



AGENDA

SPECIAL LOCAL AUTHORITY MEETING

27 Apr 2017

at

10:00 am

Council Meeting Room

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WEST DALY REGIONAL COUNCIL

Agenda for Special Local Authority Meeting 27 Apr 2017

1 WELCOME AND MEETING ARRANGEMENTS

The Chairperson Amy Narburup declared the meeting open at _____.

2 ATTENDANCE

Present:

Officers:

Guests:

3 APOLOGIES / ABSENT

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Local Authority Meeting held 5 April 2017.

COMMENT

Local Authority can choose to accept the apologies or requests for leave of absence as presented, or not accept them.

Apologies or requests for leave of absence that are not accepted by Local Authority will be recorded as absence without notice.

STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1), a person ceases to hold office as a member of a council if the person:

(d) is absent, without permission of the council, from 2 consecutive meetings of the council.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Local Authority receives and notes apologies from _____ and grants a leave of absence for the Local Authority Meeting held 5 April 2017.

Moved:

Second:

Carried:



WEST DALY REGIONAL COUNCIL

Agenda for Special Local Authority Meeting 27 Apr 2017

4 DISCLOSURE OF INTEREST – MEMBERS OF STAFF

SUMMARY

Local Authority Members are required to disclose an interest in a matter under consideration at a meeting of the Local Authority by:

- (1) In the case of a matter featured in an officer's report or written agenda item, by disclosing the interest to the Local Authority by disclosure as soon as possible after the matter is raised.
- (2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Local Authority, by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Local Authority on whether he/she shall remain in the Chambers and/or take part in the vote on the issue. The Local Authority may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

Staff members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter.

Upon disclosure, the staff member is not to act or exercise his or her delegated authority unless the Local Authority expressly directs him or her to do so.

STATUTORY ENVIRONMENT

Local Government Act Section 73 & Section 74 (Elected Members).

Local Government Act (2008) Section 107 Conflict of interest (Staff Members).

POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Local Authority receives and notes that there are _____ declarations of interest as listed for the Palumpa Local Authority Meeting held 27 April 2017.

Moved:

Seconded:

Carried:



WEST DALY REGIONAL COUNCIL Agenda for Special Local Authority Meeting 27 Apr 2017

5 INVITATION FOR DELGATIONS TO SPEAK

6 CONFIRMATION OF PREVIOUS MINUTES

Minutes from the Local Authority meeting held on 20 January 2017 are submitted to the Local Authority for Approval.



MINUTES

PALUMPA LOCAL
AUTHORITY
MEETING

20 Jan 2017

at
10:48

PALUMPA RESOURCE CENTRE

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WEST DALY REGIONAL COUNCIL

Agenda for Special Local Authority Meeting 27 Apr 2017

WEST DALY REGIONAL COUNCIL

Agenda for Local Authority Meeting 20 January 2017

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1 WELCOME AND MEETING ARRANGEMENTS

The Chair Person, Amy Narburup declared the meeting open at 10:48am.

2 ATTENDANCE

Appointed Members Present:

Amy Narburup
Adrian Ariuu
Cr Ralph Narburup
Loretta Dairiyi
Jill Wodidj
John Paul Wodidj
Warren Wodidj
Moses Wodidj

Staff Present:

Steven Horton, Regional Services Manager
Anna Horton, Administrative Assistant

Guests:

Rose Peckham, Department of Housing and Community Development
Preston Higgins, Department of Housing and Community Development
Misty Taaka, Department of Housing and Community Development
Lee Brady, TDC
Gordon Snowy, Community Member

3 APOLOGIES / ABSENT

Sandra Jacky
Anthony Namala
Karen Anglitchi

Recommendation

That Council receive and notes apologies and grants a leave of absence for the Local Authority Meeting held 20 Jan 2017

Moved: Adrian Ariuu
Seconded: Jill Wodidj

4 DISCLOSURE OF INTEREST – MEMBERS OF STAFF

Recommendation

That the Local Authority notes that nil declarations of interest as listed were made for the Meeting held 20 January 2017

Moved: John Paul Wodidj

Seconded: Ralph Narburup

5 INVITATION FOR DELGATIONS TO SPEAK

No delegations

6 CONFIRMATION OF PREVIOUS MINUTES

Recommendation

The Minutes of Local Authority Meeting held on 25 October 2016 be confirmed as a true and correct record.

