



## Standing Committee on Planning, Transport and City Services

### **Inquiry into Annual and Financial Reports 2022-2023** **ANSWER TO QUESTION TAKEN ON NOTICE**

Asked by Ms Suzanne Orr MLA on 16 November 2023: Ms Yvette Berry MLA took on notice the following question(s):

Reference: Hansard [uncorrected] proof transcript 16 November 2023, Pages 5-6

In relation to: Female-friendly pavilion upgrades

**MS ORR:** Yes. Minister, can you update the committee on the progress of upgrading pavilions to be female friendly?

**Ms Berry:** Yes. We can talk about that. We have obviously been doing a lot of work over a lot of years replacing, in some cases, and upgrading and updating our ACT government pavilions. I thought we had 69, or was it 59?

**Mr Iglesias:** No, we have got 56 grounds—

**Ms Berry:** 56 grounds.

**Mr Iglesias:** —that are serviced by 35 pavilions.

**Ms Berry:** Right.

And so there are—no, those numbers do not make sense.

**Mr Iglesias:** No?

**Ms Berry:** Tell me again.

**Mr Iglesias:** So we have got—sorry, we have got 39 pavilions in total that are servicing 56 sports fields—

**Ms Berry:** And they have been upgraded already.

**Mr Iglesias:** Yes.

**Ms Berry:** Yes.

**Mr Iglesias:** So we have got a whole bunch of them that have been upgraded. And they have been upgraded over a number of years. So this has been an ongoing project since 2017, right the way through to this year where we are upgrading Melba, Hackett and Aranda. So we are slowly but surely—well, we have broken the back of it, really.

**Ms Berry:** Yes, more than half—past the halfway point.

**Mr Iglesias:** Yes.

**Ms Berry:** And all of our new facilities have a requirement to be—have that inclusive and female friendly focus. So it is just replacing and/or upgrading older facilities that just are not suitable anymore.

**Mr Iglesias:** So, just to be clear, minister. 39 female friendly upgrades in total—

**MS ORR:** Okay, servicing 56—

**Mr Iglesias:** Yes.

**MS ORR:** —ovals. Yes.

**Mr Iglesias:** 39 in total.

**MS ORR:** And I understand at some point, you said it has been going since 2017, and it is an ongoing program. So you will be looking over the next 12 months to do another round of pavilions?

**Mr Iglesias:** Yes.

**Ms Berry:** Yes. So—

**Mr Iglesias:** That is right.

**Ms Berry:** —depending on the pavilion.

**Mr Iglesias:** So we have got Melba, Hackett and Aranda on the schedule for this year. And that is an investment of \$225,000.

**MS ORR:** That is financial year of calendar year?

**Mr Iglesias:** This financial year—

**MS ORR:** Okay.

**Mr Iglesias:** —23-24.

**MS ORR:** Great. Thank you.

**Ms Berry:** I feel like we have 65—

**Mr Iglesias:** We might have to just get back to you and check the number—

**Ms Berry:** In total. But I think we have done 39.

**MS ORR:** Sorry.

**Ms Berry:** Pavilions.

**Mr Iglesias:** Pavilions.

**MS ORR:** There is 60—so about the halfway mark, is what we are—

**Ms Berry:** Yes.

**Mr Iglesias:** Yes, no that—

**MS ORR:** Yes, about halfway. Okay. Thanks.

**Ms Yvette Berry MLA: The answer to the Member's question is as follows:—**

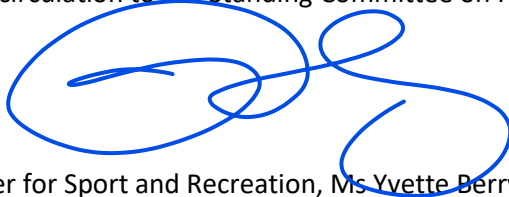
The Female Friendly upgrade program commencing in 2017 has upgraded a total of 36 sportsground pavilions. The 2023/24 Female Friendly Upgrade Program identifies a further three pavilions at Melba, Hackett and Aranda for upgrades.

These targeted 39 pavilions service a total of 237 individual sportsfields.

Note: A sportsground is considered to be a locality supporting a number of sportsfields, for example the sportsground at Southwell Park is made up of seven sportsfields.

