



**CITY OF
PERTH**
City of Light



Heritage Conservation

GRANT GUIDELINES • 2023-2024

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Cover image: London Court, Perth.
City of Perth, photo by Jarrad Seng.

ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands.

We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan.

We offer our respects to Elders past and present.

The City's Aspiration

The City is committed to supporting initiatives and projects that contribute to our aspiration for Perth – Liveable, Sustainable and Prosperous. Through grants and sponsorship, the City works in partnership with landowners and custodians to make the city a great place for people to live, work and visit. We facilitate stakeholders to build a sense of vibrancy, celebrate and develop our city's diverse cultural experiences. This cultural aspiration supports economic growth, to enable Perth to continue to compete on the world stage as one of the great liveable cities.



Liveable



Sustainable



Prosperous

643 Hay Street Mall, Perth.
City of Perth, photo by Jarrad Seng.





Introduction

The City of Perth Strategic Community Plan 2022-2032 supports an inclusive community, with distinctive and thriving neighborhoods. Perth's heritage makes a significant contribution to the city's identity, prosperity, and ongoing liveability.

As Western Australia's capital city, Perth encompasses 364 local heritage and 162 state heritage places within its municipal boundaries.

The Heritage Conservation Grants are designed to support physical conservation works, documentation and professional heritage advice relating to the conservation of heritage-protected places. Work funded through the Heritage Conservation Grants enhances the public realm, maintains and enables use of heritage-protected places, and develops community understanding about the importance of heritage conservation.

Program Outcome

LIVEABLE



Cultural Identity

Celebrate and respect our valuable built heritage so future generations can continue to enjoy the city's rich culture. Create a sense of unity and belonging within the community and provide insights into our stories and our layers of history.

SUSTAINABLE



Heritage Conservation

Conservation and improvement to the presentation and condition of a heritage-protected place that will preserve and continue its active use.

Eligibility Criteria

All applications for Heritage Conservation Grants must meet the following eligibility criteria.



Property must be a *Heritage-protected place*, including places identified within a Heritage Area as outlined in the City of Perth – **City Planning Scheme No.2 Heritage List**;



Demonstrate the capacity to fund the project up front, noting that this funding is paid upon completion of the project;



The proposed project must deliver positive conservation outcomes for the City of Perth and the community;



For strata or community title properties the applicant must have relevant approvals from owners have been secured in line with the *Strata Titles Act 1985* or *Community Titles Act 2018*;



The applicant must be the registered owner of the property and a rate payer in the City of Perth (an application can be made on behalf of a registered owner by an authorised agent noting that the City reserves the right to qualify this);



Any encumbrances have been declared. For works resulting from an insurance claim, grants are for conservation works not covered by the insurance; and

