

1. INTRODUCTION

The purpose of these Heritage Assistance Grant Guidelines is to set out the requirements under which the City considers applications under the City's Community Grants Program - Heritage Assistance Grant. These Guidelines should be read by in conjunction with the City's Community Grants Program Policy.

Grant applications are open three times a year, with [submission dates](#) available on the City's webpage.

2. GRANT FUNDING CATEGORIES

Funding is available through both categories below:

(i) Heritage Documentation Grant

This category is best suited to prospective applicants who seek advice, plans and/or specifications to assist in making decisions about a heritage listed place and to guide future development. Up to \$2,000 towards 'Heritage Documentation' will be considered subject to a 50/50 funding arrangement.

Examples of these include:

- [Conservation Management Strategy](#) (CMS);
- [Conservation Management Plans](#) (CMP);
- [Heritage Impact Statement](#) (HIS);
- [Archaeological Management Plan](#) (AMP);
- [Building Adaptation Study](#) (re-purpose building use);
- Structural Engineers Report.

(ii) Conservation Works Grant

This category is best suited to prospective applicants who wish to apply for financial assistance for part of the costs associated with Conservation Works on a Heritage Listed Place. Grants for Conservation Works will be considered with funding amounts based on the heritage significance of the place.

Examples of these apply to external works only and include:

- Stone, masonry or cladding wall repairs;
- Fencing repairs and/or reconstruction;
- Paint removal and painting;
- Re-roofing and guttering for roofs and verandahs;
- Chimney repairs;
- Removal of render; and
- Reinstatement of facades and architectural details.

A Heritage Assistance Grant may be available to an individual owner of a property on the City’s adopted Heritage List under Town Planning Scheme No.2, but not individual owners of strata titled properties. Eligible projects may be funded by the City up to 50% of the total cost up to a maximum of \$5,000 or \$7,000 depending on the Local Heritage List Management Category.

Grant Category	Local Heritage List - Category	Heritage Documentation	Conservation Works	Total
<i>Major</i>	<i>Category 1 – Exceptional Significance</i>	\$2,000	\$7,000	\$9,000
<i>Medium</i>	<i>Category 2 – Considerable Significance Category 3 - Some/ Moderate Significance</i>	\$2,000	\$5,000	\$7,000
<i>Strata titled development (whole development)</i>	<i>2 or 3 Category</i>	\$2,000	\$7,000	\$9,000

Table No.1 - Maximum Heritage Assistance Grant Amounts

Category 1 places are also referred to as Management Category A in the City’s Municipal Heritage Inventory (Heritage Survey).

Category 2 places are also referred to as Management Category B in the City’s Municipal Heritage Inventory (Heritage Survey).

Category 3 places are also referred to as Management Category C in the City’s Municipal Heritage Inventory (Heritage Survey).

3. HERITAGE DOCUMENTATION

Applicants are encouraged to discuss the required Heritage Documentation with the City’s Planning Services, as it relates to any proposed works, prior to submitting an application.

The CMS is a document which is prepared by a Heritage Consultant acting for the owner. CMS preparation is influenced by the availability of heritage information, the cultural heritage significance of the place and the level of difficulty.

Note: For a list of Heritage Specialists (trades) which can undertake heritage documentation please refer to the following website: [in Contact - State Heritage Office](#). The businesses listed in inContact are not endorsed by the City of Rockingham or by the Heritage Council or the Department of Planning, Lands and Heritage. You should make your own assessment when selecting a business to carry out work.

4. CONSERVATION WORKS

Applicants’ should ensure their proposals comply with City’s *Local Planning Policy No.3.3.21 - Heritage Development and Design*. Conservation works can also be discussed with the City’s Planning Services followed by submitting a Development Application.

In some cases, the City may refer enquiries to the City's Heritage Advisor to provide specialist heritage advice. This service is provided free of charge.

The following process for considering grant applications to undertake Heritage Conservation Works apply:

- (i) Applications are considered in a competitive process based on the eligibility criteria in these guidelines, which considers the urgency of the works, and significance of the heritage place and the appropriateness of the works.
- (ii) For any Grant Category, proposed conservation works must be guided by and be consistent with the recommendations of a CMS or HIA prepared by a qualified and experienced Heritage Consultant on the State Heritage Office recommended supplier list for Heritage Professionals. Urgent works may be exempt from this requirement, and will be assessed on a case-by-case basis. Refer to Table 1 above for Heritage Documentation Grant criteria.
- (iii) Applications which include reinstating lost features must include evidence that the proposed reinstatement is appropriate. For example, reinstating a verandah requires documentary evidence such as photographs, or physical evidence that a verandah previously existed.
- (iv) Where possible, the City's Heritage Advisor may assist with the application process, however, if the project is large or complex, it is recommended that applicants engage a Heritage Consultant with experience from the State Heritage Offices' recommended suppliers list.

