



W A V E R L E Y  
COUNCIL

## **STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE MEETING**

A meeting of the STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE will be held at the Boot  
Factory, Spring Street, Bondi Junction at:

**7.30 PM, TUESDAY 4 FEBRUARY 2025**

Emily Scott  
**General Manager**

Waverley Council  
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## Delegations of the Waverley Strategic Planning and Development Committee

On 10 October 2017, Waverley Council delegated to the Waverley Strategic Planning and Development Committee the authority to determine any matter **other than**:

1. Those activities designated under s 377(1) of the *Local Government Act* which are as follows:
  - (a) The appointment of a general manager.
  - (b) The making of a rate.
  - (c) A determination under section 549 as to the levying of a rate.
  - (d) The making of a charge.
  - (e) The fixing of a fee
  - (f) The borrowing of money.
  - (g) The voting of money for expenditure on its works, services or operations.
  - (h) The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment).
  - (i) The acceptance of tenders to provide services currently provided by members of staff of the council.
  - (j) The adoption of an operational plan under section 405.
  - (k) The adoption of a financial statement included in an annual financial report.
  - (l) A decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6.
  - (m) The fixing of an amount or rate for the carrying out by the council of work on private land.
  - (n) The decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work.
  - (o) The review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the *Environmental Planning and Assessment Act 1979*.
  - (p) The power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194.
  - (q) A decision under section 356 to contribute money or otherwise grant financial assistance to persons,
  - (r) A decision under section 234 to grant leave of absence to the holder of a civic office.
  - (s) The making of an application, or the giving of a notice, to the Governor or Minister.
  - (t) This power of delegation.
  - (u) Any function under this or any other Act that is expressly required to be exercised by resolution of the council.
2. Despite clause 1(i) above, the Waverley Strategic Planning and Development Committee does not have delegated authority to accept any tenders.
3. The adoption of a Community Strategic Plan, Resourcing Strategy and Delivery Program as defined under sections 402, 403, and 404 of the *Local Government Act*.

## **Statement of Ethical Obligations**

Councillors are reminded of their oath or affirmation of office made under section 233A of the Act and their obligations under Council's code of conduct to disclose and appropriately manage conflicts of interest.

## **Live Streaming of Meeting**

This meeting is streamed live via the internet and an audio-visual recording of the meeting will be publicly available on Council's website.

By attending this meeting, you consent to your image and/or voice being live streamed and publicly available.

## **AGENDA**

### **PRAYER AND ACKNOWLEDGEMENT OF INDIGENOUS HERITAGE**

The Chair will read the following Opening Prayer and Acknowledgement of Indigenous Heritage:

*God, we pray for wisdom to govern with justice and equity. That we may see clearly and speak the truth and that we work together in harmony and mutual respect. May our actions demonstrate courage and leadership so that in all our works thy will be done. Amen.*

*Waverley Council respectfully acknowledges our Indigenous heritage and recognises the ongoing Aboriginal traditional custodianship of the land which forms our Local Government Area.*

#### **1. Apologies/Leaves of Absence**

#### **2. Declarations of Pecuniary and Non-Pecuniary Interests**

#### **3. Addresses by Members of the Public**

#### **4. Confirmation of Minutes**

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#### **6. Urgent Business**

#### **7. Meeting Closure**

## CONFIRMATION OF MINUTES PD/4.1/25.02



**Subject:** Confirmation of Minutes - Strategic Planning and Development Committee Meeting - 12 November 2024

**TRIM No:** A23/0763

**Manager:** Richard Coelho, Executive Manager, Governance

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### RECOMMENDATION:

That the minutes of the Strategic Planning and Development Committee meeting held on 12 November 2024 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

### Introduction/Background

The minutes of committee meetings must be confirmed at a subsequent meeting of the committee, in accordance with clause 20.23 of the Code of Meeting Practice.

### Attachments

1. Strategic Planning and Development Committee Meeting Minutes - 12 November 2024 .



**MINUTES OF THE STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE MEETING  
HELD AT THE BOOT FACTORY, SPRING STREET, BONDI JUNCTION ON  
TUESDAY, 12 NOVEMBER 2024**

**Present:**

Councillor Michelle Stephenson (Chair)	Bondi Ward
Councillor Will Nemesh (Mayor)	Hunter Ward
Councillor Keri Spooner (Deputy Mayor)	Waverley Ward
Councillor Ludovico Fabiano	Waverley Ward
Councillor Dov Frazer	Hunter Ward
Councillor Steven Lewis	Hunter Ward
Councillor Paula Masselos	Lawson Ward
Councillor Margaret Merten	Bondi Ward
Councillor Joshua Spicer	Waverley Ward
Councillor Lauren Townsend	Lawson Ward
Councillor Katherine Westwood	Lawson Ward
Councillor Dominic Wy Kanak	Bondi Ward

**Staff in attendance:**

Emily Scott	General Manager
Sharon Cassidy	Director, Assets and Operations
Tara Czinner	Director, Corporate Services
Fletcher Rayner	Director, Planning, Sustainability and Compliance
Ben Thompson	Director, Community, Culture and Customer Experience

*At the commencement of proceedings at 7.30 pm, those present were as listed above.*

*Crs Frazer, Masselos, Spooner and Wy Kanak attended the meeting by audio-visual link.*

*At 7.44 pm, during the consideration of item PD/5.1/24.11, the meeting adjourned for a short break.*

*At 7.54 pm, the meeting resumed.*

## **PRAYER AND ACKNOWLEDGEMENT OF INDIGENOUS HERITAGE**

The Chair read the following Opening Prayer and Acknowledgement of Indigenous Heritage:

*God, we pray for wisdom to govern with justice and equity. That we may see clearly and speak the truth and that we work together in harmony and mutual respect. May our actions demonstrate courage and leadership so that in all our works thy will be done. Amen.*

*Waverley Council respectfully acknowledges our Indigenous heritage and recognises the ongoing Aboriginal traditional custodianship of the land which forms our local government area.*

### **1. Apologies**

There were no apologies.

### **2. Declarations of Pecuniary and Non-Pecuniary Interests**

The Chair called for declarations of interest and none were received.

### **3. Addresses by Members of the Public**

There were no addresses by members of the public.

### **4. Confirmation of Minutes**

**PD/4.1/24.11 Confirmation of Minutes - Strategic Planning and Development Committee Meeting - 7 May 2024 (A23/0763)**

#### **MOTION / UNANIMOUS DECISION**

Mover: Cr Lewis

Seconder: Cr Nemesh

That the minutes of the Strategic Planning and Development Committee meeting held on 7 May 2024 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

## 5. Reports

### PD/5.1/24.11 Planning Agreement Policy (Amendment No. 5) - Adoption (SF23/1066)

*A notice of motion to rescind this resolution has been submitted with the General Manager. The rescission motion will be considered at the Council meeting on 26 November 2024.*

#### MOTION

Mover: Cr Nemesh  
Seconder: Cr Westwood

That Council:

1. Adopts the Planning Agreement Policy (Amendment No. 5) attached to the report, subject to the following amendments:
  - (a) Page 23 of the agenda, clause 2.2(f) – Amend to read as follows: ‘Monetary contributions obtained from planning agreements may be spent within the vicinity of the development they relate to but must be spent within the Waverley local government area.’
  - (b) Page 25 of the agenda, clause 2.5, ‘Allocation of VPA to affordable housing’, first paragraph – Amend to read as follows: ‘A maximum of 25% of all planning agreement contributions will go towards Waverley’s Affordable Housing Contributions Reserve fund, except for where a VPA is offered in lieu of a contribution charged under chapter 2 part 3 of the *State Environmental Planning Policy (Housing) 2021*, in which case 100% of the funds may be dedicated towards Waverley’s Affordable Housing Contributions Reserve fund.’
2. Officers prepare a report to Council no later than March 2025 that:
  - (a) Reviews the financial impact of allocating planning agreement contributions to the Section 7.4 Planning Agreement Reserve and the Affordable Housing Contributions Reserve through examining:
    - (i) The interrelationship between the Planning Agreement Policy and Affordable Housing Contributions Scheme to ensure reasonableness, assess duplication and ensure that maximum community benefit is achieved.
    - (ii) The timing for payment of monetary contributions (including any bonds or security required) raised in accordance with the Planning Agreement Policy and Affordable Housing Contributions Scheme.
  - (b) Provides future income and balance projections of both the Section 7.4 Planning Agreement Reserve and Affordable Housing Contributions Reserve over the next four years, with a year-by-year breakdown of forecast income by suburb based on the NSW Government’s new housing targets for the Waverley local government area.
  - (c) Makes recommendations and improvements to both the Planning Agreement Policy and Affordable Housing Contributions Scheme to:
    - (i) Ensure adequacy of affordable housing funds into the future, including the maintenance and renewal of current stock and the acquisition of new stock.
    - (ii) Rebalance the income contributions to prioritise funding for infrastructure and capital works programs and projects.



**AMENDMENT (WITHDRAWN)**

Mover: Cr Lewis  
Seconder: Cr Merten

That clause 1(a) be amended to read as follows:

‘Page 23 of the agenda, clause 2.2(f) – Amend to read as follows: “Monetary contributions obtained from planning agreements must be spent within the vicinity of the development they relate to.”’.

AT THIS STAGE IN PROCEEDINGS, A PROCEDURAL MOTION TO ADJOURN THE MEETING TO CONSIDER AMENDMENTS TO THE MOTION, MOVED BY CR STEPHENSON AND SECONDED BY CR NEMESH, WAS PUT AND DECLARED CARRIED.

LATER IN THE MEETING, A PROCEDURAL MOTION TO RESUME THE MEETING, MOVED BY CR STEPHENSON AND SECONDED BY CR NEMESH, WAS PUT AND DECLARED CARRIED.

THE MOVER OF THE AMENDMENT THEN WITHDREW THE AMENDMENT.

THE MOVER OF THE MOTION THEN ACCEPTED AMENDMENTS TO CLAUSES 1(a) AND 2(c)(ii).

THE MOTION AS AMENDED WAS THEN PUT AND DECLARED CARRIED.

**DECISION**

That Council:

1. Adopts the Planning Agreement Policy (Amendment No. 5) attached to the report, subject to the following amendments:
  - (a) Page 23 of the agenda, clause 2.2(f) – Amend to read as follows: ‘Monetary contributions obtained from planning agreements should as a priority be spent within the vicinity of the development they relate to but must be spent within the Waverley local government area’.
  - (b) Page 25 of the agenda, clause 2.5, ‘Allocation of VPA to affordable housing’, first paragraph – Amend to read as follows: ‘A maximum of 25% of all planning agreement contributions will go towards Waverley’s Affordable Housing Contributions Reserve fund, except for where a VPA is offered in lieu of a contribution charged under chapter 2 part 3 of the *State Environmental Planning Policy (Housing) 2021*, in which case 100% of the funds may be dedicated towards Waverley’s Affordable Housing Contributions Reserve fund.’
2. Officers prepare a report to Council no later than March 2025 that:
  - (a) Reviews the financial impact of allocating planning agreement contributions to the Section 7.4 Planning Agreement Reserve and the Affordable Housing Contributions Reserve through examining:
    - (i) The interrelationship between the Planning Agreement Policy and Affordable Housing Contributions Scheme to ensure reasonableness, assess duplication and ensure that maximum community benefit is achieved.
    - (ii) The timing for payment of monetary contributions (including any bonds or security required) raised in accordance with the Planning Agreement Policy and Affordable Housing Contributions Scheme.
  - (b) Provides future income and balance projections of both the Section 7.4 Planning

Agreement Reserve and Affordable Housing Contributions Reserve over the next four years, with a year-by-year breakdown of forecast income by suburb based on the NSW Government's new housing targets for the Waverley local government area.

- (c) Makes recommendations and improvements to both the Planning Agreement Policy and Affordable Housing Contributions Scheme to:
- (i) Ensure adequacy of affordable housing funds into the future, including the maintenance and renewal of current stock and the acquisition of new stock.
  - (ii) Rebalance the income contributions to prioritise funding for infrastructure and projects.

**Division**

**For the Motion:** Crs Fabiano, Frazer, Lewis, Merten, Nemesh, Spicer, Stephenson, Townsend, Westwood and Wy Kanak.

**Against the Motion:** Crs Masselos and Spooner.

**PD/5.2/24.11 Social Media Policy and Media Policy - Exhibition (A24/1019)**

**MOTION**

Mover: Cr Nemesh

Seconder: Cr Westwood

That Council:

1. Publicly exhibits the draft Social Media Policy attached to the report for 28 days, subject to the following amendments:
  - (a) Page 78 of the agenda, clause 2.2 – Amend to read as follows: ‘A new Council social media platform, or a social media platform proposed by a Council-related entity (for example, a Council committee), can only be established or deleted with the written approval of the General Manager or their delegate in consultation with the Mayor.’
  - (b) Page 78 of the agenda, clause 2.3 – Amend to read as follows: ‘Where a Council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate and in consultation with the Mayor may amend clause 2.1 of this policy without the need for endorsement by Council’s governing body.’
  - (c) Page 81 of the agenda, clause 3.8 – Amend to read as follows: ‘If a Councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor’s social media platforms and updated within one month of a change in circumstances.’
  - (d) Page 83 of the agenda, clause 4.3(i) – Amend to read as follows: ‘Must not make an official comment on behalf of Council where they have not been authorised to make such comment.’
  - (e) Page 84 of the agenda, clauses 5.8–5.10 – Delete.
  - (f) Page 85 of the agenda, clause 5.13 – Amend to read as follows: ‘Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to

respond. Any submission made by the person must be considered prior to a determination being made to block or ban them. This clause does not apply to blocking or banning a person from a Councillor's social media platform.'

- (g) Page 85 of the agenda, clause 5.15 – Amend to read as follows: 'Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review. This clause does not apply to blocking or banning a person from a Councillor's social media platform.'
- (h) Page 86 of the agenda, clause 7.2 – Amend to read as follows: 'Council officials must not destroy, alter, or remove social media content unless authorised to do so. If Council officials need to alter or remove social media content, they must do so in accordance with this policy and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.'
- (i) Page 86 of the agenda, clause 7.3 – Amend to read as follows: 'When/if a Councillor's term of office concludes, the Council's records manager must contact the Councillor to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.'

2. Publicly exhibits the draft Media Policy attached to the report for 28 days, subject to the following amendments:

- (a) Page 94 of the agenda, clause 3.9 – Amend to read as follows: 'Should clarify when speaking to the media that they are expressing their personal views as an individual Councillor and that they are not speaking for Council (unless authorised to do so)'
- (b) Page 94 of the agenda, clause 3.11 – Amend to read as follows: 'must not disclose confidential Council information unless authorised to do so, and...'
- (c) Page 94 of the agenda, clause 3.12 – Amend to read as follows: 'May seek information and guidance from the Senior Media Advisor where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.'
- (d) Page 95 of the agenda, clause 3.14 – Amend to read as follows: 'Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should endeavour to provide this information to the Senior Media Advisor.'
- (e) Page 95 of the agenda, 'Councillors' – Add the following clause after clause 3.14 – 'Where the Senior Media Advisor or relevant Director becomes aware of potential issues that could result in media interest, they should provide this information to the Mayor.'
- (f) Page 96 of the agenda, clause 4.2 – Amend to read as follows: 'Council officials must not share information or make comments to the media through either direct or indirect mechanisms that could reasonably be seen as...:'
- (g) Page 96 of the agenda, clause 4.2(a) – Amend to read as follows: 'defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public.'

