

# Aboriginal Cultural Heritage Management Plan

## Information to be included in Development Applications

This document provides an outline of information to be included in a Development Application under the provisions of Part 3.0 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan.

### Step 1:

- Check the “Aboriginal Cultural Heritage Landscape Mapping” layer on the City’s [online mapping tool](#).
- Establish whether the site/s are affected by “known” or “predictive” Aboriginal cultural heritage (ACH), or whether they are “unmapped”.

Note: If both “known” and “predictive” ACH affect a site, follow the process below for “known” ACH.

### Step 2:

#### For a site affected by “known” Aboriginal cultural heritage:

Follow the process outlined in Section 3.3.3 (pages 30-31) of the [Aboriginal Cultural Heritage Management Plan](#) (see **summary flowchart on page 3 of this information sheet** which outlines key steps to be followed).

In summary, the Development Application needs to include:

- a “basic” (**free**) search of the Aboriginal Heritage Information Management System ([AHIMS](#)) (**example provided in Attachment 1**). **Note:**
  - ❖ choose a 200m buffer for smaller proposals e.g. single urban block or the like; or
  - ❖ Choose a 1000m (one kilometre) buffer for larger proposals e.g. greenfield subdivision etc
- an “extensive” [AHIMS](#) search (only if ACH is identified in the basic AHIMS search) **Note: this search is not free,**
- a search of “[additional heritage databases](#)” #,
- correspondence from the [Coffs Harbour and District Local Aboriginal Land Council](#) (Land Council) following their assessment of the proposal – see flowchart on page 3 of this information sheet, and
- (if required by the Land Council), an Aboriginal Cultural Heritage Assessment Report, prepared by an Archaeologist or Aboriginal cultural heritage expert.

# A search of “additional heritage databases” can be performed by a single search of the “[State Heritage Inventory](#)”, which includes records of sites contained within:

- the State Heritage Register;
- the Australian Heritage Database; and
- Schedule 5 of Coffs Harbour Local Environmental Plan 2013.



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### For a site affected by “predictive” Aboriginal cultural heritage:

Follow the process outlined in Section 3.3.6 (page 43) of the [Aboriginal Cultural Heritage Management Plan](#) (see flowchart on page 4 of this information sheet which outlines key steps to be followed).

In summary, the Development Application needs to include:

- a basic [AHIMS](#) search (example provided in Attachment 1),
- an extensive [AHIMS](#) search (only if ACH is identified in the basic [AHIMS](#) search, and if this is the case, then the above process for “known” ACH is to be followed),
- a search of “[additional heritage databases](#)” #,
- if no sites are identified by the [AHIMS](#)/additional database searches, the DA will require documentation demonstrating that a self-assessment of the development using the **Risk Matrix** contained on page 45 of the [Aboriginal Cultural Heritage Management Plan](#) has been undertaken (example provided in Attachment 2):
  - ❖ if the self-assessment reveals that the proposed development is a “**low risk**”, follow the Due Diligence Code of Practice and document all steps taken within the Development Application (example provided in Attachment 2), or
  - ❖ if the self-assessment reveals that the proposed development is a “**medium/high risk**”, follow the above process for “known” ACH.

### For an “unmapped” site (not affected by either “known” or “predictive” ACH):

The Development Application needs to include:

- a basic [AHIMS](#) search (example provided in Attachment 1),
- an extensive [AHIMS](#) search (only if ACH is identified in the basic [AHIMS](#) search, and if this is the case, follow the above process for “known” ACH),
- a search of “[additional heritage databases](#)” #,
- if no sites are identified by the [AHIMS](#)/additional database searches, follow the Due Diligence Code of Practice and document all steps taken within the Development Application (example provided in Attachment 2).

# A search of “additional heritage databases” can be performed by a single search of the “[State Heritage Inventory](#)”, which includes records of sites contained within:

- the State Heritage Register;
- the Australian Heritage Database; and
- Schedule 5 of Coffs Harbour Local Environmental Plan 2013.