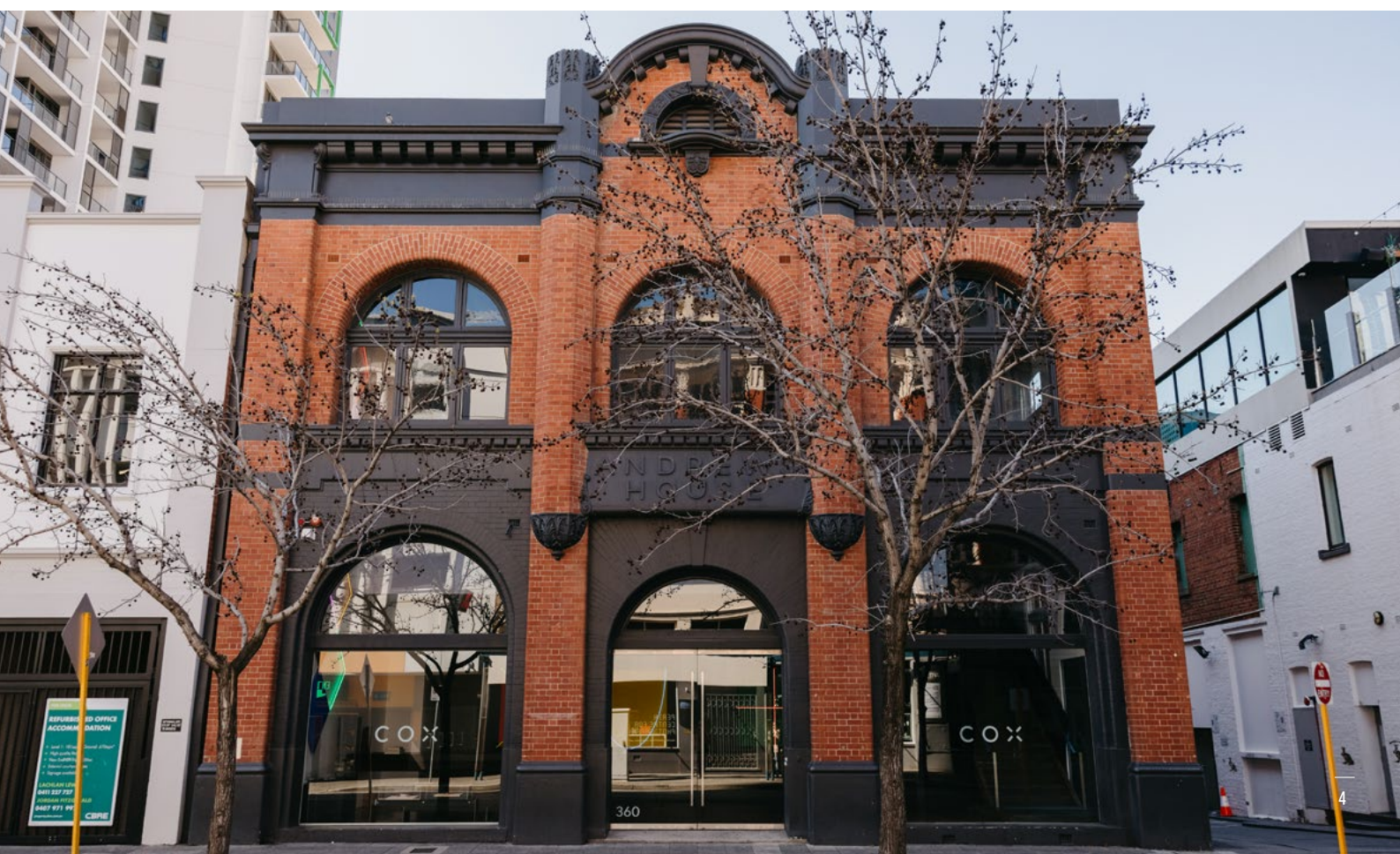


For physical works the applicant must have all appropriate insurances, permits and licenses for the proposed project or can demonstrate that project has been discussed with the relevant authorities including and not limited to the City's relevant departments (development, planning, building and health approvals);



The application must be submitted prior to the project commencement date.

360 Murray Street, Perth.
City of Perth, photo by Jarrad Seng.



Types of Projects Supported

Heritage Advice and Documentation

Funding of up to \$15,000 or up to 75% of the total documentation and professional fees, whichever is the lesser amount for:

- the preparation of conservation management plans;
- advice and technical documents by a qualified heritage professional; or
- plans, specifications and other heritage documentation to guide the future conservation of the heritage-protected place.

Heritage Conservation Works

Matched funding of a grant of up to \$25,000 or up to 50% of the project cost, whichever is the lesser amount. Funding is available for:

- elements of a place which are of heritage value;
- work that ensures the structural integrity of the place; or
- reinstatement of the place's heritage fabric, where there is physical or archival evidence.

Examples of works that may be funded include, but are not limited to:

- Restoration of facades, tuck-pointing and re-pointing;
- Repairs to original detailing and heritage fabric;
- Verandah restoration;
- Re-roofing and guttering with matching original materials; and
- External paint and render removal.



