grant opportunity:	Open competitive

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1. Regional Airports Program Round 1 grant opportunity: processes



2. About the Regional Airports Program

The Regional Airports Program (the program) will run over four years from 2019-20 to 2022-23. The program was announced as part of the 2019-20 Budget.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety and access for regional communities.

The intended outcome of the program is to support critical air infrastructure that provides a significant benefit to local communities and the region. The benefits will include:

- improving the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitating improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improving the connectivity of Australia's regions to domestic and global market opportunities
- meeting the operational requirements of aeromedical and other emergency services in the region.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Regional Airports Program – Round 1 grant opportunity

These guidelines contain information for the Regional Airports Program – Round 1 grants.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We have defined key terms used in these guidelines in the glossary at Appendix A.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$100 million over four years from 2019-20 to 2022-23 for the program. For this grant round, \$45 million is available over two financial years from 2019-20 to 2020-21.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

3.1. Grants available

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- where the applicant (you) and a third party (could include State, Territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs
- The minimum grant amount is \$20,000
- The maximum grant amount is \$5 million.

We expect that most grants will be between \$20,000 and \$3 million, depending on the scope and complexity of the project.

You can fund your share of eligible project costs from other sources including State, Territory or local government grants. Your contribution can be either cash or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. In-kind labour should be estimated at \$39/hour. Provision of goods is to be calculated at the retail or market price that the goods would have been purchased for.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Regional Airports Program grant or the other Commonwealth grant.

We recognise that some organisations may want to join together as a group to deliver a project, for joint applications refer to 7.2.

3.2. Project period

The maximum project period is two years.

You must complete your project by 30 June 2022.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome or airport in a regional area in Australia.

and be one of the following entities:

- an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
- an Australian local government agency or body as defined in appendix A
- an Australian State or Territory Government agency or body
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a

grant agreement with the Commonwealth. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications where:

- the location of your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area](#)
- the aerodrome or airport's passenger throughput is below 250,000 passengers (from all flight types) per year
- you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

A template declaration covering the additional eligibility requirements is available on business.gov.au and GrantConnect for your completion and must be attached to your application.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- the owner/operator of a federally-leased airport
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must include eligible activities and eligible expenditure.

Eligible activities must directly relate to the project and can include:

- works to improve all weather capability of the aerodrome and aircraft safety including:
 - sealing and/or re-sealing and/or re-sheeting of aircraft pavements
 - extending or strengthening a runway, taxiway parking bays and/or related areas
 - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron, and
 - airside drainage works.
- works to enhance aerodrome safety for aircraft operations including:
 - installation or restoration of animal fencing
 - provision of navigational aids and safety equipment
 - 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 better enable night time operations including:
 - installation of runway and taxiway lighting

- provision of power for aerodrome lighting, and
- installation of Pilot Activated Lighting Control systems.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- costs associated with contractors who undertake project activities
- the portion of employee costs directly related to undertaking core elements of the project
- aviation-safety related staff training costs
- capital expenditure for the purchase of assets including power provisions, lighting and control systems, markers and navigational aids, training materials
- materials for re-sealing and sheeting, repair, restoration and reconstruction of runway and associated surfaces
- drainage works
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- aerodrome landside infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings
- security screening equipment, staff or buildings
- purchase of motor vehicles, heavy plant and equipment
- project planning, design, research or feasibility costs
- costs associated with the introduction or expansion of commercial air services to the aerodrome
- contingency costs

- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges, and
- ongoing routine maintenance activities such as slashing and mowing.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly (at least 50%) against all assessment criteria, as these represent best value for money.

6.1. Assessment criterion 1

Demonstrated need for your project (50 points)

You should demonstrate this through:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facility delivery of essential services to the community
- b. the extent to which upgrades are required to support the operation of the Royal Flying Doctor Service (RFDS) or operators providing similar aero-medical services to the community
- c. the extent to which the project cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

You should demonstrate this through:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (30 points)

You should demonstrate this through:

- a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)
- b. total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

7. How to apply

Before applying, you should read and understand these guidelines, and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [program application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

Provide the following documents with your application:

- evidence of support from the Council, board, CEO or equivalent that the project is supported and that your organisation is willing to accept responsibility to complete the project and meet costs of the project not covered by grant funding including a declaration (template provided on business.gov.au and GrantConnect) that:
 - the aerodrome or airport's passenger throughput is below 250,000 passengers (from all flight types) per year
 - the location of your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area](#)
- trust deed (where applicable)
- a project plan to support your claims against assessment criterion 2

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner

- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, except where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at business.gov.au. Consideration of out of round applications is at the Assessment Panel's discretion, taking into account your justification for the urgency of the project.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	the date we notify you that your application has been successful (We are not responsible for any expenditure you incur until a grant agreement is executed).
End date of grant commitment	two years from project start date and no later than 30 June 2022

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We refer your application to the assessment panel, an independent committee of experts comprising of representatives from the Department of Infrastructure, Transport, Cities and Regional Development; the Airports Association of Australia; and the Royal Flying Doctor Service. The Assessment Panel will also consider out of round applications where the project is urgent due to emergency circumstances. Where the assessment panel agrees your project is urgent and warrants out of round assessment, it will assess your application against the eligibility and assessment criteria within these guidelines.

In consultation with the Department of Infrastructure, Transport, Cities and Regional Development, we may assign a technical expert to develop or analyse the work program submitted by an applicant, including compliance with any relevant Civil Aviation and Safety Authority (CASA) standards and costings.

The assessment panel will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application. The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Regional Airports Program, you cannot receive other grants for this project from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

² See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your project

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)³ of the [Public Service Act 1999 \(Cth\)](#)⁴. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)⁵.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Assessment Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner

³ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁴ <https://www.legislation.gov.au/Details/C2017C00270>

⁵ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the assessment panel and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division

AusIndustry – Support for Business

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman⁷](#) with your complaint (call 1300 362 072).

There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁷ <http://www.ombudsman.gov.au/>

Appendix A. Glossary

Term	Definition
Aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
Airport	a complex of runways and buildings for the take-off, landing, and maintenance of civil aircraft, with facilities for passengers.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Assessment panel	A panel made up of members of the Department of Infrastructure, Transport, Cities and Regional Development; the Airports Association of Australia; and the Royal Flying Doctor Service. The panel assesses eligible applications and makes recommendations to the Minister for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).

Term	Definition
Minister	The Commonwealth Minister for Infrastructure, Transport, Cities and Regional Development.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry general manager or manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
RFDS	Royal Flying Doctor Service

MS20-000560



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications**To: The Hon Michael McCormack MP** (for decision)**cc:** Mr Simon Atkinson, Secretary

cc: Ms Christine Dacey, A/g Deputy Secretary

cc: Ms Janet Quigley, First Assistant Secretary

Regional Airports Program Round 1 Funding Recommendations**Action required by:** 8 May 2020**Reason:** To enable works to commence this financial year.**Recommendations:**

1. That you **agree** with the assessments from the Department of Infrastructure, Transport, Regional Development and Communications of the 72 applications submitted under the Regional Airports Program Round 1, at **Attachment A** and **Attachment B**.

Agreed / Not Agreed

2. That you **agree** that, for the purposes of section 71 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), expenditure of up to **\$41,217,096** (GST exclusive, with GST payable as required) as grants under the Regional Airports Program for 61 projects, as shown at **Attachment A**, would be a proper use of relevant money

Agreed / Not Agreed

3. That you **sign** the attached letter to Senator the Hon Mathias Cormann, Minister for Finance, at **Attachment E** advising of your decision to approve one project in your electorate of Riverina, should you agree with the recommendation to fund that project.

Signed / Not Signed

5/5/2020

The Hon Michael McCormack MP

Date:

Comments:**Key Points:**

1. In the 2019-20 Budget, the Australian Government announced funding of \$100 million over the four years from 2019-20 to 2022-23 for the Regional Airports Program
2. This submission conveys funding recommendations for the Program's first funding round, which opened for applications on 24 October 2019 and closed on 12 December 2019. Applications were received for 72 projects seeking \$54,021,511 (GST exclusive) in funding. The Business Grants Hub (the Hub) assessed the applications for eligibility. The Department conducted value for money assessments against the criteria of demonstrated need; capacity to deliver; and project benefits. The Guidelines are at **Attachment C**.

3. The Panel recommends that you agree to provide grant funding of up to **\$41,217,096** (GST exclusive, with GST payable as required) for 61 projects (shown at **Attachment A**). The Department considers these projects align with the outcome of the Regional Airports Program and meet the program appraisal criteria.
4. Approval of project funding is up to a maximum amount, is conditional on the negotiation of a grant agreement by the Hub including final project costings and works program, and will be managed across financial years within the Program's funding envelope.
5. I also recommended that you agree to not fund 11 projects (at **Attachment B**), of which 6 are ineligible as they are in remote areas and 5 as they presented largely ineligible works activities, for example focussing on landside works such as access roads or terminal facilities.
6. **Attachment D** references legal and compliance requirements for the administration of the round. The Department submits that this minute and your record of decision satisfy these requirements. The submission details the application and assessment process, provides the Guidelines, and provides merit scores and assessment commentary on the applications.
7. Section 4.11 of the Commonwealth Grants Rules and Guidelines requires you to inform the Minister for Finance of any funding approval in your electorate of Riverina. An application from Parkes Shire Council for works at three community aerodromes is recommended for funding of \$27,869. Accordingly, should you agree with the recommendation to fund that project, a draft letter to the Minister Cormann is provided for your consideration at **Attachment E**.

Stakeholder Implications:

It is anticipated that funding these projects will have significant benefit to the communities in improved air access and connectivity.

Media Opportunities:

The Department will liaise with your Office regarding media opportunities.

Name: Ann Redmond
Position: Assistant Secretary
Division: COVID Aviation Issues Management
Ph: 02 6274 7760
Mob: s47F
Date: 28/04/2020

Contact Officer: s47F
Section: Stakeholder Management Section
and Remote Programs
Ph: s47F
Mo: s47F

Attachments:

- A: List of Recommended projects
- B: List of projects Not Recommended and Ineligible
- C: Program Guidelines
- D: Requirements of the PGPA Act, Rules, and the Commonwealth Grants Rules and Guidelines
- E: Draft letter to Minister Cormann

Project Assessment and Value with Relevant Money

The Department considers these project align with the Outcome of the Regional Airports Program and fully meet the program appraisal criteria. On the basis of the information provided by the grantee and the assessment of that information, the projects meet the intent and the criteria of the program, and the costs proposed are reasonable. It is noted below that some projects will require confirmation of project works or cost elements prior to entering into a funding agreement, with any approval conditional on that information being considered satisfactory by the Department.