- (h) Page 96 of the agenda, clause 4.2(b) – Amend to read as follows: ‘containing profane language or is sexual in nature.’
- (i) Page 96 of the agenda, clause 4.2(c) – Amend to read as follows: ‘constituting harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.’
- (j) Page 96 of the agenda, clause 4.2(e) – Amend to read as follows: ‘containing content about the Council, Council officials or members of the public that is misleading or deceptive.’
- (k) Page 96 of the agenda, clause 4.2(f) – Amend to read as follows: ‘divulging confidential Council information.’
- (l) Page 96 of the agenda, clause 4.2(g) – Amend to read as follows: ‘breaching the privacy of other Council officials or members of the public.’
- (m) Page 96 of the agenda, clause 4.2(h) – Amend to read as follows: ‘containing allegations of suspected breaches of the Council’s code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model.’
- (n) Page 97 of the agenda, clause 5.1 – Amend to read as follows: ‘During emergencies, such as natural disasters or public health incidents, the Senior Media Advisor and Communications and Engagement Manager will be responsible for coordinating media releases and statements on behalf of the Council in conjunction with the Mayor.’

3. Officers prepare a report to Council following the exhibition period.

**AMENDMENT**

Mover: Cr Lewis  
Seconder: Cr Merten

That clause 2(a) be amended to read as follows:

‘Page 94 of the agenda, clause 3.9 – Amend to read as follows: “Must clarify when speaking to the media that they are expressing their personal views as an individual Councillor and that they are not speaking for the Council (unless authorised to do so).”’

THE AMENDMENT WAS PUT AND DECLARED LOST.

**Division**

**For the Amendment:** Crs Fabiano, Lewis, Masselos, Merten, Spooner and Wy Kanak.

**Against the Amendment:** Crs Frazer, Nemesh, Spicer, Stephenson, Townsend and Westwood.

THE MOVER OF THE MOTION THEN ACCEPTED AMENDMENTS TO CLAUSES 2(b) and 2(f).

THE MOTION AS AMENDED WAS THEN PUT AND DECLARED CARRIED.

**DECISION**

That Council:

1. Publicly exhibits the draft Social Media Policy attached to the report for 28 days, subject to the following amendments:

- (a) Page 78 of the agenda, clause 2.2 – Amend to read as follows: ‘A new Council social media platform, or a social media platform proposed by a Council-related entity (for example, a Council committee), can only be established or deleted with the written approval of the General Manager or their delegate in consultation with the Mayor.’
  - (b) Page 78 of the agenda, clause 2.3 – Amend to read as follows: ‘Where a Council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate and in consultation with the Mayor may amend clause 2.1 of this policy without the need for endorsement by Council’s governing body.’
  - (c) Page 81 of the agenda, clause 3.8 – Amend to read as follows: ‘If a Councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor’s social media platforms and updated within one month of a change in circumstances.’
  - (d) Page 83 of the agenda, clause 4.3(i) – Amend to read as follows: ‘Must not make an official comment on behalf of Council where they have not been authorised to make such comment.’
  - (e) Page 84 of the agenda, clauses 5.8–5.10 – Delete.
  - (f) Page 85 of the agenda, clause 5.13 – Amend to read as follows: ‘Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them. This clause does not apply to blocking or banning a person from a Councillor’s social media platform.’
  - (g) Page 85 of the agenda, clause 5.15 – Amend to read as follows: ‘Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review. This clause does not apply to blocking or banning a person from a Councillor’s social media platform.’
  - (h) Page 86 of the agenda, clause 7.2 – Amend to read as follows: ‘Council officials must not destroy, alter, or remove social media content unless authorised to do so. If Council officials need to alter or remove social media content, they must do so in accordance with this policy and consult with the Council’s records manager and comply with the requirements of the *State Records Act 1998*.’
  - (i) Page 86 of the agenda, clause 7.3 – Amend to read as follows: ‘When/if a Councillor’s term of office concludes, the Council’s records manager must contact the Councillor to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.’
2. Publicly exhibits the draft Media Policy attached to the report for 28 days, subject to the following amendments:
- (a) Page 94 of the agenda, clause 3.9 – Amend to read as follows: ‘Should clarify when speaking to the media that they are expressing their personal views as an individual Councillor and that they are not speaking for Council (unless authorised to do so)’

- (b) Page 94 of the agenda, clause 3.11 – Amend to read as follows: ‘must not disclose Council information unless authorised to do so, unless the information is in the public domain and...’
- (c) Page 94 of the agenda, clause 3.12 – Amend to read as follows: ‘May seek information and guidance from the Senior Media Advisor where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.’
- (d) Page 95 of the agenda, clause 3.14 – Amend to read as follows: ‘Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should endeavour to provide this information to the Senior Media Advisor.’
- (e) Page 95 of the agenda, ‘Councillors’ – Add the following clause after clause 3.14 – ‘Where the Senior Media Advisor or relevant Director becomes aware of potential issues that could result in media interest, they should provide this information to the Mayor.’
- (f) Page 96 of the agenda, clause 4.2 – Amend to read as follows: ‘Council officials must not share information or make comments to the media through either direct or indirect mechanisms that could reasonably be considered...’
- (g) Page 96 of the agenda, clause 4.2(a) – Amend to read as follows: ‘defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public.’
- (h) Page 96 of the agenda, clause 4.2(b) – Amend to read as follows: ‘containing profane language or is sexual in nature.’
- (i) Page 96 of the agenda, clause 4.2(c) – Amend to read as follows: ‘constituting harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.’
- (j) Page 96 of the agenda, clause 4.2(e) – Amend to read as follows: ‘containing content about the Council, Council officials or members of the public that is misleading or deceptive.’
- (k) Page 96 of the agenda, clause 4.2(f) – Amend to read as follows: ‘divulging confidential Council information.’
- (l) Page 96 of the agenda, clause 4.2(g) – Amend to read as follows: ‘breaching the privacy of other Council officials or members of the public.’
- (m) Page 96 of the agenda, clause 4.2(h) – Amend to read as follows: ‘containing allegations of suspected breaches of the Council’s code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model.’
- (n) Page 97 of the agenda, clause 5.1 – Amend to read as follows: ‘During emergencies, such as natural disasters or public health incidents, the Senior Media Advisor and Communications and Engagement Manager will be responsible for coordinating media releases and statements on behalf of the Council in conjunction with the Mayor.’

3. Officers prepare a report to Council following the exhibition period.

*Cr Wy Kanak requested that his vote against the motion be recorded in the minutes.*

**PD/5.3/24.11 Sponsorship Policy - Exhibition (A24/0140)**

**MOTION / DECISION**

Mover: Cr Nemesh  
Seconder: Cr Westwood

That Council publicly exhibits the draft Sponsorship Policy attached to the report for 28 days, subject to the following amendments:

1. Page 105 of the agenda, next revision date – Amend to read as follows: ‘Two years from the approval date.’
2. Page 113 of the agenda, clause 4.10.2, ‘Outbound’, first sentence – Amend to read as follows: ‘\$14,999 and below – Approval by the General Manager in consultation with the Executive Leadership Team.’
3. Page 113 of the agenda, clause 4.10.2, ‘Outbound’, second sentence – Amend to read as follows: ‘Above \$15,000 – Approval by Council.’

*Cr Wy Kanak requested that his vote against the motion be recorded in the minutes.*

**6. Urgent Business**

There was no urgent business.

**7. Meeting Closure**

**THE MEETING CLOSED AT 8.31 PM.**

.....  
**SIGNED AND CONFIRMED**  
**CHAIR**  
**4 FEBRUARY 2025**

**REPORT**  
**PD/5.1/25.02**

**Subject:** Social Media Policy and Media Policy - Adoption

**TRIM No:** A24/1019

**Manager:** Adam Hassan, Executive Manager, Customer Experience and Communications

**Director:** Ben Thompson, Director, Community, Culture and Customer Experience

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**RECOMMENDATION:**

That Council:

1. Adopts the Social Media Policy attached to the report (Attachment 1).
2. Adopts the Media Policy attached to the report (Attachment 2).

**1. Executive Summary**

At its Strategic Planning and Development Committee meeting on 12 November 2024, Council resolved to publicly exhibit the draft Social Media Policy and draft Media Policy attached to this report for 28 days and to prepare a report to Council following the exhibition period.

The two draft policies were exhibited between 13 November and 11 December 2024

The Media Policy provides a framework for Councillors and all Council staff (including volunteers, contractors and advisory committee members) to uphold our reputation and promote Council. It clearly indicates Council's authorised spokespersons to ensure that media coverage of Council matters is accurate, fair and reliable.

The Social Media Policy provides a framework for Councillors and all Council staff with guidance when using social media. The policy also ensures responses to issues raised through Council's social media channels are addressed in a consistent and timely manner and referred to the correct business area.

**2. Introduction/Background**

The Office of Local Government (OLG) has provided model policies for media and social media to all councils in NSW. A new term of Council provides the opportunity to adopt the model policies for both, in line with best practice.

While the principles remain the same, it provides clear guidance on management of media and social media at Council.

Council attracts significant year-round media attention and undertakes regular community engagement through social media.



### 3. Relevant Council Resolutions

Meeting and date	Item No.	Resolution
Strategic Planning and Development Committee 12 November 2024	PD/5.2/24.11	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Publicly exhibits the draft Social Media Policy attached to the report for 28 days, subject to the following amendments: <ol style="list-style-type: none"> <li>(a) Page 78 of the agenda, clause 2.2 – Amend to read as follows: ‘A new Council social media platform, or a social media platform proposed by a Council-related entity (for example, a Council committee), can only be established or deleted with the written approval of the General Manager or their delegate in consultation with the Mayor.’</li> <li>(b) Page 78 of the agenda, clause 2.3 – Amend to read as follows: ‘Where a Council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate and in consultation with the Mayor may amend clause 2.1 of this policy without the need for endorsement by Council’s governing body.’</li> <li>(c) Page 81 of the agenda, clause 3.8 – Amend to read as follows: ‘If a Councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor’s social media platforms and updated within one month of a change in circumstances.’</li> <li>(d) Page 83 of the agenda, clause 4.3(i) – Amend to read as follows: ‘Must not make an official comment on behalf of Council where they have not been authorised to make such comment.’</li> <li>(e) Page 84 of the agenda, clauses 5.8–5.10 – Delete.</li> <li>(f) Page 85 of the agenda, clause 5.13 – Amend to read as follows: ‘Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be</li> </ol> </li> </ol>

		<p>given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them. This clause does not apply to blocking or banning a person from a Councillor's social media platform.'</p> <p>(g) Page 85 of the agenda, clause 5.15 – Amend to read as follows: 'Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review. This clause does not apply to blocking or banning a person from a Councillor's social media platform.'</p> <p>(h) Page 86 of the agenda, clause 7.2 – Amend to read as follows: 'Council officials must not destroy, alter, or remove social media content unless authorised to do so. If Council officials need to alter or remove social media content, they must do so in accordance with this policy and consult with the Council's records manager and comply with the requirements of the <i>State Records Act 1998</i>.'</p> <p>(i) Page 86 of the agenda, clause 7.3 – Amend to read as follows: 'When/if a Councillor's term of office concludes, the Council's records manager must contact the Councillor to manage/transfer records of social media content created during their term of office and comply with the requirements of the <i>State Records Act 1998</i>.'</p> <p>2. Publicly exhibits the draft Media Policy attached to the report for 28 days, subject to the following amendments:</p> <p>(a) Page 94 of the agenda, clause 3.9 – Amend to read as follows: 'Should clarify when speaking to the media that they are expressing their personal views as an individual Councillor and that they are not speaking for Council (unless authorised to do so)'</p>
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		<p>(b) Page 94 of the agenda, clause 3.11 – Amend to read as follows: ‘must not disclose Council information unless authorised to do so, unless the information is in the public domain and...’</p> <p>(c) Page 94 of the agenda, clause 3.12 – Amend to read as follows: ‘May seek information and guidance from the Senior Media Advisor where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.’</p> <p>(d) Page 95 of the agenda, clause 3.14 – Amend to read as follows: ‘Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should endeavour to provide this information to the Senior Media Advisor.’</p> <p>(e) Page 95 of the agenda, ‘Councillors’ – Add the following clause after clause 3.14 – ‘Where the Senior Media Advisor or relevant Director becomes aware of potential issues that could result in media interest, they should provide this information to the Mayor.’</p> <p>(f) Page 96 of the agenda, clause 4.2 – Amend to read as follows: ‘Council officials must not share information or make comments to the media through either direct or indirect mechanisms that could reasonably be considered...:’</p> <p>(g) Page 96 of the agenda, clause 4.2(a) – Amend to read as follows: ‘defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public.’</p> <p>(h) Page 96 of the agenda, clause 4.2(b) – Amend to read as follows: ‘containing profane language or is sexual in nature.’</p> <p>(i) Page 96 of the agenda, clause 4.2(c) – Amend to read as follows: ‘constituting harassment and/or bullying within the meaning of the Model Code of Conduct for</p>
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		<p>Local Councils in NSW, or is unlawfully discriminatory.’</p> <p>(j) Page 96 of the agenda, clause 4.2(e) – Amend to read as follows: ‘containing content about the Council, Council officials or members of the public that is misleading or deceptive.’</p> <p>(k) Page 96 of the agenda, clause 4.2(f) – Amend to read as follows: ‘divulging confidential Council information.’</p> <p>(l) Page 96 of the agenda, clause 4.2(g) – Amend to read as follows: ‘breaching the privacy of other Council officials or members of the public.’</p> <p>(m) Page 96 of the agenda, clause 4.2(h) – Amend to read as follows: ‘containing allegations of suspected breaches of the Council’s code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model.’</p> <p>(n) Page 97 of the agenda, clause 5.1 – Amend to read as follows: ‘During emergencies, such as natural disasters or public health incidents, the Senior Media Advisor and Communications and Engagement Manager will be responsible for coordinating media releases and statements on behalf of the Council in conjunction with the Mayor.’</p> <p>3. Officers prepare a report to Council following the exhibition period.</p>
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#### 4. Discussion

The decision to review our Social Media and Media Policies to align with the model policies from the OLG is driven by the following key factors.

- **Standardisation and consistency:** adopting the OLG's model policy ensures standardisation across our communication practices, enhancing clarity and professionalism. Consistent messaging will strengthen public trust, ensuring stakeholders receive reliable information.
- **Enhanced behavioural guidelines:** the model policy includes comprehensive behavioural guidelines that address respectful and responsible communication. By incorporating these details, we proactively mitigate issues related to online conduct and misinformation, fostering accountability and respect within our council.

No submissions from the community were made during the exhibition period relating to both policies. Officers therefore recommend that Council adopts the policies attached to this report.

## **5. Financial Impact**

There are no financial impacts.