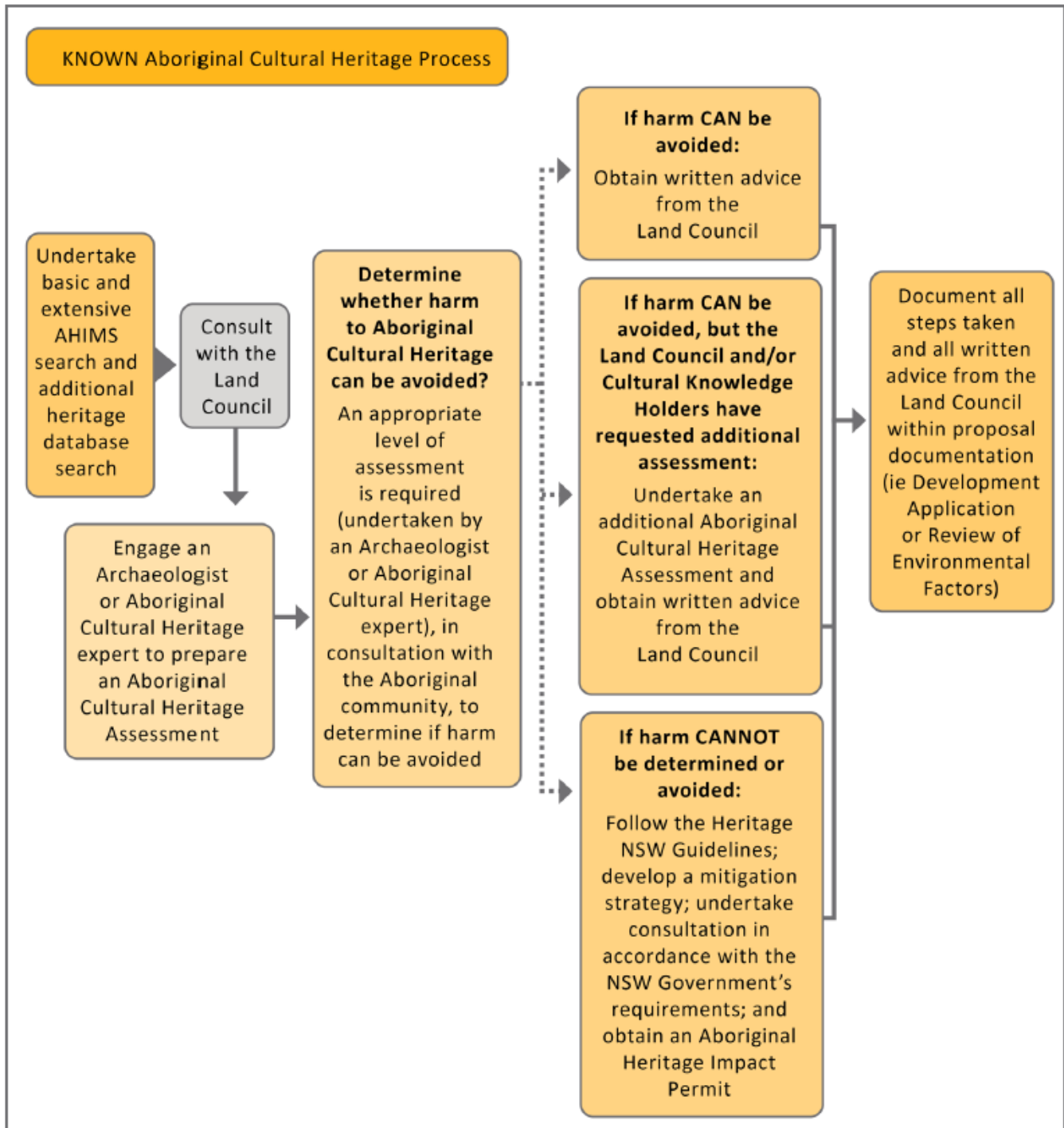


# Aboriginal Cultural Heritage Management Plan

## Information to be included in Development Applications

This document provides an outline of information to be included in a Development Application under the provisions of Part 3.0 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan.

