

Consultation Outcomes Report

Kingston and Arthur's Vale Historic Area
Development Control Plan



Community Consultation Report

KAVHA DCP

Client: Department of Infrastructure, Transport, Cities and Regional Development

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1.0 Introduction and background

1.1 Introduction

The Kingston and Arthur's Vale Historic Area (KAVHA), located on the southern side of Norfolk Island, contributes to the life, identity and culture of Norfolk Island residents and the wider Australian community. It has been recognised as contributing to the understanding of the course and pattern of world history through identification on the United Nations Educational, Scientific and Cultural Organisation's (UNESCO) World Heritage List (WHL). Figure 1 shows the area included in the WHL. It is also identified on the National, Commonwealth and local heritage registers.

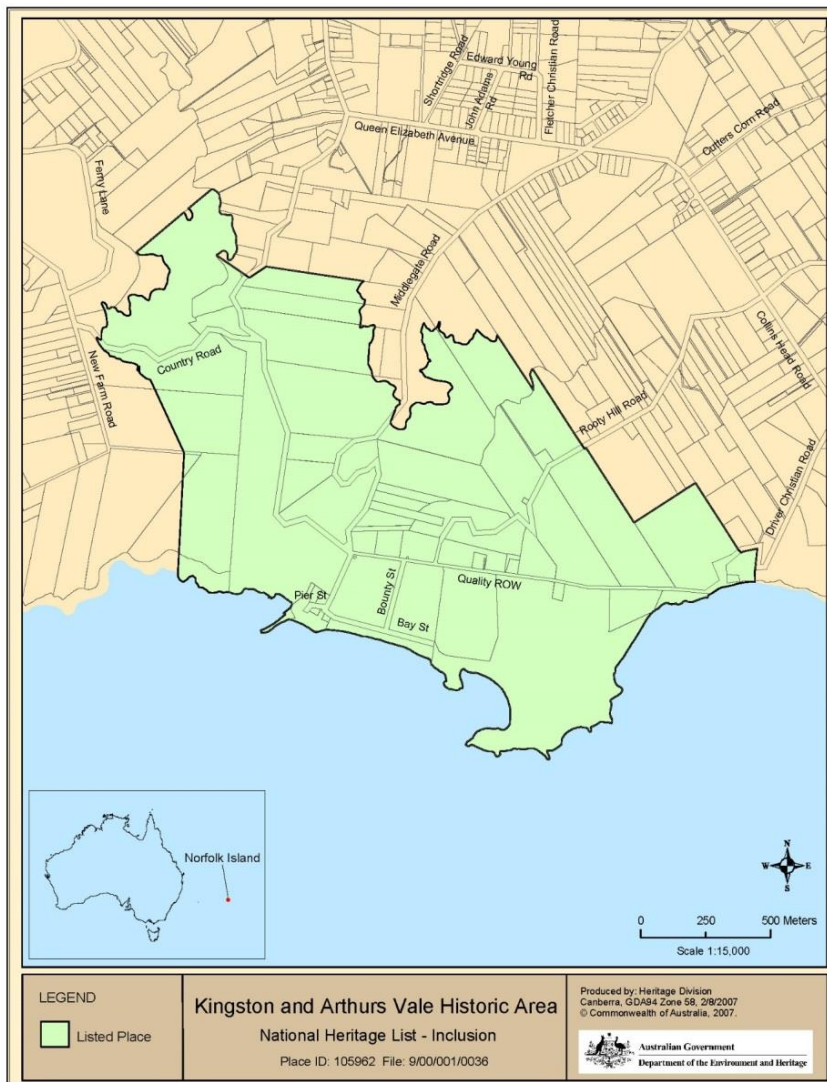


Figure 1 Kingston Arthur's Vale Historic Area

1.2 Background

A number of plans and strategies have been prepared over the years to help pave the way forward in managing and protecting the heritage values of KAVHA. The KAVHA Heritage Management Plan (HMP), finalised in April 2016, details the heritage values of the site, and formalised a vision for the future management of the area:

"The Kingston and Arthur's Vale Historic Area is a place of outstanding heritage value to the people of Norfolk Island, the Australian community and internationally.

The rich and interwoven natural and cultural landscape of the KAVHA site will be conserved, managed, protected and presented with authenticity as a vibrant place through effective

governance, good management, improved support, best practice techniques/tools and enduring community partnerships.”

(Godden Mackay Logan Pty Ltd, 2016:16)

To help deliver this vision, Recommendation 41 of the HMP suggested the preparation of a Development Control Plan (DCP) for KAVHA. This was to address landholders' calls for clearer guidance around development and the planning approval processes. Difficulty and confusion had been generated by a planning system made up of multiple pieces of legislation including the:

- Norfolk Island Heritage Act
- Norfolk Island Planning Act 2002
- Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act); and
- the administration required due to the site's Commonwealth and National heritage listings.

The KAVHA Advisory Committee prioritised the preparation of the DCP to help preserve KAVHA's heritage and to enable the community's ongoing use of the area. AECOM Australia was engaged by the Department of Infrastructure, Transport, Cities and Regional Development (DITCRD) to work closely with the community and Norfolk Island Regional Council to prepare the draft DCP for KAVHA. This report outlines the community engagement carried out during preparation of the draft DCP.

1.3 What is a DCP?

A DCP is a detailed planning document that contains practical controls to guide the use of land and development within and surrounding an area. The role of a DCP is to provide detailed design standards and guidelines for people preparing development applications, and a set of guidelines for the Norfolk Island Regional Council (Council) and the relevant Australian Government Minister to assess applications.

1.4 How is a DCP prepared?

The *Norfolk Island Planning Act 2002* has rules around the way DCPs need to be prepared and what needs to be included. This is to make sure plans are consistent and include the important information needed when planning for development. The KAVHA DCP needs to be consistent with these rules and with the overarching planning frameworks within the:

- Norfolk Island Plan 2002
- Norfolk Island Heritage Act.

The KAVHA DCP would provide site specific development controls and guidelines to accompany and support these broader statutory planning instruments.

From the outset of the project, AECOM was aware that several different plans have been prepared for KAVHA over the last few years to help manage the site. The recommendations of the KAVHA Heritage Management Plan (including the vision detailed above), and drafts of the Cultural Landscape Management Plan, Archaeological Zoning and Management Plan, and Interpretation Plan were to be closely studied and referenced during the preparation of a draft DCP to ensure planning and management is carried out in a coordinated way.

2.0 Community consultation

2.1 Approach

Community engagement to involve and empower key stakeholders and the broader community was identified as an important contributor in the preparation of a draft DCP for KAVHA. Drawing on the knowledge of those key stakeholders who have interacted with the KAVHA site and legislation was critical in developing a DCP that responds to, and meets the needs of the community and stakeholders.

The AECOM project team understood the importance of proactive, transparent and inclusive engagement with key stakeholders and the broader community during preparation of the draft DCP. Local knowledge and understanding would be fundamental to a successful DCP for KAVHA.

The AECOM project team was aware that the community had been involved and consulted during the preparation of a number of other plans for KAVHA, and may have 'consultation fatigue'. However, in order to prepare a DCP that would respond to community needs the team needed to obtain feedback from key stakeholders and community groups who have responsibility and an interest in successfully managing and maintaining the site now and into the future. It was identified that relying on previous reports and consultations alone would not produce the desired outcomes.

A two staged consultation process was planned to actively involve key stakeholders and the community during the preparation of the DCP.

Stage One: Consultation during development of the draft DCP

Who: Landowners, leaseholders, KAVHA Community Advisory Group, DITCRD and Council.

Why: To understand the experience to date with managing development and uses in KAVHA to inform the draft DCP. This included identifying the needs, opportunities and constraints of the existing planning process.

How: Details on the tools and techniques used during Stage One can be found in Table 1
Consultation Stage one - Tools and techniques.

Stage Two: Consultation on the draft DCP

Who: Key stakeholders and wider community.

Why: To understand whether the draft DCP provides the community with clear guidelines for carrying out development within KAVHA. This included understanding whether or not the draft DCP responded to the needs identified in stage one of consultation.

How: Details on the tools and techniques used during Stage Two can be found in Table 3
Consultation Stage two - Tools and techniques.

Figure 2 Consultation stages

This approach was to:

- understand the community's experience with navigating through a complex planning system;
- prepare a draft DCP that responds to the experience of the community; and
- determine whether the draft DCP meets its objective in clarifying the planning process and providing clearer guidance.

2.2 Objectives

The overall and stage specific objectives of the consultation are detailed in Figure 3.

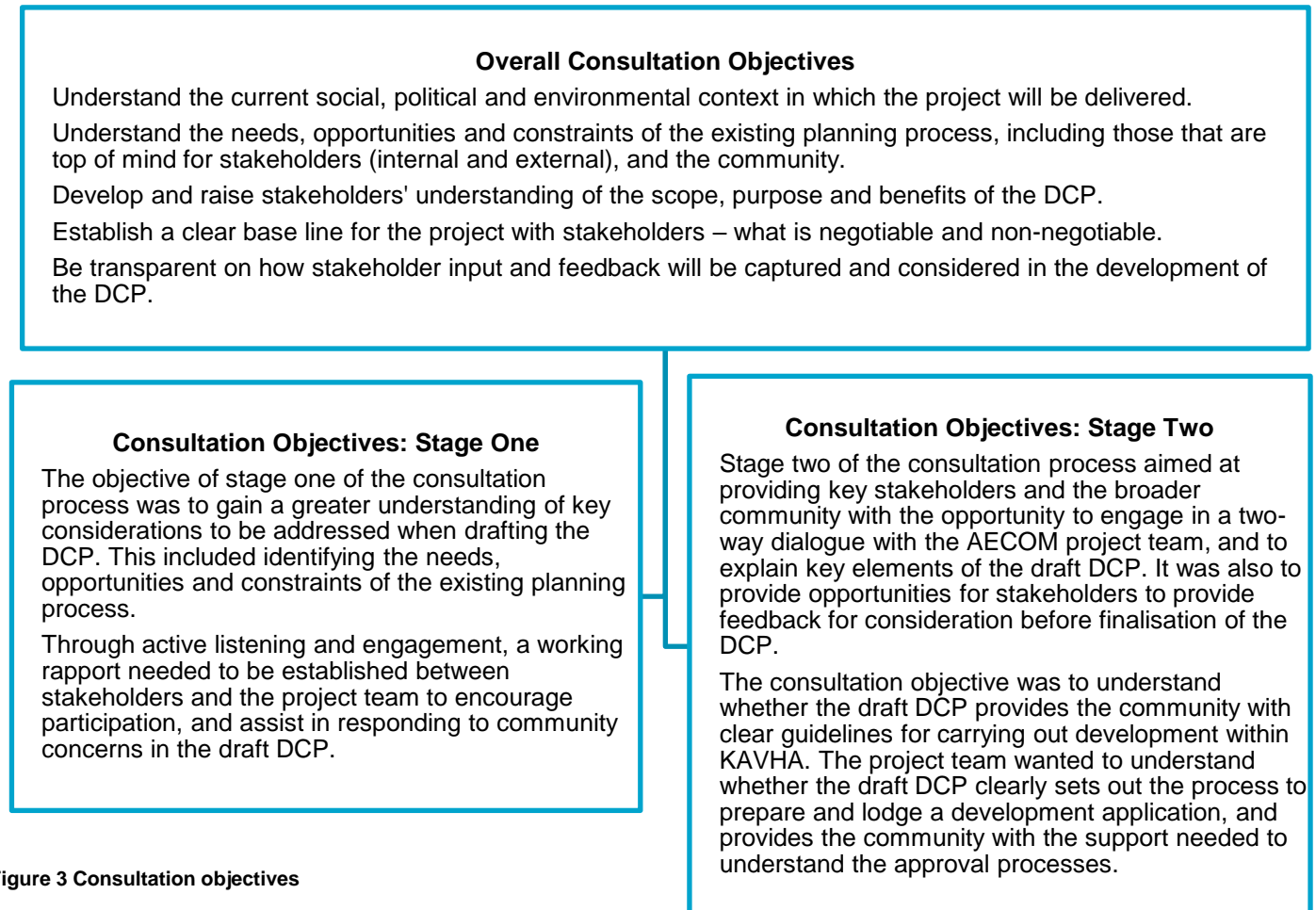


Figure 3 Consultation objectives

3.0 Consultation: Stage One

3.1 Details

In April 2019, the AECOM project team visited Norfolk Island to speak with key stakeholders as part of stage one of consultation. Discussions were had with landowners, leaseholders, KAVHA Community Advisory Group, DITCRD staff and Council to understand the experience to date with managing development and uses in KAVHA.

3.2 Tools and techniques

A number of engagement tools and techniques were used during stage one of the consultation process.