## **6. Risks/Issues**

To operate in a transparent manner and to protect Council's reputation, the model policies provide best practice guidance from the OLG. Not having a policy, or alternatively not following best practice, could lead to reputational damage or at worst legal dispute for Council, Council officers and Councillors. The process of managing Council's social media accounts could be seen as adding additional administrative burden; however, this ensures fair and transparent process by Council officers to safeguard trust in Council's social media channels.

## **7. Attachments**

1. Social Media Policy [↓](#)
2. Media Policy [↓](#) .



WAVERLEY  
COUNCIL

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# Social Media Policy



<b>Department</b>	Communications and Engagement
<b>Approved by</b>	
<b>Date approved</b>	
<b>File reference</b>	
<b>Next revision date</b>	Four years from approval date
<b>Relevant legislation</b>	Local Government Act 1993
<b>Related policies/ procedures/guidelines</b>	Social Media Policy 2013 Social Media Policy 2019 Council's Code of Conduct Council's Records Management Policy
<b>Related forms</b>	

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## 1. Principles

We, the councillors, staff and other officials of Waverley Council, are committed to upholding and promoting the following principles of social media engagement:

**Openness** Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.

**Relevance** We will ensure our social media platforms are kept up to date with informative content about our Council and community.

**Accuracy** The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.

**Respect** Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

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## 2. Platforms

2.1 Council will maintain a presence on the following social media platforms:

- Instagram
- Meta (Formerly Facebook)
- LinkedIn
- X (formerly Twitter)
- Youtube

### Establishment and deletion of Council social media platforms

2.2 A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate in consultation with the Mayor.

2.3 Where a council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate and in consultation with the Mayor may amend clause 2.1 of this policy without the need for endorsement by the Council's governing body.

### Appointment and role of the Social Media Officer

- 2.4 The General Manager will appoint a member of council staff to be the council's Social Media Officer (SMO). The SMO should be a senior and suitably qualified member of staff.
- 2.5 The General Manager may appoint more than one Social Media Officer.
- 2.6 The Social Media Officer's role is to:
- a) approve and revoke a staff member's status as an authorised user.
  - b) develop and/or approve the training and/or induction to be provided to authorised users.
  - c) maintain a register of authorised users.
  - d) maintain effective oversight of authorised users.
  - e) moderate the Council's social media platforms in accordance with Part 5 of this policy.
  - f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media.
  - g) ensure the Council adheres to the rules of the social media platform(s).
  - h) coordinate with the Council's Communications and Engagement teams to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.
- 2.7 The Social Media Officer may delegate their functions under paragraphs (e) and (f) of clause 2.6 to authorised users.
- 2.8 The Social Media Officer is an authorised user for the purposes of this policy.

### Authorised users

- 2.9 Authorised users are members of council staff who are authorised by the Social Media Officer to upload content and engage on social media on the Council's behalf.
- 2.10 Authorised users should be members of council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 2.11 The General Manager, along with the Social Media Officer will appoint authorised users when required.
- 2.12 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 2.13 The role of an authorised user is to:
- a) ensure, to the best of their ability, that the content they upload onto social media platforms is

accurate

- b) correct inaccuracies in Council generated content
- c) engage in discussions and answer questions on Council's behalf on social media platforms
- d) keep the Council's social media platforms up to date
- e) where authorised to do so by the General Manager and Social Media Officer:
  - i) moderate the Council's social media platforms in accordance with Part 5 of this policy
  - ii) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media.

2.14 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.

2.15 Authorised users must not use Council's social media platforms for personal reasons.

#### **Administrative tone**

2.16 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

2.17 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

#### **Register of authorised users**

2.18 The Social Media Officer will maintain a register of authorised users. This register is to be reviewed regularly to ensure it is fit-for-purpose.

#### **Ceasing to be an authorised user**

2.19 The Social Media Officer may revoke a staff member's status as an authorised user, if:

- a) the staff member makes such a request.
- b) the staff member has failed to comply with this policy.
- c) the Social Media Officer is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

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### 3. Administrative framework for councillors' social media platforms

- 3.1 For the purposes of this policy, councillor social platforms are not council social media platforms. Part 2 of this policy does not apply to councillors' social media platforms.
- 3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* and council's records management policy in relation to social media.
- 3.3 Clause 3.2 also applies to councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.
- 3.4 Councillors must comply with the rules of the platform when engaging on social media.

#### Induction and training

- 3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the councillor's induction program or as part of their ongoing professional development program.

#### Identifying as a councillor

- 3.6 Councillors must identify themselves on their social media platforms in the following format:  
*Councillor "First Name and Last Name"*.
- 3.7 A councillor's social media platform must include a profile photo which is a clearly identifiable image of the councillor.
- 3.8 If a councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the councillor's social media platforms and updated within one month of a change in circumstances.

#### Other general requirements for councillors' social media platforms

- 3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 3.10 A councillor's social media platform must include a disclaimer to the following effect:  
*"The views expressed and comments made on this social media platform are my own and not that of the Council"*.

- 3.11 Despite clause 3.10, mayoral or councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a councillor's social media platform.
- 3.12 Councillors may upload publicly available Council information onto their social media platforms.
- 3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

#### **Councillor queries relating to social media platforms**

- 3.14 Questions from councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the Executive Services in the first instance, in accordance with Council's councillor requests protocols.

#### **Other social media platforms administered by councillors**

- 3.15 A councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or council officials is, or is expected to be, uploaded. The councillor must do so within:
- a) Two months of becoming a councillor, or
  - b) Two months of becoming the administrator.

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## **4. Standards of conduct on social media**

- 4.1 This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.
- 4.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.
- 4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
- a) is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public.
  - b) contains profane language or is sexual in nature.
  - c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory.

- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety.
  - e) contains content about the Council, council officials or members of the public that is misleading or deceptive.
  - f) divulges confidential Council information.
  - g) breaches the privacy of other council officials or members of the public.
  - h) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.
  - i) must not make an official comment on behalf of the Council where they have not been authorised to make such comment.
  - j) commits the Council to any action.
  - k) violates an order made by a court.
  - l) breaches copyright.
  - m) advertises, endorses or solicits commercial products or business.
  - n) constitutes spam.
  - o) is in breach of the rules of the social media platform.
- 4.4 Council officials must:
- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party.
  - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

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## 5. Moderation of social media platforms

- 5.1 Council officials who are responsible for the moderation of the Council's or councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with the house rules.
- 5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillors' social media platforms.

### House Rules

- 5.3 This page will be regularly monitored by Council staff.
- 5.4 Inappropriate or offensive information and disinformation will result in content being removed or 'hidden', or a person being blocked or banned from this page.
- 5.5 For the purposes of this clause, third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:
- a) is defamatory, offensive, humiliating, threatening or intimidating to council officials or members of the public,
  - b) contains profane language or is sexual in nature
  - c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
  - d) contains content about the Council, council officials or members of the public that is misleading or deceptive
  - e) breaches the privacy of council officials or members of the public
  - f) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
  - g) violates an order made by a court
  - h) breaches copyright
  - i) advertises, endorses or solicits commercial products or business,
  - j) constitutes spam
  - k) would be in breach of the rules of the social media platform.

### Removal or 'hiding' of content

- 5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).

### Blocking or banning

- 5.8 If a person uploads content that is removed or 'hidden' under clause 5.6 of this policy that person may be blocked or banned from the social media platform.
- 5.9 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a councillor's social media platform.
- 5.10 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them. This clause does not apply to blocking or banning a person from a councillor's social media platform.
- 5.11 The duration of the block or ban is to be determined by the General Manager, or in the case of a councillor's social media platform, the councillor.
- 5.12 Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review. This clause does not apply to blocking or banning a person from a councillor's social media platform.
- 5.13 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than two months.
- 5.14 A person who is blocked or banned from the platform/all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the



interim block or ban is to be removed or retained under clauses 5.11 to 5.15.

- 5.15 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.16 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.17 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

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## 6. Use of social media during emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the Communications & Engagement Manager, Social Media Officer and Senior Media Advisor will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

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## 7. Records management and privacy requirements

### Records management

- 7.1 Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records

management policies and practices.

- 7.2 Council officials must not destroy, alter, or remove social media content unless authorised to do so. If Council officials need to alter or remove social media content, they must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When/if a councillor's term of office concludes, the Council's record manager must contact the Councillor to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillors' social media content<sup>1</sup>.

### Privacy considerations and requirements

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and councillors. To mitigate potential privacy risks, council officials will:
  - a) advise people not to provide personal information on social media platforms
  - b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
  - c) moderate comments to ensure they do not contain any personal information
  - d) advise people to contact the Council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

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## 8. Private use of social media

### What constitutes 'private' use?

- 8.1 For the purposes of this policy, a council official's social media engagement will be considered 'private use' when the content they upload:

- a) is not associated with, or does not refer to, the Council, any other council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
  - b) is not related to or does not contain information acquired by virtue of their employment or role as a council official.
- 8.2 If a council official chooses to identify themselves as a council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

### Use of social media during work hours

- 8.3 Council staff who access and engage on social media in their private capacity during work hours must ensure it not does not interfere with the performance of their official duties.

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## 9. Concerns or complaints

- 9.1 Concerns or complaints about the administration of a council's social media platforms should be made to the council's Customer Service team in the first instance.
- 9.2 Complaints about the conduct of council officials (including councillors) on social media platforms may be directed to the General Manager.
- 9.3 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.

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## 10. Definitions

In this Model Social Media Policy, the following terms have the following meanings:

Term	Definition
<b>authorised user</b>	members of council staff who are authorised by the General Manager or SMC to upload content and engage on the Council's social media platforms on the Council's behalf
<b>council official</b>	in the case of a council - councillors, members of staff and delegates of the council (including members of committees that are delegates of the council); in the case of a joint organisation – voting representatives, members of staff and delegates of the joint organisation (including members of committees that are delegates of the joint organisation)

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<b>minor</b>	for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years
<b>personal information</b>	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
<b>SMO</b>	is a council's social media officer appointed under clause 2.7 of this policy
<b>social media</b>	online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia

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# Media Policy



<b>Department</b>	Communications and Engagement
<b>Approved by</b>	
<b>Date approved</b>	
<b>File reference</b>	
<b>Next revision date</b>	Four years from approval date
<b>Relevant legislation</b>	Local Government Act 1993
<b>Related policies/ procedures/guidelines</b>	Council’s Code of Conduct Media Policy 2024 Council’s Records Management Policy
<b>Related forms</b>	

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## 1. Principles

1.1 We, the councillors, staff, and other officials of Waverley Council, are committed to upholding and promoting the following principles of media engagement:

**Openness** We will ensure that we promote an open exchange of information between our council and the media.

**Consistency** We will ensure consistency by all councillors and staff when communicating with the media.

**Accuracy** The information we share with the media will be a source of truth for our council and community and we will prioritise the need to correct inaccuracies when they occur.

**Timeliness** We will ensure that we respond to media enquiries in a timely manner.

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## 2. Appointment and the role of the Senior Media Advisor

2.1 The General Manager will appoint a member of council staff to be the Council's Senior Media Advisor. The Senior Media Advisor should be a suitably qualified member of staff.

2.2 The General Manager may appoint more than one Senior Media Advisor.

2.3 The Senior Media Advisor's role is to:

- a) be the lead point of contact for all media enquiries, requests for interviews, requests to film or photograph council staff, facilities or events for news and current affairs purposes
- b) be responsible for preparing all media statements prior to their release
- c) liaise with relevant staff members within the organisation where appropriate.
- d) ensure that media statements are approved by the Mayor and/or General Manager prior to their release
- e) develop and/or approve media training and/or induction to be provided to relevant staff and/or councillors
- f) maintain a record of all media enquiries and responses
- g) ensure that media organisations and their representatives are treated professionally, equally and without bias
- h) ensure that media enquiries are dealt with promptly



- i) provide guidance to councillors approached by the media for comment to avoid communication of misinformation, and
- j) ensure that all media releases are published on the Council's website.

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### 3. Who can engage with the media

#### The General Manager

- 3.1 The General Manager is the official spokesperson for the Council on operational and administrative matters.
- 3.2 The General Manager may delegate to other council staff to speak on their behalf where appropriate, (for example, where the delegated staff member has professional expertise regarding the subject matter, or the general manager is unavailable).

#### The Mayor

- 3.3 The Mayor is the principal member and spokesperson of the governing body of the Council, including representing the views of the Council as to its local priorities (section 226(c) of the Local Government Act 1993).
- 3.4 If the Mayor is unavailable, the Deputy Mayor may act as the Council's spokesperson.
- 3.5 The Mayor may delegate their role as spokesperson to other councillors where appropriate, (for example, where another councillor is best placed to comment, because the issue is of particular interest to them, or it is within their particular area of expertise).

#### Councillors

- 3.6 As a member of the governing body and as a representative of the community, councillors are free to express their personal views to the media.
- 3.7 When engaging with the media councillors:
  - a) must not purport to speak for the Council unless authorised to do so.
  - b) should clarify when speaking to the media that they are expressing their personal views as an individual councillor and that they are not speaking for the Council (unless authorised to do so)
  - c) must uphold and accurately represent the policies and decisions of the Council
  - d) must not disclose council information unless authorised to do so, unless the information is in the public domain
  - e) may seek information and guidance from the Senior Media Advisor where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.
  - f) In the interests of promoting a positive, safe and harmonious organisational culture,

councillors should endeavour to resolve personal differences privately and must not prosecute them publicly through the media.

- g) Where councillors (including the Mayor) become aware of potential issues that could result in media interest, they should endeavour to provide this information to the Senior Media Advisor.
- 3.8 Where the Senior Media Advisor or relevant Director becomes aware of potential issues that could result in media interest, they should provide this information to the Mayor.

### **Council Staff**

- 3.9 Council staff must not speak to the media about matters relating to the Council unless authorised by the Senior Media Advisor to do so.
- 3.10 If Council staff receive a media enquiry or they are invited to comment to the media on a matter relating to the Council, they must refer the enquiry to the Senior Media Advisor.
- 3.11 Council staff are free to express their personal views to the media on matters that do not relate to the Council, but in doing so, must not make comments that reflect badly on the Council or that bring it into disrepute.
- 3.12 If authorised to speak to the media, Council staff:
- 3.13 must uphold and accurately represent the policies and decisions of the Council
  - 3.14 must not disclose Council information unless authorised to do so by the Senior Media Advisor, and
  - 3.15 must seek information and guidance from the Senior Media Advisor where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks
- 3.16 Where Council staff become aware of potential issues that could result in media interest, they should provide this information to the Senior Media Advisor.

### **Tone**

- 3.17 All media engagement by council officials must be conducted in a professional, timely and respectful manner.

### **Induction and Training**

- 3.18 The Council must provide training to Council officials who engage or are authorised to engage with the media.
- 3.19 Media engagement training will be provided to councillors as part of their induction or refresher training or as part of their ongoing professional development program.

### **Councillor's questions about media engagement**

- 3.20 Councillors must direct any questions about their obligations under this policy to the Senior Media Advisor.