Approved for circulation to the Standing Committee on Planning, Transport and City Services

Signature:



Date:

27/11/23

By the Minister for Sport and Recreation, Ms Yvette Berry MLA



**ACT**  
Government

# ACT Heritage Grants Program

Guidelines for Applications  
2022-2023

### **Acknowledgement of Country**

We acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We recognise the special relationship and connection that they have with this Country. Ngunnawal people are a thriving community whose life and culture are intrinsically connected to this land in a way that is core to their physical and spiritual wellbeing their cultural practices, and continuation of their law and lore.

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ACT Government, GPO Box 158, Canberra ACT 2601.

**Telephone:** 02 6207 1923

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### **Produced by the**

Environment, Planning and Sustainable Development Directorate

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For more information on these services visit <http://www.relayservice.com.au>

FRONT COVER: Kurrajong seeds, and bag made from Kurrajong fibres. Wooden toy

Revised January 2022



IMAGE: Forrest Fire Station

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# The ACT Heritage Grants Program

The ACT Heritage Grants Program (the Program) is an annual ACT Government funded Program administered by ACT Heritage in the Environment, Planning and Sustainable Development Directorate (EPSDD). The Program was established by the ACT Government on behalf of the Minister for Heritage to assist the community to conserve and promote the heritage of the ACT.

These guidelines contain information on the Program and how to apply. Electronic copies of the application form are available from the [EPSDD website](#) or by contacting ACT Heritage on 13 22 81.

## Who can apply?

Individuals, community groups, and incorporated non-profit or private organisations may apply for a grant. Applicants do not need to be residents of the ACT, but the project must focus on the heritage of the ACT and be of benefit to its community. Community organisations may apply as project partners with ACT Government agencies.

INSET: Funeral train backed into Rookwood Receiving Station 1, relocated to become All Saints Church  
MAIN: All Saints Anglican Church, Ainslie

# Funding priorities for 2022–2023

## ACT Heritage Register

**Conservation works that enable the continued preservation, protection, use and access to places and objects registered on the ACT Heritage Register.**

You can apply for funding towards:

- works to enable activation and community enjoyment of a registered heritage place or object;
- major physical conservation works for registered buildings and individually identified residential dwellings. Examples are roof replacements, structural repair, reinstatement of original features such as exterior render, front facades, or timber windows visible from the street;
- landscape elements that are significant features of the registered place; or
- conservation treatments for registered objects.

The funding amount applied for must be matched by the applicant. In-kind support such as project management, labour or materials may form part of the financial contribution.

Funding is not available for works covered by insurance, construction of or purchase of new buildings, additions, refurbishments, operational costs, relocation, or purchase of equipment.

ACT Government access to the property may be required following receipt of the grant application, and following completion of any funded works, to assess the physical condition of the heritage place or object. If requested, access to ACT Government staff or contractors is to be provided within twenty (20) working days.

**Conservation Management Plans for registered places and objects, and Aboriginal places and objects.**

You can apply for funding towards development and approval of a Conservation Management Plan (CMP):

- for places and objects that do not have an existing CMP approved by the ACT Heritage Council, or
- to update a CMP more than five years old.

Funding towards developing/updating a CMP will be prioritised over physical conservation works unless urgency is demonstrated.

CMPs must be prepared in accordance with the Heritage Act and ACT Heritage Council policy requirements

CMP application fees are available on the [ACT Heritage website](#). The funding amount applied for must be matched by the applicant. In-kind support such as project management may form part of the financial contribution.

## Community Participation

**Projects that actively engage people in understanding, celebrating and promoting heritage places and objects through education (of all ages), oral histories, tourism, digitisation, interpretation and events.**

**Priority will be granted to projects that add content to the Augmented Reality [Canberra Tracks App](#) (e.g. videos, audios, photography, holograms, geo-locator pips, etc).**

- Projects that enable community participation in the identification, conservation, interpretation and promotion of heritage in the ACT e.g. events aimed at young people, or events in the annual Canberra & Region Heritage Festival.
- Projects that facilitate the digitisation of collections to preservation standards, outsourced to a professional digitisation company.
- To meet accessibility standards, videos and audios developed for inclusion in the Canberra Tracks App and website must be accompanied by a transcript and, for videos, captioning.

Generally, funded projects have some financial or in-kind contribution by applicants as a demonstration of their commitment to the project. In-kind support may be in the form of project management, labour or materials.

