

# Guidelines

## **AGRN 965 Severe Tropical Cyclone Seroja Clean-up and Restoration of Heritage Assets** Department of Planning, Lands and Heritage (DPLH)

### **1. About the program**

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The objective of this assistance measure, provided under the *Disaster Recovery Funding Arrangements*, is to support the clean-up and restoration of heritage assets damaged by the Severe Tropical Cyclone (STC) Seroja on 11-12 April 2021.

### **2. Available funding**

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This support is provided through a Heritage Asset Grants program. Reimbursement grants of up to \$20,000 will be made available to private organisations, individuals and local governments who own or operate heritage assets within the activated local government areas to assist the costs of clean-up and restoration of eligible heritage assets damaged as a result of STC Seroja.

All costs will be reimbursed on actual expenditure towards eligible activities up to a maximum of \$20,000 per heritage asset. The grant may be claimed in increments as works progress, where agreed in advance with the Department of Planning, Lands and Heritage (DPLH).

### **3. Eligibility criteria**

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Applicants intending to apply for the grant should meet all of the eligibility criteria listed below:

- own or operate a heritage asset
- the heritage asset must be located in one of the sixteen local government areas activated under the DRFAWA for STC Seroja
- the heritage asset must have suffered damage as a direct result of STC Seroja

A heritage asset is a place that is:

- included in a local heritage survey
- included in a heritage list adopted by a local government
- within a heritage area
- entered in the State Register of Heritage Places
- identified as being under consideration for inclusion in the State Register
- an identified Aboriginal heritage site.

Priority will be given to properties identified as places of State Heritage Interest. State Heritage Interest includes any places on the Register of Heritage Places; under consideration for inclusion in the Register of Heritage Places; or any identified Aboriginal Heritage place.

This grant will be made available to both insured and un-insured properties. Owners who did not hold building insurance for the subject heritage asset on 11 April 2021 may claim up to 50% of the incurred cost of eligible activities, to a maximum grant of \$20,000 per property.

Applications for works that have already completed may be submitted, with payments provided subject to review of eligibility and sufficient evidence of expenditure.

#### **4. How funding may be used**

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Eligible activities are those associated with the clean-up and restoration of heritage assets with damage directly resulting from STC Seroja, noting that restoration projects may incorporate works to increase the property's resilience to future natural disasters.

Repairs and restoration must relate to the heritage fabric of the place as determined by the DPLH. Repairs to buildings or elements that do not contribute to the cultural heritage significance of the place are not eligible activities. Demolition of a heritage place is not an eligible activity unless evidence is provided that repair and restoration is not a feasible alternative. The Department will provide a heritage engineer to advise where necessary.

In addition to the general activities outlined above, the following are identified as potential costs that may be claimable under the grant:

- Clean-up activities
  - hiring of third party to undertake clean-up activities
  - hiring or leasing equipment or materials to clean property or plant and equipment
  - removing and disposing of debris, damaged goods, materials
  - removal of damaged trees or trees posing a threat
  - transport and disposal of debris to appropriate waste facilities
- Repair and restoration activities
  - salvaging materials, including clean-up of salvaged material for the re-use in repair of the heritage place
  - purchase of materials or goods
  - building and repair costs for restoration works
  - contractor, temporary employees, project manager or consultants as required, including associated investigation, design, supervision and project management costs
  - costs associated with obtaining a building permit, development approval or other statutory process associated with repair and restoration

- Resilience activities
  - Costs of materials and labour to deliver:
    - tie downs to strengthen the roof if it is being repaired or replaced
    - measures to stabilize/brace chimneys and parapets
    - materials for stabilisation works and safety fencing
    - other resilience works as approved by the DPLH's structural engineer

If other activities are identified but not noted above, the eligibility is subject to confirmation by the DPLH and DRFA Funding Officer.

Any costs that can be claimed under an insurance policy must be claimed, and the claim amount be fully applied to the relevant works. Where there is a gap between the claim amount and the full cost of eligible activities, that gap, less the insurance excess, may be claimed to a maximum of \$20,000.