25 Murray Street, Perth.
City of Perth, photo by Jarrad Seng.

Assessment Criteria

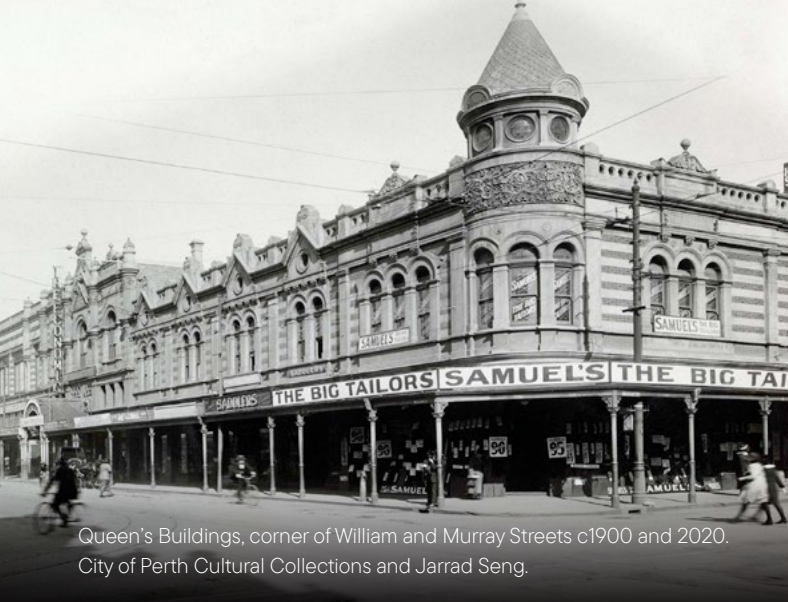
Eligible applicants for Heritage Conservation Grants will be assessed against the extent to which the application can address all the following criteria:

Essential Criteria

The extent to which the project, heritage advice or technical documentation:

- 1** Addresses a critical or emerging need of the place to:
 - maintain the integrity of the building; or
 - restore or maintain the condition of the original heritage fabric; and/or
 - enhance the potential occupancy and activation of the place.
- 2** Will contribute to the conservation of elements of places that are publicly accessible or that are visible from the public realm or are of high social value to the community.
- 3** Complies with best practice heritage conservation, including compliance with a place's Conservation Management Plan (where applicable).
- 4** Is achievable and demonstrates value for money.

The availability of other grant schemes, such as State Government Heritage Grants and any history of heritage funding for the place may be considered in the assessment.



Queen's Buildings, corner of William and Murray Streets c1900 and 2020.
City of Perth Cultural Collections and Jarrad Seng.

The City will not consider applications from:

- Individual owners within a strata or community title property that do not have relevant approvals of the strata company or community title holders in line with the *Strata Titles Act 1985* or *Community Titles Act 2018*;
- Commonwealth or State Government Departments;
- A political party;
- An applicant that (in the City of Perth's opinion) supports, promotes or facilitates violence, intolerance or discrimination;
- An employee or Elected Member of the City, or their immediate family members;
- An applicant that has outstanding debts to the City;
- An applicant who is in legal conflict with the City;
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- An applicant that has already received City funding (including in-kind) for the same project;
- An applicant that has already applied for City funding (including in-kind) for the same Heritage Conservation project and been refused;
- An applicant that conducts themselves in a way the City of Perth considers to be injurious or prejudicial;
- Properties that are non-rateable, rates exempt or properties that will cease to be rateable after completion of the Heritage Conservation works; and
- Retrospective applications for Heritage Conservation works that have already been completed.

The City will not consider applications for the following projects or project expenses:

- Projects where the City of Perth consider the primary purpose to be political;
- Projects that the City of Perth consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- Projects that request reimbursement of funds already spent;
- Projects that are for debt reduction or operational deficits;
- Project legal expenses;
- More than one application relating to a single place;
- General building maintenance that is not dependent on heritage status, such as internal repainting or termite treatment;
- Works or documentation unrelated to the place's cultural heritage values or the conservation of heritage fabric, such as installation of security devices;
- The cost of an owner's labour; and
- New additions, extensions and major redevelopment of the building.

The City will **not** support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Additional eligibility and other application requirements are set out in the **City's Sponsorship and Grants Policy**. The applicant must review the Policy prior to submitting an application for sponsorship funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

Applications from Trusts

Applications from trustees acting on behalf of trusts are required to provide a copy of their trust deeds to the City of Perth as part of the application process.

General Information

Key Dates

The City provides one round of Heritage Conservation Grants per year.

Applications Open	4 September 2023
Applications Close	4 December 2023
Notification of decision	1 March 2024
Project completion	No later than 1 September 2025
Acquittal due date	Within three months following completion of the project

Note: projects may commence following the date of submission for a Heritage Conservation Grant on SmartyGrants. However, projects that have commenced and/or have been completed **prior to the date of submission** are ineligible.

