

# Activity Schedule for the Heritage Advisory Service Program

## Item 1: Agreement to deliver Activities as set out in this Activity Schedule

- Southern Grampians Shire Council has a Header Agreement for grant funded Activity with the Department of Transport, Planning and Local Infrastructure (DTPLI).
  - (a) The Header Agreement sets out terms and conditions that apply to any grant funded Activity from the Department. These terms and conditions are available online at the Municipal Association of Victoria and DTPLI websites.
  - (b) The terms 'You' and 'Yours' in this Activity Schedule and in the Header Agreement refer to Southern Grampians Shire Council and are used as required. The terms 'the Department', 'Us', 'We', or 'Our' refer to the Department of Transport, Planning and Local Infrastructure and are used as required.
- In signing below, You are agreeing to add this Activity Schedule to Your existing agreement with the Department, and to use Funds provided by the Department in a way that meets requirements set out in:
  - (a) Your Header Agreement with the Department
  - (b) this Activity Schedule and any attachments that are named in 'Item 4: Activity-specific requirements'.
- If there is a conflict or inconsistency between the terms and conditions of Your Header Agreement with the Department and an Activity Schedule, then the Activity Schedule has precedence to the extent of the conflict or inconsistency.
- This Activity Schedule can be varied only with the written consent of both parties, except when the Department may increase payments for the purpose of indexation.

EXECUTED for and on behalf of the STATE OF VICTORIA represented by and acting through the Department, ABN 17 441 396 042, by:

_____	_____
Name of authorised representative	sign here
_____	_____
Position of authorised representative	Date

EXECUTED for and on behalf of Southern Grampians Shire Council, ABN 55 135 536 448, by the following authorised delegate of Southern Grampians Shire Council.

<i>C.R. Loocham</i>	<i>C.R. Loocham</i>
_____	_____
Name of authorised representative	sign here
<i>Manager Planning &amp; Environment</i>	<i>9/8/2013</i>
_____	_____
Position of authorised representative	Date

## **Item 2: Activity details (read with 'Terms and conditions' clause *About the funded Activities*)**

### **What the Funding is for**

Appointment of a Heritage Advisor to provide expert advice and support the Council and the community and to facilitate the conservation and promotion of places of cultural heritage significance within the area and especially those places subject to statutory protection in the planning scheme.

### **Why the Department is Funding this Activity**

To support municipalities and communities in managing their heritage.

### **Activity start date and end date**

The Activity covered by this Activity Schedule starts on the date this schedule is signed by both parties and ends on 30/06/2014.

### **The people/groups who will benefit most from this Activity are:**

Local Government Area

### **This Activity will benefit people or groups living in the following places:**

#### **Southern Grampians Shire Council**

## **Item 3: Funding (read with 'Terms and conditions' clause *About the Funding*)**

### **Total Funding**

- Funding will be paid as outlined in Table 1, 'Agreed actions and payments'.

## **Item 4: Activity-specific requirements**

The following extra conditions will be applied to this Activity Schedule:

1. Council will provide funding which at least matches the total fee identified in Item 3 of the Schedule.
2. The DTPLI's Recommended Consultancy Brief and Statement of Qualifications and Duties shall be used as the basis for the operation of the heritage advisory service. The brief may be modified by Council but modifications must be discussed with Heritage Victoria. This includes modifications that have previously been approved for Councils other than Your own.
3. The choice of heritage advisor shall be a joint decision of Council and Heritage Victoria. Any decision to terminate or appoint an alternate heritage advisor will be discussed with Heritage Victoria. Council's Heritage Advisor nominated in your last annual report was Trudy Rickard.
4. Council shall take all practical steps to ensure the widest possible knowledge of the program particularly to the owners of buildings and places which are the subject of heritage controls. This may be by way of an advertisement in the local paper or Council newsletter and/or a letter box drop to owners of heritage places subject to planning controls.
5. For this Activity, You agree to give the Heritage Advisor the same Intellectual Property licence and permissions as the Department has under this Agreement.

6. Council will commence the preparation of a Heritage Strategy if such a document does not currently exist. The Heritage Advisor may assist with this task using the template contained in the toolkit '*Municipal Heritage Strategies: A guide for Councils*'.
7. The Advisor may be required to provide support to applicants through the State Government's grant/funding assistance programs. This support may include grant application development and project support/monitoring.
8. Council will allow the Heritage Advisor to undertake minor specific tasks within the municipality if requested by Heritage Victoria. It is anticipated that such requests will be first negotiated between Heritage Victoria and the Council.
9. Council will ensure that the Heritage Advisor undertakes at least two visits to the offices of the municipality each year. Where there are no scheduled appointments, the Advisor shall be encouraged to work on strategic heritage projects and/or educational and/or promotional activities.
10. Council will ensure that the Heritage Advisor continues to update their skills and knowledge in heritage management. The Advisor should be funded to attend the annual Heritage Victoria Local Government Workshop.

