

HERITAGE ASSISTANCE GRANTS POLICY

| QUALITY CONTROL | | | |
|----------------------|----------------------------------|-----------------|---|
| TRIM REFERENCES | 12/114 – D17/5529 | | |
| RESPONSIBLE POSITION | Manager Planning and Development | | |
| APPROVED BY | Council | | |
| REVIEW DATE | April 2019 | REVISION NUMBER | 1 |
| EFFECTIVE DATE | ACTION | MINUTE NUMBER | |
| 22/02/2017 | Public Exhibition | 45461 | |
| 26/04/2017 | Adoption | 45524 | |

1. INTRODUCTION

Council acknowledges the value of our built environment and its importance in our Heritage City.

This policy aims to provide financial assistance to residents and businesses to beautify our City and maintain its heritage appeal through the provision of grants and loans to paint and maintain houses and buildings in Broken Hill with historical significance.

2. POLICY OBJECTIVE

The purpose of this policy is to provide a framework for Council to provide heritage restoration grants and loans.

The framework aims to ensure that the allocation of council's limited resources is undertaken in a fair, transparent, accountable and ethical manner. Council recognises that there can be difficulties in meeting community expectations with the increasingly limited financial resources available. Council also recognises that it is accountable to the community for the management and disbursement of its funds and that it must be done in a manner that maximises the benefits to the community and is seen as fair and equitable.

The policy provides two specific streams of Heritage Restoration Assistance funding, those being:

- STREAM 1 - Verandah Restoration
- STREAM 2 - Painting and Minor Restoration Works

3. POLICY SCOPE

The policy applies to all applications for Heritage grants and loans funding for the above two streams of funding.

4. POLICY STATEMENT

4.1. General principles

Council commits itself to the following principles:

- 4.1.1. Accountability, transparency and equity – The policy provides a framework for the transparent and merit-based provision of support and a system of accountability for the recipient.
- 4.1.2. Alignment with Council strategies – The policy aligns with Council priorities outlined in the Broken Hill Community Strategic Plan and Councils Delivery Program.
- 4.1.3. Value for money – The policy ensures Council considers the value for money received in return for Councils investment.

4.2. Scope of program

- 4.2.1. The total amount available for the Heritage Assistance Grants Program will be determined annually by the elected Council in connection with the Operational Plan and Delivery Program.
- 4.2.2. Funding under the Painting and Minor Restoration Grant Program will apply to buildings within Broken Hill Local Government Area.

4.3. Program structure

The program will consist of two streams of heritage funding, those being:

- STREAM 1 - Verandah Restoration
- STREAM 2 - Painting and minor restoration for residential and commercial buildings

4.4. STREAM 1 – Verandah Restoration

- 4.4.1. The Verandah Restoration Program will provide assistance through 80% loan funding and 20% grant funding to assist applicants in restoration and construction of verandahs with heritage significance.
- 4.4.2. Council will accept applications for the Verandah Restoration Program at any time throughout the year.
- 4.4.3. The total amount of funding available is subject to approved budget allocations.
- 4.4.4. Council will advertise the details of the Verandah Program on Councils website and in the local media.
- 4.4.5. Eligibility and Assessment
 - 4.4.5.1. Eligibility Criteria
 - a. The applicant must be the owner of the property.
 - b. The verandah for which the funding has been sought must be of heritage significance as determined by Council's Heritage Advisor.
 - c. Restoration plans must be approved by Council's Heritage Advisor.

- d. Applicants must be able to demonstrate that they have the necessary finance to undertake all of the works submitted by them to the Council.
- e. Applicants must be able to demonstrate that they will be able to repay the loan funds on the due dates. Consideration will be given to payment history with Council.
- f. Applicants must be able to commit to complete the verandah restoration work within a twelve month period.
- g. Applicants must lodge a completed application using Council's Verandah Restoration Program Application Form in accordance with any published Guidelines.

4.4.5.2. Assessment of Applications

The Relevant Council Officer will receive applications and undertake a preliminary assessment against the Eligibility Criteria set out in section 4.5.1.

It is open to the Council Officer to amend estimates and projections included in the application prior to assessment based on information available to Council or Council's past experience. Any changes should be notified to the applicant with the reasoning documented.

If the applicant does not agree with amendments suggested by the Relevant Council Officer, the application will still be presented to the Council for assessment with information from the Relevant Council Officer as to why amendments are recommended.

Following a preliminary assessment, the Relevant Council Officer will present applications to Council's Heritage Adviser, with a recommendation on eligibility.

Council's staff and Heritage Adviser's recommendations will be presented to the General Manager.

The General Manager approves and provides a report to Council for information subsequent to the awarding of grants.

4.4.5.3. Agreements, Payments and Acquittals

Successful applicants and Council must sign an Agreement, containing Council's terms and conditions for Council's financial assistance prior to any monies being released.

The repayment period for the loan component of the assistance must not exceed 4 years.

Repayments must be made at weekly, fortnightly or quarterly intervals.

The interest rate to be charged shall be the Reserve Bank of Australia cash rate plus 2% at the time the loan is approved by Council.

Council will not be liable for any amounts over and above the Verandah Restoration funding amount as set out in the Agreement.

