



Department of  
Transport

# Regional Airports Development Scheme 2019 -21 Grant Guidelines



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# Introduction

The Department of Transport's (DoT) Regional Airports Development Scheme (RADS) provides financial assistance to airport owners for regional airport projects that aid in improving regional air services and air safety and promote regional development for the benefit of regional communities. For applicants seeking grant funding greater or equal to \$500,000 please contact the RADS team prior to submitting your application.

The following guidelines apply to RADS funding:

- Funding is aimed at the provision of common-user transport infrastructure directed at improving air services and/or air safety for regional communities.
- Funding is prioritised to maximise the number of regional Western Australians benefiting from the improvements.
- Funding assistance for regional airport planning may be provided.
- Funding is reserved for projects which cannot be fully funded through other means.
- A matching contribution from the applicant organisation is normally expected.
- Airport owners who have the capacity to meet maintenance, terminal and airstrip upgrade costs are expected to do so.
- RADS funds are not to be used to develop privately-owned infrastructure except where there are clear and substantial community benefits in doing so.
- Funding is generally not provided as seed funding as part of an investment attraction strategy.
- All RPT airports applying for RADS funding will require a Strategic Airport Asset and Financial Management Framework (Framework) in 2019. Please contact DoT on 08 6551 6196 for further information. Please note DoT will fund the development of your Framework.
- Where the airport is located on land owned or managed by the Aboriginal Affairs Planning Authority (AAPA) or Aboriginal Lands Trust (ALT), the applicant is responsible for ensuring that they have complied with the ALT land use and development policy (for information, contact the Department of Planning, Lands and Heritage (DPLH) on 08 6551 8002).
- It is the responsibility of the applicant to comply with any requirements under the *Native Title Act 1993* (Cth), the *Aboriginal Affairs Planning Authority Act 1972* (WA), the *Aboriginal Heritage Act 1972* (WA) and the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth).
- For the purposes of verifying the existence and extent of the approvals referred to above, the Department of Transport may share the information in this application with other government departments and agencies, statutory bodies and others.

Up to \$3.8 million will be available for the 2019-21 funding round. Please read the information contained in this brochure carefully if you wish to apply for funding.

**Applications for the 2019-21 funding round  
close on Monday 19 November 2018.**

**Late and incomplete applications will not be considered.**

## Before you start

To lodge an application for a RADS grant, you must be able to answer 'Yes' to all of the following:

- the airport is located in a regional or remote Western Australia;
- Regular Public Transport (RPT) airport applicants have a current Airport Master Plan, a Strategic Airport Asset and Financial Management Framework and provide the airport's most recent Income and Expenditure Statement;
- the applicant is the airport owner or lease holder;
- written confirmation of compliance with the Aboriginal Land Trust (ALT) land use and development policy, where the airport is situated on land owned or managed by the Aboriginal Affairs Planning Authority (AAPA) or the ALT;
- the applicant has an Australian Business Number (ABN);
- the airport is open to the public;
- the airport is maintained on an ongoing basis; and
- the project will provide public benefit.



# Project eligibility

Eligible projects generally fall into one or more of the following categories:

## Aircraft movement area development

This may involve construction, extension, sealing or marking of runways, taxiways and aircraft parking areas. This includes meeting requirements of the:

- Royal Flying Doctor Service (RFDS); and
- Civil Aviation Safety Authority (CASA) that are summarised in the Guidelines for Aeroplane Landing Areas available from <https://www.casa.gov.au/rules-and-regulations/standard-page/civil-aviation-advisory-publications>

## Airside development

This may include the provision of airport lighting or navigation aids.

## Grounds development

This may include animal exclusion fencing, drainage or obstacle limitation areas.

## Terminal development

This may include construction, installation of security equipment, such as bag and passenger screening facilities, or safety enhancements.

## Airport strategic planning

A strategic airport asset and financial management plan typically guides future airport development and capital works in response to anticipated regional development and increased demand for airport use.

## Other aviation infrastructure projects

If the project falls outside the above categories, it is important that the applicant clearly demonstrate how the project will improve regional air services and air safety for the benefit of regional communities.

## Preparing your application

Application forms are available on <http://www.transport.wa.gov.au/RADS> and need to be completed and submitted by close of business (5pm WST) on Monday 19 November 2018.

The preferred lodgement method is electronically, in Microsoft Excel format only, to [rads@transport.wa.gov.au](mailto:rads@transport.wa.gov.au)

Late or incomplete applications will not be accepted. It is the applicant's responsibility to ensure the application is completed, with appropriate supporting documents attached.

Applicants are strongly encouraged to seek third party contributions to deliver the greatest project value from the limited funding available. Be aware that it is the applicant's responsibility to advise DoT of the outcome of other grant applications.

If third party funding is successfully sourced, the total amount of your RADS grant will generally be reduced. The grant is usually provided at the completion of the work, though consideration will be given to milestone payments when requested on the application.

Approval of the grant does not guarantee DoT will approve milestone payments.

