



## Appendices

# Appendices

Appendices 1 - 2

## Appendix 1

### Additions and Deletions to the Register under the Heritage Act

State Heritage Register listings made under section 31 of the Heritage Act 1977 (as amended) between 1 July 2003 and 30 June 2004

Item	Address	Local Govt. Area	Listing Date	Listing No.
Bathurst Street Lamps	Howick Street, Bathurst	Bathurst	1/08/2003	01666
Crest Theatre	157 Blaxcell Street, South Granville	Parramatta	1/08/2003	01664
Denison Bridge	Macquarie River Great Western Highway, Bathurst	Bathurst	1/08/2003	01665
St David's Uniting Church	51- 53 Dalhousie Street, Haberfield	Ashfield	19/08/2003	01669
Entrance Ocean Pools, The	Ocean Parade, The Entrance	Wyong	22/08/2003	01663
Trinity Uniting Church	62 The Boulevard, Strathfield	Burwood	19/09/2003	01671
St John's Uniting Church, Hall and Manse	61-65 Coonanbarra Road, Wahroonga	Ku-Ring-Gai	19/09/2003	01670
Mount Penang Parklands	Pacific Highway, Somersby	Gosford	19/09/2003	01667
Tryon Road Uniting Church	33 Tryon Road, Lindfield	Ku-Ring-Gai	19/09/2003	01672
Cronulla Sand Dune and Wanda Beach Coastal Landscape	Captain Cook Drive, Cronulla	Sutherland	26/09/2003	01668
Rail Paybus FP1	Thirlmere	Wollondilly	26/09/2003	01673
HMAS Parramatta shipwreck and memorials (comprising three sites)	Historic Shipwreck: Cascade Gulley Hawkesbury River, Near Bar Point	Gosford	17/10/2003	01676
	Bow memorial, Garden Island HMAS Kuttabul, Potts Point	Sydney	17/10/2003	01676
	Stern Memorial: Queens Park Reserve Queens Park Reserve, Parramatta	Parramatta	17/10/2003	01676
Dunbar Shipwreck Group	Various	Multiple LGAs	17/10/2003	01675
Prospect Hill	Great Western Highway, Prospect	Holroyd	17/10/2003	01662
Wylie's Baths	Neptune Street, Coogee	Randwick	14/11/2003	01677
Ashton and its grounds	102 Elizabeth Bay Road, Elizabeth Bay	Sydney	19/11/2003	01684
Mount St Marys College and Convent	10-14 Civic Place, Katoomba	Blue Mountains	21/11/2003	01681
Bogey Hole, The	Shortland Esplanade, Newcastle	Newcastle	21/11/2003	01678
Millers Point & Dawes Point Village Precinct	Upper Fort Street , Millers Point	Sydney	28/11/2003	01682
Sydney Opera House	Circular Quay East, Sydney	Sydney	3/12/2003	01685
Malachi Gilmore Memorial Hall	124 Oberon Street, Oberon	Oberon	5/12/2003	01680
Granville Town Hall	10 Carlton St, Granville	Parramatta	5/12/2003	01679
Coal River Precinct	various Nobby's Road, Newcastle	Newcastle	19/12/2003	01674
Jadda Centre (former Athenaeum Theatre)	The Broadway, Junee	Junee	9/01/2004	01687
Oaklands	Princes Highway, Pambula	Bega Valley	20/02/2004	01686
Australiana Pioneer Village	Rose Street, Wilberforce	Hawkesbury	20/02/2004	01683
Old Dubbo Gaol	215 Macquarie Street, Dubbo	Dubbo	26/03/2004	01689
Catholic Church of Christ the King	Macarthur Street, Taralga	Mulwaree	30/04/2004	01696
Graham Lodge	Pleasant Way, Nowra	Shoalhaven	4/06/2004	01699
Burra Bee Dee Mission	Oxley Highway, Coonabarabran	Coonabarabran	4/06/2004	01688
Jenolan Caves Reserve	Caves Road, Jenolan	Oberon	25/06/2004	01698
Dubbo RAAF Stores Depot (former)	Cobra Street, Dubbo	Dubbo	29/06/2004	01701

Interim Heritage Orders made under section 22 of the Heritage Act 1977 (as amended) between 1 July 2003 and 30 June 2004.

Item	Address	Local Government Area	Listing Date	Listing No.
Peberdy House	182 Rouse Street, Tenterfield	Tenterfield	26/08/2003	IHO No. 82
Ashton and its grounds	102 Elizabeth Bay Road, Elizabeth Bay	Sydney	3/09/2003	IHO No. 83
Sheoks, The	1931 Pittwater Road, Bayview	Pittwater	20/10/2003	IHO No. 84
Dubbo RAAF Stores Depot (former)	Cobra Street, Dubbo	Dubbo	16/12/2003	IHO No. 87
Bower Hall	101 Bower Street, Manly	Manly	22/03/2004	IHO No. 90
Lachlan Vintage Village	Newell Highway, Forbes	Forbes	23/03/2004	IHO No. 91
Commercial Building	340-346 George Street, Sydney	Sydney	25/03/2004	IHO No. 89

## Appendix 2

### Attendance at Heritage Council and Committee Meetings

Heritage Council Member	Heritage Council Meetings Attended	State Heritage Register Committee Meetings Attended	Approvals Committee Meetings Attended
Total number of meetings in 2003/2004	6	11	16
Michael Collins, Chair	4	7	na
Mary-Lynne Taylor, Deputy Chair	5	na	13
Elsa Atkin	6	na	12
Terry Barnes (retired 6 August 2003)	1	na	na
Lisa Corbyn	1		na
John Delaney	6	9	na
Garry Fielding	4	na	10
Ross Fitzgerald (appointed 1 October 2003)	4	5	na
Ian Jack	6	11	na
Chris Johnson	3	na	1
Diane Jones	6	na	15
Megan Jones	6	6	8
Rod Leaver	4	na	8
Reece McDougall	5	10	1
Sharon Sullivan	5	5	5
Joan Templeman	6	11	na
<b>Deputies</b>			
Jason Ardler (Deputy for Director General, Department of Environment and Conservation)	4	7	na
Sharon Veale (deputy for Director General, Department of Environment and Conservation)	1	1	na
Susan Macdonald (Deputy for Director, Heritage Office)	1		15
Bruce Pettman (deputy for Government Architect)	5	na	13
Murray Brown (deputy for Director, NSW Heritage Office)	na	1	na
Robert Goodman (deputy for Director General, Department of Environment and Conservation)		1	

### Appendix 3

#### Summary of Recommendations of the Heritage Council of New South Wales to the Minister

##### Heritage Council Recommendations

###### 2006 Heritage Incentives Program 6 August 2003

The Heritage Council recommended that the Minister delegate to the Director of the Heritage Office the power under section 106 of the Heritage Act to approve funding under the Heritage Incentives Program in program areas dealing with conservation management plans, local government heritage management and grants to organisations. The total funding available for these three programs is \$1.938 million. The Director already has delegation in respect of the program for special purpose small grants;

###### 2003 NSW Government Heritage Volunteer Awards 1 October 2003

The Heritage Council recommended to the Minister that 25 NSW Government Heritage Awards be given to NSW community members identified by a Heritage Office panel.