Moved: Adrian Ariuu

Seconded: John Paul Wodidj

7 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

8 CORRESPONDENCE IN AND OUT

Nil

9 CHAIRPERSON'S REPORT

Nil

10 REGIONAL SERVICE MANAGER'S REPORT

- The broadcasting and media functions run by the Council will be taken over by TDC; person's interested in employment for the Broadcasting Officer roles should contact TDC.
- It was discussed in previous meetings that we would seek quotes for Guard Rails across the Causeway. In recent discussions it was advised that works for the Causeway Upgrade will include Guard Rail, Pedestrian Access and Solar Lights. Therefore quotes for Guard Rails will not be sort.
- There were several vacancies in the Council Office, most of these positions have been filled with the employment of a Night Patrol Team Leader, Casual Administrative Assistant, Permanent Customer Service Team Leader to commence end of January. We still do not have a Sport and Rec Officer as yet, however the Sport and Rec Team Leader from Wadeye will organise activities for children in the Community as part of their programme.
- In Apr 2017 during the Easter Holidays Vinnies Immersion Team will be visiting the Community to run activities for children during the holiday period.

Recommendation:

That the Local Authority receives and notes the Regional Services Managers Report

Moved: John Paul Wodidj

Seconded: Jill Wodidj

11 CHIEF EXECUTIVE OFFICER'S REPORT

The Acting Chief Executive Report was presented to the Local Authority.

Recommendation

That the Local Authority receives and notes the Acting CEO Report.

Moved: Amy Narburup

Seconded: Adrian Ariuu

12 FINANCIAL REPORTS

Currently there is \$59,137.05 in LA Funding available, \$20,000 of these funds have been set aside for the installation of 3 Solar Lights. It is proposed that the Local Authority seek quotes for the purchase of additional solar lights, speed humps, a stand alone electric oven and installation for the meeting room and to expend the remaining balance of Funds by Financial Year end.

Recommendation

That the Local Authority receives and notes the financial report.

Moved: Amy Narburup

Seconded: Adrian Ariuu

13 ACTION ITEMS

Action Item

That Rose Peckham to follow up on any proposal for new housing for the community and to present information at the next Local Authority Meeting

Action Item

That the RSM obtain a scope of works for the Meeting Room Upgrade and a progress report of works done to date and present them at the next Local Authority Meeting.

Action Item

The Local Authority members requested that a copy of the Annual Report be provided to the members at the next Local Authority Meeting due to members not having access to computers.

Moses Wodidj – left meeting at 11:16

Meeting took break at 11:38

Recommenced meeting at 11:49

14 GENERAL BUSINESS

A. LOCAL AUTHORITY MEETINGS

Local Authorities are required to have a minimum of four Meetings or provisional meetings per financial year.

It is proposed that the following dates be set aside for upcoming Local Authority Meetings:

- 20 Jan 2017;
- 19 May 2017;
- 18 Aug 2017; and
- 24 Nov 2017.

Recommendation

THAT it be a recommendation that Council accepts the dates proposed as scheduled Local Authority meetings:

Moved: John Paul Wodidj
Seconded: Ralph Narburup

B. PALUMPA CAUSEWAY

It was decided that the Causeway and airport road would be upgraded due to Safety concerns.

The upgrade is to be funded from Government Agencies.

Tenders have been received from Contractors to do the works, however due to variations in the Tender requirements, the upgrade will be re-tendered.

Council is in consultation with Government Agencies and Contractors and it is proposed at this date that works may commence Jul/Aug 2017

Recommendation

THAT the Local Authority receives and notes the status of the Causeway Upgrade.

Moved: Adrian Ariuu
Seconded: Amy Narburup

C. GUARD RAILS FOR CAUSEWAY UPGRADE

It was proposed at the previous Local Authority meeting dated 25 Oct 2016 that quotes to install guard rails for the Causeway should be sought.

Advice from Local Government Authority of Northern Territory (LGANT) is that with the upgrade of the Causeway, Guard Rail will be installed on the Causeway as part of the project.