Please note that interpretive signage must use the approved ACT Government Canberra Tracks signage template. Funding will only be provided to develop content for the existing Canberra Tracks Augmented Reality app. For further information, visit [Canberra Tracks](#).

Oral history applications must include:

- a list of potential interviewees
- a brief biography on why their story is important to the heritage of the ACT
- confirmation that verbal agreement has been given by the interviewee(s)
- a quote from an oral historian for research, conduct of interview and provision of timed summary or transcriptions of each interview.

Digitisation of magnetic media (such as audio cassette tapes, reel to reel, VHS etc) must include permissions or evidence of a reasonably diligent search to obtain permissions.

Costings must include provision of copies in the following formats on a portable hard drive to the ACT Heritage Library as well as for storage by the applicant:

- Audio recordings must be recorded in or digitised to .wav format. Access copies must be provided in MP3 format.
- Audio-visual recordings must be recorded in or digitised to jpg200 format. Access copies must be provided in MP4 format.

## Aboriginal Heritage

**Aboriginal projects initiated by or involving local Aboriginal communities in cultural heritage activities.**

**Applications for projects with Aboriginal heritage content must include evidence of prior consultation with the Representative Aboriginal Organisations (RAOs), the Ngunnawal community, or the broader Aboriginal community regarding the concept of the project.**

Generally, funded projects have some financial or in-kind contribution by applicants as a demonstration of their commitment to the project. In-kind support may be in the form of project management, labour or materials.

Please refer to the [Australian Heritage Commission Guidelines \(2002\) Ask First: a guide to respecting Indigenous heritage places and values](#).

Contact ACT Heritage on 13 22 81 to discuss consultation as required. For RAO contact details please refer to the [ACT Heritage website](#).

## Partnerships

**Projects that provide partnership opportunities between community organisations and ACT Government agencies.**

In the case of an ACT Government managed asset or place, community organisations must apply as project partners with ACT Government agencies and will be expected to provide a significant volunteer/in-kind contribution, which may include project management. The ACT Government agency will be expected to match the amount of funding applied for and provide written confirmation of this. This contribution may be in the form of cash, hours or materials. One organisation (community or ACT government) must manage the project i.e. take responsibility for project accountability and reporting requirements.

## Diversity

**Projects that reflect the Territory's diversity and equality. Documenting and recording the histories of women and Indigenous, multicultural, disability and LGBTQIA+ communities of the ACT.**

Recognition and celebration of these stories will help make our society more inclusive as we acknowledge the richness our diverse heritage brings to our present and future.

## What the program does not fund

- Any applicant who has an overdue unacquitted grant through the Program. Applicants intending to apply for a grant through the 2022–2023 Program should ensure that any overdue grant has been acquitted by the closing date of Friday 29 April 2022.
- Any applicant who does not provide an Australian Business Number (ABN) or a 'Statement by Supplier' from the Australian Taxation Office declaring why they have not provided an ABN.
- Projects where the item is an ACT Government general operation or core business.
- Activities to assist with day-to-day operational expenses, i.e. activities that are primarily the responsibility of you/your organisation, other ACT Government agencies or other external organisations.
- Projects without the written support of the project partner, or the owner(s)/property manager(s) of the heritage place or object.
- Projects that duplicate or repeat existing services, products or projects.
- A fee to cover public liability insurance for an organisation. Public liability insurance for individuals/community groups for the grant period is eligible.
- Purchase of office equipment, computer hardware/software, tools, photographic/video equipment.
- Activities related to a course of study or that form part of an assessment at an educational or training institution.
- Applications for retrospective funding or works underway.
- Project launches or catering costs for events.
- Any applicant who is a current staff member of ACT Heritage.
- Applications that do not address the assessment criteria, do not provide the required information, or do not comply with the requirements of these Guidelines.
- Any physical works that would diminish the heritage significance of places and objects, or damage Aboriginal places or objects.
- Excessive salaries and/or administrative costs. The Program will only fund salary and administrative expenses that can be demonstrated to relate to the grant project i.e. not to the normal operations of an organisation. These should be based on the relevant industrial award. Please see Fee Guide (back page) for a list of some of the recommended rates.



## How much is available?

The Program has approximately \$350,850 allocated for 2022–2023. A proportion of funding is allocated to the Community Heritage Partnership Projects that provide community services e.g. the free Heritage Advisory Service, the annual Canberra & Region Heritage Festival.

Information on recently funded projects is available from the [EPSDD website](#).