Risk Statement

The key areas of risk that have been analysed are:

- project risk including if the project is for the purchase or leasing of land or buildings, involves complex intellectual property rights and if the grantee is located outside of Australia
- project scope, complexity and the grantee’s ability to deliver the project
- project outcomes and the grantee’s ability to sustain the project and measure project outcomes
- project funding and cost, and
- previous grant management experience of the grantee and their ability to manage grant funds.

Based on the information provided by the grantee and inquiries undertaken during the assessment, the Department considers the grantee has demonstrated it has planned and prepared for the project, has sufficient project management expertise to deliver the project, will achieve the results identified in the commitment and is able to sustain the project into the future, noting some projects will be required to confirm some project details prior to a funding agreement being entered into as shown below to address any identified areas of risk to planning or budget. These are not considered sufficient areas of concern to warrant not recommending any of these projects. There is nothing that suggests funding is in danger of being misused or misappropriated.

Regional Airports Program Round 1

	Application number	Organisation	Project Title and Description (based on application)	Grant amount sought (excluding GST)	TOTAL MERIT SCORE (out of 100)	Recommendation (Recommended/Not Recommended)	Decision Comments
1	RAPI000065	SNOWY VALLEYS COUNCIL	Tumut Aerodrome Infrastructure Upgrade - Stage 1	\$152,984.00	98	Recommended	s47C
2	RAPI000012	KEMPSEY SHIRE COUNCIL	Kempsey Airport Safety Improvements Project: To repair extensive cracking and pavement failure to GA apron along with minor widening and pavement repair of taxiway. As a regional base for the RFS, the recent bushfire season made the Kempsey airport strategically important. Evidence, in terms of flight movements was provided. The development of the Kempsey Hospital has seen an increase in the number of aeromedical flights at the airport. The scope of works will allow for these increased services to continue into the longer term.	\$327,928.00	98	Recommended	
3	RAPI000052	ALPINE SHIRE COUNCIL	Mount Beauty Airport Upgrade. Proposed works (lengthen and widen runway, lights, drainage and helicopter apron) essential for ongoing provision of emergency services on a 24/7 basis.	\$1,555,910.00	98	Recommended	
4	RAPI000009	CITY OF ALBANY	Albany Regional Airport Upgrade: resurfacing of runway, taxiway and apron.	\$1,666,000.00	93	Recommended	

5	RAPI000057	SHIRE OF QUAIRADING	Expansion of the Quairading Airfield Apron: proposed works will improve accessibility and safety for patients pf emergency services.	\$38,484.00	90	Recommended
6	RAPI000117	DISTRICT COUNCIL OF ORROROO CARRIETON	Upgrade of Orroroo Airstrip: fencing and lighting works.	\$55,055.00	90	Recommended
7	RAPI000017	The Flinders Ranges Council	Quorn Aerodrome Upgrade: prevention of wildlife entering the airfield and installing an illuminated windsock, for the 24/7 safe operation of the airfield.	\$56,750.00	89	Recommended
8	RAPI000058	Whitsunday Regional Council	Bowen Aerodrome Project: resurfacing of the runway to meet CASA requirements and the repair of turning nodes and cracks. Essential for the continued safe operation of the aerodrome.	\$250,000.00	89	Recommended
9	RAPI000083	NORTHERN GRAMPIANS SHIRE COUNCIL	Stawell Airport Redevelopment - Stage 5B & 5C: Aerodrome fencing, taxiway works, related smaller safety works. The funding will improve ensuring safe emergency services access in all weather conditions.	\$300,000.00	89	Recommended
10	RAPI000091	MOUNT HOTHAM SKIING COMPANY PTY LTD	Resurface of the Mount Hotham Runway: resurfacing of runway and new line marking to continue to meet CASA requirements and continue to provide access by police, CFA and air ambulance.	\$164,350.00	88	Recommended
11	RAPI000085	CORPORATION OF THE CITY OF WHYALLA	Air side apron, taxiway and runway improvements: Main runway extensions, new taxiway and apron extensions to separate GA, RPT and RFSD aircraft movements. Cross runway sealing all will improve all weather access and safer entry and egress for GA and RPT and RFDS aircraft. Cross runway all weather sealing will provide much need alternative for RFDS and reduce aircraft damage from loose gravel.	\$2,455,000.00	88	Recommended
12	RAPI000076	HORSHAM RURAL CITY COUNCIL	Horsham Aerodrome airside safety works: The project is to provide an apron lighting upgrade required by a CASA safety finding. This upgrade will allow for the 24/7 use of the airport, including by aeromedical and other emergency services.	\$105,591.00	86	Recommended
13	RAPI000105	DISTRICT COUNCIL OF LOXTON WAIKERIE	Loxton and Waikerie Airstrip Safety Project: Provides safe and all weather access by essential services like RFDS and other operators.	\$132,266.00	85	Recommended
14	RAPI000027	PORT MACQUARIE HASTINGS COUNCIL	Port Macquarie Airport - Parallel Taxiway - Stage 1: The airport provides for RPT, GA and a base for emergency services to operate. The project will construct a taxiway parallel to the runway, something which CASA has been recommending for several years. Apron and existing taxiways will be resurfaced for all operators including aeromedical and essential services operators.	\$3,538,260.00	85	Recommended

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15	RAPI000123	DISTRICT COUNCIL OF FRANKLIN HARBOUR	Cowell Aerodrome Runway Sealing Upgrade: Main airstrip sealing works are proposed to improve all weather access - for in particular RFDS-and to reduce aircraft damage from the loose gravel surface and improve 24/7 access.	\$291,739.00	84	Recommended
	RAPI000056	GLENELG SHIRE COUNCIL	Portland Airport - Runway Re-sealing: Resealing of the runway ,taxi, apron and hangar asphalted areas will improve overall safety for GA, air ambulance and other fixed wing emergency aircraft use. The funding will ensuring safe emergency services access in all weather conditions.	\$991,973.00	84	Recommended
16						
17	RAPI000071	NARRANDERA SHIRE COUNCIL	NARRANDERA - LEETON AIRPORT RUNWAY, TAXIWAY & APRON RESEALING: Resealing of runway, taxiway and parking areas was mandated by CASA and the aerodrome technical inspection.	\$475,000.00	83	Recommended
	RAPI000093	Upper Hunter Shire Council	Scone Regional Airport Upgrade - Airside Infrastructure Component: The overall viability of the aerodrome hinges on immediately completion of runway reconstruction and resealing and taxiway and apron extensions and upgrades to continue to cater for GA, RFSD and other emergency services operators. The airport will without major safety upgrades to it infrastructure will loose its certified airport status and revert to recreational use. The airport is frequently used for all Upper Hunter emergency services air operations	\$3,000,000.00	83	Recommended
18						
	RAPI000088	YORKE PENINSULA COUNCIL	Minlaton Airstrip Upgrade: Upgrading Minlaton Airstrip from a gravel runway to a sealed bitumen runway (along with associated line markings and other infrastructure) will improve the safety for landing aircraft used by the RFDS and other aeromedical/emergency services operators.	\$825,000.00	82	Recommended
19						
20	RAPI000120	Mid-Western Regional Council	Mudgee Airport Runway Upgrades: Evidence is provided of runway surface failure, the repair of which will providing overall safety improvements.	\$308,220.00	81	Recommended
	RAPI000060	NARRABRI SHIRE COUNCIL	Narrabri Airport Apron Upgrades: The apron works are proposed to improve RFDS/RFs and NPWS safe access to aircraft services.	\$299,392.00	79	Recommended
21						
22	RAPI000101	GREATER SHEPPARTON CITY COUNCIL	Shepparton Aerodrome Safety Upgrade: The proposed works (the restoration of the northern taxiway; building of a new, larger taxiway to accommodate modern aeromedical and emergency services operations; and the hardstanding of the helipad) are supported by the airport's aeromedical and other emergency services operators and would resolve an outstanding safety observation made by CASA regarding the northern taxiway.	\$452,000.00	78	Recommended

23	RAPI000107	JAMESTOWN FLYING GROUP INCORPORATED	Jamestown Aerodrome CFS Water Bombing Access Upgrade: Sealing of the taxiing and refuelling areas of the aerodrome will improve the efficiency and safety for firefighting aircraft.	\$20,500.00	77	Recommended
24	RAPI000029	EDWARD RIVER COUNCIL	Deniliquin Regional Airport Runway Strengthening and lengthening	\$2,500,000.00	77	Recommended
25	RAPI000087	Southern Downs Regional Council	Southern Downs Regional Aerodromes Development: The aerodromes provide bases for emergency services to operate effectively outside of major urban centres. A failure of the airstrip pavements could provide risks in operating aeromedical and firefighting capabilities along with commercial operations. aerodromes are used as RFDS pilot training facilities and to support aeromedical services to the broader region.	\$319,035.00	76	Recommended
26	RAPI000096	SHIRE OF DANDARAGAN	Jurien Bay Airfield Taxiway: a new taxiway is proposed to increase safety, capacity and functionality at the airfield.	\$39,950.00	75	Recommended
27	RAPI000081	NARRANDERA SHIRE COUNCIL	NARRANDERA LEETON AIRPORT APRON FLOOD LIGHTING: The project is to provide an apron lighting upgrade required by a CASA safety observation. This upgrade will allow for the 24/7 use of the airport, including by aeromedical and other emergency services.	\$60,000.00	75	Recommended
28	RAPI000074	SWAN HILL RURAL CITY COUNCIL	Swan Hill Regional Aerodrome upgrade: the proposed works are essential to allow the aerodrome to cater for larger aircraft being / going to be used by emergency services.	\$1,223,412.00	73	Recommended
29	RAPI000031	BEGA VALLEY SHIRE COUNCIL	Merimbula Regional Airport Runway Upgrade: overlay existing runway, extend existing runway to better support current services, improve GA infrastructure including taxiways re-positioning GA away from secure areas.	\$4,500,000.00	72	Recommended
30	RAPI000068	Bathurst Regional Council	Bathurst Aerodrome Taxiway Modifications: The proposed program of works include construction of a new taxiway, flood management works and taxiway lighting. These will enhance the aerodrome's safety and workability.	\$500,000.00	70	Recommended
31	RAPI000011	Gladstone Airport Corporation	GAC-P001 - Drainage: The proposed flood mitigation works will improve the airport's workability and enhance user safety.	\$722,372.00	70	Recommended
32	RAPI000034	Gladstone Airport Corporation	GAC-P003 - Northern Apron Overlay: The proposed resealing and redesign of Gladstone Airport's northern apron will allow a greater range of aeromedical and emergency services aircraft to access the airport, especially during emergency periods.	\$876,121.00	70	Recommended
33	RAPI000104	DISTRICT COUNCIL OF GRANT	Mount Gambier Regional Airport Security Fencing Project: Works are essential animal fencing.	\$85,140.00	68	Recommended