### Key steps for 'Known' Aboriginal Cultural Heritage

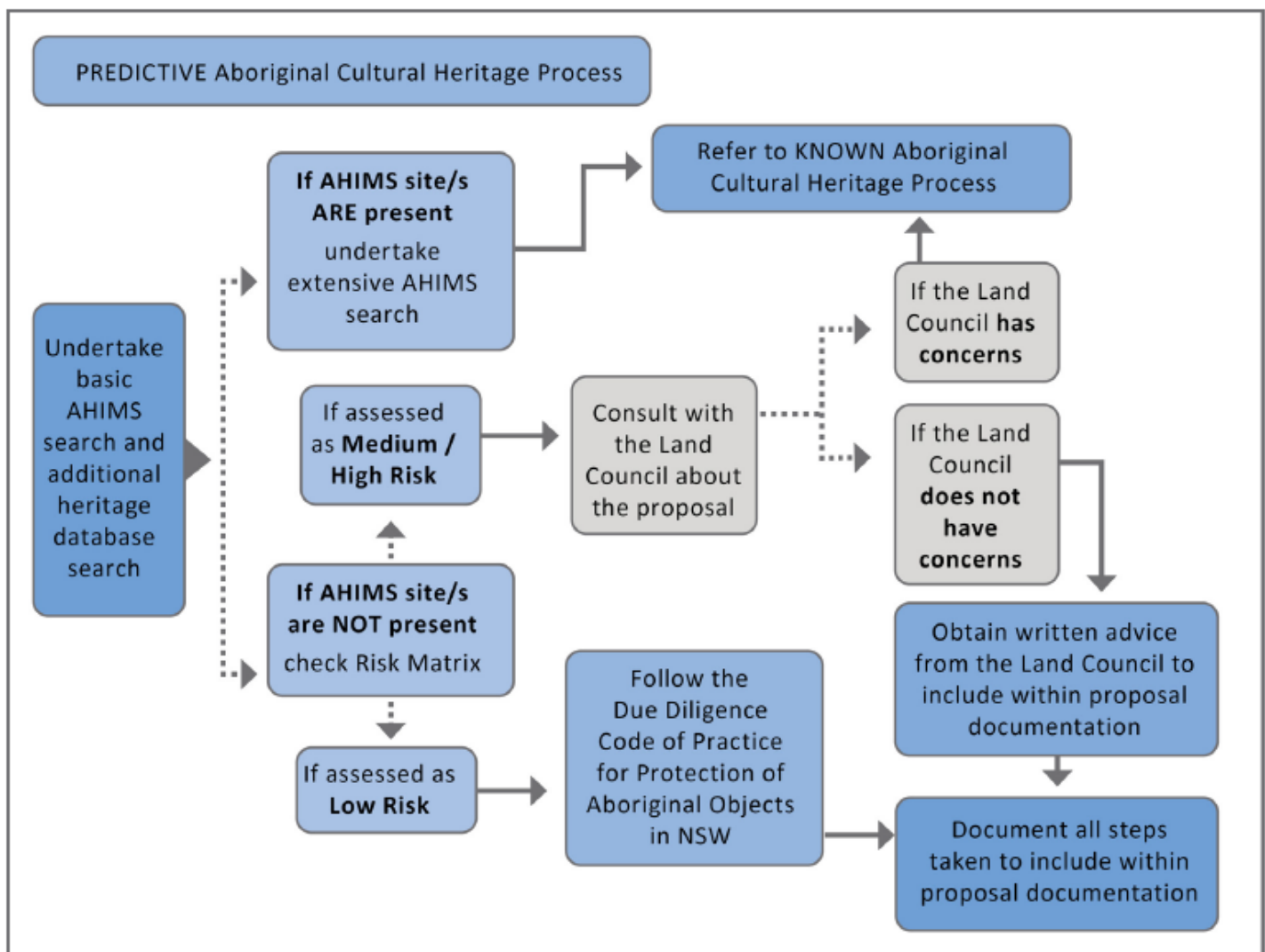


# Aboriginal Cultural Heritage Management Plan

## Information to be included in Development Applications

This document provides an outline of information to be included in a Development Application under the provisions of Part 3.0 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan.

