

# Disaster Recovery Heritage Program Guidelines



## Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



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## 1. What is the Disaster Recovery Heritage Program?

The Disaster Recovery Heritage Program (the 'Program') is a Victorian Government initiative administered by Heritage Victoria. The Program is a negotiated grant program providing funding to owners of Victorian state-listed heritage places or objects impacted by disasters including:

- the Victorian October 2022 flood event. Grants may be awarded to state-listed heritage places identified by Heritage Victoria.
- other disaster and emergency events since the Black Summer Fires in 2019/20. Grants may be awarded to state-listed heritage places impacted by disaster and emergency events and at risk.

Not all eligible heritage places or projects may be funded.

## 2. What are the objectives of the Program?

The objective of the Program is to protect and conserve state-listed heritage impacted by disasters and other emergencies. This enables the proactive management and protection of heritage values to preserve heritage assets driving tourism, community identity and resilience. Project outcomes include heritage conservation benefits, planning for disaster risk management and support community resilience.

Severe weather and other events have impacted significant historic heritage places across Victoria. These events include: the Black Summer Fires in 2019/20; June 2021 storms and floods; September 2021 earthquake; January 2022 storms; the East Gippsland storm and flood event of April 2022, the October 2022 flood event and the Central Victorian January 2024 flood event.

The Program will support places that have been impacted by the October 2022 flood event and other disasters since the Black Summer Fires in 2019/20 to address identified issues of:

- risk
- repair
- disaster risk management preparation and planning
- implementation of a Heritage Victoria Disaster Recovery Audit recommendations (where provided).

Heritage Victoria has collated additional resources relating to disaster preparedness and recovery

published at: <https://www.heritage.vic.gov.au/our-programs-and-initiatives/emergency-and-bushfire-recovery-program>.

## 3. What are the funding details?

Negotiated grants from \$20,000 up to \$300,000 may be available for documentation, conservation, or stabilisation projects.

Funding will be allocated and implemented through one round of the Program.

## 4. Who might be eligible?

### Eligible Recipients

The grant recipient must be the owner of a heritage place or object impacted by disaster and emergency events and at risk. This may include:

- local councils
- community and not-for-profit organisations
- Committees of Management appointed under the *Crown Land Reserves Act 1978*
- private owners
- trusts appointed pursuant to a restricted Crown Grant
- Cemetery Trusts appointed under the *Cemeteries and Crematoria Act 2003*
- Parks Victoria

Grant recipients must also:

- be an incorporated body, cooperative or association (including business associations)
- be financially solvent

### Ineligible recipients

- include projects by recipients who have failed to complete any heritage related works or projects funded under previous State or Commonwealth grants programs

## 5. What projects might be funded?

Projects which are eligible for funding under the Disaster Recovery Heritage Program must be eligible conservation documentation projects or conservation works to an appropriate heritage conservation methodology.

Projects may include documentation or repair and remediation works to the exterior and/or interiors of Victorian Heritage Register listed places to repair disaster impacts and mitigate the risk to the place.

All projects:

- must respond to recommendations made by Heritage Victoria generally or in the Heritage Victoria Disaster Recovery Audit for the identified place (where provided)
- must mitigate the identified risk(s) to the place or object. 'At risk' generally means that the place or object is currently in danger of deterioration of its structure or features, its context and setting, loss of its authenticity and/or loss of cultural significance. Places and objects of cultural significance should not be put at risk or left in a vulnerable state. 'At risk' places and objects are in danger of damage beyond repair. Rarity, significance and condition/threats are also relevant to the evaluation of risk.
- must be guided by advice sought from a heritage professional, such as a heritage architect or advisor with disaster recovery experience or access to this expertise
- must not have started.
- follow best practice conservation methodology, such as replacing materials in a like-for-like manner, rather than introducing modern materials
- will be subject to approvals through the *Heritage Act 2017*, and any other necessary approvals

#### **Eligible projects may include:**

- investigation and documentation projects prepared with experienced heritage advice including: condition assessments; structural heritage assessments and reporting; preparation of prioritised and costed works schedules; archaeological assessments and monitoring projects; preparation of a Conservation Management Plan (CMP) or assessment of conservation options; disaster risk management planning, statement of heritage impact to support permit applications and digital archival recording.
- emergency and recovery stage flood and disaster repairs guided by existing heritage assessments such as:
  - subfloor de-humidifying
  - assessment of timber floors
  - salt attack repairs
  - electrical repair
  - subfloor ventilation repair
  - roof repair

- rainwater goods assessment for future events and associated works
- flood repair works
- conservation works addressing:
  - impacts from flood water inundation to subfloor spaces and/or above floors.
  - impacts arising from site ground water saturation, for example: increased salt attack, foundation movement, rising damp, mould, termite activation
  - impacts to roof and/or rainwater goods and associated damage to structure
  - protection works such as the installation of appropriate fire protection systems

