

HERITAGE GRANTS POLICY

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PREPARED BY:

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SUTHERLAND SHIRE

1. PURPOSE

This document establishes a consistent principles and selection criteria for awarding heritage grants.

2. APPLICATION

The policy applies to the members of the Heritage and Shire History Sub-Committee and staff assisting the Sub-Committee when making recommendations to award grants from Council's annual Heritage Grants Program.

3. PRINCIPLES

3.1 Application of Principles

No one principle should be applied to the detriment of another. Principles must be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

3.2 Equity of Access to Heritage Grants

All owners of heritage items listed in Schedule 5 of *Sutherland Shire Local Environmental Plan 2015* are eligible to apply for Heritage Building Grants. Council will also consider applications made by others on behalf of landowners.

All authors are eligible to apply for Heritage Publication Grants.

Applications for grants will be invited by way of a notice on Council's website and other appropriate means.

3.3 Protection of Heritage Items

Council supports best practice conservation and restoration practices of Sutherland Shire's heritage items.

3.4 Applications for Heritage Building Grants

Priority will be given to applications for grants where:

- (i) The original fabric of the item is to be retained and conserved; or
- (ii) The conservation of the item involves extraordinary repair costs, relies on traditional methods of construction, or requires specialised workmanship; or
- (iii) The work will restore the significance of the item; or
- (iv) The work is to a landmark building, or one that is frequently accessed by members of the public, or is visible from the public domain; or
- (v) It would increase public awareness of the history and heritage significance of the place.

3.5 Heritage Publications

Council supports original work by authors that adds to the knowledge of local history and the development of Sutherland Shire.

3.6 Applications for Heritage Publications Grants

Priority will be given to applications for grants where:

- (i) The work specifically relates to the history or development of Sutherland Shire; and
- (ii) The work focuses on an under- represented subject matter or a topic which has not previously been adequately researched; or
- (iii) The work includes unique photographic material or other information that adds to knowledge of the history of the place or subject matter.

3.7 Ethical Actions

- (i) Honesty and fairness: - all decisions concerning the Heritage Grants Program must be conducted in a fair, honest manner, with the highest levels of probity and integrity and in the public interest.
- (ii) No conflict of interest: - Any Council officer, Councillor or community member of the Heritage and Shire History Sub-Committee with an actual, perceived, or potential conflict of interest must declare and manage that interest without delay.

4. RESPONSIBILITIES

4.1 Responsible Officer

The Manager Strategic Planning is the Responsible Officer for this Policy and is responsible for making recommendations to the Heritage and Shire History Sub-Committee.

4.2 Council

In accordance with the Local Government Act 1993, Council is responsible for allocating funding to run the Heritage Grants Program.

4.3 Heritage and Shire History Sub-Committee

The Heritage and Shire History Sub-Committee is responsible for recommending which applications should be awarded grants from the available budget. The Sub-Committee is responsible for adhering to the requirements of this policy and related guidelines. The Sub-Committee may seek the advice of a person with specialist knowledge of the subject at hand to assist in their decision making.

4.4 Chief Executive Officer

Council has delegated the Chief Executive Officer the authority to award grants as recommended by the Heritage and Shire History Sub-Committee.

4.5 Directors

Directors are responsible for ensuring their Division adheres to the requirements of this Policy and provide guidance in respect of the Heritage Grants program within their division and the organisation.

4.6 Employees

Employees must adhere to the requirements of this Policy and operate within its authorities.

5. POLICY COMPLIANCE

The Manager Strategic Planning will review the decisions of the Heritage and Shire History Sub-Committee before these are referred to the Chief Executive Officer for action.

6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the *NSW State Records Act 1998* and *Privacy and Personal Information Protection Act 1998* through its Access to Information Policy and Privacy Management Plan.

7. BREACHES OF POLICY

Breaches of this policy will be dealt with in accordance with normal disciplinary procedures and will be advised to the Chief Executive Officer and / or Director Shire Planning, via the Manager Strategic Planning.

8. RELATED DOCUMENTS

The Heritage Grants Guideline has been prepared to guide Council officers and the Heritage and Shire History Sub-Committee in the administration of the Heritage Grants Program.

- Access to Information Policy
- Privacy Management Plan
- Code of Conduct for Councillors
- Code of Conduct for Council Staff
- Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers

9. RELEVANT LEGISLATION AND REGULATIONS

- *Local Government Act 1993 (NSW).*
- *State Records Act 1998 (NSW)*
- *Environmental Planning and Assessment Act 1979 (NSW)*
- *The Heritage Act 1977 (NSW)*
- *Sutherland Shire Local Environmental Plan 2015 (LEP 2015)*

10. DEFINITION OF TERMS

Term	Meaning
Heritage item	A building, work, place, tree, object or archaeological site the location and nature of which is described in Schedule 5 of Sutherland Shire Local Environmental Plan 2015.

End of Document

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