



Endorsing Body	Council	Responsible Department:	Development & Compliance		
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SDC Committee Recommendation:	8/01/02	Item No:	2.2		
Endorsed by Council:	24/4/12	Item No:	11.3		
Applicable legislation:	Local Government Act 1999 Development Act 1993				
Related Policies & Corporate Documents:	Delegations Manual Mitcham (City) Development Plan				
Additional references:					
Delegations Apply	Yes	Effective from:	24/4/12	Next review:	August 2014

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1. PREAMBLE

Over the years the community within the City of Mitcham has become increasingly aware of the importance of preserving its built and cultural heritage. In 1979 the first heritage survey for Council was undertaken to identify places of State and local heritage value, with stage two of this survey completed in 1995. The third and most recent heritage survey was completed in 2011 as part of investigations for an amendment to the Mitcham (City) Development Plan.

Conservation of the City of Mitcham's built heritage will allow future generations a tangible understanding of the social and technological change which has moulded the existing environment. Conservation of the City's built heritage also ensures the continuity of our urban spaces, and our civic and personal identity. These are fundamental reasons why heritage conservation generally enjoys such wide community support.

2. PURPOSE

To assist in the conservation and restoration of properties and areas of identified heritage value within the City of Mitcham

3. SCOPE

The Policy covers the owner(s) or lessee(s) of:

- a recognised State Heritage Place; or
- a recognised Local Heritage Place; or
- properties located within the State Heritage Area of Colonel Light Gardens; or
- a Contributory Item within Historic (Conservation) Zones / Policy Areas;

within the City of Mitcham, with the exception of Local Council and Government Departments that have access to other funds are not eligible for the Heritage Subsidy Scheme.

4. DEFINITIONS

Heritage Conservation is defined as looking after a place to retain its historic significance or retaining that part of the fabric which contributes to its cultural significance.

Maintenance is defined as the continuous protective care of a place.

Restoration is defined as returning the place to a known earlier state by removing later changes.

A **State Heritage Place** is defined as a place that is designated of heritage value to the State and is listed in the Mitcham (City) Development Plan.

A **Local Heritage Place** is defined as a place that is designated of heritage value to the local community and is listed in the Mitcham (City) Development Plan.

Contributory Items are located within some of Council's Historic (Conservation) Zones and Policy Areas and are indicated on maps within Council's Development Plan.

5. PRINCIPLES

Financial incentives can play a substantial part in providing assistance and encouragement to property owners to conserve and repair properties and areas of identified heritage value in the City of Mitcham.

The simplest form of financial incentive is grant assistance. The grant comes in the form of subsidy up to a set maximum and is paid in the form of a reimbursement once all agreed conservation or restorative work has been completed to Council's satisfaction.

The applicant's contribution is taken into account when considering an application for assistance. Joint funding provides a strong indication of the applicant's commitment to the project and is one of the best means of ensuring financial responsibility, as the recipient must bear the bulk of the cost of the work.

Council favours this approach as it supports the aim of ensuring conservation work is done in an appropriate manner.

6. POLICY STATEMENT

6.1. Management of the Scheme

- 6.1.1. Council will promote and assess applications for assistance. Each item being considered for financial assistance may, if needed, be inspected.
- 6.1.2. Inspection may reveal that the work proposed by the applicant should be given lower priority than other work which may be more urgently needed to conserve an item of heritage value on the property. For example, if an owner applies for assistance to repair or reinstate a stone fence in front of their house, but inspection reveals significant structural damage to the house itself, Council's Heritage Adviser may advise that a heritage subsidy grant is not warranted unless attention is first paid to the more pressing matter.
- 6.1.3. Applications for assistance will be assessed in terms of whether the works proposed constitute conservation works that are in the best interest of the heritage property. If necessary the works may be assessed as they proceed and upon completion.
- 6.1.4. Recommendations for acceptance of an application for assistance will be considered for endorsement by the Director of Planning, Development & Compliance (or, if necessary, an alternate Director as nominated by Council or Council's Chief Executive Officer). Results will be regularly reported to Council through the Mitcham Heritage Committee.
- 6.1.5. Council may determine whether particular categories of project should receive priority in the forthcoming year, eg main street verandahs, stone walling, areas covered by Conservation Management Plans etc.
- 6.1.6. This is a flexible scheme that allows appropriate response to varied circumstances. Council reserves the right to refuse any or all applications for grant assistance, and to adjust assistance levels to suit individual circumstances. There is no right of appeal against decisions of Council in this matter.