## **6. What will not be funded?**

The Disaster Recovery Heritage Program will **not** fund the following activities:

- regular maintenance activities that should normally be conducted to keep the place or object in good repair. The Burra Charter defines maintenance as "the continuous protective care of the fabric and setting of a place." Regular maintenance might include clearing blocked gutters, repairing broken water services, replacing damaged internal fittings such as lights, landscape works, and general painting works.
- new work, additions, refurbishment/fit-out of interiors beyond conservation/restoration/flood repair works
- repair of damage caused by vandalism, fire or other natural events where the repair of damage is covered by insurance
- purchase of heritage places, associated land, equipment, furniture, storage or display cabinets
- relocation of heritage buildings or objects
- demolition or other works that may affect the heritage significance of the heritage place/object
- interpretation projects
- works required by a condition of a Heritage Permit or other approval under the Heritage Act 2017, that are required to be conducted to mitigate the impact of development on heritage significance
- works that are the subject of State or Local Government Emergency or Priority Works Orders and Notices
- activities that have already started

- where duplicate services are in operation or planned for in a targeted community
- recurrent operating costs, for example rent and utility costs, and/or activities establishing expectations of ongoing funding
- activities located outside the State of Victoria
- employment or remuneration of staff
- projects which do not respond to the heritage values and conservation objectives
- any other projects deemed ineligible after assessment of application

## 7. What is the assessment criteria?

First, applications will be checked for eligibility to make sure that the applicant and their activity are eligible for funding. After that applications will be assessed using the criteria listed below. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process.

### What? 50%

- applicants must demonstrate the intended outcome of the project and how it aligns with the objectives of the Program

### Why? 20%

- applicants must demonstrate why the project is needed in order to address the impact of the disaster to the place or object, including the urgency of the documentation or works

### How? 20%

- applicants must demonstrate how the proposed project will be undertaken in accordance with an appropriate heritage conservation methodology

### Who? 10%

- applicants must identify who will be conducting and overseeing the works or documentation project (i.e. a suitably qualified project manager, heritage architect or heritage professional with disaster recovery experience)

Applications should address all relevant criteria. The application form will ask you to contact Heritage Victoria at [living.heritage@transport.vic.gov.au](mailto:living.heritage@transport.vic.gov.au) to discuss your project before submitting and you may be contacted during the assessment process to clarify elements of your application.

Projects will be considered for funding until all funds have been distributed.

The grant assessment and decision-making process demonstrates the following key principles of Victorian Government grant management:

- align with Government policy
- transparent and accountable
- fair and equitable process
- efficient administration
- integrity of information

## 8. How to scope your project and prepare your application?

The project scope should be clear and informed by **professional heritage advice** and the Heritage Victoria Disaster Recovery Audit (where provided) for the identified place. Your application should include:

- a conservation methodology
- for physical works: documentation to guide the works, such as a conservation works plan, conservation management plan, or condition report
- for documentation projects: clear briefs outlining the investigations and reports
- recent written quotes
- it is recommended that for all disaster affected heritage places, sound risk management planning guides recovery works and projects.

### Heritage Professional requirements

It is mandatory that an appropriately qualified heritage professional is involved to develop the project scope and, if successful, provide heritage advice throughout. The heritage professional can provide advice on the condition of the place or object, the key risks to significance and propose a scope of works to address these risks. For guidance on consultants, visit:

<https://www.heritage.vic.gov.au/protecting-our-heritage/find-a-heritage-consultant>

Projects are assessed on whether an appropriate conservation approach with a clear methodology has been proposed.

### Project Manager requirements

An appropriately qualified project manager, with experience in heritage conservation, is mandatory. This role may also be filled by the heritage professional. Some 10% of the grant funds may be used to fund this. If applicable, the project manager

should be nominated in the application and costs included. A grants project manager role is to administer the grant funding, ensure that funding timelines are met, undertake reporting as required and manage the budget. Grant funds cannot fund internal project management expenses.

### **Preparing your application**

Document a project scope and prepare a budget. Ensure your budget includes GST costs where applicable.

For works projects, you will need to include your sound scoping documentation prepared by a heritage professional, such as a condition report, scope of works or conservation management plan or conservation works plan to guide the required works. A valid Heritage Permit or Permit Exemption is advantageous. Note Heritage Victoria will not reimburse costs associated with the application process.

You will need to include a sound budget that clearly breaks down the costs of each project element and includes a 15% contingency and an allowance to prepare a Cyclical Maintenance Plan. A Cyclical Maintenance Plan is required at the completion of the project and provides guidance on future maintenance and care. Your heritage professional will be able to prepare this.

