Homelands A Shared Responsibility

Program Guidelines 2015-16

Homelands - A Shared Responsibility

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1.   Introduction

Homelands and outstations are small Aboriginal communities where residents live in order to fulfil their cultural obligations to their inherited country and its underlying traditional law. Approximately 10,000 Indigenous Territorians live in 2,400 dwellings on more than 500 homelands and outstations across the Territory.

The Northern Territory Government (NTG) is committed to improving services and living conditions on homelands. This will require the joint efforts of governments, landowners and residents. The policy will provide greater accountability and transparency and is supported by clear direction on a new funding model that will empower local residents.

The policy includes stronger governance arrangements and minimum service standards for service providers. The importance of collecting and utilising accurate information about homelands to inform governments, service providers and residents about the best way to access services, is acknowledged in the new policy.

The Homelands Extra Allowance will provide additional funding of $5,200 per annum to service providers for each eligible homelands dwelling to carry out repairs and maintenance work.

2.   Overview

The NTG administers over $30 million in grants annually to service providers to support the delivery of municipal, essential, housing and employment related services to outstations/homelands, communities and Town Camps across the Northern Territory.

This funding comprises of approximately $15m for Municipal and Essential Services (MES), $7.3m for Housing Maintenance Program (HMP) and $5m for MES Special Purpose Grants (MESSPG). Additional information about the MESSPG program can be found in the MESSPG Program Guidelines. To obtain a copy of the MESSPG guidelines contact the Homelands Program at the Department of Local Government and Community Services (the department).

A further $6m in 2015-16 is available through the Homelands Extra Allowance. Information about the Homelands Extra Program and guidelines can be found on the website www.homelands.nt.gov.au/homelnds_extra

3.   Funding Model

In July 2013, service providers were offered a single three year funding agreement for the MES and HMP grants. Payments are released to the service provider on a biannual basis. Funding is allocated on a per dwelling formula. The funding amount is adjusted for homelands that are difficult to access and/or have to provide their own power and water (that is power and/or water is not provided by Power Water). Funding is reviewed each year and may change according to the number of outstations and dwellings included in the program.

All occupied dwellings are eligible for funding. A dwelling is classified as occupied if it is the resident's principal place of residence. In determining whether a dwelling is occupied, the department relies on information provided by departmental officers and the relevant service provider. In determining whether a dwelling is permanently occupied the department may also consider the length of time the residents live in the dwelling each year, whether the resident has any other government assisted housing and the recognised registered address of the resident. If any dispute arises in regard to the classification of the dwelling, the onus is on the resident to show that the dwelling is their principal place of residency.

At the start of each financial year the department will send the service provider an updated schedule to the funding agreement that lists the communities, number of dwellings to be funded and the amount of funding the organisation will receive. Funding will be released to the service provider once the department has determined that the service provider is compliant with all financial and performance reporting requirements.

Funding for the MESSPG program, (formally known as the Capital Infrastructure Grant program) will continue to be through application. Service providers will be notified by the department before the start of the financial year that they may apply for MESSPG funding. All applications must be submitted to the department by the date specified in the notification. Any applications received after this date may not be eligible for funding. Applications will be assessed and a funding agreement will be sent to service providers. The executed agreement for the MESSPG Grant must be returned to the department by the date notified. If the agreement is not received by this date the offer may be withdrawn and funding might be allocated to other service providers.

4. Performance Standards

These program guidelines and the funding agreement outline the requirements for performance standards under the Homelands Program. Minimum standards have been developed by the department identifying the minimum expected levels of servicing, maintenance and standard of infrastructure on all homelands, see Annexure B.

Service providers are to utilize funding money to undertake the minimum standards of service delivery to achieve the outcomes of the program. It is recognized that in many cases providers do undertake a level of service delivery that is higher than the minimum standards and the department would expect this to continue. The minimum standards should not be used as a reason to reduce the level of service to meet the standards, rather it is expected that service delivery should meet or exceed the minimum standards.

In order to manage and assess service delivery, and service provider performance, reporting templates have been developed. These templates are required to be filled in and submitted to the department on a regular basis. The key templates are briefly explained below.

4.1. Service Delivery Plans

The Service Delivery Plan (SDP), see Annexure A, is a plan for managing scheduled maintenance on a homeland's infrastructure and other assets used in the delivery of MES and HMP services. The SDP will list tasks and the month in which they will be undertaken, by either the service provider or the residents, to maintain assets and improve living conditions on the homeland.