Funding Levels Available

Heritage Advice and Documentation

Funding of up to \$15,000 or up to 75% of the total documentation and professional fees, whichever is the lesser amount.

Heritage Conservation Works

Funding of up to \$25,000 or up to 50% of the project cost, whichever is the lesser amount.

How to Apply

Applications for Heritage Conservation Grants must be submitted through the City's approved online management portal, **SmartyGrants**. Applications must be submitted prior to the commencement of the Heritage Conservation Works.

You are required to discuss your application with a City Sponsorship Officer prior to commencing an application to ensure you are applying in the most suitable program.

Documentation Required for Application

The following supporting documentation must be submitted with the online application form on SmartyGrants for all applications:

- Evidence of property Ownership.
- Where an authorised agent is completing the application on behalf of the property owner(s), written evidence confirming they have authority to act on their behalf. This could include a Letter of Authority, Power of Attorney or Company Statement/Extract.
- Applications by or on behalf of an owner or group of owners within a strata title or community title building must provide evidence of approval by the Strata Council or the Community Corporation in line with the *Strata Titles Act 1985* or *Community Titles Act 2018*.

In addition, the following must be provided.

Heritage Advice and Documentation

Applications for heritage advice and documentation must include:

- the scope of works – description, objectives, program for delivery; and
- minimum of one written quote.

Professional heritage advice and documentation must be from a suitably qualified heritage professional.

Professional documentation is a requirement for conservation works over \$10,000 unless exempted by Council.

Gledden Building 2022.
City of Perth.



Heritage Conservation Works

Applications for conservation works must include:

- a succinct current property condition report, including photographs;
- plans, elevations, sections and where appropriate, large-scale details;
- details of materials and conservation methodology;
- professional advice and documentation previously obtained (if applicable);
- itemised budget and detailed program for the works;
- a minimum of one written quote; and
- evidence that the appropriate insurances, permits and licenses for the proposed works are obtained or can demonstrate that project has been discussed with the relevant authorities including and not limited to the City's relevant departments (development, planning, building and health approvals).

Disclosure of Interests

All applicants must also disclose the following:

- Any known established relationship between the property owner (or authorised agent), managing agent or lessee and all quote providers;
- Any other funding sought or received from the City of Perth or any other funding body for this project; and
- Any development-based incentives received for the property.

Assessment Process

Applications are assessed by a minimum three-person assessment panel, which may recommend full, part or no funding to the decision-making authority (City of Perth Council). The recommendation is carefully considered with the view of maintaining the integrity of the proposal. It is important to note that not all applications are approved and not all applications are approved for the requested amount.

Applications will be assessed in a competitive environment (funding round) against other applications received. The City regularly receives more funding applications than the available budget can accommodate. It is the responsibility of the applicant to clearly address the assessment criteria. Successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

Decisions and Notifications

Applications may be accepted or rejected or part-funding approved, and the decision is final and not subject to any further appeal within the City. Applications will be considered by Council.

Funding Agreements

Successful applicants for Heritage Conservation Grants must enter into a written funding agreement with the City before any funding is provided to the successful applicant. The City will not be under any obligations in relation to a successful applicant until the parties execute an agreement.

A funding agreement template can be viewed on the **Grants and Sponsorship page**.

Funding Term

All successful applicants will have until 1 September 2025 to complete their project. Any requests for extensions must be made in writing prior to this date and will be determined via the relevant approvals.

The applicant is required to:

- comply with the conditions of the funding allocation and Development Approval (if applicable); and
- notify the City's heritage staff when the works are about to commence and at key milestones in the construction process as agreed with Heritage Officers.



39 Barrack Street, Perth, 2022.
City of Perth.

Payment Terms and Acquittal

Heritage Conservation Grants are reimbursements, meaning they are paid after the work on the project is complete.

Subject to the terms of the agreement, successful applicants will be required to submit an acquittal report through SmartyGrants no later three months after completion of the works/project. Invoices for grant funds may not be submitted without an Acquittal.

Acquittals for heritage advice and documentation must include copies of the funded professional advice and documentation and evidence of payment to the heritage consultant/professional. The City will reimburse a maximum of \$15,000 or up to 75% of the total fees, whichever is the lesser amount.