###### Sydney Opera House Listing 3 December 2003

The Heritage Council advised the Minister that the Sydney Opera House was of state heritage significance and recommended that she direct the listing of the item on the State Heritage Register, if she considered the item to be of state heritage significance. The council recommended that the Minister grant exemptions in addition to the Heritage Council's Standard Conditions.

###### Review of Standard Exemptions 7 April 2004

The Heritage Council recommended that the Minister

- revoke general condition four of the Schedule of Exemptions gazetted on 7 March 2003 and grant the replacement general condition;
- revoke standard exemption four – excavation, gazetted on 7 March 2003 and grant the replacement standard exemption;.
- agree in principle to standard exemption 18 - integrated development, subject to the resolution of the issue of appropriate fees; and
- revoke the exceptions to subsections 139(1) and (2) of the Heritage Act gazetted on 7 March 2003, and create a new exception to the requirement for an excavation permit.

###### Site Specific Exemptions for Lord Howe Island 7 April 2004

The Heritage Council agreed to the Director exercising his delegation to recommend to the Minister that she grant site specific exemptions for Lord Howe Island.

##### State Heritage Register Committee Recommendations

The State Heritage Register Committee, as delegate of the Heritage Council, made the following recommendations to the Minister:

###### Listings on the State Heritage Register

In respect of the following properties the committee:

1. resolved that the item was of state heritage significance;
2. recommended to the Minister that she direct the listing of the item on the State Heritage Register if she considered the item to be of state heritage significance;
3. and for those properties noted \*, recommended that the Minister grant exemptions in addition to the Heritage Council's Standard Conditions.

**Denison Bridge, Bathurst**

2 July 2003

**Bathurst street lamps**

2 July 2003

**Tyron Road Uniting Church, Lindfield**

2 July 2003

**Trinity Uniting Church, Strathfield**

2 July 2003

**St John's Uniting Church,  
hall and manse, Wahroonga**

2 July 2003

**Crest Theatre, South Granville**

2 July 2003

**Cronulla Sand Dune and Wanda Beach  
Coastal Landscape \***

6 August 2003

**Mount Penang Parklands\***

6 August 2003

**Coal River Precinct\***

6 August 2003

**Rail Paybus**

6 August 2003

**Granville Town Hall, Granville**

1 October 2003

**Malachi Gilmore Hall, Oberon\***

1 October 2003

**Dunbar shipwreck site, Gillies artifact  
collection, Dunbar anchor memorial  
and Dunbar rock inscription**

1 October 2003

**HMAS Parramatta shipwreck site,  
associated stern memorial and  
bow memorial**

1 October 2003

**Millers Point and Dawes  
Point Village Precinct\***

5 November 2003

**Australiana Pioneer Village**

5 November 2003

**Jadda Centre, Junee**

3 December 2003

**RAAF Stores Depot, Dubbo**

3 December 2003

**Old Dubbo Gaol, Dubbo\***

4 February 2003

**Balgownie Migrant Workers  
Hostel Huts, Wollongong**

4 February 2003

**Camden Park Estate  
and Belgenny Farm\***

3 March 2004

**Gledswood, Catherine Field**

3 March 2004

**Raby, Catherine Field**

3 March 2004

**Maryland, Bringelly**

3 March 2004

**Denbigh, Cobbity**

3 March 2004

**Oran Park, Oran Park**

3 March 2004

**Orielton, Narellan**

3 March 2004

**Catholic Church of Christ  
the King, Taralga**

3 March 2004

**Taylor Square Substation No. 6  
and Underground Conveniences\***

7 April 2004

**Jenolan Caves Reserve\***

7 April 2004

**Graham Lodge, Nowra**

7 April 2004

**Burra Bee Dee Mission,  
Coonabarabran\***

7 April 2004

**St Anne's Church, Bondi**

5 May 2004

**St John the Evangelist Church,  
Wallerawang**

2 June 2004

The committee also recommended the preparation of a heritage agreement between the Minister and the owners of properties Gledswood, Raby, Maryland, Denbigh, Oran Park and Orielton.

**De-listing from the State Heritage Register**

In respect of the following properties, the committee :

1. advised that after further investigation, the item was not of state significance; and
2. recommended to the Minister that she direct the de-listing of the item from the State Heritage Register, if she considered the item not to be of state heritage significance.

**Blue Waters, Huskisson**

2 July 2003

**Hancock's Store, Nabiac**

6 August 2003

**RAAF Stores Depot  
3 December 2003**

The Heritage Council recommended that the Minister establish a Ministerial Review Panel, for a period of six months, to advise on its recommendation to list the RAAF Stores Depot in Dubbo on the State Heritage Register. The council recommended that the Minister make an interim heritage order over the site for a period of 12 months to allow for further investigation.

**Pettit & Sevitt Exhibition Centre No. 1  
Precinct 2 June 2004**

The committee advised the Minister that she not proceed with listing the Pettit & Sevitt Exhibition Centre on the State Heritage Register.

### Appendix 4

### Summary of Funding Programs

#### Summary of all Heritage Incentives Program projects approved in 2003-04

The programs below detail 154 new projects totalling \$3,987,947 approved in the year to 30 June 2004 under the following programs:

	Total number of projects approved	Total funding approved
Program 1: Site Works and Presentation Projects	76	\$3,245,900
Program 2: Heritage Study and Promotion Projects	11	\$249,500
Program 3: Aboriginal Heritage Projects	6	\$82,650
Program 4: Conservation Management Plans	17	\$41,000
Program 5: Special Purpose Grants and Loans	10	\$37,200
Program 6: Local Government Heritage Management	31	\$281,242
Program 7: Heritage Organisation Support Funding	3	\$50,455
Program 8: Local History and Archive Projects	Nil	Nil

[Please note that from July 2002 many projects are being funded over two or three years.]

#### Program 1: Site Works and Presentation Projects

In total, 76 projects totalling \$3,245,900 were approved in 2003-04 over two years. (Two projects were approved in 2002-03 totalling \$122,500.)

Special one-off funding was provided by the State Government during 2003-04 for the following three projects totalling \$950,000:

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
Saraton Theatre, Grafton	Notaras Bros Pty Ltd	To undertake major conservation work to the Saraton Theatre at Grafton	\$628,000	\$378,000	\$250,000	Pro Rata Grant
Murphy House, former St Patrick's Catholic Cathedral Presbytery, Parramatta	Catholic Church in Australia	To undertake conservation work to Murphy House, the former St Patrick's Catholic Cathedral Presbytery in Parramatta	\$300,000	\$100,000	\$200,000	Pro Rata Grant
Great Synagogue, Sydney	The Board of the Great Synagogue	To undertake major conservation work to the Great Synagogue in Sydney	\$1,945,000	\$1,445,000	\$500,000	Pro Rata Grant
<b>TOTAL</b>					<b>\$950,000</b>	

Seventy-three new projects were approved in 2003-2004 totalling \$2,295,900 over two years.