Table 1 Consultation Stage one - Tools and techniques

Tool	Who	When	Why
Media release	All community	Saturday 23 March 2019	<p>Advise community members and stakeholders of the project, AECOM's engagement on the project, and the upcoming facilitated site visit and target consultation.</p> <p>Generate awareness of the project and opportunities to provide feedback.</p> <p>See Appendix A.1 Media Release.</p>
Introduction Letter	All stakeholders identified as part of consultation stage one	Monday 25 March 2019	<p>Introduce the project; outline the purpose and benefits of the DCP, and to invite each stakeholder to a scheduled focus group or meeting.</p> <p>See Appendix A.3 Focus Group Introductory Letter.</p>
Briefings	KAVHA Community Advisory Group	Tuesday 2 April 2019	<p>Introduce the project, the project team, and outline the purpose and benefits of the DCP.</p> <p>Provide the opportunity to discuss the project, and raise matters of consideration for the drafting process.</p>
Focus Groups	<p>NIRC Councillors</p> <p>DITCRD staff</p> <p>Landowners and Leaseholders</p>	<p>Wednesday 3 April and Thursday 4 April 2019</p>	<p>Introduce the project and the project team, provide context and background, understand the current uses and limitations of the area, and understand the vision for the area in the future.</p> <p>Provide the opportunity to discuss the project, and raise matters of consideration for the drafting process.</p> <p>See Appendices A.2, A.3, A.4 and A.5 for Focus Group materials.</p>

Stakeholder meetings	Golf Club	Thursday 4 April 2019	Introduce the project and the project team, provide context and background, understand the current uses and limitations of the area, and understand the vision for the area in the future.
	All Saints Church		
	Rotary Club		
	Additional one-on-one meetings at the request of landowners		Provide the opportunity to discuss the project, and raise matters of consideration for the drafting process.
Meeting minutes	Focus Group and meeting attendees	The minutes were distributed to key stakeholders on Monday 29 April	Summarise the discussions had with key stakeholders and to provide an opportunity to review key takeaways / provide further feedback.

3.3 Feedback summary

Below is a summary of the key matters raised during stage one of consultation, and summary of how the draft DCP responded to these.

Table 2 Consultation Stage one - Feedback and outcomes

Feedback	Outcome
Clarify the process for the adaptive reuse of the heritage buildings to allow for different uses like restaurants, cafes and shops.	Objectives were included in the precincts to encourage the adaptive reuse of heritage buildings. Section 5.16 of the draft DCP aims to provide guidance and controls (considerations) to help an applicant in the planning process.
Clear guidelines for landowners and leaseholders on what they can and cannot do on their land.	Development controls to provide guidance for applicants (i.e. landowners and leaseholders) were provided for each precinct. Development controls for additions and modifications to existing non-heritage buildings were drafted and included in Section 6.6 of the draft DCP.
Transparency on the assessment process of development applications.	Sections 1.0, 2.0 and 3.0 of the draft DCP provided guidance and flowcharts to demonstrate the application requirements and assessment process.
Clarify what development requires a development application, and what does not, especially for things like signage or temporary events.	The draft DCP incorporated the permissible development and uses for each land use zone under the <i>Norfolk Island Plan 2002</i> to provide clarification. The draft DCP defined exempt and complying development and the process within KAVHA.
Activate and celebrate the area by allowing works or development that enables the	The draft DCP included KAVHA specific signage provisions in Section 7.0.

'storytelling' of KAVHA's rich history.

The draft also integrated objectives to allow for storytelling – e.g. Precinct M included the promotion of agricultural activities.

A copy of the draft DCP can be downloaded from DITCRD's website [here](#).

3.4 Outcome – preparation of draft DCP

The discussions from stage one of consultation were wide ranging. This initial feedback was considered during the preparation of the draft DCP, along with the requirements outlined in section 1.4 How is a DCP prepared?.

The draft KAVHA DCP aimed to do the following:

- help clarify what development and uses are allowed in KAVHA.
- clarify what needs a development application, and what does not.
- clarify what needs to be included within a development application for lodgement.
- outline and explain the assessment and approvals process for development applications.

3.5 Matters not included in the draft DCP

Stage one of consultation raised a number of topics that were outside of the scope of a DCP. This included items such as: funding, capital work programs, maintenance, and governance. The project team understood that these topics are of concern and are important to the community. DITCRD is working with the NIRC to find solutions to these concerns. However, these matters cannot be addressed within a planning document.

Others things like the management and process for special event permits and licences for activities in KAVHA are not able to be addressed in the DCP. This is because they are not planning matters; they are managed by the Conservator of Public Reserves. DITCRD understands the need to clarify the role and different approval processes under the *Norfolk Island Planning Act 2002* and the *Public Reserves Act 1997*. In brief, the *Planning Act* addresses development and permanent use, while the *Public Reserves Act* addresses temporary uses, like special events. Stage one of consultation indicated that the community was not clear on the division between the two and DITCRD was concerned with how heritage was taken into consideration when approving events. DITCRD appreciates the need to reduce the overlap and harmonise approvals, where possible. However, this would require significant amendments to both Acts and their definitions and would result in permits sitting across two statutory instruments, which could result in inconsistency of application. The revision may also result in an increase to the administrative burden of NIRC staff.

This information was conveyed to key stakeholders and the broader community during stage two of the consultation.

4.0 Consultation: Stage Two

4.1 Details

In June 2019, the AECOM project team was on Norfolk Island to speak with key stakeholders and the wider community about the draft DCP for KAVHA. A Project Update and Fact Sheet were prepared. These materials summarised key information about the draft DCP, and can be found in Appendix B. A copy of the draft DCP can be downloaded from DITCRD's website [here](#).

4.2 Tools and techniques

A number of engagement tools and techniques were used during stage two of the consultation process. The tools below were used to meet the objectives; raise awareness of the project in the wider community; and to help collect feedback on the draft DCP.

Table 3 Consultation Stage two - Tools and techniques

Tool	Who	When	Why
Stakeholder meetings	NIRC Council staff	Friday 31 May	Provide Council staff (i.e. the officers who will be implementing the final DCP) with the opportunity to ask questions and provide feedback on the draft DCP.
	At the request of community members	At time and date requested by community members during project team's visit to Island on 31 May – 4 June 2019	Provide an informal setting for questions and in depth discussion.
Briefings	KAVHA Community Advisory Group	Monday 3 June 2019	Brief the key stakeholder group on the draft DCP and provide the opportunity to ask questions and provide feedback. The briefing included a short presentation on the draft DCP. This included an overview of the project, the two staged consultation approach, the outcome of stage one, the structure of the draft DCP and how to use the document when planning for development.
	Councillors and Mayor	Monday 3 June 2019	
Formal community event	All stakeholders from consultation stage1, and broader community	Saturday 1 June 2019	Present on the draft DCP to provide an overview of the project, the two staged consultation approach, the outcome of stage one, the structure of the draft DCP and how to use the document when planning for development. This was to involve the

			broader community and to obtain feedback from a diverse group of stakeholders with differing interests in the area.
			See Appendix B Consultation Materials Stage 2 – June 2019 - B.8.
Informal community 'drop In' event	All stakeholders from consultation stage one, and broader community	Sunday 2 June 2019 11:00am to 2:00pm	Provide the community with the opportunity to 'drop in' to meet the project team and discuss the draft DCP. This was to provide an informal setting for questions, in depth discussion, and to provide feedback.
Advertisement in local paper	All community	Saturday 25 May 2019 & Saturday 1 June 2019	Advise the wider community of the project and the consultation events planned on the draft DCP. It was to also raise awareness of the project and opportunities to provide feedback. See Appendix B.1 Newspaper Advertisement – 25 May & 1 June 2019
Project Overview Booklet	All community	Available on the DITCRD's website on Friday 24 May 2019. Hard copies available at the consultation events.	Provide an overview of the project, outline the objectives of the draft DCP, explain the consultation carried out to date and key sentiments received, summarise the key recommendations of the draft DCP, and provide information about the next steps and how to leave feedback. See Appendix B.3 Project Overview Booklet
Fact Sheet	All community	Available on the DITCRD's website on Friday 24 May 2019. Hard copies available at the consultation events.	Summarise the technical content of the draft DCP including what is a DCP, how was it prepared, how does it relate to other plans, where it applies and how to use it. See B.4 Fact Sheet: Draft Development Control Plan for KAVHA
Flyer	All community. Unaddressed mail sent to all registered addresses on the island.	Monday 27 May 2019	Inform the community about the project and stage two of the consultation process. The flyer was to engage more widely with the community and promote the community consultation events. See B.2 Flyer.

4.3 Feedback summary

Below is a summary of the key matters raised during stage two of consultation, and summary of how the draft DCP has responded to these.

Table 4 Consultation Stage two - Feedback and outcomes

Feedback	Outcome
Retain the justification column presented in the draft DCP. The justification column provides the background as to why a control is proposed, and helps explain why it is there.	Justification column has been retained as 'Guidance'
Should the viewpoints detailed in Figure 10 of the draft DCP be retained, the following four viewpoints/vistas should not be retained in the DCP:	Figure 10 has been amended to align with the KAVHA Cultural Landscape Management Plan.
<ul style="list-style-type: none"> Flagstaff Hill 2; QE II Lookout 2; Eastern Viewpoint; and Offshore Viewpoint. 	
As picnicking is a traditional community use of KAVHA, and there are no specific references to restrictions on picnic facilities in the HMP, control 292 is too restrictive and should be deleted.	This control has been revised to be less restrictive.
<p>The draft DCP requires the principles of the Burra Charter to be applied during preparation of a DCP.</p> <p>What consultation has been carried out with Norfolk Island cultural groups or relevant stakeholders in regards to incorporating this charter?</p>	<p>The <i>Burra Charter</i> is recognised as the pre-eminent conservation charter for the conservation of historic places in Australia. It was developed by ICOMOS in 1979 and adopted widely internationally before being revised in 2013. It is widely used to promote best practice management and outcomes in many places around the world. The <i>Burra Charter</i> has been integrated into the DCP through many of the controls. This is most explicitly evident in Section 5.16 of the DCP, which provides the relevant articles from the <i>Burra Charter</i> and how they could be applied within the KAVHA context.</p> <p>A copy can be downloaded here.</p>
Users of model aircrafts would be placed at great disadvantage if control 196 in the draft DCP were adopted.	Use of the site for the flying of model aircraft is not a planning matter and has been removed from the DCP
Request for future community information sessions to be held on weekday afternoons.	This feedback is noted.
Concerns that the principles outlined in the draft DCP do not provide scope for the development of residences or dwellings on freehold or leasehold land in KAVHA.	Section 7.7, together with other sections of the DCP provides guidance for residents wishing to develop freehold or leasehold land.
Clause 74 of the Norfolk Island Plan 2002 stipulates that all use or development that is not <i>permitted (as of right)</i> requires the preparation and submission of a development application. As there is no <i>permitted (as of right)</i> use or development in KAVHA (as there	Table 1 has been amended to remove reference to <i>permitted (as of right)</i> . References to <i>Permitted use or development</i> and <i>Permissible (with consent)</i> have also been amended to clarify.

is a legislative heritage overlay), table 1 of the draft DCP should be amended to reflect these changes. Additionally the two categories, *Permitted use or development* and *Permissible (with consent)* are confusing for users of the draft DCP.

The draft DCP does not address current landholder or leaseholder concerns, and appears to provide more control/restriction under the applicable legislation.	The DCP cannot remove or bypass the existing approvals and requirements. The DCP has sought to make the existing requirements clearer by drawing together the controls that are existing within the current legislation (Planning Act, DCPs for Norfolk Island and the Heritage Act) and management plans such as the Heritage Management Plan and Cultural Landscape Management Plan
Clarification is required in the draft DCP as to what is defined as a 'heritage item', as the entire KAVHA site is in itself a heritage item.	A heritage list is to be compiled in the revised draft DCP.
The wording in section 4.2.4 of the draft DCP should be amended from 'would' to 'may', as it would otherwise introduce a new requirement for an EPBC Act referral for some activities that would be unlikely to be acceptable within Precinct A.	This suggestion has been implemented in the revised draft DCP.
The use of an '**' against some <i>Permissible (with consent)</i> uses or development within the land use tables for each precinct is confusing and introduces an additional class of use/development in the zone.	The use of '**' has been removed from the table.
Comments received about the 'flow' of the DCP	Consensus on the whole was that the document flowed well. No amendments to layout are proposed.
Section 4.0 of the draft DCP should include an introduction section that defines the terms 'control' and 'objective'.	This suggestion has been implemented in the revised draft DCP.
Removing the controls set out in all other DCPs creates gaps in controls, for example, water management and tourist accommodation.	The intent of essentially 'turning off' all other DCPs, is to enable the draft DCP for KAVHA to be the single DCP to be referred to when planning for new development or use in KAVHA. Reference to the Water Resources (DCP 2) has been inserted to cover identified gaps.
There are not many differences between the 'signage' section of the draft DCP for KAVHA, and the existing signage DCP. Considering this, is this an appropriate inclusion in the draft DCP?	There needs to be flexibility in the KAVHA DCP to do what the current signage DCP prohibits, while also considering the heritage impacts. For example, the KAVHA DCP enables the display of more than one sandwich board – something prohibited by the current signage DCP, but is understood to be in practice on NI.
Recommendation to provide a Figure with land zoning and precincts overlaid.	This suggestion has been implemented in the revised draft DCP.
The colours in the figures, and tables in the draft DCP need to change so that the document can be legible when printed in black and white.	This suggestion has been implemented in the revised draft DCP.