34	RAPI000049	COLAC OTWAY SHIRE	Colac Municipal Aerodrome Upgrade: The proposed new taxiways will expand the airport's parking facilities, allowing emergency services aircraft more space to park. Currently, these aircraft are forced to park on the airport's grass runway, which prevents its use as an alternate landing/take-off runway during the fire season.	\$112,500.00	68	Recommended
	RAPI000030	TAMWORTH REGIONAL COUNCIL	Tamworth Regional Council - airside LED lighting and Charter apron upgrade: lighting upgrades essential to meet CASA requirements. Apron upgrades will improve safety and accessibility for GA operators and passengers.	\$1,375,000.00	66	Recommended
35	RAPI000037	MIKE GRIBBLE PTY. LTD.	Improved functionality of Benambra Airstrip: The proposed sealing of the existing runway (in asphalt, rather than the current gravel runway) will greatly reduce wear-and-tear on the airstrip, which is used by several emergency services providers.	\$110,000.00	66	Recommended
	RAPI000066	HAY SHIRE COUNCIL	Hay Aerodrome Upgrade: the resheeting of the runway, provision of gable markers, cones and windsocks and the purchase of a FOD sweeper are required to meet CASA MOS 139 requirements.	\$237,176.00	66	Recommended
36	RAPI000102	GILGANDRA COUNCIL	Gilgandra Aerodrome Runway Lighting Upgrade: The lighting works are essential to keeping the airport operational at night. The works will reduce maintenance costs of the existing lighting.	\$83,159.00	65	Recommended
37	RAPI000019	BERRIGAN SHIRE COUNCIL	Tocumwal Aerodrome - Erect Security/Wildlife Exclusion Fencing: replacement of fencing to that of a standard to keep wildlife from the airfield is essential to meet CASA requirement.	\$150,000.00	65	Recommended
	RAPI000003	AERO LINE PTY LTD	White Gum Airfield Improvements: upgrades to runway and airside facilities are essential for the ongoing safe operation of the airfield.	\$188,000.00	65	Recommended
38	RAPI000092	NARRANDERA SHIRE COUNCIL	NARRANDERA LEETON AIRPORT AIRSIDE PERIMETER FENCING: the provision of fencing to reduce wildlife intrusions is essential to allow for continued RPT and emergency flight access.	\$218,775.00	65	Recommended
	RAPI000113	DUBBO REGIONAL COUNCIL	Dubbo Airport General Aviation Heavy Patching and Reseal: works are proposed to strengthen GA used areas of the airport which will improve safety and workability.	\$250,000.00	65	Recommended
39	RAPI000008	BALLARAT CITY COUNCIL	Ballarat Airport Runway Upgrade Stage One: the project will provide ongoing access for emergency, RPT and freight airtservices.	\$5,000,000.00	65	Recommended

44	RAPI000072	CENTRAL GOLDFIELDS SHIRE COUNCIL	Maryborough Aerodrome fencing construction works: The project is to fence off the Maryborough Aerodrome, protecting aeromedical operators and other airport users from the risk of wildlife strike.	\$68,585.00	61	Recommended
45	RAPI000103	WELLINGTON SHIRE COUNCIL	Yarram Aerodrome Apron Precinct and Safety Upgrades: proposed new helipad, fencing and generator will increase access for emergency services and make aerodrome safer.	\$37,500.00	60	Recommended
46	RAPI000116	INVERELL SHIRE COUNCIL	Enhancing Inverell Aerodrome Safety with Navigational Aids: Improve safety of aircraft, operators and passengers, facilitate delivery of essential goods and services and aid their operational requirements.	\$136,634.00	60	Recommended
47	RAPI000018	MOIRA SHIRE COUNCIL	Yarrawonga Aerodrome Runway Lighting Compliance Project: Upgrades to the landing lights so that they are compliant with current CASA requirements.	\$137,500.00	60	Recommended
48	RAPI000050	INVERELL SHIRE COUNCIL	Improving Safety with Exclusion Fencing at Inverell Airport: he project is to fence off the Inverell Aerodrome, protecting aeromedical operators and other airport users from the risk of wildlife strike.	\$81,048.00	59	Recommended
49	RAPI000077	SHIRE OF MANJIMUP	Manjimup Aerodrome - RESA Earthworks: gradient works to RESA are required to meet CASA MOS139 requirements.	\$38,000.00	58	Recommended
50	RAPI000098	Glenample Air Pty Ltd	Great Ocean Road Airport Upgrade: The proposed works will bring the airport up to a Code 2, although no evidence has been provided for why the airport needs to operate at Code 2.	\$700,000.00	57	Recommended
51	RAPI000099	The trustee for LEONGATHA AERODROME USERS UNIT TRUST	Leongatha Aerodrome Airside Upgrade: Main runway is 50 years old requiring a reseal and the cross runway is gravel and requires reconstruction to a full seal. These works will provide all weather access and improved safety. Aerodrome used for GA, training, agricultural aircraft, firefighting and air ambulance. The aerodrome serves a large population in a highly productive agricultural region.	\$975,950.00	57	Recommended
52	RAPI000041	PARKES SHIRE COUNCIL	Village Airstrip Remediation Program - Parkes Shire Council: update to airstrips (gables and windsocks) are required to meet CASA requirements.	\$27,869.00	55	Recommended
53	RAPI000095	City of Greater Geraldton	Runway 08/26 Surface Renewal: Proposed works seek to remediate the wear-and-tear on the secondary east-west runway, to provide safety benefit for its users (primarily GA operators, although the applicant asserts RFDS sometimes uses the runway).	\$70,000.00	55	Recommended
54	RAPI000010	EAST GIPPSLAND SHIRE COUNCIL	Upgrade of airfield ground lighting at Orbost Airport: Increase visibility, making clear and bright lighting for firefighters, emergency services, essential aeromedical services. Conforms to the new Manual of Standards.	\$118,468.00	55	Recommended

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55	RAPI000033	Gladstone Airport Corporation	GAC-P002 - RWY & TWY Rejuvenation: The rejuvenation will improve the moderate erosion, minor reflective cracking and rubber build up on site. 2. In 2012 airport was substantially upgraded to accommodate larger aircrafts	\$136,750.00	55	Recommended	s47C
	RAPI000111	GUNNEDAH SHIRE COUNCIL	Gunnedah Airport Upgrades: the funding of perimeter fencing, runway lighting system and line marking as considered essential to the safe operation of the airport; CCTV and terminal fencing.	\$198,000.00	53	Recommended	
56	RAPI000040	COPPER COAST COUNCIL	Copper Coast Aerodrome critical infrastructure improvements: The project is to reseal general taxiways, aircraft parking and the aerodrome's emergency services section, as well as carrying out other flood mitigation works.	\$104,000.00	52	Recommended	
	RAPI000080	GREATER BENDIGO CITY COUNCIL	RPT apron expansion and strengthening and run-up area development: Expanding the RPT apron and strengthening the run-up bay will allow for separation of larger and smaller aircraft using the airport, increasing safety.	\$465,000.00	52	Recommended	
57	RAPI000044	NARROMINE SHIRE COUNCIL	Narromine Regional Airports Program ID CP3: Eligible works include the installation of PAL on taxiway, holding point and apron edge, installation of a SIWI and fencing works.	\$419,750.00	51	Recommended	
	RAPI000079	SHIRE OF TOWONG	Corryong Airport Self-serve 24-hour Aviation Fuel Facility: provision of 24 hour self service fuel will assist medical and firefighting air services in the area.	\$262,000.00	50	Recommended	
58	RAPI000084	ARMIDALE REGIONAL COUNCIL	Armidale Regional Airport - Improved Aircraft Ground Movement Management: stormwater drain issues impacting plane movement areas; provision of a break-down area on RPT apron; installation of a re-fuelling apron; taxi lane for movement of GA aircraft from hangar to taxiway; installation of an all-weather access from GA area to gate for re-fuelling trucks to prevent rutting of grassed GA area; installation of apron floodlighting.	\$1,227,000.00	53	Recommended	
59	TOTALS:						
60	\$41,217,096.00						
61							

Regional Airports Program - Not Recommended

Application number	Organisation	Project title	Grant amount sought (excluding GST)	Eligibility assessment status	TOTAL MERIT SCORE (out of 100)	Recommendation (Recommended/Not Recommended)	Decision Comments (relevant to each Assessment criterion)
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INELIGIBLE							
Application number	Organisation	Project title	Grant amount sought (excluding GST)	Eligibility assessment status	TOTAL MERIT SCORE (out of	Recommendation (Recommended/Not Recommended)	Decision Comments (relevant to each Assessment criterion)

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Australian Government

Department of Industry,
Innovation and ScienceDepartment of Infrastructure,
Transport, Cities and
Regional Development**Business**

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Grant Opportunity Guidelines