- \$50,000 grant to Walka Water Works Trust to undertake urgent repairs to the boiler house annex and other buildings on the 1886 Walka Water Works site near Maitland;
- \$50,000 interest-free loan to Jinglemoney Pastoral Company to carry out conservation work to the 1842 Bedervale Homestead at Braidwood;
- \$50,000 grant to the Friends of St John's to carry out urgent structural work to the 1881 St John's Church at Wallerawang near Lithgow;
- \$50,000 grant to Maclean Shire Council to undertake conservation work at the Pilot Hill Maritime Precinct in Yamba including the restoration of the two 1903 boatman's cottages.
- \$50,000 interest-free loan to the Xiberras family to restore a severely storm damaged c.1810 barn built by William Cox at Clarendon near Richmond;
- \$50,000 grant to the Dalwood Restoration Association to undertake conservation work to the 1838 Dalwood House at Branxton;
- \$50,000 grant to Haberfield Uniting Church Parish for conservation work to St David's Uniting Church Hall, Church and Manse in Haberfield;
- \$50,000 grant to Broken Hill City Council to undertake conservation work to the former 1919 BHP British Flats Building in Broken Hill;
- \$50,000 grant to the Newcastle Maritime Museum Society to adaptively re-use the former Lee Wharf shed in Newcastle as a new home for the Newcastle Region Maritime Museum;
- \$50,000 interest-free loan to Coerwull Property to undertake conservation work to the 1839-42 Coerwull House at Bowenfels near Lithgow;
- \$50,000 interest-free loan to Millthorpe Newsagency & Store to reconstruct the two-storey verandah on the newsagency within the historic township of Millthorpe;
- \$50,000 grant to Liverpool City Council to undertake conservation work to Rosebank House at Liverpool;
- \$50,000 grant to the Sydney Tramway Museum to undertake conservation work to restore the sole remaining 1904 'J' type tramcar to working order at the Sydney Tramway Museum at Loftus;
- \$50,000 grant to Hawkesbury City Council to undertake urgent conservation works to the c.1843 Howe's House at the Hawkesbury Museum in Windsor;
- \$50,000 grant to Junee Shire Council to plan for the conservation work to be carried out to the 1929 Jadda Centre in Junee;
- \$50,000 grant to Junee Shire Council to undertake major work to the verandah of the 1914 Broadway Hotel in Junee, now used as the Shire's museum;
- \$50,000 grant to Gundagai Historic Bridges Inc. to provide safe public access to the first six spans of the 1897 Prince Alfred Bridge viaduct in Gundagai;
- \$50,000 grant to the City of Ryde to undertake conservation work to a roof at the 1820 Brush Farm in Eastwood;
- \$50,000 grant to Mudgee Shire Council to undertake a major program to interpret the mining heritage of Gulgong from 1870-1920;
- \$50,000 grant to the Belgenny Farm Trust to improve visitor interpretation of Belgenny Farm prior to the 2005 Belgenny Farm/Camden Park Estate bicentenary by refurbishing Belgenny Farm Cottage for use as a visitor centre;
- \$50,000 interest-free loan to Allison Arnott to carry out conservation work to the 1850 Arnott Bakehouse in Morpeth;
- \$50,000 grant to Clarence Valley Community Programs to undertake adaptive conservation work to the Pullen Centre in Prince Street at Grafton comprising four buildings erected between 1911 and the 1930s;
- \$49,000 dollar-for-dollar grant to Belmont Christian College to conserve and interpret the remnant sections of the No.1 headframe at the former John Darling Colliery at Belmont;
- \$48,000 interest-free loan to the Whitney Pastoral Company to undertake further conservation work at Coombing Park near Carcoar;
- \$40,000 grant to Annandale Lilyfield Uniting Church Parish to carry out urgent stone and stained glass work at the Uniting Church and Victory Hall in Annandale;
- \$40,000 grant to Bathurst Regional Council to carry out minor repair and repainting of 105 heritage lamp posts in the central area of Bathurst;
- \$40,000 grant to Gregory Ellison to carry out conservation work to the very early coaching stables complex at Milchomi near Walgett;
- \$40,000 grant to Wagga Wagga City Council to establish a special local heritage fund to promote conservation work in Fitzmaurice Street, Wagga Wagga;
- \$33,000 grant to Ballina Shire Council to construct a protective cover and cradle for the 1882 M.V. Florrie at the Ballina Naval and Maritime Museum and provide interpretation;

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- \$32,500 dollar-for-dollar grant to Wardell Anglican Parish to undertake conservation work to the 1879 St Barnabas Anglican Church Hall at Wardell;
- \$30,000 grant to the Cowra Showground Trust to undertake conservation work to the 1914 Cowra Showground Racecourse Paceway Grandstand;
- \$30,000 dollar-for-dollar grant to the Friends of Ventnor House to carry out drainage, roof slating and chimney reinstatement to Ventnor House in Randwick;
- \$30,000 grant to Wentworth Shire Council to establish a local heritage fund to enhance the main street in Wentworth and conserve twelve heritage buildings;
- \$30,000 grant to Tenterfield Shire Council to establish a local heritage fund to revitalise and expand the main street program of Tenterfield;
- \$30,000 interest-free loan to Christopher, Terrence, Patrick and Dennis Picone to reinstate the burnt-out 1890s Picone Building in the main street of Moree;
- \$30,000 interest-free loan to Imperial Investments to undertake conservation work to the 1929 Imperial Hotel at Moree;
- \$30,000 interest-free loan to Bruce and Alison Amos to undertake conservation work to the Houlahan Building (three linked shops and residence) in Moree;
- \$30,000 interest-free loan to Gavin Enterprises to undertake conservation works to the 1925-1936 Paragon Café in Katoomba;
- \$30,000 grant to Weddin Shire Council to establish a local heritage fund to promote heritage conservation work in the Grenfell heritage main street;
- \$30,000 grant to Lismore City Council to build a heritage walk involving the construction of six pagodas on the banks of the Wilson River at Lismore;
- \$30,000 interest-free loan to the Foundry Unit Trust to stabilise and restore the external stone wall of the c1869 Royal Hotel at Cassilis;
- \$30,000 grant to the corporate trustees of the Diocese of Grafton to finalise internal and external conservation work to the 1824 St Thomas' Anglican Church in Port Macquarie;
- \$30,000 grant to Mid-Western Regional Council to finalise stabilisation work on the police stables building at the Hargraves;
- \$27,000 grant to the Lithgow Enterprises Development Agency to undertake a major heritage tourism promotion in Lithgow involving directional signage, publications, website and marketing;
- \$26,250 grant to the Seventh-Day Adventist Church - Greater Sydney Conference to restore an early J.W. Walker pipe organ in the Seventh-Day Adventist Church at Stanmore;
- \$26,250 grant to the trustees of The Society of the Sacred Heart of Jesus to conserve the 1890 Puget Pipe Organ at the Kincoppal-Rose Bay School of the Sacred Heart in Rose Bay;
- \$25,000 interest-free loan to The Meadows to undertake urgent stabilisation work to The Meadows Homestead at Dubbo built in 1840;
- \$24,500 dollar-for-dollar grant to Hastings Council to carry out conservation and interpretation work to Port Macquarie's second burial ground used between 1824-1886;
- \$21,000 grant to Orange City Council to construct a walking trail to interpret the mining heritage of Lucknow Village near Orange;
- \$20,000 dollar-for-dollar grant to Hastings Council to prepare 13 signs to interpret the historical and archaeological significance of precincts identified in the 1999 Port Macquarie Archaeological Interpretation Masterplan;
- \$20,000 grant to Eurobodalla Shire Council to establish a local heritage fund to promote conservation work in the Moruya Conservation Area;
- \$20,000 interest-free loan to Charmaine O'Halloran to undertake restumping and other conservation work to the 1871 Southgate Hotel near Grafton;
- \$20,000 grant to the Convict Trail Project to obtain work plans in relation to the maintenance and restoration of nine sites along the Great North Road;
- \$18,000 grant to Lithgow City Council to continue the conservation of the 1891 Union Theatre at Lithgow;
- \$18,000 low interest loan to Pendarves Development Company to carry out urgent conservation work to the c.1839 Bookannon Homestead at Byng;
- \$17,500 grant to Strathfield-Homebush Uniting Church Parish to carry out conservation work to the 1909 Norman and Beard pipe organ in the Trinity Uniting Church at Strathfield;
- \$17,000 dollar-for-dollar grant to Broken Hill City Council to undertake conservation work to the 1900 Walter Sully Emporium outbuildings in Broken Hill;
- \$15,000 interest-free loan to John T Ryder and Sallyanne Collins to carry out conservation work to the former 1868 Wesleyan Methodist Manse in Milton;