### **Archaeology**

If your project involves digging or disturbing the ground, you must take the potential archaeology of the site into consideration. All land in Victoria has the potential to be archaeologically significant. Both historic and Aboriginal archaeology must be considered.

To see if there is likely to be significant archaeology on your project site, you should check your site on VicPlan, where areas of Aboriginal cultural heritage sensitivity and places on the Victorian Heritage Inventory are mapped. You can access VicPlan at <https://mapshare.vic.gov.au/vicplan/>. Don't forget to filter the VicPlan layers to ensure heritage sites are shown.

If your site is on the Victorian Heritage Inventory, you will also need to include the Heritage Inventory number in your application.

## **9. What supporting documents will need to be provided?**

The application form will request the following documents to be submitted your application:

- a scanned copy of the relevant certificate of title

- signed letter of consent from the owner for the project (if you are not the owner)
- supporting information and photos/images showing the condition of the place
- supporting information on project scope and how the documentation project or proposed works will mitigate the identified risks
- a timeframe for project implementation
- statement on how the project will deliver a social or community benefit or letters of support
- a written quote (GST inclusive) for the proposed works for each eligible component of works, totalling the estimated project budget
- quotes must be dated and have been obtained within the last six (6) months. Ensure quotes are broken-down, detailed and based on the same scope of works for comparison. Quoted works should match the project scope and budget.
- where applicable, proof of not-for-profit status or Committee of Management status
- evidence of confirmation of other funding sources for the project

## **10. What are the funding conditions?**

### **Funding agreements**

Grant recipients must enter into a funding agreement with the Department. The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations and Local Government Authorities.

It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement>

The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

### **Auspice arrangements**

All applicants must also be either an Incorporated body or Association, Cooperative or be auspiced by a group with this status.

If an auspice arrangement is in place, the auspice organisation agrees to take the full legal and financial responsibility for the project. Grant funds are paid directly to the auspice organisation. For further information refer to: <http://www.nfplaw.org.au/auspicing>. Applicants who

do not have adequate insurance must partner with another group or be auspiced by a group who does.

### Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including the *Heritage Act 2017*; *The Privacy Act 1988 (Commonwealth)*; *The Freedom of Information Act 1982 (Vic)* and *Occupational Health and Safety Act 2004*.

### Tax implications

Grant recipients should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful grant recipients without an ABN will need to provide a completed Australian Taxation Office form 'Statement by a Supplier' so that no withholding tax is required from the grant payment.

### Acknowledging the Victorian Government's support

Grant recipients are expected to acknowledge the Victorian Government's support and promotional guidelines will form part of the funding agreement. The grant recipient must liaise with the Departmental program area to coordinate any public events or announcements related to the project.

Details of awarded grants will be made public. This includes the address of the place, VHR number, description of works and total funding amount. These details will be put on the Heritage Victoria website and other reports, such as Annual Reports.

### Payments

Payments will be made as long as:

- the funding agreement has been signed by both parties;
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected;
- other terms & conditions continue to be met.

Funded places under private ownership will be required to repay the full amount of the grant to the Department if the place or object is sold within twelve (12) months of the completion of the project and grant acquittal.

### Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and acquittal documentation.

### Privacy

Any personal information about you or a third party in connection to the grant Program will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

The Department is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at <https://www.deeca.vic.gov.au/privacy>

Requests for access to information about you held by the Department should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing [Foi.unit@deeca.vic.gov.au](mailto:Foi.unit@deeca.vic.gov.au).

## 11. What is the nomination process?

Owners of eligible heritage places or objects, including those identified by Heritage Victoria as priorities for disaster assistance, may apply. Potential applicants must discuss their project with Heritage Victoria. Applications will be submitted via an online portal at:

<https://www.heritage.vic.gov.au/heritage-grants>.

Applications will be competitively assessed and not all eligible places or projects will be successful.

**Note:** No hard copy applications will be accepted. Late and incomplete applications will not be considered.



## 12. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

## 13. Key dates

Applications open	July 8 2024
Applications close	August 30 2024
Assessment and decision making	September 2024
Applicants notified	November 2024
Successful grants announced	November 2024
Successful recipients enter into Grant Agreement	January 2025
Necessary permits/approvals obtained, activities commence	From January 2025
Activities completed and acquittal reports submitted	June 2026

Please note that the timeframes are indicative only and may be subject to change. Ensure the general timeframes will suit your proposal.

## 14. Checklist

Read these guidelines before applying and complete the following checklist.

Have you:

- \* read these guidelines carefully?
- \* checked if you are, or your organisation is, eligible for this grant funding?
- \* checked if your activity is eligible for this grant funding?
- \* checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- \* prepared the appropriate supporting documents?
- \* contacted Heritage Victoria at [living.heritage@transport.vic.gov.au](mailto:living.heritage@transport.vic.gov.au) to discuss your project?

