



Hawkesbury City Council

heritage  
committee  
business  
paper

date of meeting: 22 July 2021

location: by audio-visual link

time: 5:00 p.m.



**HERITAGE COMMITTEE**

**Table of Contents**

**Meeting Date:** 22 July 2021

**AGENDA**

- **WELCOME**
- **APOLOGIES**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **SECTION 2 - Reports for Determination**

**HERITAGE COMMITTEE**

**Table of Contents**

**Meeting Date:** 22 July 2021

**HERITAGE COMMITTEE****Table of Contents****Meeting Date:** 22 July 2021**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>SECTION 1 - Confirmation of Minutes</b>		<b>3</b>
	ROC - Heritage Committee Minutes - 11 March 2021 - (95496, 80242, 124414)	3
<b>SECTION 2 - Reports for Determination</b>		<b>17</b>
Item: 1	HC - Hawkesbury Local Government Area - Aboriginal Cultural Heritage Study - (80242, 124414, 95498)	17
Item: 2	HC - Hawkesbury Heritage Strategy 2021/2022 - 2023/2024 - (80242, 124414, 95498)	19
Item: 3	HC - Heritage Grant Funded Projects Update - (80242, 95498, 124414)	29
Item: 4	HC - Update on Liveability Project including Historical Heritage Assessments - (80242, 95498, 124414)	32
Item: 5	HC - Local Heritage Assistance Fund 2020/2021 - Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties Within the Hawkesbury Local Government Area Outcomes - (80242, 95498, 124414)	34
Item: 6	HC - Successful Grant Funding from NSW Heritage, Department of Premier and Cabinet for Council's Heritage Advisory Service and the Local Heritage Assistance Fund Grants Program - (80242, 95498, 124414)	40
Item: 7	HC - Draft Heritage Information Sheets - (80242, 95498, 124414)	42
Item: 8	HC - Missing Historical Mile Marker from Roadside Reserve Outside 54 Windsor Street East Richmond - (80242, 95498, 124414)	44
Item: 9	HC - Heritage Signage - (80242, 95498, 124414)	46
Item: 10	HC - Richmond Bridge Duplication Project - Release of Preferred Option Report by Transport for NSW - (80242, 95498, 124414)	48
Item: 11	HC - Hawkesbury Heritage Awards - (80242, 95498, 124414)	50

**HERITAGE COMMITTEE**

**Table of Contents**

**Meeting Date:** 22 July 2021

heritage  
committee

section 1

confirmation of minutes

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date:** 22 July 2021

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

**SECTION 1 - Confirmation of Minutes**

**ROC - Heritage Committee Minutes - 11 March 2021 - (95496, 80242, 124414)**

Minutes of the Meeting of the Heritage Committee held by Audio-Visual link, on 11 March 2021, commencing at 5:05pm.

**Present:** Councillor Danielle Wheeler, Chairperson  
 Mr Graham Edds, Deputy Chairperson  
 Councillor Peter Reynolds, Hawkesbury City Council  
 Councillor Nathan Zamprogno, Hawkesbury City Council  
 Ms Abigail Ball, Community Representative  
 Mr Michael Edwards, Community Representative  
 Ms Janice Hart, Community Representative  
 Ms Helen Mackay, Community Representative  
 Ms Michelle Nichols, Community Representative  
 Mr Steve Rawling, Community Representative  
 Ms Venecia Wilson, Community Representative  
 Ms Deborah Hallam, Community Representative  
 Ms Jan Barkley-Jack, Community Representative  
 Ms Judy Newland, Community Representative

**Apologies:** Nil.

**In Attendance:** Mr Andrew Kearns, Hawkesbury City Council  
 Mr Jeff Organ, Hawkesbury City Council  
 Mr Charles McElroy, Hawkesbury City Council  
 Ms Tracey Easterbrook, Hawkesbury City Council  
 Mr Otto Cserhalmi, Heritage Adviser

Member	31/10/2019	05/03/2020	29/10/2020	11/03/2021
Councillor Danielle Wheeler, Chairperson	✓	✓	✓	✓
Mr Graham Edds, Deputy Chairperson	✓	✓	✓	✓
Councillor Peter Reynolds	A	✓	✓	✓
Councillor Nathan Zamprogno	✓	A	✓	✓
Ms Abigail Ball	A	✓	✓	✓
Mr Michael Edwards	✓	✓	✓	✓
Ms Helen Mackay	✓	✓	✓	✓
Ms Judy Newland	✓	✓	X	✓
Ms Michelle Nichols	✓	✓	✓	✓
Mr Steve Rawling AM	✓	✓	✓	✓
Ms Venecia Wilson	A	✓	✓	✓
Ms Janice Hart	✓	✓	✓	✓
Ms Deborah Hallam	✓	A	✓	✓
Ms Jan Barkley-Jack	-	✓	✓	✓

**Key:** A = Formal Apology      ✓ = Present      X = Absent - no apology

*The Chairperson commenced the meeting with an acknowledgement of Indigenous Heritage.*

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

**DECLARATION OR INTERESTS**

Mr Graham Edds declared an interest on Item 2.  
Mr Michael Edwards declared an interest on Item 2.  
Ms Abigail Ball declared an interest on Item 2.

**CONFIRMATION OF MINUTES**

RESOLVED on the motion of Mr Edds, and seconded by Mr Edwards that the Minutes of the Heritage Advisory Committee held on the 29 October 2020 be confirmed with the following amendment to Item 5 discussion points.

*"With respect to tree selection, water seeking trees would be of concern and potentially cause drainage blockages. Should Council select canopy trees, consideration should be given to the control of roots with root barriers."*

**SECTION 2 - Reports for Determination**

**Item: 1**                      **SS - Council Committee Constitution - (95496)**

**Directorate:**              Support Services

---

**OFFICER'S RECOMMENDATION:**

That the Council Committee Constitution be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Wilson, seconded by Councillor Zamprogno.

That:

1. The Council Committee Constitution be received and noted.
2. Committee Members provide a list of concerns relating to the Council Committee Constitution for further discussion.
3. The Heritage Committee seek clarification on the name of the Committee, and whether it should be referred to as:
  - a) Heritage Committee; or
  - b) Heritage Advisory Committee

**PRESENTATION**

The Director Infrastructure Services addressed the Committee to provide an update on the archaeology salvage of the Windsor Bridge, and advised:

- Council has taken possession of the following materials, and stored in Councils inventory:
  - Approximately 600 pieces of sandstone from the road infrastructure
  - 32 of the bridge handrail brackets
  - Three upper pier sections of the lower caissons
  - A section of the concert bridge deck approximately 2m x 3m
  - One cross brace and brackets

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

- Two walkway beams 12 meters in length from the pedestrian walkway
  - One Lewis bolt intact (other bolts or sections may also be obtained)
  - Rope ladder six meters in length
- Transport for NSW still have items, that will be transferred to Hawkesbury City Council.
- Council will ultimately seek advice on the use of these items for
  - Interpretation
  - Adaption or reuse
  - Other purposes

**Item: 2**                      **Heritage Committee Outstanding Actions - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

Ms Ball declared a pecuniary interest Point 19

Mr Edds declared a pecuniary interest Point 8.

Mr Edwards declared a pecuniary interest Point 8.

**OFFICER'S RECOMMENDATION:**

That the Heritage Committee:

1. Considers the outstanding actions contained within Table 1
2. Prioritises the outstanding actions and recommends deadlines for these actions to be reported back to Council for consideration.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Wilson, seconded by Mr Rawling

That the Heritage Committee:

1. Considers the outstanding actions contained within Table 1
2. Prioritises the outstanding actions and recommends deadlines for these actions to be reported back to Council for consideration.

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>1. Aboriginal Cultural Heritage Study</b>	Provide Council with advice to assist with the consideration of the Draft Aboriginal Cultural Heritage Study by 31 July 2021.	<p>Input into the draft Aboriginal Cultural Heritage Study was previously provided by the Heritage Advisory Committee at its meeting on 29 October 2020. The final draft incorporating advice from aboriginal representative groups and individuals, and the Heritage Advisory Committee has been completed and will be presented for consideration by the Heritage Committee at the next available meeting prior to being presented to Council for endorsement.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority and able to be completed</li> <li>• Completion Date: Next Meeting of the Committee.</li> </ul>
<b>2. Design Excellence Principles into Councils LEP</b>	Provide a report with regard to what options are available to incorporate Design Excellence Principles relating to heritage into the LEP by 31 July 2021.	<p>LEP Review project is currently underway, and advice will be sought from the Heritage Committee as this project progresses.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority and able to be undertaken</li> <li>• Completion Date: Next Meeting of the Committee.</li> </ul>
<b>3. Hawkesbury Heritage Strategy</b>	Provide Council with advice regarding the Draft 3 Year Heritage Strategy by 31 July 2021.	<p>Heritage Advisory Committee provided advice on the updated Heritage Strategy at its meeting on 29 October 2020. Final draft incorporating advice from Heritage Advisory Committee has been completed and will be presented for consideration by the Heritage Committee at the next available meeting.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Medium Priority and able to be completed</li> <li>• Completion Date: Next Meeting of the Committee.</li> </ul>

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

<b>Topic Description</b>	<b>Proposed Outstanding Action</b>	<b>Status Update</b>
<b>4. State Heritage Listing</b>	Provide Council with advice regarding the merits and requirements of the proposed State Listing of the Singleton's Watermill site when NSW Heritage provide a request for further information.	<p>Council's application for State Listing of the Singleton's Mill site has progressed through the Heritage NSW Prioritisation Committee in December 2020. The application is being assessed by NSW Heritage, and it is expected that further historical research and clarification may be required. Following receipt of advice from NSW Heritage in terms of additional information requirements, advice and assistance will need to be sought from the Heritage Committee.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"><li>• High Priority but awaiting response from NSW Heritage with respect to submitted application for State Heritage listing.</li></ul>

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>5. Brick Barrel Drains - Richmond</b>	Provide Council with advice regarding the preservation of the Brick Barrel Drains in Richmond by 31 July 2021.	<p>Council has previously undertaken CCTV footage of the Richmond Barrel Drainage System in order to ascertain the condition of the drains. The location of the heritage drains is plotted on Council's stormwater drainage plans. Further advice will be sought from the Heritage Committee at the next available meeting with respect to potential land use controls that could be considered in order to assist in preservation of the brick barrel drainage system at Richmond.</p> <p>The Committee highlighted that due to the outcome of the brick barrel drain associated with the Windsor Bridge Replacement Project, that these tunnels, and other drains within the Macquarie Towns had an elevated level of importance. Additionally that adoption of existing archaeological studies within the Macquarie Towns or further studies were necessary in order to ensure that Council was being proactive in terms of identifying potential archaeology. Further, that the footprint of the Macquarie Towns should be included in the LEP Review.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: Next Meeting of the Committee.</li> </ul>
<b>6. Heritage Information</b>	Provide Council with draft Heritage Information Sheets by 31 July 2021.	<p>The content for an initial set of Information Sheets in an overall series is being prepared, and will be presented for consideration by the Heritage Committee at the next available meeting.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• High Priority and able to be completed</li> <li>• Completion Date: Next Meeting of the Committee for first in the series of Information Sheets, and then ongoing.</li> </ul>