- \$15,000 grant to Walgett Shire Council to establish a local heritage fund to promote conservation work in Collarenebri;
- \$15,000 grant to Bellingen Shire Council to establish a new local heritage fund to encourage conservation work in the central area of Bellingen;
- \$15,000 interest-free loan to Donald J Maxwell to undertake conservation work to the 1834 original cottage and outbuildings at Lochinvar Homestead near Maitland;
- \$13,500 interest-free loan to the Blue Mountains Historical Society to undertake further conservation work to the 1886-1920 Tarella Cottage at Wentworth Falls;
- \$12,000 dollar-for-dollar grant to Tumut Shire Council to carry out conservation work to the 1929 Montreal Theatre in Tumut;
- \$11,000 grant to Bega Valley Shire Council to conserve part of the 1880 Montreal goldfield site near Bergamui by capping and fencing off mine shafts to minimise further weathering and human impact;
- \$10,000 grant to Hope Healthcare to undertake conservation work to the verandah of the 1891 Pallister House at Greenwich Hospital;
- \$10,000 grant to Narrandera Shire Council to construct a walking trail and viewing platform that interprets the history of the paddle steamer *P.S. Wagga Wagga* in the Murrumbidgee River at Narrandera;
- \$10,000 dollar-for-dollar grant to the Bowenfels Presbyterian Church Parish at Bowenfels to replace ten windows in its 1850 Church;
- \$10,000 grant to Blayney Shire Council to establish a special local heritage fund to assist conservation to community and private heritage sites in the historic village of Carcoar;
- \$10,000 dollar-for-dollar grant to Petersham Anglican Parish to undertake conservation work to the roof structure of All Saints Anglican Church at Petersham;
- \$10,000 grant to the Milparinka Heritage and Tourism Association to restore the former Police Lockup Cells at Milparinka;
- \$10,000 grant to the Lady Denman Heritage Complex Huskisson to provide high quality public presentation of the 1912 *Lady Denman* ferry at Huskisson;
- \$9,400 grant to Wentworth Shire Council to carry out conservation work to four buildings on the former 1881 Wentworth Gaol site in Wentworth;
- \$7,000 grant to Temora Shire Council to interpret the heritage main street of Temora through plaques and interpretive signs.

## Program 2: Heritage Study and Promotion Projects

Eleven new projects were approved in 2003-04 totalling \$249,500 over two years.

*(No projects were approved in 2002-03.)*

- \$61,500 grant to Robertson & Hindmarsh to undertake a comprehensive survey of heritage sites from World Wars I and II across New South Wales;
- \$30,000 grant to the Museums and Galleries Foundation of NSW to undertake a survey of museum-held cultural material related to World Wars I and II across New South Wales;
- \$30,000 grant to Barbara Hickson to identify Chinese heritage-related sites and places throughout the Central West and Western NSW;
- \$30,000 grant to the NSW Rail Transport Museum to undertake a comprehensive survey of all heritage railway rolling stock in New South Wales;
- \$23,500 grant to Clive Lucas Stapleton and Partners to undertake a sample survey of sporting ovals in NSW and to create a model conservation management plan;
- \$18,500 grant to Wollongong City Council to survey and provide a comparative study of all coal mines and associated heritage places and objects in the Wollongong local government area;
- \$18,000 dollar-for-dollar grant to Hastings Council to research and assess the significance of important objects, places and collections relating to women of the Hastings area;
- \$15,000 dollar-for-dollar grant to the NSW Chinese Heritage Project Committee to research and document Chinese-related heritage sites in Central Sydney;
- \$14,000 grant to Marie-Louise McDermott to provide an inventory of over 80 ocean rock baths between Eden and the Queensland border for use on the NSW Heritage Office website;
- \$5,000 dollar-for-dollar grant to the Evans Head Memorial Aerodrome Committee to develop a computer-based World War II flight simulation program of the State Heritage listed Evans Head Aerodrome;
- \$4,000 grant to Co.As.It Italian Association of Assistance to train a team of four guides to offer guided tours of Leichhardt's Italian heritage.

# Appendices

## Appendix 4

### Program 3: Aboriginal Heritage Projects

Six new projects were approved in 2003-2004 totalling \$82,650. (10 projects approved in 2002-2003 totalling \$89,740.)