The specific recommendation (41) for the development of the DCP, in the KAVHA Heritage Management Plan needs to be referenced in this document.	This suggestion has been implemented in the revised draft DCP.
Concern that the 2001 landscape guidelines for KAVHA were not consulted on or endorsed by the community. This raises concerns about the validity of the viewpoint areas.	The viewpoints have been amended to reflect those in the draft Cultural Landscape Management Plan.
A template should be developed for the development of a Heritage Impact Statement.	The revised draft DCP includes reference to guidelines that contain a HIS template.
The <i>view shed</i> ? Should not be brought back, and would be detrimental to acceptance of the draft DCP.	No view shed has been included in the DCP.
There are portions of the community that believe KAVHA should be shrunk to only crown lands.	This is outside the scope and power of a DCP.
Greater clarity is required around how the viewpoint map fits into the document. It is recommended that this should be clarified in section 2.4 of the draft DCP.	This suggestion has been implemented in the revised draft DCP by adding new cross-references to the figure and moving the figure to better align with Section 2.4 on site analysis.
What cultural heritage is this document aimed at protecting? What controls are in place for the protection of the Polynesian archaeological heritage?	Section 3.3 identifies the Polynesian settlement as a significant historical phase in KAVHA. In conjunction with the draft Archaeological Zoning and Management Plan, Section 7.2 protects all archaeological deposits within KAVHA, including Polynesian. Objectives and controls relating specifically to the Polynesian archaeological site have been added to Section 4.2.5
As the Kingston Pier is a working port, provision must be made in the draft DCP for the accommodation of border force and biosecurity facilities.	This is outside the scope of a DCP. However, Section 6.16 would allow for the adaptive reuse of an existing structure for this purpose.
Clarification is needed around when the Council should and should not be asking for things.	A checklist will be prepared to assist applicants in understanding the requirements. It is also recommended in the DCP that applicants have an optional pre-lodgement meeting with Council to determine the requirements.
Control 225 (which provides reference on where rainwater tanks are to be sited) should be amended, as it may not always be possible for rainwater tanks to be sited.	Reference to the rear of the building to be removed.
The draft DCP refers to documents that have not yet been developed. Why is this?	There are a range of documents that need to be developed to support best-practice site management. It is not possible to provide specific advice within the DCP around all the specifics of all elements of site management. Guidance has been provided in Section 1.6 on how to proceed if these plans are not available.
The current wording of Control 300 is technically wrong.	Control removed as insurances are held by DITCRD, not Council.
Will the draft DCP for KAVHA supersede other	The KAVHA DCP will 'turn off' the provisions of other

legislation?	DCPs, but will not supersede any other legislation.
Clarification requested on who is responsible for preparing the Heritage Management Plan and the Conservation Management Plan. And what is the difference between these two documents?	The applicant is responsible for the preparation of a Heritage Management Plan and a Conservation Management Plan. Further clarification has been added to Section 2.6 of the revised draft DCP.
Clarification requested on whether or not the Commonwealth would have to go through the same planning process as other applicants who wish to use/develop the area.	Yes. The Commonwealth is subject to the DCP.
Recommendation to provide an overview of the different precincts at the beginning of Section 4.0.	This suggestion has been implemented in the revised draft DCP.
Suggestion that as the Commonwealth is likely to be submitting the most development applications, they should pay for the wages of the council staff to process the applications.	This is outside the scope of what a planning document such as a DCP can address.
Is there a reason that the plans and legislative documents don't have dates in the draft DCP.	Yes, as it will enable the documents to be updated without needing to revise and amend the DCP.
Clarification requested on whether or not Heritage Impact Statements and site analyses would need to be prepared by a professional.	Clarification has been added to Section 2.6 of the revised draft DCP.
Clarification requested on what the repercussions would be in such a case as a referral wasn't initially made, but is found to be required under the EPBC Act.	Reference to the ability of the Minister for the Environment being able to 'call in' a proposal has been added to Section 2.8.
Comment that the details provided in the draft DCP about the EPBC Act referral process is valuable, and should be added to the fact sheet.	At this point in time, an amended fact sheet is not being prepared.
DCP needs to make it clear that clause 74 of the Norfolk Island Plan turns off clause 101	Section 3.0 has been updated to reflect this.
DIRC has changed name to DITCRD	This has been updated throughout the revised draft DCP as required.
Section 1.7.2 contains some errors and needs to be expanded to explain the Administrator holds delegations from the Commonwealth Minister	Section 1.7.2 has been updated to address these comments.
Thanks provided for recognising that Norfolk Island is a home in Section 1.9. Please also recognise this earlier in the introduction	A reference has been added to Section 1.0 of the revised draft DCP.
Error in final sentence of Section 2.1	This error has been fixed in the revised draft DCP.
The Landscape Guides for KAVHA are not an endorsed document	Reference to this document has been removed. Where necessary, reference has been amended to refer to the Cultural Landscape Management Plan.
Copy heading row across page in Table 1	This suggestion has been implemented in the revised draft DCP.
Add a reference to where the definitions are	Reference added to refer to definitions in Appendix A

for the land uses	of DCP
Figure 8 does not add materially to the document	This figure has been removed in the revised draft DCP.
List the precincts at the beginning of Section 5.0	This suggestion has been implemented in the revised draft DCP.
Add objectives and controls for Polynesian site to Section 4.2.5	This suggestion has been implemented in the revised draft DCP.
Control 53 references buildings not in the precinct	This error has been fixed in the revised draft DCP.
Section 4.9.4 reference to Conservation zone missing	This error has been fixed in the revised draft DCP.
Thanks received that Section 5.17 acknowledges that one layer of history is not more important than another. This should be put into introduction also	This suggestion has been implemented in the revised draft DCP.
Clarify Control 270 and 271 to make it site specific	This suggestion has been implemented in the revised draft DCP.
Make figure 68 larger and clearer	This suggestion has been implemented in the revised draft DCP.

4.4 Outcome – preparation of a revised draft DCP

Discussions about the draft DCP were wide ranging, and the feedback received is included below, along with how it has been considered.

5.0 Next steps

The AECOM project team thanks everyone involved in the consultation process for the development of a draft DCP for KAVHA.

The revised draft DCP has been presented to the DITCRD. The revised draft will be made available for a statutory public review under the *Norfolk Island Planning Act 2002*.

The community will be informed of the timing of the statutory review at a later date.

Appendix A Consultation Materials Stage 1 – April 2019

A.1 Media Release



A Development Control Plan for KAVHA

The Kingston and Arthur's Vale Historic Area (KAVHA) Advisory Committee is passionate about preserving KAVHA's unique heritage, while ensuring it remains a vibrant place in which the Norfolk Island community lives, works and plays.

To help preserve KAVHA's heritage and to enable the community's ongoing use of the area, the Advisory Committee has prioritised the creation of a Development Control Plan (DCP) for KAVHA. The KAVHA Heritage Management Plan recommended the preparation of a DCP to address landholders' calls for clearer guidance around development and planning approval processes at KAVHA.

The DCP will support the Norfolk Island Plan 2002 by providing greater detail for specific use and development, and design and planning requirements for KAVHA. This will help clarify allowable development and activities at KAVHA and facilitate future activities by landholders, leaseholders, the community and site managers.

The creation of a DCP will facilitate planning for interpretative and commercial activities at the site while ensuring protection of the community and heritage values. This means the DCP will help all of those with a stake in KAVHA make clearer plans for the future.

AECOM Australia has been engaged to prepare the KAVHA DCP by the Department of Infrastructure, Regional Development and Cities.

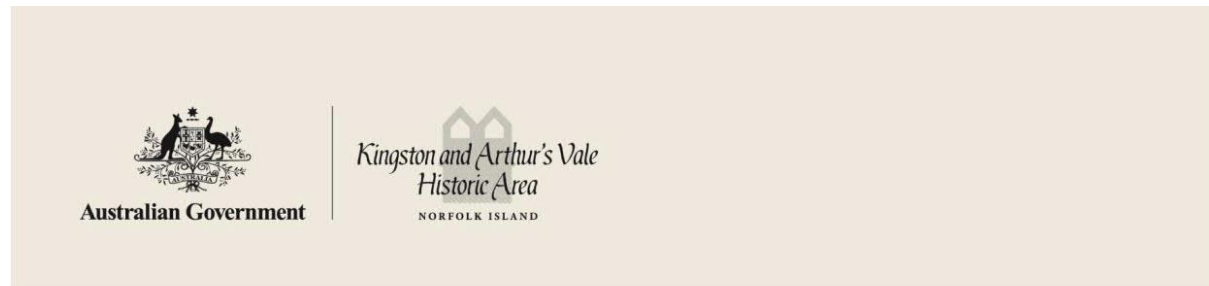
Local knowledge and understanding the community values of KAVHA are necessary for the successful delivery of the DCP and this is why the plan will be developed in close collaboration with local stakeholders including the Norfolk Island Regional Council's Senior Strategic Planner. The DCP will build on the valuable community input and considerable work already carried out to develop heritage management plans for KAVHA.

The AECOM project team will be on-island for fieldwork and targeted consultation including with Norfolk Island Regional Council during the week beginning 1 April 2019. A return visit to the island is planned for May 2019 to present the draft DCP for public review. The draft DCP will be on exhibition for a 28 day period, with an invitation for public submissions under the Planning Act 2002 (NI). It is important that stakeholders get involved in the project and provide their feedback.

If you would like to find out more about the development of the plan, please contact Martin Purslow, Heritage Manager, on +6723 23115 or at martin.purslow@infrastructure.gov.au.

Mr Eric Hutchinson
Chair, KAVHA Advisory Committee

A.2 Focus Group Terms of Reference



Terms of Reference - April 2019 Stakeholder Focus Groups

Kingston and Arthur's Vale Historic Area - Development Control Plan

1. Background

The Kingston and Arthur's Vale Historic Area (KAVHA) is a significant heritage site and is listed on the UNESCO World Heritage List. It is critical the area is successfully managed and maintained now and into the future.

The KAVHA Advisory Committee is passionate about preserving KAVHA's unique heritage, while ensuring it remains a vibrant place in which the Norfolk Island community lives, works and plays.

To help preserve KAVHA's heritage and to enable the community's ongoing use of the area, the Advisory Committee has prioritised the creation of a Development Control Plan (DCP) for KAVHA. The KAVHA Heritage Management Plan recommended the preparation of a DCP to address landholders' calls for clearer guidance around development and planning approval processes at KAVHA.

The DCP will support the Norfolk Island Plan 2002 by providing greater detail for specific use and development; and design and planning requirements for KAVHA. This will help clarify allowable development and activities at KAVHA and facilitate future activities by landholders, leaseholders, the community and site managers.

The creation of a DCP will facilitate planning for interpretative and commercial activities at the site while ensuring protection of the community and heritage values. This means the DCP will help all of those with a stake in KAVHA make clearer plans for the future.

AECOM Australia has been engaged to prepare the KAVHA DCP by the Department of Infrastructure, Regional Development and Cities (DIRDC).

Local knowledge and understanding the community values of KAVHA are necessary for the successful delivery of the DCP and this is why the plan will be developed in close collaboration with local stakeholders including the Norfolk Island Regional Council's Senior Strategic Planner. The DCP will build on the valuable community input and considerable work already carried out to develop heritage management plans for KAVHA.

2. Role of Representatives

The first round of focus groups will provide a forum for key stakeholders to provide feedback on the current planning guidelines governing the use and development of KAVHA. During the second round, key stakeholders will have the opportunity to comment on the Draft DCP. The Draft DCP will also be on exhibition for a 28 day period with an invitation for public submissions under the Planning Act 2002 (NI). This process is being carried out to ensure that key stakeholder interests, needs and requirements are reflected in the Final DCP.

2

Key stakeholders will be responsible for providing:

- ideas, vision, strategic direction and actions for input into the DCP,
- information about their initiatives, needs and requirements that may be relevant or applicable to the DCP,
- feedback on how the DCP may be implemented,
- comment on the Draft DCP, once prepared (this element will be undertaken in May, when the Draft DCP is available), and
- where applicable, ideas and suggestions on how to engage their respective members.

3. Focus Group Facilitation

The focus groups will be facilitated by AECOM on behalf of DIRDC. AECOM will co-ordinate and facilitate the focus groups, ensuring that key stakeholders have an opportunity to provide input into the Draft DCP. With AECOM's guidance, key stakeholders will be prompted to discuss the overarching principles to consider in developing the DCP.

4. Focus Group Membership

The focus groups will consist of key stakeholders, including government representatives, KAVHA Management, Landholders and Leaseholders, all of whom have an interest in or use KAVHA.

5. Code of Conduct

As a member of the focus group, it is expected that key stakeholders will:

- attend focus groups at the advised dates, times and locations,
- advise AECOM or DIRDC when unable to attend a focus group,
- respectfully engage with other focus group members,
- contribute to an open and constructive atmosphere,
- openly communicate relevant concerns, interests, ideas and make reasons for any disagreements clear in a constructive and thoughtful manner,
- put forward views, but also remain committed to open and shared dialogue
- actively work with other focus group members to try and resolve any disputes that may arise during group activities or discussions,
- ensure sensitive matters discussed at the focus group are kept confidential, and refrain from discussing these matters with others outside the focus group,
- not interrupt when another group member is speaking,
- not speak publically on behalf of the focus group,
- not misrepresent the views of other group members outside of the focus group, and
- immediately advise AECOM or DIRDC of any potential or actual conflict of interest relating to matters under discussion.

Department of Infrastructure, Regional Development and Cities - Terms of Reference

6. Meetings and Secretariat

6.1 Agenda and meeting minutes

AECOM will provide secretariat support for the focus groups, including circulating the agenda and meeting minutes via email. The agenda will be circulated prior to the scheduled focus group.

Minutes will be kept as a record and will form part of the Consultation Outcomes Report which may be made public on the KAVHA website.

6.2 Frequency of meetings

Two focus groups will be held in April and May 2019 to discuss the needs of the DCP and the Draft DCP. The duration of the meetings will not exceed three hours and will be held on a weekday.