Recommendation

THAT the Local Authority receives and notes the update, that the Guard Rail will be installed as part of the Causeway Upgrade.

Moved: Ralph Narburup

Seconded: Warren Wodidj

D. SOLAR LIGHTS:

It was agreed in Local Authority Meeting held on 18 May 2016 that \$20,000 would be set aside for Solar Lights for Black Spots on the Causeway and around the Community. The upcoming upgrade will see 8 Solar Lights installed on the Causeway as part of the project.

It is proposed that the Local Authority utilise this money to install solar lights in the community areas only. Quotes have been received from three contractors. It is agreed that the Local Authority will proceed with the quote from DJ Air and Electrical for the supply and installation of 3 Solar Lights in the Community area only.

Recommendation

THAT it be a recommendation to Council that the Local Authority allocate \$20,000 for the installation of Solar Lights within the Community, it is agreed that the Local Authority will proceed with the quote from DJ Air and Electrical for the supply and installation of 3 Solar Lights in the Community area only

Moved: Adrian Ariuu

Seconded: Jill Wodidj

E. SPEED HUMPS:

Speed Humps have been installed in two areas of the community.

A request for more speed humps has been received and it proposed that an additional \$15,000 be approved for additional speed humps.

Recommendation

THAT that the Local Authority recommends to Council that \$15,000.00 be allocated to supply additional speed humps near the school, clinic area and other community areas.

Moved: Loretta Daiyiyi

Seconded: Jill Wodidj

F. UPGRADE OF THE MEETING ROOM:

It was approved at Council Meeting held 18 May 2016 that \$60,000 would be spent on the upgrade of the Training Room, an additional amount of \$19,000 was approved as a variation to works. Air Conditioning and painting have been done, kitchen is being installed and other works are progressing.

VARIATION

As requested, additional quotes for kitchen utensils have been sourced and it is proposed that an amount of approximately \$760.00 be approved as a variation of works.

An oven was not part of the original quote for the kitchen. It is proposed that the Local Authority seeks approval from Council to obtain quotes for a standalone electric oven and installation to complete the kitchen upgrade.

Recommendation

1. THAT it be a recommendation to Council that the variation of works for the Kitchen Utensils of approximately \$760.00 for the Meeting Room be accepted.
2. THAT it be a recommendation to Council that the Local Authority seek quotes for a standalone electric oven and installation for the meeting room, pending a report from the Current Contractor on the Scope of Works and inclusions completed to date which will be tabled at a special meeting, at a date to be advised.

Moved: Adrian Ariuu

Seconded: Amy Narburup

15 VISITORS

Invitation for Visitors to speak

Department of Housing and Community Development

Rose Peckham and Preston Higgins

Preston and Rose asked if there had been any improvement in the Repairs and Maintenance of houses. Local Authority members stated that things were still the same nothing had improved. RSM stated that there were 35 requests for repairs that had been sent to brsupport for work to be done. RSM advised that the number of requests were down, he mentioned that brsupport collected the requests and it is assumed that the works had been done, there is no feedback from brsupport or Community Members to state that works have been done or not. It was agreed that works were taking too long to be done and that there should be communication between the Contractor and Council. Preston proposed that Council "CC" him in emails regarding the repair requests so that progress can be monitored. Preston advised brsupport is looking after Peppimenarti and Palumpa and that the works at Peppimenarti have been done and the contractor should be able spend more time in Palumpa doing repairs.

It was raised by Local Authority members there was a problem with overcrowding in houses. Local Authority Members advised that there were not enough houses for community members and asked if there were any proposed new houses for the community. Rose advised that she would follow up on any proposal for new houses for the community and would bring information back that the next Local Authority meeting. Preston advised that if there is an issue with overcrowding in a house then the tenant should submit a job card about overcrowding or who is living in the house and who shouldn't be there.

16 NEXT MEETING

19 May 2017

17 MEETING CLOSED AT

Chairperson declared the meeting closed at 12:30

RECOMMENDATION

That Local Authority receives and notes the minutes from the meeting held on 20 January 2017 and confirms that they are a true and correct record.

Moved:

Seconded:

Carried:

7 BUSINESS ARISING FROM THE PREVIOUS MINUTES

The RSM obtained a scope of works for the Meeting Room Upgrade and a progress report of works done to date shows the Meeting Room upgrade has been completed. The RSM obtained a quote from STC FarmBuild for the supply and installation of a standalone electric stove.