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
Nari Nari Interpretative Walking and Driving Trail on Toogimbie Station	Nari Nari Tribal Council	To promote Indigenous culture in the Hay area by installing interpretative panels and establishing a walking trail on Toogimbie Station	\$22,640	\$11,140	\$11,500	Pro Rata Grant
North Sydney Volunteer Sites Officer Interpretative Brochure	Lane Cove, North Sydney, Warringah and Willoughby councils	To produce an Aboriginal sites identification and interpretative brochure/guide targeting school children in North Sydney	\$15,000	\$7,500	\$7,000	Dollar-for-dollar Grant
Aboriginal Heritage Potential Areas Mapping Project for Lane Cove, North Sydney, Warringah and Willoughby councils	Lane Cove, North Sydney, Warringah and Willoughby councils	To undertake an Aboriginal heritage zoning plan for the Lane Cove, North Sydney, Warringah and Willoughby local government areas to improve land use planning	\$46,000	\$23,000	\$23,000	Dollar-for-dollar Grant
Warangesda Aboriginal Mission book entitled <i>The Camp of Mercy</i>	Mr and Mrs Donald Elphick	To publish a book on life at the Warangesda Aboriginal Mission and Station at Darlington Point between 1880 and 1925	\$8,400	nil	\$8,400	Grant
Red Ochre Indigenous Music and Cultural Festival	Red Ochre Events Incorporated	To video the Red Ochre Indigenous Music and Cultural festival in Dubbo April 9, 10, 11 and 12 and interview key Elders in the Dubbo local government area	\$11,250	nil	\$11,250	Grant
Eurobodalla Aboriginal Sites Promotion Project	Eurobodalla Shire Council	To develop information brochures and material on Aboriginal heritage to increase awareness	\$39,750	\$18,250	\$21,500	Pro Rata Grant
<b>TOTAL</b>					<b>\$82,650</b>	

#### Program 4: Conservation Management Plans

Seventeen new projects were approved in 2003-04 totalling \$41,000. (Fifteen projects approved in 2002-03 totalling \$72,500.)

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
Faulconbridge House, Faulconbridge, conservation management plan	Mrs Catherine Kohlenberg	To undertake a conservation management plan for Faulconbridge House at Faulconbridge, the home of Henry Parkes from 1875 to 1888	\$8,800	\$6,300	\$2,500	Pro rata grant
Banjo Paterson Park, Orange, conservation management plan	Orange City Council	To prepare a conservation management plan for Banjo Paterson Park in Orange	\$7,500	\$5,000	\$2,500	Pro rata grant
Former Parkes Post Office, conservation management plan	Peter and Madalena Sgarlata	To prepare a conservation management plan for the former Parkes Post Office (1880)	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Former BHP British Flats, Broken Hill, conservation management plan	Broken Hill City Council	To prepare a conservation management plan for the former British Flats building in Broken Hill (1919)	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Old Dubbo Pioneer Cemetery, conservation management plan	Dubbo City Council	To prepare a conservation management plan for the Old Dubbo Pioneer Cemetery	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Rose Cottage, Wilberforce, Stage 3, conservation management plan	Thomas and Jane Rose Family Society	To prepare a conservation management plan for Rose Cottage at Wilberforce	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Clydesdale Estate, Richmond Road, Marsden Park, conservation management plan	Francis George Pace	To undertake a conservation management plan for the Clydesdale Estate at Marsden Park	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Mildura House, Georges Plains, near Bathurst, conservation management plan	Ms Lindy Appleford	To undertake a conservation management plan for Mildura House at Georges Plain	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Holy Trinity Anglican Church Group, Kelso conservation management plan	Holy Trinity Parish Kelso Anglican Diocese of Bathurst	To prepare a conservation management plan for the 1835 Holy Trinity Anglican Church Group at Kelso	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Ventnor House, Randwick, conservation management plan	Friends of Ventnor House	To prepare a conservation management plan for Ventnor House at Coogee	\$5,500	\$3,000	\$2,500	Pro rata grant
Murray Downs, conservation management plan	Wariat Nominees Pty Ltd	To prepare a conservation management plan for the Murray Downs Homestead heritage precinct at Wakool	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant

# Appendices

## Appendix 4

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
Bowenfels Presbyterian Church, conservation management plan	Presbyterian Church Bowenfels	To prepare a conservation management plan for the 1850 Bowenfels Presbyterian Church	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Victoria Park, Forbes, conservation management plan	Forbes Shire Council	To prepare a conservation management plan for the 1874 Victoria Park at Forbes	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Montreal Community Theatre, Tumut, conservation management plan	Tumut Shire Council	To prepare a conservation management plan for the 1929 Montreal Community Theatre in Tumut	\$2,000	\$1,000	\$1,000	Dollar-for-dollar grant
St John the Evangelist Church, Wallerawang, conservation management plan	The Friends of St John's for the Council of the City of Greater Lithgow	To prepare a conservation management plan for the 1881 St John the Evangelist Church at Wallerawang, near Lithgow	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Lochinvar House, Maitland, conservation management plan	Donald J. Maxwell	To prepare a conservation management plan for the 1834 Lochinvar House at Maitland	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Royal Hotel, Cassilis, conservation management plan	The Foundry Unit Trust	To prepare a conservation management plan for the c.1869 Royal Hotel at Cassilis	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
<b>TOTAL</b>					<b>\$41,000</b>	

### Program 5: Special Purpose Grants and Loans

Ten new projects were approved in 2003-04 totalling \$37,200. (Eight projects approved in 2002-03 totalling \$25,293.)

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
Suspended Awnings in Commercial Areas Engineering Study	Mudgee Shire Council	To undertake a small study on how to conserve suspended awnings in commercial areas	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Knuckey's Store, 51 Swift Street, Wellington, Proposed Design Study	Wellington Soldiers Memorial Club	To undertake a study of Knuckey's Store in Wellington on the best design option for future use and costings and the best design for the car park	\$1,700	nil	\$1,700	Grant

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
'The Barn' Scouts Hall, Mosman, former Whaling Station (1831) Engineering Work	The Scout Association of Australia NSW Branch 1	To assist engineering on the stability of the cliff at the rear of the former 1831 whaling station, now The Barn Scout Hall at Mosman	\$10,000	\$5,000	\$5,000	Dollar-for-dollar grant
Former South Maitland Railways Workshop Store Building	Friends of South Maitland Railways	To undertake conservation work to a store building at the former South Maitland Railways Workshop at Maitland	\$14,000	\$10,000	\$4,000	Pro rata grant
Knuckey's Store, Wellington, Call for Expressions of Interest	Wellington Soldiers Memorial Club	To call for expressions of interest for the former Knuckey's Store at Wellington	\$5,000	nil	\$5,000	Grant
Former BHP British Flats, Broken Hill, Conservation Work	Broken Hill City Council	To undertake conservation work at the former BHP British Flats (1919) building at Broken Hill	\$10,000	\$5,000	\$5,000	Dollar-for-dollar grant
Hunter Baillie Memorial Presbyterian Church, Annandale, Two Pinnacles Removal	Annandale Leichhardt Presbyterian Church	To remove two pinnacles on the tower at the Hunter Baillie Memorial Presbyterian Church in Annandale	\$5,000	\$2,500	\$2,500	Dollar-for-dollar grant
Newstead Homestead, near Inverell, Urgent Conservation Work	Inverell Shire Council	To undertake urgent conservation work at Newstead Homestead near Inverell	\$36,000	\$31,000	\$5,000	Pro rata grant
Oyster Crane, 7-13 Bignell Street, Illawong, Purchase by Sutherland Council	Sutherland Shire Council	To assist Sutherland Shire Council to purchase an oyster crane at 7-13 Bignell Street in Illawong	\$1,500	nil	\$1,500	Grant
Tolarno Homestead, near Menindee, Year 3, Woolshed and Farrier's Shed Conservation	RE & LG McBride	To undertake further conservation work to the 1869 Tolarno Homestead near Menindee	\$13,000	\$8,000	\$5,000	Indexed refundable grant
<b>TOTAL</b>					<b>\$37,200</b>	

# Appendices

## Appendix 4

### Program 6: Local Government Heritage Management

Thirty-one new projects were approved in 2003-04 totalling \$281,242. (215 projects approved in 2002-03 totalling \$2,617,949 over three years.)