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>7. Hawkesbury Birthplace of the Fair Go</b>	Provide options for Council to consider the recognition and leverage of the 'Hawkesbury Birthplace of the Fair Go' by 31 July 2021.	<p>Working Group to be formed and report back to the next Committee Meeting.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: Working Group to report to the next Meeting of the Committee.</li> </ul>
<b>8. Grant Funding Projects</b>	Provide Council with advice regarding the Heritage Study, including heritage items that should be included or currently listed items to be excluded by 31 August 2021.	<p>Further input and assistance with research is required in order to progress the Heritage Study, with Working Group to be reactivated.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: Update to be provided to next Meeting of the Committee.</li> </ul>
	Provide Council with advice on the progress of finalising the heritage grant funded projects by 31 July 2021.	<p>Mr Edds and Mr Edwards declared interests on this item.</p> <p>Existing Heritage Grants have progressed with the following nearing completion:</p> <ul style="list-style-type: none"> <li>• Aboriginal Cultural Heritage Study</li> <li>• Strategic Conservation Management Plans for Cemeteries</li> <li>• Works to Individual Properties</li> </ul> <p>A report detailing an update on the finalisation of these grants will be provided at the next meeting of the Heritage Committee.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Medium Priority</li> <li>• Completion Date: Update to be provided to next Meeting of the Committee.</li> </ul>

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>9. Heritage Awards</b>	Provide Council with advice regarding the merits and logistics of establishing a Heritage Awards Program by 31 August 2021.	<p>The Heritage Awards Working Group had previously prepared a Proposal for the Implementation of a Heritage Awards Program, including a Photography Award. Further work with respect to the merits and logistics of such an Awards Program pending the finalisation of Council's 2021/2022 Operational Plan process.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: Report to be prepared for next Meeting of the Committee.</li> </ul>
<b>10. Richmond Bridge Duplication Program</b>	Council to consider referring this matter when the Corridor Options Report is released by Transport for NSW.	<p>The release of corridor options report by Transport for NSW is still pending.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• High Priority but waiting on the release of the Corridor Options Report by Transport for NSW.</li> <li>• Completion Date: Referral to Committee pending release of Corridor Options Report.</li> </ul>
<b>11. Liveability</b>	Provide Council with advice as to the heritage impacts of the proposed town centre revitalisation project by 31 August 2021.	<p>The Heritage Advisory Committee has previously provided input into the Liveability Project within Richmond, Windsor and South Windsor, and as the project progresses further input will be sought.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: Further reporting on the project to the Committee will occur.</li> </ul>

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>12. General Assembly</b>	Provide a report in regard to whether Council participates in the General Assembly now scheduled for 2023.	<p>The “Explore Hawkesbury’s Heritage Tour” was previously prepared based on input from the Heritage Advisory Committee. However, the 2020 General Assembly in Sydney was postponed due to the COVID-19 Pandemic. The General Assembly has been rescheduled for 2023 with the Hawkesbury to continue as a tour option for delegates. Reconsideration of the tour program will be required closer to the date of the General Assembly in 2023.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Low Priority/Long Term</li> <li>• Completion Date: 2023.</li> </ul>
<b>13. Historical Mile Markers</b>	Provide a report in regard to what is required for the interpretation and conservation of mile markers by 31 July 2021.	<p>An update report will be provided to the next meeting of the Heritage Committee to outline progress made with respect to interpretation of the missing mile marker from Windsor Street, Richmond and conservation of the existing mile marker on Castlereagh Road, Agnes Banks.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Medium Priority</li> <li>• Completion Date: 31 July 2021.</li> </ul>
<b>14. Heritage Study</b>	Duplicate of Section 8.	Duplicate of Section 8.

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>15. Heritage Signage</b>	Provide Council with advice regarding the possibility of implementing a consistent theme and approach to Heritage Signage by 31 August 2021.	<p>There have been ongoing discussions through the Heritage of Western Sydney (HoWS) Group with respect to a consistent approach to Heritage Signage across Western Sydney, including the Hawkesbury Local Government Area. Heritage interpretation is also a key component to the town centres liveability project. A further update with respect to this matter will be provided to the next available Heritage Committee.</p> <p>The Committee highlighted the importance and need for heritage signage to be installed as soon as possible.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: 31 August 2021.</li> </ul>
<b>16. Macquarie Towns</b>	Provide a report in regard to what steps are required to finalise the State Listing of the Macquarie Towns by 31 August 2021.	<p>Further work is required in order to progress with the preparation of an application for State Listing of the Macquarie Towns. A separate working group is to be formed to advance this matter.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: 31 August 2021.</li> </ul>
<b>17. Howe House</b>	Council to consider referring this matter to the committee should the Conservation Management Plan be reviewed in the future.	<p>Pending a review of the Howe House Conservation Management Plan.</p> <p>The Committee identified a need to include a flag in the Heritage Strategy to review old Conservation Management Plans</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: Long Term.</li> </ul>

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 22 July 2021**

Topic Description	Proposed Outstanding Action	Status Update
<b>18. Heritage Trails</b>	Provide advice to Council as to the merits of and factors to consider in the preparation of Heritage Trail Flyers by 31 August 2021.	<p>Further work is required in order to progress with the preparation of Heritage Trail Flyers. An update report will be provided to the next available Committee Meeting.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• High Priority</li> <li>• Completion Date: 31 August 2021.</li> </ul>
<b>19. Insurance of Properties Subject to Flooding</b>	Matter of preparation of a report on the options available to Council to assist our residents access wider affordable insurance coverage for heritage and flood affected properties be referred to the Disaster and Emergency Committee.	<p>Ms Ball declared an interest on this item.</p> <p>The Heritage Advisory and Floodplain Risk Management Advisory Committee's received a presentation from the Insurance Council of Australia regarding issues of insurance cover for non-heritage and heritage properties on flood affected land on 1 November 2018. Grant funding applications for projects to address this issue have to date been unsuccessful.</p> <p>The Heritage Committee considered that the issue should be considered by the Disaster and Emergency Committee given they had little scope to address the matter.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Matter to be referred to Disaster and Emergency Committee.</li> </ul>

The meeting terminated at 7:43pm.

oooO END OF REPORT Oooo

**HERITAGE COMMITTEE**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date:** 22 July 2021

heritage  
committee

section 2

reports  
for determination

**HERITAGE COMMITTEE**

**SECTION 2 - Reports to Determination**

**Meeting Date:** 22 July 2021

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**SECTION 2 - Reports for Determination**

**Item: 1**                      **HC - Hawkesbury Local Government Area - Aboriginal Cultural Heritage Study - (80242, 124414, 95498)**

**Previous Item:**        HC - Item A General Business (1 August 2019)  
                              HC - Item 5 (6 August 2020)  
                              HC - Item 1 (29 October 2020)

**Directorate:**            City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to seek a recommendation from the Heritage Committee that Council publicly exhibit the Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study.

**EXECUTIVE SUMMARY:**

Following receipt of funding from the then Department of Environment and Heritage to undertake a Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study, Council engaged GML Heritage to undertake the Study.

The study has now completed site inspections and consultation with the local Aboriginal community and representative organisations.

A draft of the study has been previously circulated to Committee members for consideration.

A recommendation is sought from the Heritage Committee that Council publicly exhibit the Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study.

**RECOMMENDATION:**

That the Heritage Committee recommends that Council publically exhibit the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage.

---

**BACKGROUND**

An amount of \$30,000 was granted to Council by the then Department of Environment and Heritage on a dollar for dollar basis to undertake a Hawkesbury wide Aboriginal Cultural Heritage Study. Council's original funding application had been for 100% funding.

The Hawkesbury City Council local government area covers an approximate area of 2,800km<sup>2</sup> and has not previously undertaken a comprehensive Aboriginal Cultural Heritage Study.

Being the 3rd oldest European settlement, the Hawkesbury Local Government Areas was one of the earliest places of contact and conflict with the Darug people - it is important to assess and map archaeology including that early period of contact and conflict.

The study explored how a holistic assessment of Aboriginal heritage values can be undertaken and then built into land use planning and Environmental Impact Assessment.

## HERITAGE COMMITTEE

### SECTION 2 - Reports to Determination

Meeting Date: 22 July 2021

The study extends its focus beyond the management of archaeological sites and relics, towards the integration of natural and cultural heritage and consideration of the full range of traditional, historic and contemporary values of Aboriginal communities.

The outcomes of the project include:

1. Comprehensive assessment and mapping of the historic known and unknown Aboriginal archaeological sites and relics in consultation with the Aboriginal community to build a complete picture of the cultural landscape of the Hawkesbury.
2. Comprehensive assessment and mapping of the historic and contemporary Aboriginal cultural heritage values in conjunction with local communities to complement the existing traditional and archaeological values in order to build a more complete picture of the cultural landscape of the study area.
3. Integrating Aboriginal cultural heritage into land use planning and Environmental Impact Assessment.
4. Establish effective mechanisms for community involvement in land use planning in the study area and a basis for communication between Government, landowners and the community about Aboriginal Heritage.

Council has undertaken the project management of the study, with clear scope and objectives to limit uncertainty in the project. In addition, Council and GML Heritage have closely liaised with local Aboriginal communities on the development of the project, timing, and study objectives to ensure that the study is reflective and sympathetic of any sites and relics that are sensitive in nature as part of the Draft Reconciliation Action Plan.

GML Heritage were engaged to carry out the heritage study and have completed site inspections and consultation with the local Aboriginal community.

Council has liaised with all Aboriginal groups and Significant Community Elders in line with the Draft Reconciliation Action Plan from inception of the project to ensure transparency and sensitivity to any sites, relics that may have been identified through the process.

#### **Draft Hawkesbury Aboriginal Cultural Heritage Study**

The Study has progressed to a final draft stage and has been included as Attachment 1.

It should be noted that there is a restricted and public version. The public version attached has had sensitive images of sites and locations removed.

The Study includes the following:

- Making the Hawkesbury Landscape – a geomorphological record
- Ancient Hawkesbury – an archaeological record
- Understanding the Place – historical context
- Aboriginal Community Consultation
- Sensitive Zones
- Heritage Management Recommendations.

Endorsement for the purposes of public exhibition of the Study from the Heritage Committee is now sought prior to the matter being reported to Council.

#### **ATTACHMENTS:**

**AT 1** Hawkesbury Aboriginal Cultural Heritage Study – GML Heritage (Public Version) - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 2**                      **HC - Hawkesbury Heritage Strategy 2021/2022 - 2023/2024 - (80242, 124414, 95498)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to seek endorsement of the Heritage Committee with respect to the preparation of a Draft 3 Year Heritage Strategy for the period 2021/2022 – 2023/2024.

**EXECUTIVE SUMMARY:**

It is a requirement of the NSW Heritage Grants Program funding from NSW Heritage that a heritage strategy be in place for a 3 year period. The current strategy is due to expire in July 2021 and input from the Heritage Advisory Committee was previously sought and received as part of the process of preparing an updated Strategy. Amendments have been made to the Draft 3 Year Heritage Strategy for the 2021/2022 – 2023/2024 period incorporating the recommendations of the Heritage Advisory Committee.

**RECOMMENDATION:**

That the Heritage Committee endorse the Draft 3 Year Heritage Strategy for the 2021/2022 – 2023/2024 period.

---

**BACKGROUND**

NSW Heritage runs the NSW Heritage Grants Program which provides funding to councils to assist with the management of heritage items in their respective Local Government Area (LGA). A requirement of the Heritage Grants Program is that Councils must prepare, adopt and implement a three year Heritage Strategy based on 'Recommendations for local council heritage management' OEH 2013 (copy attached as Attachment 1).

Given Hawkesbury's current Heritage Strategy is due to expire in July 2021, a draft Strategy for the next three 3 year period (2021/2022 - 2023/2024) needs to be finalised. The draft Strategy should be based upon nine recommendations contained in the current Heritage Strategy which in turn are informed by the 'Recommendations for local council heritage management' OEH 2013.

