

## Policy 4.13 Heritage works of a minor nature

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| <b>Directorate</b>         | Community, Environment and Planning          |
| <b>Responsible Officer</b> | Director Community, Environment and Planning |

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### Record of Administrative Amendments

| Amendment Version No.: | Description of Administrative Amendment   | Date Reviewed              |
|------------------------|---|----------------------------|
| <a href="#">3.2</a>    | <a href="#">Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></a><br><a href="#">Placed on Public Exhibition 23 July 2025</a>   | <a href="#">July 2025</a>  |
| <a href="#">3.1</a>    | <a href="#">Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></a><br><a href="#">Workshopped by Councillors on 18 June 2025</a> | <a href="#">June 2025</a>  |
| <a href="#">3</a>      | <a href="#">Adopted by Council (D22/87972)</a>  | <a href="#">21/09/2022</a> |

# 1 Introduction

## 1.1 Scope

This policy and associated procedures outline the processes to simplify approval of works of a minor nature for an existing or draft heritage item or an existing or draft heritage conservation area.

The scope of this policy demonstrates direct commitment to the following strategic guiding principles:

- Accountable | Clear accountability for decision making; commitment to risk management and compliance and proactive consultation and engagement organisation wide
- Transparent | Decision making processes are clearly outlined, including how a decision is made and who is involved
- Responsive | Commitment to serve the needs of the entire community
- Equitable and Inclusive | Consideration of the needs of all stakeholders noting legislative processes and regulations must be followed
- Effective and Efficient | Clear connection between policy and implementation

## 1.2 Purpose

- To conserve the heritage significance of a heritage item, draft heritage item, heritage conservation area or draft heritage conservation area, including associated fabric, settings and views.
- To identify works of a minor nature associated with an existing or draft heritage item or existing or draft heritage conservation area that do not require formal development consent of from Council (via a development application).

## 1.3 Definitions

| Word or Terminology              | Description   |
|----------------------------------|---|
| Draft heritage conservation area | A heritage conservation area that has been subject to community consultation but has not been included in the Bega Valley Local Environmental Plan 2013.  |
| Draft heritage item              | A heritage item that has been subject to community consultation but has not been included in the Bega Valley Local Environmental Plan 2013.   |
| Heritage conservation area       | An area of land of heritage significance shown on the Bega Valley Local Environmental Plan 2013 Heritage Map as a heritage conservation area, and the location and nature of which is described in Schedule 5 of the Bega Valley Local Environmental Plan 2013 and includes any heritage items situated on or within that area. |
| Heritage item                    | A building, work, place, relic, tree, object or archaeological site of which the location and nature is described in Schedule 5 of the Bega Valley Local Environmental Plan 2013.   |

## 2 Legislation

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP)  
Standard Instrument—Principal Local Environmental Plan

## 3 Implementation

### 3.1 Policy Statement

Bega Valley Shire Council will address the matter of 'facilitating approval of works of a minor nature', as outlined in Clause 5.10 of the Bega Valley Local Environmental Plan 2013, to a heritage item or draft heritage item, or heritage conservation area or draft heritage conservation area, in a systematic manner. It will do this by providing a streamlined approval process for works that would be permitted as exempt development under the Codes SEPP if the site contains a heritage item or draft heritage item, or a heritage conservation area or draft heritage conservation area.

This policy and associated procedure 4.13.01 Assessment of works of a minor nature for Heritage items provides a streamlined approval process to permit works on a heritage item, draft heritage item, item within a heritage conservation area or draft heritage conservation area that are not exempt under the Codes SEPP but are assessed as being of a minor nature.

### 3.2 Responsibilities

#### 3.2.1 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

Ensure appropriate delegations and procedures are in place to enable effective decision making in relation to assessment and approval of certain development on a heritage item, draft heritage item, item within a heritage conservation area or draft heritage conservation area.

#### 3.2.2 Planning and Sustainability

Provide appropriate development administration procedures to enable Assessing Officers to carry out their regulatory functions in accordance with the relevant legislation of the day.

## 4 Supporting documents

### 4.1 BVSC procedures that relate to this policy

| Procedure No.: | Procedure Name   | External or Internal Procedure |
|----------------|--|--------------------------------|
| 4.13.01        | Assessment of works of a minor nature for Heritage Items | External                       |

### 4.2 BVSC policies that relate to this policy

| Policy No.: | Policy Name |
|-------------|-------------|
|-------------|-------------|

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|  | Nil |
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**Note:** Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on the Council website.

Under Review