6.2. Level of Subsidy

- 6.2.1. Depending on the demand for assistance and funds available for the remainder of the respective financial year, subsidy will be considered up to a maximum of 25% of the total cost of the proposed eligible work(s) to an individual property, but the total subsidy granted to any individual property shall not exceed \$3,000 (with the exception of 'special projects' as described in paragraph 6.2).
- 6.2.2. Not more than one third of the total funds available in any one year shall be allocated for the reinstatement or repair of original fencing.

6.3. Eligibility for Funding

- 6.3.1. The property / items shall be:
 - a recognised State Heritage Place; or
 - a recognised Local Heritage Place; or
 - located within the State Heritage Area of Colonel Light Gardens; or
 - a Contributory item within Historic (Conservation) Zones / Policy Areas;within the City of Mitcham
- 6.3.2. Applications will be considered for appropriate conservation work where the value of the work is at least \$1,000.
- 6.3.3. Applications shall be for actual conservation work to the visible exteriors of the building or internal works to State or Local Heritage Places where public access is readily available.
- 6.3.4. Although not exhaustive, the following list provides examples of the type of projects that may be considered eligible, provided that as much of the original building fabric as possible will be retained:
 - re-pointing or repair of stonework;
 - removal of non-original paint and/or plaster;
 - salt damp restoration;
 - reinstatement and repair of original fenestration, doors and roofing etc;
 - reinstatement and repair of original fencing; and
 - heritage specialist documentation, such as dilapidation or engineering reports.
- 6.3.5. Priority shall be given to State and Local Heritage Places, and every effort will be made to spread the available funds across the City of Mitcham as a whole rather than concentrate the majority of funds in one location or area. Cases of urgent work needed to stabilise a building will be considered sympathetically. Properties within the State Heritage Area of Colonel Light Gardens and Contributory items within Historic (Conservation) Zones / Policy Areas will be considered subject to availability of funds.

- 6.3.6. Whilst it is acknowledged that maintenance and other conservation works are often continual, preference will be given to properties not previously subsidised.
- 6.3.7. Properties that have previously received the maximum available funding of \$3,000 (either in a single payment or multiple payments) will not be eligible to receive additional funds for a period of five (5) years from the date that the maximum amount of funds had been received.
- 6.3.8. All property owners or lessees within the City of Mitcham are eligible, except local Council and Government departments that have access to other funds.
- 6.3.9. Work which has already commenced, or been completed, will not be eligible.

6.4. Application

- 6.4.1. The application must:
 - be made on the Heritage Subsidy Application form provided by Council;
 - be by the property owner(s) or lessee(s); and
 - include a full description of the type of work to be carried out.
- 6.4.2. Information submitted should include at least two quotations from appropriate contractors; a program for work from contract acceptance to completion; cost estimate(s) for all work to be done, which specifically identifies the components for which assistance is sought; photographs of the areas for the proposed works; and plans and specifications where appropriate.
- 6.4.3. Documentation (where required) must be prepared by a builder, designer, engineer or an architect with experience in conservation work. No work can commence until Council advises that the documentation is satisfactory (but this will not be verification that the documentation is free of defects). Any necessary approvals under the Development Act will still be required.
- 6.4.4. Work shall be based on the relevant guidelines for conservation work (where applicable) available for download from the Department of Environment and Natural Resources website (www.environment.sa.gov.au).

6.5. Assessment Criteria

- 6.5.1. The following list provides an indication of the broad assessment criteria that will be used in the consideration of funding applications:
 - the applicant's ability to demonstrate technical and financial responsibility with regard to the project, and demonstrated ability to complete the project within 12 months;
 - the degree to which the applicant is financially contributing to the project (ie percentage of the overall cost of conservation works);

- projects that clearly complement broader conservation objectives, e.g. projects that implement key findings of Mitcham Village or Colonel Light Gardens Management Plans, or projects in designated Historic (Conservation) Zones / Policy Areas;
- projects of demonstrated heritage value to the community, e.g. the restoration of an important State or Local Heritage Place;
- projects which have high public accessibility e.g. a local museum, church or a private home which is open to the public several times a year;
- projects which are in an area which has received little or no funding;
- projects involving aspects of heritage which has received little or no funding, e.g. historic gardens; and
- urgent projects to avert a threat to a heritage item.

6.5.2. Low priority will be given where assistance is reasonably available from another source; where substantial assistance has already been provided; or where the applicant has yet to complete other assisted projects.