**Item 5: Reporting requirements (read with 'Terms and conditions', clauses on *Reporting* and on *Assets*)**

**Progress reports and data collection**

- Any progress reports or data due are named in Table 1, 'Agreed actions and payments', and must be submitted by the dates written in that Table.

**Final or yearly report**

- This report must be submitted by the date written in Table 1, 'Agreed actions and payments'.
- The final or yearly report must be completed using the Department's template. It includes a financial acquittal report. This report must be signed by an authorised delegate from Your organisation.

**Item 6: Acknowledgements and publicity (read with 'Terms and conditions' clause *Acknowledgement and Publicity*)**

- You must meet the Department guidelines for acknowledging and publicising funding support. The guidelines in full can be accessed at [www.dtpli.vic.gov.au](http://www.dtpli.vic.gov.au). They include requirements that You:
  - (a) provide written, verbal and logo acknowledgement of funding support in announcements, publications, events and on signage as appropriate
  - (b) follow guidelines for signage as set out by the Department of Premier and Cabinet, where required
  - (c) keep grant details confidential if advised to do so by the Minister
  - (d) give the Minister the opportunity to officially launch or open the Activity
  - (e) must detail how DTPLI's support was acknowledged in the final Activity final report.

**Item 7: What the Department is funding you to do (read with 'Terms and conditions' clauses *About the funded Activities, About the Funding, and Your/Council Contributions and Other Contributions to this Activity*)**

You must complete the Activity as agreed, meeting all actions and providing evidence as required in Table 1 and in a project plan if there is one referenced in Table 1.

**Table 1: Agreed actions and payments**

What you agree to do	How you will demonstrate that the action is complete	Evidence due date	Payment amount (excluding GST) \$
Finalise the funding Agreement	Activity Schedule signed and received by the Department, with confirmation of all funding sources. Upon receipt DTPLI issues 2012-13 payment amount.	30/08/2013	\$8000
	Activity Schedule signed and received by the Department with confirmation of all funding sources. Upon receipt DTPLI issues 2013-14 payment amount.	30/08/2013	\$8000
Completion of 2012-13 Annual Report (Final report) up to 30 June 2013.	Heritage Advisory Services Annual Report (Final Report) received by the Department.	30/09/2013	
Completion of 2013-14 Annual Report (final report) up to 30 June 2014	Heritage Advisory Services Annual Report (Final Report) received by the Department.	30/06/2014	

**Item 8: Budget** (read with 'Terms and conditions' clauses *About the Funding, and Your/Council Contributions and Other Contributions to this Activity*)

- The budget forecast for the Activity is outlined below in Table 2, 'Budget forecast'.
- The Budget for this Activity is as You have set out in Your application. This budget details Activity income from DTPLI and from You and other contributors, and forecast expenditure and forms part of this Agreement.

**Table 2: Budget forecast**

<b>Activity income</b>		<b>\$(with GST)</b>
Funds from the Department for 2012-13		\$8000
Funds from Your organisation for 2012-13		\$8000
Funds from the Department for 2013-14		\$8000
Funds from Your organisation for 2013-14		\$8000
Total Activity income 2012-13		\$16,000
Total Activity income 2013-14		\$16,000
<b>Activity expenditure</b>		
Expenditure against the total Activity income		
Total Activity expenditure on Professional Planning/Advice 2012-13		\$16,000
Total Activity expenditure on Professional Planning/Advice 2013-14		\$16,000

**Key contacts for this Activity (read with 'Terms and conditions' clause on Notice)**

**Our contact is**

Lisa Rogers  
Heritage Planner  
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Email: [lisa.rogers@dtpli.vic.gov.au](mailto:lisa.rogers@dtpli.vic.gov.au)

ATT: Ms Lisa Rogers, Heritage Planner  
Heritage Victoria  
Department of Transport, Planning and Local Infrastructure.  
PO Box 2392  
Melbourne VIC 3001

**Your contact is**

Ms Lucinda Peterson  
Manager Planning Systems  
Southern Grampians Shire Council  
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