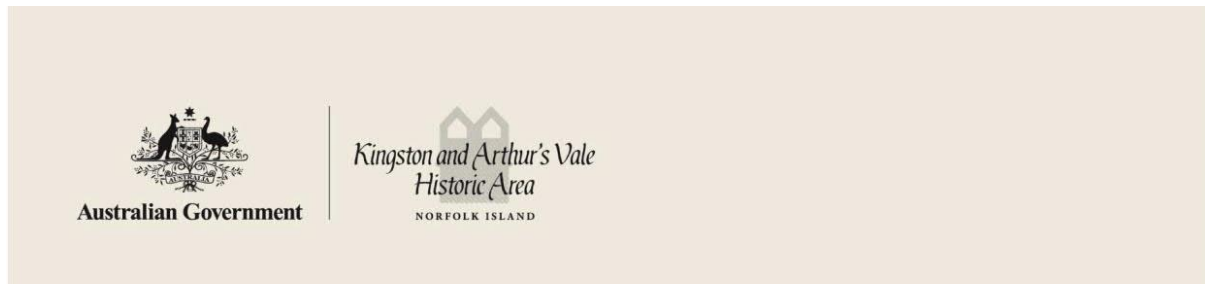
7. Conflicts and confidentiality

Any potential conflicts of interest must be declared to AECOM or DIRDC at the commencement of each focus group to manage those conflicts throughout the project.

Any confidential materials or discussions should be identified by organisations (as required). Appropriate steps should be taken to avoid any breach of confidentiality.

Any media materials, queries or briefings will be managed by DIRDC, in consultation with key stakeholders as required. Any media queries to key stakeholders are to be referred to DIRDC for response.

A.3 Focus Group Introductory Letter



Contact: Sonia Jacenko
Email: letstalkNorfolk@aecom.com

[Landholder-Leaseholder/Business name]

[Landholder-Leaseholder /Business address]

Subject: Planning for Kingston and Arthur's Vale Historic Area (KAVHA): Consultation on the KAVHA Development Control Plan

Dear [NAME],

On XX March 2019 the Kingston and Arthur's Vale Historic Area (KAVHA) Advisory Committee announced it would be preparing a Development Control Plan (DCP) to help provide clearer guidance around development and planning approval processes for works and activities at KAVHA.

As a [landholder/leaseholder] within KAVHA, you are a key stakeholder that can provide valuable input into the preparation of a DCP that responds to the unique heritage values of KAVHA.

The creation of a DCP for KAVHA is an important tool in managing and protecting the heritage values of the community. The DCP will clarify allowable development and activities (including interpretive and commercial activities) at KAVHA to help all of those with a stake in KAVHA, including site managers, landholders and leaseholders, and the community, make clearer plans for the future.

AECOM Australia has been engaged by the Department of Infrastructure, Regional Development and Cities (DIRDC) to prepare a DCP for KAVHA, working in close cooperation with the Norfolk Island Regional Council's Senior Strategic Planner. AECOM is in the process of developing a draft DCP, and is seeking input from key stakeholders like you to ensure the unique heritage values of KAVHA are successfully managed and maintained now and into the future.

Department of Infrastructure, Regional Development and Cities
GPO Box 594, Canberra ACT 2601 Phone: +6723 22152 Office.Administrator@infrastructure.gov.au

We believe local knowledge and understanding is important in the successful preparation and delivery of a DCP for KAVHA.

The DCP will build on the valuable community input and considerable work already carried out to develop a Heritage Management Plan, Cultural Landscape Management Plan and an Archaeological Zoning and Management Plan for KAVHA. Collaboration with these plans will ensure the DCP will respond to the specialist studies carried out to date, and ensure planning and management is carried out in a coordinated way.

We would like to invite you to attend a focus group of [landowners/leaseholders] to help shape the DCP for KAVHA.

It is important that community members and stakeholders who value and work in the area get involved and provide input into this planning process for the future of the area. Here you will be able to provide comment on what you believe is important for the successful future management of the area. The focus group details are below:

- **Date:** [DAY DATE MONTH 2019]
- **Venue:** [LOCATION]
- **Time:** [TIME-TIME]
- **RSVP:** To register your attendance please email your name and contact details to letstalkNorfolk@aecom.com by **Friday 29 March 2019**.

The focus group will be facilitated by our project partner AECOM. An agenda will follow.

If you cannot attend the workshop you can still provide your feedback by:

- Completing the online feedback form available from our website at [WEBSITE]
- Completing the feedback form available at [LOCATION] and [LOCATION]
- Emailing the project team at letstalkNorfolk@aecom.com.

We look forward to your input into this important conversation, and working with you to prepare the KAVHA DCP.

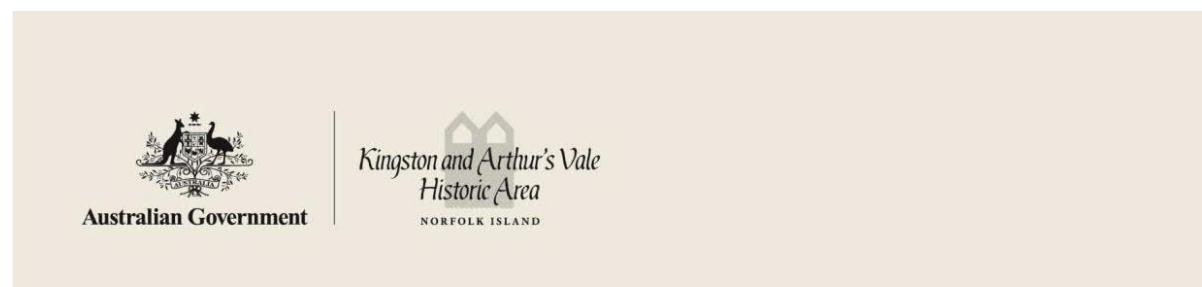
Kind regards,

XX

TITLE/ROLE

Department of Infrastructure, Regional Development and Cities

A.4 Focus Group Agenda Example



KINGSTON AND ARTHUR'S VALE HISTORIC AREA – DEVELOPMENT CONTROL PLAN

AGENDA

Focus Group – Landholders & Leaseholders

1PM – 3:30PM, WEDNESDAY, 3 APRIL 2019

Paradise Hotel – Sirius Room

Item No.	Description	Time	Led By
1.0	Welcome and Introductions	10mins	AECOM
2.0	Purpose: Why are we here?	5mins	AECOM
3.0	Activity 1: Mapping Exercise	45mins	AECOM
4.0	Break	10mins	All
5.0	Introduction to the Development Control Plan (DCP)	10mins	AECOM
6.0	Activity 2: Timeline Exercise	45mins	All
7.0	Next Steps and Close	10mins	AECOM

A.5 Focus Group Activities



ACTIVITY 1 – Mapping

- 1a. Where and how do you currently interact with the KAVHA on a day to day basis?
- 1b. What would you like to do within KAVHA that you are currently unable to do?
- 1c. What constraints or limitations do you experience within KAVHA with the activities you do or would like to do?

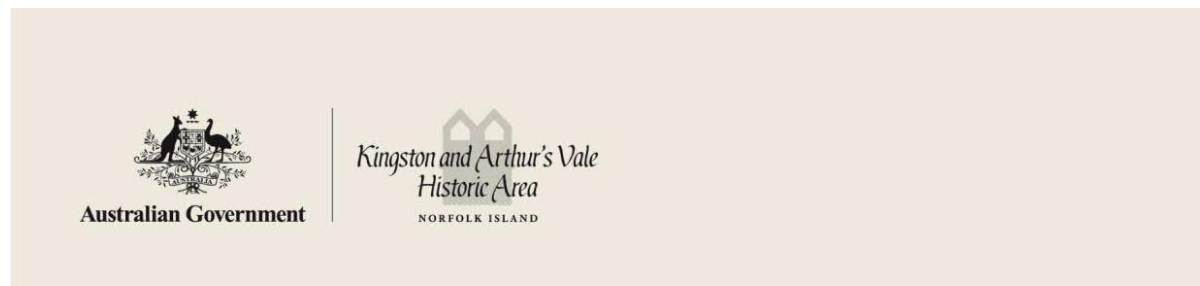


ACTIVITY 2 – Timeline

What improvements and changes to the use and management of the site would you like to see in:

- a. Two years
- b. Five years
- c. Ten years.

A.6 Feedback Form



Contact: Sonia Jacenko

Email: letstalknorfolk@aecom.com

Planning for Kingston and Arthur's Vale Historic Area (KAVHA):

Consultation on the KAVHA Development Control Plan

To help preserve KAVHA's heritage and to enable the community's ongoing use of the area, the KAVHA Advisory Committee has prioritised the creation of a Development Control Plan (DCP) for KAVHA. The Department of Infrastructure Regional Development and Cities (DIRDC) are working to deliver the DCP, and have appointed AECOM Australia to carry out this important work. The DCP will help to provide clearer guidance around development and planning approval processes for works and activities at KAVHA.

What's a DCP?

The DCP will clarify allowable development and activities (including interpretive and commercial activities) at KAVHA to help site managers, landholders and leaseholders, and the community, make clearer plans for the future. The creation of a DCP for KAVHA is an important tool in managing and protecting the heritage values of the community.

We need your feedback

AECOM Australia, in close cooperation with Norfolk Island Regional Council and the Department of Infrastructure, Regional Development and Cities, has been engaged to prepare a DCP to ensure the unique heritage values of KAVHA are successfully managed and maintained now and into the future.

We believe local knowledge and understanding is important in the successful preparation and delivery of a DCP for KAVHA. Your feedback to the following questions will help us in the process:

About you

Name: _____

Address: _____

Email address: _____

Telephone number: _____

What is your connection to/interest in KAVHA? (e.g. landholder, leaseholder, commercial operator)?

Department of Infrastructure, Regional Development and Cities
GPO Box 594, Canberra ACT 2601 Phone: +6723 22152 Office.Administrator@infrastructure.gov.au

KAVHA in the present

We would like to understand your current experiences with the site.

1. What do you currently do within KAVHA on a day to day basis?

2. What would you like to do within KAVHA that you are currently unable to do?

- 3a. What constraints or limitations do you experience within KAVHA with the activities you do or would like to do?

- 3b. From your experiences, what are the causes of these constraints or limitations? (e.g. Legislative? Environmental?)

KAVHA in the future

We would like to understand how you see KAVHA in the future. This includes your daily interactions with the site and how we can achieve this.

4. What improvements and changes to the use and management of the site would you like to see in:

- a. TWO years

- b. FIVE years

- c. TEN years

5. What changes can be made to achieve these things?

Other comments

We welcome any other comments or feedback about the site.

Contact us

To contact the KAVHA DCP Project team, please email us at letstalkNorfolk@aecom.com

Next steps

Your valuable feedback will help us prepare a draft DCP for KAVHA. We will be back to hear your comments on the draft DCP in May, and we look forward your working with you on this important plan to preserve and manage the heritage value of KAVHA.

Appendix B Consultation Materials Stage 2 – June 2019

B.1 Newspaper Advertisement – 25 May & 1 June 2019



Have your say on the Draft Development Control Plan for KAVHA

The Kingston and Arthur's Vale Historic Area (KAVHA) is a vibrant place where the Norfolk Island community lives, works and plays. It is important to preserve KAVHA's heritage while also allowing the community to continue to use and celebrate the history and natural beauty of the site.

AECOM Australia was engaged by the Department of Infrastructure, Regional Development and Cities to work closely with the community and Council to prepare a draft Development Control Plan (DCP) for KAVHA.

What is a DCP?

A DCP is a detailed planning document that contains practical controls to guide the use of land, development and activities within and surrounding an area. The role of a DCP is to provide detailed standards and guidelines for people preparing development applications.

Download our Fact Sheet from www.kavha.gov.au/projects to learn more.

Community consultation

In April, the AECOM project team was on the Island to speak with key stakeholders including landowners, leaseholders, KAVHA Community Advisory Group, and the Norfolk Island Regional Council as part of an initial consultation process. The discussions were wide ranging, and this initial feedback was considered during the preparation of the draft DCP.

The AECOM project team is returning to Norfolk Island to speak to the wider community about the draft DCP on the weekend of 1 June 2019.

How can I get involved?

It is important that the broader community gets involved in the project and provides their feedback. We have planned two community events to discuss the draft DCP with the community, and we encourage you to come along to speak to the team.

- **Community information session**

A presentation on the draft DCP will be provided by the project team on Saturday 1 June 2019 at 3:00pm to 5:00pm at the Paradise Hotel, Queen Elizabeth Avenue.

- **Community drop-in session**

An opportunity to come and speak to the team at any time between 11:00am and 2:00pm on Sunday 2 June 2019 at 11 Quality Row.

We encourage you to download and read the draft DCP Fact Sheet, Project Update, and the draft DCP from www.kavha.gov.au/projects, or view in hard copy at Customer Care and the Office of the Administrator.

Written feedback can be provided between **27 May and 10 June 2019**, and can be sent to letstalknorfolk@aecom.com or provided to the Office of the Administrator.

Following the receipt of feedback, AECOM will prepare an updated draft DCP that will be released for public review under the *Planning Act 2002 (NI)*.

We look forward to continuing our discussions with the community on this important plan!

B.2 Flyer



Have your say on the Draft Development Control Plan for KAVHA

The Kingston and Arthur's Vale Historic Area (KAVHA) is a vibrant place where the Norfolk Island community lives, works and plays. It is important to preserve KAVHA's heritage while also allowing the community to continue to use and celebrate the history and natural beauty of the site.

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B.3 Project Overview Booklet



Australian Government



*Kingston and Arthur's Vale
Historic Area*
NORFOLK ISLAND



May 2019

Have your say on the draft Development Control Plan for KAVHA

The Kingston and Arthur's Vale Historic Area (KAVHA) is a vibrant place where the Norfolk Island community lives, works and plays. It is important to preserve KAVHA's heritage while also allowing the community to continue to use and celebrate the history and natural beauty of the site.

AECOM Australia has been engaged by the Department of Infrastructure, Regional Development and Cities (DIRDC) to work closely with the community and the Norfolk Island Regional Council to prepare a draft Development Control Plan (DCP) for KAVHA. The preparation of the DCP was a recommendation from the KAVHA Heritage Management Plan. Its intention is to address the need for clearer guidance around development and planning approval processes in KAVHA.