Regional Airports Program

Round 1 grant opportunity

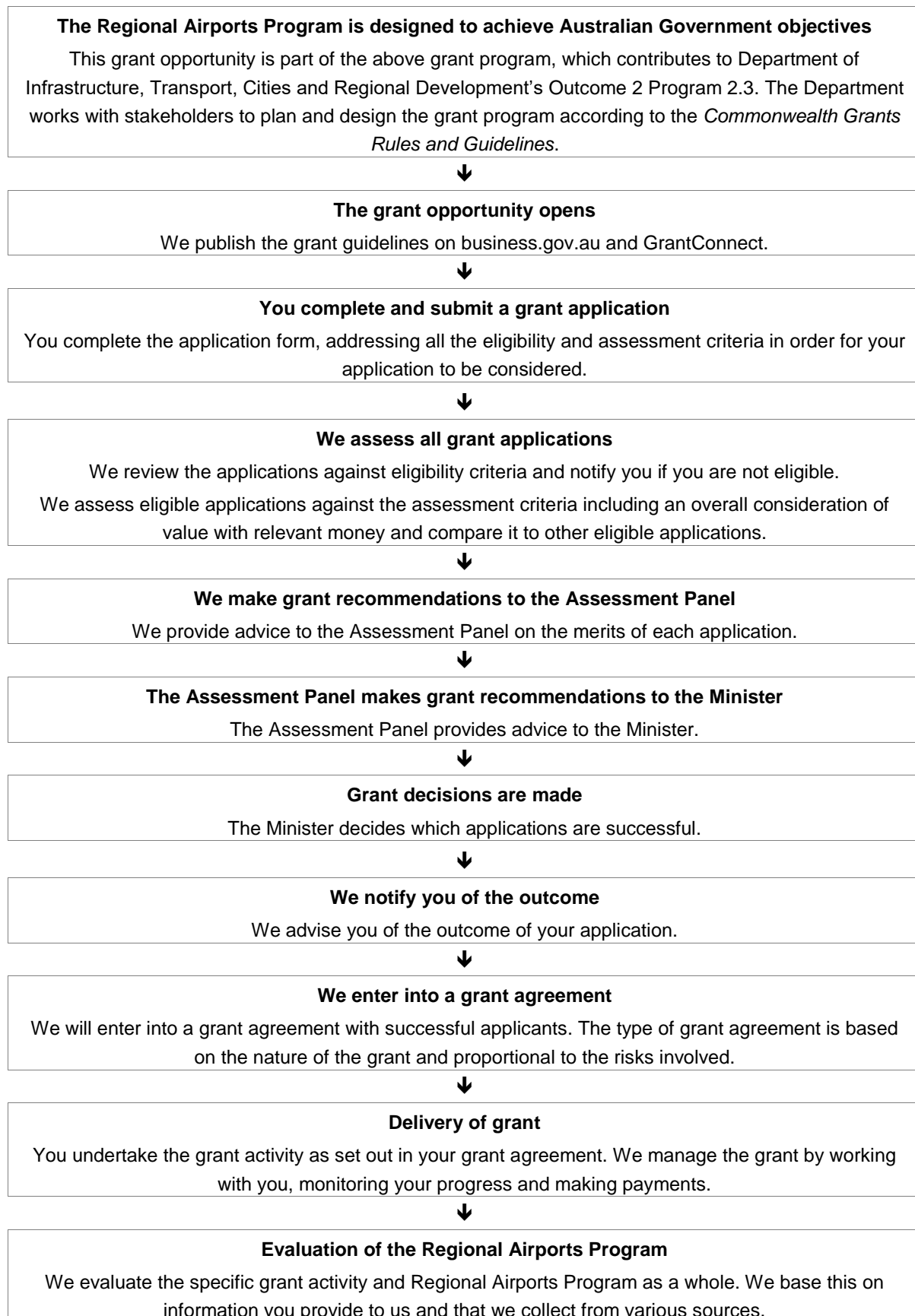
Opening date:	24 October 2019
Closing date and time:	17.00 AEST on 12 December 2019
Commonwealth policy entity:	Department of Infrastructure, Transport, Cities and Regional Development
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	11 October 2019
Type of grant opportunity:	Open competitive

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1. Regional Airports Program Round 1 grant opportunity: processes



2. About the Regional Airports Program

The Regional Airports Program (the program) will run over four years from 2019-20 to 2022-23. The program was announced as part of the 2019-20 Budget.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety and access for regional communities.

The intended outcome of the program is to support critical air infrastructure that provides a significant benefit to local communities and the region. The benefits will include:

- improving the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitating improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improving the connectivity of Australia's regions to domestic and global market opportunities
- meeting the operational requirements of aeromedical and other emergency services in the region.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Regional Airports Program – Round 1 grant opportunity

These guidelines contain information for the Regional Airports Program – Round 1 grants.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We have defined key terms used in these guidelines in the glossary at Appendix A.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$100 million over four years from 2019-20 to 2022-23 for the program. For this grant round, \$45 million is available over two financial years from 2019-20 to 2020-21.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

3.1. Grants available

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- where the applicant (you) and a third party (could include State, Territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs
- The minimum grant amount is \$20,000
- The maximum grant amount is \$5 million.

We expect that most grants will be between \$20,000 and \$3 million, depending on the scope and complexity of the project.

You can fund your share of eligible project costs from other sources including State, Territory or local government grants. Your contribution can be either cash or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. In-kind labour should be estimated at \$39/hour. Provision of goods is to be calculated at the retail or market price that the goods would have been purchased for.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Regional Airports Program grant or the other Commonwealth grant.

We recognise that some organisations may want to join together as a group to deliver a project, for joint applications refer to 7.2.

3.2. Project period

The maximum project period is two years.

You must complete your project by 30 June 2022.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome or airport in a regional area in Australia.

and be one of the following entities:

- an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
- an Australian local government agency or body as defined in appendix A
- an Australian State or Territory Government agency or body
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a

grant agreement with the Commonwealth. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications where:

- the location of your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area](#)
- the aerodrome or airport's passenger throughput is below 250,000 passengers (from all flight types) per year
- you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

A template declaration covering the additional eligibility requirements is available on business.gov.au and GrantConnect for your completion and must be attached to your application.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- the owner/operator of a federally-leased airport
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must include eligible activities and eligible expenditure.

Eligible activities must directly relate to the project and can include:

- works to improve all weather capability of the aerodrome and aircraft safety including:
 - sealing and/or re-sealing and/or re-sheeting of aircraft pavements
 - extending or strengthening a runway, taxiway parking bays and/or related areas
 - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron, and
 - airside drainage works.
- works to enhance aerodrome safety for aircraft operations including:
 - installation or restoration of animal fencing
 - provision of navigational aids and safety equipment
 - 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 better enable night time operations including:
 - installation of runway and taxiway lighting

- provision of power for aerodrome lighting, and
- installation of Pilot Activated Lighting Control systems.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- costs associated with contractors who undertake project activities
- the portion of employee costs directly related to undertaking core elements of the project
- aviation-safety related staff training costs
- capital expenditure for the purchase of assets including power provisions, lighting and control systems, markers and navigational aids, training materials
- materials for re-sealing and sheeting, repair, restoration and reconstruction of runway and associated surfaces
- drainage works
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- aerodrome landside infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings
- security screening equipment, staff or buildings
- purchase of motor vehicles, heavy plant and equipment
- project planning, design, research or feasibility costs
- costs associated with the introduction or expansion of commercial air services to the aerodrome
- contingency costs

- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges, and
- ongoing routine maintenance activities such as slashing and mowing.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly (at least 50%) against all assessment criteria, as these represent best value for money.

6.1. Assessment criterion 1

Demonstrated need for your project (50 points)

You should demonstrate this through:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facility delivery of essential services to the community
- b. the extent to which upgrades are required to support the operation of the Royal Flying Doctor Service (RFDS) or operators providing similar aero-medical services to the community
- c. the extent to which the project cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

You should demonstrate this through:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (30 points)

You should demonstrate this through:

- a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)
- b. total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

7. How to apply

Before applying, you should read and understand these guidelines, and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [program application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

Provide the following documents with your application:

- evidence of support from the Council, board, CEO or equivalent that the project is supported and that your organisation is willing to accept responsibility to complete the project and meet costs of the project not covered by grant funding including a declaration (template provided on business.gov.au and GrantConnect) that:
 - the aerodrome or airport's passenger throughput is below 250,000 passengers (from all flight types) per year
 - the location of your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area](#)
- trust deed (where applicable)
- a project plan to support your claims against assessment criterion 2

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner

- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, except where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at business.gov.au. Consideration of out of round applications is at the Assessment Panel's discretion, taking into account your justification for the urgency of the project.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	the date we notify you that your application has been successful (We are not responsible for any expenditure you incur until a grant agreement is executed).
End date of grant commitment	two years from project start date and no later than 30 June 2022

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We refer your application to the assessment panel, an independent committee of experts comprising of representatives from the Department of Infrastructure, Transport, Cities and Regional Development; the Airports Association of Australia; and the Royal Flying Doctor Service. The Assessment Panel will also consider out of round applications where the project is urgent due to emergency circumstances. Where the assessment panel agrees your project is urgent and warrants out of round assessment, it will assess your application against the eligibility and assessment criteria within these guidelines.

In consultation with the Department of Infrastructure, Transport, Cities and Regional Development, we may assign a technical expert to develop or analyse the work program submitted by an applicant, including compliance with any relevant Civil Aviation and Safety Authority (CASA) standards and costings.

The assessment panel will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application. The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Regional Airports Program, you cannot receive other grants for this project from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

² See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your project

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)³ of the [Public Service Act 1999 \(Cth\)](#)⁴. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)⁵.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Assessment Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner

³ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁴ <https://www.legislation.gov.au/Details/C2017C00270>

⁵ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the assessment panel and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division

AusIndustry – Support for Business

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman⁷](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁷ <http://www.ombudsman.gov.au/>

Appendix A. Glossary

Term	Definition
Aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
Airport	a complex of runways and buildings for the take-off, landing, and maintenance of civil aircraft, with facilities for passengers.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Assessment panel	A panel made up of members of the Department of Infrastructure, Transport, Cities and Regional Development; the Airports Association of Australia; and the Royal Flying Doctor Service. The panel assesses eligible applications and makes recommendations to the Minister for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).

Term	Definition
Minister	The Commonwealth Minister for Infrastructure, Transport, Cities and Regional Development.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry general manager or manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
RFDS	Royal Flying Doctor Service

REQUIREMENTS OF THE *PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013*, RULES, AND THE COMMONWEALTH GRANTS RULES AND GUIDELINES 2017.

Any decision by a Minister to approve expenditure of relevant money must be undertaken in a manner that is consistent with the requirements of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), Rules, and the Commonwealth Grants Rules and Guidelines 2017 (CGRGs).

The PGPA Act, Rules and CGRGs requirements relevant to the approval of funding for this proposed expenditure of relevant money under the Community Development Grants Programme are:

Requirements under the PGPA Act

Section 71(1) – Approval of proposed expenditure by you requires that you must not approve the proposed expenditure of relevant money unless you are satisfied, after making reasonable enquiries that the expenditure would be a “proper” use of relevant money. “Proper” when used in relation to the use or management of public resources means efficient, effective, economical and ethical use.