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## 4. Standards of conduct when engaging with the media

- 4.1 Council officials must comply with the Council's code of conduct when engaging with the media in an official capacity or in connection with their role as a council official.
- 4.2 Council officials must not share information or make comments to the media through either direct or indirect mechanisms that could be reasonably be considered:
- a) defamatory, offensive, humiliating, threatening, or intimidating to other council officials or members of the public
  - b) containing profane language or is sexual in nature
  - c) constituting harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory
  - d) is contrary to their duties under the Work Health and Safety Act 2011 and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
  - e) containing content about the Council, council officials or members of the public that is misleading or deceptive
  - f) divulging confidential Council information
  - g) breaching the privacy of other council officials or members of the public
  - h) containing allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
  - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
  - j) commits the Council to any action
  - k) violates an order made by a court
  - l) breaches copyright
  - m) advertises, endorses, or solicits commercial products or business.

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## 5. Use of media during emergencies

- 5.1 During emergencies, such as natural disasters or public health incidents, the Senior Media Advisor and Communications & Engagement Manager will be responsible for coordinating media releases and statements on behalf of the Council in conjunction with the Mayor.
- 5.2 Councillors, Council staff and other Council officials must not provide comment or information to

the media that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.

- 5.3 Training on media engagement during emergencies will be provided to councillors and relevant staff and other Council officials.

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## 6. Media engagement in the lead up to elections

- 6.1 This policy does not prevent the mayor or councillors who are candidates at a council or any other election from providing comment to the media in their capacity as candidates at the election.
- 6.2 Any media comment provided by the mayor or councillors who are candidates at a council or another election must not be provided in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources.

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## 7. Records management requirements

- 7.1 Media content created and received by council officials (including councillors) acting in their official capacity is a council record and may be subject to information access applications made under the Government Information (Public Access) Act 2009. These records must also be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.

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## 8. Definitions

- 8.1 Media content created and received by council officials (including councillors) acting in their official capacity is a council record and may be subject to information access applications made under the Government Information (Public Access) Act 2009. These records must also be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.

Term	Definition
<i>Council official</i>	in the case of a council – means councillors, members of staff and delegates of the council (including members of committees that are delegates of the council); in the case of a county council – means members, members of staff and delegates of the council (including members of committees that are delegates of the council); in the case of a joint organisation – means voting representatives, members of staff and delegates of the joint organisation (including members of committees that are delegates of the joint organisation)

<i>Social Media Advisor</i>	Means a person appointed under clause 1.3 of this policy
<i>media</i>	means print, broadcast and online media used for communicating information to the public, including, but not limited to, newspapers, magazines, internet publishers, radio, and television broadcasters
<i>personal information</i>	means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
<i>social media</i>	means online platforms and applications, such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards, that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, YouTube, Instagram and Wikipedia

## 9. Review of Policy

- 9.1 This policy will be reviewed every four years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments. Any amendments to a community facing policy must be way of a Council resolution, and any amendments to an organisational facing policy must be approved by the General Manager.
- 9.2 Council staff and members of the public may provide feedback about this document by emailing [communications@waverley.nsw.gov.au](mailto:communications@waverley.nsw.gov.au).

**REPORT**  
**PD/5.2/25.02**

**Subject:** Building Bridges Blue Plaque - Bondi Pavilion

**TRIM No:** A21/0553

**Manager:** George Bramis, Executive Manager, Urban Planning

**Director:** Fletcher Rayner, Director, Planning, Sustainability and Compliance

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**RECOMMENDATION:**

That Council:

1. Supports the installation of a Blue Plaque at Bondi Pavillion to recognise the Building Bridges Concert, to be located on the left-hand side of the west-facing gateway to Campbell Parade (Location A).
2. Authorises the General Manager or delegate to complete negotiations with Heritage NSW and execute all necessary documentation to finalise the matter.
3. Holds a formal unveiling of the plaque as determined in consultation with Heritage NSW.

**1. Executive Summary**

Blue Plaques is a program run by Heritage NSW that recognises people and events significant to NSW. Heritage NSW has selected the Building Bridges Concert that was held at Bondi Beach in the Bondi Pavilion Courtyard in 1988 to mark the Bicentenary, for the forthcoming round of Blue Plaques. The concert in 1988 has been described as a significant moment in the recognition of Indigenous rights in Australia. The Blue Plaque recognises the importance of this event to the people of NSW.

Blue Plaques have been mounted on significant heritage buildings around NSW.

The plaque is proposed to be mounted on the Campbell Parade side of the entry gate to the courtyard.

There are no financial implications for Council as all costs are borne by Heritage NSW.

This report seeks approval to install the plaque, with the necessary steps to accept Heritage NSW terms and conditions so that the plaque installation may proceed.

**2. Introduction/Background**

The Blue Plaque program commenced in 2021 and recognises people and events that have helped shape NSW. Run by Heritage NSW, a key part of the Blue Plaque program is that its location must have a strong connection to the person, group or event that is being recognised. So far, only 49 plaques have been awarded in NSW.

The only Blue Plaque that Waverley has installed so far is for the Bondi Surf Bathers Life Saving Club (BSBLSC), which the club itself nominated, for its legacy and longevity of surf lifesaving in NSW. It was unveiled by the Minister for Heritage, Penny Sharp, and the then-mayor in March 2024.

Wording on the Blue Plaques is minimal. The BSBLSC plaque says 'Bondi Surf Bathers Life Saving Club 1907 Australia's first surf lifesaving club established here.'

The proposed draft wording for the Building Bridges Blue Plaque is:

*Building Bridges Concert  
24 January 1988  
Indigenous-led benefit event held here*

As the Bondi Pavilion is State Heritage listed, Heritage NSW has outlined the process for installation. It follows the procedure taken last year for the plaque installation at the BSBLSC next door, as follows:

- Heritage NSW applied for and were granted a Heritage Exemption Certificate, under clause 5.10(3) of the *Waverley Local Environmental Plan 2012* (WLEP). In that instance, the terms and conditions were signed by the President of the BSBLSC. For Council, the General Manager or other Council officer who has delegation to represent the Crown Land Manager will sign.
- Heritage NSW also has an exemption under section 57(2) the *Heritage Act 1997*, eliminating the requirement for a DA to install the plaque.

### **3. Relevant Council Resolutions**

Nil.

### **4. Discussion**

This report advises of Heritage NSW's selection of the Building Bridges Concert for a Blue Plaque and seeks Council's support to proceed with the installation.

The proposed Blue Plaque at the Bondi Pavilion would recognise the importance of the Building Bridges Concert that was held at Bondi Beach in 1988 to mark the nation's Bicentenary. A story about the concert has been featured as a First Nations item in the Bondi Story Room (BSR) at the Bondi Pavilion since it opened. A condensed version of that story follows:

*On 24 January 1988, the Bondi Pavilion hosted the Building Bridges concert. It is now regarded as a significant moment in the recognition of Indigenous rights in Australia. The event showcased black and white talent and was planned as a lead-up event for people arriving from all over Australia for the Long March for Justice, Freedom and Hope in Sydney. [The concert was held two days before the march, which was attended by 40,000 people.]*

*The two events were a counterpoint to official Bicentenary celebrations ... [and] aimed to combat racism while raising the profile of First Nations musicians. It was described as an uplifting, politically charged event, with 3000 Indigenous and non-Indigenous people on their feet for 6 hours of performance in the Bondi Pavilion courtyard. The MCs, Gary Foley and Peter Garrett, delivered messages of anti-discrimination, unity and hope, while artists including Shane Howard and Goanna performed. Garrett surprised the crowd when his band, Midnight Oil, performed ... their first show together for 12 months. The event was co-ordinated by the Building Bridges Association, which included musicians Kev Carmody and Paul Kelly. The association aimed to use music to link Aboriginal people and culture to wider audiences. The following year, the group launched a compilation album at the Bondi Pavilion called Australia has a Black History. It supported many emerging First Nations artists including Yothu Yindi.*

Research for the BSR story was sourced from the Gujaga Foundation, Waverley Library Local Studies Collection, Mitchell Library, State Library of NSW and the SEARCH Foundation. Photographs of the event are included in the BSR.

The Building Bridges Concert was the precursor of today's Yabun Festival ('song with a beat' in Gadigal language), which is an important Aboriginal and Torres Strait Islander event each year and in its early years was held at Waverley Park. It celebrates the survival of culture, showcasing the best Indigenous talent in music and dance, thinkers and speakers. The event, originally called 'Survival Day', is held on 26 January. Yabun is a continuation of events held during the 1990s at La Perouse and Waverley Oval. The concert's first line-up was MC'd by celebrated Aboriginal actor Leah Purcell and featured the Aboriginal country music legend, the late Uncle Jimmy Little. The festival later moved to Redfern Park and has been held in Victoria Park since 2002.

Heritage NSW considerations that go into deciding the exact placement of Blue Plaques include:

- Will the public be able to clearly read the plaque text, outside of any opening/business hours, without intruding on Council property?
- Is there a solid, vertical surface between 1,250-1,600 mm from the ground on which the plaque could be mounted?
- Is the spot immediately noticeable and can it be seen from several different angles?
- Is it sympathetic to its surroundings?
- Does the plaque look like it 'belongs'?
- Standing back and viewing the whole building/wall/structure, will the plaque seem to fit in with its surrounds?
- Will it be out of the way of swinging doors and windows?
- Will it be free from visual clutter (existing signage, vegetation, property numbers, wires, fences, bins, pipes etc)?
- Can the plaque be installed with minimal damage on building fabric that – ideally – doesn't have heritage significance and isn't fragile?
- Is there a non-heritage section of building fabric (recent addition, wall) that the plaque could be mounted on?
- Will the surface be able to withstand drill-holes (e.g. no cracks/flaking/fragile material)?

Before installation, Council would need to provide written agreement (Attachment 1) to the terms and conditions (Attachment 2), which are summarised below.

As manager of the Blue Plaques program, Heritage NSW will:

- Help Council seek any approvals or exemptions needed to install the plaque and reimburse Council for any fees associated with those approvals or exemptions.
- Develop the plaque wording and supporting story for website, and take responsibility for the historical accuracy of the information.
- Consult with Council on the plaque wording.
- Pay the cost of plaque manufacture.
- Approve the position where the plaque is to be installed, following the principles outlined in our 'Guidelines for Positioning a Blue Plaque' and in consultation with Council.
- Select and pay for a tradesperson to install the plaque.
- Co-ordinate the installation date with Council and the tradesperson.
- Give Council easy cleaning instructions to maintain the plaque.
- Select a tradesperson to repair or replace the plaque following any vandalism, theft, breakdown of materials or damage.
- Promote the plaque once installed as part of the NSW Government's Blue Plaques Program.
- Publish on Heritage NSW website the address and position of the plaque and opening hours for the property.




As the property owner/s, Council agrees to:

- Seek, with Heritage NSW support, any approvals or exemptions needed to install the plaque.
- Provide feedback (should Council wish to) on the plaque wording and supporting story
- provide feedback on where the plaque is to be installed, noting the principles outlined in our 'Guidelines for Positioning a Blue Plaque', including that the plaque must be publicly accessible.
- Allow access to the property for installation and any repair, replacement or removal of the plaque (which may be carried out in Heritage NSW's absolute discretion).
- Keep the plaque clean and visible.
- Report any vandalism, theft, breakdown of materials, damage or other problems.
- Not attempt to remove or relocate the plaque.

### Location options

In consultation with Heritage NSW officers and relevant Council staff, the following locations were considered for the plaque. Locations that are not accessible 24/7 were excluded, as they do not meet the Heritage NSW criteria for installation of a Blue Plaque.

Table 1. Location options.

Location	Detail and photo
<b>Location A</b>	<p>Bondi Pavilion entrance facing Campbell Parade, left of archway.</p> <p>Measurements 240 mm from right-side of entry column, 1,400 mm from ground.</p> <p>Preferred location due to visibility on approach, balancing wayfinding signage on right-hand side of archway, proximity of Bondi Surf Life Saving Club, foot traffic, vicinity to courtyard area where concert was held.</p> 
<b>Location B</b>	<p>Bondi Pavilion entrance facing Queen Elizabeth Drive, left of main entrance doors.</p> <p>Measurements to be determined. Must be between 1,250-1,600 mm from ground.</p>

Agreeable location due to position next to main entrance doors, foot traffic and accessibility.





**Location C**


Bondi Pavilion entrance facing Queen Elizabeth Drive, under Welcome Centre signage.

Measurements to be determined. Must be between 1,250-1,600mm from ground.

Agreeable location due to position nearby main entrance, foot traffic, accessibility and nearby Welcome Centre.



<p><b>Location D</b></p>	<p>Bondi Pavilion entrance facing Queen Elizabeth Drive, on external pilaster to colonnade next to accessibility ramp</p> <p>Measurements to be determined. Must be between 1,250-1,600mm from ground.</p> <p>Agreeable location due to position nearby main entrance, foot traffic, accessibility.</p> 
<p><b>Location E</b></p>	<p>Bondi Pavilion entrance facing Campbell Parade, on west-facing wall to courtyard inside gated area.</p> <p>Recommended by Council asset custodian but not acceptable to Heritage NSW.</p> 

<b>Location F</b>	<p>Bondi Pavilion entry hall wall next to other plaques.</p> <p>Recommended by Council asset custodian but not acceptable to Heritage NSW.</p> 
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Locations E and F were investigated and proposed by Council officers but are not considered acceptable by Heritage NSW.

*Examples of Blue Plaque installations on heritage buildings*



Figure 1. Kathleen Butler. Chief Secretary's Building, 44 Phillip Street, Sydney.  
<https://blueplaques.nsw.gov.au/blue-plaques/locations/kathleen-butler>



Figure 2. Sir Edward Hallstrom. Taronga Zoo, Bradley's Head Road, Mosman.  
<https://blueplaques.nsw.gov.au/blue-plaques/locations/sir-edward-hallstrom>

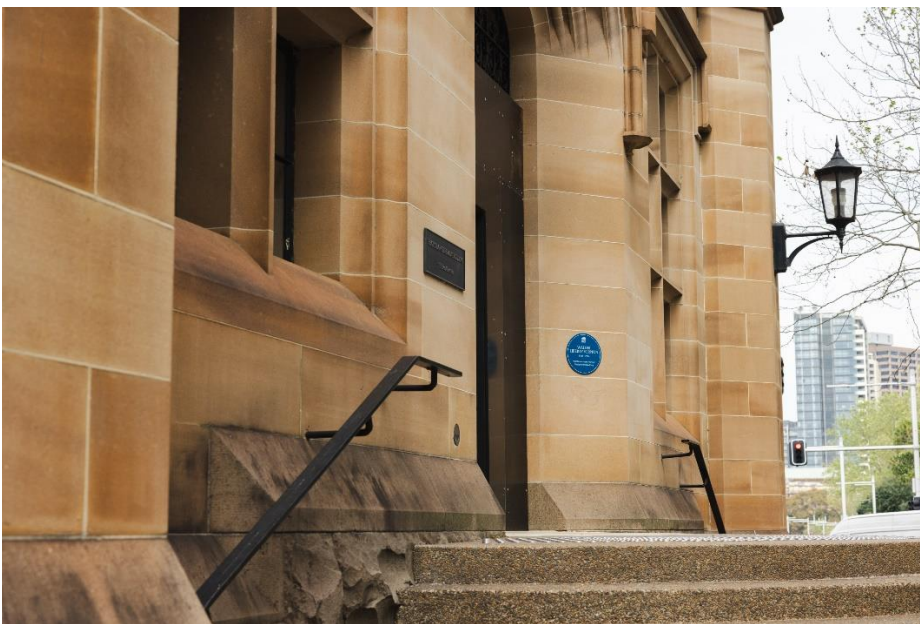


Figure 3. Walter Liberty Vernon. Registrar General's Building, 1 Prince Albert Road, Sydney.  
<https://blueplaques.nsw.gov.au/blue-plaques/locations/walter-liberty-vernon>

### Consultation

Council was advised of Heritage NSW's selection of the Building Bridges Concert for a Blue Plaque on 20 January 2025. Officers were also notified of the proposed location on the Campbell Parade side of the entry gate (Location A).

