

# presentations to the Heritage Council

ALTERNATIVES TO  
PRESENTATIONS

APPROVAL OF PRESENTATIONS

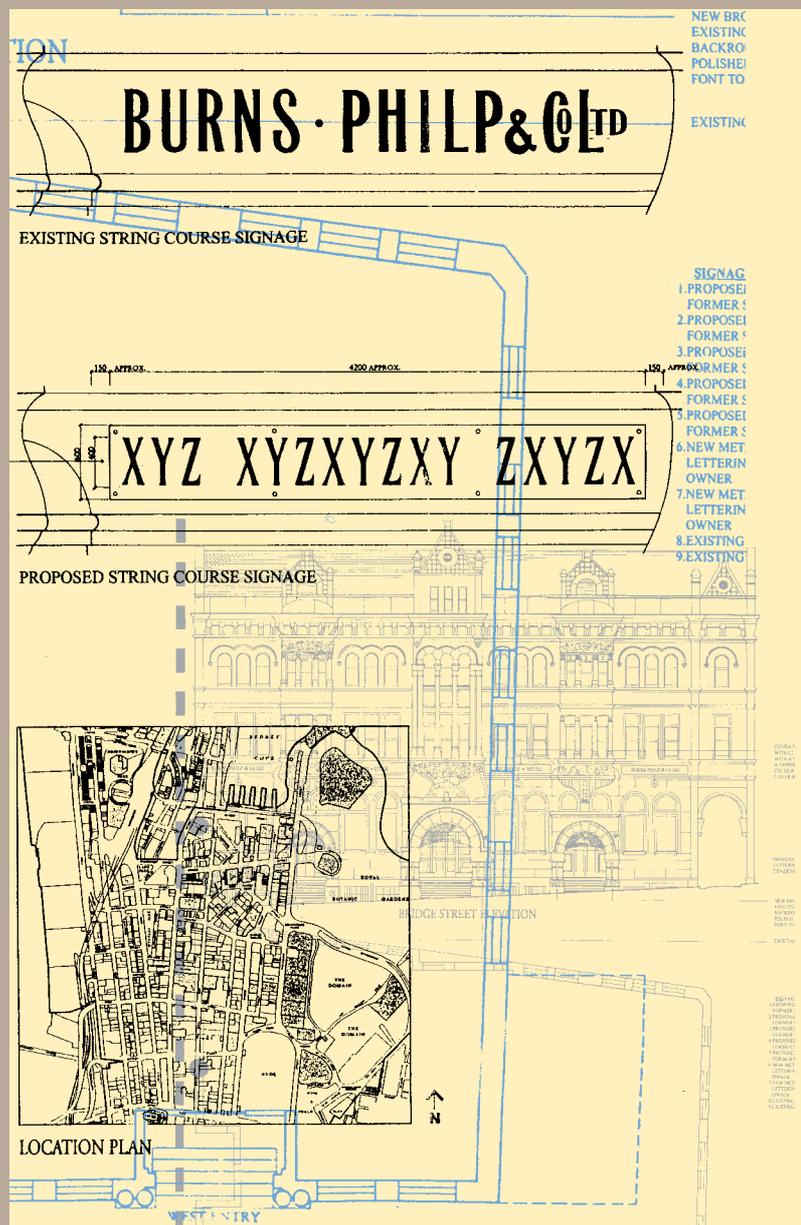
LENGTH OF PRESENTATIONS

INFORMATION TO BE  
PRESENTED

GRAPHIC MATERIAL

ADVICE TO THE HERITAGE  
OFFICE

HERITAGE COUNCIL ONLINE





Members of the Heritage Council of NSW with the Chair, Mrs Hazel Hawke.  
*Photograph by Paramount Studios*

## The Heritage Council is appointed by the NSW Government to:

- provide advice on heritage matters to the Minister for Urban Affairs and Planning;
- recommend items of State significance for listing on the State Heritage Register;
- recommend the interim protection of potential heritage items so that an assessment of their significance can be made;
- determine proposed changes to items on the State Heritage Register to retain the items' heritage significance; and
- advise the community on heritage.

## THE HERITAGE COUNCIL AND ITS COMMITTEES RECEIVE A NUMBER OF PRESENTATIONS FROM OWNERS, APPLICANTS, HERITAGE GROUPS, LOCAL COUNCILS AND COMMUNITY ORGANISATIONS.

These guidelines are designed to assist presenters to make the best possible use of their time in these meetings.

In particular, presentations are often made to the Heritage Council or its committees when:

- there is a heritage assessment or conservation management plan for the item under discussion;
- the report prepared by the Heritage Office recommends refusal;
- the Heritage Office's report contains a recommendation which is not supported by the owner, applicant or interested party.

### ALTERNATIVES TO PRESENTATIONS

A short written submission of 1-2 pages can be made to correct any factual errors in the Heritage Office's report to the Heritage Council, or to add more information. This report must be received before 12 noon on the day before the meeting.

### APPROVAL OF PRESENTATIONS

The Director of the Heritage Office, in consultation with the Chair or Deputy Chair of the Heritage Council or the relevant committee, will decide whether a presentation is necessary.

### LENGTH OF PRESENTATIONS

Presentations are limited to ten minutes maximum, and to one speaker, unless varied by the Chair or Deputy Chair of the Heritage Council or committee.