Section 71 (2a) requires where you agree with the Department’s recommendation to approve or not approve the expenditure of relevant money for this project, that you must record the terms of approval in writing as soon as practicable after giving your approval. This brief and any attachments, including annotations or conditions recorded by you on these documents, satisfies the requirements of Section 71 (2a) of the PGPA Act.

Section 71 (2b) requires that if you approve a proposed expenditure of relevant money, that you must comply with any other requirements prescribed by the Rules in relation to the approval.

Requirements under the CGRGs – Section 4 – Grants specific Processes and Requirements

The CGRGs contain a mandatory requirement that Entity Staff must provide written advice to you, where you exercise the role of an approver. These requirements are outlined under item 4.6 of the CGRGs and include:

- (a) That the proposed expenditure of relevant money for this project is for purposes of a “grant” as described in item 2.3 of the CGRGs;
- (b) That you are advised of any applicable requirements of the PGPA Act and Rules and the CGRGs relating to any ministerial reporting obligations, including the legal authority of the grant;
- (c) Outlining the application and selection process, including the selection criteria, that were used to select potential grants recipients; and
- (d) The merits of the proposed grant or grants relative to the grant guidelines and the key consideration of achieving value with relevant money.

In addition, item 4.11 of the CGRGs provides that where a Minister approves a proposed grant in his/her own electorate, the Minister must write to the Finance Minister advising of the details. For this purpose it is sufficient to provide the Finance Minister with a copy of correspondence to the grantee (except where the Minister has approved a grant which the relevant official has recommended be rejected).

These requirements are addressed under “Key Points” in the covering brief.

Legal Authority

Legal authority for the program is provided under FF(SP) Amendment (Infrastructure, Cities and Regional Development Measures No. 2) Regulations 2019 [F2019L01629].



The Hon Michael McCormack MP

Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals
Federal Member for Riverina

Ref: MS20-000560

05 MAY 2020

Senator the Hon Mathias Cormann
Minister for Finance
Parliament House
CANBERRA ACT 2600


Dear Minister

I am writing as required by paragraph 4.11 of the *Commonwealth Grants Rules and Guidelines* to notify you of a grant that I approved in my electorate of Riverina.

The grant was assessed as part of an open, competitive, merit-based process and was recommended for approval by officials within the Department of Infrastructure, Transport, Regional Development and Communications. Details of the grant are in the table below.

Grant Opportunity	Grant Activity	Grantee	Grant location	Postcode	Grant amount	Grant term	Grant Type	Recommended by	Start date
Regional Airports Program Round One	Minor works to three airstrips	Parkes Shire Council	Parkes, NSW	2870	\$27,869	One year	Open	The Department	1 June 2020

Please contact Ms Janet Quigley, First Assistant Secretary, COVID Aviation Issues Management on 02 6274 6061 if you have any queries regarding this grant.

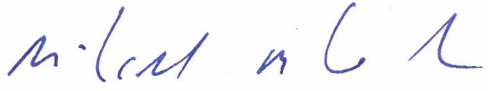
Yours sincerely



Michael McCormack

The Hon Michael McCormack MP
Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au


Australian Government
**Department of Infrastructure, Transport,
Regional Development and Communications**
To: The Hon Michael McCormack MP (for decision)
cc: The Hon Kevin Hogan MP
cc: Mr Simon Atkinson, Secretary
cc: Ms Christine Dacey, Deputy Secretary, Aviation and Airports
cc: Ms Janet Quigley, First Assistant Secretary, COVID Aviation Issues Management
Regional Airports Program (RAP): proposed amendments to the Round Two Guidelines
Action required by: 10 September 2020
Reason: To enable Round Two Guidelines to be finalised as soon as possible.

Recommendations:	
1. That you agree to the proposed parameter change to Round Two of the RAP to remove the co-funding requirement for small projects up to \$300,000 submitted by local government agencies or Aboriginal and Torres Strait Islander Corporations.	Agreed / Not Agreed
2. That you note that if you agree to this parameter change, the Department will liaise with key stakeholders including the Australian Airports Association (AAA).	Noted / Please Discuss
3. That you note that a subsequent brief will seek your approval to the revised guidelines and their release and if required, will include a letter to the Prime Minister, Treasurer and Finance Minister seeking an amendment to the program authority.	Noted / Please Discuss
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  The Hon Michael McCormack MP </div> <div style="text-align: center;"> 17/9/2020 Date: </div> </div>	
Comments:	

Key Points:

1. Round Two of the RAP is due for release in the second half of 2020. Up to \$58.8 million is available over two years from 2020-21 to 2022-23 for projects that improve the safety and accessibility of airports or aerodromes in regional areas of Australia.
2. It is proposed that in response to the pressures currently facing the aviation sector and regional locations due to COVID-19 that a parameter change is made to the Guidelines for

Round Two of the RAP. For your reference the Guidelines for Round One are at **Attachment A.**

3. The proposed change is to remove the co-contribution requirement for local government and Aboriginal and Torres Strait Islander (ATSI) Corporation projects totalling \$300,000 or less.
 - a. In the previous round, funding was available for 50 per cent of eligible project costs for all applicants.
4. Similar changes are proposed for the Remote Airstrip Upgrade (RAU) Program. A brief has been submitted to Assistant Minister Hogan (MS20-001323 at **Attachment B**) proposing to reduce the co-contribution requirements for local government projects for Round Eight. A cap of \$150,000 is suggested for the RAU due to the funding envelope being lower (\$7.0 million) and remote projects being generally smaller in scale than those in regional areas. Changes to both programs will ensure a level of consistency across regional and remote locations.

Co-contribution requirements

5. The proposed change to the co-contribution requirement is intended to provide a number of benefits to regional communities, including:
 - a. allowing time-critical work necessary to maintain the capability of airports to proceed based on need, rather than the availability of local government funding.
 - b. encouraging small projects that can be delivered quickly, providing employment benefits and allowing upgrades to occur at a time where air traffic may be reduced.
6. Although no applications were received from ATSI Corporations in Round One, the Department has suggested including them in the eligibility for 100 per cent funding to ensure they are not unintentionally disadvantaged if they have suitable projects and meet the eligibility requirements.
7. A cap of \$300,000 is proposed to ensure the maximum number of small projects can be delivered within the \$58.8 million available. In Round One, 24 of the 61 announced projects had total project costs under \$300,000 and 21 of these were submitted by local government. A cap of \$300,000 is likely to cover a good proportion of projects in this next round.
8. It is anticipated that removing the co-contribution requirement is likely to result in the round being over-subscribed. In Round One, 72 applications were received seeking \$54 million in co-funding; from which 61 projects were approved and announced for \$41.2 million, all with a minimum of 50 per cent co-contribution.
 - a. In part this risk will be mitigated by the fact that the grant round is competitive. Applications for small projects will still be required to meet the eligibility criteria and will be assessed against all other applications. The Department has also proposed to include an assessment of the time critical nature of the project to assist prioritisation.
9. State and territory governments may benefit from the amendment because they may not need to provide co-contributions to projects. However, in Round One only two approved local government projects stated they were also receiving State support for their project.

Other amendments

10. A number of other minor amendments are proposed to the guidelines including: making an independent audit report mandatory for grants over \$500,000; clarification of eligible expenditure; and removing the requirement for external stakeholders on the Assessment Panel due to their resourcing limitations.

Next steps

11. The Grants Hub in the Department of Industry, Science, Energy and Resources administers the program. They are concurrently seeking Central Agency review and approval of the proposed changes.

12. If Central Agencies determine that further authority is needed to make the changes, the Department will include a letter to the Prime Minister, Treasurer and Finance Minister in the subsequent brief to you seeking approval to release the guidelines.
13. The Department has sought advice from the Grants Hub on the earliest that the round could be launched and will update you on timing in the subsequent brief.

Financial impacts:

14. The \$100 million RAP program was announced as part of the 2019-20 Budget, running over four years from 2019-20 to 2022-23. Round Eight has a funding envelope of \$58.8 million. This funding includes over \$10.0 million from 2019-20 financial year that is in the process of being rolled over as part of the 2020-21 Budget.

Stakeholder Implications:

15. Local Government stakeholders are likely to be very supportive of the parameter changes, although some of their applications may not be successful if a large number are received. Privately owned organisations may feel disadvantaged by having to provide co-contribution. However, this is only likely to impact a small number of applicants as in Round One local governments made up the majority (52 of 61 approved projects).
16. The AAA have approached the Department seeking a change to the current RAP funding model due to the financial issues facing regional councils and the airport industry; from a 50/50 to a 25/75 (applicant/ Australian Government) contribution. It is expected that the AAA will support a move to fund 100 per cent of small local government projects for the RAP and RAU. Subject to your agreement the Department will liaise key stakeholders including the AAA.

Consultation:

17. The Grants Hub in the Department of Industry, Science, Energy and Resources is concurrently seeking Central Agency review and approval of the changes to the Guidelines.

Name: Clare Chapple
Position: Assistant Secretary
Division: COVID Aviation Issues Management
Ph: 02 6274 6467
Mob: s47F
Date: 1 September 2020

Contact Officer: s47F
Section: Regional Aviation Programs
Ph: s47F
Mo

Attachments:

- A: RAP Round One Program Guidelines (not included - duplicate document (s22))
B: MS20-001323 RAUP Proposed changes to the Round Seven Program Guidelines



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Communications**

To: The Hon Kevin Hogan MP (for decision)

cc: The Hon Michael McCormack MP

cc: Mr Simon Atkinson, Secretary

cc: Ms Christine Dacey, Deputy Secretary, Aviation and Airports

cc: Ms Janet Quigley, First Assistant Secretary, COVID Aviation Issues Management

Remote Airstrip Upgrade (RAU) Program: proposed amendments to the Round Eight Guidelines

Action required by: 10 September 2020

Reason: To enable Round Eight Guidelines to be finalised as soon as possible.

Recommendations:	
<p>1. That you agree to the proposed parameter changes to Round Eight of the RAU Program including:</p> <p>a) removal of the co-funding requirement for small projects up to \$150,000 that are submitted by local government.</p> <p style="text-align: right;">Agreed / Not Agreed</p> <p>b) reducing the maximum project size from \$3 million to \$500,000.</p> <p style="text-align: right;">Agreed / Not Agreed</p>	
<p>2. That you note that if you agree to these parameter changes, the Department will liaise with key stakeholders including the Australian Airports Association (AAA).</p> <p style="text-align: right;">Noted / Please Discuss</p>	
<p>3. That you note that a subsequent brief will seek your approval to the revised guidelines and their release.</p> <p style="text-align: right;">Noted / Please Discuss</p>	
<p>The Hon Kevin Hogan MP Date:</p> <p>Comments:</p>	

Key Points:

1. Round Eight of the Remote Airstrip Upgrade (RAU) program is due for release in the second half of 2020. Up to \$7 million is available for this final round of the RAU program for

projects that enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia.

