

Policy Title: GUIDELINES FOR NOMINATIONS FOR, INCLUSION IN, REMOVAL FROM, OR ALTERATION OF THE FRASER COAST LOCAL HERITAGE REGISTER

Policy Subject: Planning
Policy No: #2308999v6 – CP046

Directorate: Development & Community
Department: Planning & Growth
Section: Development and Planning

Responsible Officer: Executive Manager – Planning & Growth
Authorised by: Director Development & Community

Adopted Date: 20/02/2013
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Risk Assessment: Medium

OBJECTIVE:

The objective of the policy is to provide guidelines for nominations for, inclusion in, removal from, or alteration of the Fraser Coast Heritage Register.

POLICY:

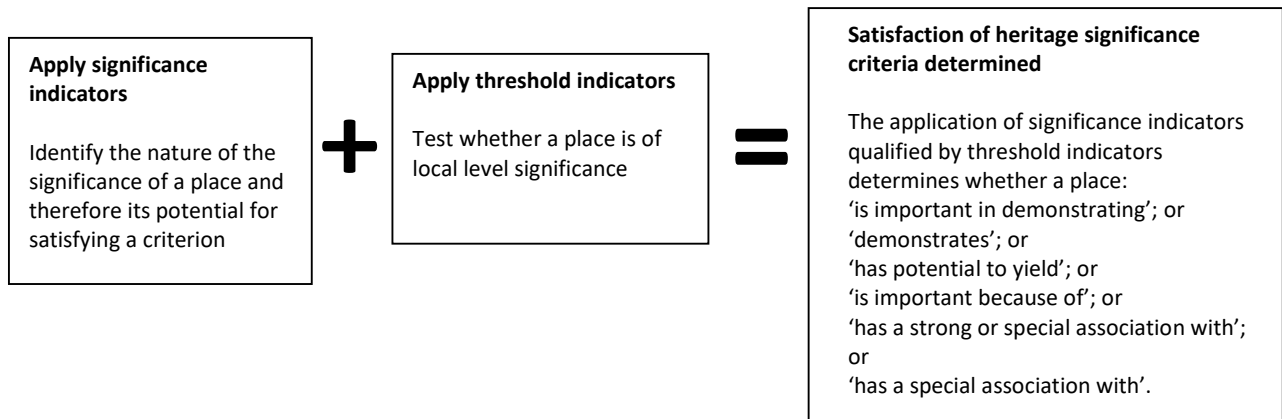
1.1 Criteria for entry in Fraser Coast local heritage register

To be considered for entry in the local heritage register, a place must meet one or more of the following criteria:-

- (a) the place is important in demonstrating the evolution or pattern of the region's history;
 - (b) the place demonstrates rare, uncommon or endangered aspects of the region's cultural heritage;
 - (c) the place has potential to yield information that will contribute to an understanding of the region's history;
 - (d) the place is important in demonstrating the principal characteristics of a particular class of cultural places important to the region;
 - (e) the place is important to the region because of its aesthetic significance;
 - (f) the place is important in demonstrating a high degree of creative or technical achievement at a particular period for the region;
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- (g) the place has a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons important to the region; or
- (h) the place has a special association with the life or work of a particular person, group or organisation of importance in the region's history.

The Department of Environment and Heritage Protection *Guideline for Assessing cultural heritage significance – Using the cultural heritage criteria* should be used to determine if a place meets the heritage significance criteria. The process for determining the local heritage significance of a place is reflected in the diagram below.



A place is not to be excluded from the Fraser Coast local heritage register on the basis that a place or places with similar characteristics have already been entered in the register. It is important to note that a place does not have to be completely intact or in good condition to be considered for entry in the Fraser Coast local heritage register. Rather, it is the place's ability to demonstrate that it meets one or more of the criteria above that is of importance.

1.2 Maintenance of the Fraser Coast local heritage register

Council is ultimately responsible for determining whether any place is entered in, or removed from, the Local Heritage Register, or whether the details of such entries are adapted. Accordingly, Council will maintain the register, keep it under review and determine, on the basis of nominations received, whether any changes are necessary.

1.3 Making a nomination

- (1) Any person or body, including the Council, may nominate a place for inclusion or removal from the Fraser Coast local heritage register or to alter an existing local heritage place entry on the local heritage register.
- (2) A nomination must:-
- (a) be in writing;
 - (b) contain enough information to identify the location and boundaries of the place;
 - (c) include a statement of the cultural heritage significance of the place; and

- (d) address the cultural heritage criteria in **section 1.1 (Criteria for entry in Fraser Coast local heritage register)**.
- (3) It is recommended that nominations detail the components of a place (i.e. house, outbuilding, tree), the historical context of the site, a physical description, the integrity and condition of the place, the date it was last seen/inspected, and any applicable references. Where possible, photographs and any documentation (i.e. plans of survey, excerpts from references) should be submitted in support of the nomination. Reference to adopted place cards of the local heritage register may assist when preparing nominations. Copies of the local heritage register are available for inspection at Council's Hervey Bay Customer Service Centre, 77 Tavistock Street, Torquay and Maryborough Customer Service Centre, 431-433 Kent Street, Maryborough or can be viewed and downloaded from www.frasercoast.qld.gov.au.
- (4) Council may request a person who makes a nomination to provide additional information within a specified time period. A nomination may be rejected in the instance that the place has already been investigated, the nomination does not include the information outlined above, any information requested is not provided within the specified time period, or additional information provided is inadequate.

Council may seek additional information in relation to a place under consideration for entry, removal, or amendment in the local heritage register, in writing, from:-

- (a) the owner of a place if the owner did not make the nomination;
- (b) any person or body with a special knowledge of, or interest, in the site; and
- (c) any person or body with a special knowledge or interest in the region's cultural heritage.
- (5) If the Council is of the opinion that a place is of cultural heritage significance and meets one or more of the criteria for entry, it may resolve to enter the place in the Fraser Coast local heritage register. If Council is satisfied that a place is no longer of cultural heritage significance for the region, it must propose to remove a place from the Fraser Coast local heritage register.

1.4 Notice, consideration of submissions and decisions

- (1) If Council proposes to enter a place in or remove a place from the Fraser Coast local heritage register, processes will be undertaken in accordance with the *Queensland Heritage Act 1992*.
- (2) In the event that it is determined appropriate to change an entry in the Fraser Coast local heritage register, Council will, in accordance with the *Queensland Heritage Act 1992*:-
- (a) add an informative note to the entry;
- (b) correct, update or otherwise vary the information that identifies the location of the place, noting that changes to information that identifies a boundary for the place will only be undertaken with the written agreement of the owner of a place; and
- (c) change the entry to correct an error or update information in the entry, subject to changes to a statement of significance only being undertaken where written agreement of the owner of a place has been obtained.

EFFECTIVE FROM:

This policy is effective from 20 February 2013.

RELATED LEGISLATION:

Queensland Heritage Act 1992.