

1. Introduction

The City of Onkaparinga is the largest metropolitan council in South Australia. It is located south of Adelaide and has a varied landscape, including the hills and coastal land, rural farmland, suburban blocks, light industrial uses and vineyards.

Our city is rich in both Aboriginal and European heritage. There are six historic conservation areas within the council which contain a concentration of historic buildings in landscape settings that represent the early settlement of the area and the establishment of early ways of life. Built heritage within the City of Onkaparinga comprises of heritage places of state and local significance. There are a total of 487 heritage places, comprising 85 State Heritage listed places, 372 Local Heritage places and 30 Contributory Items within the council area.

We are committed to the conservation of our built heritage and recognise the benefit of a broad approach to heritage conservation, incorporating both statutory protection and voluntary incentive measures. We have, and are continuing to develop, a range of initiatives to assist in the protection of our built heritage. The desired character statements and policy within our [Development Plan](#) assist us in maintaining and preserving the historic character of the townships and heritage listed properties.

In addition, other City of Onkaparinga initiatives include:

- a heritage advisory service, which can be accessed by owners of local heritage properties within the City of Onkaparinga
- heritage grants for conservation work to local heritage buildings
- local heritage inventories
- workshops on traditional skills and techniques
- Heritage Conservation Plans for council owned buildings.

2. Strategic Context

Community Plan 2030

Our Community Plan 2030 outlines our big picture goals – the future we aspire for our city to achieve. It sets the focus for our Council, painting a clear picture of the outcomes we want to bring to life – which add together to form our vision of strong, vibrant communities.

The plan has four themes that will contribute to this vision being realised:

- People
- Place
- Prosperity
- Performance

Under each theme there are *key result areas* that describe broad areas for action and *outcomes* that describe what we aim to achieve with this plan and what success will look like.

The following *outcome* relates to conservation of built heritage and associated initiatives.

We value local creativity, encourage diverse cultural expression, and respect our Aboriginal, European and other cultural heritage.

3. Definitions

Conservation, as per The Burra Charter, means all the processes of looking after a place so as to retain its cultural significance and for the purposes of these guidelines includes maintenance, preservation and restoration.

Conservation works are the works that retain the heritage values and the cultural significance of a place by maintaining, preserving, restoring and reinstating historic fabric or features. The works will commonly include a combination of more than one of the above mentioned processes.

Development in relation to a local heritage place is defined in the Development Act 1993 as the demolition, removal, conversion, alteration or external painting of, or addition to, the place, or any other work (not including internal painting but including, in the case of a tree, any tree damaging activity) that could materially affect the heritage value of the place.

Local Heritage Place means a place that is designated as a place of local heritage value in Council's Development Plan and satisfies one or more of the criteria for listing under Section 23 (4) of the Development Act 1993. These buildings are identified in and statutorily protected from inappropriate development through the Onkaparinga (City) Development Plan.

Contributory Item means a place that is designated as a place that contributes to the historic character and streetscape character of townships and is listed in Council's Development Plan as a contributory item.

A copy of Burra Charter is available from Australia ICOMOS website (www.australia.icomos.org)

4. Purpose

The Heritage Grants provided through the Local Heritage Incentive Scheme are intended to support the owners of local heritage listed places and contributory items, by reimbursing a proportion of the costs involved, in maintaining, preserving, restoring and/or reconstructing historic fabric through which the heritage values of their properties is retained.

The key objectives of the heritage grants are:

- to provide financial assistance to the owners of local heritage listed places and contributory items, as identified in the Council's Development Plan, to maintain and restore the listed properties
- to ensure the conservation works are undertaken in accordance with the principles identified in the Burra Charter
- to promote heritage values and the local heritage.

5. Operating Guidelines

Applicants are responsible for obtaining development approval and/or council permit and for any costs associated with the approval and/or permit. The grants will not be approved unless a development approval and/or a council permit for the proposed conservation works have been obtained.

a. Eligibility

To be eligible to apply for the grants under the heritage grants, the applicant needs to fulfil the following criteria:

- the building/item must be listed as the local heritage place or contributory item in Council's Development Plan
- the applicant must be a private owner or lessee of a local heritage place or contributory item at the time of the application

- the cost of the conservation work must be a minimum of \$1000
- the conservation works must be for the external fabric of the building
- the applicant must discuss the intended work with council staff and heritage advisor prior to commencement of works
- the applicant must obtain a development approval and a council permit, if applicable.

The following works may be eligible for funding:

- re-roofing works
- conservation works to verandas
- salt damp treatment
- paint removal (masonry)
- repointing works
- repair of stonework
- conservation works to front fence
- repainting (no more than once in every five years)
- restoration, conservation or reinstatement of original doors and windows.

b. Limitations

Funding **will not** be provided for:

- the purchase of a building or site
- a new addition to a heritage building (including new internal fittings such as kitchens and bathrooms)
- the relocation of a heritage building
- properties that have previously been subsidised in the same financial year
- works that have already been undertaken without the knowledge of relevant Council staff, a Development Approval, prior heritage advice and assessment by Council's Heritage Advisor
- ongoing maintenance works such as termite treatment
- addition of elements for which there is no historical or archival evidence
- works undertaken to a government department/agency owned local heritage listed property or a contributory item.

c. Funding available

The grants provide a maximum subsidy of:

- 30% of the cost of works capped at \$5,000 when the total cost is less than \$20,000
- 25% of the cost of the works capped at \$7,500 when the total cost is \$20,000 or more.