2. It is proposed that in response to the pressures currently facing the aviation sector and regional and remote locations due to COVID-19 a number of changes are made to the Guidelines for Round Eight of the RAU Program. For your reference the Guidelines for Round 7 are at **Attachment A**.
3. The key changes proposed to the RAU Guidelines for Round 8 are:
 - a. removal of the co-contribution requirement for small local government projects of \$150,000 and less. In previous rounds, funding was available for 50 per cent of the eligible project cost unless the applicant was an Indigenous owned or operated aerodrome where up to 100 per cent of the project cost could be supported.
 - b. reducing the maximum grant amount from \$3 million to \$500,000 due to the limited amount of funding available.
4. Similar changes are also proposed to the Regional Airports Program (RAP). A brief has been submitted to the Deputy Prime Minister (MS20-001322 at **Attachment B**) proposing to reduce the co-contribution requirement for local government for Round Two of the RAP. A cap of \$300,000 is proposed for the RAP due to the larger funding envelope (\$58.8 million) and scale of projects in the program. Changes to both programs will ensure a level of consistency across regional and remote areas.

Co-contribution requirements

5. The proposed change to the co-contribution requirement are intended to provide a number of benefits to remote communities, including:
 - a. Allowing smaller time-critical work necessary to maintain the capability of airports to proceed based on need, rather than the availability of local government funding.
 - b. encouraging small projects that can be delivered quickly, providing employment benefits and allowing upgrades to be made at a time where air traffic may be reduced.
6. The guidelines will continue to allow funding for up to 100 per cent for Indigenous owned or operated aerodrome projects.
7. A cap of \$150,000 has been selected to ensure the maximum number of small projects can be delivered within the \$7 million available. In Round Seven, 16 of the announced projects had total project costs under \$150,000 and 11 of these were submitted by local government. A cap of \$150,000 is likely to cover a good proportion of projects in this next round.
8. It is anticipated that removing the co-contribution requirement is likely to result in the round being significantly over-subscribed. In Round Seven, 88 applications were received seeking \$42.4 million in funding; from which 45 projects were approved and announced for \$9 million with a further \$16 million was leveraged from applicants.
 - a. In part this risk will be mitigated by the fact that the grant round is competitive. Applications for small projects will still be required to meet the eligibility criteria and will be assessed against all other applications. The Department has also proposed to include an assessment of the time critical nature of the project to assist prioritisation.
9. In previous rounds the Northern Territory Government (NTG) has applied for a program of work across a number of remote Northern Territory (NT) airfields for which they provide a 50 per cent co-contribution. These projects would not be eligible for the 100 per cent local government funding. Due to the NT combining a number of smaller projects into one application, under Round Seven all the NT projects had total project values over \$150,000.

10. A number of other minor amendments are proposed, including: clarification of the program outcomes and eligibility criteria; adding in a minimum grant amount of \$5000; reducing the project time to 18 months from two years to align with the funding profile; slight amendments to the weighting of the assessment criteria; removing the requirement for the Royal Flying Doctors' participation on the Assessment Panel due to their resourcing limitations.

Next steps

11. The Grants Hub in the Department of Industry, Science, Energy and Resources administers the program. They are concurrently seeking Central Agency approval to the changes. If Central Agencies determine that these changes go beyond the program parameters, the Department will provide you with advice on any further approval required.
12. The Department has sought advice from the Grants Hub on the earliest that the round could be launched and will update you on timing in the subsequent brief.

Financial impacts:

13. Round Eight has a funding envelope of \$7 million. This funding includes \$2.79 million underspend from the 2019-20 financial year that is in the process of being rolled over as part of the 2020-21 Budget.
14. The RAU program forms part of the \$24 million Regional Aviation Access Program (RAAP) with funding over four years from 2017-18 to 2021-22. The RAAP also supports the Remote Air Services Subsidy Scheme and the Remote Aerodrome Inspection Program.

Stakeholder Implications:

15. Local Government stakeholders are likely to be very supportive of the parameter changes, although some applications may not be successful if a large number are received. Some applicants may be concerned that they will miss out on the limited resources available or feel like they are disadvantaged by needing to provide a co-contribution.
- a. In Round Seven only twelve approved projects in total were submitted by State and Territory Governments and the private sector.
16. The AAA have approached the Department seeking a change to the current RAP funding model due to the financial issues facing regional councils and the airport industry; from a 50/50 to a 25/75 (applicant/ Australian Government) contribution. It is expected that the AAA will support the proposed changes to the RAP and RAU. Subject to your agreement the Department will liaise with key stakeholders including the AAA.

Consultation:

17. The Grants Hub in the Department of Industry, Science, Energy and Resources is concurrently considering these amendments and seeking Central Agency review.

Name: Clare Chapple

Position: Assistant Secretary

Division: COVID Aviation Issues Management

Ph: 02 6274 6467

Mob: s47F

Date: 1 September 2020

Contact Officer: s47F

Section: Regional Aviation Programs

Ph: s47F

Mo

Attachments:

A: RAU Round Seven Program Guidelines

B: MS20-001322: Regional Aviation Program proposed changes to Round Two Guidelines

MS20-001532



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications**To: The Hon Michael McCormack MP** (for decision)**cc:** The Hon Kevin Hogan MP**cc:** Mr Simon Atkinson, Secretary**cc:** Ms Christine Dacey, Deputy Secretary, Aviation and Airports**cc:** Ms Janet Quigley, First Assistant Secretary, COVID Aviation Issues Management**Regional Airports Program (RAP) round two program guidelines and funding****Action required by:** 23 October 2020**Reason:** To facilitate an announcement opening Round Two in early November.**Recommendation:**

1. That you **agree** to the draft guidelines for round two of the RAP at Attachment A.

Agreed / Not Agreed

2. That you **note** we will work with your office to facilitate the launch in the first week of November 2020.

Noted / Please Discuss

9/10/2020

The Hon Michael McCormack MP

Date:

Comments:**Key Points:**

1. You have recently approved parameter changes to the program (refer to MS20-001322 at Attachment B). Your agreement is now sought to the draft guidelines at Attachment A, which reflect these parameter changes. Should you agree to the draft guidelines, Round Two can be opened for applications.
2. In accordance with Australian Government policy, rounds of the RAP are administered through the Australian Government Grants Hub (the Hub). The Hub has advised it is possible to open round two from Tuesday 3 November 2020, with applications to close on Tuesday 15 December 2020.
 - a. we will work with your office, to find a suitable date for the launch. The Hub advises it can accommodate an announcement up to and including Tuesday 10 November 2020, with the closing date remaining as Tuesday 15 December 2020.
3. In line with the Hub's usual processes and timeframes, it is anticipated funding recommendations would be provided to you in March 2021, however, the Department of Infrastructure, Transport, Regional Development and Communications will work to expedite this wherever possible. A draft timeline is at Attachment C.

Draft Guidelines

4. The draft guidelines have been developed by the Hub in consultation with the Department, in accordance with the Commonwealth Grants Rules and the Government's grants streamlining policy. The draft guidelines have been approved by central agencies.
5. Key provisions of the guidelines for round two include that:
 - a. Funding is available to enhance the safety and accessibility of aerodromes.
 - b. The grants may be a minimum of \$20,000 and up to a maximum of \$5 million.
 - c. Entities eligible to apply are owners or operators of existing aerodromes or airports in a regional area in Australia (as determined by the Australian Bureau of Statistics Remoteness Areas 2016) with a passenger throughput below 250,000 passengers a year (based on 2019 data). They are typically local government or private organisations.
 - d. The grant amount will be up to 50 per cent of eligible project costs, except:
 - where the applicant and a third party (could include State, Territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs;
 - where the applicant is a local government or an Aboriginal and Torres Strait Islander Corporation and the total project cost is less than \$300,000, the grant amount will be up to 100 per cent of eligible costs.

Next steps

6. Once the round closes for applications, the Hub will assess applicants' eligibility and claims against the assessment criteria. The Hub's assessment will be provided to the Department. The Department will review the assessment and seek feedback from state and territory agencies. The Department will then provide a set of recommended projects to you for consideration.
7. The Hon Kevin Hogan MP, Assistant Minister to the Deputy Prime Minister, approved the Guidelines for round eight of the Remote Airstrip Upgrade (RAU) Program (refer to MS20-001473 at **Attachment D**). The round opened for applications on Thursday 8 October 2020.

Financial impacts:

8. Round two has a funding envelope of \$58.8 million. This funding includes \$10 million that has been rolled over from the 2019-20 financial year into 2020-21.

Stakeholder Implications:

9. The round will provide local governments and private organisations with an opportunity to improve air safety and access at regional aerodromes as well as providing local employment opportunities. The Department anticipates this will be positively received.

Consultation:

10. Consultation has occurred with the Department of Industry, Science, Energy and Resource's Grants Hub, the Department of Prime Minister and Cabinet, the Department of Finance and the Australian Airports Association (AAA). The AAA were extremely supportive of the proposed changes related to the co-contribution requirement and advised that it would be welcomed by their members.

Media Opportunities:

11. Should you agree to the guidelines in this submission, the Department will liaise with your Office regarding the opportunity for a media announcement.

Name: Clare Chapple
Position: Assistant Secretary
Division: COVID Aviation Issues Management
Ph: 02 6274 6467
Mob: s47F
Date: 8 October 2020

Contact Officer: s47F
Section: Regional Aviation Programs
Ph: s47F
Mob: s47F

Attachments:

- A: RAP round two guidelines
- B: MS20-001322, signed on 17 September 2020, approving proposed amendments to round two of the guidelines
- C: Draft round two timeframes
- D: MS20-001473, signed on 24 September 2020, approving the RAUP Round Eight guidelines



Australian Government

Department of Industry, Science,
Energy and ResourcesDepartment of Infrastructure,
Transport, Regional Development
and Communications**Business**business.gov.au
13 28 46
Delivered by AusIndustry™

Grant Opportunity Guidelines

Regional Airports Program – Round 2

Opening date:	3 November 2020
Closing date and time:	5:00pm Australian Eastern Standard Time on 15 December 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	3 November 2020
Type of grant opportunity:	Open competitive

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1. Regional Airports Program Round 2 grant opportunity: processes

The Regional Airports Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications' Outcome 2, Program 2.3.