- Recommendation 1 Establish a heritage committee to deal with heritage matters in your area
- Recommendation 2 Identify the heritage items in your area and list them in your local environmental plan
- Recommendation 3 Appoint a heritage advisor to assist the council, the community and owners of listed items
- Recommendation 4 Manage local heritage in a positive manner
- Recommendation 5 Introduce a local heritage fund to provide small grants to encourage local heritage projects
- Recommendation 6 Run a main street program
- Recommendation 7 Present educational and promotional programs
- Recommendation 8 Set a good example to the community by properly managing places owned or operated by council
- Recommendation 9 Promote sustainable development as a tool for heritage conservation.

The draft Strategy should include a new theme and a number of actions and retain the current ongoing actions to provide a framework for Council over the next 3 year period in the management of Hawkesbury's diverse and important history and heritage needs.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

The current Heritage Strategy (2018/2019 – 2020/2021) is included as Attachment 2

**Current Heritage Related Projects**

When considering the preparation of a new Draft 3 Year Heritage Strategy, it is useful to consider the various heritage related projects that are currently underway, and which include:

- Aboriginal Heritage Strategy
- Heritage Strategy
- Heritage Near Me – Works to Individual Properties
- Heritage Near Me – Strategic Conservation Management Plan – Cemeteries
- Heritage Near Me – Heritage Study
- Review of Local Environmental Plan 2012 – Design Excellence Clause
- Development Control Plan – Heritage Chapter
- Heritage Fact Sheets/Guidelines
- Thompson Square Conservation Management Plan
- Local Heritage Assistance Fund
- Singletons Mill State Listing
- Macquarie Towns State Listing
- Milemarkers
- Heritage Awards
- ICOMOS General Assembly – Hawkesbury Tour
- Heritage of Western Sydney – Updates to Colonial Heritage Ap and Heritage Signage

It is requested that the Heritage Committee endorse the Draft 3 Year Heritage Strategy for the 2021/2022 – 2023/2024 period included as Attachment 3.

**ATTACHMENTS:**

- AT - 1** Recommendations for local council heritage management' OEH 2013 - (*Distributed under separate cover*).
- AT - 2** Current Hawkesbury Heritage Strategy (2018/2019 – 2020/2021).
- AT - 3** Draft Hawkesbury Heritage Strategy (2021/2022 – 2023/2024).

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**AT - 2 Current Hawkesbury Heritage Strategy (2018/2019 – 2020/2021)**

**Hawkesbury City Council**  
**3 year Heritage Strategy 2019 – 2021**

Recommendations for Local Council Heritage Management	Ongoing Actions	2018/2019	2019/2020	2020/2021
<b>Recommendation 1</b> Establish a heritage committee to deal with heritage matters in your area	<ul style="list-style-type: none"> <li>Heritage Committee</li> <li>Consultant and supplier directory</li> <li>Community Strategic Plan</li> <li>Operational Plan</li> <li>Delivery Program</li> </ul>	<ul style="list-style-type: none"> <li>Review consultant and supplier directory</li> </ul>	Engagement with Committee on the preparation of new Local Strategic Planning Statement process	Engagement with the Committee on the preparation of new Development Control Plan
<b>Recommendation 2</b> Identify the heritage items in your area and list them in your local environmental plan	<ul style="list-style-type: none"> <li>LEP 2012 implementation</li> <li>Council budget allocation of funds for the continuation of the Heritage Study</li> <li>Provide information for State Heritage Inventory</li> </ul>	<ul style="list-style-type: none"> <li>Implement listing review findings as endorsed by Council into LEP</li> <li>Develop design guides for heritage character</li> </ul>	Complete Community Based Hawkesbury Heritage Study	Implement outcomes of Community Based Hawkesbury Heritage Study
<b>Recommendation 3</b> Appoint a heritage advisor to assist the council, the community and owners of listed items	<ul style="list-style-type: none"> <li>Heritage Advisory Service</li> <li>Heritage Advisor assists in Council asset maintenance of key projects</li> </ul>	<ul style="list-style-type: none"> <li>Create Heritage Advisory Service Information Kit (Brochures/Web site information)</li> </ul>	Finalise preparation of Information & Guidelines	Issue and engage community on new Information Sheets and Guidelines

## HERITAGE COMMITTEE

### SECTION 2 - Reports to Determination

Meeting Date: 22 July 2021

## Hawkesbury City Council 3 year Heritage Strategy 2019 – 2021

Recommendations for Local Council Heritage Management	Ongoing Actions	2018/2019	2019/2020	2020/2021
<b>Recommendation 4</b> Manage local heritage in a positive manner	<ul style="list-style-type: none"> <li>Council's Community Strategic Plan 2013-2032 includes key heritage projects</li> <li>Heritage projects included in Council's Operational Plan</li> </ul>	<ul style="list-style-type: none"> <li>Implement actions in Council's Operational Plan</li> </ul>	Incorporate heritage considerations into key strategic documents, including Community Strategic Plan, Local Strategic Planning Statements, masterplanning process for town centres and revised LEP/DCP provisions	Implementation of urban design strategies stemming from review of key strategic documents
<b>Recommendation 5</b> Introduce a local heritage fund to provide small grants to encourage local heritage projects	<ul style="list-style-type: none"> <li>Maintain budget allocation for Heritage Incentive Fund</li> <li>Seek funding from Heritage Council</li> <li>Manage Heritage Incentive Fund program</li> </ul>	<ul style="list-style-type: none"> <li>Fund theme: <i>Façade Improvement – Other Town Centres</i></li> </ul>	<ul style="list-style-type: none"> <li>Fund Theme: <i>Minor improvements to heritage listed properties within the Macquarie Towns</i></li> </ul>	<ul style="list-style-type: none"> <li>Fund Theme: <i>Preparation of maintenance plans for locally heritage listed properties within the Hawkesbury LGA</i></li> </ul>

## HERITAGE COMMITTEE

### SECTION 2 - Reports to Determination

Meeting Date: 22 July 2021

## Hawkesbury City Council 3 year Heritage Strategy 2019 – 2021

Recommendations for Local Council Heritage Management	Ongoing Actions	2018/2019	2019/2020	2020/2021
<b>Recommendation 6</b> Run a main street program	<ul style="list-style-type: none"> <li>No current main street program however Hawkesbury Horizon Initiative underway focusing on town centres</li> <li>Seek to engage property owners about heritage</li> </ul>	<ul style="list-style-type: none"> <li>Implement beautification plans and revitalisation action plans</li> </ul>	Heritage Advisory Committee engagement with Council's Liveability Program, masterplanning process for Windsor, Richmond and South Windsor and design of public domain improvements	Seek funding for a heritage main streets program following completion of Masterplans for Windsor, Richmond and South Windsor
<b>Recommendation 7</b> Present educational and promotional programs	<ul style="list-style-type: none"> <li>Council web site information, brochures, host talks &amp; forums</li> <li>Explore events, lighting and promotional seminars for heritage</li> <li>Provide support for annual Heritage Festival</li> </ul>	<ul style="list-style-type: none"> <li>Review (if required) redesign education program</li> </ul>	Update all material associated with heritage. Conduct ICOMOS Day Tour	Ongoing review and improvement of education and awareness materials
<b>Recommendation 8</b> Set a good example to the community by properly managing places owned or operated by council	<ul style="list-style-type: none"> <li>Ongoing management of Council Heritage Assets</li> <li>Include heritage resource as consultant for Council heritage projects</li> <li>Include heritage principles and relevant exemptions for Plans of Management (eg. parks)</li> </ul>	<ul style="list-style-type: none"> <li>Promote heritage assets</li> </ul>	Preparation of Maintenance Plans for Council owned heritage properties.	Develop and issue standard template for maintenance plan for individual property owners to utilise.

## Hawkesbury City Council 3 year Heritage Strategy 2019 – 2021

Recommendations for Local Council Heritage Management	Ongoing Actions	2018/2019	2019/2020	2020/2021
<b>Recommendation 9</b> Promote sustainable development as a tool for heritage conservation	<ul style="list-style-type: none"> <li>Sustainability Living Website Established 2011  <a href="http://sustainability.hawkesbury.nsw.gov.au/">http://sustainability.hawkesbury.nsw.gov.au/</a> </li> </ul>	<ul style="list-style-type: none"> <li>Pursue funds to continue Sustainable Living /Heritage conservation website information</li> </ul>	Pursue funding opportunities	Develop and implement initiatives based on successful funding.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**AT - 3 Draft Hawkesbury Heritage Strategy (2021/2022 – 2023/2024)**

**Hawkesbury City Council**  
**3 year Heritage Strategy 2021 – 2024**

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
<b>Recommendation 1</b> Establish a heritage committee to deal with heritage matters in your area	<ul style="list-style-type: none"> <li>Heritage Committee</li> <li>Consultant and supplier directory</li> <li>Community Strategic Plan</li> <li>Operational Plan</li> <li>Delivery Program</li> </ul>	<ul style="list-style-type: none"> <li>Review consultant and supplier directory</li> </ul>	Engagement with Committee on the preparation of Local Strategic Planning Statement process	Engagement with the Committee on the preparation of new Development Control Plan
<b>Recommendation 2</b> Identify the heritage items in your area and list them in your local environmental plan	<ul style="list-style-type: none"> <li>LEP 2012 implementation</li> <li>Council budget allocation of funds for the continuation of the Heritage Study</li> <li>Provide information for State Heritage Inventory</li> </ul>	<ul style="list-style-type: none"> <li>Implement listing review findings as endorsed by Council into LEP</li> <li>Develop design guides for heritage character</li> </ul>	Complete Community Based Hawkesbury Heritage Study	Implement outcomes of Community Based Hawkesbury Heritage Study
<b>Recommendation 3</b> Appoint a full time heritage advisor to assist the council, the community and owners of listed items	<ul style="list-style-type: none"> <li>Heritage Advisory Service</li> <li>Heritage Advisor assists in Council asset maintenance of key projects</li> </ul>	<ul style="list-style-type: none"> <li>Create Heritage Advisory Service Information Kit (Brochures/Web site information)</li> </ul>	Finalise preparation of Information & Guidelines	Issue and engage community on new Information Sheets and Guidelines

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

## Hawkesbury City Council 3 year Heritage Strategy 2021 – 2024

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
<b>Recommendation 4</b> Manage local heritage in a positive manner	<ul style="list-style-type: none"> <li>Council's Community Strategic Plan 2013-2032 includes key heritage projects</li> <li>Heritage projects included in Council's Operational Plan</li> </ul>	<ul style="list-style-type: none"> <li>Implement actions in Council's Operational Plan</li> </ul>	Incorporate heritage considerations into key strategic documents, including Community Strategic Plan, Local Strategic Planning Statements, masterplanning process for town centres and revised LEP/DCP provisions	Implementation of urban design strategies stemming from review of key strategic documents
<b>Recommendation 5</b> Introduce a local heritage fund to provide small grants to encourage local heritage projects	<ul style="list-style-type: none"> <li>Maintain budget allocation for Heritage Incentive Fund</li> <li>Seek funding from Heritage Council</li> <li>Manage Heritage Incentive Fund program</li> </ul>	<ul style="list-style-type: none"> <li>Fund theme: Façade Improvement – Other Town Centres</li> </ul>	<ul style="list-style-type: none"> <li>Fund Theme: Minor improvements to heritage listed properties within the Macquarie Towns</li> </ul>	<ul style="list-style-type: none"> <li>Fund Theme: Preparation of maintenance plans for locally heritage listed properties within the Hawkesbury Local Government Area</li> </ul>