Consideration of alternative options for the location of the plaque were requested by Council's asset custodian, including locations on the inside of the gate and inside the building. All locations are included in table above.

On the 28 January 2025, two representatives from Heritage NSW and Council officers representing the asset custodian and Urban Planning, attended the Pavilion and examined the location options in this report. Locations not accessible to the public at all times of day were rejected by Heritage NSW.

## **5. Financial Impact**

There is no cost to Council associated with having a Blue Plaque. The costs are the responsibility of the NSW Government.

## **6. Risks/Issues**

As Heritage NSW's public announcement about plaques is still forthcoming, they have requested that Council not promote the successful selection at this stage.

## **7. Attachments**

1. Land owner's letter of authority [↓](#)
2. Heritage NSW terms and conditions for Blue Plaques [↓](#) .

[Date]

[Council name

Council address]

**Authorisation**

**Re: Property address and Lot DP number**

I/we [insert name/s], are the owner/s of this property.

I/We give authority to Heritage NSW to lodge an application to [insert council] on our behalf to gain approval (or confirm if an exemption applies) for installing a Blue Plaque at this property.

I/we understand that

- The plaque is issued by the NSW Government Blue Plaques program.
- Heritage NSW will cover any fees associated with lodging the application to council.

Signature .....

Date .....

[Owner name/s

Mailing address

Email address

Phone number]



## BLUE PLAQUES PROGRAM

### Terms and Conditions for Installation of a Blue Plaque at Your Property

Thank you for indicating your preliminary agreement to have a Blue Plaque installed at your property. Before manufacture and installation of the plaque can proceed, you must provide your written agreement to the terms and conditions set out below.

The terms and conditions outline the responsibilities of:

- the NSW Government, acting through Heritage NSW (“we” / “our”)
- the property owner/s (“you” / “your”)

in relation to the installation and ongoing management of a plaque at your property.

#### **As manager of the Blue Plaques program, we will:**

- help you seek any approvals or exemptions needed to install the plaque and reimburse you for any fees associated with those approvals or exemptions
- develop the plaque wording and supporting story for website, and take responsibility for the historical accuracy of the information
- consult with you on the plaque wording
- pay the cost of plaque manufacture
- approve the position where the plaque is to be installed, following the principles outlined in our *Guidelines for Positioning a Blue Plaque* and in consultation with you
- select and pay for a tradesperson to install the plaque (noting that it is a requirement that we approve the tradesperson to carry out the installation)
- co-ordinate the installation date with you and the tradesperson (which will involve passing on your nominated contact details to them)
- give you easy cleaning instructions to maintain the plaque
- select a tradesperson to repair or replace the plaque following any vandalism, theft, breakdown of materials or damage, and pay for the repair or replacement if you did not cause or contribute to the damage
- promote the plaque once installed as part of the NSW Government’s Blue Plaques Program
- publish on our website the address and position of the plaque and, if your property is normally open to the public, the opening hours for the property.

#### **As the property owner/s, you agree to:**

- seek, with our support, any approvals or exemptions needed to install the plaque
- provide feedback (should you wish to) on the plaque wording and supporting story developed by us
- provide feedback (should you wish to) on where the plaque is to be installed, noting the principles outlined in our *Guidelines for Positioning a Blue Plaque*, including that the plaque must be publicly accessible
- allow access to your property for installation and any repair, replacement or removal of the plaque (which may be carried out in Heritage NSW’s absolute discretion), or, if the property is tenanted, ensure your tenants provide such access
- keep the plaque clean and visible



- report any vandalism, theft, breakdown of materials, damage or other problems with the plaque to Heritage NSW as soon as possible
- not attempt to remove or relocate the plaque yourself but to contact Heritage NSW if you would like the plaque removed or relocated
- notify Heritage NSW if you sell your property (so we can communicate with the new owner/s) and leave the plaque in place when you vacate the property.

**Note that in merely having a Blue Plaque installed at your property, you are not obliged to:**

- pay any costs associated with the installation of the plaque
- pay any costs associated with the repair or replacement of the plaque if the repair or replacement is required as a result of vandalism, theft, breakdown of materials or damage that you did not cause or contribute to
- do historical research or take responsibility for the historical accuracy of the plaque wording or supporting story
- seek a heritage listing for your property
- allow public access inside parts of your property that are not normally open to the public
- promote the plaque (unless you'd like to).

**Acceptance of terms and conditions**

Please complete the following section if you agree to the above terms and conditions.

Address of property where Blue Plaque is to be installed:

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- I/we confirm that I/we have authority to accept these terms and conditions in relation to the above property

*\* If the owner is a company or other entity and/or you are signing on behalf of the owner/s, please state the nature of your legal capacity to accept these terms and conditions in the space below*

- I/we confirm that I/we have read and understood the above terms and conditions and would like to proceed with the installation of a Blue Plaque at this property.

Name \_\_\_\_\_

Capacity \_\_\_\_\_ (eg owner, agent, company director etc)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Capacity \_\_\_\_\_ (eg owner, agent, company director etc)

Signature \_\_\_\_\_

Date \_\_\_\_\_

## REPORT

### PD/5.3/25.02



**Subject:** Council Emissions, Energy Use and Water Performance - Annual Report

**TRIM No:** A20/0266

**Manager:** Sam McGuinness, Executive Manager, Environmental Sustainability

**Director:** Fletcher Rayner, Director, Planning, Sustainability and Compliance

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#### RECOMMENDATION:

That Council:

1. Notes the achievement of Council's emission reduction and water conservation targets for the 2023-2024 financial year, as set out in the report.
2. Notes that reducing fleet emissions and measuring and reporting Scope 3 emissions will become increasingly important to achieve Council's net zero by 2030 greenhouse gas emissions target.

#### 1. Executive Summary

The purpose of this report is to outline Council's performance against key environmental targets for the 2023-24 financial year relating to Council commitments to achieve:

- Net zero greenhouse gas emissions by 2030 (based on 2003-04 levels).
- No increase in mains water consumption by 2030 (based on 2005/06 levels).
- Good or better Beachwatch ratings for Waverley's beaches.

In summary, during the last financial year:

- Emission reductions of 5.4% were achieved, mostly through Council's purchase of 100% renewable electricity through the purchase and surrender of equivalent Large Scale Generation Certificates (LGCs). Council will now acquire emissions credits to effectively offset residual (Scope 1, 2 and estimated Scope 3) emissions and be 'carbon neutral' for 2023-24.
- Council electricity consumption increased by 6.4%. However, our electricity costs were only up 1.8%, reflecting the value in our current joint energy contract with 10 other Sydney-based councils.
- Gas consumption is down 23% on previous years, reflecting the gradual removal of gas from Council operations, in line with Council commitments.
- Fleet emissions now represent the largest contributor to greenhouse gas emissions, with a 1% decrease in fuel use for the reporting period.
- Council's mains water target was achieved, with an estimated 3% drop in water use, reflecting efficient leak detection, effective use of Council's water harvesting and recycling at key sites and coupled with significant rainfall. Council water quality targets were not met.

## 2. Introduction/Background

As part of its overall environmental targets, Council is reducing greenhouse gas emissions and minimising potable water use associated with Council operations. A Sustainable Resource Management Committee, established in 2020, regularly reviews data, discusses projects and coordinates efforts across multiple assets and teams to optimise energy, fleet and water management, to track and meet Council's Environmental commitments. Further water and electricity savings are identified and implemented through regular meetings between the Environment and Facilities teams and the implementation of the Zero Emissions Efficiency Action Plan (ZEEAP).

This report has been prepared following the Committee meeting on 10 September 2024. This report outlines progress against targets through key energy and water projects, with analysis of data up to June 2024.

Achieving net zero emissions by 2030 means reducing greenhouse gas emissions as much as possible and offsetting any hard-to-abate, residual emissions. It requires rigorous measurement and monitoring of emissions sources, which are categorised into three scopes as shown in Table 1. Council has been measuring, reducing and reporting on our Scope 1 and Scope 2 emissions since 2009.

*Table 1. Greenhouse gas emission scope. Scope 3 emissions are primarily calculated as a factor of scopes 1 and 2 (Council's carbon and water accounting consultant).*

Scope 1	Scope 2	Scope 3
Direct emissions that occur from sources owned or controlled by Waverley Council.	Indirect emissions from generation of purchased electricity consumed by Waverley Council.	Indirect emissions from Council authorised activities, but not owned or controlled Waverley Council.
e.g.: Fuel for vehicles, plant or equipment powered by fossil gas, petrol or diesel.	e.g. Council activities powered by electricity: heating, ventilation, and air conditioning (HVAC) and lighting, pumping stations and asset operations.	e.g. Staff travel to and from work, waste related emissions and events in Waverley, leased assets, and embodied emissions in materials we purchase and use.

Mandatory climate-related disclosure requirements for large entities will commence in Australia from next year. The timeline for Council reporting is not yet established; however, it is important to ensure our reporting capabilities are consistent with the new accounting standards in the Australia Sustainability Reporting Standards (ASRS) set by the Australian Accounting Standards Board (AASB), which will see Scope 3 emissions reporting—difficult to measure but representing up to 70% of organisational emissions—become increasingly important and relevant.

In June 2024, 2,500 high integrity (VERRA) carbon offsets were purchased and retired (to the value of \$15,000), to offset Council's 2023 emissions of 2,088 tonnes plus 40 tonnes for the Bondi Festival 2023 and covering unaccounted Scope 3 emissions.

### 3. Relevant Council Resolutions

Meeting and date	Item No.	Resolution
Strategic Planning and Development Committee 5 March 2024	PD/5.6/24.03	That Council: <ol style="list-style-type: none"> <li>1. Notes the achievement of Council’s emission reduction and water conservation targets for the 2022-2023 financial year, as set out in the report.</li> <li>2. Notes that reducing fleet emissions and the measuring and reporting of scope 3 emissions will become increasingly important going forward.</li> <li>3. Notes that to offset residual (scope 1, 2 and estimated scope 3) emissions, credits will be purchased to be ‘carbon neutral’ for 2022-2023. Council has budgeted \$15,000 in the 2023–24 budget to purchase credits to offset Council’s remaining emissions.</li> </ol>
Strategic Planning and Development Committee 1 December 2020	PD/5.3/20.12	That Council: <ol style="list-style-type: none"> <li>1. Adopts a 100% renewable energy target for Council by 2030 for Council’s utility energy purchases.</li> <li>2. Does not install any new gas appliances or fittings on Council assets beyond those already designed and approved and that, where possible, current gas appliances and fittings be phased out when requiring replacement in favour of efficient electrical appliances leading up to 2030.</li> <li>3. Amends the current Waverley Environmental Action Plan (EAP) to include this target, with relevant actions detailed in the 2022 EAP revision.</li> </ol>

### 4. Discussion

#### Energy and emissions Results

Council spent \$939,489 on electricity last financial year, but delivered a 5.4% reduction in emissions, effectively eliminating Scope 2 emissions for Council operations. This reflects continued and consistent energy and tariff management across council sites, street lighting and through our Power Purchase Agreement with ZEN Energy which began in July 2022, for 100% renewable electricity for up to 9 years.

Contracting a fixed electricity price assists in maintaining emissions and cost savings over time. The gradual removal of gas appliances from the Library and other sites is also contributing to the drop in emissions. Fleet (diesel and petrol) purchases are now Council’s largest source of direct emissions.

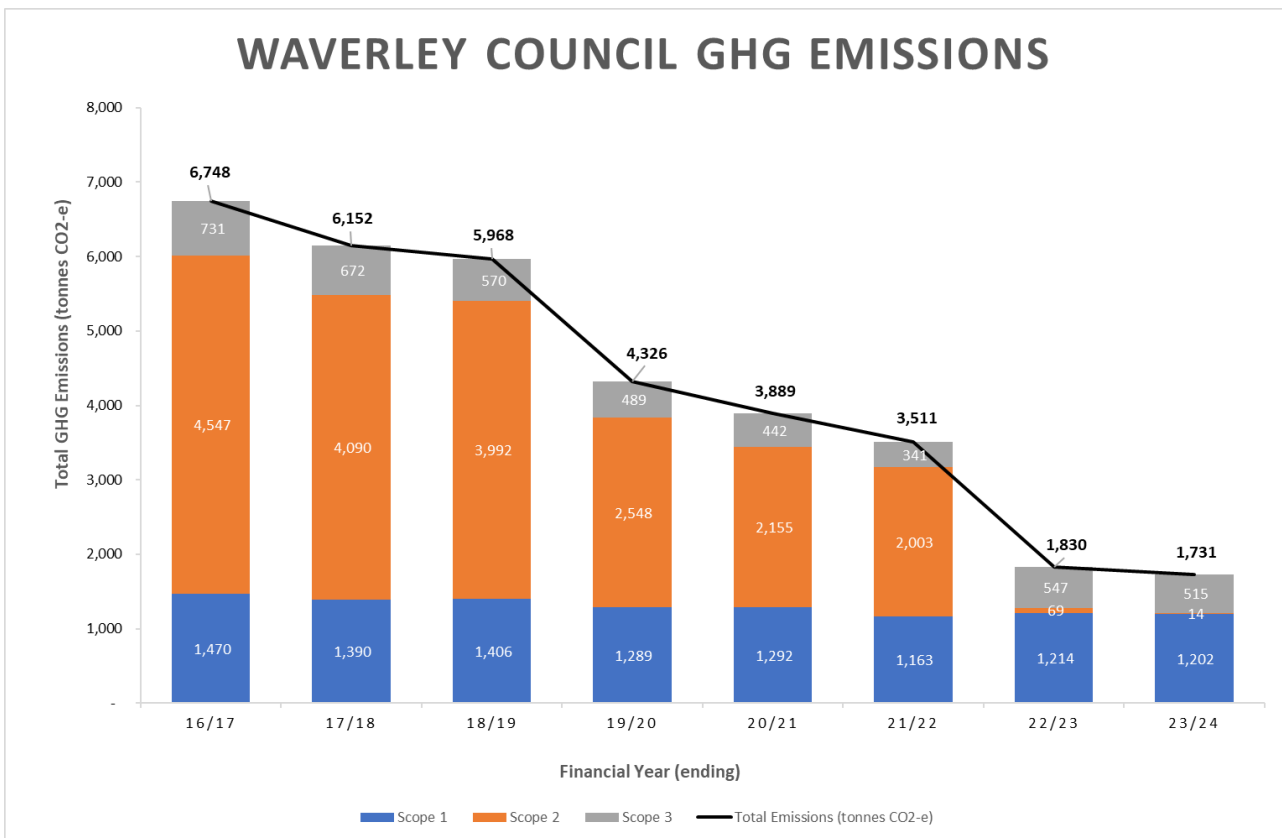


Figure 1. Annual emissions by scope.