Acquittals for conservation works may include an inspection of works by the City's Heritage Officers. The acquittal must include evidence of works completed with photographs and payment to the contractor/s. The City will reimburse a maximum of \$25,000 or up to 50% of the project cost, whichever is the lesser amount.

The approved funding amount may not be paid in full in instances where eligible project expenditure is lower than forecasted within the application.

No expenditure incurred prior to the date of application submission will be reimbursed.

Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by Council or the CEO, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship application excluded from being considered for approval.



Frequently Asked Questions

1

Are the details of my application confidential?

No. *State Records Act 2000 (WA)*, *Local Government Act 1995 (WA)* and other relevant legislation and regulations in regard to retaining information and making information available to the general public. An assessment of your application will form part of the decision recommendation report which and may be is subject to potential Freedom of Information (FOI) requests. Successful applicants may be listed on the City's website. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive so as to protect trade secrets, information that has commercial value, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.

2

How will I know if my application is successful?

The application will be decided during a Council meeting which can be live streamed on the day or minutes provided post meeting. For Heritage Conservation Grants, a City Officer will contact you to advise you of the outcome of your application after an appropriate amount of time after the Council meeting.

3

How long does it take to receive funding after my project is approved?

Subject to the terms of the agreement, the payment policy for the City of Perth is 30 days from the end of the month in which the invoice is received. Payment of funding will be made on achievement of milestones linked to project deliverables set out in the agreement.



Other Useful Documents

Related documents

The Australia ICOMOS Charter for Places of Cultural Significance, 2013 (The Burra Charter)

City of Perth

Strategic Community Plan 2022-2032

Heritage Strategy 2020-2024

Local Planning Strategy 2023

Council Policy 4.3 – Outgoing Sponsorships and Grants

Relevant legislation

Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations).

City of Perth's City Planning Scheme No.2 - Planning Policy Manual – Part 1

State Planning Policy 3.5 – Historic Heritage Conservation

Heritage Act 2018

Building Code of Australia 2019

Glossary

For the purpose of these guidelines, the following terms shall have the same meaning as in the *City of Perth – City Planning Scheme No.2*. Local Government means the Local Government of the City of Perth.

Heritage List means a Heritage List established under clause 8(1). Unless otherwise noted, terms used in this policy have common meanings and include those defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015*, and the *Heritage Act 2018*:

Built Heritage Conservation means conservation as defined in the Heritage Act 2018 section 4.

Cultural Heritage Significance means aesthetic, historic, scientific, social or spiritual value for individuals or groups within Western Australia.

Conservation in relation to a place of cultural heritage significance, means the conservation of the place so as to retain its cultural heritage significance, including:

- (a) maintenance, preservation, restoration, reconstruction, adaptation and interpretation of the place;
- (b) retention of the associations and meanings of the place; and
- (c) retention or reintroduction of a use of the place.

Local Heritage Survey means a survey prepared under section 103(1) as follows: 103(1) A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

Place means a defined or readily identifiable area of land and may include any of the following things that are in, on or over the land:

- (a) archaeological remains;
- (b) buildings, structures, other built forms, and their surrounds;
- (c) equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;
- (d) gardens and man-made parks or sites; and
- (e) a tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting.

State Register means the Register of Heritage Places established and compiled under 35(1) of the Heritage Act 2018. Heritage Council means the Heritage Council of Western Australia established by section 11(1) of the Heritage Act 2018.

Heritage-Protected Place is a place –

- (a) that is entered in the State Register of Heritage Places under the Heritage Act 2018 section 42; or
- (b) that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or
- (c) that is the subject of an order under the Heritage Act 2018 Part 4; or
- (d) that is the subject of a heritage agreement that has been certified under the Heritage Act 2018 section 90; or
- (e) that is included on a heritage list as defined in clause 7; or
- (f) that is within a heritage area defined in clause 7.

This document is available in other formats on request.

Contact Us

Sponsorship Team

@ sponsorship@cityofperth.wa.gov.au
📍 perth.wa.gov.au/grants

Heritage Team

Information on other heritage incentives offered by the City of Perth can be accessed here:

📍 perth.wa.gov.au/council/grants-and-sponsorships/heritage-grants-and-rate-concession

📍 27 St Georges Terrace, Perth WA 6000
✉ GPO Box C120, Perth WA 6839

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perth.wa.gov.au