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Hawkesbury City Council**  
**3 year Heritage Strategy 2021 – 2024**

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions		2021/2022	2022/2023	2023/2024
<b>Recommendation 6</b> <b>Run a main street</b> <b>program</b>	<ul style="list-style-type: none"> <li>Conduct a main street program focusing on town centres</li> <li>Seek to engage property owners about heritage</li> </ul>	<ul style="list-style-type: none"> <li>Implement beautification plans and revitalisation action plans</li> </ul>	<ul style="list-style-type: none"> <li>Heritage Advisory Committee engagement with Council's Liveability Program, masterplanning process for Windsor, Richmond and South Windsor and design of public domain improvements</li> </ul>	<ul style="list-style-type: none"> <li>Seek funding for a heritage main streets program following completion of Masterplans for Windsor, Richmond and South Windsor</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing review and improvement of education and awareness materials</li> </ul>
<b>Recommendation 7</b> <b>Present educational</b> <b>and promotional</b> <b>programs</b>					

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Hawkesbury City Council**  
**3 year Heritage Strategy 2021 – 2024**

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
Recommendation 8 Set a good example to the community by properly managing places owned or operated by council	<ul style="list-style-type: none"> <li>Ongoing management of Council Heritage Assets</li> <li>Include heritage resource as consultant for Council heritage projects</li> <li>Include heritage principles and relevant exemptions for Plans of Management (eg. parks)</li> </ul>	<ul style="list-style-type: none"> <li>Promote heritage assets</li> </ul>	Preparation of Maintenance Plans for Council owned heritage properties.	Develop and issue standard template for maintenance plan for individual property owners to utilise.
Recommendation 9 Promote sustainable development as a tool for heritage conservation	<ul style="list-style-type: none"> <li>Sustainability Living Website Established 2011 <a href="http://sustainability.hawkesbury.nsw.gov.au/">http://sustainability.hawkesbury.nsw.gov.au/</a></li> </ul>	<ul style="list-style-type: none"> <li>Pursue funds to continue Sustainable Living /Heritage conservation website information</li> </ul>	Pursue funding opportunities	Develop and implement initiatives based on successful funding.

oooO END OF REPORT Oooo

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 3**                      **HC - Heritage Grant Funded Projects Update - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to update the Heritage Committee of the progress of heritage grant funded projects, including:

- Hawkesbury Community Heritage Study and Inventory Sheets
- Hawkesbury Local Government Area - Privately Owned Heritage Remediation Stage 1 and Stage 2
- Strategic Conservation Management Plan for Cemeteries.

**EXECUTIVE SUMMARY:**

Further to previous updates that were provided to the Heritage Advisory Committee at its Meeting on 29 October 2020 regarding progress of various heritage grant funded projects, this report is to advise the Heritage Committee of the current status of the projects:

- Hawkesbury Community Heritage Study and Inventory Sheets (\$106,000)
- Hawkesbury Local Government Area – Privately Owned Heritage Remediation Stage 1 Remediation Works (\$95,000); and Stage 2 (\$250,000) and
- Strategic Conservation Management Plan for Cemeteries (\$106,000).

**RECOMMENDATION:**

That the Heritage Committee provide advice to Council on the outcomes of completed projects under the Heritage Near Me funding program.

---

**BACKGROUND**

Updates have been previously reported to the Heritage Advisory Committee with respect to the Heritage Near Me – Strategic Projects that Council, had received funding for.

Progress information provided to the Heritage Advisory Committee at previous meetings has been updated in this report.

The three projects that were funded are:

- Hawkesbury Community Heritage Study and Inventory Sheets (\$106,000)
- Hawkesbury Local Government Area – Privately Owned Heritage Remediation Stage 1 Remediation Works (\$95,000); and Stage 2 (\$250,000) and
- Strategic Conservation Management Plan for Cemeteries (\$106,000).

**Hawkesbury Community Heritage Study and Inventory Sheets**

Progress on this project to date:

- The study investigated existing listed heritage places throughout the Hawkesbury Local Government Area, and places identified in various heritage studies. It also investigated historic places nominated by the community through a community based process.

## HERITAGE COMMITTEE

### SECTION 2 - Reports to Determination

Meeting Date: 22 July 2021

- Potential heritage places were examined through site visits, checked against existing lists, and researched for their cultural significance before deciding if they are places of heritage significance that should be listed on the future Hawkesbury comprehensive Local Environment Plan (LEP).
- In terms of the funding provided by the NSW Government, the project has acquitted. Given the majority of the funding for the project was provided by Council, these investigation works are still continuing outside of the grant scope with assessment of additional sites. Field work associated with new listings in particular has been hampered during 2020 and 2021 by the COVID pandemic, and particularly at the present time given the lockdown orders.

#### **Hawkesbury Local Government Area – Privately Owned Heritage Remediation (Stage 1 and 2) Schedule of Remediation Works**

The progress to date on the Hawkesbury Local Government Area – Privately Owned Heritage Remediation (Stage 1 and 2) Schedule of Remediation Works.

- Stage 1 included the development of a Schedule of Conservation/Remediation Works for the 23 approved privately-owned heritage properties in the Hawkesbury Local Government Area. Council engaged Graham Edds & Associates Conservation Architect to undertake the development of the remediation schedules for each property with all property inspections completed in late November 2018.
- Funding provided through Heritage Near Me is \$250,000 of which \$20,000 was for project management and the remainder was equally divided between each of the project properties.
- With all reports completed, remediation actions were developed and used as a basis for requests for quotations to local heritage builders by the heritage property owners.
- Stage 2 involved the development of further Project Plans, and consisted of the use of the "Schedule" as the basis for the remediation works by local heritage builders. The approved privately-owned heritage properties that received grant funding have now provided details of the completed works.
- The grant funding has been acquitted and finalised with reporting to the grant body completed.

#### **Strategic Conservation Management Plan for Cemeteries**

Progress on this project to date:

- Council received funding through the Heritage Near Me Grants Program in 2018 to undertake a Strategic Conservation Management Plan to facilitate ongoing management of 13 Council owned/controlled cemeteries.
- Council commenced a volunteer program that included general maintenance of some of the cemeteries in the Strategic Conservation Management Plan. Volunteer Training workshops were completed with 18 people attending.
- The training program was well received and information provided by Rookwood General Cemetery Trust was very informative as was the onsite practical workshop.
- Documents associated with the Strategic Conservation Management Plan were developed and comprise of three volumes being:
  - a) Volume 1 - The Strategic Conservation Management Plan
  - b) Volume 2 - Cemetery Handbooks
  - c) Volume 3 - Appendices

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

- The grant funding has been acquitted and finalised with reporting to the funding body completed. Documents associated with the Strategic Conservation Management Plan are now available on Council's web site.

It is recommended that the Heritage Committee provide advice to Council on the outcomes of completed projects under the Heritage Near Me funding program.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Community

2.5. Cultural Development and Heritage

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

There are no attachments to this report.

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 4**                      **HC - Update on Liveability Project including Historical Heritage Assessments - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to provide an update to the Heritage Committee on the Liveability Project, including Historical Heritage Assessment and Constraints Analysis Final Reports for Windsor, South Windsor and Richmond that have been undertaken as part of the Project.

**EXECUTIVE SUMMARY:**

Following previous updates, the Heritage Advisory Committee had provided input into the Liveability Project being undertaken within Windsor, South Windsor and Richmond.

As part of the Liveability Project, reports addressing the Historical Heritage Assessment and Constraints, have been prepared for Windsor, South Windsor, and Richmond. These are included as Attachments 1-3, copies of which have previously been distributed to Committee members ahead of the Committee meeting.

These reports are now presented to the Heritage Committee.

**RECOMMENDATION:**

That the Historical Heritage Assessment and Constraints Analysis Reports for Windsor, South Windsor, and Richmond are received.

---

**BACKGROUND**

The Heritage Advisory Committee previously provided input into the Liveability Project being undertaken within Windsor, South Windsor and Richmond.

Reports addressing the Historical Heritage Assessment and Constraints have been prepared for Windsor, South Windsor, and Richmond in order to inform the design process for each of these town centres as part of the Liveability Project.

Each report includes:

- Statutory Framework
- Historical Context
- Physical Inspection
- Significance Assessment
- Constraints
- Conclusions and Recommendations

These reports are now presented to the Heritage Committee.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

Our Community

2.5. Cultural Development and Heritage.

2.5.3 Recognise, conserve and promote the area's history and heritage for current and future generation.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

- AT-1** Hawkesbury Masterplan: Windsor Historical Heritage Assessment and Constraints Analysis Final Report - (*Distributed under separate cover*).
- AT-2** Hawkesbury Masterplan: South Windsor Historical Heritage Assessment and Constraints Analysis Final Report - (*Distributed under separate cover*).
- AT-3** Hawkesbury Masterplan: Richmond Historical Heritage Assessment and Constraints Analysis Final Report - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 5**                      **HC - Local Heritage Assistance Fund 2020/2021 - Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties Within the Hawkesbury Local Government Area Outcomes - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to advise the Heritage Committee of the outcomes of the 2020/2021 Local Heritage Assistance Grant Program.

**EXECUTIVE SUMMARY:**

The Local Heritage Assistance Fund is jointly funded each year by Council and NSW Heritage. The Local Heritage Assistance Fund 2020/2021 focused on Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury Local Government Area.

In July 2020, Council invited owners/managers of heritage listed properties to apply for funding to undertake Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury Local Government Area.

Council received a total of 24 applications for funding as part of the program, with 21 projects being approved.

During the program period five funded projects were withdrawn by the property owners due to time constraints and unavailability of building contractors due partly to COVID-19 disruptions, resulting in 16 projects being completed.

**RECOMMENDATION:**

That the Heritage Committee provide feedback in terms of the outcomes of the 2020/2021 Local Heritage Assistance Fund.

---

**BACKGROUND:**

The Hawkesbury Community Strategic Plan 2017-2036 recognises the importance of conservation and promotion of the Hawkesbury's heritage and history for current and future generations, and the Hawkesbury Heritage Strategy 2019-2021 provides a framework for Council to achieve its commitment to conservation and management of unique and diverse heritage assets and character within the Hawkesbury.

In order to promote awareness and positive attitude of the community to heritage and encourage and assist the conservation and restoration of the Hawkesbury's significant heritage each year, Council assisted by NSW Heritage runs a Local Heritage Assistance Fund.

The Local Heritage Assistance Fund 2020/2021 focused on the Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties Within the Hawkesbury Local Government Area in accordance with the Heritage Strategy 2019-2021.

In July 2020, all owners and managers of locally listed properties within the Hawkesbury Local Government Area were advised in writing of the Local Heritage Assistance Fund 2020/2021, and encouraged to apply for funding. Application forms and guidelines on how to apply for funding assistance were made available

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

on Council's website during the funding application period. A public notice on the Local Heritage Assistance Fund 2020/2021 was placed in the local newspaper.

As with previous years funding programs, the funding available for any one applicant/property was set at \$2,000.

Funding was offered on a dollar-for-dollar basis (\$1 of private funding for each \$1 of grant funding) to enable funded works to be undertaken.

Any expenditure in excess of the amount granted under the program was met by applicants. It should be noted that the funding allocation amounts were aimed at encouraging minor works that do not require formal approval from Council due to time constraints imposed by NSW Heritage for Council to complete the grant funding program, and also to enable as many properties as possible to be beneficiaries of the funding.