## Program timetable

| Date           | Announcement  |
|----------------|---|
| 5 March 2022   | Announcement of the 2022–23 ACT Heritage Grants Program |
| 29 April 2022  | Applications close                                      |
| August 2022    | Successful grant projects announced                     |
| September 2022 | Deeds of Agreement signed and projects commence         |



From left to right:

Historic Duntroon Dairy, Dace Cotterell exhibition

Lace making at Hall School Museum

Preparing ochre for cultural interpretation activity,  
Tidbinbilla Extravaganza

Free Serbian Orthodox Church of St. George, Forrest



# Preparing your grant application

Applications must be submitted through the online ‘Smartygrants’ application. For information on “Accessibility” refer to the inside front cover of this document.

Please complete all the required information on the application form and provide relevant attachments in order to successfully submit the online application. You will be asked to provide the following details:

## Applicant details

Accurate details will allow ACT Heritage to contact you at short notice during the assessment process. Please notify ACT Heritage if any of your details change or if you will be unreachable for any significant period of time.

If you do not have an Australian Business Number (ABN), please attach a ‘Statement by Supplier’ form, which can be downloaded from the [Australian Taxation Office](#) website.

## Project details

### Project title

Propose a project name that is descriptive, but brief. The name should indicate the type of project and the location or final outcome (if relevant).

### Project summary

Provide a summary of the project in 250 words or less.

## 2022–2023 funding priorities

Indicate which priority your project best meets.

## Outcomes

Describe the outcomes of the project and list all products and activities that will be produced as a result. If funded, this is what must be delivered at the conclusion of the project.

## Why are you proposing this project?

You must describe and demonstrate:

- the aims and objectives of the project; and
- why there is a need for your project and how urgent you consider it.

## Benefit to the heritage of the ACT

You must describe and demonstrate:

- the extent that your project protects, conserves and/or improves access to the heritage values and/or improves engagement or awareness of the heritage values; and
- How your project aligns with Heritage Act requirements, Conservation Management Plans, ACT Heritage Council policy and best practice heritage conservation as applicable to the place or object.

IMAGE: Brayshaws Homestead, Dace Cotterell exhibition



## Capacity, capability and resources

You must describe and demonstrate:

- who you are engaging and what they are doing:
  - » attach the cv of the people engaged for the project;
- your track record, and project partner track record where applicable, to successfully carry out similar projects;
- how you will manage the project, including providing required statutory development or heritage approvals (see table of approvals), budget and risk management; and
- how the project represents good value for money.

## Who is the audience?

Describe the audience for your project:

- think about how you can actively engage a broad demographic of people across the ACT, such as a range of ages and cultures – not just the members of your organisation;
- how will you reach your target audience – a product launch, radio/tv interviews, social media?
- if successful, you will be expected to hold an event in the Heritage Festival.

## Submission

**Applications must be received by COB  
Friday 29 April 2022.** Enquiries can be made by:

**Phone:** 13 22 81

**Email:** [heritage@act.gov.au](mailto:heritage@act.gov.au), or

**Website:** [environment.act.gov.au/heritage](http://environment.act.gov.au/heritage)

# Project budget

The budget is one of the most important aspects of the application. Applicants must ensure the budget is clear, accurate, realistic, and supported by appropriate documentation where necessary. Significant expenditure items in the budget must include written quotes or other appropriate forms of evidence. A fee to cover certification of income and expenditure under the grant by a duly qualified accountant for projects over \$50,000 may be included in the grant amount sought. For applicants who do not hold public liability insurance, the cost of this insurance for the period of the grant may be added to the grant amount sought.

Applications by community organisations for partnership projects with ACT Government agencies must include the amount to be contributed by the ACT Government agency and written confirmation by the agency.

Where the project requires prior heritage or planning approvals, application fees for those approvals must be included in the project budget.

## Permission, project support and approvals

If your project involves other organisations, people or stakeholders, you must provide written confirmation of in-kind and/or financial support or permission to access a heritage site/place from the asset owner/property manager.

In-principle support must be sought from Representative Aboriginal Organisations (RAOs), the Ngunnawal community, or the broader Aboriginal community for projects that relate to Aboriginal heritage.

If your project physically impacts on a heritage place or object, formal approvals, permits and costings must be detailed.

## Total funding sought

The grant amount sought must match the amount in the budget sheet. GST will be determined separately, depending on your GST status (see over for GST requirements).