STC FarmBuild Pty Ltd
ABN: 94 616 247 815
PO Box 47 Wadeye NT 0822
Ph: 0416 097 415
E: scott_tan@bigpond.com

QUOTATION

Quote #QFB089 - Palumpa
To: West Daly Regional Council - Wadeye
Phone: 08 8978 2450
Email: rsm.palumpa@westdaly.nt.gov.au

Date: 5th April, 2017
Attn: Palumpa RSM
Fax: 08 8978 2357

RE: STOVE.

We are pleased to submit our quotation for the following scope of works

Palumpa Meeting Room.

- Supply and freight of stove and materials to Palumpa.
- Installation of new stove circuit from sub board to stove.
- Installation of isolation switch to stove.
- Installation of cooker plug and lead to stove and connection of stove.
- Clean jobsite.
- Provide COC for new stove circuit.

Total Price (Including GST): **\$2,735.50**

Terms and Conditions

SA Campbell & TM Clarke Trading As STC FarmBuild Pty Ltd– ABN: 94 616 247 815

1. No works will commence or any materials ordered until we are in receipt of a purchase order or equivalent from the buyer.
2. Receipt of a purchase order or equivalent as referred to in clause 1 above constitutes acceptance of The Terms and Conditions of the Quotation contained herein.
3. Quotations are only valid for 30 days from the date of submitted Quotation.

Payment

Terms of payment are 7 days from date of invoice. 'STC FarmBuild Pty Ltd' can make a 20 percent (20%) claim upon start of works and fortnightly progress claims against the project for work and materials/freight carried out within that time frame. Work may cease if payments are not honored by the due dates stated on invoices.

Variation

If for any circumstance the scope of works alter in any way from the plans or discussions that 'STC FarmBuild Pty Ltd' has quoted on, we shall require a variation order signed by the building supervisor or principle person(s) on site before work will be commenced.

Damages

'STC FarmBuild Pty Ltd' shall not be liable for any consequential damages, including, but not limited to, loss of profits or business.

Force Majeure

'STC FarmBuild Pty Ltd' shall not be liable for any failure to complete the tasks defined in this quotation cause by any of the following events:

- Natural Disasters.
- Industrial Disturbance- Strike. Work to Rule, Ban, Embargo
- Act of government-Legislation, Acts, Regulations
- Accidents
- Act of Violence – Riot, War, Insurrection, Vandalism, Sabotage, National Emergency, Piracy, Hijack, Acts of terrorism
- Transportation Delays
- Delays in Obtaining Resources
- Default by other Organizations or Contractors

Please note:

Quote is only valid from date of inspection.

Further costs will incur for the following

- *If flights and barge are required to be utilised and additional components not included in the quote.*
- *Road access not to be of a reasonable standard for travel.*

Finally, we would like to thank you for the opportunity to submit this quotation. Please contact us if you have any queries.

Yours Sincerely

SA Campbell

Scott Campbell
Director

RECOMMENDATION

That it be a recommendation to Council that the Local Authority allocates the amount of \$2,735.50 for the supply and installation of a stand along electric stove for the meeting room.

Moved:

Seconded:

Carried:

8 CORRESPONDENCE IN AND OUT

Nil

9 CHAIRPERSON'S REPORT

Verbal report to be presented at the meeting

10 ACTION ITEMS / PROJECTS LIST UPDATE

Remote Air Service Subsidy Scheme

It is requested that the Council apply to the Australian Government Department of Infrastructure and Regional Development to have regular air services reintroduced to Palumpa and Peppimenarti. The Federal Government provides a subsidy to air companies to fly to remote communities and it will not cost the Council any Funds for the air services nor will they receive funding from the Government for the Scheme.

If Palumpa and Peppimenarti are put back onto the scheme, the Government will call for tenders from air companies and will subsidise flights to the communities. Currently we have one air service delivering mail into Palumpa and Peppimenarti each week and they do not take passengers.