Tasks will be undertaken to ensure that minimum standards of service delivery for both the MES and HMP programs are achieved.

All service providers will be required to develop a SDP relating to each outstation for which they receive MES and HMP funding. In developing the SDP, the service provider is required to explain to the resident what work the provider will be doing with the available funding and seek the input of the residents to the SDP.

The department will provide yearly SDP templates to service providers. Service providers will fill in the SDPs with scheduled tasks for the coming financial year and forward them to the department before the start of the financial year. No funding will be released to the service provider unless a current SDP has been provided to the department. At the end of each reporting period the SDPs will be submitted with scheduled tasks ticked of indicating the month the task was completed.

4.2. Maintenance Log

The Maintenance Log is used to record what work has been done on homelands. All work, scheduled or unscheduled, is to be entered into the Maintenance Log and an estimated cost of that work is to be included.

The Maintenance Log is to be filled in on a regular basis to avoid unnecessary time filling in six months of work undertaken on communities at the end of the reporting period. Additionally, the department has the right to request to view the Maintenance Log throughout the year to assess the work that has been undertaken.

If a provider is utilizing a system that already captures the information required of the Maintenance Log, then that system will suffice as the Maintenance Log. The system must capture the location, date, description of the work and estimated cost. Any reporting must be submitted in Excel or CSV format to allow the department to analyse the information effectively.

The Maintenance Log is to be submitted to the department at the scheduled reporting dates.

4.3. Infrastructure and Equipment Register (IER)

Service providers will be required to create and maintain an Infrastructure and Equipment Register (IER) of the infrastructure on homelands (including houses) and other equipment used by the service provider to deliver MES and HMP. The IER is to be kept up to date with any change on the homelands and are to be submitted to the department as part of performance reporting.

IERs are similar to an asset register and will contain information including:

- Location
- Category
- Item
- Description
- Condition
- Installation date
- Expected replacement date
- Expected replacement cost
- Any relevant comment regarding condition, capacity, maintenance requirements, etc.

5.   Reporting

Service providers must complete and submit all reports required and specified in the funding agreement. If we consider that the form or content of a report is not adequate for our purposes, we can request you to submit a revised report. You must submit that revised report within 30 business days of our request, unless specified otherwise. Where necessary, the department reserves the right to request any reports to be submitted at shorter intervals than stated.

Service providers must at all reasonable times allow access to records, accounts, documents and papers relating to all agreements. This will include all documentation related to how service providers are carrying out the activity and receiving or spending the funding. Service providers must allow copies of these materials to be viewed by the following parties:

- the Department of Local Government and Community Services and/or persons authorised by the department
- the Commonwealth Auditor-General
- the Commonwealth Director of Evaluation and Audit or person authorised by them
- homeland/outstation residents.

All reporting to the department will be submitted in electronic format.

5.1. Financial Reporting and Acquittal of Grant Funding

Service providers will be required to submit half yearly Statements of Income and Expenditure.

Completed financial reports are to be submitted to the Grants Management Unit within 28 days after the 31 December and 30 June each year.

Acquittal of funding is under a prescribed arrangement that requires specific purpose financial reports be prepared and independently audited by a registered company auditor for the period ending 30 June each year.

Audited Specific Purpose Financial Reports for the period ending 30 June are to be forwarded to the Grants Management Unit by 15 November of each year.

The financial reporting guidelines outline the required financial reporting requirements and provide templates to assist your organisation.

5.2. Performance Reporting

Service providers will be required to provide a half yearly performance report for MES, HMP and MESSPG programs. Performance reporting includes the IER, Maintenance Log, Service Delivery Plans, MES Employment Report and the Engagement Report.

The reports must be forwarded to the department on a half yearly basis on the 31 December and 30 June. Reports must be received by the department no later than 28 days after the end of the specified months.

To fully acquit funding performance reporting must be submitted and assessed as satisfactory.

The department has the right to request a copy of the reports at any other time that is deemed necessary.