What is a DCP?

A DCP is a detailed planning document that contains practical controls to guide the use of land and development of an area.

What is the DCP going to do?

The KAVHA DCP aims to do the following:

- Help clarify what development and uses are allowed in KAVHA
- Clarify what needs a development application, and what does not
- Clarify what needs to be included within a development application
- Outline and explain the assessment and approvals process for development applications.

The role of a DCP is to provide detailed standards and guidelines for people preparing development applications, and a set of guidelines for the Norfolk Island Regional Council (Council) and the relevant Australian Government Minister to assess applications.

Community consultation

Stage 1: Key stakeholders

In April, the AECOM project team was on the Island to speak with key stakeholders as part of an initial consultation process. Discussions were had with landowners, leaseholders, KAVHA Community Advisory Group, and Council to understand the experience to date with managing development and uses in KAVHA.

The discussions were wide ranging, and this initial feedback was considered during the preparation of the draft DCP.

Stage 2: Community

The AECOM project team is returning to Norfolk Island to speak to the wider community about the draft DCP on the weekend of 1 June 2019.

We want to understand whether the draft DCP provides the community with clear guidelines for carrying out development within KAVHA.

We want to understand whether the draft DCP clearly sets out the process to prepare and lodge a development application, and provides the community with the support needed to understand the approval processes.

So, let's talk, Norfolk!



What we've heard so far...

In April, we spoke with key stakeholders as part of an initial consultation process to understand the key concerns on the experience of development within KAVHA to date. This was to ensure the team heard directly from those with a vested interest (or stake) in the area.

Discussions during the development of the draft DCP were wide ranging. Key feedback is summarised below:

- Clarify the process for the reuse of the heritage buildings to allow for different uses like restaurants, cafes and shops.
- Clear guidelines for landowners and leaseholders on what they can and can't do on their land.
- Transparency on the assessment process of development applications.
- Clarify what development requires a development application, and what does not, especially for things like signage or temporary events.
- Activate and celebrate the area by allowing works or development that enables the 'storytelling' of KAVHA's rich history.

What we did

The feedback from the initial consultation was considered in preparing the draft DCP.

The Norfolk Island Planning Act 2002 has rules around the way DCPs need to be prepared and what needs to

be included. This is to make sure plans are consistent and include the important information needed when planning for development or activities. We drafted the DCP in line with these rules.

The other acts and plans shown in Figure 1 were also considered and used to prepare the draft DCP.

Collaboration with all these plans will help ensure planning and management is carried out in a coordinated way for this unique area. It also ensures that the draft DCP builds on the existing studies and consultation carried out to date for the KAVHA area.

The overarching principle that guided the preparation of the draft is the preservation of the heritage value of the KAVHA area.

What was not included?

The initial consultation raised a number of topics that are outside of the scope of what can be addressed in a DCP. This included things like: funding, capital work programs, maintenance, and governance.

We understand that these topics are of concern and are important to the community. DIRDC is working with the Council to find solutions to these concerns. However, these matters cannot be addressed within a planning document.

Others things like the management and process for special event permits and licences for activities in KAVHA are also not able to be addressed in the DCP. This is because they are not planning matters; they are managed by the Conservator of Public Reserves.

How is the DCP structured?

The site has been divided into precincts to allow a fine-grain approach to the management of the site. The KAVHA site varies in terms of the key views, topography, and archaeological sensitivity.

Each precinct has tailored controls to manage the area accordingly. Section 5.0 of the DCP includes the precincts in KAVHA. We have summarised the key controls for every precinct in Figure 2 below.

Frequently Asked Questions

I'm only proposing to make internal changes to a property in KAVHA, do I need a Development Application?

The *Norfolk Island Plan* does not cover internal changes to heritage items, therefore a DA would not be required. However, an approval under the Environment Protection and Biodiversity Conservation Act may still be required.

I want to hold an event in KAVHA, do I need a Development Application?

Events are not classified as a development or use in this context and do not require DAs. However, you may need a license for use of the public reserve, as granted by the Conservator. Contact Norfolk Island Regional Council for additional information about licenses.

I want to open a business in an existing KAVHA building, do I need a Development Application?

Most commercial operations, such as a business, would require a DA under the *Norfolk Island Plan 2002*. Any changes to use, for example an office to a cafe, would require a DA.

Any significant impact to a KAVHA heritage building would also require EPBC referral.

How does the DCP relate to other plans?



Figure 1 Relationship with other plans

KAVHA draft DCP precinct controls

<p>Precinct A – Government House Reserve</p> <p>(DCP Section 5.2)</p> <p>Conserve historic spatial layout.</p> <p>No new buildings or external alterations to the House.</p> <p>Removal of plantings to maintain historic views is permitted.</p>	<p>Precincts B&C – Lowlands and Cemetery Reserve</p> <p>(DCP Section 5.3)</p> <p>No new impact on views of the steep hills.</p> <p>Demarcated access tracks may be constructed or existing tracks formalised.</p>
<p>Precinct D – Quality Row</p> <p>(DCP Section 5.4)</p> <p>No new buildings and structures proposed until all existing buildings are utilised to full capacity.</p> <p>Must not disrupt the historic spatial layout.</p>	<p>Precinct E - Uplands (land above the 100ft / 30m contour) and Stockyard Valley</p> <p>(DCP Section 5.5)</p> <p>Small scale buildings may be constructed.</p> <p>Removal of plantings to maintain historic views is permitted.</p>
<p>Precinct F - Swamp (known as Kingston Common)</p> <p>(DCP Section 5.6)</p> <p>Development shall not negatively impact views or the hills, cliffs and trees as backdrop for the swamp precinct.</p>	<p>Precinct G – Prisoners' Compounds</p> <p>(DCP Section 5.7)</p> <p>No new permanent structure within the perimeter walls compound.</p> <p>Development shall consider removal of identified intrusive elements.</p>



Figure 2 KAVHA Precincts

<p>Precinct H – Landing Place Ridge (known as Kingston Pier)</p> <p>(DCP Section 5.8)</p> <p>Existing buildings should be used before new structures are considered.</p>	<p>Precinct J - Beachfront (known as Slaughter Bay and Emily Bay)</p> <p>(DCP Section 5.9)</p> <p>New development shall be small scale structures no more than 4m to provide amenities in this area.</p>
<p>Precinct K – Windmill Ridge (Point Hunter)</p> <p>(DCP Section 5.10)</p> <p>Development shall preserve views of undeveloped hills and conserve the Windmill Ridge and associated elements.</p> <p>Removal of plantings to maintain historic views is permitted.</p>	<p>Precinct L – Chimney Hill</p> <p>(DCP Section 5.11)</p> <p>Development shall conserve Chimney Hill and associated elements</p> <p>Parking areas and walking tracks shall be clearly demarcated with an appropriately applied surface.</p>
<p>Precinct M – Arthur's Vale / Watermill Valley</p> <p>(DCP Section 5.12)</p> <p>Small scale buildings may be constructed in limited areas.</p> <p>Development shall allow the continued traditional agricultural use of Watermill Valley.</p>	<p>Precinct N – Bloody Bridge</p> <p>(DCP Section 5.13)</p> <p>Small scale buildings may be constructed in limited areas.</p> <p>Development shall preserve surrounding prominent hills, cliffs and trees.</p>

So, let's talk, Norfolk!

It is important that you get involved in the project and provide feedback. We have planned two community events to discuss the draft DCP, and we encourage you to come along to speak to the team.

When	Where	Details
Saturday 1 June 3pm to 5pm	Paradise Hotel, Queen Elizabeth Avenue	The project team will be delivering a short presentation on the draft DCP at this community information session.
Sunday 2 June 11am to 2pm	11 Quality Row, KAVHA	Come along at any time to this community drop-in session to speak with the project team about the draft DCP.

Where to view the draft DCP?

We encourage you to download and read the draft DCP Fact Sheet and the draft DCP from www.kavha.gov.au/projects, or view it in hard copy at Customer Care and the Office of the Administrator.

How to provide feedback?

We want to ensure that the draft DCP provides the community with clearer guidance around the development and the planning approval processes in KAVHA. Your feedback on the draft is needed to make sure it provides the level of detail needed to carry out development, and provides clarity on the 'how, what, where and when' for landowners and leaseholders in the planning process.

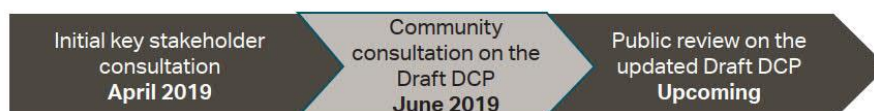
Written feedback can be provided between 27 May and 10 June 2019, and can be sent to letstalkNorfolk@aecom.com or provided to the Office of the Administrator.

Can't make it to one of the sessions above, and want to talk to the project team?

To arrange a time for a project team member to call you, please email us on letstalkNorfolk@aecom.com

Next steps

Following our visit to the Island, the AECOM project team will collate all the feedback received during the consultation period. We will prepare a Consultation Outcomes report which will summarise the key issues and matters raised by the community. An updated draft DCP will be prepared for public review under the Norfolk Island Planning Act 2002. The community will be informed of the timing of the statutory review at a later date.



B.4 Fact Sheet: Draft Development Control Plan for KAVHA



May 2019

FACT SHEET: Draft Development Control Plan for KAVHA

The Kingston and Arthur's Vale Historic Area (KAVHA) is a vibrant place where the Norfolk Island community lives, works and plays. A draft Development Control Plan (DCP) has been prepared to assist in preserving KAVHA's heritage while allowing the community to continue to use and celebrate the history and natural beauty of the site.

What is a DCP?

A Development Control Plan (DCP) is a detailed planning document that contains practical controls to guide the use of land and development within and surrounding an area. The role of a DCP is to provide detailed design standards and guidelines for people preparing development applications.

Why has a DCP been prepared?

We understand that several different plans have been prepared for KAVHA over the last few years to help manage the site (see Figure 1 in the DCP). The preparation of the draft KAVHA DCP was a recommendation from the KAVHA Heritage Management Plan to address landholders' need for clearer guidance around development and planning approval processes in KAVHA.

The KAVHA Advisory Committee prioritised the creation of a DCP to help preserve KAVHA's heritage and to enable the community's ongoing use of the area. AECOM Australia has been engaged by the Department of Infrastructure, Regional Development and Cities to work closely with the community and Norfolk Island Regional Council (NIRC) to prepare the DCP for KAVHA.

How was it prepared?

The *Norfolk Island Planning Act 2002* has rules around the way DCPs need to be prepared and what needs to be included. This is to make sure plans are consistent and include the important information needed when planning for development. The KAVHA DCP has been prepared in line with these rules, and with the overarching planning frameworks within the:

- *Norfolk Island Plan 2002*
- *Norfolk Island Heritage Act*

The recommendations of the KAVHA Heritage Management Plan, and drafts of the Cultural Landscape Management Plan, Archaeological Zoning and Management Plan, and Interpretation Plan were also considered in the preparation of the KAVHA DCP. Collaboration with these plans will help ensure planning and management is carried out in a coordinated way.

Initial consultation with key stakeholders including landowners, leaseholders, KAVHA Community Advisory Group, and the NIRC was held in early April. The discussions were wide ranging, and the initial feedback was

considered during the preparation of the draft DCP. The outcome of the second consultation period with the wider community held on the weekend of 1 June 2019 will help inform the final draft.

Where does the DCP apply?

All land within the KAVHA site as defined by the World Heritage Listing boundary as shown in the map below will be subject to the KAVHA DCP. All other DCPs will no longer apply to KAVHA.



What does it do?

The KAVHA DCP aims to do the following:

- help clarify what development and uses are allowed in KAVHA
- clarify what needs a development application, and what does not
- clarify what needs to be included within a development application for lodgement

- outline and explain the assessment and approvals process for development applications.

All development applications will be assessed against the KAVHA DCP. The DCP aims to provide a level of certainty to landowners and leaseholders on what they need to consider and do when they want to carry out development on land in KAVHA.

How is the DCP structured?

The site has been divided into precincts to allow a fine-grain approach to the management of the site. The KAVHA site varies in terms of the key views, topography, and archaeological sensitivity. Each precinct has tailored controls to manage the area accordingly. Section 5.0 of the DCP includes all the precincts, and their detail controls.

How does the DCP work?

