# Heritage Council of NSW Minutes - 470

9:00am – 2:10pm  
Wednesday 02 October 2019  
10 Valentine Avenue, Parramatta  
Conference Rooms 1 and 2 | Level 6

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<th>Governance Role</th>
<th>Incumbent</th>
<th>Position Title</th>
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<tr>
<td>Chair</td>
<td>Mr Frank Howarth PSM</td>
<td>N/A</td>
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<tr>
<td>Deputy Chair</td>
<td>Ms Sheridan Burke</td>
<td>N/A</td>
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<tr>
<td>Voting Member</td>
<td>Ms Louise Thurgood</td>
<td>N/A</td>
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<td>Voting Member</td>
<td>Mr Ian Clarke</td>
<td>N/A</td>
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<td>Voting Member</td>
<td>Ms Colleen Morris</td>
<td>N/A</td>
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<td>Voting Member</td>
<td>Mr Gary White</td>
<td>N/A</td>
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<tr>
<td>Heritage NSW</td>
<td>Ms Pauline McKenzie</td>
<td>Executive Director</td>
<td>Department of Premier and Cabinet</td>
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<td>Heritage NSW</td>
<td>Ms Jane Holden</td>
<td>Director, Heritage Strategy</td>
<td>Department of Premier and Cabinet</td>
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<td>Heritage NSW</td>
<td>Mr Tim Smith OAM</td>
<td>Director, Heritage Operations</td>
<td>Department of Premier and Cabinet</td>
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<td>Heritage NSW</td>
<td>Mr Steven Meredith</td>
<td>Regional Manager, Heritage South</td>
<td>Department of Premier and Cabinet</td>
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<td>Heritage NSW</td>
<td>Ms Olgica Lenger</td>
<td>Senior Team Leader Secretariat</td>
<td>Department of Premier and Cabinet</td>
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<td>Heritage NSW</td>
<td>Ms Natasha Agaki</td>
<td>Senior Secretariat Officer</td>
<td>Department of Premier and Cabinet</td>
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<tr>
<td>Heritage NSW</td>
<td>Ms Linda Bugarin</td>
<td>Assistant Secretariat Officer</td>
<td>Department of Premier and Cabinet</td>
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<tr>
<td>Heritage NSW</td>
<td>Ms Sarah Jane Brazil</td>
<td>Manager Heritage Near Me, Heritage Strategy</td>
<td>Department of Premier and Cabinet</td>
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*Item 4.5*  

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<tr>
<td>Heritage NSW</td>
<td>Mr Stewart Watters</td>
<td>Senior Team Leader, Heritage Information Manager, Heritage Operations</td>
<td>Department of Premier and Cabinet</td>
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<td>Item 4.6</td>
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<tr>
<td>Heritage NSW</td>
<td>Ms Jan Nye</td>
<td>Team Leader Grants, Heritage Strategy</td>
<td>Department of Premier and Cabinet</td>
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<td>Item 4.7</td>
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**Apologies**

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<tr>
<td>Voting Member</td>
<td>Mr David Major</td>
<td>N/A</td>
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<tr>
<td>Observer</td>
<td>Mr Dillon Kombumerri</td>
<td>N/A</td>
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MINUTES

Item 1. Welcome and formalities

Mr Frank Howarth PSM opened the meeting at 9:00 am, delivered an Acknowledgment of Country and welcomed attendees.

Apologies were accepted from Mr David Major and Mr Dillon Kombumerri, and it was noted that quorum had been met.

Council noted the resignation of Ms Jenny Davis as member of the State Heritage Register Committee (SHRC) and Chair of the Technical Advisory Panel (TAP) and formally extended their well wishes.

Council noted the following decision was made out of session:

1. Endorsement of Committees and Advisory Panels’ memberships, subject to a minor update to the appointment matrix.

Council thanked Ms Sheridan Burke, Mr Dillon Kombumerri and Ms Olgica Lenger for their work on the membership review.

Members were asked to raise any conflicts of interest with items on the agenda; no conflicts were declared.

Item 1.1. Minutes from previous ordinary meeting

The Heritage Council of NSW received the Minutes UNCONFIRMED from the previous ordinary meeting.

Resolution 2019-51

After discussion, the Heritage Council of NSW:

1. Confirmed the minutes of the previous ordinary meeting (Wednesday, 4 September 2019) as a complete and accurate record of that meeting.