### **Applications for Funding**

In total, 24 applications were received for funding under the Local Heritage Assistance Fund 2020/2021. Table 1 below summarises the eligible and funded applications received, and the amounts of financial assistance sought.

**Table 1: Summary of Funded Applications Under the Local Heritage Assistance Fund 2020/21**

<b>Heritage Listed Residential Property</b>	<b>Proposal</b>	<b>Total project cost (\$)</b>	<b>Financial Assistance Sought</b>	<b>Applicant's Contribution</b>
7 Francis Street, Richmond	Repair and paint the existing front picket fencing and gate	\$4,500.00	\$2,000.00	\$2,500.00
250A Wollombi Road St Albans	Repoint all stone walls of kitchen building and main house chimney	\$4,000.00 Application withdrawn	\$2,000.00 Application withdrawn	\$2,000.00 Application withdrawn
14 George Road Wilberforce	Repairs to verandah roof	\$10,966.80	\$2,000.00	\$8,966.80
5 Moses Street Windsor	Repair and fix five memorials St Matthews Anglican graveyard, Windsor	\$2,400.00	\$1,200.00	\$1,200.00
113 Windsor Road McGraths Hill	Supply and install new timber pole , new mains, disconnect and reconnect power supply	\$3,250.00 Application withdrawn	\$1,625.00 Application withdrawn	\$1,625.00 Application withdrawn

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

<b>Heritage Listed Residential Property</b>	<b>Proposal</b>	<b>Total project cost (\$)</b>	<b>Financial Assistance Sought</b>	<b>Applicant's Contribution</b>
122 Windsor Street Richmond	Supply and installation of 2 150mm Inline German Blauberg Sub-Floor ventilation fans to avoid damping and protect from deterioration the building.	\$2,728.00 Application withdrawn	\$1,364.00 Application withdrawn	\$1,364.00 Application withdrawn
206 George Street Windsor	Repaint exterior walls.	\$6,000.00 Application withdrawn	\$2,000.00 Application withdrawn	\$4,000.00 Application withdrawn
2 Little Church Street Windsor	Repair and/or replace damaged pickets and rails, fill holes and paint picket fence.	\$2,600.00	\$1,300.00	\$1,300.00
7 Catherine Street Windsor	Repair water damaged section of cornices within the bedrooms, kitchen and dining areas and cracking to back wall internal corner.	\$3,872.00	\$1,936.00	\$1,936.00
353 Pitt Town Bottoms Road Pitt Town Bottom	Remove cladding timbers from both gable ends of slab barn and replace, support upright pole, also replace missing cladding and install additional post from pole onsite to support loft.	\$19,789.00	\$2,000.00	\$17,789.00
2 Catherine Street Windsor	Replace old tin roof of timber slab barn with new galv roof sheets.	\$3,850.00	\$1,925.00	\$1,925.00
104 Bathurst Street	Prepare surfaces and paint all barge timber eaves, fascia boards, windows and doors and architraves.	\$4,400.00	\$2,000.00	\$2,400.00

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

<b>Heritage Listed Residential Property</b>	<b>Proposal</b>	<b>Total project cost (\$)</b>	<b>Financial Assistance Sought</b>	<b>Applicant's Contribution</b>
518 Tizzana Road Ebenezer	Installation of gutter guard on the northern end of the building to prevent premature corrosion relating to leaf litter.	\$5,032.43	\$2,000.00	\$3,032.43
194-196 George Street Windsor	Prepare, fix and repaint the rendered portion of the front facade above the awning.	\$4,041.40	\$2,000.00	\$2,041.40
26 Wharf Street St Albans	Replace the existing galvanised fence and the other star-picket-barbed-wire fence with a hard wood split post of two-rail fence.	\$4,000.00	\$2,000.00	\$2,000.00
94 Bathurst Street, Pitt Town	Prepare surfaces and paint balustrades, deck, fence, gate and rest of the house	\$10,900.00	\$2,000.00	\$8,900.00
25-29 Bosworth Street Richmond	Repair of Back Verandah heritage Decking	\$7,570.00	\$2,000.00	\$5,570.00
19 Upper MacDonald Road St Albans	Replace damaged weather boards with hardwood weather boards and repair the prisoners' exercise yard roof.	\$4,200.00 Application withdrawn	\$2,000.00 Application withdrawn	\$2,200.00 Application withdrawn
22 Buckingham Street, Pitt Town	Replace the existing old timber picket fencing with new timber picket fencing and paint the fence.	\$29,450.00	\$2,000.00	\$27,450.00
1349 Upper MacDonald Road, Upper MacDonald	Repair the original fabric of the slab hut	\$4,635.00	\$2,000.00	\$2,635.00
496 Wilberforce Road, Wilberforce	Repair verandah on Riverstone General Store in Australiana Pioneer Village	\$4,059.00	\$2,000.00	\$2,059.00
<b>TOTAL</b>		<b>\$142,243.63</b>	<b>\$39,350.00</b>	<b>\$127,785.43</b>

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

### **Assessment of Applications for Funding**

Applications were evaluated by a panel comprised of Council's Heritage Advisor and relevant Council Officers. The following criteria were used in the evaluation:

- the eligibility of the subject site and the proposal
- the applicant's ability to demonstrate technical and financial responsibility in relation to the project and demonstrated ability to complete the project within **six months** from the date of funding confirmation
- the degree to which the applicant is financially contributing to the project given the limitations of the funding available
- projects of demonstrated heritage value to the community
- projects which are highly visible to the public
- the urgency of repairs required to preserve the heritage item from further deterioration
- whether the applicants had received Local Heritage Assistance Funding in the previous three years.

The assessment panel after careful consideration selected 21 projects that were considered the most important works in order to preserve existing heritage items.

A report was considered by Council on 27 October 2020 and these projects were approved.

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The Local Heritage Assistance Fund 2020/2021 is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

#### Our Community

#### 2.5 Cultural development and heritage

- 2.5.3 Recognise, conserve and promote the areas of history and heritage for current and future generations.

### **DISCUSSION**

Since receiving advice of being successful for funding of their project, five of the approved projects withdrew due to time constraints and unavailability of building contractors partly due to COVID-19 disruptions, resulting in 16 projects being completed.

Improvements to this year's program based on feedback and input from the Heritage Advisory Committee, included:

- Timing - earlier release of the program.
- Signage provided to property owners to attach to a prominent place on the property advertising approved projects.

The special character of the Hawkesbury derives from its unique historical background and the expression of this background in its interrelationship of buildings and places of heritage significance, their settings and landscapes. These irreplaceable and precious heritage items not only provide a window to the past and to the very origins of the Hawkesbury community, but also add character, appeal and interest to the Hawkesbury area. Therefore, Council is continuing with its leadership role in protecting and conserving

## **HERITAGE COMMITTEE**

### **SECTION 2 - Reports to Determination**

**Meeting Date:** 22 July 2021

Hawkesbury's heritage, promoting and encouraging the Community's participation and interest in heritage conservation and protection of significant heritage items within the Hawkesbury Local Government Area.

In order to continue with Council's leadership role in promoting, protecting and conserving the Hawkesbury's heritage, Council promotes and implements certain programs in relation to heritage conservation, and the Local Heritage Assistance Fund Program is one of those to support and encourage the Community in conservation and protection of Hawkesbury's unique heritage.

Continuing with the Local Heritage Assistance Fund program in future years is a key to promoting and supporting the Hawkesbury's heritage and making the Community aware of the importance of heritage conservation.

The 2021/2022 Local Heritage Assistance Fund Program will encourage applications for funding of maintenance plans and actual works across the Local Government Area rather than a designated area.

Feedback in terms of the outcomes of the 2020/2021 Local Heritage Assistance Fund is sought from the Heritage Committee.

#### **FINANCIAL IMPACT**

The required funding for the Local Heritage Assistance Fund 2020/2021 is derived from Council's Heritage Reserve and the NSW Heritage financial assistance grant.

#### **ATTACHMENTS:**

There are no attachments to this report.

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**

**Meeting Date:** 22 July 2021

**Item: 6**                      **HC - Successful Grant Funding from NSW Heritage, Department of Premier and Cabinet for Council's Heritage Advisory Service and the Local Heritage Assistance Fund Grants Program - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to advise the Heritage Committee of Council's successful grant applications through NSW Heritage, Department of Premier and Cabinet, to support Council's Heritage Advisory Service and the annual Local Heritage Assistance Grant Program.

**EXECUTIVE SUMMARY:**

Advice has recently been received from NSW Heritage, Department of Premier and Cabinet, that Council has been successful in securing a grant of \$12,000 over two years to support Council's free Heritage Advisory Service that is available to members of our community needing advice on heritage items.

Council also received grant funding of \$11,000 over two years to support Council's Local Heritage Assistance Fund, which provides funding annually to owners/managers of heritage items to help them maintain their heritage items.

Both grants cover the period of 2021/2022 and 2022/2023 i.e., for the next two financial year periods.

These heritage programs are partly funded by NSW Heritage, with the majority of funding being provided by Council through its annual budget program.

**RECOMMENDATION:**

That the Heritage Committee provide advice to Council with respect to recommended improvements to the continuing Heritage Advisory Service and Local Heritage Assistance Fund.

---

**BACKGROUND**

Application for grant funding were previously forwarded to NSW Heritage, Department of Premier and Cabinet applying for funding to support Council's Heritage Advisory Service and the Local Heritage Assistance Fund grants program for the period 2021/2022 and 2022/2023.

Advice has recently been received from NSW Heritage, Department of Premier and Cabinet, that Council has been successful in securing a grant of \$12,000 over two years to support Council's free Heritage Advisory Service that is available to members of our community needing advice on heritage items they own.

Council also received grant funding of \$11,000 over two years to support Council's Local Heritage Assistance Fund grant program, which provides funding annually to owners/managers of heritage items to help them maintain their heritage items.

Both grants cover the period of 2021/2022 and 2022/2023 i.e., for the next two financial year periods.

These heritage programs are partly funded by NSW Heritage, with the majority of funding being provided by Council through its annual budget program.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

Given that ongoing funding has been received for both the Heritage Advisory Service, and the Local Heritage Assistance Fund advice is sought from the Heritage Committee in terms of potential improvements to those continuing programs.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Community

2.5 Cultural development and heritage

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

There are no attachments to this report.

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 7**                      **HC - Draft Heritage Information Sheets - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to present the initial set of draft Heritage Information Sheets to the Heritage Committee for consideration and input.

**EXECUTIVE SUMMARY:**

Following previous discussions at Heritage Advisory Committee meetings regarding the need for information sheets on maintaining and repairing heritage items within the city, Council's Heritage Advisor has prepared two Hawkesbury Heritage Guidelines/Fact Sheets. The initial fact sheets that have been prepared, include the topics of 'rising damp' and 'roofs'. They are designed in order to assist owners of heritage items in understanding the causes and how to rectify rising damp issues in heritage buildings. The roofs information sheet explains the different types of roofing styles and materials used on heritage buildings, and how to repair or replace with appropriate materials and methods of construction. These include Attachment 1 (Fact Sheet Rising Damp) and Attachment 2 (Fact Sheet – Roofs).

The draft information sheets are submitted for consideration and input prior to proceeding.

**RECOMMENDATION:**

That the Heritage Committee considers and provides input on the initial draft heritage information sheets covering the topics of rising damp and roofs.

---

**BACKGROUND**

Concerns have previously been identified that owners of heritage items/buildings are proposing to use inappropriate methods and/or materials when carrying out repairs or maintenance on heritage items.

