

**FILE NO:** PSC2013-00406-0067

**TITLE:** HERITAGE POLICY

**OWNER:** STRATEGY AND ENVIRONMENT SECTION MANAGER

## 1. PURPOSE:

1.1 The purpose of the Heritage Policy (the policy) is to state Port Stephens Council's commitment to ensuring systems are in place to assist in the recognition, protection, and promotion of Aboriginal and non-Aboriginal heritage in the Port Stephens Local Government Area (LGA).

## 2. CONTEXT/BACKGROUND:

2.1 Heritage is a key element of Australia's identity. It reflects our Aboriginal and non-Aboriginal spirit and ingenuity through our cultural, built and unique, living landscapes. Heritage is a legacy from our past, informing present and future generations.

2.2 The Port Stephens LGA encompasses a rich Aboriginal and non-Aboriginal history. It is the land of the Worimi people with the area being first noted by Europeans in May 1770. Considerable Aboriginal and non-Aboriginal terrestrial and maritime history has been documented in the region, ranging from a vibrant fishing industry, trade, and establishment of towns, villages and agricultural activity.

2.3 Port Stephens Council supports opportunities to retain local history in a way that positively influences social connections and place making in communities and also recognises the positive economic benefit gained from cultural heritage tourism.

## 3. SCOPE:

3.1 The policy is a commitment to:

- a) assist in the conservation, education, protection and interpretation of local and State heritage
- b) recognise and respect heritage, both Aboriginal and non-Aboriginal
- c) celebrate places, buildings, landscapes and stories of our local communities that provide a link to our nation's heritage
- d) develop partnerships and provide initiatives that enable practical actions to protect and manage heritage places
- e) establish consistent methods of managing heritage matters between Council and the community that are in line with local, State and Federal legislation



# Policy

- f) Engage with relevant Aboriginal and non-Aboriginal communities of Port Stephens to preserve and celebrate heritage.
- 3.2 This policy applies to land and infrastructure owned by Council or where Council has been appointed trustee or Crown land manager. It also recognises Council's role in supporting the preservation of significant heritage, including those privately owned, through Council's Local Environmental Plan.

## 4. DEFINITIONS:

- 4.1 An outline of the key definitions of terms included in the policy.

**Heritage:** Places, buildings, landscapes and stories related to the history of our community.

## 5. STATEMENT:

- 5.1 Port Stephens Council supports heritage activities in the Port Stephens LGA. This includes the environmental heritage of Port Stephens, conserving heritage items and heritage conservation areas (including associated fabric, settings and views), archaeological sites and Aboriginal objects and places of heritage significance.

## 6. RESPONSIBILITIES:

- 6.1 Executive Team: Leadership and strategic direction.
- 6.2 Senior Leadership Team: Leadership through ensuring staff understanding of and compliance with provisions outlined in this policy and associated documentation.
- 6.3 Strategy and Environment Section Manager: policy implementation and process owner.
- 6.4 Development Assessment and Compliance Section Manager: Planning compliance.
- 6.5 Civil Assets Manager: Asset Custodian.
- 6.6 Heritage Advisor: Provide professional advice to Council.
- 6.7 Heritage Advisory Group: Provide community advice to Council.
- 6.8 355c Aboriginal Strategic Committee: Provide community advice to Council.

## 7. RELATED DOCUMENTS:

- 7.1 Port Stephens Signage Style Guide (2020) and Port Stephens Brand Identity Style Guide (2019).
- 7.2 Port Stephens Local Environmental Plan 2013.
- 7.3 Port Stephens Development Control Plan 2014.
- 7.4 Our incredible place; a strategy for events, the arts and culture in Port Stephens.