Moved by Ms Sheridan Burke and seconded by Ms Colleen Morris.

Item 1.2. Action Report

1. The Heritage Council of NSW received the Action Report.

Decision

After discussion, the Heritage Council of NSW:

1. Noted the action report.

Item 2. Strategic Matters

Item 2.1. Heritage Council of NSW Strategic Plan
The Heritage Council of NSW received the Draft Heritage Council Strategic Plan and discussed the following:

1. Approach to determining overlaps with Heritage NSW projects and any earlier Heritage Council projects; and to the detailed scoping of individual projects;
2. The overall management and implementation of all projects moving forward, including the following reporting requirements:
   a. single monthly report on progress of projects overall which captures both performance and expenditure; and
   b. encapsulates activities, not considered projects, which are funded or partly funded by Council;
   c. consistency in nomenclature.
3. Formal processes and approach to the public release of the strategy.

Resolution 2019-52

After discussion, the Heritage Council of NSW:

1. **Agreed** to the overall plan text.
2. **Agreed** to giving priority to the nine projects outlined in the project descriptions.
3. **Agreed** to the nomination of specific Council members to form an oversight project control group (with others as necessary) for each project, with detailed project scoping to be undertaken as a priority.
4. **Agreed** in principle to the draft budget and timeframe allowed for each project, with final decision to be made out of session when project scoping is completed.
5. **Agreed** to recruit a skilled project manager with experience in strategy implementation as a matter of priority to manage the logistics of the projects.
6. **Agreed** to resolve the overlaps with Heritage NSW projects and any earlier Heritage Council projects.
7. Thanked the sub-committee for the strategic planning work completed.

**Moved by Mr Gary White and seconded by Mr Ian Clarke.**

**Item 2.2. Strategic Plan – Financial and Resource Strategy**

The Heritage Council of NSW received a paper on the Strategic Plan – Financial and Resource Strategy, and a verbal report from the Chair, Mr Frank Howarth PSM.

The Heritage Council of NSW discussed:

1. **Sponsorships Project**
   a. suggested use of existing policy and procedural guidelines by ICAC;
   b. policy work required by Heritage NSW on Service Agreements and the need to ensure alignment with the Grants program and sponsorship strategy;
2. Determining available resources within the Division for project delivery;

3. The need to develop a clear work plan prior to engaging a resource to coordinate and implement the projects;

4. Role and responsibilities and engagement of project manager.

**Resolution 2019-53**

After discussion, the Heritage Council of NSW considered the 2018 approved strategic projects and budget that are currently on hold and:

1. **Deferred** the Heritage Health Check Project (Tab 2.2C) until strategic projects are scoped and discussed in November or December;

Moved by Mr Ian Clarke and seconded by Ms Colleen Morris.

2. Agreed to progress with the Sponsorship and to allocate $20K for the development of policy and procedures, and to combine it with the Grants and Services Agreements project (Tab 2.2D);

Moved by Mr Ian Clarke and seconded by Ms Colleen Morris.

3. **Noted** that the Governance Review project is included in the Strategic Plan priority project 9.

4. **Deferred** the State Heritage Register Framework Project (Item 2.1) until the triage and prioritisation process is completed.

**Item 2.3. Value of History and ICOMOS Climate Change Action Statements**

The Heritage Council of NSW received a verbal report on the Value of History and ICOMOS Climate Change – Action Statements from the Chair, Mr Frank Howarth PSM.

**Resolution 2019-54**

After discussion, the Heritage Council of NSW:

1. **Endorsed** the History Councils’ of New South Wales, South Australia, Victoria and Western Australia: Value of History Statement and the ICOMOS: The Future of Our Pasts: Engaging cultural heritage in climate action report.

Moved by Ms Colleen Morris and seconded by Ms Sheridan Burke.

**Item 3. Legislation, Policy and Administrative Matters**

**Item 3.1. Reform of Heritage Act Assessment and Approval Functions**

The Heritage Council of NSW received and a paper and verbal report from Ms Jane Holden, Director, Heritage Strategy – Heritage NSW.

The Heritage Council of NSW discussed:
1. Updates to the project plan, more specifically in relation to the review of exemptions and the aim to further streamline processes, increase efficiency, and improve customer service;

2. How project outputs will feed in to the Heritage Management System;

3. Formal processes that inform project timeframes and whether alternative approaches can be employed to ensure a more immediate efficiency gain for the Division.