ATTACHMENT A

REMOTE AIR SERVICES SUBSIDY (RASS) SCHEME

ELIGIBILITY CRITERIA - LOCATIONS

To qualify for inclusion on the RASS Scheme, a location must meet two fundamental requirements:

1. there must be a demonstrated need for a weekly air service; and
2. the location must be sufficiently remote in terms of surface travel time to a population centre or neighbouring location receiving a weekly transport service.

1. NEED

In demonstrating need, a remote location may qualify for a RASS service if:

- it does not currently receive a weekly or more frequent air transport service capable of carrying passengers and essential supplies; and
- it has a permanent population base.

Subject to evidence of the above needs, a location might qualify for a RASS service if it has arranged a regular air service at its own expense. The location must demonstrate that the cost of this service is significantly higher than an equivalent level of service would be under a RASS subsidy. Evidence of costs to the location must be provided.

2. REMOTENESS

A location will be considered remote if:

- the location is located in an area regarded as remote or very remote using the Australian Standard Geographical Classification as used by the Australian Bureau of Statistics; or
- it is beyond two hours (one way) safe surface travel to a service centre providing essential goods and services; or
- it is beyond one hour's (one way) safe surface travel to a location receiving a weekly RASS or equivalent transport service.

Surface travel times are based on safe travel within speed limits, recognising that surface conditions may have an impact on travel time. Consideration may also be given to geographic isolation.

3. CHARACTERISTICS OF A PREFERRED LOCATION

A location receiving an air service under the RASS Scheme is required to:

- maintain and operate its aerodrome in accordance with the civil aviation safety regulations, especially where they relate to aerodromes receiving passenger transport;
- in accordance with civil aviation safety requirements establish a "positive" aerodrome reporting system with the RASS air operator so that the pilot can be notified of any changes to the aerodrome serviceability status [note: in relation to the "positive" reporting system, it is envisaged that failure of the location to positively report on the safety of their aerodrome is to result in the air operator refusing to land if the aerodrome does not meet the required safety standard];

and

- advise the Department of any changes in circumstances that might affect its ongoing eligibility for a RASS service.

Preference will be given to a location that meets all the above criteria and which has one or more of the following characteristics:

- will use the service regularly for either passenger travel or carriage of goods;
- has a permanent population base;
- is isolated for significantly prolonged periods due to adverse weather conditions and associated consequences, such as rising rivers or flooded landmass;
- can demonstrate an ongoing need for the delivery of essential supplies, such as fresh food and medical supplies;
- has resident primary or secondary school students relying on regular delivery of educational materials;
- does not have employers with the ability to provide such a service.

4. QUALITY OF AIRSTRIP/AERODROME INFRASTRUCTURE

To receive a RASS service, a location must have an aerodrome suitable for receipt of the RASS service: that is, it is compliant with relevant Commonwealth civil aviation safety regulations as they apply to the carriage by air of passengers and cargo.

5. AERODROME INSPECTION REPORT / AERODROME SAFETY STANDARDS

It is the aerodrome owner's responsibility to provide the air operator and the Department with a report from a recent aerodrome technical inspection undertaken by an aerodrome inspector currently licensed by CASA that supports the condition of the aerodrome as being in compliance with CASR 82.3 and/or other aviation safety regulations as advised.

For new applicants, this report may be provided:

- at the time of lodging the application; or
- as requested by the Department once the location has been admitted to the Scheme, which is often subject to the certification of the airstrip.

For existing RASS location, a report may be requested by the Department where there are concerns regarding the compliance of the airstrip with applicable aviation safety regulations.

The aerodrome owner is responsible for any costs incurred in the inspection process and in the certification of the airstrip by CASA.

The Delegate may consider requests for funding assistance for these one-off costs, for example for services related to Indigenous communities. However, in principle the cost of these requirements is the responsibility of the aerodrome owner.

6. CHANGED CIRCUMSTANCES

A location receiving a RASS service is obliged to advise the Department of any changes in circumstances that might affect its ongoing eligibility for a RASS service.

7. MINISTERIAL DISCRETION

The portfolio Minister has discretion to include a location in the RASS Scheme provided it can demonstrate a legitimate need not specifically addressed by these criteria. A location seeking admission must present a case addressing both the need for a regular weekly air service and its remoteness. In preparing a case, the location must demonstrate why the present criteria do not address its particular requirements.