6. Department's Right to Terminate on Default

The department can terminate an agreement with a service provider, if any of the following occur:

- You breach any of your obligations under an agreement and we consider that the breach cannot be rectified
- You breach any of your obligations under an agreement and you do not rectify the breach within 10 business days after we give you a notice to rectify it
- In relation to an agreement, you breach a law of the Commonwealth or Territory
- All specified reporting requirements have not been met
- We consider that our decision to approve the funding was affected by a statement in your application for funding that was incorrect, incomplete, false or misleading
- You are unable to pay all of your debts as and when they fall due
- You have come under external administration, or have applied to come under external administration, or have received a notice requiring you to show cause why you should not come under external administration
- You have become bankrupt or have entered into a scheme of arrangement with creditors.

6.1. Repayment of Funding

The department has the right to seek repayment of any funding (or the relevant part of it) in any of the circumstances set out below:

- the department overpays you
- the department pays you an amount that you incorrectly claim
- the department pays you an amount that you are unable to spend in accordance with the funding agreement
- you spend an amount that is not in accordance with the agreement.

You must repay the department the amount requested within 20 business days after you receive written notice to do so.

6.2. Withholding Payments

The department can withhold any or all of a funding payment if we consider that you:

- have not carried out specified activities in accordance with the funding agreement
- are not providing services to the specified outstations as required under the funding agreement
- have not spent funding in accordance with the funding agreement
- have breached any other term of the funding agreement
- have not complied with both financial and performance reporting requirements set out in the funding agreement
- have not submitted the SDP prior to the start of the year.

The department will pay the withheld amount only when the breach of the agreement has been rectified. To ensure that essential services continue to be provided to homeland residents, payments for works required will be paid for by the department on receiving a specific invoice related to that work only. The remainder of funds will not be released until such time that all breaches of the funding agreement have been rectified.

7. Complaints Procedure

Service providers must establish and publicise the existence of a documented complaints process which will be used to deal with any complaints by outstation residents relating to service delivery.

If your clients are dissatisfied with the results following their complaint/s you must refer your clients to the department for further investigation of the complaint and you must assist us in the investigation of the complaint.

You must, on our request, provide access to or copies of your complaints register, and copies of all correspondence and other materials received or created by you in connection with any of the complaints

Copies of all correspondence and other materials received or created by you in connection with any complaints must be adequately recorded and maintained.

8. Funding Programs

Funding for homeland programs includes all of the following grant programs:

- Municipal and Essential Services (MES) program
- MES Special Purpose Grants (MESSPG) program
- Housing Maintenance Program (HMP)
- Homelands Extra Allowance Program

It is an essential requirement of all programs that the following obligations are adhered to:

- All reporting requirements are provided to the department on or by the nominated dates
- All service providers are to provide the department with Service Delivery Plans (SDP) prior to the commencement of each financial year
- All service providers are to develop and maintain a current Infrastructure and Equipment Register (IER) that will be submitted as part of the performance report.
- All service providers are to update the Maintenance Log on a regular basis that will be submitted as part of the performance report
- Service Providers are to engage with residents about the program, funding levels, service delivery possible with available funding, and seek input to service delivery plans.

All service providers are to encourage the residents to contribute to service delivery through voluntary service delivery contribution fees. This would assist in the cost of providing improved services. Where no service contribution fee is forthcoming, service providers are not obligated (under the funding agreement) to provide services above the minimum standards or funding levels. If a resident contributes to service delivery, the provider should work with the residents to identify how the fees will contribute to service delivery.

8.1. Municipal and Essential Services Program (MES)

Program objective

MES operational funding includes repairs and maintenance, minor works and general operational costs for the delivery of municipal and essential services.

Municipal service activities are primarily concerned with road and aerodrome maintenance, waste disposal, landscaping and dust control in common areas, fire breaks, dog control programs, environmental health activities and other municipal services.

Essential service activities are primarily concerned with electricity, water and sewerage systems operation and maintenance. Eligible activities under the MES program are defined as follows:

Electricity, water and sewerage operation and maintenance	Assistance with operational costs and essential/routine repairs and maintenance to community water, electricity and sewerage systems. Includes covering shortfalls in operational costs for supply of energy where communities are making significant efforts to collect revenue from users. MES funding should only be used to purchase fuel for generators where residents are contributing to the costs of fuel consumption.
Road maintenance	Routine and essential maintenance to internal roads and drainage that are not the responsibility of a government body. Access to roads on Aboriginal community land, which are not the responsibility of another body, can be considered for assistance.
Aerodrome and barge landings maintenance	Routine and essential maintenance of aerodromes and barge landings in remote communities.
Waste disposal	Effective and regular waste removal services and tip maintenance in communities.
Landscaping, dust control and fire breaks	Essential and effective landscaping, dust control and fire breaks around infrastructure, including routine management and maintenance of community ovals, parks and playgrounds.
Management of infrastructure and municipal services	Operational costs required to provide infrastructure and municipal services including assistance with administration/running costs of municipal services vehicles, repairs and maintenance to essential community buildings.
Environmental health activities	Programs should include activities and strategies to reduce environmental health risks and related diseases, including educational programs and activities that reduce hygiene and nuisance problems (see further below for dog control).