4. How this will fit in to work being done by the Department of Planning.

## Decisions

After discussion, the Heritage Council of NSW:

1. **Noted** the report on the overarching reform of the policies applied to Heritage Act assessment and approval functions.

### Item 4. Reports

#### Item 4.1. Executive Director, Heritage NSW Monthly Report

The Heritage Council of NSW received a paper and verbal report from Ms Pauline McKenzie, Executive Director, Heritage NSW.

The Heritage Council of NSW discussed:

1. Changes to member payment options;
2. Bylong Coal Project and consideration of Council’s role moving forward;
3. Interim Heritage Order requests;
4. Macquarie Street Precinct.

## Decisions

After discussion, the Heritage Council of NSW:

1. **Noted** the Executive Director’s Monthly Report.

#### Item 4.2. Chair of the Heritage Council of NSW Monthly Report

The Heritage Council of NSW received a verbal report from the Chair, Mr Frank Howarth PSM.

The Heritage Council of NSW discussed:

1. Aboriginal Cultural Heritage reforms and the intersection with other state legislation, particularly the *Land Rights Act*;
2. Meeting with the Board of the National Trust;
   
   a. National Trust digital resource and possibility of creating links with the Heritage Management System;
   
   b. Collaboration on climate change issues
3. The McKell Institute forum and possibilities for the projection of heritage through the Department of Foreign Affairs and Trade’s soft power strategy.

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<tr>
<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Noted</strong> the Chair’s Monthly Update.</td>
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**Item 4.3. Department of Planning, Industry and Environment Chief Planner’s Report**

The Heritage Council of NSW received a paper and verbal report from Mr Gary White, Chief Planner, Department of Planning, Industry and Environment.

The Heritage Council of NSW discussed:

1. The heritage conversation in the Local Strategic Planning Statements.

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<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Noted</strong> the Chief Planner’s Report.</td>
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**Item 4.4. Heritage Council Regional Visit 2019**

The Heritage Council of NSW received a paper and verbal report from the Chair, Mr Frank Howarth PSM.

The Heritage Council of NSW discussed:

1. Draft itinerary
2. Revised budget estimate.

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<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Noted</strong> the report.</td>
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<tr>
<td>2. <strong>Noted</strong> the revised estimated budget.</td>
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**Item 4.5. Resources and Publications – Project Update**

The Heritage Council of NSW received a paper and verbal report from Ms Sarah Jane Brazil, Manager Heritage Near Me, Heritage Strategy.

The Heritage Council of NSW discussed:

1. Dedicated staff member recruited for this project;
2. Ongoing engagement with the Technical Advisory Panel to consider and prioritise and potentially review publications; plans to consult the Heritage Advisory Panel;
3. Possibility of interstate funding for joint development of publishing guidelines; ongoing research on technical publications across states and territories, and the potential for Council to take lead in coordination;

4. Promotion and engagement opportunities, including at the ICOMOS GA 2020.

**Decisions**

After discussion, the Heritage Council of NSW:

1. **Noted** the report.

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**Item 4.6. Heritage Management System - Presentation**

The Heritage Council of NSW received a presentation and verbal report from Mr Stewart Watters, Senior Team Leader, Heritage Information Management, Heritage Operations and Mr Harish Parmar, Project Manager Delivery.

The Heritage Council of NSW discussed:

1. Data quality, reliability and consistency to improve with system driven processes;
2. Refresh of the State Heritage Inventory Web Application;
3. Linking LEP spatial information to Heritage Inventory records from the SHR and local councils, bringing spatial and textual systems together;
4. Socialising the HAP and TAP to assist with user testing;
5. Application of naming protocols.

**Decisions**

After discussion, the Heritage Council of NSW:

1. **Noted** the report.
2. Thanked Mr Stewart Watters and the team for their dedication to the HMS project.

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**Item 4.7. Heritage Grants Program – Short Promotional Films**

The Heritage Council of NSW viewed short promotional films presented by Ms Jan Nye, Team Leader Grants, Heritage Strategy.

**Decisions**

After discussion, the Heritage Council of NSW:

1. **Noted** the short promotional films.
2. Thanked the Grants Team for their hard work.
Item 5. Monthly and Quarterly Reporting

Item 5.1. Heritage Operations Monthly Reports

5.1.a Conservation Major Projects

The Heritage Council of NSW received a verbal report from Mr Tim Smith, Director Heritage Operations.

