



HERITAGE GRANT GUIDELINES

SHIRE OF WYNDHAM EAST KIMBERLEY

2023

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2 INTRODUCTION

2.1 Introduction

The Shire has set aside funds to assist private landowners with the maintenance, conservation and improvement of local heritage places listed on the Shire's Heritage List and Local Heritage Survey

3 REQUIREMENTS

3.1 Dates

Applications are open on a yearly basis during a one month period.

3.2 Eligibility

Applications will be considered eligible for funding if all of the following apply:

- (a) The property must be separately identified as a specific heritage place in either the Heritage List or Local Heritage Survey;
- (b) The property is privately owned;
- (c) The property is deemed a rateable property and has not been granted a Rates Exemption or identified as non-rateable Land;
- (d) The property does not have a current rates debt incurred with the Shire;
- (e) The property is not eligible for State or other funding opportunities;
- (f) Any previous funding received from the Shire has been successfully acquitted; and
- (g) The works proposed do not comprise any of the works listed in Section 3.4 below.

Note in relation to (a) above:

Unless separately listed as a specific heritage place in either the Local Heritage Survey or Heritage List, land parcels located within the following general listings are not eligible for Heritage Funding:

- G1 'Gulley Road Precinct';
- KD1 'Ord River Irrigation Area (ORIA) project';
- WP3 'Original Wyndham Town' Site; and/or
- WT1 'Wyndham Port Town'.

3.3 Permitted Works

Eligible applicants are encouraged to seek funding for conservation works which are in the public view and enhance the heritage significance of the heritage place and/or urgent conservation works required in order to stabilise a building.

Examples of such works include, but are not limited to:

- (a) Re-roofing with matching original materials;
- (b) Repairs to original detailing on buildings;
- (c) Restoration of verandahs;
- (d) Repairs to original fencing and/or reconstruction or construction of a sympathetic fence;
- (e) Re-stumping; and
- (f) Treatment of rising damp.

3.4 Works not eligible for Heritage Funding

The following works will not be considered eligible for heritage funding:

- (a) Any works commenced or completed prior to a funding application being lodged
- (b) Internal works, aside from those structural works required to stabilise a building;
- (c) Landscaping and or fencing;
- (d) Works involving the demolition of a site;
- (e) Signage;
- (f) New additions and extensions; and
- (g) In kind contributions.

3.5 Funding available

Heritage funding may be available for eligible projects up to \$5000 per property, but not exceeding 50% of the total cost of the approved works. *Note: Total cost of the approved works is the cash cost only.*

At its discretion, the Council may consider a grant allocation of over \$5,000. Applicants proposing a project requiring in excess of \$5,000 in funding assistance, should contact the Shire prior to lodging a funding application to discuss their project.

The Heritage Grant Program budget allocation will be determined by the Council in the adoption of the annual budget.

The amount awarded is dependent on the funds available in the Shire annual budget and may be a lesser amount than what was applied for.

4 APPLICATION AND ASSESSMENT PROCESS

Planning Officers involved in the administration of the Heritage Grant Program are available to provide guidance to applicants to assist in the preparation of an application.

4.1 How to apply

Funding applications must be lodged within the nominated period and will be assessed on merit. Please keep a copy of the application for your records.

- Funding applications must be made on the appropriate application form, which can be obtained from the Shire, and include all supporting documentation.
- Completed applications must be submitted by post or email, addressed to the Chief Executive Officer:
 - PO Box 614, Kununurra WA 6743
 - mail@swek.wa.gov.au

Late applications will not be considered under any circumstances.

4.2 What to include with your application

- Applications must include all supporting documentation including, but not limited to:
 - Appropriate site, elevation and floor plans (dependent on the nature of the works proposed, photographs may be used to show/detail proposed works);
 - A written schedule of work(s) and details of whom is to carry out the work;
 - Written quotes for the proposed works;
 - Written documentation identifying how the works will assist in the ongoing maintenance, improvement or conservation of the local heritage place (this may include photographs);

4.3 Conditions of approval

Any funding approval will be subject to the following conditions:

- (a) The applicant must, in writing, accept the offer of funding within two months from the date of offer. The applicant must agree that the works funded and undertaken are in accordance with those outlined in the agreement.
- (b) The applicant agrees that it is solely the applicant's responsibility to ensure compliance with any taxation liability and or regulations under Federal or State legislation.
- (c) The applicant agrees that it is solely the applicant's responsibility to ensure all necessary planning approvals and building permits have been granted prior to commencing any works.
- (d) The applicant agrees that all work must be carried out in a manner consistent with appropriate conservation practice.
- (e) The applicant agrees to acknowledge the funding assistance in any form required and approved by the Shire.
- (f) The applicant agrees that the funding must only be used for the approved uses and at the approved property.
- (g) All works should be completed within 12 months of the funding being approved. Where this is not possible, the applicant must advise the Shire in writing and request an extension. The Shire may grant an extension of a further 12 months, dependent on the merits of the works and requested extension of time. Extensions of time beyond a 24 month period will not be approved.
- (h) Where funding is approved and not acquitted within a financial year, that funding shall be carried into the following financial year.
- (i) Any other conditions that the Shire considers necessary.

4.4 Approval process

Upon receipt of a Heritage funding application, Planning Officers will assess the application. Assessment will involve a site inspection and desktop assessment to assess the suitability of the proposed works. The proposed works will also be assessed against the information contained within the Shire's Heritage List and/or Local Heritage Survey in relation to the local heritage place.

A report will be prepared and presented to Council with Officer recommendations on the appropriateness of providing funding for each particular application. The recommendations may also include additional conditions, as required, to those contained in this guideline.

Where an application is successful, applicants will receive written confirmation within 21 days of the Council decision and the applicant will be required to enter into an agreement with the Shire within 2 months from the date of offer indicating acceptance of the conditions outlined in that agreement.