There are several pieces of legislation (see Figure 1 of DCP) that provide the legal framework for land use planning and management in KAVHA. The KAVHA

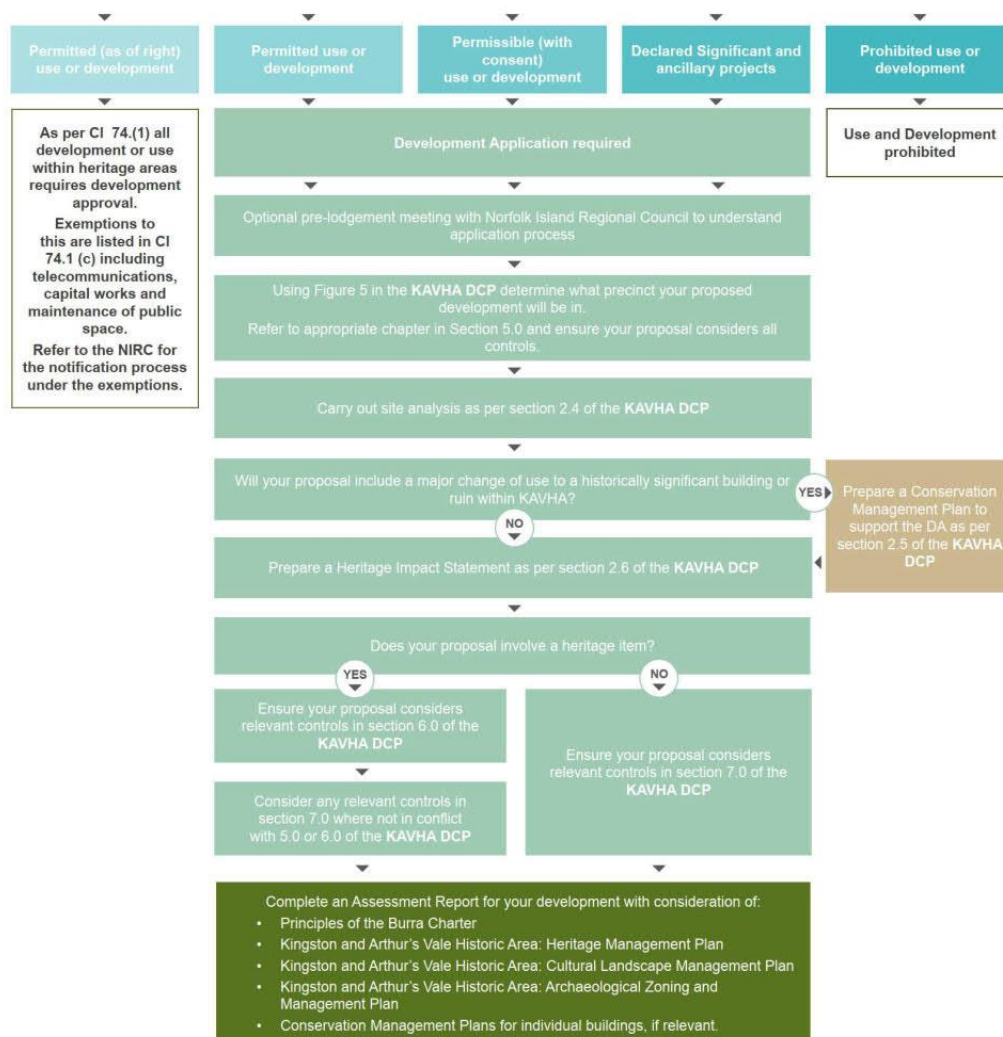
DCP aims to support this framework by providing the level of detail needed to carry out development: it aims to provide the 'how, what, where and when' for landowners and leaseholders in the planning process.

Both the *Norfolk Island Plan 2002* and the KAVHA DCP need to be used together when planning for development in KAVHA.

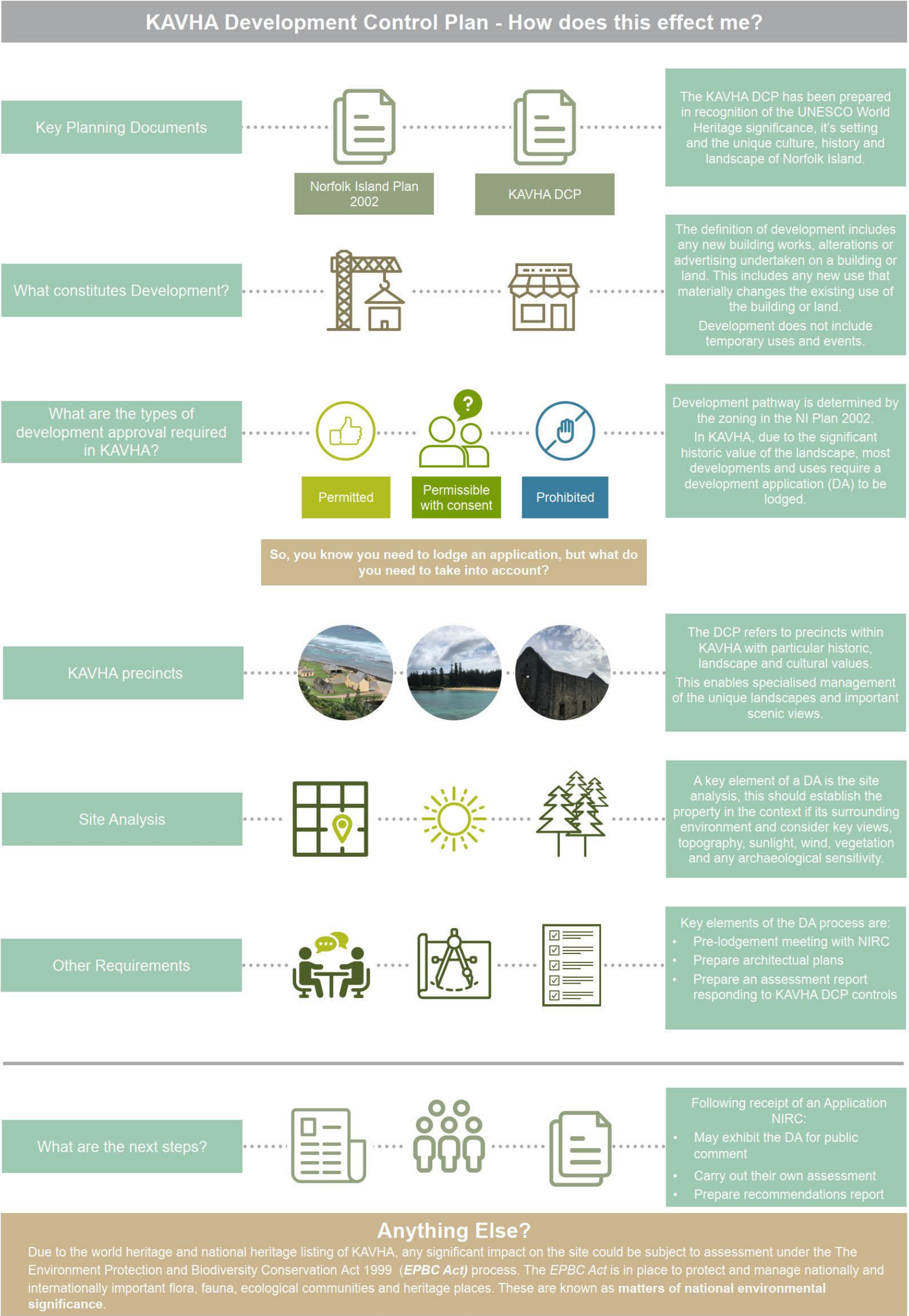
The *Norfolk Island Plan 2002* includes land use zones and strategic intent that needs to be referenced to determine what development is permissible (or allowed) on the land. The KAVHA DCP then needs to be used to understand what controls are in place to guide any permissible development within each zone.

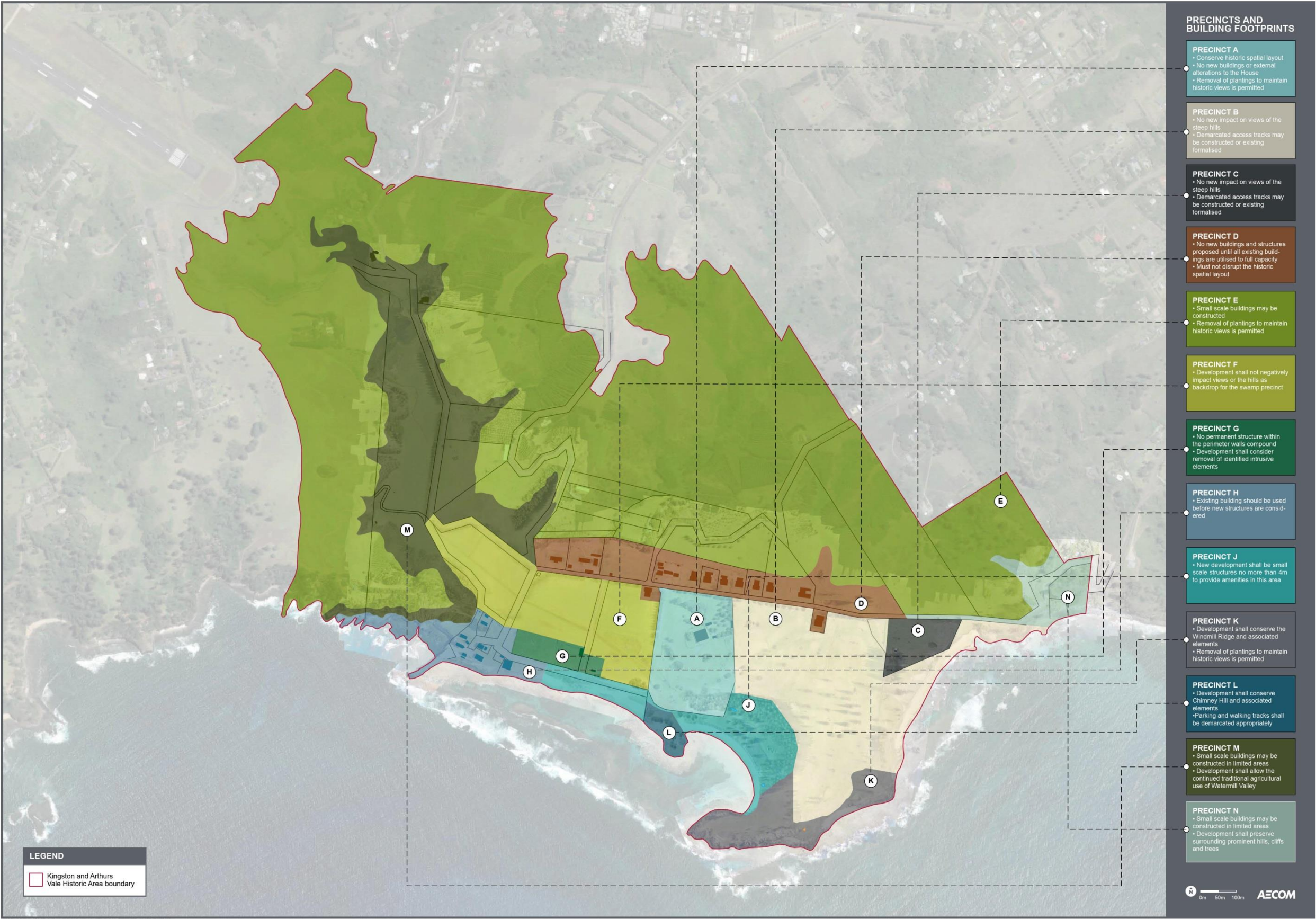
When planning for development in KAVHA we recommend you first check the *Norfolk Island Plan 2002* for the relevant land use zone and any other relevant controls. Table 1 of Section 4 of the DCP can then be used to determine the appropriate development pathway to follow.

The flow chart below has been prepared to help provide guidance through the approval pathways



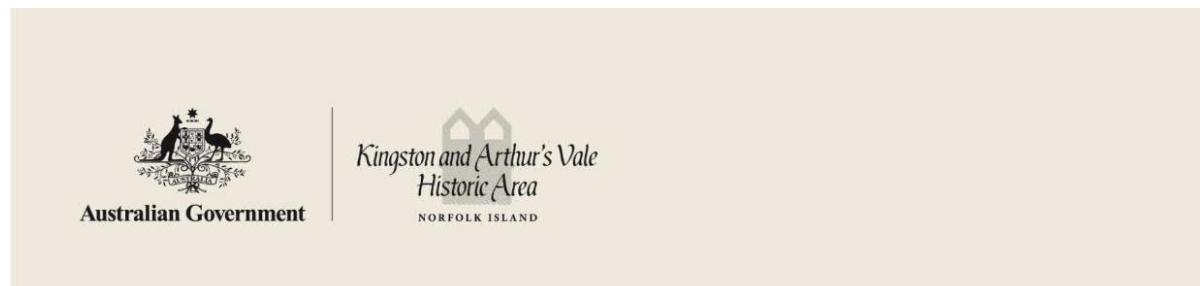
We note that this is only a guide and the KAVHA DCP in its full form should be used when planning for development. This includes the self-assessment under the Environment Protection and Biodiversity Conservation Act 1999 outlined in Section 3.4 of the KAVHA DCP.





B.6 Community Information Session Poster 2

B.7 Feedback Form



Contact: Sonia Jacenko

Email: letstalkNorfolk@aecom.com

Planning for Kingston and Arthur's Vale Historic Area (KAVHA):

Consultation on the KAVHA Development Control Plan

AECOM Australia has been engaged by the Department of Infrastructure, Regional Development and Cities (DIRDC) to work closely with the community and the Norfolk Island Regional Council to prepare a draft Development Control Plan (DCP) for KAVHA. The preparation of the DCP was a recommendation from the KAVHA Heritage Management Plan. Its intention is to address the need for clearer guidance around development and planning approval processes in KAVHA.

What's a DCP?

A Development Control Plan (DCP) is a detailed planning document that contains practical controls to guide the use of land and development within and surrounding an area. The role of a DCP is to provide detailed design standards and guidelines for people preparing development applications.

We need your feedback

We want to ensure that the draft DCP provides the community with clearer guidance around the development and the planning approval processes in KAVHA. Your feedback on the draft is needed to make sure it provides the level of detail needed to carry out development, and provides clarity on the 'how, what, where and when' for landowners and leaseholders in the planning process.

About you

Name: _____

Postal address: _____

Email address: _____

Telephone number: _____

Comments

Department of Infrastructure, Regional Development and Cities
GPO Box 594, Canberra ACT 2601 Phone: +6723 22152 Office.Administrator@infrastructure.gov.au

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Written feedback can be provided between **27 May and 10 June 2019**, and can be sent to **letstalkNorfolk@aeom.com** or provided to the Office of the Administrator.