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<tr>
<td>1. Noted the report.</td>
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5.1.b Delegated Decisions

The Heritage Council of NSW received a verbal report from Mr Tim Smith, Director Heritage Operations, Heritage NSW.

1. Advertising on Sydney Harbour Bridge;
2. Exemptions, associated processes and procedures

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<td>The Heritage Council of NSW:</td>
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<td>1. Noted the report.</td>
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5.1.c Listings Matters

The Heritage Council of NSW received a verbal report from Mr Tim Smith, Director Heritage Operations, Heritage NSW.

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<td>1. Noted the report.</td>
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Item 5.2. Heritage Council Business Plan – Projects Status Update

5.2.a Business Plan Projects – Detailed Report

The Heritage Council of NSW received a verbal report from the Chair, Mr Frank Howarth PSM.
After discussion, the Heritage Council of NSW:

1. **Noted** the report.

### Item 6. Heritage Council Committees Updates

#### Item 6.1. State Heritage Register Committee Update

The Heritage Council of NSW received a presentation on the Triage & Prioritisation of Open SHR Nominations from Ms Sheridan Burke, Chair, State Heritage Register Committee and discussed:

1. Outcomes and methodology applied to determine significance criteria and priorities;

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<tr>
<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Noted</strong> the State Heritage Register Committee Update.</td>
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<tr>
<td>2. <strong>Congratulated</strong> the SHRC and Heritage NSW on the incredible work undertaken.</td>
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### Item 7. Heritage Council in Camera Session

*This section is not minuted.*

### Item 8. General Matters

#### Item 8.1. General Business

##### Item 8.1.a Heritage Council Meeting Schedule 2020

The Heritage Council of NSW received 2020 Heritage Council Meeting Schedule.

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<tr>
<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Noted</strong> the 2020 Heritage Council Meeting Schedule.</td>
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<tr>
<td>2. <strong>Agreed</strong> with proposed meeting dates for 2020.</td>
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The following matters were discussed by Council in session and are brought together here for clarity of record:

#### Item 8.1.a Calga Cultural Landscape

1. Ministerial announcement of the listing of Calga Cultural Landscape on Tuesday, 1 October 2019;
2. Congratulations to Ms Pauline McKenzie, Ms Cheryl Brown and Ms Alexandra Boukouvalas for this highly significant achievement.

Item 8.1.b Heritage Council’s Nominations to ACHAC

1. Council’s nomination to the Aboriginal Cultural Heritage Advisory Committee (ACHAC); preference for the nominee to be a member of the Heritage Council in order to facilitate connectivity between the two statutory bodies, and overall function of the Council.

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<th>Resolution 2019-55</th>
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<tr>
<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Nominated</strong> Dr Ray Kelly as representative of the Heritage Council to ACHAC until such time as the Heritage Council is in a position to nominate a member of the Council.</td>
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<td><strong>Moved by Ms Colleen Morris and seconded by Ms Sheridan Burke.</strong></td>
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Item 8.1.c Local Strategic Planning Statements

1. The immediate issue of assessment of Local Strategic Planning Statements by Heritage NSW; resource constraints, time frames, and impacts of incomplete assessment.

2. Longer term objective for State Government heritage functions to support Local Councils in their approach to managing heritage.

3. The Heritage conversation within the local strategic planning system.

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<tr>
<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Agreed</strong> to fund a highly experienced strategic planner for three months to provide Heritage Council’s input to review of local strategic planning statements.</td>
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<td><strong>Moved by Ms Sheridan Burke and seconded by Ms Colleen Morris.</strong></td>
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Ms Louise Thurgood abstained on the basis that this activity should be core funded by Heritage NSW.

Item 8.2. Forward Agenda

The Heritage Council of NSW received the forward agenda.

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<td>After discussion, the Heritage Council of NSW:</td>
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<tr>
<td>1. <strong>Noted</strong> the forward agenda.</td>
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</table>
Item 8.3. Meeting close

There being no further items of business, the Chair, Mr Frank Howarth PSM closed the meeting at 2:10pm.

Mr Frank Howarth PSM

Chair, Heritage Council of

NSW Date: 5 November 2019