The Department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible.
We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Regional Airports Program

We evaluate the specific grant activity and Regional Airports Program as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The \$100 million Regional Airports Program (the program) will run over four years from 2019-20 to 2022-23. The program was announced as part of the 2019-20 Budget.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety and access for regional communities.

The intended outcomes of the program are to:

- improve the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitate improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improve the connectivity of Australia's regions to domestic and global market opportunities
- meet the operational requirements of aeromedical and other emergency services in the region.

If there are any further grant opportunities as part of this program we will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Regional Airports Program – Round 2 grant opportunity

These guidelines contain information for the Regional Airports Program – Round 2 grant opportunity.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of Department of Infrastructure, Transport, Regional Development and Communications.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$100 million for the program over four years from 2019-20 to 2022-23. For this grant opportunity up to \$58.8 million is available over two years from 2020-21 to 2022-23.

3.1. Grants available

The minimum grant amount is \$20,000.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

The maximum grant amount is \$5 million.

We expect that most grants will be between \$20,000 and \$3 million, depending on the scope and complexity of the project.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- where the applicant (you) and a third party (could include State, Territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs or
- where the applicant meets the Small Project criteria in section 3.2 as an Australian local government agency or body or an Aboriginal and Torres Strait Islander Corporation (as defined in the Glossary at section 14) and the total project cost is equal to or less than \$300,000, the grant amount will be up to 100 per cent of eligible costs.

You can fund your contribution from any source including State, Territory and local government. If you are seeking State or Territory Government co-funding, you should follow the appropriate State or Territory Government application process where applicable and advise in your application the status of your application, as this will impact your grant percentage.

Your contribution can be either cash and/or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should calculate in-kind labour at \$39/hour, and use the retail or market price for any goods that you would have otherwise purchased.

3.2. Small Projects

Small Projects are for minor works to maintain the capability of the airport.

You are eligible to apply for Small Projects if you are an Australian local government agency or body or an Aboriginal and Torres Strait Islander Corporation (as defined in the Glossary at section 14) and the total project cost is equal to or less than \$300,000.

Small Projects are still required to meet the Eligibility Criteria and will be assessed against other applications under the Assessment Criteria.

Multiple applications for work related to one airport will be considered together in determining the co-funding requirement.

If your total project cost is greater than \$300,000 you will be required to provide 50 per cent co-funding of the total project cost (i.e. including the first \$300,000 of eligible project expenditure). This includes multiple applications for one airport.

We recognise that some organisations may want to join together as a group to deliver a project, for joint applications refer to 7.2.

3.3. Project period

The maximum project period is up to two years.

You must complete your project by 30 April 2023.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

- be an owner and/or operator of an existing aerodrome or airport in a regional area in Australia.

and be one of the following entities:

- an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
- an Australian local government agency or body as defined in the Glossary at section 14
- an Australian State or Territory Government agency or body
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area²](#)
- your aerodrome or airport's passenger throughput was below 250,000 passengers (from all flight types) in 2019.
- you can provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- the owner/operator of a federally-leased airport
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your activities must directly relate to the project and can include:

- works to improve all weather capability of the aerodrome and aircraft safety including:

² <https://www.abs.gov.au/websitedbs/D3310114.nsf/home/remoteness+structure>

- sealing and/or re-sealing and/or re-sheeting of aircraft pavements
- extending or strengthening a runway, taxiway parking bays and/or related areas
- repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron, and
- airside drainage works.
- works to enhance aerodrome safety for aircraft operations including:
 - installation or restoration of animal fencing
 - provision of navigational aids and safety equipment
 - 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 better enable night time operations including:
 - installation of runway and taxiway lighting
 - provision of power for aerodrome lighting, and
 - installation of Pilot Activated Lighting Control systems.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement. Eligible expenditure items are:

- Contractor costs
 - costs associated with contractors who undertake project activities (including capital items and materials purchased by contractor)
- Employee costs
 - the portion of employee costs directly related to undertaking core elements of the project
- Aviation-safety related staff training
 - costs associated with the provision of aviation-safety related staff training
- Capital expenditure
 - for the purchase of assets, including:
 - power provisions
 - lighting and control systems
 - markers and navigational aids
 - training materials
- Materials
 - costs associated with the purchase of materials for:
 - airstrip sealing, re-sealing and sheeting
 - repair, restoration and reconstruction or drainage works
- Independent Audit Report
 - costs of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure (mandatory for projects over \$500,000 or where we request one).

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- aerodrome landside infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings
- security screening equipment, staff or buildings
- purchase of motor vehicles, heavy plant and equipment
- project or tender planning, design, research or feasibility costs
- costs associated with the introduction or expansion of commercial air services to the aerodrome
- contingency costs
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges, and
- ongoing routine maintenance activities such as slashing and mowing.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Demonstrated need for your project (50 points)

You should demonstrate this by explaining:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community (where applicable, attach evidence to support your application, including airstrip inspection or engineering reports)
- b. the extent to which upgrades are required to support the operation of aeromedical flights and/or other essential air services to the community
- c. the extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

You should demonstrate this by explaining:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (20 points)

You should demonstrate this by explaining:

- a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)
- b. total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- evidence of support from the Council, board, CEO or equivalent that the project is supported and that your organisation is willing to accept responsibility to complete the project and meet costs of the project not covered by grant funding including a declaration (template provided on business.gov.au and GrantConnect)
- trust deed (where applicable)
- a project plan to support your claims against assessment criterion 2
- evidence to support your application, including airstrip inspection or engineering reports (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, except where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at business.gov.au. Consideration of out of round applications is at the Assessment Panel's discretion, taking into account your justification for the urgency of the project.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date we notify you that your application has been successful (We are not responsible for any expenditure you incur until a grant agreement is executed).
End date of grant commitment	Two years from project start date and no later than 30 April 2023.

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

In consultation with the Department of Infrastructure, Transport, Regional Development and Communications, we may assign a technical expert to develop or analyse the work program submitted by an applicant, including compliance with any relevant Civil Aviation and Safety Authority (CASA) standards and costings.

We may refer your application to an Assessment Panel with representatives from the Department of Infrastructure, Transport, Regional Development and Communications for assessment. The Assessment Panel may also have stakeholder group representatives. We may also use the Assessment Panel for out of round applications where the project is urgent due to emergency circumstances.

Your application will be assessed against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

For out of round applications where the project is due to emergency circumstances, we will first consider your justification for urgency of the project. Where the Assessment Panel agrees your project is urgent and warrants out of round assessment, it will assess your application against the eligibility and merit criteria within these guidelines

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application. The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Regional Airports Program, you cannot receive other grants for this project from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

10.3.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- *Code for the Tendering and Performance of Building Work 2016* ([Building Code 2016](#))³
- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))⁴

These regulations are subject to the level of funding you receive as outlined below.

10.3.1.1. Building Code

The Building Code is administered by relevant State and Territory administrations under relevant State or Territory legislation on behalf of the [Australian Building and Construction Commission](#).⁵

The Building Code applies to all construction projects funded by the Australian government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

10.3.1.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#).⁶

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.4. How we pay the grant

The grant agreement will state the:

³ <https://www.abcc.gov.au/building-code/building-code-2016>

⁴ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

⁵ <https://www.abcc.gov.au/>

⁶ <http://www.fsc.gov.au/sites/FSC>

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁷.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

⁷ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend. You must notify us in advance of your intention to produce media or social media material relating to your project and provide an opportunity for the Minister or their representative to contribute.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report (mandatory for grants over \$500,000 or where we request one). An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines year period
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in media releases, on social media, and/or in a brochure or publication, you must acknowledge the grant by using the following:

- 'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant and be compliant with our signage guidelines.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁸ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁹ on the department's website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research

⁸ <https://www.legislation.gov.au/Details/C2019C00057>

⁹ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Assessment Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Assessment Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](https://www.industry.gov.au/data-and-publications/privacy-policy)¹⁰ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information

¹⁰ <https://www.industry.gov.au/data-and-publications/privacy-policy>

- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry – Support for Business
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹¹ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander Corporation	An Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cth).
Aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.

¹¹ <http://www.ombudsman.gov.au/>

Term	Definition
Airport	A complex of runways and buildings for the take-off, landing, and maintenance of civil aircraft, with facilities for passengers.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Assessment Panel	Assessment panel with representatives from the Department of Infrastructure, Transport, Regional Development and Communications for assessment. The Assessment Panel may also have stakeholder group representatives. The panel assesses eligible applications and makes recommendations to the Minister for funding under the program.
AusIndustry	The division within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant agreement end date	The date or event specified in the grant details section of the grant agreement. This date is after the activity completion date providing sufficient time for all outstanding activities under the agreement, including final payment and any post project reporting.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.


Term	Definition
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Communications or delegated portfolio Minister.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is –</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Regional	Localities classified as <i>Inner Regional</i> or <i>Outer Regional</i> using the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area. A map of the classification area, and search by location, can be found at http://stat.abs.gov.au/itt/r.jsp?ABSMAPS and selecting 2016 Remoteness Area from the dropdown menu.
Small Project	Where the project cost is equal to or less than \$300,000 in total (GST inclusive).

MS20-001322



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications**To: The Hon Michael McCormack MP** (for decision)**cc:** The Hon Kevin Hogan MP**cc:** Mr Simon Atkinson, Secretary**cc:** Ms Christine Dacey, Deputy Secretary, Aviation and Airports**cc:** Ms Janet Quigley, First Assistant Secretary, COVID Aviation Issues Management**Regional Airports Program (RAP): proposed amendments to the Round Two Guidelines****Action required by:** 10 September 2020**Reason:** To enable Round Two Guidelines to be finalised as soon as possible.