Dog control	Uncontrolled dog populations in Indigenous communities contribute to the transfer of canine infection to humans and other health problems. Implementing 'dog health' programs in communities should aim to improve the health of people and dogs by: • Addressing the environmental conditions that can lead to the transfer of dog-carried diseases. • Regular treatment of parasites, ticks, worms, mange, and types of infectious diarrhoea. • Development and introduction of dog care and control education programs.
Other municipal services	Other necessary municipal services such as fire prevention, preparation of town plans, and insurance on assets used specifically to provide municipal services.

8.2. Housing Maintenance Program (HMP)

Program objective

The purpose of the HMP is to assist homeland residents to live in a safe and healthy environment. It provides funding for:

• Direct costs associated with undertaking urgent and planned repairs and maintenance of community houses
• The management of houses, maintenance and tenancy.

A percentage of HMP funding can be used to employ a Housing Manager and/or Indigenous Housing Officer to manage the organisation's housing stock. No more than 50% of HMP funding must be used without prior departmental approval for:

• paying salaries or wages for a position directly involved with housing maintenance or management

Money for maintaining houses should be spent on the following in order of priority:

• urgent repairs
• general or routine repairs and maintenance.

Urgent repairs

Urgent repairs are those necessary to make a house safe and healthy to live in and/or where there is a direct threat of danger due to safety, health or security risks to the tenants. For example:

• electrical danger
• loss of power supply
• gas leakages
• significant water loss due to major water pipe failure
• major sewer overflow internal to premises (including internal common areas)

Urgent repairs should be attended to within 48 hours of a problem being reported or as soon as practicable.

General or routine repairs

After urgent repairs have been attended to, remaining maintenance funds can be used towards other preventative maintenance identified through regular inspections.

The department requires that where funding for other repairs is available, it should be used to extend the life of houses and minimise deterioration.

Planned general repairs should be consolidated to reduce costs and achieve greater efficiencies.

9. Eligibility for funding under the Homelands Program

If a Homeland is not currently funded, then to be considered for funding under the program the following criteria is to be assessed in relation to the homeland and residents.

1. A service provider, recognised under the Homelands Program, is willing to undertake the responsibility for servicing the homeland.

2. The Homeland must;
    - Have a sustainable, potable water supply
    - Have a water supply system in operating condition
    - Have its own operating power supply
    - Have safe and secure housing
    - Be accessible
    - Be the principle place of residence

3. Residents must demonstrate how any school age children access education services.

If additional housing has been built on eligible homelands, upgrades to MES infrastructure must be funded by the developer in order to cope with increased demand to be eligible for funding.

Any ongoing support for new homelands or new housing on existing homelands will be funded from within the current budget allocations. Therefore, additional calls on funding will reduce the support available to existing homelands.

Service Delivery Plans and Performance Reports

Service delivery plan templates will be sent to service providers before the beginning of the financial year. The plans are to be filled in with scheduled tasks for the coming financial year and submitted to the department before July each year.

Service Delivery Plans will then form a part of the performance report package that includes the;

- Infrastructure and Equipment Register
- Maintenance log
- Employment report
- Engagement report
- Service delivery plans
- MES Special Purpose Grant report

Performance report templates will be supplied to the service providers at the start of the financial year and the reports are to be submitted to the department half-yearly. Reports should be submitted in the Excel format supplied and not scanned or converted to a pdf document.

Infrastructure and Equipment Register (IER) *sample*

Infrastructure and Equipment Register (IER)

Person to contact if any enquiries about the IER	
Name	
Phone Number	
Email	

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The purpose of the IER is to list infrastructure and equipment on outstations and equipment purchased under the capital infrastructure program. In the table below the;

- Location column identifies on which outstation the asset is located
- Category column identifies the category of assets
- Infrastructure/Equipment column identifies the asset
- Description column is to record any extra information about the item such as the make, model or Kva rating of a generator
- Condition column is an indication of the condition of the asset
- Expected replacement date is the date in which it is estimated the asset will be replaced
- Approximate Replacement Cost is the amount to purchase and install a replacement asset
- Comments column is to record any information relevant to the asset such as maintenance requirements, capacity, more detail about condition, etc.

