



QPRC



**Standard
Conditions
Applying to
Queanbeyan-
Palerang Regional
Council's Special
Heritage Fund**

Standard Conditions Applying to Queanbeyan-Palerang Regional Council's Special Heritage Fund

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Standard Conditions Applying to Queanbeyan-Palerang Regional Council's Special Heritage Fund

Table of Contents

Standard Conditions for Special Heritage Fund.....	4
1. Acceptance of Offer.....	4
2. Permission to Commence Work	4
3. Scope of Work.....	4
4. Project milestone Dates.....	4
5. Progress Report/s	4
6. Project Compliance Certification.....	5
Finances.....	5
7. Advising Changes in the Source and/or Amount of Funding.....	5
8. Claiming Your Grant Funding	5
Operational Issues.....	5
9. Revocation of Funding.....	5
10. Reusable Equipment	5
11. Transactions between persons not at arm's length.....	5
12. Acknowledgement of Funding	5
13. Publicity.....	6
14. Copyright – non-exclusive license	6
15. Best practice heritage and project management.....	6
16. Engagement of a heritage specialist.....	6
17. Long term protection and heritage listing.....	6
18. Insurance	7
19. Compliance with other regulators	7

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Standard Conditions for Special Heritage Fund

1. Acceptance of Offer

You must accept this funding offer within three weeks, or it will be withdrawn.

2. Permission to Commence Work

You must provide the following information, if not already provided with your application, before Queanbeyan–Palering Regional Council will agree to you starting your project:

- A draft schedule of works (including professional services, if any) including costs.
- A confirmation of who will carry out the works.
- The name of a suitably qualified person who will be responsible for supervising your project.

When Council has received this information, you will be sent a letter confirming that you can commence your project.

If necessary, you will need to separately arrange for appropriate works approvals, i.e. Development Application and Construction Certificate, for this project as required by Council's planning and building requirements, and if appropriate the Heritage Act, before commencing work.

3. Scope of Work

In the event that your funded scope of work needs to change, you must immediately discuss the revised scope of work with Council to ensure that funding remains applicable.

4. Project milestone Dates

You agree to meet the following project milestone dates.

You also acknowledge that Queanbeyan-Palering Regional Council's Special Heritage Fund operates on an annual budget allocation and that Council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates set out below, your funding may be reviewed or revoked.

Milestone 1: Notify the council when you have commenced your project.

Milestone 2: Report progress on your project to Council by Monday **23 March 2020**.

Milestone 3: Project completion and all funding must be claimed from Council by

30 June 2020.

5. Progress Report/s

You must provide a brief verbal or written progress report/s on your project as requested by Council.

Standard Conditions Applying to Queanbeyan-Palerang Regional Council's Special Heritage Fund

6. Project Compliance Certification

When your project is completed, and before Council will pay your funding, Council's heritage advisor **must** inspect your project and complete a certification form.

Finances

7. Advising Changes in the Source and/or Amount of Funding

You must advise Council of any changes to the financial resources and arrangements stated in your application. This includes variations to the scope of work.

8. Claiming Your Grant Funding

You must submit paid invoices for payment. You also agree that unless requested, and Council agrees electronic transfers will be made payable to you or your ABN registered name. Note that payment will be based on the invoiced amount rather than initial quotes.

Operational Issues

9. Revocation of Funding

You agree that this financial assistance may be reviewed or revoked at any time under one or more of the following circumstances:

- Unsatisfactory work
- Failure to meet time schedules
- Failure to provide progress reports
- Non-disclosure or misleading or false disclosure of information
- Inadequate additional funding being provided from another source.

10. Reusable Equipment

You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of Council. If approved, resale of such equipment and refund of moneys to Council may be required.

11. Transactions between persons not at arm's length

You must advise Council immediately of any transaction where the applicant and another party or parties, involving expenditure on this project are not dealing with each other at arm's length, for example, if a relative is doing paid work on the project.

If Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, Council may disregard the excess in any claim made to it.

12. Acknowledgement of Funding

You agree to acknowledge the funding assistance during the project and on completion in any form required and approved by Council.

Standard Conditions Applying to Queanbeyan-Palerang Regional Council's Special Heritage Fund

13. Publicity

Council may publicise your project through its newsletter, website, media releases and liaison with journalists.

14. Copyright – non-exclusive license

For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to Council) to use certain copyright material created as part of this funded project.

15. Best practice heritage and project management

You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called [How to carry out work on heritage buildings and sites](#), available from www.environment.nsw.gov.au/heritage/publications

You also agree to administer the project in accordance with best practice management.

16. Engagement of a heritage specialist

If required as part of your project's **special conditions**, you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:

- Has appropriate qualifications, skills and experience to supervise your project.
- Will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in [How to carry out work on heritage buildings and sites](#). This refers to the [Australia ICOMOS Burra Charter](#).
- Agrees to prepare and endorse the updated work schedule and costings for this project included in this funding agreement, if needed.
- Agrees to supervise the project and complete the [Project Compliance Certification](#) for the funding payment.

17. Long term protection and heritage listing

You agree, and, if you are not the owner, the owner also agrees:

- To take all reasonable measures to protect in perpetuity the item for which this assistance is granted.
- Not to undertake any work, including subdivision, on the item, its site and any moveable heritage items on the site which would adversely affect their heritage significance.
- To actively support and not to object to the inclusion of the item in a local or regional environmental plan.

Standard Conditions Applying to Queanbeyan-Palerang Regional Council's Special Heritage Fund

18. Insurance

You agree to insure and keep insured at all times the item for which this funding is granted, unless Council approves otherwise.

19. Compliance with other regulators

You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.