DoT may contact the applicant to clarify some points or obtain additional information during the assessment period.



## Cost eligibility

The following items **are not** eligible for funding and will automatically be deducted from the grant offer if they are included in the application:

- 'landside' infrastructure such as car parks, access roads, landscaping or power/water connection, dams and commercial developments;
- the purchase of motor vehicles, heavy plant and equipment;
- ongoing airport operating or running costs;
- depreciation costs;
- administration costs;
- audit costs;
- contingency costs;
- project management costs unless satisfactory proof is provided that a professional consultant was engaged directly on the project;
- overheads such as costs of rent, insurance, and taxes;
- price mark-ups on salaries or goods, where the works are undertaken by the grant recipient;
- replacement of capital spending plans for developments that would occur in any event;
- costs associated with the removal of vandalism activities;
- retrospective costs (grantees must not commence work or order goods or services associated with the project prior to the funding deed of MoU being executed); and
- costs not directly related to the project as defined in the funding deed or MoU.

## Assessment of applications

DoT, in consultation with the RADS Consultative Committee, will evaluate applications and make recommendations for approval to the Minister for Transport.

The RADS Consultative Committee consists of representatives from:

- State Government agencies including Department of Primary Industry and Regional Development, Department of Planning, Lands and Heritage, Department of Communities, Department of Jobs, Tourism, Science and Innovation and Department of Fire and Emergency Services; and
- the Royal Flying Doctor Service.

Projects are assessed on the following criteria:

- the safety benefits;
- the benefit to community and region;
- the population benefiting from the improvements;
- demonstration that the applicant cannot source funding to undertake the project without assistance from RADS;
- integration with the airport's master plan and/or wider community plan, Strategic Airports Asset and Financial Management Framework (RPT airports only) and/or wider community plans;
- project deliverability; and
- the existence of an ongoing management and maintenance plan, and associated funding.

RADS grants are usually limited to 50 per cent of the estimated total cost. In addition, the Minister for Transport may offer funding for certain elements of a proposed project or a percentage of the funding requested. The final decision to offer a grant remains solely with the Minister for Transport.

# Administrative process

Before funding is provided, successful applicants must complete the following administrative process and demonstrate that works have been completed to a satisfactory standard.

## 1. Acceptance of grant offer

Successful applicants will be required to formally accept or reject the grant in writing.  
**Two weeks after being advised of grant.**

A formal deed will be drawn up and signed by the grant recipient and the Minister for Transport to allow commencement of the project.  
**Before work commences**

## 3. RADS signage

DoT will forward a RADS sign for display at the airport to acknowledge the State Government's contribution to the project. The installation of signage is at the cost and responsibility of the grant recipient.  
**During the project**

## 4. Monitoring of work

DoT will routinely communicate with grant recipients to monitor the progress of the work. It is a requirement that grant recipients complete progress reports when sent by DoT.  
**Work to be completed within the financial year stated in the funding deed**

## 5. Grant payment

Following completion of the project, the grant recipient must advise DoT of the actual total cost of the project (exclusive of GST) and forward copies of invoices and/or other relevant financial documentation as well as photographic evidence, such as before/after pictures.  
The grant payment will be paid in accordance with the terms and conditions of the funding deed.  
**Evidence to be provided by the date stated in the funding deed**

## 6. Project acquittal

Grant recipients must provide an audited financial statement showing the income and expenditure of the project, (exclusive of GST) and the source of funding contributions meeting that cost.  
**60 days after grant payment**

## 7. Evaluation

Following the completion of the funding round, the Aviation Policy and Programs branch will undertake surveys with key airport stakeholders from a sample of acquitted RADS projects. These surveys will assess the performance of RADS in achieving its' outcome measures.  
**Within three months of completion of RADS funding round**

A 'Welcome to RADS' brochure will be sent to successful grantees. This brochure will contain templates to assist grantees with the administrative requirements associated with their grants.



# Notes and obligations of grant participants

## What if the work cannot be completed within the specified timeframe?

If you encounter delays which will impact on your schedule, you must inform DoT as soon as possible. Extensions may be granted at the Minister for Transport's discretion. Extension requests must be in writing and justify the reasons for the delay. An amended work schedule with a revised expected completion date must be stated. Note that if the Minister does not grant an extension of time by which the work is to be completed, then the funding deed will be terminated and the Minister will have no obligation to pay the grant or any part of the grant not yet paid.

## Public acknowledgement

Details of grant amounts, project works and recipients are published on DoT's website. Applicants are required to seek DoT's permission prior to making any media announcement regarding their grant. Media statements regarding the grant must mention the RADS contribution to the project.

## GST

All prices/costs presented in the application form and funding submission must be exclusive of GST.

## Maintenance

Airport owners and operators are expected to make budget provision for ongoing maintenance of all airport infrastructure including RADS funded projects. The DoT is under no obligation to provide further funding to maintain any infrastructure previously developed through this scheme.