Total funding approved for financial year 2002-03: \$925,889.

Total funding approved for financial year 2003-04: \$1,062,032.

Total funding approved for financial year 2004-05: \$911,270.

Project number			Local Government Area	Project name	Total funding approved 2003-05	Overall funding type approved 2003-05	Funding approved 2003-04	Funding approved 2004-05
LGP	2004	2	<b>Bega</b>	Bega Valley Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	7	<b>Cessnock</b>	Cessnock Heritage Study Review Stage 2	\$2,500	\$-for-\$ Grant	\$2,500	
LGP	2004	44	<b>Conargo</b>	Conargo Local Heritage Fund Year 1	\$3,000	Pro Rata Grant	\$3,000	
LGP	2004	42	<b>Coolah</b>	Coolah Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	4	<b>Copmanhurst</b>	Copmanhurst Community-based Heritage Study Year 2	\$5,000	\$-for-\$ Grant	\$5,000	
LGP	2004	36	<b>Glen Innes</b>	Glen Innes Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	34		Glen Innes Heritage Advisor Years 3-4	\$9,000	\$-for-\$ Grant	\$4,500	\$4,500
LGP	2004	35		Glen Innes Local Heritage Fund Years 3-4	\$15,000	Pro Rata Grant	\$7,500	\$7,500
LGP	2004	47	<b>Grafton</b>	Grafton Community-based Heritage Study	\$10,000	\$-for-\$ Grant		\$10,000
LGP	2004	33	<b>Griffith</b>	Griffith Community-based Heritage Study	\$10,000	\$-for-\$ Grant		\$10,000
LGP	2004	24	<b>Gunning</b>	Gunning Local Heritage Fund Years 1-2	\$15,000	Pro Rata Grant	\$7,500	\$7,500
LGP	2004	43	<b>Guyra</b>	Guyra Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	10	<b>Kempsey</b>	Kempsey Community-based Heritage Study Years 1-2	\$8,500	\$-for-\$ Grant	\$4,250	\$4,250
LGP	2004	27		Kempsey Heritage Advisor Years 2 & 3-4	\$9,200	\$-for-\$ Grant	\$4,600	\$4,600
LGP	2004	28		Kempsey Local Heritage Fund Years 2-3	\$10,000	Pro Rata Grant	\$5,000	\$5,000

Project number			Local Government Area	Project name	Total funding approved 2003-05	Overall funding type approved 2003-05	Funding approved 2003-04	Funding approved 2004-05
LGP	2004	23	<b>Liverpool</b>	Liverpool Heritage Study Review Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	39	<b>Lockhart</b>	Lockhart Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	41	<b>Maclean</b>	Maclean Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	51	<b>Merriwa</b>	Merriwa Heritage Advisor Year 4	\$3,787	\$-for-\$ Grant	\$3,787	
LGP	2004	29	<b>Queanbeyan</b>	Queanbeyan Community-based Heritage Study	\$5,000	\$-for-\$ Grant	\$5,000	
LGP	2004	8	<b>Scone</b>	Scone Heritage Advisor Year 2	\$4,822	\$-for-\$ Grant	\$4,822	
LGP	2004	9	<b>Temora</b>	Temora Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	37	<b>Tenterfield</b>	Tenterfield Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	38		Tenterfield Heritage Advisor Years 5-6	\$4,310	\$-for-\$ Grant	\$2,310	\$2,000
LGP	2004	54		Tenterfield Local Heritage Fund Years 2-3 (Special)	\$27,549	Pro Rata Grant	\$20,049	\$7,500
LGP	2004	69	<b>Uralla</b>	Uralla Local Heritage Fund Year 2	\$744	Pro Rata Grant	\$744	
LGP	2004	32	<b>Wakool</b>	Wakool Community-based Heritage Study	\$5,330	\$-for-\$ Grant		\$5,330
LGP	2004	26	<b>Yallaroi</b>	Yallaroi Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
LGP	2004	25		Yallaroi Local Heritage Fund Year 1	\$7,500	Pro Rata Grant	\$7,500	
LGP	2004	70	<b>Yass Valley</b>	Yass Valley Local Heritage Fund Years 5-6	\$15,000	Pro Rata Grant	\$7,500	\$7,500
LGP	2004	45	<b>Young</b>	Young Community-based Heritage Study Years 1-2	\$10,000	\$-for-\$ Grant	\$5,000	\$5,000
			<b>TOTAL</b>		<b>\$281,242</b>		<b>\$150,562</b>	<b>\$130,680</b>

### Program 7: Heritage Organisation Support Funding

Three new projects were approved in 2003-04 totalling \$50,455 over two years. (13 projects approved in 2002-2003 totalling \$977,000 over 3 years.)

Project Name	Applicant Name	Project	Project Cost	Applicant Contrib.	Approved Amount	Approved Funding Type
2003 Australian Property Institute Heritage Award Years 1 & 2	Australian Property Institute	To sponsor the 2003 and 2004 API heritage award (to be called the NSW Heritage Office Heritage Award)	\$10,455	nil	\$10,455	Grant
KABC (NSW) Metro Pride Heritage Award Sponsorship Years 5-6	Keep Australia Beautiful	To sponsor heritage awards under the NSW Metro Pride Program	\$10,000	nil	\$10,000	Grant
KABC (NSW) Tidy Towns Heritage Awards Sponsorship Years 9-10	Keep Australia Beautiful	To sponsor heritage awards under the NSW Tidy Towns Program	\$30,000	nil	\$30,000	Grant
<b>TOTAL</b>			<b>\$50,455</b>			

### Program 8: Local History and Archive Projects

\$45,000 each year for two years was approved to enable the Royal Australian Historical Society to run a small grants program for local history and archive projects in 2002-04.

## Appendix 5

### Heritage Office Executive

The Heritage Office has one Senior Executive Service position.

The position of Director is SES Level 4 and is occupied by Reece McDougall. The total remuneration package for the position at 30 June 2004 was \$190,550 p.a. In accordance with the Government's policy no performance payment was made this year.

#### CEO Performance Statement

Mr Reece McDougall is the Heritage Office's only SES officer. The Assistant Minister for Infrastructure and Planning [Planning Administration] has indicated her satisfaction with Mr McDougall's performance throughout the reporting period with regard to the following specific responsibilities:

- knowledge of NSW heritage, its significance and conservation;
- government leadership in heritage management;
- local heritage management;
- value of heritage to the community;
- conservation practice standards;
- role and functions of the Heritage Council;
- support to the Minister and Heritage Council development of the Heritage Office and its staff.