While emissions were reduced, electricity use increased by 6.4%, which is partially accounted for by new staff working arrangements at the Library and Alexandria Integrated Facility (AIF), solar systems reliability and new electric vehicle (EV) charger installations, increasing electricity demand on both Council public charge points and within Council’s fleet. New Council facilities pursue best practice design and efficiency. For example, the new Mill Hill Centre features a 16.2 kW solar system and an underground geothermal heat exchange system, enabling a highly efficient HVAC system.

The Zero Emissions Efficiency Action Plan (ZEEAP), developed by Council officers this past year, sequences identified energy and water efficiency upgrades across existing council facilities and prioritise required funding and resourcing for implementation. The ZEEAP continually improves sustainability and efficiency in the management of Council Assets and Operations, including street lighting and optimising opportunities for renewable energy (solar) installations at our energy intensive sites, will help drive continued cost savings.

**Electricity Usage by Organisation Units**

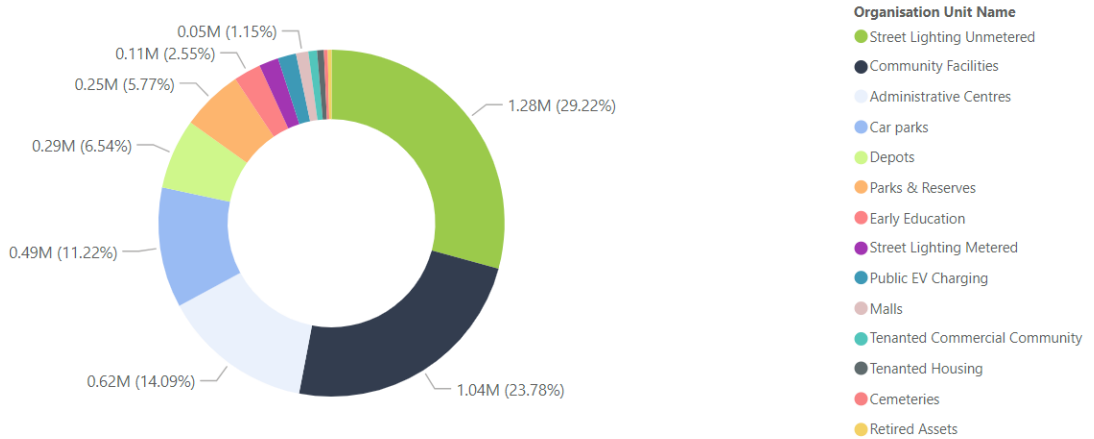


Figure 2. Electricity use by organisational units.

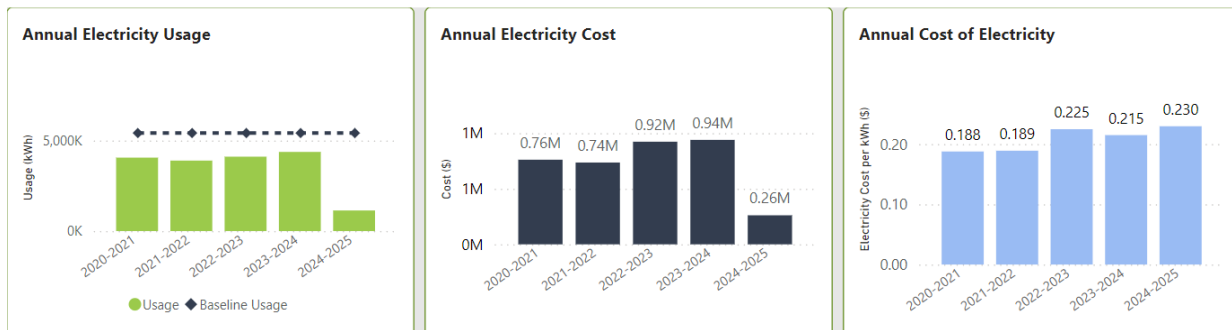


Figure 3. Annual electricity use and costs.

**Fleet results**

Council’s fuel use is responsible for almost all of Council’s greenhouse gas emissions, at approximately 1,179 tonnes. The 2023-2024 fleet emissions were slightly less than previous years which can be attributed to the addition of nine new BYD Dolphin EVs for pool use, a reduction in leaseback vehicles and EV chargers installed at Chambers, the Library car park and the AIF.

Further supporting the implementation of Council’s Electric Vehicle and Transportation Policy, new fast EV chargers will be installed at the Eastgate Parking Compliance Office to support continued rollout of EVs across Council’s operation.

**Sustainable water results**

Council’s water conservation target is to keep potable (mains) water use under 2005-06 levels and this target was achieved in 2023-24. Water use decreased by ~2% compared to the previous year and is shown in Figure 4.

### Waverley Council potable water consumption (kl)

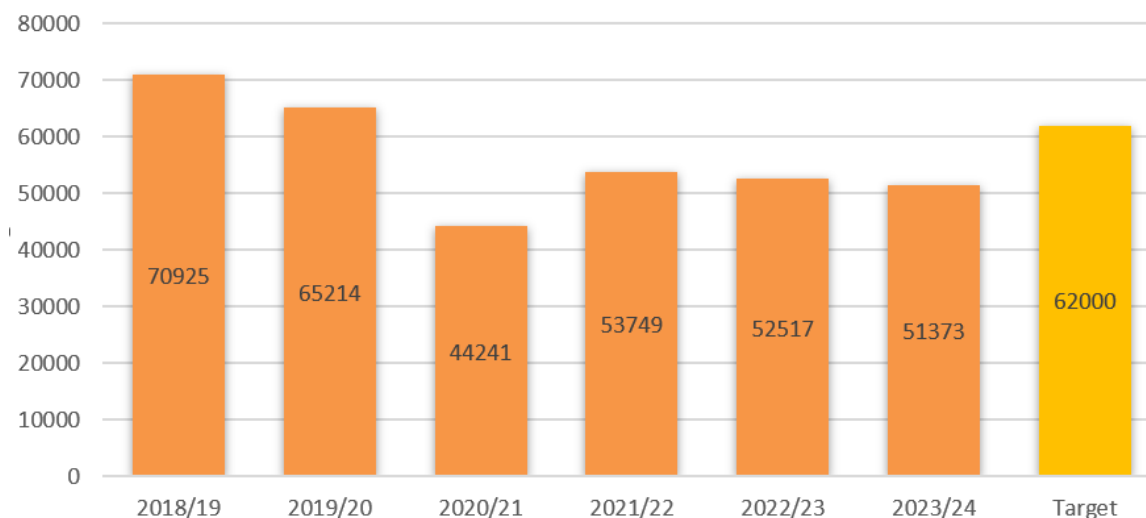


Figure 4. Annual mains water consumption.

Mains water consumption is managed and monitored across Open Space and Parks through the smart irrigation control system, which enables staff, managers and contractors to proactively manage irrigation remotely. These cloud-based controllers save drinking water using predictive watering, which adjusts watering frequency and volume based on forecast and actual rainfall. Council's real time leak detection system, which allows for rapid identification of uncontrolled water losses, has enabled fast location and repair of leaks on council assets and facilities.

To reduce mains water consumption, Council maintains an extensive recycled water network that harvests, treats and supplies water for non-potable purposes. During the reporting period, which included NSW third-wettest summer during an El Niño phase, recycled water use was 48.8 megalitres, which is a slight decrease on the previous year. Wet summers tend to reduce demand for both recycled and potable water across our parks and beaches. In addition, the Tamarama recycling plant was offline to upgrade the UV filter, and the South Bondi Irrigation system had some operational issues as it is nearing end of life. Nonetheless, our recycled water system delivered a cost saving of \$66,483 for the year.

Council met the water quality target for Bondi and Tamarama Beach in 2023-2024 by maintaining a consistent rating of 'Good' under the NSW Government's Beachwatch program. The Beachwatch rating for Bronte Beach in 2023-24 was 'Poor' due to occasional poor microbial pollution and elevated enterococci levels after rainfall and occasionally after no rain. Council has contacted Sydney Water to identify potential improvements to improve this situation and investigations are ongoing.

Going forward, Council may need to fund water sampling to determine water quality outcomes, as the NSW Government has indicated they will be seeking cost recovery for this program from July 2025. Council has also participated in the Sydney Water Regional Plan development and proposed opportunities for collaboratively improving water quality and efficiency outcomes across the LGA, including at Hugh Bamford and Bondi Golf Course recycled water for irrigation projects.

## 5. Financial Impact

There are no direct financial implications to this specific report with expenses for recycling, fleet and electrification already budgeted. Council has applied for grant funding to progress energy upgrades at key sites and forward long-term financial plans will need to consider environmental commitments and

regulatory changes to ensure Council continues to be a sustainability leader and cost-effective organisation.

## **6. Risks/Issues**

Reducing emissions and environmental performance is challenging but Council has demonstrated continual improvement in this area. The measurement and reduction of Scope 3 emissions is still being defined and will be an issue for Council in the future as this is quantified and then reduced as required.

## **7. Attachments**

Nil.



**REPORT**  
**PD/5.4/25.02**

**Subject:** South Head General Cemetery Plan of Management - Adoption

**TRIM No:** A23/0599

**Manager:** Ken Shelston, Acting Executive Manager, Property and Facilities

**Director:** Andrew Best, Acting Director, Assets and Operations

---

**RECOMMENDATION:**

That Council adopts the South Head General Cemetery Plan of Management attached to the report (Attachment 2) in accordance with section 40 of the *Local Government Act 1993* and section 3.23(6) of the *Crown Lands Management Act 2016*.

**1. Executive Summary**

A plan of management (PoM) is a document developed to guide how a park or reserve may be used, managed and developed. It establishes directions for planning, identifies permissible uses and leases and licences. The *Local Government Act 1993* and *Crown Land Management Act 2016* require a PoM for all community land.

On 30 October 2023, in accordance with section 70B of the *Crown Land Management Regulation 2018*, the Minister for Lands and Property provided written consent for Council to adopt the draft South Head General Cemetery Plan of Management following the completion of a public exhibition process.

The plan was publicly exhibited for 42 days from 6 May to 16 June 2024, to provide the community with the opportunity to review the draft and provide further feedback. A summary of feedback received through the public exhibition process is provided at Attachment 1 to the report.

Only a small amount of community feedback was received. All feedback submissions supported the draft PoM, answering 'Yes' to the question, 'In general, do you support the draft South Head General Cemetery Plan of Management?'

On review of the feedback received, officers have determined that no substantive changes to the PoM were required. The final version of the PoM is provided at Attachment 2 to the report.

With all the necessary stages of the PoM development having been completed, it is recommended that Council adopts the attached PoM in accordance with section 40 of the *Local Government Act 1993*. Officers will then lodge a copy of the adopted PoM with the NSW Department of Planning and Environment, Crown Lands.

**2. Introduction/Background**

South Head General Cemetery is Crown land managed by Council acting as Crown Land Manager under the *Crown Lands Management Act 2016*. Under the Act, all Crown reserves are required to have a plan of management, which sets out how the reserve will be managed.

In October 2020, a Council report presented a list of coastal Crown reserves that were identified as a priority for new PoMs to be developed. Council has developed and adopted several large and complex PoMs for reserves at Bronte, Bondi and Tamarama in the ensuing period. Given the ongoing use of South Head General Cemetery, the development of a PoM for the reserve was not identified as a priority.

The Cemeteries team commenced work on the PoM in early 2023 and have sought advice from both Cemeteries and Crematoria NSW and Crown Lands NSW on the development of the PoM.

### 3. Relevant Council Resolutions

Meeting and date	Item No.	Resolution
Strategic Planning and Development Committee 5 March 2024	PD/5.7/24.03	That Council: <ol style="list-style-type: none"> <li>1. Publicly exhibits the draft South Head General Cemetery Plan of Management attached to the report for 42 days.</li> <li>2. Officers prepare a report to Council following the exhibition period.</li> </ol>

### 4. Discussion

In 2017, South Head General Cemetery was listed on the State Heritage Register. As part of that listing, a range of cemetery-related operational activities, burials, maintenance, new and existing memorialisation etc. were identified as allowable activities and exempt from specific Heritage Office approval. The PoM has been drafted based on the Heritage Order and existing cemetery operations.

No new or additional uses have been proposed in the PoM. The only non-cemetery-related use authorised in the PoM is the authority to enter a licence over one of the toilets in the amenities building in the cemetery. This is an historical arrangement whereby bus drivers are given access to a toilet within the public amenities building located on the site. This arrangement is included as an express authorisation in the draft PoM. Following the adoption of the PoM, Council's Property team will enter a licence for the use of the amenity with Transdev, as previously approved by Council.

The PoM was publicly exhibited for 42 days from 6 May to 16 June 2024 to provide the community with the opportunity to review the draft document and provide further feedback. A summary of the feedback received through the public exhibition process is provided at Attachment 1 to the report.

Only five submissions were received through the exhibition period, with all the submissions being in support of the draft PoM, answering 'Yes' to the question, 'In general, do you support the draft South Head General Cemetery Plan of Management?'

On consideration of the submissions received, no substantive changes have been made to the draft PoM.

### 5. Financial Impact

There are no financial impacts directly related to the adoption of the South Head General Cemetery Plan of Management.

**6. Risks/Issues**

Should Council wish to substantially amend the PoM following exhibition, it will need to be resubmitted to the Minister for review and receive written consent to re-exhibit and adopt the amended PoM.