This has been particularly identified by Council's Heritage Adviser through the provision of advice as part of the Heritage Advisory Service or repairs and maintenance of heritage items undertaken as part of the Local Heritage Assistance Grant Funding Program.

This has mostly been remedied more recently by making it a condition of the Local Heritage Assistance Grant funding that Council's Heritage Advisor carries out a pre-works inspection with the owner (grant recipient) and where possible the proposed builder/repairer in order to ensure that the owner and builder/repairer carry out the works using appropriate materials and methods. This is also followed up with a final inspection of the works carried out before the grant funding is provided to the owner in order to ensure that the correct materials and methods have been used.

The draft Information Sheets once finalised will be of great assistance to owners and builders/repairers of heritage items in ensuring that they fully understand the correct materials and methods that need to be used whilst carrying out any repairs or maintenance.

The initial set of fact sheets cover the subjects of 'rising damp' and 'roofs' and will assist owners of heritage items in understanding the causes and how to rectify rising damp issues in heritage buildings, and the roofs fact sheet explains the different types of roofing styles and materials used on heritage buildings and how to repair or replace with appropriate materials and methods of construction.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

The draft information sheets are submitted for consideration and input prior to proceeding. These include Attachment 1 (Fact Sheet Rising Damp) and Attachment 2 (Fact Sheet – Roofs).

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Community

2.5. Cultural Development and Heritage.

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

**AT - 1** Fact Sheet - Rising Damp Heritage Development Guidelines - (*Distributed under separate cover*).

**AT – 2** Fact Sheet – Roofs Heritage Guidelines - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**

**Meeting Date:** 22 July 2021

**Item: 8**                      **HC - Missing Historical Mile Marker from Roadside Reserve Outside 54 Windsor Street East Richmond - (80242, 95498, 124414)**

**Previous Item:**        1, HAC (23 November 2017)  
                              GB, HAC (8 March 2018)  
                              GB, HAC (23 May 2018)  
                              3, HAC (5 March 2020)

**Directorate:**            City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to provide an update to the Heritage Committee of progress on having a replica mile marker manufactured to replace the missing mile marker from outside 54 Windsor Street, East Richmond.

**EXECUTIVE SUMMARY:**

Design drawings prepared by Council's Heritage Advisor of an interpretation of a replica mile marker to replace the missing historic mile marker from outside 54 Windsor Street, East Richmond were presented to the Heritage Advisory Committee Meeting on 5 March 2020. Committee members supported the interpretation drawings and resolved that Council investigate the replication of the missing mile marker.

A specialist heritage builder has prepared a quote totalling \$2,442 for the manufacture of the replica mile marker in accordance with the interpretation drawings for Council's consideration.

**RECOMMENDATION:**

That the Heritage Committee recommend that Council proceed with the replacement and interpretation of the missing milemarker at East Richmond.

---

**BACKGROUND**

As required by previous resolutions of the Heritage Advisory Committee, Council Officers have undertaken research of documents and consulted with Council's Heritage Advisor in an attempt to discover information that would guide the decision making processes on what type and form the interpretive element should take in order to mark the location of the missing mile marker from outside 54 Windsor Street, East Richmond.

Council's Heritage Advisor has produced a suggested form of replacement mile marker which is shown in the attached drawings documented as Drawing 001 to 003 (Attachment 1).

Committee members supported the interpretation drawings of the replica mile marker and investigation of the replication of the missing mile marker at the Heritage Advisory Committee Meeting on 5 March 2020.

A specialist heritage builder has prepared a quote totalling \$2,442 for the manufacture of the replica mile marker in accordance with the interpretation drawings for further consideration.

Consideration and discussion regarding undertaking these works to replicate the missing mile marker in accordance with the drawings prepared by Council's Heritage Adviser is requested so that the missing mile marker can be replaced with the replica in its original location outside 54 Windsor Street, East Richmond.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**DISCUSSION**

Council's Heritage Advisor has produced a suggested form of replacement mile marker to replace the original mile marker that was previously located outside 54 Windsor Street, East Richmond which is shown in the attached drawings documented as Drawing 001 to 003 (Attachment 1).

Committee members previously supported the interpretation drawings of the replica mile marker and investigation of the replication of the missing mile marker at the Heritage Advisory Committee Meeting on 5 March 2020.

A specialist heritage builder has prepared a quote totalling \$2,442 for the manufacture of the replica mile marker in accordance with the interpretation drawings for further consideration.

Consideration and discussion regarding undertaking the works to replicate the missing mile marker in accordance with the drawings prepared by Council's Heritage Adviser is requested so that the missing mile marker can be replaced with the replica in its original location outside 54 Windsor Street, East Richmond.

The replica mile marker will also incorporate a stainless steel cap embossed with an interpretation of the mile marker on the top.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

Our Community

2.5. Cultural Development and Heritage

- 2.5.3 Recognise, conserve and promote the area's history and heritage for current and future generations.

**FINANCIAL IMPACT**

Expenses in the order of \$2,442.

**ATTACHMENTS:**

- AT - 1** Interpretation drawings of a replica mile marker 001 to 003 produced by Council's Heritage Advisor - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 9**                      **HC - Heritage Signage - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to update the Heritage Committee on the progress of preparation of a strategy for a consistent theme and approach to signage for the Hawkesbury Local Government Area.

**EXECUTIVE SUMMARY:**

Work has progressed with respect to preparation of a wayfinding and signage plan style guide and implementation plan document for Hawkesbury City Council. This Plan proposes a number of styles for wayfinding and signage for the Hawkesbury Local Government Area, and in particular, for the townships that form part of the town centres revitalisation projects.

It is expected that Wayfinding and Signage Plan, Style Guide and Implementation Plan will be completed in the near future. Consideration and input from the Heritage Committee will be sought when this Plan has been released for comment.

**RECOMMENDATION:**

That the Heritage Committee consider and provide input on the Hawkesbury City Council Wayfinding and Signage Plan, Style Guide and Implementation Plan when this is released for comment.

---

**BACKGROUND**

There have been ongoing discussions with the Heritage Advisory Committee and through the Heritage of Western Sydney (HoWS) Group heritage signage and the need for a consistent approach to Heritage Signage across Western Sydney including the Hawkesbury Local Government Area. Heritage interpretation is also a key component to the town centres liveability project.

Council has commenced work on preparation of a wayfinding and signage plan style guide and implementation plan document for Hawkesbury City Council, particular for the townships that form part of the town centres revitalisation projects.

It is expected that Wayfinding and Signage Plan, Style Guide and Implementation Plan will be completed in the near future. Consideration and input from the Heritage Committee will be sought when this Plan has been released for comment.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy at this stage, but will do when the Plan has been released for comment.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

Our Community

2.5. Cultural Development and Heritage.

- 2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

There are no attachments to this report.

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 10**                      **HC - Richmond Bridge Duplication Project - Release of Preferred Option Report by Transport for NSW - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to seek input from the Heritage Committee with respect to the Richmond Bridge Duplication Project Preferred Option Report released by Transport for NSW.

**EXECUTIVE SUMMARY:**

Council has previously resolved to seek input from the Heritage Committee following the release of the Richmond Bridge Duplication Project Preferred Option Report by Transport for NSW.

The Preferred Option Report has now been released by Transport for NSW (Attachment 1) with the closing date for submissions being 31 August 2021.

**RECOMMENDATION:**

That the Heritage Committee consider the Richmond Bridge Duplication Project Preferred Option Report released by Transport for NSW from a heritage perspective, and provide input for Council to consider as part of a submission to Transport for NSW.

---

**BACKGROUND**

Transport for NSW have recently released the Richmond Bridge Duplication and Traffic Improvements – Preferred Option Report, a copy of which is included as Attachment 1.

Council's most recent resolution with respect to the Richmond Bridge Duplication Project included:

Ordinary Meeting 29 June 2021

*"That Council requests an urgent briefing from Transport for NSW regarding the Richmond Bridge Duplication Project.*

*That Council supports in principle the upgrade of The Driftway.*

*That Council require a solution that offers the best possible flood immunity and traffic flow."*

Previous resolutions of Council with respect to the Richmond Bridge Duplication Project have included:

Ordinary Meeting 26 February 2019

*"That Council:*

- 1. Support a bypass as the duplication of the Richmond Bridge in its current location is not a bypass.*
- 2. Convey this position to the RMS currently conducting the Early Consultation on Richmond Bridge Duplication Project. Additionally express our wish that the bypass investigations be based on:*

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

- (a) *Hawkesbury City Council traffic data studies,*
  - (b) *A detailed strategic transport plan of the Hawkesbury basin,*
  - (c) *Flood evacuation capacity and interaction with existing flood evacuation routes,*
  - (d) *Consideration of heritage value.*
3. *Nominate a delegation to attend a meeting with the Minister for Roads, Maritime and Freight - The Hon. Melinda Pavey MP, the Shadow Minister for Roads, Maritime and Freight - Ms Jodi McKay, MP and the appropriate RMS Officers to convey this position."*

Council has previously resolved to seek input from the Heritage Committee following the release of the Richmond Bridge Duplication Project Preferred Option Report by Transport for NSW.

As such it is recommended that the Heritage Committee consider the Richmond Bridge Duplication Project Preferred Option Report released by Transport for NSW from a heritage perspective, and provide input for Council to consider as part of a submission to Transport for NSW.

#### **COMMUNITY ENGAGEMENT**

This matter relates to consultation being undertaken by Transport for NSW.

#### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

##### Our Community

##### 2.5. Cultural Development and Heritage.

- 2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations

#### **FINANCIAL IMPACT**

There are no financial implications applicable to this report.

#### **ATTACHMENTS:**

- AT – 1** Richmond Bridge Duplication Project Preferred Option Report by Transport for NSW (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Item: 11**                      **HC - Hawkesbury Heritage Awards - (80242, 95498, 124414)**

**Directorate:**              City Planning

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to update the Heritage Committee with respect to the proposal for a Heritage Awards Program for Hawkesbury City Council that was previously prepared by the Heritage Awards Working Group.

**EXECUTIVE SUMMARY:**

A Working Group of the Heritage Advisory Committee had previously investigated the introduction of a Heritage Awards Program for the Hawkesbury City Council.

The Heritage Awards Working Group had produced proposals for the introduction of an annual Heritage Award Program to be run by Hawkesbury City Council. Copies of those proposals are attached as Attachments 1 and 2 to this report.

Council has included an allocation of \$7,500 in its adopted Operational Plan 2021/2022 towards a Hawkesbury Heritage Awards. Whilst the dates shown in the proposals will need to be amended, the framework of the proposals are being presented to the Heritage Committee for further consideration and feedback in light of the budget allocation towards these Awards.

**RECOMMENDATION:**

That the Heritage Committee provide advice to Council with respect to the establishment of the Hawkesbury Heritage Awards within the Operational Plan 2021/2022 funding allocation of \$7,500.

---

**BACKGROUND**

A Working Group of the Heritage Advisory Committee has been investigating the introduction of Heritage Awards for the Hawkesbury Local Government Area.

Members of the Heritage Awards Working Group of the Heritage Advisory Committee had previously prepared a proposal for the introduction of an Annual Heritage Awards Program for the Hawkesbury Local Government Area. This was considered by the Committee at its Meeting on 17 November 2017.