Key achievements during the year were:

- addition of 32 new items to the State Heritage Register, demonstrating our ongoing commitment to making the register a comprehensive list of places and items of State significance;
- listing of Burra Bee Dee Aboriginal mission site near Coonabarabran, the first mission site to be listed on the State Heritage Register;
- listing of the Sydney Opera House, Jorn Utzon's twentieth century architectural masterpiece;
- listing of Millers Point, probably the most significant historic urban place in Australia,
- listing of HMAS Parramatta shipwreck and memorials and the Dunbar shipwreck group, the first shipwreck sites to be listed on the State Heritage Register;
- approval of new grants and loans totalling \$4.8 million under the Heritage Incentives Program, supporting 84 community-based heritage projects across the State;
- a further increase in the heritage advisor program. Eighty-seven percent of the 172 councils in NSW now have direct access to heritage advisory services.
- processing 156 applications for changes to heritage places under section 60 of the Heritage Act.
- processing 63 archaeology excavation permits under section 140 of the Act.

## Appendix 6

## Senior Executive Service

Level	30/06/02	30/06/03	30/06/04
2	1	0	0
4	0	1	1

## Appendix 7

## Employees of the Heritage Office

## Staff Numbers by Level

LEVEL	Number								
	TOTAL STAFF	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
< \$30,146		0	0	0	0	0	0	0	0
\$30,146 - \$39,593		0	0	0	0	0	0	0	0
\$39,594 - \$44,264	2	1	0	2	0	0	0	0	0
\$44,265 - \$56,012	7	4	2	5	0	0	0	1	1
\$56,013 - \$72,434	19	15	10	9	0	3	1	2	0
\$72,435 - \$90,543	9	8	7	2	0	2	1	2	0
> \$90,543 (non SES)	2	2	1	1	0	0	0	0	0
> \$90,543 (SES)	1	0	1	0	0	0	0	0	0
<b>TOTAL</b>	<b>40</b>	<b>30</b>	<b>21</b>	<b>19</b>		<b>5</b>	<b>2</b>	<b>5</b>	<b>1</b>

### Appendix 8

#### Equal Employment Opportunity

Trends in the Representation of EEO Groups

EEO Group	% of Total Staff				
	Benchmark or Target	2001	2002	2003	2004
Women	50%	51%	53%	55%	48%
Aboriginal people and Torres Strait Islanders	2%	3.0%	4.2%	0.0%	0.0%
People whose first language was not English	20%	3%	n/a	4%	6%
People with a disability	12%	9%	10%	13%	16%
People with a disability requiring work-related adjustment	7%	n/a	n/a	5.0%	4.4%
B. Trends in the Distribution of EEO Groups					
EEO Group	Distribution Index				
	Benchmark or Target	2001	2002	2003	2004
Women	100	n/a	n/a	n/a	n/a
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	0
People whose first language was not English	100	n/a	n/a	n/a	n/a
People with a disability	100	n/a	n/a	n/a	n/a
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	n/a

Notes:

1. Staff numbers are as at 30 June 2004.
2. Excludes casual staff.
3. A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels.
4. The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

### Appendix 9

#### Consultants Engaged by the Heritage Office 2003-04

##### Summary of Consultants over \$30,000

Consultant Name	Project Title	Description of Purpose	Category	Cost (\$)
Clive Lucas, Stapleton & Partners	Parramatta Rail Link	External Assessment of development applications	Architectural Services	66,162.00

##### Summary of Consultants less than \$30,000

Total number of engagements	Total Cost (\$)
61	263,387.00

Recovered \$57, 691.70 of costs due to shared payments for projects and also property owners reimbursing the cost of external reviews of conservation management plans.

## Appendix 10

### Ethnic Affairs Priorities Statement

The Heritage Office is committed to the principals of cultural diversity as outlined in Section 3 of the *Ethnic Affairs Commission Act 1979* and has adopted the principles of the Charter and encourages cultural and linguistic diversity in all aspects of the social, cultural, political legal and economic life of our State.

The Heritage Office Ethnic Affairs Priorities Statement was prepared during the year.

The plan contains key ethnic affairs priorities of the office. It has been published on the Heritage Office Intranet and will be further developed during 2004-05.

The Office is also planning training for all staff in the principals of the Ethnic Affairs Priorities Statement during 2004-05.

## Appendix 11

### Guarantee of Service

The Heritage Office adopted a Guarantee of Service during 2003-04. A copy of this document is available on the Heritage Office web site.

## Appendix 12

### Consumer Response

From time to time the Heritage Office receives responses from the public on our performance. We are committed to handling public feedback courteously and efficiently, and, in the case of formal complaints, to responding to issues quickly and equitably.

In 2003-04 complaints were received concerning:

Issue	Number
Heritage Office website	1
State heritage register listing	1
Grant funding administration	1
Approvals timeframes	1

We also received 27 written compliments on a range of issues, including staff performance, staff presentations, customer service, publications, heritage outcomes and quality of research.

## Appendix 13

### Freedom of Information

Three requests were received during the 2003-04 reporting year under the provisions of the *Freedom of Information Act 1989*. This compared with six requests in 2002-03 and seven requests in 2001-02.

During 2003-04 compliance with the provisions of the Act had no significant impact on the administration of the Heritage Office, and no compliance issues or problems arose.

The requests received in this reporting year were:

**28th October 2003** The applicant requested copies of all documents held by the Heritage Office with regard to the State Heritage Register listed property Mountain View (also known as Dights Hill), Richmond. Consultation was required with third parties regarding release of some documents and, accordingly, the applicant was advised of the extension of time needed for the consultation. The application was determined on 26th November 2003. One document was determined as exempt as being an incomplete draft document.

A clarification was sought by the applicant on a number of the supplied documents in June 2004. A letter advising on the requested clarification of some documents was sent on 24th June 2004, together with copies of several additional documents which were extracted from action reports prepared for the Heritage Council reports.

**21st April 2004** The applicant requested copies of all documents (including reports, summary of submissions and recommendations) provided to the Heritage Council by the Heritage Office and all documents provided to the Minister concerning the Minister's determination to list Knuckey's Store, 51 Swift Street, Wellington, on the State Heritage Register. Copies of all documents sought by the applicant were provided on 28th April 2004.

**13th May 2004** The applicant requested copies of all statements, communications, memoranda and other documents regarding the recommendation to the Minister for the making of an interim heritage order on the Lachlan Vintage Village at Forbes. Copies of the documents were provided to the applicant on 3rd June 2004. Exempted documents not supplied concerned third party documents where this party had not given agreement for release and documentation on legal issues prepared by the Heritage Office for the instruction of the Crown Solicitor.

### Appendix 14

#### Legal Change

##### Heritage Act 1977 (NSW)

There were no amendments to the Heritage Act in this financial year. A number of minor amendments designed to improve the clarity of the Act are currently being prepared.

##### Heritage Regulation 1999

There were amendments to the Heritage Regulation on the 5th December 2003 concerning conservation management plans.