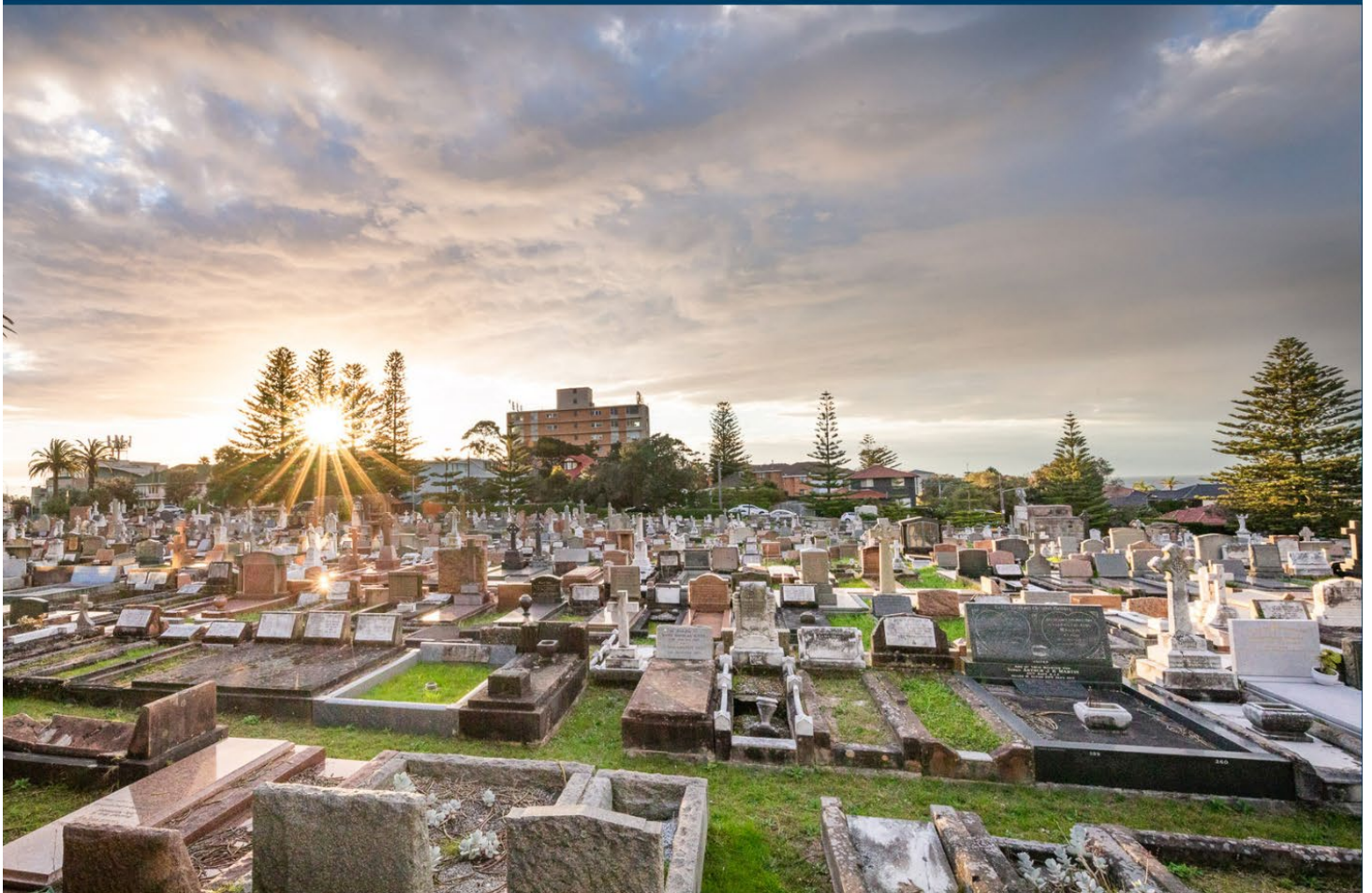
**7. Attachments**

1. Community consultation - July 2024 [↓](#)
2. South Head General Cemetery Plan of Management [↓](#) .

# South Head General Cemetery Plan of Management



WAVERLEY  
COUNCIL



## Community Consultation Report

July 2024

Waverley Council acknowledges the Bidiagal, Birrabirragal and Gadigal people, who traditionally occupied the Sydney Coast, and we pay respect to all Aboriginal and Torres Strait Islander Elders both past and present.

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## Executive Summary

From Monday, 6<sup>th</sup> May to Sunday, 16<sup>th</sup> June, the South Head General Cemetery Plan of Management (PoM) Have Your Say was held. The six-week community consultation sought community feedback on Council's proposed plan to manage the cemetery which has Crown land status.

The Engagement Team consulted the community through the Have Your Say (HYS) platform, with support of the Communications Team who promoted the project via various digital and hard copy channels. (See summary table on page 5.)

While there were over 400 views of the HYS web page, and 112 downloads of the draft PoM, the feedback was small with five responses. All feedback submissions supported the draft PoM, answering 'Yes' to the question, 'In general, do you support the draft South Head General Cemetery Plan of Management?'

## Project Background

South Head General Cemetery is Crown land managed by Waverley Council. It is required to have a Plan of Management (PoM) under the Crown Lands Management Act (2016).

A Plan of Management is a document that guides the sustainable use, improvement, maintenance, and management of public land. It gives directions and identifies important actions to achieve what is envisioned for the land.

The South Head General Cemetery Plan of Management has three parts:

1. Introduction and history
2. Existing situation - provides an overview of the site context, site conditions, opportunities and constraints, as well as the legislative context.
3. Basis for management - sets out how our vision for the cemetery can be achieved in light of the existing situation, in the form of an implementation action plan which will guide our activities over the coming years.

In October 2020, a Council report presented a list of coastal Crown reserves that were identified for new PoMs to be developed. The cemeteries team started work on the PoM in early 2023 and have sought advice from both cemeteries and Crematoria NSW and Crown Lands on the process to develop this.

### Images and aerial view of South Head General Cemetery





## Approach: Community Engagement and Communications

In accordance with Waverley Council's adapted IAP2 model of engagement, three methods were used to gather community feedback:

### Community engagement

1. Online survey through the Have Your Say (HYS) platform. (This included the HYS monthly newsletter and the automated email that is sent to people who subscribe to the HYS platform.)
2. Emails to [cemetery@waverley.nsw.gov.au](mailto:cemetery@waverley.nsw.gov.au)

### Communications

1. Onsite posters
2. Waverley Weekly HYS article
3. Council website carousel image and link
4. Mayor's Message Wentworth Courier
5. Social media posts
6. Internal email to key staff
7. Email to Councillors and Precinct Committee representatives.

Prior to submitting feedback, community members were asked to read the Plan of Management.

## Summary Table

Communications	Total Audience	Opens or Clicks	Overview
<b>ONSITE POSTERS</b>	NA	Eight	Posters were erected around the cemetery. They contained a QR code that scanned to the HYS page. Appendix A.
<b>MAYOR'S MESSAGE IN THE WENTWORTH COURIER</b>	48477 Source: Wikipedia	NA	In the 15 <sup>th</sup> May edition of the Wentworth Courier, Mayor Paula Masselos, gave the rationale for the project and encouraged community members to visit the HYS page and share their feedback on the concept design plans. Appendix B.
<b>WAVERLEY WEEKLY E-NEWSLETTER</b>	13K approx.	39 clicks on HYS link	It was the lead a Have Your Say story in WW - 14 May edition - with a link to the HYS page and survey. Appendix C.
<b>WEBSITE</b>	NA	24	One week on Waverley Council's website home page carousel section. Appendix D.
<b>SOCIAL MEDIA POSTS</b>			Social Media Posts were included for this campaign and a reminder also was publicised giving people a 'last chance' to contribute to the Plan of Management. See table, page 9 and appendix E.
<b>HYS MONTHLY E-NEWSLETTER</b>	9361K	253 total clicks for all stories	The project was the lead story in the February HYS newsletter that was issued on 16 May 2024. Appendix F.
<b>HYS AUTOMATIC EMAIL</b>	470	17	Automatic email which is sent on the system launch of each HYS page. It was sent to people who subscribed in the following categories: Events and tourism, environmental sustainability, heritage, Dover Heights and Vaucluse. Image 4.
<b>STAKEHOLDER OUTREACH</b>	NA	NA	Friends of Waverley Cemeteries (FoWC) were contacted early during the consultation period and were encouraged to share the Plan of Management across their network and provide feedback.
Engagement			Overview
<b>ONLINE SURVEY</b>	366	5	The communication methods above were primarily aimed at directing people to the HYS page, so they could download the concept design plans and make a feedback submission. Image 1. During the community consultation period, there were <b>267 visitors to the HYS page, 112 downloads</b> of the Plan of Management and <b>five feedback submissions</b> . Images 2 and 3
<b>EMAILS FROM COMMUNITY</b>	NA	1	Community members were also given the option to provide their submissions via <a href="mailto:cemetery@waverley.nsw.gov.au">cemetery@waverley.nsw.gov.au</a> and one person did so this way.



## Results and Data - Have Your Say

<https://haveyoursay.waverley.nsw.gov.au/south-head-general-cemetery-plan-management>

Waverley Council

Home Projects My profile

### South Head General Cemetery Plan of Management

Council is seeking community feedback on the Plan of Management for this heritage-listed cemetery.

Home / South Head General Cemetery Plan of Management

**Feedback is invited on the Plan of Management from Monday, 6 May to 5pm Sunday, 16 June.**

- + Background
- + About South Head Cemetery
- + How you can submit your feedback

**Document Library**

South Head General Cemetery Plan of Management - Draft  
PDF (944.24 KB)

**Contact Us**

Have questions or want to learn more about a project, contact us below.

Name Ken Shelston, Manager Cemetery Services  
Phone (02) 9083 8899  
Email cemetery@waverley.nsw.gov.au

**Closed**

Have you read the draft South Head General Cemetery Plan of Management? Required

Yes  
 No

In general, do you support the draft South Head General Cemetery Plan of Management? Required

Yes  
 No

Please provide any other comments or feedback about the draft South Head General Cemetery Plan of Management

You have 2,000 characters left

Submit

Waverley Council acknowledges the Bidjagal, Birrabirragal and Gadigal people, who traditionally occupied the Sydney Coast, and we pay respect to all Aboriginal and Torres Strait Islander Elders both past and present.

Image 1

### Overview

The Have Your Say consultation was open for 42 days (six weeks). The questions asked were as below:

- **Have you read the draft South Head General Cemetery Plan of Management?**  
Five responses – Five yes answers.
- **In general, do you support the draft South Head General Cemetery Plan of Management?**  
Five responses - Five yes answers

The comments section had some thoughtful suggestions from the community. At least two submissions were detailed. Some feedback was beyond the scope of the project, but useful for the cemeteries team to have.

**Comments from community submissions:**

“It lacks any 'action' or objective to replant boundary trees (Norfolk Island pines, Canary Island date palms, mostly, and some NZ xmas trees/pohutukawas), talking only of their existence, and 'maintenance' or 'removal of dead/dying' - that isn't 'management' in a conservation sense. It needs an objective/action such as: 'conserve and where needing to remove dead or dying trees, replace with like-for-like or similar species to maintain the cemetery's landscape setting.'

“I note the description says: 'The site is relatively open and low scale devoid of any significant large-scale vegetation. The Western and Eastern boundaries are fringed with mature Norfolk Pine trees planted within the adjoining road and footpath reserve. A single mature Date Palm adjacent to the north-western boundary is the only tree on the site. Three similar date palms are in the road reserve at the entrance gates. '.

“The State Heritage Register listing's description mentions NZ Xmas trees / pohutukawa (Metrosideros excelsa), a species used elsewhere in Waverley's parks and important both in demographics (NZers living in Sydney) and character, as well as suited to the climate/salt spray...

“A more ACTIVE and PROACTIVE approach (than just 'maintain' and 'monitor') the cemetery's landscape character (albeit mostly grassed, mown) is needed, in my view.”

**- Stuart \*\*\*\*\***

“Any reclamation of burial sites should be considered after all attempts to contact any living descendants are exhausted. I'm the current burial rights owner of the John Killian Family Vault and was only made aware in 2018 of the opportunity to take over the rights via an article in the Sydney Morning Herald, Tuesday 18 December 2018 which I'm grateful that I was able to maintain the family ownership.”

**- Tony \*\*\*\*\***

“I am pleased to see that maintenance of the cemetery will continue and trust it will be to a good standard. The heritage value of the cemetery will increase with time. The proposed addition of the space for ashes will add to the current use of the cemetery.”

**- Margaret \*\*\*\*\***

“Hi, I have a number of elderly relatives who have burial rights at the Cemetery. They bought them in the 1990s when their parents passed away. They are now in their 80s (some late 80s and live alone) and could live well into their 90s. If they get a letter from you they probably won't understand it. So, you need to be mindful of that if you are rescinding their burial rights.”

**- Anthony \*\*\*\*\***

“This is an excellent document; the absence of denominational or religious sections is a significant benefit.”  
*(Read more of this comment in the full feedback document appendix G)*

**- Mora \*\*\*\*\***

## Results and Data - Have Your Say

### Referring source

Source	Referrer Type	Visitors
	Direct	174
www.waverley.nsw.gov.au	Website	48
Google	Search Engine	18
Facebook	Social Media	18
waverleycouncil.createsend1.com	Website	2
waverleycouncil2.createsend.com	Website	2
Instagram	Social Media	2
com.google.android.gm	Website	1
tagassistant.google.com	Website	1
120209119567250601	Campaigns	1

Image 2

The image above shows how people were directed to the HYS web page and the number visitors from each source.

**Direct:** Visitors who have arrived at a site by entering the exact web address or URL of the page.

**Search Engine:** Visitors who have arrived at a site via a search engine. Such as Google, Yahoo, etc.

**Websites:** Visitors who have arrived at the site after clicking a link located on an external website.

**Social Media:** Visitors who have arrived at a site by clicking a link from a known social media site such as Facebook, X, LinkedIn, etc.

**Campaigns:** Visitors who have arrived through a campaign (using a UTM). See your email campaign report for more details on campaigns sent from this platform.

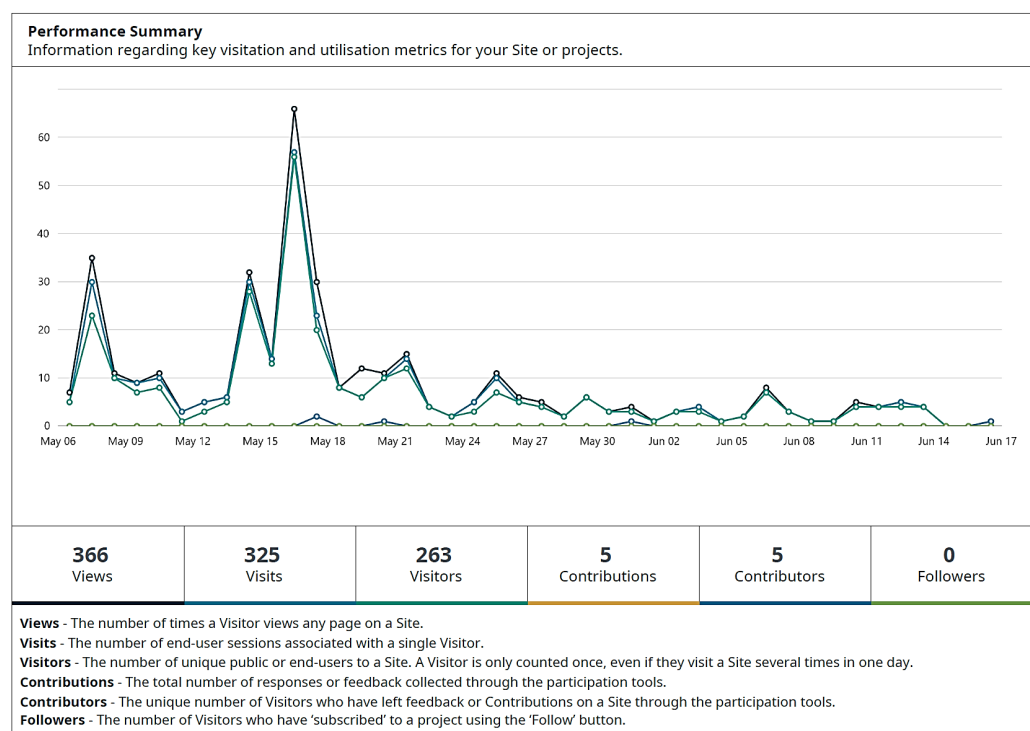


Image 3

The Performance Summary graph shows the dates of visitor activity, the numbers, and the glossary of terms.