Successful applicants must display a Council approved sign in a prominent position at the work site for the duration of the work acknowledging Council and NSW Heritage Office funding for the project.

Successful applicants must provide acquittal information to Council in accordance with the terms of the Agreement.

If a property is sold prior to the restoration works being complete, an acquittal must be completed and unspent funding returned to Council.

4.5. STREAM 2 – Painting and Minor Restoration Works

4.5.1. Council will advertise the Painting and Minor Restoration Works Program on Council's website and in the local media.

4.5.2. Council will accept applications for grant and loan funding under stream 2 at any time throughout the year.

4.5.3. A grant amount of up to \$1500 per property will be available subject to this amount not exceeding 50% of total approved works.

4.5.4. A loan amount of up to \$3000 per property will be available subject to this amount not exceeding 50% of total approved works.

4.5.5. Applicants are eligible to apply for both the grant and the loan.

4.5.6. Eligibility and Assessment

4.5.6.1. Eligibility Criteria

- a. The applicant must be the owner of the property or have the property owners' agreement for works to be completed.
- b. Works must be approved by Council's Heritage Advisor.
- c. Applicants must be able to demonstrate that they have the necessary finance to undertake all of the works submitted by them to the Council.
- d. Applicants must be able to demonstrate that they will be able to repay the loan funds on the due dates. Consideration will be given to payment history with Council.
- e. Applicants are entitled to one grant only for like work.
- f. The works to be completed must not have previously been undertaken using grant assistance from Council. E.g. repainting when original painting was undertaken using Council grant funds.
- g. Funding will not be made retrospectively for work already carried out, unless the relevant Council Officer considers that special circumstances exist and determines a grant allocation appropriate to those circumstances and within the monetary parameters of the policy.
- h. Applicants must be able to commit to complete the approved works within a twelve month period.
- i. Applicants must lodge a completed application using Council's Painting and Minor Restoration Works Application Form in accordance with any published Guidelines.

4.5.6.2. Assessment of Applications

The Relevant Council Officer will receive applications and undertake a preliminary assessment against the Eligibility Criteria set out in sections 4.5.6.1.

The relevant officer will refer all applications to Council's Heritage Advisor for comment and recommendation in relation to colour schemes and design.

It is open to the Council Officer to amend estimates and projections included in the application prior to assessment based on information available to Council or Council's past experience. Any changes should be notified to the applicant with the reasoning documented.

If the applicant does not agree with amendments suggested by the Relevant Council Officer, the application will still be presented to the Manager Planning Development and Compliance for assessment with information from the Relevant Council Officer as to why amendments are recommended.

Council's staff and Heritage Adviser's recommendations will be presented to the General Manager.

The General Manager approves and provides a report to Council for information subsequent to the awarding of grants.

4.5.6.3. Agreements, Payments and Acquittals

Successful applicants and Council must sign an Agreement, containing Council's terms and conditions for Council's financial assistance prior to any monies being released.

The repayment period for the loan component of the assistance must not exceed 3 years.

Repayments must be made at weekly, fortnightly or quarterly intervals.

The interest rate to be charged shall be the Reserve Bank of Australia cash rate plus 2% at the time the loan is approved by Council.

Council will not be liable for any amounts over and above the funding amount as set out in the Agreement.

Successful applicants must provide acquittal information to Council in accordance with the terms of the Agreement.

If a property is sold prior to the restoration works being complete, an acquittal must be completed and unspent funding returned to Council.

Successful applicants and Council must sign an Agreement, containing Council's terms and conditions for the Community Assistance Grant prior to any monies being released

5. IMPLEMENTATION

5.1. Roles and Responsibilities

The following Council officers are responsible for the implementation and the adherence to this policy:

- General Manager
- Chief Operating Officer

- Manager Planning Development and Compliance

Communication

This Policy will be communicated to the community and staff in accordance with Council's Policy, Procedure and Process Framework and Council's Business Paper process. Following adoption by Council the Policy will be made available on Council's website.

5.2. Associated Documents

The following documentation is to be read in conjunction with this policy:

- Code of Conduct
- Statement of Business Ethics

6. REVIEW

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

The standard review period will be within each term of Council following the Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of the community and Council. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

The Manager Planning and Development is responsible for the review of this policy.

7. LEGISLATIVE AND LEGAL FRAMEWORK

This policy is to be read in conjunction with the following:

Local Government Act 1993 – Sections 377 and 356

Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Heritage Assistance Grants Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

8. DEFINITIONS

Agreement means the agreement entered into by Council and applicant whose application for Community Assistance Grant has been successful.

Council means Broken Hill City Council.

Financial Assistance means payments given to individuals or organisations that are not commensurate with a reciprocal benefit received by Council.

Guidelines means any guidelines published in connection with Council's Community Assistance Grant program in any year.

Heritage Building means a building listed in Schedule 5 Part 1 to Broken Hill Local Environmental Plan 2013

Heritage Precinct means a heritage conservation area listed in Schedule 5 Part 2 to Broken Hill Local Environmental Plan 2013.

Relevant Council Officer means the Council employee responsible for administering the Heritage Grants and Loans.