The amendments allow the Heritage Office to charge fees for the endorsement of plans.

### Appendix 15

#### Payment of Accounts

##### NSW Heritage Office

Accounts paid on time within each quarter

Quarter	Total Accounts Paid on Time			
	Target	Actual	\$	Total Amount Paid (\$)
September Quarter	88%	94%	863,562	888,407
December Quarter	88%	91%	629,912	708,320
March Quarter	88%	85%	706,388	901,521
June Quarter	88%	88%	2,643,177	2,817,358

During 2003/2004 there were no instances where penalty interest was paid in accordance with section 18 of the Public Finance and Audit (General) Regulation 1995. There were no significant events that affected payment performance during the reporting period. To improve future performance greater emphasis will be placed on enhancing electronic processing of accounts together with increased use of Purchase Orders for recurring purchases.

##### Heritage Conservation Fund

Accounts paid on time within each quarter

Quarter	Total Accounts Paid on Time			
	Target	Actual	\$	Total Amount Paid (\$)
September Quarter	88%	78%	266,412	292,680
December Quarter	88%	76%	61,389	98,927
March Quarter	88%	79%	55,245	88,049
June Quarter	88%	70%	48,104	237,385

During 2003/2004 there were no instances where penalty interest was paid in accordance with section 18 of the Public Finance and Audit (General) Regulation 1995. There were no significant events that affected payment performance during the reporting period. To improve future performance greater emphasis will be placed on enhancing electronic processing of accounts together with increased use of Purchase Orders for recurring purchases.

## Appendix 16

### Credit Card Certification

The Heritage Office holds four corporate credit cards. The use of these cards is governed by Treasury Regulations and the Heritage Office Corporate Credit Card Policy.

The Director certifies that credit card usage in the Department has met best practice guidelines in accordance with Premier's Memoranda and Treasury Directions.

## Appendix 17

### Disability Action Plan

The Heritage Office is fully accessible to disabled visitors and staff. Where possible within the constraints of an historic building, the design complies with the *Design for Access and Mobility Standard* AS1428.1/2001. The office has facilities for disabled parking, with ramps leading from the car park and into the building, three disabled toilets (one with a disabled shower) and has met other standards such as ensuring the reception desk is of a suitable height to allow the use of a wheel chair.

The office coordinates the meetings of the Heritage Council's Fire Access and Services Advisory panel, which has incorporated disabled access to heritage buildings as part of its brief.

## Appendix 18

### Privacy Management Plan

The *Privacy and Personal Information Protection Act 1998* came into effect on 1 July 2000. The Act introduced a set of privacy standards for State Government agencies in managing personal information.

In accordance with the Act, the Heritage Office has developed a privacy management plan. This is placed on the Heritage Office Internet and circulated to all staff.

The plan identifies personal information held by the Heritage Office, obligations of employees, guidelines for the storage and dissemination and procedures for lodging complaints and/or internal reviews.

The Heritage Office has received no applications to access personal information in terms of this legislation during 2003-04.

## Appendix 19

### Risk Management and Insurance

The Heritage Office carries a comprehensive range of insurance cover through the Treasury Managed Fund covering property, public liability, motor vehicle, workers compensation and other contingencies. This cover has few exclusions. The annual premium is paid for the current year and this arrangement of self insurance is reviewed periodically to ensure that it remains adequate. The policy is managed by the GIO.

The office covers no officer's professional liability insurance, but officers are covered by a State indemnity against claims not involving negligence, due to the public service employee status.

The Heritage Office has developed a Business Continuity and Disaster Recovery Plan which is currently under review. As part of this the office has undergone a high level risk assessment and gap analysis to assist it in becoming compliant with the *Australian Standard for Information Security Management, AS/NZS 7799*.

The Heritage Office has also undergone independent security risk and occupational health and safety assessments. A number of recommendations, including a closed circuit television security system, have been implemented.

## Appendix 20

### Waste Management

The Heritage Office continued to implement measures under its Waste Reduction and Purchasing Plan.

Some of the initiatives being implemented in this plan include: the use of recycled printing and photocopy paper; the expansion of the use of the electronic office; the recycling of all waste paper, cardboard and toner cartridges. Each member of staff has a two-bin system at each desk.

All free publications are available for download on the Internet. This has considerably reduced the need for large printing orders by over 50%. Similarly, e-mail and the intranet have replaced local paper copies of internal policies and manuals.

### Appendix 21

#### Government Energy Management

Government agencies are required to establish an energy management plan and to report energy consumption. This requirement is necessary under the Government's Greenhouse Action Plan.

The Heritage Office uses electricity for its office accommodation and fuel for its vehicle fleet.

The Heritage Office relocated to the former King's School in Parramatta in late December 2002. The building underwent an adaptive re-use to make it suitable for use as a modern office, thus effectively recycling an old unusable building and saving considerable resources. Where possible recycled materials were used in the restoration. The building also incorporates the latest energy management technology.

Agencies are also required to report on their energy usage against the Australian Building Greenhouse Rating. Consultants were engaged in June 2004 and results are expected in July 2004.

Consultants were also engaged to provide a study on the embodied energy contained in the building and energy saved by the adaptive re-use of the former Kings School opposed to the construction of a new building. Results of this study will also be available in July 2004.

The office has a pool of two modern and fuel efficient vehicles using unleaded fuel. All vehicles are purchased through the State Contract. The office's total fuel consumption was 6,032 litres.

### Appendix 22

#### Protected Disclosures

The Protected Disclosures Act offers protection to public officers who make disclosures which concern corrupt conduct, maladministration and serious or substantial waste of public money.

A Protected Disclosures Guideline has been developed and circulated to all staff.

Within the NSW Heritage Office Department disclosures can be made to:

- an investigating authority;
- the Director, Reece McDougall, (Principal Officer)
- the Assistant Director, Susan Macdonald, (Disclosures Co-ordinator)

There were no disclosures made during the year.

### Appendix 23

#### Publications

The Heritage Office produces a range of print and online material relating to the management of heritage in NSW and the role of the Heritage Council and Heritage Office, including books, brochures, guidelines, reports and newsletters. The material is available by contacting the Heritage Office on (02) 9873 8500 or by visiting our website: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au).

This year we published:

*Heritage Council of NSW and Heritage Office Annual Report 2002-2003*

*Heritage NSW*, Spring 2003, Vol. 10, No. 2

*Heritage NSW*, Autumn 2004, Vol. 11, No. 1

*The Conservation Management Plan Checklist*, 2003

*Shipwreck Information Sheet: Cumberland Shipwreck*, 2003

*Shipwreck Information Sheet: Myola Shipwreck*, 2004

The following items were published online:

- *Revealing the Past: An Introduction to Historical Archaeology*, revised 2003;
- *Objects in the Place: An Introduction to Movable Heritage*, revised 2003;
- *Benefits of Heritage Listing*, revised 2003;
- *Introducing the Heritage Council, the State Heritage Register*, revised 2003.