## **5. Exclusions**

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Applicants will not be eligible for a grant for the following:

- costs associated with ineligible activities
- costs that are met by an insurance claim
- the payment of an agreed excess under an insurance policy
- costs that are met by another grants program or scheme
- loss of income
- temporary accommodation
- in-kind contributions
- payments for work or materials made to the applicant, their staff, relatives or company without prior approval of the DPLH
- activities undertaken by State agencies and activities on property owned or operated by State agencies or Government Trading Enterprise (GTE)
- activities required under a building order, heritage conservation notice, repair order or any other valid legal agreement or direction from a local government or State government agency
- activities undertaken without a permit or approval required under State or Commonwealth legislation, or that would otherwise result in a breach of legislation
- costs that are disproportionate or unreasonable as determined by DPLH, taking into consideration any competitive quotes or procurement process.

Claims are limited to 50% of the eligible costs incurred where:

- the property is not insured
- an insurance claim has been refused
- the cost of all necessary repair works is below the excess payable under the property's buildings insurance.

These claims remain subject to the maximum grant of \$20,000.

## **6. How to apply**

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Applicants should complete an online application via the SmartyGrants form provided. DPLH may request further information to help assess an application. Where possible, information will be taken from other DRFA applications or assessments relating to the property to minimise the need for applicant input.

Information relating to property insurance, relevant claims and offers under an insurance policy, and works undertaken or proposed by an insurer must be disclosed.

Application should be made by either the owner or the operator of the property, determined by the party responsible for building insurance and for the care and maintenance of the site.

An application may be made to claim costs of works or activities already undertaken, or to confirm eligibility of future expenditure. For completed works, sufficient information must be provided to demonstrate eligibility and evidence of incurred costs.

For proposed works or activities that have not started, DPLH will provide relevant heritage professionals to provide reports and advice, review proposals and make any conservation or technical recommendations. The applicant will have the opportunity to amend their proposal and agree a payment schedule.

On completion of review, the applicant will then either be:

- provided with confirmation that the proposed activities are eligible and costs can be claimed;
- advised that activities will be eligible only if specified revisions or amendments are made to the proposal; or
- advised that the activities will not be eligible for funding, and the reason for this assessment.

Successful applicants will be provided with a written approval, schedule of agreed works and any arrangement for staged payments. Claims made consistent with this approval will be paid under the grants program.

## **7. Assessment**

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- a) Applications will be assessed against the eligibility criteria.
- b) DPLH reserves the right to request further information from an applicant or from any business or individual that the applicant has engaged to assist in assessing the application and to verify any information provided in the application. Failure to provide such information may result in DPLH refusing the application.

- c) Information provided by DPLH may be shared with other state agencies supporting the recovery of STC Seroja under the Disaster Recovery Funding Arrangements.
- d) DPLH reserves the right to refuse an application where eligibility criteria are not met, or where the applicant does not, or cannot, provide sufficient information for DPLH to determine if eligibility criteria have been met.
- e) Applications submitted may be subject to audit by DPLH or its agents in order to determine compliance with program guidelines.
- f) Incomplete applications will not enter the assessment queue until all required information is provided.
- g) DPLH may require access to a site before, during or following works to undertake a quality assurance process or to gain necessary information relating to the grants program.

## **8. False and misleading information**

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By submitting the application form, the applicant is declaring that the information provided in the application form and supporting documentation is true and accurate.

Providing inaccurate, untrue or misleading information may be a breach of criminal law for which serious penalties may apply. Applicants should be aware that the giving of false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

If any information provided in an application or supporting documentation is found to be inaccurate, untrue or misleading, legal action may be taken against the applicant, including action to recover the funds.

## **9. Other information**

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It is recognised that there may be significant additional costs for owners of heritage assets to undertake repairs. The Heritage Asset Grants program may be complemented by the Recovery and Resilience Grants for insured residents or the State appointed clean-up for uninsured properties.

The Heritage Asset Grants program has a defined limit. Funding may be limited or refused if sufficient funds do not remain in the program to meet proposed costs.

Works completed after 30 June 2023 are not eligible for reimbursement. All claims must be submitted before 1 August 2023.