



Guidelines for Presenting to the Heritage Council of Western Australia

You have been invited by the Chair of the Heritage Council to make a presentation to the Board.

The Heritage Council meets on the fourth Friday of the month.

It is important that presentations are succinct and relevant to the Board's considerations. The attached guidelines have been prepared to assist you with your presentation.

Should you have any queries regarding making your presentation, please contact:

Mr Corey Kempin
Heritage Support Officer 6551 9314
Corey.Kempin@dph.wa.gov.au

KEY INFORMATION

Venue for presentation

Presentations occur primarily via Microsoft Teams.

Requests for in person presentations will be assessed by the Chair.

Scheduled presentation time

The HCWA is limited to two presentations per meeting with presentations generally scheduled between 9:15am and 10:30am on the day of the Heritage Council meeting. You will receive prior confirmation of your scheduled presentation time along with a Microsoft Teams invitation (**This invitation is for approved presenters only**). All presenters should login **10 minutes before their scheduled time**, the Secretariat will bring you into the meeting when the Council is ready for your presentation.

Duration of Presentation

The Board has limited time to consider a large number of items at each meeting. Presentations are therefore limited to **10 minutes and a limit of 10 slides**. Prior agreement will need to be obtained from the Chair for presentations of a longer duration. There will be a brief opportunity (15 minutes) for presenters to respond to any questions from Board members following the presentation.

Presentation Content

Detailed briefing papers on items to be presented are circulated to the Board members 1 week prior to the meeting. Presenters can therefore assume that the Board already has a reasonable knowledge of the heritage significance of the site and/or the development proposal. Presentations should focus on **key points only** and in particular **the proposed development's impact on the identified heritage significance of the place**. It is not necessary to provide an exhaustive account of other planning considerations. Remember you only have 10 minutes.

It is **inappropriate** to put forward a new unannounced proposal to the Council during your presentation and these will not be considered at the time.

Attendance

We request that attendance be limited, where possible, to **two or three people**. If you have a heritage consultant assisting you, ideally that person should be one of those in attendance. Other attendees may include the project architect, project manager and/or an appropriate client or agency representative with sufficient knowledge of the project to answer any questions that the Council might have

Format of the Presentation

Heritage Council members will already have a copy of the presentation included in their agenda papers.

Presenters will run the presentation from their own device using the “Share Screen” function.

If you are unfamiliar with how to use teams, information can be found here <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Screen sharing here

[Show your screen during a meeting \(microsoft.com\)](#)

External USB memory devices are not to be plugged into a DPLH laptop. If you want to run a presentation in person, you will need to bring your own laptop so that the presentation can be run from your laptop.

FREQUENTLY ASKED QUESTIONS

Who sits on the Heritage Council?

The Heritage Council has eight voting members:

Mr Darren Foster (Chair)

Ms Leigh Barrett (Deputy Chair)

Mr Graeme Gammie

Mr Alan Kelsall

Ms Flavia Kiperman

Ms Catherine Lezer

Ms Rebecca Moore

Mr Richard Offen

Mr Martin Silk

Other DPLH staff members advise the Heritage Council in a non-voting capacity as required. Heritage Officers are responsible for preparing background papers on development proposals and providing recommendations for consideration by the Board.

Why would a presentation be required?

Generally, presentations will only be requested from proponents for major development proposals, which involve complex heritage, planning or design issues.

In other cases, the proponent will initiate a presentation in order to explain their position. Again, only large or complex projects, or projects with a high level of impact on a registered place, will be considered appropriate for a presentation.

How do I arrange to make a presentation to the Heritage Council?

Presentations are made by prior arrangement with the Heritage Council and are at the invitation of the Chair. Should you wish to make a presentation, please contact the Heritage Officer dealing with your agenda item so that your request can be discussed with the Chair. Requests for presentations by third parties will not be considered.