REGIONAL AVIATION ACCESS PROGRAMME

Programme Component One:

Remote Air Services Subsidy (RASS) Scheme

PROGRAMME INFORMATION AND APPLICATION FORM

Introduction

The Australian Government is committed to ensuring that Australian's in regional and remote communities have reasonable access to air services to major cities and other key centres.

In recognition of the important role that aerodromes play in helping remote communities access essential goods and services, the Government provides funding for safety and access upgrades at remote airstrips through the Remote Aviation Access Programme (RAAP).

Funding under the RAAP is provided by the Australian Government and administered by the Department of Infrastructure and Regional Development (the Department).

The Funding Components of RAAP are:

- the Remote Air Services Subsidy (RASS) Scheme;
- the Remote Aerodrome Upgrade (RAU) Programme;
- the Remote Aerodrome Inspection (RAI) Programme.

The RAAP operates under direction from the portfolio Minister.

Objective

The objective of the RAAP is to provide support for remote aviation services that are not commercially viable but are essential for the social and economic well being of the communities they serve.

REMOTE AIR SERVICES SUBSIDY (RASS) SCHEME

PROGRAMME OVERVIEW

1. RASS Scheme Objective

The RASS Scheme is part of the Regional Aviation Access Programme (RAAP). The RASS Scheme's objective is to provide communities in remote and isolated areas of Australia with improved access through the subsidy of a regular air transport service, typically weekly, for the carriage of passengers and goods.

2. RASS Scheme Operation

The RASS Scheme supports a specified regular air service.

The Scheme operates to a fixed annual budget. The capacity to admit communities is limited by the budget available for RASS activities in any year, taking into account all prior financial commitments.

Australia Post has responsibility for the delivery of mail and has separate contracts with several RASS air operators for this purpose.

3. Communities

The eligibility criteria for admission of communities to the RASS Scheme are in [Attachment A](#).

To ensure continued eligibility, communities receiving a RASS service will be reviewed to ensure that available funds are used in the most appropriate manner.

4. Community Selection

Communities are selected by:

- (1) A community applying to receive a service; or
- (2) The Australian Government strategically determining a community as a potential recipient.

Steps in the Process

The process applied in selecting a community for admission to the RASS Scheme, by application or determination, is:

- the community must meet the eligibility criteria for admission to the RASS Scheme;
- a viable means for operating the RASS service to the community needs to be determined by the Department, including a firm cost estimate;
- an assessment of the available funding will need to demonstrate that the admission of the additional community can be accommodated; and
- an air operator agrees to use the community's aerodrome in accordance with civil aviation safety regulations.

Once these conditions are met, arrangements may be initiated to provide an applicant community with a RASS service.

5. RASS Scheme Priorities

The RASS Scheme subsidises routes to provide an air service to remote communities.

The scheme is conducted for the transportation of, for example, passengers (resident in these communities and passengers travelling to provide services to these communities), fresh food, education material, medical supplies, veterinary supplies and/or machinery parts.

The Department's experience is that some aircraft operators enter into separate arrangements for the delivery of mail with the Australian Postal Corporation. However, the Department does not guarantee or make any representations as the continuation or commencement of such arrangements.

Community applications should be made on the application form at [Attachment B](#) to:

Director
Remote Aviation Programmes
Aviation Industry Policy Branch
Australian Government Department of Infrastructure and Regional Development
GPO Box 594
CANBERRA ACT 2601
Phone: 1300 768 578
Fax: 02 6274 6749
Email: rass@infrastructure.gov.au

Community applications for a RASS service will be assessed in the Department by the Director responsible for the RASS Scheme. The decision to approve a community's admission to the Scheme has been delegated to the General Manager responsible for the overall management of the RASS Scheme.

6. Ministerial Discretion

Where there are extenuating circumstances and the criteria have not been met, the portfolio Minister may consider approving a community's admission to the RASS Scheme. Further information on this process would be provided to any community unsuccessful with its initial application.

The Minister, on advice of the Department, may determine that a particular community or group of communities meets the criteria for admission. This would be determined on the basis of community characteristics as well as consultation with the community, government agencies and other relevant stakeholders. Such a process would typically follow the Steps in the Process of Community Selection above.