Location	Category	Infrastructure/Equipment Each asset should have it's own entry. Eg. if there are two bores each bore should have an entry	Description If a generator then include Kva rating If a water tank then enter the size	Condition Good Fair Poor U/S	Installation Year	Estimated Replacement Year	Approximate Replacement Cost	Comments

Maintenance Log *Sample*

Person to contact with any inquiries about this report	
Name:	
Contact number:	
Email:	

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The Maintenance Log is to list all maintenance and inspection tasks undertaken on an Outstation in relation to MES and Housing activities and to provide an estimated cost of work undertaken. It will also be used to record when a service provider became aware of any essential service outages and when they were rectified.

In the table below the;
- Date Notified About Loss of Service column is to record when the service provider became aware of the loss of an essential service.
- Date Work Carried Out column is to record the date which work was undertaken.
- Outstation column identifies on which outstation the work was carried out.
- Category column identifies the maintenance category of work carried out.
- Tasks column is a short description of what was done.
- Estimated Costs is an estimate of the cost of the work undertaken.

To add extra lines to the table below, right-click the row number and select Insert.

Date notified about loss of service dd/mm/yy	Date work carried out dd/mm/yyyy	Outstation	Maintenance Category	Task	Estimated Cost
Only fill in this column if there is a loss of essential services					

Service Delivery Plans *sample*

Service Delivery Plan

Outstation	
Person to contact with inquiries about this report	
Name:	
Phone No	
Email:	

To schedule tasks in this plan, select the month in the Scheduled columns. Once a task has been undertaken, select the month it was completed in the Completed column. To insert more rows for additional tasks, right-click the row number and select Insert.

	First Period July - Dec		Second Period Jan - June	
Water	Scheduled July - Dec	Completed	Scheduled Jan - June	Completed
Carry out minimum standards water inspection and maintenance				
Carry out minimum standards Power inspection and maintenance				
Carry out minimum standards sewerage inspection and maintenance				
Carry out minimum standards municipal inspection and maintenance				
Carry out minimum standards housing inspection and maintenance				

MES Special Purpose Grant *Sample*

Municipal and Essential Services Special Purpose Grant-Performance and Financial Reporting

Reporting Period	

Person to contact with any inquiries about this report	
Name:	
Number:	
Email:	

	Reference	Location	Project Description	Capital Grant Amount (GST Excl)	Progress to Date	Expenditure to Date (GST Excl)	Balance of Project Funds (GST Excl)
1							
2							

Minimum MES and HMP Standards

These standards are designed as a guide for service providers and they outline the minimum standards of service delivery required. As outstations are located over a large geographical area with a wide range of infrastructure, the standards have been developed to identify a minimum set of tasks that are applicable to most outstations. These tasks should be performed to ensure a reliable delivery of power, water, sewerage, and provide a healthy and safe environment.

A more comprehensive list of maintenance tasks, which include the minimum tasks, should be identified by service providers for each outstation and scheduled in the SDPs.

Emergency Plans

Each service provider should have in place an Emergency Plan. The emergency plan will identify:

- actions the service providers will take leading up to an emergency, during an emergency and after the event to manage service provision to outstations; and
- key personnel, their contact details, and their roles during an emergency.

Depending upon the region the service provider is located within, emergencies covered under the plan could include bushfires, floods and cyclones.

Frequency of visits to outstations

Service providers are required to visit each outstation at least once in the first half of the financial year and once in the second half of the financial year to carry out the tasks identified in the minimum standards and engage with the residents of the outstation.

Resident engagement

Service providers are to explain to the residents what work they will be doing on a regular basis to service the outstation. A copy of the SDP is to be made available to residents of each outstation, if requested, and residents may contribute to the SDP where appropriate.

Contact details

Relevant contact details are to be made available to residents, explaining who to contact in the case of the loss of services.

Minimum Standard - MES

Definitions

The following definitions are included in the minimum standards table below.

- Category is the system or equipment which is being maintained.

- Outcomes are what is expected to be achieved/ the minimum standard in each category of MES.