### INFORMATION TO BE PRESENTED

Presentations in relation to applications under consideration for Integrated Development Assessment or section 60 of the *Heritage Act 1977* should focus on the issues that relate to heritage concerns and should include the following:

- a brief statement of heritage significance;

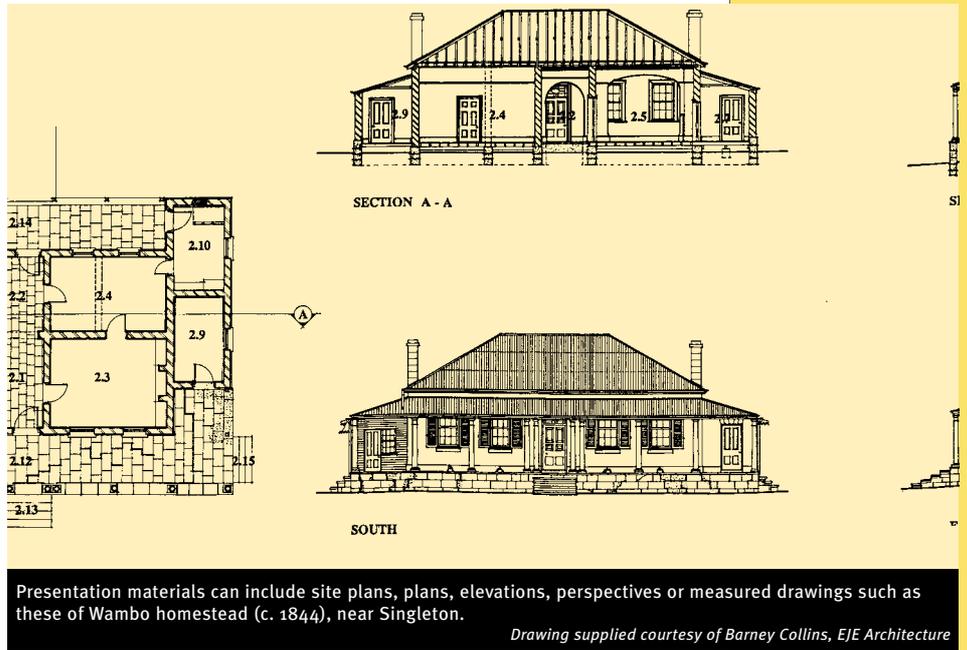
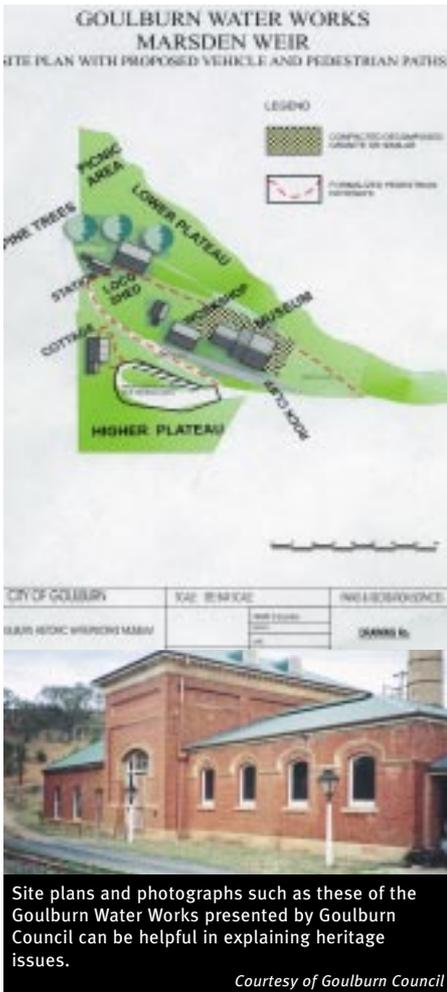


Fort Denison, Sydney.

*Photograph by Kylie Bishop*

- an explanation of the impact of the proposal on the significance of the place;
- a case for the proposal or explanation of the issue;
- a response to any matters that the Heritage Office may have raised regarding the proposal;
- a response to questions or concerns of the Heritage Council or Approvals Committee.

The content for presentations on other matters should be discussed with the relevant Heritage Office staff member well ahead of the meeting.



#### GRAPHIC MATERIAL

Graphic material is very helpful in any presentation, but particularly in regard to potential changes to listed heritage items. This could include the following:

- a site plan, plans, elevations and perspectives (drawings should show the heritage item in its current state, its curtilage and site features in relation to the proposal)
- photographs of the site
- a photo-montage
- a model
- slides or video.

The Heritage Office has a range of equipment that can be used for presentations, including the following:

- data projector
- slide projector
- overhead projector
- epidiascope (hard copy projector)
- projection screen
- white board.

#### ADVICE TO THE HERITAGE OFFICE

It will be helpful to fax or e-mail the following information regarding your presentation to the relevant Heritage Office staff member two days prior to the meeting:

- Date of meeting
- Project / heritage item name
- Address (if applicable)
- Name of owner or applicant or organisation
- Name of presenter
- Names of other people attending the meeting
- Equipment required.

Graphic material is very helpful in any presentation, but particularly in regard to potential changes to listed heritage items.



#### HERITAGE COUNCIL ONLINE

For further information you can access the Heritage Council *Code of Meeting Practice* via the Heritage Office homepage at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au) or contact the Office for a copy.

#### GUIDELINES IN THIS SERIES:

- 1 the role of the Heritage Council
- 2 the State Heritage Register
- 3 the approvals process
- 4 presentations to the Heritage Council

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Cover: Architectural plan for the former Burns Philp & Co building in Bridge Street, Sydney.

*Courtesy of Conybeare Morrison & Partners*