Following discussions at that Meeting, to assist the Committee in understanding the challenges, pitfalls and opportunities of such an Awards Program, arrangements were made for Mr Shaun Carter Principal Carter Williamson Architects, Immediate Past President NSW Chapter Australian Institute of Architects, and Ms Kate Napier Senior Heritage Advisor of NSW Public Works Advisory - Department of Finance, Services and Innovation to provide a presentation to the Heritage Advisory Committee highlighting their extensive experiences in establishing, running and participating in Annual Heritage Awards in other Local Government Areas.

Those presentations took place at the Heritage Advisory Committee Meeting on 2 August 2018 and were well received by Committee Members including members of the Heritage Awards Working Group.

Topics Covered in Mr Carter's presentation included:

- City of Sydney (Council) has design excellence plugged into its Local Environment Plan.
- Architecturally / spatially trained staff needed in Planning Departments.

## HERITAGE COMMITTEE

### SECTION 2 - Reports to Determination

Meeting Date: 22 July 2021

- Necessary to have flexibility in Developmental Control Plan and strength in Local Environment Plan.
- Better Place design policy - an integrated design policy for the built environment of NSW (Government Architect NSW). Provides clarity on what the NSW Government means by good design for infrastructure, architecture and public spaces.

Topics covered in Ms Napier's presentation included:

#### *Practical Best Practice Heritage Awards*

- Aim of the Awards - to reward owners of model heritage developments, to engage the community in heritage and urban design and to promote the flow on benefits to the whole cultural and built environment.
- Photography exhibition (where children were also contributors / exhibitors), ran alongside 'Marrickville Medal' exhibition.
- Approximately half the cost of running the Awards was the catering.
- Awards ran during Heritage Festival Week.

Following the presentation, the Committee discussed a number of aspects of the proposed Heritage Awards Program including when the awards could be held, name of the awards, budget considerations, a venue for the awards, and the possibility of a smaller "start-up" event to commence the program.

With information gained from the presentations, and following discussion at the Committee Meeting, the Heritage Awards Working Group had completed the compilation of proposals to introduce a Heritage Awards Programs.

Council has included an allocation of \$7,500 in its adopted Operational Plan 2021/2022 towards a Hawkesbury Heritage Awards. Whilst the dates shown in the proposals will need to be amended, the framework of the proposals are being presented to the Heritage Committee for further consideration and feedback in light of the budget allocation towards these Awards.

#### **COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

#### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

##### 2.5. Cultural Development and Heritage.

- 2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations

#### **FINANCIAL IMPACT**

A funding allocation of \$7,700 has been included within Council's adopted Operational Plan 2021/2022.

#### **ATTACHMENTS:**

- AT - 1** Proposal for the implementation of a Heritage Photography Award at Hawkesbury City Council.
- AT - 2** Proposal for the implementation of a Heritage Awards Program at Hawkesbury City Council.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**AT - 1    Proposal for the implementation of a Heritage Photography Award at  
Hawkesbury City Council**

**Proposal for the implementation of a Heritage Photography Award at Hawkesbury City Council in 2019**

*Heritage Awards Working Group  
(Abigail Ball, Michael Edwards, Janice Hart, Prof. Ian Jack and Helen Mackay)  
Hawkesbury City Council Heritage Advisory Committee*

**Background**

The Hawkesbury Local Government Area contains a wealth of nationally significant built heritage. The importance of the Hawkesbury's heritage to the community is consistently recorded in community consultations. However, heritage can be viewed negatively due to perceived restrictions to development, high costs of repair and maintenance, reduced insurance options, and the perception that by protecting and celebrating our built heritage we are limiting our opportunities.

As a way of celebrating heritage in their communities, many NSW councils have introduced local heritage award programmes; some having been run successfully for a number of years with increasing popularity during this time. These awards take on varying forms, but many councils use them as a tool to promote heritage within their communities and to thank those members of the community who have made a positive contribution to their local heritage. Many awards are organised so that their prize-giving ceremonies coincide with other flagship heritage events.

*"The awards also seek to recognise the considerable effort that property owners undertake in maintaining and caring for older buildings. It is also hoped that the awards will foster greater community interest and concern for the conservation of all heritage items within the Council area."* Orange City Council

*"The annual Heritage Awards recognise projects that maintain and promote the restoration, preservation and sympathetic additions/alterations to heritage buildings within the Local Government Area."* Queanbeyan-Palerang Regional Council

*"[The Marrickville Medal for Conservation] celebrates built conservation works that contribute to the understanding and preservation of the Inner West's rich cultural and architectural heritage."* Inner West Council

*"They provide an opportunity to say thank you to the many dedicated owners, businesses, groups and individuals who work tirelessly to conserve Ballarat's significant heritage."* City of Ballarat

Hawkesbury City Council currently runs or sponsors several community awards programmes for varying sectors of the community; the annual garden competition maintains a similar format to many of the heritage awards run in other LGAs and aspects of this may be carried over to any heritage awards.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

In implementing heritage awards within the Hawkesbury City Council LGA, consideration needs to be given to benefits to the local community, community engagement and costs to Council.

**Objectives**

To implement a heritage photography award in 2019 as a precursor to a full heritage award programme in subsequent years. A photography component is a key factor in broadening community interest and participation in local heritage.

**Proposed format for Hawkesbury City Council's Heritage Awards**

It is proposed that the heritage photography award will run in 2019, and then on an annual basis as part of a comprehensive heritage awards programme. Awards will be timed to lead into the National Trust's Australian Heritage Festival which begins in mid-April each year, with an awards prize-giving event to be hosted during the festival.

**Funding**

In general, it is proposed that any funding for a heritage awards programme would come from Hawkesbury City Council and would be a council-branded initiative, although there may be some scope for business sponsorship of individual categories.

The likely costs to consider in running local heritage awards on an annual basis, include advertising (local newspaper, mail out to heritage property owners, social media), staff time and administration, judging, awards event, and prizes. Once the structure is in place, the awards can continue to run from year to year with little additional input from council staff.

It is thought that costs could be reduced by utilising council's own venues, encouraging business sponsorship and the use of volunteers where possible. Promoting the event through features such as the Mayor's column in the Hawkesbury Gazette, would be a way to advertise at no additional cost.

**Heritage photography award**

**• Best photograph of a heritage item**

Open to all residents of the Hawkesbury Local Government Area. All photographed heritage items must be located within the boundaries of the Hawkesbury LGA. Subject items can include built, cultural or landscaping heritage, and are not limited to those items which are included in the local or state heritage registers, but must be pre-1950.

Both a junior and adult category is recommended, with size and format to be finalised.

Display similar to that used by the Inner West Council for their photographic component of the Marrickville Medal (Appendix A).

All images to be retained by Hawkesbury City Council, with winning images to be used in award promotion for following years.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

A separate entry form for the photographic category will be required (Appendix B).

**Entry eligibility**

All entries must feature items located within the Hawkesbury Local Government Area. Both heritage listed and non-heritage listed properties should be eligible for entry.

Participants should be able to enter either online or via a paper form. Any entry form, whether online or paper, needs to be very simple to complete, no greater than a single side of A4 (Appendix B). It is proposed that the photographic component has a separate entry form. Participants should be able to self-nominate, or be nominated by members of the public with permission of the nominee.

**Judging**

Judging is to be undertaken by the Heritage Advisory Committee, a smaller panel comprised of HAC members, or other industry professionals or community members.

**Prize giving and category winners**

Participants and their families should be invited to a prize-giving event, where winners in each category can be awarded their prizes. Howe House and the Museum would be an ideal location for a heritage event, giving Hawkesbury City Council an opportunity to display and celebrate its own heritage building. However, this would likely depend on availability, capacity and space to display photographic entries.

A suitable trophy or alternative prize should be awarded. The Inner West Council offers a \$1000 cash prize for their heritage photography award, which is very popular.

**Approximate timeline**

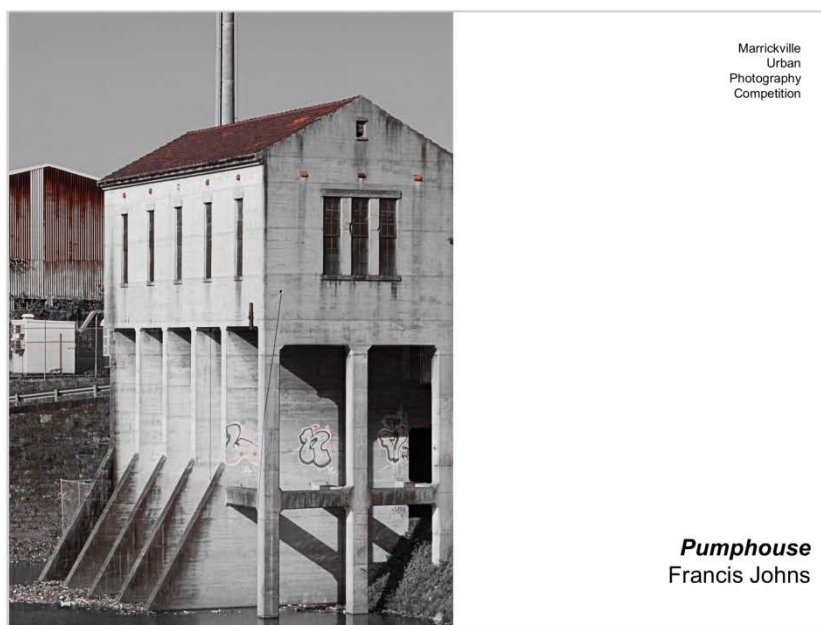
February 2019	Announce HCC Heritage Photography Awards for 2019 (feature in Hawkesbury Gazette inviting people to get involved) (Guidelines and entry forms available both online and at council chambers, library and museum.)
late March 2019	Entries close
early April 2019	Judging
mid April 2019	Start of the Australian Heritage Festival
mid May 2019	Heritage Awards prize-giving event at Howe House (winners to feature in Hawkesbury Gazette and online.)

# HERITAGE COMMITTEE

## SECTION 2 - Reports to Determination

Meeting Date: 22 July 2021

### Appendix A: Sample of photo display from Marrickville Council (now Inner West Council)



### Appendix B: Sample entry form from Marrickville Council (now Inner West Council)

#### Marrickville Urban Photography Competition 2012

##### Competition Aims

The Marrickville Urban Photography Competition is once again asking photographers of all ages and abilities to engage with the Marrickville urban landscape. Images must in some way feature, reference or comment on the older attributes of our built environment (pre 1960). The municipality is full of uniquely interesting places, spaces, and details which may evoke strong emotive responses. We are specifically seeking your contemporary perspective on the layers of urban fabric around us. Photos must be taken after 2000.

##### Entry Criteria

1. Photos must be taken within the Marrickville Council Area anytime after 2000.
2. The nomination form must be completed and submitted with the image. [Click here](#) to download.
3. The subject matter must feature or comment on pre 1960 built fabric, and broadly fit into this year's National Trust heritage theme 'Innovation and Invention'.
4. The required format is a single pdf file no larger than 10MB.
5. The submission must be the work of the individual/s named as the photographer/s on the application form.
6. Images must be received by council within the dates specified for entry.
7. Images must be sent via email to [email@marrickville.nsw.gov.au](mailto:email@marrickville.nsw.gov.au)
8. The title 'Urban Photo Comp' should be placed in the subject line.

##### Exhibition

The winner will be announced, and the top 20 photos will be printed, mounted and exhibited by Council. The exhibition will open at Marrickville Town Hall on March 26<sup>th</sup> 2012, and continue at the Marrickville Library in digital format for the following two weeks. An online exhibition of all appropriate submissions will be held on the Council website for the following 12 months.

##### Prizes

The winner will receive \$200 voucher to a photographic supplier.