The Minister may decide to vary the structure of the RASS service received by existing or new communities admitted to the Scheme. This may include determining that a community or communities receive a service other than weekly, for example a return flight each week or each fortnight, or any other proposal. Such a determination would be in accordance with the objectives of the Scheme and within the RAAP Budget allocation.



Australian Government
Department of Infrastructure and Regional Development

ATTACHMENT B

REMOTE AIR SERVICES SUBSIDY (RASS) SCHEME

APPLICATION FOR A REGULAR AIR SERVICE

[Note: applicants are encouraged to answer all questions to demonstrate their remoteness and need for a weekly air service – 5A to 10F]

1	APPLICANT CONTACT DETAILS (mandatory)		
A	Name of Applicant (Individual)		
B	Postal Address		
C	Phone/Mobile	Fax	
D	Email		
2	AIRSTRIp OWNER DETAILS (mandatory)		
A	Name of Authorised Owner of Airstrip		
B	Name of Community/Property Airstrip is located		
C	Name of Community Council (if applicable)		
D	Name of Property Owner (if applicable)		
E	Type of Property (e.g. Cattle Station, Tourist facility etc)		
F	Name of Aerodrome Reporting Officer(s)		
G	Name of Certified Aerodrome Inspector & Date of last Aerodrome Inspection - NOTE: Please include a copy of the most recent aerodrome inspection report with this application.		
3	INDIGENOUS COMMUNITY DETAILS (if applicable)		
A	Name(s) of Community		
B	Name of Community Council		
C	Postal Address		
D	Name of Key Council Contact(s)		
E	Phone/Mobile	Fax	
F	Name of Social Services Government Business Manager or Regional Business Manager (if applicable)		
G	Does your Community have a School?	YES	NO
H	Name of School (if applicable)		
I	Postal Address		
J	Phone/Mobile	Fax	
K	Name of Key School Contact(s)		
L	Does your Community have a Health Clinic?	YES	NO
M	Name of Health Clinic (if applicable)		
N	Postal Address		
O	Phone/Mobile	Fax	
P	Name of Key Health Clinic Contact(s)		
4	AIRSTRIp DETAILS (provide as much detail as possible on the location of the airstrip)		
A	Longitude/Latitude - NOTE: Please include a map showing		

	location of the airstrip with this application.	
B	Any key identifying land marks?	
C	Location of the nearest alternative aerodrome? NOTE: Provide distance/time to nearest aerodrome. NOTE: Provide description of the road, eg. sealed, unsealed, prone to flooding etc.	
D	Location of the nearest alternative service centre? NOTE: Provide distance/time to nearest service centre. NOTE: Provide description of the road, eg. sealed, unsealed, prone to flooding etc.	
NEED FOR A REGULAR AIR SERVICE		
5	PERMANENT POPULATION DETAILS	
A	Number of permanent Residents	
B	Adults	
C	Children (under 18 years of age)	
6	SEASONAL PEAK POPULATION (Details on any average seasonal increase in population)	
A	Adults	
B	Children (under 18 Years of age)	
C	Time of Year (Wet/Dry Season etc)	
7	DEMAND FOR SERVICES (What does the community require the RASS service for?)	
A	Passenger Transport?	YES NO
B	Freight (non-Australia Post mail) Transport?	YES NO
Estimate of expected use of transportation for passengers and freight		
C	Passenger services per year (either to or from)	
D	Number of passengers (weekly)	
E	Goods deliveries per week (excl. Aust Post items)	Kg
F	Provide details of special requirements (e.g. non-urgent medical transfers through Community Health Clinic, boarding school students etc)	
G	Provide details of other nearby Communities/Properties that will benefit from a RASS service to your Community/Property	
8	REMOTENESS	
Surface travel time (one way) to nearest town or service centre		
B	Nearest town or service centre	
C	One way safe surface travel time	Hrs
Surface travel time to the two nearest neighbouring Communities or Properties with aerodromes, or receiving a weekly RASS or equivalent transport service (if less than one hour)		
D	Neighbouring Property	
E	One way safe surface travel time	Hrs
Details on inaccessibility due to seasonal climatic conditions (eg Wet Season)		
G	Average number of days per year that the Community or Property is inaccessible	days
H	Are these consecutive Days?	YES NO
I	If No, what is the longest number of consecutive days of inaccessibility?	
J	Provide any further details on how access is affected by seasonal weather conditions and the associated impact on the Community or Property.	