5. GUIDELINES

The Heritage Assistance Grant is for external works only (exception ruin), which may include:

- Stone, masonry or cladding wall repairs;
- Fencing repairs and/or reconstruction;
- Paint removal and painting;
- Re-roofing and guttering for roofs and verandahs;
- Chimney repairs;
- Removal of render; and
- Reinstatement of facades and architectural details, such as verandahs.

The City may provide the Heritage Assistance Grant if the applicant complies with the following:

- The property is on the Heritage List;
- The applicant is the registered owner of the Heritage Place;
- Grant applications are capped to 50% of the cost of conservation works and must be within the above individual limits;
- For properties in multiple ownership, each owner has agreed to undertake conservation works and the applicant is the strata body corporate or the strata council of owners or community title holders;

- The applicant submits the information in accordance with the Application Information requirements;
- Conservation works are completed within a financial year;
- Development Approval pursuant to the Local Planning Scheme is required as a pre-requisite to undertaking conservation works;
- When works are guided by heritage documentation (e.g. CMS), the requirement to prepare a Heritage Impact Assessment will be waived by the City; and
- A maximum of one (1) Heritage Assistance Grant being approved in two (2) calendar years.

Heritage Assistance Grants Program is capped at a total of \$30,000 per annum for the whole program. The program will be reviewed in 2 years for performance and take-up.

6. INELIGIBILITY

The following guidelines outline where projects are ineligible:

- A Heritage Assistance Grant will generally not be considered by the City in the absence Heritage Documentation (e.g. CMS or HIA);
- When Heritage Documentation is not included as a grant application or otherwise already provided to guide heritage works;
- No in-kind work will be included as part of the owner's contribution;
- From individual owners within a strata or community titled property;
- Inconsistency with the accepted conservation principles outlined in the Burra Charter 2013 (as amended);
- When there is an overdue rate debt on the property;
- Works commenced prior to receiving a Heritage Assistance Grant;
- When Development Approval has not been granted. Development Approval can be obtained either before or after applying for a Heritage Assistance Grant;
- The works are covered separately by an insurance claim; and
- Repair or reconstruction must be based on physical evidence. Certain practices will be discouraged; for example adding features/details to verandahs that were not part of the original building.

7. APPLICATION PROCEDURE

For all grant applications, the following information is required:

- (i) A completed Community Grants Application Form;

- (ii) Two itemised quotes from at least two qualified and experienced Heritage Consultants on the State Heritage Office recommended supplier list for Heritage Professionals (Heritage Documentation)
- (iii) Two itemised quotes from at least two separate contractors, which are experienced Trade Services on the State Heritage Office recommended supplier list (Heritage Works);
- (iv) Photographs of the setting of the place and the specific areas of work proposed;
- (v) A Heritage Consultant quote to prepare Heritage Documentation;
- (vi) Prioritised Work Schedule, so if the City is unable to fully fund the project, it can clearly identify certain works that are more important from a conservation perspective;
- (vii) Plans and Sketches of the proposed works, which will assist you to prepare an application for Development Approval and/ or a Building Permit;
- (viii) Heritage Assistance Grants will be subject to a condition requiring Development Approval to be obtained consistent within the approved scope of heritage works. Grant funding will not be provided to projects when Development Approval is not granted. Development Approval can be obtained either before or after applying for a Heritage Assistance Grant; and
- (ix) The Maintenance Schedule for Heritage Places in Appendix 1 will be provided by the City as a guide only to any successful grant applications, to assist with maintaining local heritage places.

8. ASSESSMENT PROCESS

All grant applications for conservation works will be considered based on the following assessment process:

- (i) Applications are assessed by the City's Statutory Planning Services to ensure that the proposed Conservation Documentation and Works are in accordance with the City's Community Grants Program Policy, *Local Planning Policy No.3.3.21 - Heritage Conservation and Development* and these Heritage Assistance Grant Guidelines.
- (ii) Applications are assessed by the City's Heritage Advisor to ensure that the proposed Conservation Management Strategy and/or Conservation Works are in accordance with the Burra Charter, Conservation Management Strategy if available.
- (iii) City Officer's will prepare a report to the Community Grants Program Committee followed by the Corporate and Community Development Committee and Council for all grant applications lodged. This report will include an assessment from the City's Heritage Advisor which includes recommendations to Council.
- (iv) Once Council has made a decision on the Grant Application, the City will notify the applicant in writing of the outcome.