# Policy

- 7.5 Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth).
- 7.6 Environmental Planning and Assessment Act 1979 (NSW).
- 7.7 Environment Protection and Biodiversity Conservation Act 1999 (Cth).
- 7.8 Local Government Act 1993 (NSW).
- 7.9 National Parks and Wildlife Act 1974 (NSW).
- 7.10 Heritage Act 1977 (NSW).
- 7.11 Crown Land Management Act 2016 (NSW).
- 7.12 The Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013.
- 7.13 Design Guide for Heritage 2019 (Heritage Council of NSW and Government Architect NSW).
- 7.14 Yabang Gumba-Gu: Road to Tomorrow 2020-2023

## CONTROLLED DOCUMENT INFORMATION:

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|----------------------------|--|-------------------------|------------------|
| <b>EDRMS container No.</b> | PSC2016-02097                            | <b>EDRMS record No.</b> | 21/12604         |
| <b>Audience</b>            | Council Staff and the Community          |                         |                  |
| <b>Process owner</b>       | Strategy and Environment Section Manager |                         |                  |
| <b>Author</b>              | Strategy and Environment Section Manager |                         |                  |
| <b>Review timeframe</b>    | 3 years                                  | <b>Next review date</b> | 13 February 2027 |
| <b>Adoption date</b>       | 25 March 2015                            |                         |                  |

## VERSION HISTORY:

| <b>Version</b> | <b>Date</b> | <b>Author</b>                            | <b>Details</b>  | <b>Minute No.</b> |
|----------------|-------------|--|---|-------------------|
| 1.0            | 24/03/2015  | Strategy and Environment Section Manager | N/A   | 056               |
| 2.0            | 11/04/2017  | Strategy and Environment Section Manager | Transfer to new corporate policy template.<br><br>The policy purpose is a transfer of | 086               |



# Policy

| Version | Date       | Author                                   | Details   | Minute No. |
|---------|------------|--|---|------------|
|         |            |  | <p>the objectives from Version 1.0.</p> <p>The policy scope is a transfer of the principles and part of the policy statement from Version 1.0.</p> <p>The policy responsibilities is a transfer of the implementation responsibility from Version 1.0.</p> <p>The policy responsibilities has been amended to include ELT, SLT and Development Assessment &amp; Compliance Section Manager.</p> <p>The related documents section is a transfer of the relevant legislative provisions from Version 1.0.</p> <p>The related documents has been amended to include the Port Stephens Heritage Signs and Trails Guidelines 2015, Local Environmental Plan 2013, Draft Port Stephens Council Heritage Strategy, Development Control Plan 2013, Port Stephens Cultural Plan 2015-2018 and Crown Lands Act 1989</p> |            |
| 3.0     | 23/07/2019 | Strategy and Environment Section Manager | <p>Reformatted the policy into the new policy template.</p> <p>1.1, 2.1, 2.2, 3.1(b), 3.1(f) and 3.2 - Administrative amendments to update references to legislation, other relevant documents, grammar, and align the policy with other Council policies.</p> <p>6.5 – Civil Assets Manager – listed as ‘Asset Custodian’.</p>   | 165        |



# Policy

| Version | Date       | Author                                   | Details   | Minute No. |
|---------|------------|--|---|------------|
|         |            |  | <p>6.8 - Updated list of policy Responsibilities to include the function of Council's Aboriginal Strategic Committee in providing advice to Council.</p> <p>7.3, 7.5, 7.1 and 7.12- Updated list of Related Documents to relevant year.</p> <p>7.13 - Included the Design Guide for Heritage 2019 (published by the Government Architect NSW).</p>                                  |            |
| 4.0     | 28/09/2021 | Strategy and Environment Section Manager | <p>Reformatted the policy into the new policy template.</p> <p>Minor corrections in spelling and grammar.</p> <p>Updated 7.1 by removing Port Stephens Heritage Signs and Trails Guidelines 2015. Included the Port Stephens Signage Style Guide (2020) and Port Stephens Brand Identity Style Guide (2019).</p> <p>Updated 7.4 with the current Our Incredible Place strategy.</p> | 247        |
| 5.0     | 13/02/2024 | Strategy and Environment Section Manager | <p>3.1 (a) – Added 'education'.</p> <p>3.1 (f) – Removed 'consult' and added 'engage'. Removed 'Engage with the diverse communities'.</p> <p>3.2 - Added 'trustee or'.</p> <p>6.7 - Removed 355c Heritage Advisory Committee and reference the Heritage Advisory Group and its role added</p>   | 005        |



# Policy

| Version | Date | Author | Details  | Minute No. |
|---------|------|--------|--|------------|
|         |      |        | 7.14 – Included 'Yabang Gumba-Gu: Road to Tomorrow 2020 – 2023'. |            |