### Key steps for 'Predictive' Aboriginal Cultural Heritage





# ATTACHMENT 1: EXAMPLE OF A (BASIC) AHIMS SEARCH:



## AHIMS Web Services (AWS)

### Search Result

Your Ref/PO Number :  
Client Service ID : 904424

City of Coffs Harbour  
Yarrila Place 27 Gordon Street  
Coffs Harbour New South Wales 2450  
Attention:

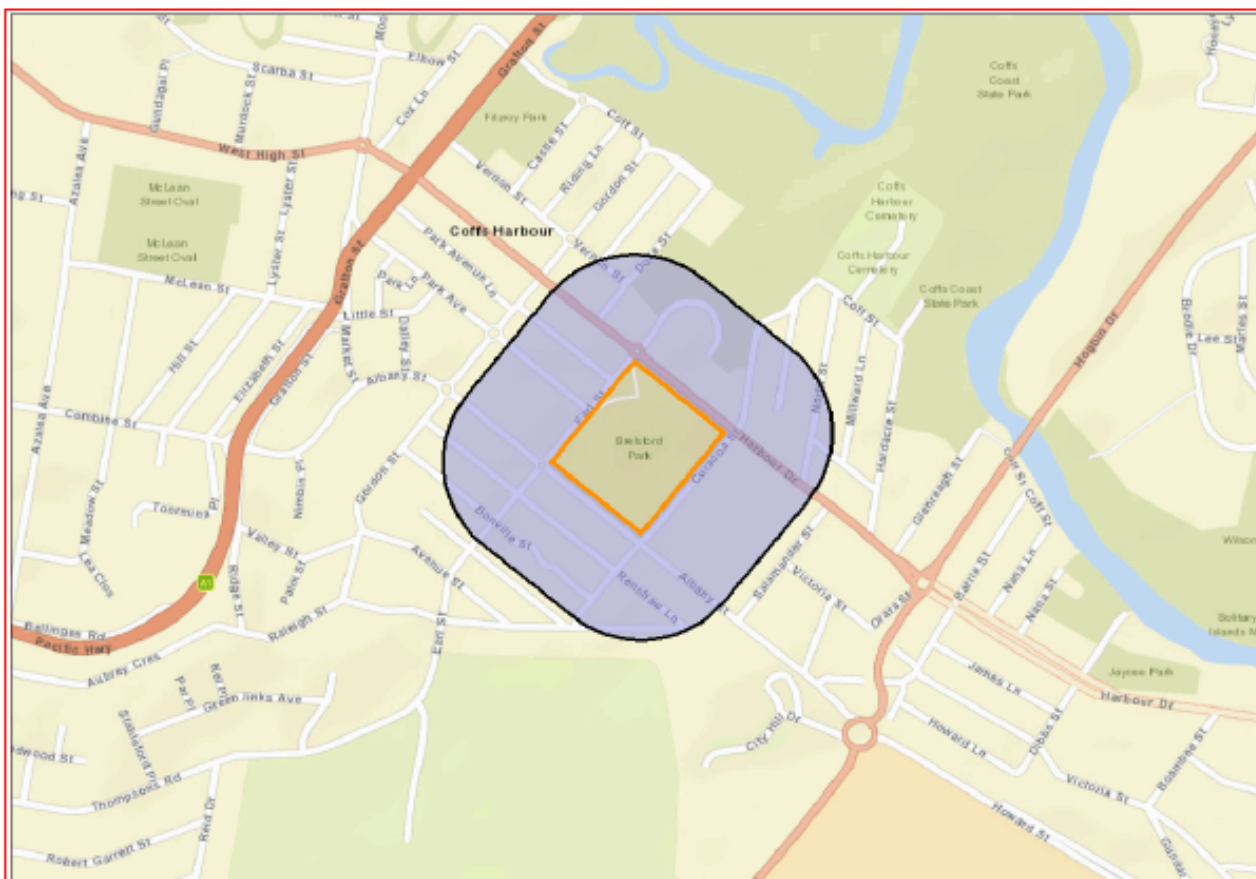
Date: 26 June 2024

Email:

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot : 100, DP:DP865320, Section : - with a Buffer of 200 meters, conducted on 26 June 2024.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

## ATTACHMENT 2 – EXAMPLE DOCUMENTATION FOR DEVELOPMENT APPLICATIONS:

**Note: the following 2 examples are only suitable for the following proposals:**

- ❖ development on land that contains ‘predictive’ Aboriginal cultural heritage on the Coffs Harbour Aboriginal Cultural Heritage Map where the proposed development has been assessed as ‘low risk’ when assessed against the matrix shown in Figure 8 of the Management Plan (see Section 3.3.6 of the Management Plan); or
- ❖ development on land that is ‘unmapped’ on the Coffs Harbour Aboriginal Cultural Heritage Map (see section 3.3.7 of the Management Plan).

### **Example No. 1 - Predictive Aboriginal Cultural Heritage - Assessed as ‘Low Risk’ against the Risk Matrix (See Figure 8 in Section 3.3.6 of the Management Plan)**

#### **Coffs Harbour Local Environmental Plan 2013 – relevant requirements**

##### **Clause 5.10 Heritage Conservation**

**5.10(1) Objectives** The objectives of this clause are as follows—

- (a) to conserve the environmental heritage of Coffs Harbour,
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,
- (c) to conserve archaeological sites,
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.