Next steps

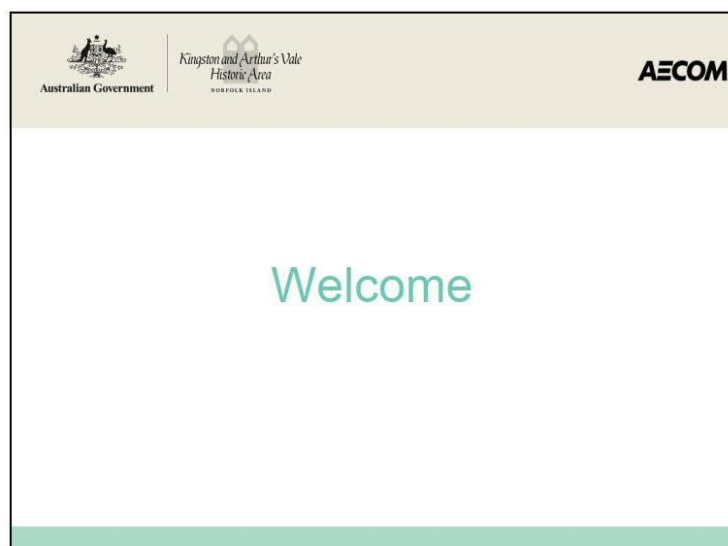
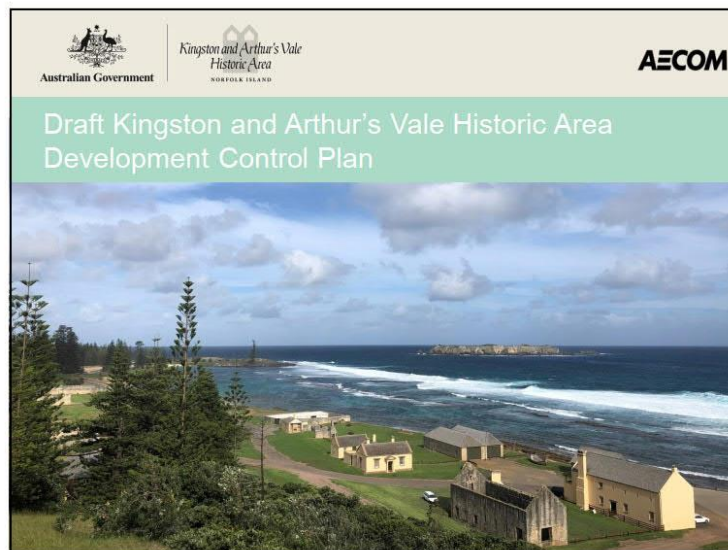
The AECOM project team will collate all feedback received during the consultation period. We will prepare a Consultation Outcomes Report which will summarise the key issues and matters raised by the community. An updated draft DCP will be prepared for public review under the Norfolk Island Planning Act 2002. The community will be informed of the timing of the statutory review at a later date.

KAVHA draft Development Control Plan (DCP) consultation – Privacy Notice

AECOM and the Department of Infrastructure, Regional Development and Cities (the Department), are collecting personal information (name, email address and or phone number), as part of consultation on the draft DCP, in accordance with the *Privacy Act 1988*. The Department will disclose this information to AECOM for the purposes of contacting you regarding your submission if clarification is needed. AECOM and the Department will otherwise store this information securely. If you do not provide the information requested neither the department nor AECOM will be able to contact you regarding your submission.

The Department's privacy policy contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. The Privacy Officer can be contacted on +61 2 6274 6495.

B.8 Presentation





What is the vision for KAVHA?

The Kingston and Arthur's Vale Historic Area is a place of outstanding heritage value to the people of Norfolk Island, the Australian community and internationally.

The rich and interwoven natural and cultural landscape of the KAVHA site will be conserved, managed, protected and presented with authenticity as a vibrant place through effective governance, good management, improved support, best practice techniques/tools and enduring community partnerships.

(Godden Mackay Logan Pty Ltd, 2016:16)



What is a Development Control Plan?



What is the DCP going to do?

- Support the vision of the Heritage Management Plan
- Help clarify what development and uses are allowed in KAVHA
- Clarify what needs a development application, and what does not
- Clarify what needs to be included within a development application
- Outline and explain the assessment and approvals process for development applications.






Community Consultation

Stage 1: Key stakeholders

- Who: landowners, leaseholders, KAVHA Community Advisory Group, and Council.
- Why: understand the experience to date with managing development and uses in KAVHA to inform draft DCP.

Stage 2: Community

- Who: key stakeholders and wider community
- Why: understand whether the draft DCP provides the community with clear guidelines for carrying out development within KAVHA






What we heard in Stage 1

1. Clarify the process for the reuse of the heritage buildings to allow for different uses like restaurants, cafes and shops.

What we did in the draft DCP:

- Objectives in the Precincts encourage adaptive reuse
- Section 5.16 provides guidance and controls (considerations) to help an applicant in the planning process



2. Clear guidelines for landowners and leaseholders on what they can and can't do on their land.

What we did in the draft DCP:

- Controls (guidance) for each Precinct
- Controls for additions and modifications to existing non-heritage buildings (Section 6.6)



3. Transparency on the assessment process of development applications.

What we did in the draft DCP:




- Provided guidance and flowcharts to demonstrate the requirements and the process – Sections 1.0, 2.0 and 3.0



4. Clarify what development requires a development application, and what does not, especially for things like signage or temporary events.

What we did in the draft DCP:




- Incorporated the permissible development and uses for each land use zone under the *Norfolk Island Plan 2002*
- Defined exempt and complying development and the process within KAVHA



5. Activate and celebrate the area by allowing works or development that enables the 'storytelling' of KAVHA's rich history.

What we did in the draft DCP:

- Included KAVHA specific signage provisions in Section 7.0
- Integrated objectives to allow for storytelling – eg. Precinct M include promotion of agricultural activities

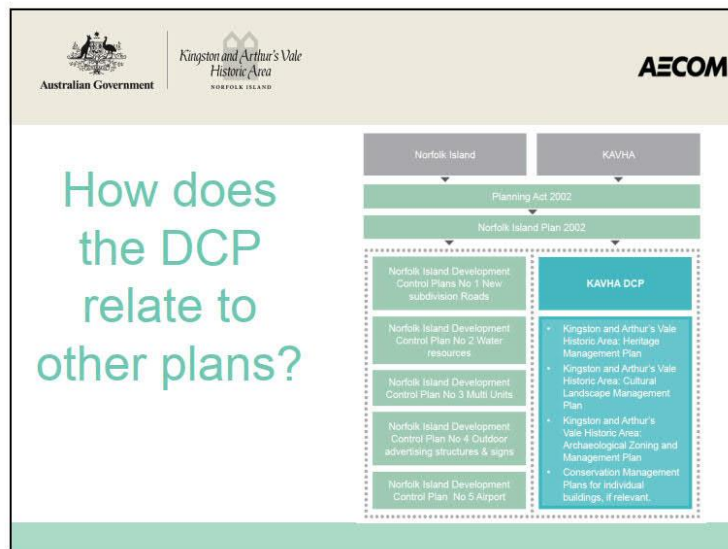


What was not included?

Topics out of scope of DCP:

- Capital work programs
- Maintenance
- Governance
- Funding

DIRDC is working with the Council to find solutions to these concerns.





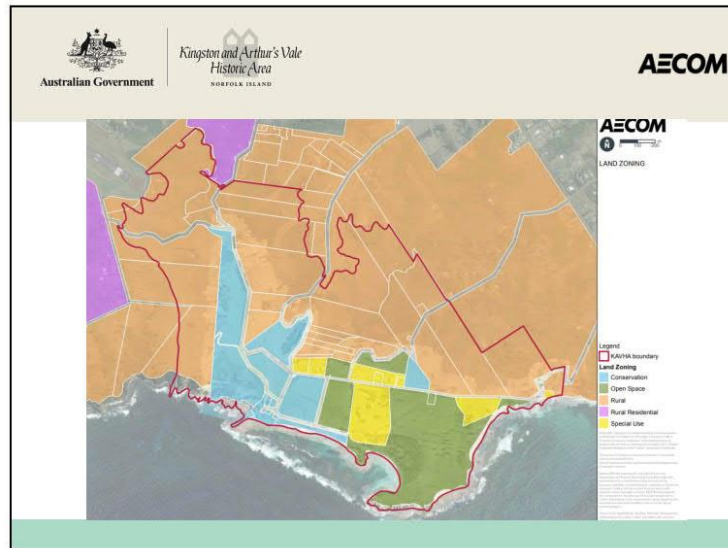
Roles and responsibilities

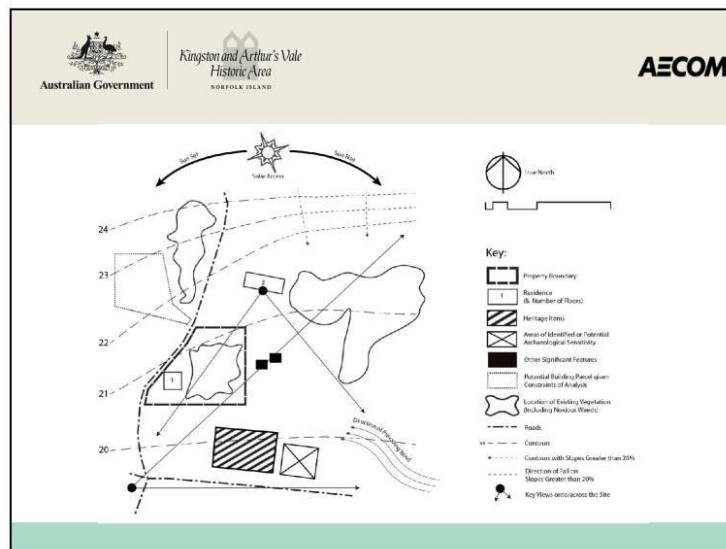
- Norfolk Island Regional Council
- Administrator
- The Minister
- The applicant – landowners, leaseholders etc.



The applicant


- *Norfolk Island Plan 2002* – land use zone & other relevant controls
- KAVHA DCP for precinct controls
- Site analysis
- Heritage Impact Statement
- Conservation Management Plan







The applicant

- **Heritage Impact Statement**
 - outlines the significance of a heritage item in relation to the proposed development or use
 - **required for all DAs within KAVHA.**
- **Conservation Management Plans**
 - prepared when major change to historically significant building or ruin within KAVHA





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What is the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act)?

- Protects and manages nationally and internationally important flora, fauna, ecological communities and heritage places.
- Matters of national environmental significance.**
- Due to the world heritage and national heritage listing of KAVHA, any significant impact on the site is subject to the **EPBC Act** process.





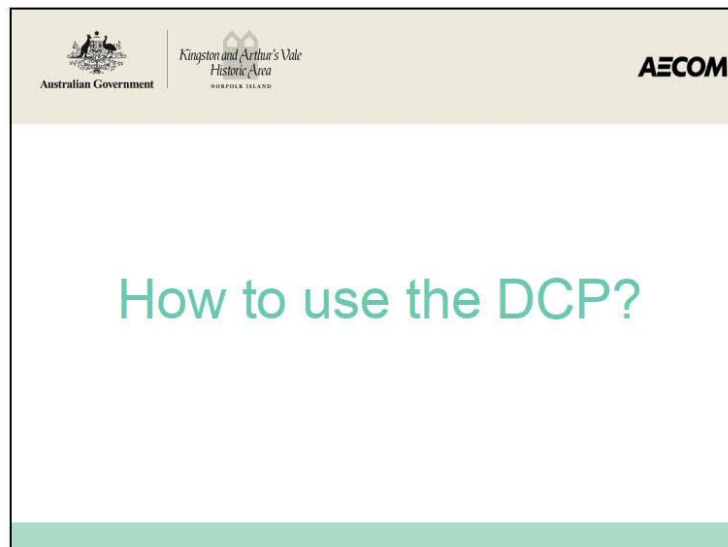
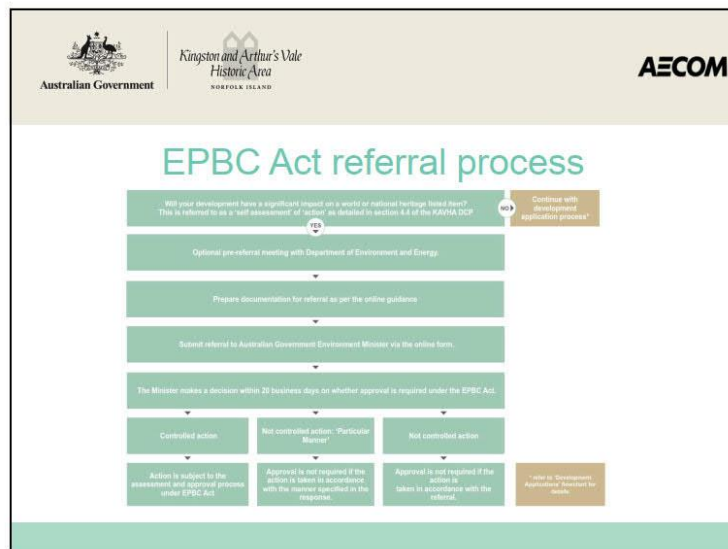
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When carrying out self-assessment for EPBC Act - What is a significant impact?