- Minimum service delivery tasks/standards are activities that should be carried out to ensure the outcomes are achieved. Sub-systems or related equipment are also included here:
  - Frequency is how often the activities are required to be carried out to maintain the minimum standards/outcomes
  - Callout/emergency is the response time in which a service provider should endeavour to address an issue that results in the loss of service.

Category	Outcomes	Minimum service delivery tasks/standards
Water system	- Provide a safe supply of drinking water that falls within Australian Drinking Water Guidelines. - Provide sustainable water supply for domestic needs. - Prevent the transmission of water borne infectious diseases.	Tasks - Inspect, repair and maintain water supply infrastructure to ensure system is operational and working as intended achieve the specified outcomes. - Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage. - Ensure fences and gates around water infrastructure are secure. - Inspect for and repair any water leaks in infrastructure and at houses. - Ensure water reticulation where possible is buried to a safe depth to reduce risk of damage. - Ensure active and unused bores are correctly sealed to prevent contamination. - Identify any maintenance or repairs required at the next maintenance visit. Callout/emergency - If there is a loss of service then the service provider is required to attend and try to restore services within 48 hours of being informed. - If services cannot be restored within 48 hours, the service provider will ensure an emergency supply of potable water until the service is restored. - If it is not possible to restore services within a two week timeframe then the department must be informed.

Power systems	Provide a safe, reliable power supply.	Tasks • Inspect, repair and maintain power supply infrastructure to ensure system is operational and working as intended to achieve the specified outcomes. • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage. • Inspect and repair all wiring and connections to ensure a safe condition and there is no potential hazard to residents. • Identify any maintenance or repairs required at the next maintenance visit. Power stations • Ensure generators and controls are maintained and serviced in accordance with manufacturers guidelines. • Ensure compound, gates and fencing are secure and locks are operational. • Ensure bulk fuel storage is securely contained and only accessible to authorised personnel. Callout/emergency • Service providers are required to attend and restore services to the power system within two weeks of being informed of disruption of services. If this cannot be achieved for whatever reason then the department must be informed.
Sewerage systems	Sewage disposal systems are to be constructed, located, maintained and operated so as to: • Prevent direct and indirect contact between people and infectious organisms. • Minimise the risk of contamination of drinking water supplies, food crops or other supplies. • Prevent the breeding of mosquitoes.	Tasks • Inspect, repair and maintain sewerage infrastructure to ensure system is operational and working as intended to achieve the specified outcomes. • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage. • Ensure septic tanks are secure and there is no risk of accidental access. • Identify any maintenance or repairs required at the next maintenance visit. Callout/emergency • Service providers are required to attend and restore services to the sewerage system within two weeks of being informed of disruption of services. If this cannot be achieved for whatever reason then the department must be informed.

Grounds maintenance	Outstation communal areas should be maintained to a standard that; • Reduces the risk of fire. • Minimises the risk of disease. • Provides a level of safety to residents. • Reduces the opportunity for snakes and other animals to shelter in and around the outstation.	Tasks • Clear vegetation to a level that achieves the stated outcomes but does not add to the generation dust or erosion. • Where appropriate install and maintain fire breaks. • Identify any maintenance required at the next maintenance visit.
Waste disposal	• Prevent the transmission of infection disease. • Reduce risk of injury and trauma.	Tasks • Area around tips must be clear of waste and all rubbish must be placed in tips. • Old sites must be filled in. • If level of rubbish around outstation is deemed a health hazard then the service provider will ensure rubbish is removed and disposed of correctly. • Identify any maintenance required at the next maintenance visit.
Internal/access roads	Allow the use of roads and minimise erosion.	Tasks • Ensure roads are clear of fallen vegetation and tree regrowth. • Identify any maintenance or repairs required at the next maintenance visit.
Aerodromes	Maintained on a regular basis to allow the safe operation of light aircraft.	Tasks • Inspect airstrip and ensure surface are clear of ruts, undulations, large rocks, ant and termite mounds, saplings and erosion. • Drag airstrip every six months. • The immediate 15 metres either side of the strip surface should be cleared of any obstacles including ant hills, tree stumps, large rocks or stones and fencing wire. • Identify any maintenance or repairs required at the next maintenance visit.
Environmental	Reduce the risk of disease, poor health, water contamination and damage to infrastructure due to environmental influences.	Tasks • Evaluate the needs for animal control around outstations where necessary, and carry out identified works. • Ensure minimal disturbance to soil on outstations from works carried out or animals to prevent erosion and dust. • Identify any maintenance or repairs required at the next maintenance visit.