**5.10(8) Aboriginal places of heritage significance** The consent authority must, before granting consent under this clause to the carrying out of development in an Aboriginal place of heritage significance—

- (a) consider the effect of the proposed development on the heritage significance of the place and any Aboriginal object known or reasonably likely to be located at the place by means of an adequate investigation and assessment (which may involve consideration of a heritage impact statement), and
- (b) notify the local Aboriginal communities, in writing or in such other manner as may be appropriate, about the application and take into consideration any response received within 28 days after the notice is sent.

#### **Coffs Harbour Development Control Plan 2015 – relevant requirements**

##### **Chapter F2 Heritage Conservation**

##### **F2.1 Cultural Heritage Requirements**

##### **Objectives**

- To conserve Aboriginal objects and Aboriginal places of heritage significance.
- To minimise impacts of development on Aboriginal cultural heritage.

##### **Requirements**

1. Development applications for development and subdivision proposals are to be accompanied by sufficient information in relation to Aboriginal cultural heritage, as required by Section 3.3 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan.
2. Wherever practicable, heritage values should be protected in situ and managed appropriately in consultation with the local Aboriginal community.

## Assessment Documentation:

The subject land is mapped as 'predictive' Aboriginal cultural heritage on the Coffs Harbour Aboriginal Cultural Heritage Map. The process identified in Section 3.3.6 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan for 'predictive' Aboriginal cultural heritage has been followed for the purposes of this development application.

A basic search of the Aboriginal Heritage Information Management System has been undertaken, as well as a search of the Australian Heritage Database, State Heritage Register, State Heritage Inventory, and Schedule 5 of Coffs Harbour Local Environmental Plan (LEP) 2013.

The results of these searches did not identify any Aboriginal places of heritage significance or Aboriginal object (see Attachments x to x).