A significant impact on world and/or national cultural values may be defined as any action with more than a 50 percent chance of any of the following:


- Permanently remove, destroy, damage or substantially alter the fabric of a World Heritage/National Heritage property
- Extend, renovate, refurbish or substantially alter a World Heritage/ National Heritage property in a manner that is inconsistent with relevant values
- Permanently remove, destroy, damage or substantially disturb archaeological deposits or artefacts in a World Heritage/National Heritage property
- Involve activities in a World Heritage/National Heritage property with substantial and/or long-term impacts on its values
- Involve construction of buildings or other structures within, adjacent to, or within important sight lines of, a World Heritage/National Heritage property that are inconsistent with relevant values; and/or
- Make notable changes to the layout, spaces, form or species composition in a garden, landscape or setting of a World Heritage/National Heritage property that are inconsistent with relevant values.







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How is the DCP structured?


The DCP is divided into two parts:


Part 1: General

- Includes the 'how, what, where, when' of the DCP


Part 2: Controls

- Includes specific controls per precinct – Section 4
- Also includes controls for heritage items (Section 5), general controls (Section 6) and signage (Section 7)





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How to use the DCP

- Check the *Norfolk Island Plan 2002* for the relevant land use zone and any other relevant controls.
- Check Table 1 of Section 4 of the DCP to determine permissibility and the appropriate development pathway to follow.

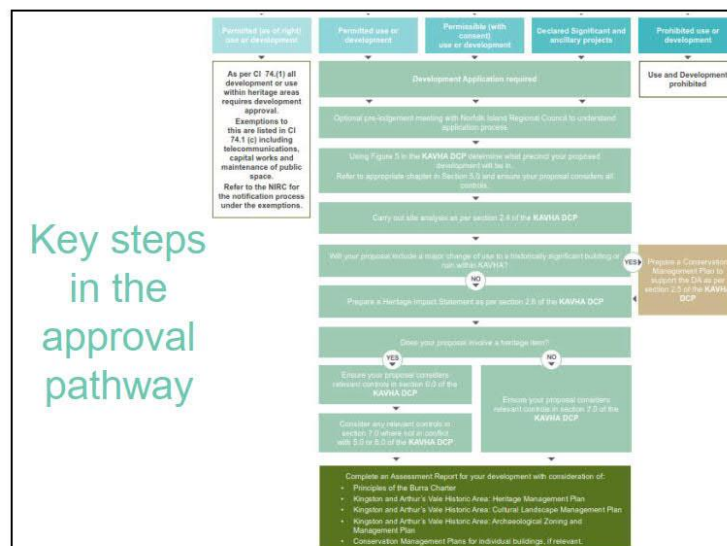
Land Use	Rural Zone	Open Space Zone	Conservation Zone	Special Use Zone	Road Zone
Agriculture	✓	✓	✓	✓	✓
Airport	✓	✓	✓	✓	✓
Business Premises	✓	✓	✓	✓	✓
Car Park	✓	✓	✓	✓	✓
Child-Care Centre	✓	✓	✓	✓	✓
Club	✓	✓	✓	✓	✓
Concrete Batching Plant	✓	✓	✓	✓	✓
Dangerous Goods Store	✓	✓	✓	✓	✓
Deposit	✓	✓	✓	✓	✓
Earthworks	✓	✓	✓	✓	✓
Educational Establishment	✓	✓	✓	✓	✓
Food Premises	✓	✓	✓	✓	✓
Forestry	✓	✓	✓	✓	✓
Garden Centre	✓	✓	✓	✓	✓
Government House and Domain	✓	✓	✓	✓	✓

Australian Government

Kingston and Arthur's Vale
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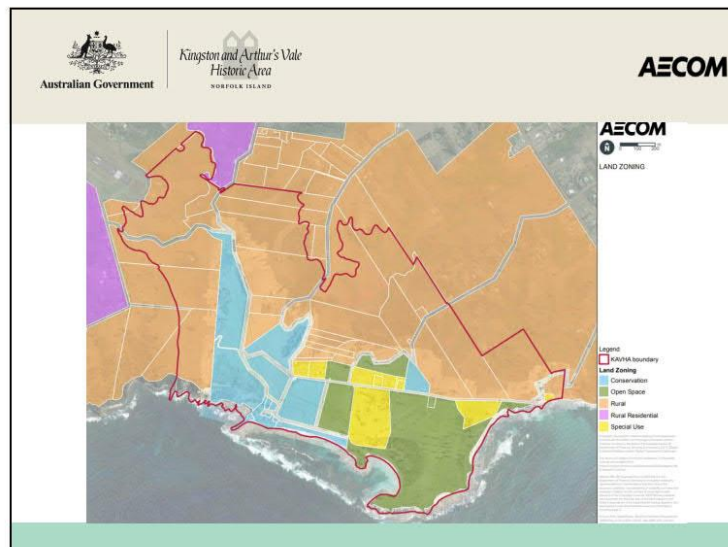
AECOM


















✓	Permitted (as of right) Development and use can be carried out without development approval from the <i>Norfolk Island Regional Council (NIRC)</i> , buildings or structures associated with any use or development may require building approval in accordance with the building regulations in the <i>Building Act 2002 (NI)</i> .
🔧	Permitted use or development Development and use require the NIRC officer approval (as Minister's Delegate) (but not its consent) and is subject to conditions imposed by such representative. Executive Member The NIRC Officer shall grant approval either unconditionally or subject to such conditions or restrictions as may be imposed, provided that the use or development complies with all relevant standards and provisions in the <i>Norfolk Island Plan</i> and associated DCPs. Buildings or structures associated with any use or development may require building approval in accordance with the building regulations in the <i>Building Act 2002 (NI)</i> .
📄	Permissible (with consent) Development and use may only be carried out with development approval from the Administrator as delegate of the Minister. Any development or use listed as 'permitted (as of right)' or 'permitted use or development', where a condition or standard from the <i>Norfolk Island Plan</i> are not being followed is to be considered 'permissible (with consent)'. Development and use is subject to conditions imposed by the Administrator, and is subject to any other approval, consent or permission required under any enactment. The Administrator must have given development approval on a development application prior to use or development commencing.
✗	Prohibited Development and use of this variety is prohibited.




  


Scenario:
A private landowner/leaseholder
wants to build a deck on their
property




  					
Land Use	Rural Zone	Open Space Zone	Conservation Zone	Special Use Zone	Road Zone
Place of Public Worship		X	X	X	X
Public Building		X	X		X
Public Works – Major			X		X
Public Works – Minor					
Residence (Class)	X	X	X	X	X
Residence – Accommodation Units (Low Density)		X	X	X	X
Residence – Accommodation Units (Medium Density)	X	X	X	X	X
Residence – Dual Occupancy		X	X	X	X
Residence – Dwelling House		X	X	X	X







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4.5 Precinct E - Uplands (land above the 100ft / 30m contour) and Stockyard Valley


Control 40. Small scale buildings and additions to existing buildings may be constructed in Precinct E and should not impact on key views and vistas identified within KAVHA site or relevant Precincts and:

- a) Use shall be limited to residential, agricultural and tourist facilities.
- b) Development shall be screened by appropriate plantings.


6.6.2 Controls
Control 228. Alterations and additions shall be located and designed with no adverse impact to key vistas and views identified in KAVHA shown on Figure 10.
Control 229. Alterations and additions shall be located and designed to be unobtrusive to the visual character of the KAVHA site.
Control 230. Proposed design, materials and finishes shall comply with controls set out in Section 6.7.
Control 231. Alterations and additions that include garages and carports should conform to the controls set out in Section 5.13.

- Conduct site analysis
- Do self assessment under EPBC Act
- Prepare draft plans of proposed works
- Meet with Council for a Pre-DA meeting (optional)
- Prepare Heritage Impact Statement and other DA documentation



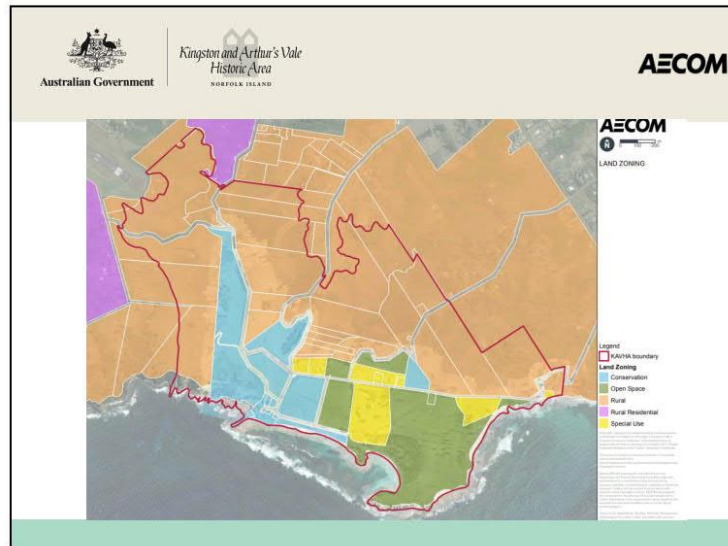


Kingston and Arthur's Vale
Historic Area
HOROLOWAN ISLAND




Scenario:

An individual or company wishes to respond to an opportunity to open a business in an existing building in KAVHA




Land Use	Rural Zone	Open Space Zone	Conservation Zone	Special Use Zone	Road Zone
Depot	✗	✗	✗	✗	✗
Earthworks	✗	✗	✗	✗	✓
Educational Establishment	✗	✗	✗	✗	✗
Food Premises	✗	✗	✗	✗	✗
Forestry	✗	✗	✗	✗	✗
Garden Centre	✗	✗	✗	✗	✗
Government House and Domain	✗	✗	✗	✗	✗





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4.8 Precinct H - Landing Place Ridge (known as Kingston Pier)

Objective 37. To improve visitor access and amenities.
Objective 38. Encourage opportunities for a very limited range of low impact use or development.

5.16 Change of Use (Adaptive Reuse)

Control 182. A Heritage Impact Statement will be submitted that outlines how the impacts to the item have been minimised, outline where/if the works return the building to an state and how the materials and techniques used in the works support the handmade individual characteristics of the building
Control 183. Works that impact on fabric should be limited to intrusive elements or areas of lesser significance. A Conservation Management Plan may be required to indicate areas of previous modification and grade the fabric. Where the proposed modifications are minor, this may be demonstrable within the Heritage Impact Statement.




- Engage with the KAVHA Heritage Manager
- Conduct site analysis
- Do self assessment under EPBC Act
- Prepare draft plans of proposed works
- Meet with Council for a Pre-DA meeting (optional)
- Prepare Heritage Impact Statement, Conservation Management Plan, and other DA documentation



Events in KAVHA

- Not classified as a development or use
- No DA required
- Engage with the KAVHA Heritage Manager
- May need a license for use of the public reserve, as granted by the Conservator.
- Contact Norfolk Island Regional Council

Internal changes to a property in KAVHA

- The *Norfolk Island Plan* does not cover internal changes to heritage items
- DA would not be required.
- However, an approval under the EPBC Act may still be required.






What's the difference between 'development' and 'use'?

As a guide, *development* is:

- any type of construction
- exterior alteration/decoration of a building or structure
- demolition or removal of a building or structure
- placing or relocating a building or structure on land
- putting up sign(s) or hoarding(s).

Use is anything that materially changes the function of the building or land.



Businesses in KAVHA




- Most commercial operations, such as a business, would require a DA under the *Norfolk Island Plan 2002*.
- Any changes to use, for example an office to a cafe, would require a DA.
- Any significant impact to a KAVHA heritage building would also require EPBC referral.

26/06/2019



Public spaces and domain

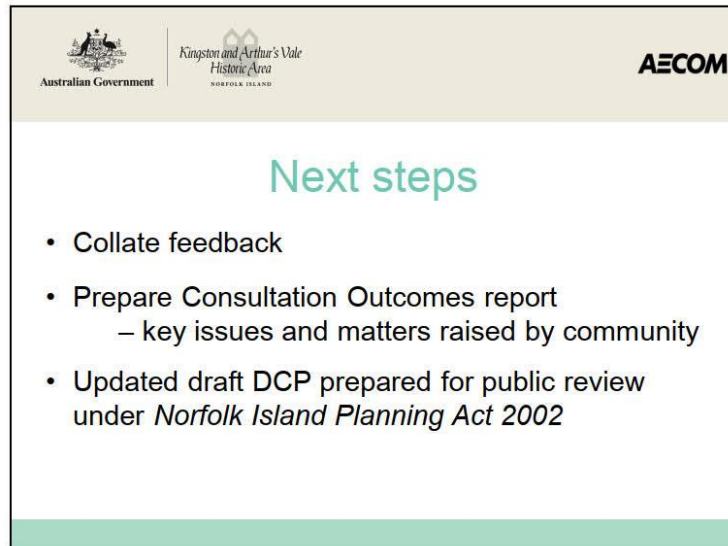
- General provisions provided in Section 6 looks at the public domain including fences, parking, public art, memorials, and street furniture.
- Section 6.1 – cultural landscape
- Section 6.4 – transport infrastructure



How to provide feedback

- What:
 - Does the draft DCP help you understand the process?
 - Is the DCP clear and easy to follow?
 - How can we make it clearer and easy to follow?
- How:
 - Email letstalknorfolk@aecom.com
- When:
 - Written feedback can be provided between 27 May and 10 June, 2019

26/06/2019



The slide features a header with the Australian Government crest, the Kingston and Arthur's Vale Historic Area logo, and the AECOM logo. The title 'Next steps' is centered in a teal font. Below it, a bulleted list outlines the next steps in the consultation process.

- Collate feedback
- Prepare Consultation Outcomes report
 - key issues and matters raised by community
- Updated draft DCP prepared for public review under *Norfolk Island Planning Act 2002*



The slide features the same header as the previous slide. The title 'Questions?' is centered in a teal font. The rest of the slide is blank, intended for audience questions.