6.5.3. Funding will not be provided for the following projects:

- those involving the purchase of a building or property;
- additions and internal work (including, for example, new kitchens and bathrooms);
- the relocation of a heritage building;
- external features such as fencing, except where there is clear evidence that what is proposed is restoration or reinstatement of original feature(s);
- electrical or plumbing work unless it relates directly to improving the building's structural soundness or public appearance;
- Council and Government owned properties;
- Routine maintenance such as pest control or termite treatment; and
- Painting of building surfaces such as stone or brick that were originally unpainted.

6.6. Decision Making

6.6.1. Council's Director of Planning, Development & Compliance (or, if necessary, an alternate Director as nominated by Council or Council's Chief Executive Officer) has been granted delegation to determine recipients of grant assistance where funds granted do not exceed the \$3000 threshold for an individual property (either in a single payment or multiple payments).

6.6.2. Subject to the support of the Director of Planning Development & Compliance (or, if necessary, an alternate Director as nominated by Council or Council's Chief Executive Officer), a recommendation will be sought from the Mitcham Heritage Committee for special projects with grant assistance proposed in excess of the \$3000 threshold for an individual property. The final decision to approve grant assistance in excess of \$3000 for special projects rests with full Council.

- 6.6.3. A simple form of agreement will be documented between the property owner and the relevant Council Director to record the appropriate details and commitments of Council and property owner(s) / lessee(s).

6.7. Approval Documents

- 6.7.1. Approval documents will be as follows:

- A letter of offer from the Council
- An Agreement

- 6.7.2. The Agreement will clearly advise the applicant if the funding assistance is being made subject to any special conditions for the work to be considered satisfactory. For example, financial assistance for re-pointing of stonework may be made conditional upon the use of lime mortar as opposed to cement mortar.

- 6.7.3. Conditions of approval will include, but not be limited to:

- Work must be completed within twelve (12) months of notification of grant assistance being made available. If not completed within this time the offer of grant assistance will automatically lapse. Requests for extensions of time will be considered on merit by Council's Director of Planning, Development & Compliance (or, if necessary, an alternate Director as nominated by Council or Council's Chief Executive Officer).
- Council must be advised at the stages of contract acceptance, work commencement, other milestones nominated by Council (dependant on the nature of the work) and completion. Advice to Council at the above-mentioned stages does not oblige Council to undertake an inspection of the work at that stage
- Council will accept no liability in any respect for any claim or damage, of any form which may result from the work. It shall be the property owner(s) obligation to hold current and appropriate insurance cover. While Council will provide the financial assistance as agreed, the property owner(s) will have full responsibility for all acts and failures to act by any party in relation to design, documentation, contract(s) or the work on site.
- Council may arrange photographs, video recordings or similar of the property prior to work, while the work is in progress and/or at completion.

6.8. Method of Payment

Payment will only be made as a reimbursement of property owner(s) / lessee(s) expenditure after full documentation including photographs of the completed works and receipts are provided. Where the work has been covered up on completion (e.g. underpinning) Council requires photographic documentation of the works in progress. Council may inspect the completed work components before making payment.

6.9. Quality Assurance

The property owner(s) will have primary responsibility for Quality Assurance, and will be assessed by Council at the conclusion of the work before payment is made.

6.10. Disclaimer

Any inspection or site visit by Council representatives will not constitute an inspection for the purposes of Council's responsibilities under the Development Act and Council will not warrant the workmanship or other qualities of the work as a result of any inspection or visit.

7. POLICY REVIEW

This Policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.

The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the policy.

8. VERSION HISTORY

VERSION	AUTHOR(S) POSITION	CHANGES	DATE
1			29 January 2002
2		Addition: Not more than one third of the total funds available in any one year be for fencing applications	25 January 2005
3		Revision: Removal of steps requiring endorsement of grant applications by the Chairperson of the Heritage Committee and subsequent Full Council ratification, to the following: 1. Heritage Adviser to make recommendation for assistance; and 2. Director Planning & Development to ratify recommendation and approve payment	22 January 2008
4	Director, Development & Compliance Senior Planner	Revision & clarification: Main points being: 1. Clarification of matters such as eligibility, management and assessment; 2. Grant assistance priority given to funding of State and Local Heritage Places; 3. Priority given to buildings not previously subsidised; 4. Exclusion from grant eligibility for work already commenced or completed; 5. Opportunity for grant assistance above \$3000 for special projects; 6. Inclusion of a sunset clause, requiring that works be completed within 12 months	24 April 2012
5	Governance Officer	Refer to Full Council Resolution 12 November 2019 Item 9.4	12 november 2019