## Insurance

The ACT Government requires applicants to hold appropriate insurances to cover the activities undertaken under the grant, in particular if any aspect of your project is to be undertaken on ACT Government managed assets, places or public land. Under normal circumstances, the appropriate level of insurance is \$20 million for public liability and \$10 million for professional indemnity, unless specified otherwise by the Territory. Professional indemnity insurance is only required when a fee is being charged for professional advice related to the Funded Activity. ACT Heritage strongly advises all applicants to seek their own advice regarding insurance.



### Eligibility

You must confirm that you are eligible for funding under the Program by ticking the boxes at the beginning of the application form.



### Declaration

Details of anyone involved in the project who is a current or past employee of ACT Heritage, current or past member of the ACT Heritage Council, or any other potential conflict of interest, must be declared in this section.



### Legal certification

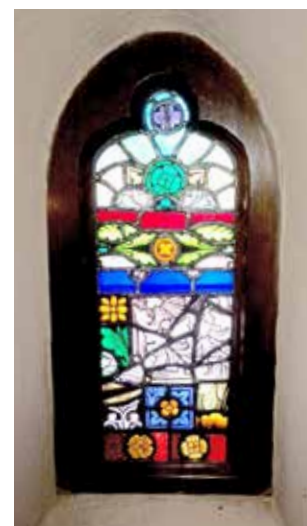
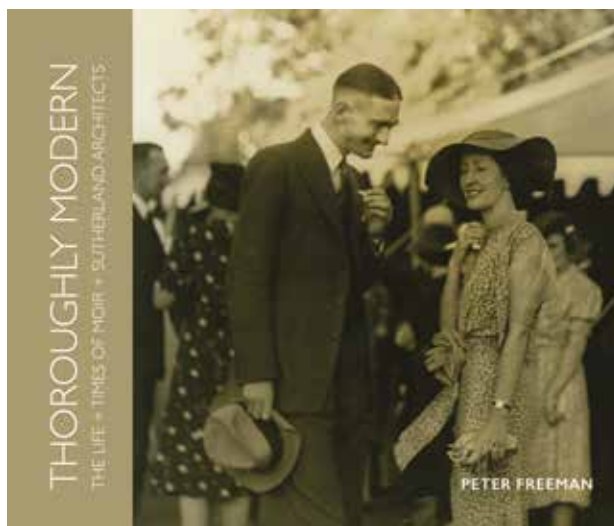
This section is to be completed by the individual applicant, or the relevant authorised officer in your organisation e.g. the chief executive officer, president, director.

Top: Lanyon Open Day

Below left: Restored historic street sign, Forrester

Below middle: moir + sutherland publication cover

Below right: Stained glass window, St John's Anglican Church, Reid



# GST and ABN

## GST requirements

All funding provided under the Program may be assessable as taxable income and may need to be included in your income tax return.

## If you have an ABN and are GST registered

All GST registered businesses that receive payments from the ACT Government to provide services will receive a 10% top up of their funding to take the GST into account. The total grant amount received (including GST) must be accounted for as a taxable supply (income) and 1/11th remitted to the Australian Tax Office (ATO) on your next Business Activity Statement (BAS) as GST payable. The

net funding that remains will cover the costs of your project excluding GST. Any GST that you pay on goods and services acquired for your project will be claimable by you as input tax credits.

## If you are not GST registered

Applicants must provide either an Australian Business Number (ABN) or a 'Statement by a Supplier' form stating they are not operating/running a commercial business. If you require advice in relation to this please contact the Australian Taxation Office on 13 28 66 or [ato.gov.au](http://ato.gov.au). You can apply for your ABN and register for GST through the [Business Entry Point's website](#).

# Other grant programs

Please also consider other sources of funding for your project. In some cases applicants may wish to apply to more than one program.

## ACT Environment Grants

ACT Environment Grants provide financial assistance to community-based environmental projects in the ACT.

**Web:** [environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants](http://environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants)

**Contact:** 13 22 81

## ArtsACT Funding Program

artsACT Funding Program offers artists and arts organisations a range of forms of funding assistance to help develop, promote and represent their work.

**Web:** [arts.act.gov.au/funding](http://arts.act.gov.au/funding)

**Contact:** (02) 6207 2384

## Events ACT

The ACT Event Fund has been established as a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festival and events sector.