##### Judges

A judging panel of two or more people may include:

- A photographic teacher or curator,
- Council's Cultural or Heritage Advisor,
- A member of the Marrickville Heritage Society,
- A commercial photographer, or head of photography,
- A Marrickville Councillor

##### Conditions

Marrickville Council reserves the right to:

1. with-hold entries whose content is considered inappropriate.
2. retain/publish entries for future/permanent exhibition/archival/promotion purposes by Council only, ensuring credit is given to the photographer/s when works are published.

#### Marrickville Urban Photography Competition 2011

Entry Form due in by March 10

\* denotes a required field

Photographer's name\*: **George Tsoutas**

Date photo was taken\*: **February 2011**

Title of photo\* **"The changing face of Camperdown"**

Address/location of the subject of the image\*:

**Australia St., Camperdown (the former Toyota Bldg/Fowlers pottery bldg)**

Age\* of photographer: primary school ☐ secondary school ☐ adult - Male

Comments (not compulsory). Maximum 150 words

The suburb of Camperdown is currently going thru a tragic metamorphosis, transforming from an inner-west light industrial/residential suburb to another high density, high rise suburb. This photo is only a small portion of the unique 'saw tooth' architecture of the approx. 100 yr. Old 'Fowler's' bldg, that is currently being torn down to make way for a 6-story high, approx. 140 plus apartments of high density for the developers.

Signature of photographer\*:

Mailing address\*: **PO Box 300, Westgate, NSW, 2048**

Phone\*: **M: 0418 665248**

Email\*: **georgetsouas@gmail.com**



2-14 Fisher Street, Petersham NSW 2049 (02) 9335 2222 [council@marrickville.nsw.gov.au](mailto:council@marrickville.nsw.gov.au)

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**AT – 2 Proposal for the implementation of a Heritage Awards Program at Hawkesbury City Council**

**Proposal for the implementation of a Heritage Awards Program at Hawkesbury City Council**

*Heritage Awards Working Group  
(Abigail Ball, Michael Edwards, Janice Hart, Prof. Ian Jack and Helen Mackay)  
Hawkesbury City Council Heritage Advisory Committee*

**Background**

The Hawkesbury LGA contains a wealth of nationally significant built heritage. The importance of Hawkesbury's heritage to the community is consistently recorded in community consultations. However, heritage can be viewed negatively due to perceived restrictions to development, high costs of repair and maintenance, reduced insurance options, and the perception that by protecting and celebrating our built heritage we are limiting our opportunities.

As a way of celebrating heritage in their communities, many NSW councils have introduced local heritage award programmes; some having been run successfully for a number of years with increasing popularity during this time. These awards take on varying forms, but many councils use them as a tool to promote heritage within their communities and to thank those members of the community who have made a positive contribution to their local heritage. Many awards are organised so that their prize-giving ceremonies coincide with other flagship heritage events.

*"The awards also seek to recognise the considerable effort that property owners undertake in maintaining and caring for older buildings. It is also hoped that the awards will foster greater community interest and concern for the conservation of all heritage items within the Council area."* Orange City Council

*"The annual Heritage Awards recognise projects that maintain and promote the restoration, preservation and sympathetic additions/alterations to heritage buildings within the Local Government Area."* Queanbeyan-Palerang Regional Council

*"[The Marrickville Medal for Conservation] celebrates built conservation works that contribute to the understanding and preservation of the Inner West's rich cultural and architectural heritage."* Inner West Council

*"They provide an opportunity to say thank you to the many dedicated owners, businesses, groups and individuals who work tirelessly to conserve Ballarat's significant heritage."* City of Ballarat

Hawkesbury City Council currently runs or sponsors several community awards programmes for varying sectors of the community; the annual garden competition maintains a similar format to many of the heritage awards run in other LGAs and aspects of this may be carried over to any heritage awards.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

In implementing heritage awards within the Hawkesbury City Council LGA, consideration needs to be given to benefits to the local community, community engagement and costs to Council.

**Objectives**

The introduction of annual heritage awards aims to:

- Recognise positive contributions to Hawkesbury's built heritage by members of the public.
- Raise the profile of the cultural heritage within the local community, and encourage community engagement and participation in heritage events.
- To make heritage, and the celebration of heritage, more accessible to the local community.

**Proposed format for Hawkesbury City Council's Heritage Awards**

It is proposed that the heritage awards are run annually. They will be timed to lead into the National Trust's Australian Heritage Festival which begins in mid-April each year, and that an awards prize-giving event will be hosted during the festival.

**Funding**

In general, it is proposed that funding for a heritage awards programme would come from Hawkesbury City Council and would be a council-branded initiative, although there may be some scope for business sponsorship of individual categories. Similar schemes, such as the garden competition, currently cost council approximately \$5000 per annum, plus administrative staff time.

The likely costs to consider in running local heritage awards on an annual basis, include advertising (local newspaper, mail out to heritage property owners, social media), staff administration, photography and judging, awards event, and prizes. Once the structure is in place, the awards can continue to run from year to year with little additional input from council staff.

It is thought that costs could be reduced by utilising council's own venues, encouraging business sponsorship and the use of volunteers where possible. Promoting the event through features such as the Mayor's column in the Hawkesbury Gazette, would be a way to advertise at no additional cost.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Award categories**

Whilst the primary aim of the awards is to reward positive contributions to the Hawkesbury's heritage, they also offer an opportunity for members of the community to get involved in celebrating their local heritage. Categories need to be broad, to capture the maximum number of entries, and accessible to those with limited heritage involvement.

*Proposed categories:*

• **Best restoration or adaptive reuse**

To be considered in this category, works must have obtained all necessary exemptions or approvals, demonstrate sound conservation practice as per Burra Charter guidelines, and show creativity with a new use that is complementary to the significance of the heritage item. Works must have been completed within the past five years (to be revised to two years should the awards continue beyond the first year). Items do not need to have a local or state heritage listing, but the original building must have been built prior to 1950.

• **Best addition to a heritage building or best new build in a heritage area**

To be considered in this category, works must have obtained all necessary heritage exemptions or approvals, demonstrate sound conservation practice as per the Burra Charter, and demonstrate an appropriate relationship to heritage in terms of scale, form, materiality and overall visual relationship. Works must have been completed within the past five years (to be revised to two years should the awards continue beyond the first year). Items do not need to have a local or state heritage listing, but the original building must have been built prior to 1950.

• **Outstanding contribution to heritage**

To be awarded to an individual (or organisation) who has made an outstanding contribution to the promotion, enhancement or protection of items or places of cultural heritage significance within the Hawkesbury, or made an outstanding contribution to the advancement of Hawkesbury's local history.

• **Special heritage skills**

To be awarded to an individual (or organisation) for their use of specialist skills or traditional methods and craftsmanship, and demonstration of best practice in heritage conservation in the Hawkesbury.

• **Best presented heritage building**

This category is designed to encourage civic pride and to allow maximum participation in the heritage awards programme. It is open to all residents and commercial businesses in the Hawkesbury LGA who own or occupy a building built prior to 1950. Presentation and street appeal is an important component, with consideration given to heritage features and authenticity.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

• **Best photograph of a heritage item**

Open to all residents of the Hawkesbury Local Government Area. All photographed heritage items must be located within the boundaries of the Hawkesbury LGA. Subject items can include built, cultural or landscaping heritage, and is not limited to those items which are included in the local or state heritage registers.

Size and format of photographs need to be finalised, but may be dependent on display location.

All images to become property of Hawkesbury City Council.  
A separate entry form for the photographic category will be required.

• **People's choice award**

This category is an attempt to increase community engagement by offering the public a chance to vote for their favourite entry in the heritage awards program. The City of Ballarat implemented a "people's choice" category for the first time in 2017 and had a very positive response from their community.

It is proposed that a shortlist of finalist will be prepared by the judging panel, ensuring that the people's choice conforms to best practice in heritage conservation. Illustrated details of short-listed entries will be displayed in the local media, social media, on council's website, and at the library, museum and information centre. The public will be able to vote for their favourite entry, either in person at the library, museum or information centre, or online via council's website.

**Entry eligibility**

All entries must be located, or feature items located, within the Hawkesbury Local Government Area. Both heritage listed and non-heritage listed properties should be eligible for entry.

Any restoration or new work must have been completed in five years prior to the competition (this limit may be revised downward should the awards continue beyond the first year). Additionally, winners of previous awards may be ineligible to enter the same category the following year (Best Presented and Photography excepted).

Participants should be able to enter either online or via a paper form. Any entry form, whether online or paper, needs to be very simple to complete, no greater than a single side of A4 (Appendix B). It is proposed that the photographic component has a separate entry form. Participants should be able to self-nominate, or be nominated by members of the public with permission of the nominee.

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Judging**

Judging is to be undertaken by the Heritage Advisory Committee, a smaller panel comprised of HAC members, or other industry professionals or community members.

A shortlist of finalists will need to be prepared several weeks prior to the prize-giving to allow sufficient time to run the People's Choice component.

**Prize giving and category winners**

Participants and their families should be invited to a prize-giving event, where winners in each category can be awarded their prizes. Howe House and the Museum would be an ideal location for a heritage event, giving Hawkesbury City Council an opportunity to display and celebrate its own heritage building. However, this would likely depend on availability, capacity and space to display photographic entries.

A small brass plaque with award category, year, and HCC branding (Appendix A) to be affixed to the winning building in public view would serve to both recognise individual contribution, and promote heritage and the heritage awards within the community. Guidelines for fixing such a plaque to a heritage building will be required.

For the Special Heritage Skills and Photography categories a trophy instead of a plaque would be more suitable.

It would also be desirable for a monetary prize to be presented along with the winner's plaque or trophy. This is an ideal opportunity to encourage the involvement of local businesses to become involved as potential category sponsors.

**Approximate timeline**

February 2020	Announce HCC Heritage Awards for 2018 (feature in Hawkesbury Gazette inviting people to get involved) (Category guidelines and entry forms available both online and at council chambers, library and museum.)
late March 2020	Entries close
early April 2020	Judging
mid April 2020	Start of the Australian Heritage Festival Announce shortlist of finalists for People's Choice (feature in Hawkesbury Gazette, display and voting forms in Library, etc., website live.)
mid May 2020	Heritage Awards prize-giving event at Howe House (winners to feature in Hawkesbury Gazette and online.)

**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Appendix A. Plaques**

Examples of plain brass plaques in the Hawkesbury Local Government Area.



Example of potential Heritage Awards plaque: modest size, simple design and brief text to reduce costs.



**HERITAGE COMMITTEE**  
**SECTION 2 - Reports to Determination**  
**Meeting Date: 22 July 2021**

**Appendix B. Sample entry form**

**Hawkesbury City Council Heritage Awards 2017 Entry Form**

Your details: Name

Organisation

Address

Phone

Email

Are you nominating yourself ☐ or someone else ☐?

If you are nominating someone else, please provide their details:

Name

Organisation

Address

Phone

Email

Select ONE of the following categories:

1. Best restoration or adaptive reuse ☐
2. Best addition to a heritage building or best new build in a heritage area ☐
3. Outstanding contribution to Hawkesbury's heritage ☐
4. Special heritage skills ☐
5. Best presented heritage item ☐

\* Entries for heritage photography require a separate form

Please provide a brief description of the entry and provide any supporting photographs.

Signature

Date

Further information and conditions for entry can be found at [hawkesbury.nsw.gov.au](http://hawkesbury.nsw.gov.au)

**oooO END OF REPORT Oooo**



# heritage committee

## end of business paper

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.