Minimum Standard - Housing

The housing standard is the standard of housing required under the funding guidelines. The standard outlines the minimum requirements in order to ensure health and safety of residents and provide shelter from environmental elements.

General	Dwelling appears structurally sound.
	Power is available.
	A potable water supply is available.
	Trees and plants do not pose a hazard to dwelling or tenants.
	Dwelling provides shelter from external environment, e.g. roof and external walls are serviceable and do not leak, windows are in a condition to ensure shelter if necessary.
	Dwellings with asbestos containing materials are signed properly.
	Dwelling has electrical safety switches fitted where power is connected through a power board.
	Dwelling has safe and serviceable power outlets.
	Where connected to gas, system is deemed safe.
	Dwelling has adequate lighting for safe use of dwelling at night.
	Dwelling is able to be secured.
	Dwelling has properly constructed floors (not dirt) throughout.
Kitchen facilities	Has a serviceable sink.
	Has a serviceable food preparation area.
	Has a serviceable light.
	There is a suitable food storage area available.
	Has a properly constructed (not dirt) floor.
Bathroom facilities	Has access to serviceable bath/shower facilities.
	Has a serviceable basin.
	Has a serviceable light.
	Has a properly constructed (not dirt) floor.
	Has a serviceable door with a suitable lock.

Laundry facilities	Has access to serviceable clothes washing facilities.
Toilet facilities	Dwelling has access to serviceable toilet.
	Toilet facilities has a serviceable door with a suitable lock.
	Toilet facilities has a properly constructed (not dirt) floor.
Bedrooms	Has a serviceable light.
	Has a properly constructed (not dirt) floor.

Minimum Standard - Housing Maintenance

Outstation housing funding should be prioritised for immediate repairs. Any funding remaining should be used for general repairs and maintenance. Definitions for immediate repairs and general repairs and maintenance are outlined below.

Regular inspections should be carried out to identify immediate repairs and general repairs and maintenance. The frequency of housing inspections is outlined below.

Immediate repairs

Immediate repairs are those necessary to make a house safe and healthy to live in; where there is a direct threat of danger due to safety, health or security risks to the tenants of the premises and prompt action is required to relieve the situation. These repairs can include but are not limited to:

Electrical

- Power points/fittings are safe, not damaged, secured to the wall, and there are no exposed wires.
- Mains power to house has no exposed wires or damaged conduit/junction box

Gas

- No gas leaks
- Repair faulty regulators/appliances/controls

Significant water leakage

- Repair any significant water leaks within premises that leaves persistent water pooling, contributes to rotting of infrastructure or is a cause of depleting outstation water supply

Major sewerage overflow to internal premises

- Repair any major sewerage leaks, backup, or blockage from septics/systems.

Response time for immediate repairs

Immediate repairs will be actioned within 48 hours of being reported to the service provider.

General repairs and maintenance

Repairs and maintenance are any non-immediate repairs and scheduled maintenance required to keep housing to a safe standard for living.

For example repairs to:

- maintenance to prevent loss of power supply

- maintain water and/or sewerage to prevent leaks

- where a tenant/occupant is unable to gain access to the premises or secure the external access

- regular maintenance such as clearing of vegetation around house or termite treatment.

Inspection schedule

Regular scheduled visits should be conducted to evaluate work required to ensure dwellings meet the minimum standard. Inspections should be carried out at least once in the first and once in second half of the year.

Category	Maintenance tasks
Structural	Check for and repair, rust, corrosion, rot, termites damage and other signs of structural deterioration. Check for and fix water leaks. Check for damage and correct operation of doors/windows in accordance with maintenance plan.
Plumbing	Inspect for and repair any water leaks. Check operation of hot water systems and repair where necessary. Check for and fix any damage to any waste water systems and ensure correct operation. Check for and fix and sewerage leaks, blockage or backup from septics/systems.
Electrical	Test operation of RCD switch. Check connection of wires to earth stake. Check power points/fittings are: • in working condition • not damaged • secured to walls/ceilings • have no exposed wires. Check there are no exposed cables. Mains power to premises is not damaged or has exposed wires.
Gas	Gas fittings are secured and working correctly. Check for and repair any leaks.