**Web:** [events.canberra.com.au/event-organisers/funding-and-grants](https://events.canberra.com.au/event-organisers/funding-and-grants)

**Contact:** (02) 6205 4324

## ACT Department of Community Services

The Department of Community Services offers grant funding for the community through a range of programs including women's, Indigenous, youth, multicultural, and disabilities.

**Web:** [communityservices.act.gov.au/home/grants](https://communityservices.act.gov.au/home/grants)

**Contact:** 13 34 27

## National Library Community Heritage Grants

The Community Heritage Grants (CHG) program provides grants of up to \$15,000 to community organisations such as libraries, archives, museums, genealogical and historical societies, multicultural and Indigenous groups. The grants are provided to assist with the preservation of locally owned but nationally significant collections of public accessible materials.

**Web:** [nla.gov.au/content/community-heritage-grants-4](https://nla.gov.au/content/community-heritage-grants-4)

**Contact:** (02) 6262 1147

## Other financial support

### ACT Heritage Grants Emergency Fund

Applications must meet the funding priorities of the ACT Heritage Grants Program and have a demonstrated urgency that precludes it from the annual ACT Heritage Grants Program.

The fund was established for projects that:

1. protect and conserve heritage places and objects under threat of imminent destruction;
2. respond to unforeseen events such as urgent repairs and/or conservation works;
3. focus on age and infirmity such as oral histories that capture important aspects of Canberra's heritage.

This fund is comprised of an annual allocation, which varies depending on the amount of individual/community projects funded that year, as well as funds returned from cancelled or underspent grant projects.

Projects applying to the Emergency Fund are considered on a case-by-case basis, separate to the Heritage Grants Program's main schedule.

**Web:** [ACT Heritage Grants](#)

**Contact:** ACT Heritage on 13 2281

### Heritage Advisory Service

Free heritage and architectural advice is available for owners and prospective purchasers of registered buildings and places, including those within a heritage precinct. The Heritage Advisory Service provides guidance on works, alterations and additions, including renovating or extending a heritage place. The service is currently provided by Philip Leeson Architects Pty Ltd. This is an independent service supported by the ACT Government.

For details: [environment.act.gov.au/heritage/development-at-heritage-sites](https://environment.act.gov.au/heritage/development-at-heritage-sites)

# ACT Heritage Grants Program

Recommended rates for consultants — a guide to assist with the preparation of your grant application budget

| Consultant             | Hourly Rate   | Service  | Contact   | Comments   |
|------------------------|---|--|---|--|
| Archaeologist          | See Comments  | Assistants, Sub Consultants, Consultants.  | Australian Society of Consulting Archaeologists<br><a href="http://aacai.com.au">aacai.com.au</a>   | Visit website – “Policies” for Recommended Minimum Fee Scale                                 |
| Architect              | There is no Recommended Fee Schedule for architects | Architect  | Royal Australian Institute of Architects (ACT Chapter) - listed under Chapter Offices<br><a href="http://architecture.com.au">architecture.com.au</a> | Fees can either be percentage based, a lump sum or time charged ie. an hourly or daily rate. |
| Oral Historian         | See comments and website.                           | Interview only. Research, interview and timed summary/transcription for first interview hour.          | Oral History Australia<br><a href="http://oralhistoryaustralia.org.au">oralhistoryaustralia.org.au</a>  | Costings depend on project scope and provision of timed summaries or transcriptions.         |
| Historian – Levels 1-4 | \$77-\$210  | Conservation plans; heritage studies/surveys; historical research and writing; editing and publishing. | Australian Council of Professional Historians Association Inc.<br><a href="http://phansw.org.au">phansw.org.au</a>                                    | Rate varies according to project and negotiate between client and historian.                 |
| Genealogist            | Varies on scope                                     | Reports after analysis, research assessment.   | Australasian Association of Genealogists and Record Agents Inc.<br><a href="http://aagra.asn.au/fees">aagra.asn.au/fees</a>                           | Difficult research may attract higher rates.   |
| Editor                 | Varies on scope                                     | Professional editing of publications, reports etc.   | Canberra Society of Editors<br><a href="http://editorscanberra.org">editorscanberra.org</a>   | Rate dependent on scope of project.  |

IMAGE: Collier's Homestead Ruins



JOSEPH  
CLYDE  
W. JENSEN  
L. F. TAYLOR  
E. J. EVERETT  
J. W. JENSEN

Parrish  
1875