9. APPROVED APPLICANTS

The following conditions will apply to approved applicants:

- (i) Successful applicants will be required to complete and sign a 'Recipients Agreement' which details the terms of the funding arrangement, which includes undertaking maintenance in accordance with a Property Maintenance Schedule in Appendix 1;
- (ii) A Development Application must be submitted to the City, seeking approval for the Conservation works prior to commencement.
- (iii) Funding will be paid upon the completion of the work, to the satisfaction of the City and presentation of invoices; and
- (iv) Acquittal of funds will be undertaken by the City upon receipt of the Conservation Management Strategy. Copies of the Heritage Documentation will be retained by the City.

10. ADOPTION

This Planning Procedure was adopted by the City on 18 December 2023.

11. INTERPRETATIONS

This following interpretations apply:

Archaeological Management Plan (AMP):	An AMP is a document designed to provide for the identification, assessment and management of the archaeological components of a place according to its archeological potential, level of significance and any statutory requirements.
Building Adaption Study:	The best way to conserve the significance of a heritage place is to retain its original use. When that original use has been exhausted, repurposing and altering the Heritage Place may be needed.
Burra Charter:	The Australia ICOMOS Charter for Places of Cultural Significance Burra Charter 2013 (Adopted 31.10.2013) (icomos.org)
Conservation Management Strategy (CMS):	A CMS is an owner's practical guide to the maintenance of a heritage place. It includes a Building Condition Assessment Report, Conservation Management Schedule and maintenance schedule.

Conservation Management Plan (CMP):	A CMP is the principal guiding document for the conservation and management of a heritage place. The main objective of the CMP is to ensure that decisions are made with regard to the cultural heritage significance of a heritage place.
Heritage Impact Statement:	<p>A HIS describes and evaluates the likely impact of a proposal. An HIS is a clear and concise account of the proposed work that addresses three basic questions:</p> <ul style="list-style-type: none">- How will the proposed works affect the significance of the place or area?- What measures (if any) are proposed to ameliorate any adverse impacts?- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?
Heritage Place:	A place which includes land, buildings and its curtilage included on the City of Rockingham Local Heritage List, and City of Rockingham Local Heritage Survey (Municipal Heritage Inventory).
Heritage Significance:	The level of cultural heritage significance, including heritage values, assigned to each heritage place on the City of Rockingham Local Heritage Survey (Municipal Heritage Inventory).
Structural Engineers Report:	When a Heritage Place is in a poor or fragile condition, conservation works should include engineering solutions as per the engineer's recommendations. Engineers with heritage experience may require further inspections once building fabric has been removed to allow access and inspection to be made.

For more information please refer to the following website link

[Heritage guidelines, publications, strategies and policies \(www.wa.gov.au\)](http://www.wa.gov.au)
[Guide to Developing Heritage Places \(www.wa.gov.au\)](http://www.wa.gov.au)

[inContact - State Heritage Office \(dplh.wa.gov.au\)](http://dplh.wa.gov.au)

APPENDIX 1 - Maintenance Guidance for Heritage Listed Places

Weekly

A weekly maintenance routine is a check for general presentation and cleanliness, including:

- Removal of graffiti;
- Clearing of litter and overgrown vegetation;
- Checking general cleanliness;
- Ensuring that no locks or windows have been tampered with;
- Replacing any broken windows; and
- Ensuring the building is properly secured.

Monthly

A monthly maintenance check looks at areas that may be affected by wear-and-tear or that may be at risk to the occupants or public. During winter or severe weather, additional attention could be focused on maintaining the building's weatherproofing. The monthly inspection schedule would include:

- Security and fire detection equipment;
- Loose or missing roof tiles, sheets or shingles;
- Blockage or damage to gutters and downpipes;
- Evidence of pest activity, especially termites; and
- Tidying of gardens and public spaces, particularly in unoccupied buildings.

Annual

Annual maintenance would include an overall check for evidence of change to the building and setting up maintenance for the following year. Work to consider includes:

- Renew pest control and building insurance;
- Ensure arrangements for security and fire prevention are in place, especially for unoccupied buildings;
- Assess changes to loose brickwork, stone lintels, pointing etc. and plan remedial action;
- Check for cracks in render - repair if necessary;
- Check paintwork and refresh 'like for like' if required;
- Check for signs of damp, assess causes and arrange remedial action;
- Check roof space for damage and pests and take remedial action if required;
- Monitor mechanical systems (air conditioning etc.) – repair if necessary;
- Check for rust and damage to metalwork - repair if necessary.

Conservation Plan

Maintenance and/or urgent repairs specified within a Conservation Management Strategy, Conservation Management Plan or Heritage Agreement should be undertaken in accordance with the terms of the plan or agreement.