The total cost includes cost of material, labour and any in-kind contribution. Please refer to 'Section 6 – In-kind Contribution' for further details on in-kind or volunteer labour.

d. Process

Step 1 - Preliminary Advice

Before lodging a grant application, owners are requested to contact Council staff and briefly discuss their scope of work. Council staff will inform the heritage advisor who will meet the applicant on-site and discuss the following:

- the proposed scope of work and priorities
- the eligibility of the project
- documentation required
- details of experienced tradesmen who have undertaken similar works in the past.

The application should reflect the agreed scope and incorporate any written advice from the heritage advisor.

Step 2 - Lodge Application

The grant application is to include the following information:

- valid development approval for the works
- completed application form
- detailed description of the work to be undertaken
- site plan identifying the location of the proposed works on the property
- detailed drawings including plans, elevations and sections as necessary to clearly define the scope of works
- photographs of the location of the proposed works
- methodology or specification notes about the materials and techniques to undertake the proposed work
- two written quotes based on the agreed scope of works.

If an application is incomplete or inaccurate it will not be processed until the applicant has rectified any deficiencies.

Step 3 - Assessment of Application

The application is assessed against these guidelines. The assessment will be based on the condition of the building and the merit of the application.

An applicant is required to obtain the requisite development approval and/or council permit prior to commencement of any works. Under the Development Act 1993, a development approval is required for any works that materially affect the heritage value of a local heritage listed place or a contributory items.

The heritage grants will be processed after the development approval has been granted. The owners will be notified of the outcome of assessment of their application through a letter.

Step 4 - Funding Allocation

Subject to availability of funds, applications will be accepted on an on-going basis and in the order of receipt of application. Once funding has been approved, the funds will be allocated to the project and set aside for a period not exceeding 12 months. If the funding allocation expires, the applicant will need to reapply for funding. The amount of funding allocated to a particular project will not be increased once the grant allocation is approved.

An applicant may apply to vary a grant allocation. This application would be assessed as a new application against the operating guidelines.

Step 5 - Implementation

Once funding approval has been obtained the applicant is required to:

- comply with the condition of the funding allocation (ie undertake the works within 12 months of grant approval)
- comply with conditions of development approval
- advise Council staff when the works have been completed.

Step 6 - Payment of Funding

Once works have been completed, the applicant should advise council staff in writing. Council's heritage advisor will visit the site to inspect the completed works and assess against the grant application.

If the work is considered acceptable for council's grant purposes the applicant must:

- provide evidence of payment
- complete the associated paperwork that includes 'Tax Invoice' form and 'Statement by Supplier'.

Council staff will arrange payment of the allocated amount to the applicant when they have received heritage advisor's comments following the visit, evidence of payment and associated paperwork.

e. How to apply

In order to apply for funding, property owners will need to submit an application including the documents mentioned in 'Step 2'.

Completed application forms should be returned to
divya.balidogra@onkaparinga.sa.gov.au or posted to City of Onkaparinga, PO Box 1,
Noarlunga Centre SA 5168

6. In-kind contribution

The applicants are encouraged to consider in-kind contribution when proposing to undertake any conservation works to any heritage listed property. However, we require the person undertaking the conservation work to be either qualified as a skilled tradesperson or undertake the works under the supervision of a skilled tradesperson.

The following information is a guide prior to applying for in-kind contribution for undertaking the conservation works.

'In-kind' means that you did not pay cash for the item or service but that it was essentially donated or loaned for the purposes of the project. 'In-kind' refers to the cash value that the item or service would have cost if you had to pay for it. The in-kind contribution can be in the form of cash, materials, labour or in-kind support (eg. equipment).

For the purpose of this process, volunteer hours will be valued at \$20 per hour unless they are for specialised services which are valued at \$45 per hour.

The applicant should provide detailed information on the number of hours of volunteer labour and cost of other in-kind support. Costs should reflect current market prices and applicants must demonstrate how costs have been calculated.

7. Approval Conditions

- The approved works funded through the heritage grant must be undertaken by a qualified and licensed tradespersons.
- Approval of grant funding does not confer any other form of approval including Development Approval.
- An applicant is required to obtain the requisite development approval and/or council permit prior to commencement of any works.
- Applicants agree to submit 'before' and 'after' photos of the approved works to council.
- All works must be completed within 12 months from the date of notification of grant approval.
- Applicants must obtain receipt of payment from the tradespersons and provide copies of the receipt to council to enable disbursement of the approved grant amount.
- The selection of a tradesperson is the responsibility of the building owner and/or applicant.
- Quality assurance is the responsibility of the building owner and/or applicant. The building owner and/or applicant will have the responsibility for all acts and failures in relation to design, documentation, contract(s) or the work on site.
- The contract for the implementation of the work lies between the building owner and/or applicant and their selected tradesperson.
- The building owner and/or applicant are obliged to hold current and appropriate insurance cover. Council will accept no liability in any respect for any claim or damage, of any form which may result from the work.

8. Enquiries

We encourage you to contact us to discuss your project before completing the application. Please contact our Built Heritage Planner at divya.balidogra@onkaparinga.sa.gov.au or on 8384 0552.

9. The tax system

Applicants should be aware of the federal government's taxation requirements, including the GST and Australian business registrations and number (ABN). These may have implications for your projects.

For information and advice on whether you should be registered for an ABN or for GST purposes, contact:

Australian Taxation Office Infoline, phone 132 866 or website www.ato.gov.au