NEED FOR THE DELIVERY OF ESSENTIAL SUPPLIES		
9	DELIVERY OF ESSENTIAL SUPPLIES	
A	Provide details on any particular needs for the weekly delivery of essential supplies, in particular fresh food and medical supplies	
10	RESIDENT SCHOOL STUDENTS	
Provide details of school students living at the Community or Property		
B	Number of Primary School Students	
C	Number of Secondary School Students	
D	Number of Tertiary Students	
E	How is educational material currently delivered to the local school and how often?	
F	For long distance education students, is educational material currently delivered to the students and completed work returned?	

AERODROME DETAILS			
11	AERODROME SAFETY STANDARDS (Civil Aviation Safety Authority)		
A	Does the aerodrome meet the Commonwealth's current civil aviation safety regulations, as administered by the Civil Aviation Safety Authority (CASA), for aerodromes intended for small aeroplanes conducting air passenger transport operations? <i>A copy of CAAP 92 (A) 'Guidelines on aerodromes intended for small aeroplanes conducting RPT operations' can be obtained from CASA. Please familiarise yourself with this document.</i>	YES	NO
B	Please attach evidence such as a recent inspection report or entry in En Route Supplement Australia (ERSA).	Attached	NO
C	If No, provide details of how the aerodrome fails to meet the Commonwealth's civil aviation safety regulations and comment on how and when you propose to bring the aerodrome up to the required standard.		
D	Please provide a detailed plan on how you intend to maintain and operate the aerodrome in accordance with the Commonwealth's civil aviation safety regulations. This should include how you intend to establish a "positive" aerodrome reporting system working with the RASS air operator.		
12	EXISTING TRANSPORT SERVICES		
A	Provide details of any existing transport services (air or surface transport) that visit your community or property, including frequency and range of services offered.		
B	Do you own or have regular access to an aircraft other than via the RASS plane?	YES	NO
If YES, please provide details			
C	Aircraft Type (Make/Model)		
D	Owner/Operator (if service is provided through a third party)		
E	Purpose for use		

13	OTHER RELEVANT FACTORS/REASONS NOT SPECIFICALLY COVERED
AERODROME OWNER OBLIGATIONS	
14	Admission to RASS Scheme and Maintaining Safe Aerodrome Infrastructure
A	<p>In the event that this application is successful and</p> <p>(community or property name) receives a regular air service under the RASS scheme,</p> <p>I (we)</p> <p>(applicant(s)) acknowledge our obligation to advise the Department of Infrastructure and Regional Development of any changes in circumstances that might affect this community's ongoing eligibility for a RASS service and acknowledge our responsibility to maintain the aerodrome to the standard required for the carriage of passengers and cargo as determined by the Civil Aviation Safety Authority (CASA).</p>
B	<p>.....</p> <p>(Signature(s) of applicant(s))</p>
C	<p>.....</p> <p>(Position of applicant(s) within community or property)</p>
D	<p>Date:/...../.....</p>

FOR OFFICE USE	
Application Received	Date:/...../.....
Processing Officer (Name/Extension)	
File Number	
Date of Delegate Approval	Date:/...../.....

RECOMMENDATION

1. That the Local Authority receives and notes the update for the action items/project list.
2. That it be a recommendation to Council that an application to the Australian Government Department of Infrastructure and Regional Development for regular air services to be reintroduced to Palumpa and Peppimenarti be submitted.

Moved:

Seconded:

Carried:

11 GENERAL BUSINESS

Each financial year Council is required to develop a Regional Plan and is to include any relevant Community plan of the Regional Council or Local Authority. It is proposed that Local Authority members conduct a survey of its Community members, to determine Community needs and or requirements and then present them to Council by 24 May 2017 for consideration for inclusion of the Regional Plan.

RECOMMENDATION

That it be noted upon the completion of a community survey, a report will be provided to the Council for their consideration for inclusion in the regional plan.

Moved:

Seconded:

Carried:

12 ANY OTHER BUSINESS

13 NEXT MEETING

19 May 2017

14 MEETING CLOSED AT