The proposed development has been assessed as low risk based on the following outcomes of the assessment of the matrix provided in Figure 8 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan:

- Existing Site Environment = [Insert Assessment Outcome Here]
- Risk of Disturbance = [Insert Assessment Outcome Here]

The Due Diligence Code of Practice for Protection of Aboriginal Objects in NSW (DECCW 2010b) has also been followed for the proposed development.

Based on this assessment, the proposed development is consistent with the objectives of both: (i) Clause 5.10 of Coffs Harbour LEP 2013; and (ii) Control F2.1 of Coffs Harbour Development Control Plan 2015, which seek to conserve Aboriginal objects and Aboriginal places of heritage significance and minimise impacts of development on Aboriginal cultural heritage. It is unlikely that the proposed development would affect the heritage significance of a place or Aboriginal object due to the low risk of such heritage being located on the land. In accordance with Section 3.3.6 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan, further investigation through a heritage investigation/assessment is not required.

## EXAMPLE NO. 2 – LAND NOT MAPPED ON THE COFFS HARBOUR ABORIGINAL CULTURAL HERITAGE MAP

### ***Coffs Harbour Local Environmental Plan 2013 – relevant requirements***

#### **Clause 5.10 Heritage Conservation**

**5.10(1) Objectives** *The objectives of this clause are as follows—*

- (a) to conserve the environmental heritage of Coffs Harbour,*
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) to conserve archaeological sites,*
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.*

**5.10(8) Aboriginal places of heritage significance** *The consent authority must, before granting consent under this clause to the carrying out of development in an Aboriginal place of heritage significance—*

- (a) consider the effect of the proposed development on the heritage significance of the place and any Aboriginal object known or reasonably likely to be located at the place by means of an adequate investigation and assessment (which may involve consideration of a heritage impact statement), and*
- (b) notify the local Aboriginal communities, in writing or in such other manner as may be appropriate, about the application and take into consideration any response received within 28 days after the notice is sent.*

### ***Coffs Harbour Development Control Plan 2015 – relevant requirements***

#### **Chapter F2 Heritage Conservation**

#### **F2.1 Cultural Heritage Requirements**

##### **Objectives**

- To conserve Aboriginal objects and Aboriginal places of heritage significance.*
- To minimise impacts of development on Aboriginal cultural heritage.*

##### **Requirements**

- 3. Development applications for development and subdivision proposals are to be accompanied by sufficient information in relation to Aboriginal cultural heritage, as required by Section 3.3 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan.*
- 4. Wherever practicable, heritage values should be protected in situ and managed appropriately in consultation with the local Aboriginal community.*



## Assessment Documentation:

**The subject land is not mapped on the Coffs Harbour Aboriginal Cultural Heritage Map.** The process identified in Section 3.3.8 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan for 'unmapped' Aboriginal cultural heritage has been followed for the purposes of this development application.

A basic search of the Aboriginal Heritage Information Management System has been undertaken, as well as a search of the Australian Heritage Database, State Heritage Register, State Heritage Inventory, and Schedule 5 of Coffs Harbour Local Environmental Plan (LEP) 2013.

The results of these searches did not identify any Aboriginal places of heritage significance or Aboriginal objects (see Attachments x to x).

The Due Diligence Code of Practice for Protection of Aboriginal Objects in NSW (DECCW 2010b) has also been followed for the proposed development.

Based on this assessment, the proposed development is consistent with the objectives of both: (i) Clause 5.10 of Coffs Harbour LEP 2013; and (ii) Control F2.1 of Coffs Harbour Development Control Plan 2015, which seek to conserve Aboriginal objects and Aboriginal places of heritage significance and minimise impacts of development on Aboriginal cultural heritage. It is unlikely that the proposed development would affect the heritage significance of a place or Aboriginal object due to the unlikely occurrence such heritage being located on the land. In accordance with Section 3.3.8 of the Coffs Harbour Aboriginal Cultural Heritage Management Plan, further investigation through a heritage investigation/assessment is not required.