Recommendations:	
1. That you agree to the proposed parameter change to Round Two of the RAP to remove the co-funding requirement for small projects up to \$300,000 submitted by local government agencies or Aboriginal and Torres Strait Islander Corporations.	<u>Agreed</u> / Not Agreed
2. That you note that if you agree to this parameter change, the Department will liaise with key stakeholders including the Australian Airports Association (AAA).	<u>Noted</u> / Please Discuss
3. That you note that a subsequent brief will seek your approval to the revised guidelines and their release and if required, will include a letter to the Prime Minister, Treasurer and Finance Minister seeking an amendment to the program authority.	<u>Noted</u> / Please Discuss
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  The Hon Michael McCormack MP </div> <div style="text-align: center;"> 17/9/2020 Date: </div> </div>	
Comments:	

Key Points:

1. Round Two of the RAP is due for release in the second half of 2020. Up to \$58.8 million is available over two years from 2020-21 to 2022-23 for projects that improve the safety and accessibility of airports or aerodromes in regional areas of Australia.
2. It is proposed that in response to the pressures currently facing the aviation sector and regional locations due to COVID-19 that a parameter change is made to the Guidelines for

Round Two of the RAP. For your reference the Guidelines for Round One are at **Attachment A.**

3. The proposed change is to remove the co-contribution requirement for local government and Aboriginal and Torres Strait Islander (ATSI) Corporation projects totalling \$300,000 or less.
 - a. In the previous round, funding was available for 50 per cent of eligible project costs for all applicants.
4. Similar changes are proposed for the Remote Airstrip Upgrade (RAU) Program. A brief has been submitted to Assistant Minister Hogan (MS20-001323 at **Attachment B**) proposing to reduce the co-contribution requirements for local government projects for Round Eight. A cap of \$150,000 is suggested for the RAU due to the funding envelope being lower (\$7.0 million) and remote projects being generally smaller in scale than those in regional areas. Changes to both programs will ensure a level of consistency across regional and remote locations.

Co-contribution requirements

5. The proposed change to the co-contribution requirement is intended to provide a number of benefits to regional communities, including:
 - a. allowing time-critical work necessary to maintain the capability of airports to proceed based on need, rather than the availability of local government funding.
 - b. encouraging small projects that can be delivered quickly, providing employment benefits and allowing upgrades to occur at a time where air traffic may be reduced.
6. Although no applications were received from ATSI Corporations in Round One, the Department has suggested including them in the eligibility for 100 per cent funding to ensure they are not unintentionally disadvantaged if they have suitable projects and meet the eligibility requirements.
7. A cap of \$300,000 is proposed to ensure the maximum number of small projects can be delivered within the \$58.8 million available. In Round One, 24 of the 61 announced projects had total project costs under \$300,000 and 21 of these were submitted by local government. A cap of \$300,000 is likely to cover a good proportion of projects in this next round.
8. It is anticipated that removing the co-contribution requirement is likely to result in the round being over-subscribed. In Round One, 72 applications were received seeking \$54 million in co-funding; from which 61 projects were approved and announced for \$41.2 million, all with a minimum of 50 per cent co-contribution.
 - a. In part this risk will be mitigated by the fact that the grant round is competitive. Applications for small projects will still be required to meet the eligibility criteria and will be assessed against all other applications. The Department has also proposed to include an assessment of the time critical nature of the project to assist prioritisation.
9. State and territory governments may benefit from the amendment because they may not need to provide co-contributions to projects. However, in Round One only two approved local government projects stated they were also receiving State support for their project.

Other amendments

10. A number of other minor amendments are proposed to the guidelines including: making an independent audit report mandatory for grants over \$500,000; clarification of eligible expenditure; and removing the requirement for external stakeholders on the Assessment Panel due to their resourcing limitations.

Next steps

11. The Grants Hub in the Department of Industry, Science, Energy and Resources administers the program. They are concurrently seeking Central Agency review and approval of the proposed changes.

12. If Central Agencies determine that further authority is needed to make the changes, the Department will include a letter to the Prime Minister, Treasurer and Finance Minister in the subsequent brief to you seeking approval to release the guidelines.
13. The Department has sought advice from the Grants Hub on the earliest that the round could be launched and will update you on timing in the subsequent brief.

Financial impacts:

14. The \$100 million RAP program was announced as part of the 2019-20 Budget, running over four years from 2019-20 to 2022-23. Round Eight has a funding envelope of \$58.8 million. This funding includes over \$10.0 million from 2019-20 financial year that is in the process of being rolled over as part of the 2020-21 Budget.

Stakeholder Implications:

15. Local Government stakeholders are likely to be very supportive of the parameter changes, although some of their applications may not be successful if a large number are received. Privately owned organisations may feel disadvantaged by having to provide co-contribution. However, this is only likely to impact a small number of applicants as in Round One local governments made up the majority (52 of 61 approved projects).
16. The AAA have approached the Department seeking a change to the current RAP funding model due to the financial issues facing regional councils and the airport industry; from a 50/50 to a 25/75 (applicant/ Australian Government) contribution. It is expected that the AAA will support a move to fund 100 per cent of small local government projects for the RAP and RAU. Subject to your agreement the Department will liaise key stakeholders including the AAA.

Consultation:

17. The Grants Hub in the Department of Industry, Science, Energy and Resources is concurrently seeking Central Agency review and approval of the changes to the Guidelines.

Name: Clare Chapple

Position: Assistant Secretary

Division: COVID Aviation Issues Management

Ph: 02 6274 6467

Mob: s47F

Date: 1 September 2020

Contact Officer: s47F

Section: Regional Aviation Programs

Ph: s47F

Mob:

Attachments:

A: RAP Round One Program Guidelines

B: MS20-001323 RAUP Proposed changes to the Round Seven Program Guidelines

Attachment C

Draft Timeline for the Regional Airports Program – Round 2

Date	Activity
3 November 2020	Open round for applications
15 December 2020	Applications close
16 December to February 2021	Application assessment by the Hub and Department Departmental consultation with state and territory agencies Department to develop a list of recommended projects
March 2021	Approval and announcement of projects
March & April 2021	Contracting of successful applicants by the Hub
March 2021 to 30 June 2023	Project management


Australian Government
**Department of Infrastructure, Transport,
Regional Development and Communications**
To: The Hon Kevin Hogan MP (for decision)
cc: The Hon Michael McCormack MP
cc: Mr Simon Atkinson, Secretary
cc: Ms Christine Dacey, Deputy Secretary, Aviation and Airports
cc: Ms Janet Quigley, First Assistant Secretary, COVID Aviation Issues Management
Remote Airstrip Upgrade (RAU) round eight program guidelines and funding
Action required by: 29 September 2020
Reason: to facilitate an announcement opening Round Eight in early October.

Recommendations:

1. That you **agree** to the draft guidelines for round eight of the RAU program at **Attachment A**.

Agreed / Not Agreed

2. That you **note** we will work with your office to facilitate the launch in the first week of October 2020.

Noted / Please Discuss


The Hon Kevin Hogan MP

Date:

24/9/20

Comments:
Key Points:

1. You have recently approved parameter changes to the program (refer to MS20-001323 at **Attachment B**). Your agreement is now sought to the draft Guidelines at **Attachment A**, which reflect these parameter changes. Should you agree to the draft Guidelines, Round Eight of the RAU can be opened for applications.
2. In accordance with Government policy, the RAU program is administered through the Australian Government Grants Hub (the Hub). The Hub has advised it is possible to launch round eight from Thursday 1 October 2020, with applications to close on Thursday 12 November 2020.

- a. we will work with your office, and with the DPMO to find a suitable date for the launch. The Hub advises it can accommodate an announcement up to and including Thursday 8 October, with the closing date remaining as Thursday 12 November 2020.
3. In line with the Hub's usual processes and timeframes, it is anticipated funding recommendations would be provided to you in February 2021, however the Department will work to expedite this wherever possible. A draft timeline is at **Attachment C**.

Draft Guidelines

4. The draft guidelines have been developed by the Hub in consultation with the Department, in accordance with the Commonwealth Grants Rules and the Government's grants streamlining policy. The draft guidelines have been approved by central agencies.
5. Key provisions of the guidelines for round eight include that:
 - a. funding is available to enhance the safety and accessibility of aerodromes
 - b. the grants may be a minimum of \$5,000 and up to a maximum of \$500,000
 - c. entities eligible to apply are owners or operators of existing remote or very remote aerodromes (as determined by the Australian Bureau of Statistics Remoteness Areas 2016) and are typically local, state or territory government, Indigenous organisations or cattle stations
 - d. the grant amount will be up to 50 per cent of eligible project costs, except:
 - where the applicant and a third party (could include State/Territory or local government, or neighbouring cattle station) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent
 - for small projects up to \$150,000 that are submitted by local government where a grant amount of up to 100 per cent may be approved
 - for Indigenous owned or operated aerodromes where again a grant of up to 100 per cent grant may be approved.

Next steps

6. Once the round closes for applications, the Hub will assess applicants' eligibility and claims against the assessment criteria. The Hub's assessment will be provided to the Department. The Department will review the assessment, seek feedback from state and territory agencies, the Royal Flying Doctors and other relevant air medical organisations. The Department will then provide a set of recommended projects to you for consideration.
7. Guidelines are also being developed for the second round of the \$100 million Regional Airports Program (RAP). A brief seeking approval for the release of the RAP guidelines for round two will shortly be provided to the Hon Michael McCormack MP, the Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development.

Financial impacts:

8. Round Eight has a funding envelope of \$7 million. This funding includes \$2.79 million underspend that has been rolled over from the 2019-20 financial year into 2020-21.
9. There may be slightly more funding available for the round by the time applications are assessed, as round seven grant agreements are executed and projects under recent rounds are completed and budgets reconciled. You will be advised of this as part of the project approval process.

Stakeholder Implications:

10. The round will provide remote councils and Indigenous organisations, cattle stations and State and Territory agencies with an opportunity to improve air safety and access at remote airstrips as well as providing local employment opportunities. The Department anticipates this will be positively received.

Consultation:

11. Consultation has occurred with the Department of Industry, Science, Energy and Resource's Grants Hub, the Department of Prime Minister and Cabinet, the Department of Finance. The Department is currently consulting with the Australian Airports Association and we will advise you of any feedback provided.

Media Opportunities:

12. Should you agree to the guidelines in this submission, the Department will liaise with your Office regarding the opportunity for a media announcement.

Name: Clare Chapple
Position: Assistant Secretary
Division: COVID Aviation Issues Management
Ph: 02 6274 6467
Mob: s47F
Date: 23 September 2020

Contact Officer: s47F
Section: Regional Aviation Programs
Ph: s47F
Mob: s47F

Attachments:

- A: RAU Program round eight guidelines
B: MS20-001323, signed 10 September 2020, approving parameter changes to RAUP round eight
C: Draft RAUP timeline