# Results and Data - Have Your Say email

## Campaign Report

[Back to campaigns](#)

Image 4

**All** Campaign Preview Recipients

---

**Sent**

**South Head General Cemetery Plan of Management**  
 Seeking community feedback on the draft PoM.  
 Sent : 07/05/2024 10:58 am by LeighP

**58.7%**  
Opened  
276 of 470 recipients

**3.6%**  
Clicked  
17 of 470 recipients

**1.1%**  
Bounced  
5 of 470 recipients

**0.6%**  
Blocked  
3 of 470 recipients

---

**Recipients**

**Subscriber Lists:**

- Events and Tourism**  
306 subscribers

---

- Environmental Sustainability**  
341 subscribers

---

- Heritage**  
257 subscribers

---

- Dover Heights**  
221 subscribers

---

- Vaucluse**  
234 subscribers

# Results and Data - Social Media

CHANNEL	CLICKS	IMPRESSIONS	ENGAGEMENTS	REACH	REACTIONS	COMMENTS	SHARES
FACEBOOK	4	2354	117	2264	13	7	2
INSTAGRAM	NA	1082	36	1044	28	4	3
INSTAGRAM STORIES	NA	134	0	134	0	0	0

## Conclusion and Recommendations

Feedback received has been considered by the relevant project teams and Council officers. All feedback was supportive of the Plan of Management overall and recommended to proceed.

# Materials

## Appendix A - Onsite poster

**SOUTH HEAD  
GENERAL CEMETERY  
PLAN OF MANAGEMENT**

**WAVERLEY  
COUNCIL**

South Head General Cemetery is a place of historical significance to the people of Waverley and NSW.

Under the Crown Lands Management Act (2016) it is required to have a Plan of Management (PoM) that guides the sustainable use, improvement, maintenance, and management of public land for a period of 10 years.

The draft South Head General Cemetery PoM has been endorsed by Council for public exhibition. The community is invited to give feedback until 5pm Sunday, 16 June 2024.



**Scan for details**

**For more information scan the QR code or go to:**  
[haveyoursay.waverley.nsw.gov.au/south-head-general-cemetery-plan-management](https://haveyoursay.waverley.nsw.gov.au/south-head-general-cemetery-plan-management)

**For inquiries email: [engagement@waverley.nsw.gov.au](mailto:engagement@waverley.nsw.gov.au)**

# Appendix B - Mayor's Message, Wentworth Courier

## Waverley Council Update

### Mayor's Message

For all sustainability news, including our Bronte Beach Clean-up this Sunday 18 May from 10am to noon, visit [waverley.nsw.gov.au/secondnature](http://waverley.nsw.gov.au/secondnature). To read our recycling guide, visit [waverley.nsw.gov.au/residents/waste\\_and\\_recycling/a\\_z](http://waverley.nsw.gov.au/residents/waste_and_recycling/a_z).

**Waverley Youth Art Prize 2024**  
A reminder that applications and submissions for the 2024 Waverley Art Prize close on Friday 24 May. The Prize is open to everyone aged between 9-18 living, studying and playing in Sydney's east. This year, we ask aspiring artists to respond to the theme "Mysteries of the Deep". Broad artistic interpretation of this theme is encouraged, and all mediums and interpretations are welcome. For more information, visit [waverley.nsw.gov.au/recreation/arts\\_and\\_culture/youthartprize](http://waverley.nsw.gov.au/recreation/arts_and_culture/youthartprize).

**Miller Street upgrade**  
Stage Two of the Miller Street, Bondi Upgrade consultation is now open. The project proposes to create a more amenable and safe space for all road users and a more inviting and vibrant streetscape for residents and the community to enjoy. To view our two detailed design options and provide feedback via a short online survey, visit [haveyoursay.waverley.nsw.gov.au](http://haveyoursay.waverley.nsw.gov.au) by 5pm, Monday 27 May.

**Pop-up Repair Café**  
We're partnering with community groups and residents to hold our first pop-up Repair Café to help break the cycle of 'buy – use – dispose'. For more information or to volunteer, visit the [Second Nature](#) page on our website.

**Bondi Junction tragedy**  
As we continue to recover individually and as a community from the tragic events in Bondi Junction, the NSW Premier's Department will be converting the now closed online condolence book messages into a physical piece. We will keep you updated via our Facebook page. If you or anyone you know needs additional support during this difficult time, please visit [nsw.gov.au/emergency/bondi-junction-support-information](http://nsw.gov.au/emergency/bondi-junction-support-information).

**Paula Masselos,  
Mayor of Waverley**

**Movies in the Park**  
New dates for our Movies in the Park community event have been announced! Join us this Saturday 18 May at Waverley Park for Minions: The Rise of Gru and Happy Feet on Saturday 25 May at Kimberley Reserve, Vaucluse. There will be free popcorn from around 5pm and movies will screen at sundown. Grab your picnic rug and BYO picnic/dinner and settle in for a great night of entertainment. No glass or alcohol permitted. See our Facebook page for wet weather updates.

**South Head Cemetery plan of management**  
South Head Cemetery, Vaucluse is a place of historical significance for the people of Waverley and NSW. The cemetery is a burial site for notable Australian's as well as many more from the general public. As heritage-listed Crown land, it is required to have a Plan of Management (PoM) under the Crown Land Management Act of 2016, which guides the use, improvement, maintenance and management of public land. Our draft PoM is currently on exhibition and open for community feedback at [haveyoursay.waverley.nsw.gov.au/south-head-general-cemetery-plan-management](http://haveyoursay.waverley.nsw.gov.au/south-head-general-cemetery-plan-management). Share your thoughts about our proposed management plans of this valued place of reflection and remembrance in our community.

**Recycling right with our step-by-step guide**  
Waverley Council's updated [A-Z Waste and Recycling Guide](#) on Council's website makes it easy for you to safely dispose of and recycle your everyday items from appliances and old batteries to X-rays and mattresses. For more difficult-to-dispose-of items, such as bicycles and scooters, e-waste, and clothes, drop by Alexandria Canal Depot, 67C Bourke Road, Alexandria this Saturday 18 May between 9am 3pm for our next Recycle it Saturday event.


Ph: 9083 8000 | [waverley.nsw.gov.au](http://waverley.nsw.gov.au)  
Stay in touch: [waverley.nsw.gov.au/subscribe](http://waverley.nsw.gov.au/subscribe)

Follow us

**08** WENTWORTH COURIER, Wednesday, May 15, 2024

## Appendix C - Waverley Weekly - May 14

**Have Your Say**



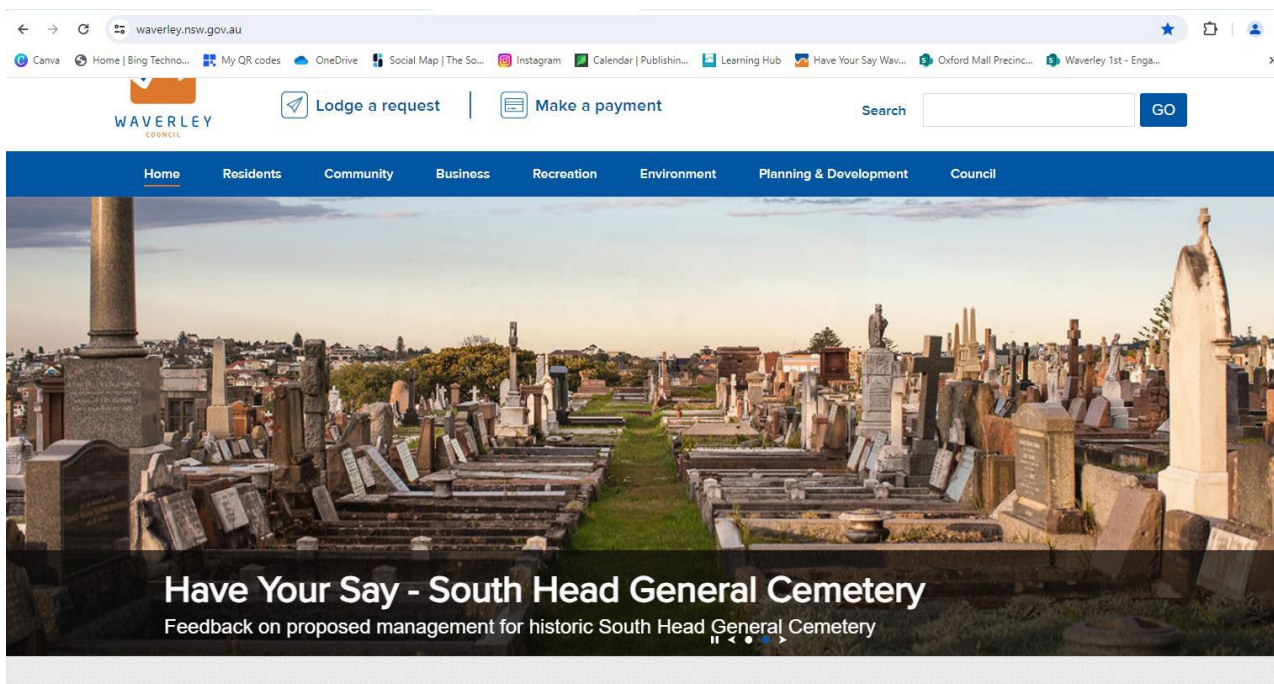
**Historical treasure - South Head Cemetery**

For the people of Waverley and NSW, South Head Cemetery is a place of historical significance and burial site for many notable Australians, and members of the general public.

As heritage-listed Crown land, this beautiful site is required to have a Plan of Management (PoM) under the Crown Land Management Act of 2016. A draft PoM is currently on exhibition and open for community feedback until **16 June**. Get in now and Have Your Say!

[More](#)

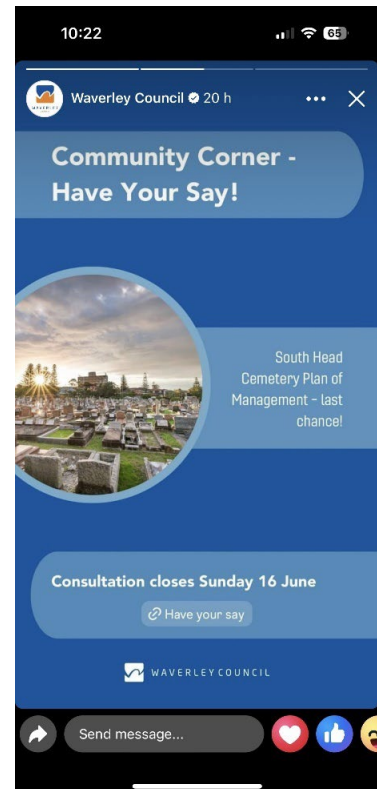
## Appendix D - Waverley Council website carousel



The screenshot shows a web browser window with the URL waverley.nsw.gov.au. The website header includes the Waverley Council logo, navigation links for 'Lodge a request' and 'Make a payment', and a search bar. The main navigation menu lists: Home, Residents, Community, Business, Recreation, Environment, Planning & Development, and Council. The carousel slide features a large image of the cemetery and the text: **Have Your Say - South Head General Cemetery** and 'Feedback on proposed management for historic South Head General Cemetery'.



## Appendix E - Social media - Facebook and Instagram




## Instagram



One comment unrelated to the project – responded to by communications team.

## Appendix F - Have Your Say Monthly update - May 2024




**WAVERLEY**  
COUNCIL

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### Have Your Say May Update

**ROJECTS OPEN FOR FEEDBACK**

[South Head General Cemetery Plan of Management](#)



For the people of Waverley and NSW, South Head Cemetery is a place of historical significance and the burial site for many notable Australians. As heritage-listed Crown Land, this site is required to have a Plan of Management (PoM). A draft PoM is currently on exhibition and open for community feedback until 5pm Sunday 16 June 2024.

[Planning Proposal - Clause 4.4A Amendment](#)

Until 5pm Friday 7 June, Council is seeking community feedback on a Planning Proposal to amend Clause 4.4A 'Exemptions to Floor Space Ratio' of the Waverley Local Environmental Plan 2012.

[Gould St Street Party - EOI for artists and performers](#)

We are seeking Expressions of Interest (EOI) from emerging and established artists, performers and entertainers who would like to showcase their talents at the Gould St Street Party. The Street Party has been made possible through the NSW Government's Open Streets Program and is a new event in the 2024 Bondi Festival program. The EOI form will be open until 5pm Tuesday 11 June, 2024.

## Appendix G

Response No:  
1

**Contribution ID: 35338**  
**Member ID: 13537**  
**Date Submitted: Jun 16, 2024, 09:17 PM**

**Q1 Have you read the draft South Head General Cemetery Plan of Management?**  
Multi Choice Yes

**Q2 In general, do you support the draft South Head General Cemetery Plan of Management?**  
Multi Choice Yes

**Q3 Please provide any other comments or feedback about the draft South Head General Cemetery Plan of Management**  
Long Text

It lacks any 'action' or objective to replant boundary trees (Norfolk Island pines, Canary Island date palms, mostly, and some NZ xmas trees/pohutukawas), talking only of their existence, and 'maintenance' or 'removal of dead/dying' - that isn't 'management' in a conservation sense. It needs an objective/action such as: 'conserve and where needing to remove dead or dying trees, replace with like-for-like or similar species to maintain the cemetery's landscape setting.' I note the description says: 'The site is relatively open and low scale devoid of any significant large-scale vegetation. The Western and Eastern boundaries are fringed with mature Norfolk Pine trees planted within the adjoining road and footpath reserve. A single mature Date Palm adjacent to the north-western boundary is the only tree on the site. Three similar date palms are in the road reserve at the entrance gates.'. The State Heritage Register listing's description mentions NZ xmas trees / pohutukawa (Metrosideros excelsa), a species used elsewhere in Waverley's parks and important both in demographics (NZers living in Sydney) and character, as well as suited to the climate/salt spray... A more ACTIVE and PROACTIVE approach (than just 'maintain' and 'monitor') the cemetery's landscape character (albeit mostly grassed, mown) is needed, in my view.

Response No:  
2

**Contribution ID: 35116**  
**Member ID: 13511**  
**Date Submitted: May 31, 2024, 12:00 PM**

**Q1 Have you read the draft South Head General Cemetery Plan of Management?**  
Multi Choice Yes

**Q2 In general, do you support the draft South Head General Cemetery Plan of Management?**  
Multi Choice Yes

**Q3 Please provide any other comments or feedback about the draft South Head General Cemetery Plan of Management**  
Long Text

Any reclamation of burial sites should be considered after all attempts to contact any living descendants are exhausted.

I'm the current burial rights owner of the John Killian Family Vault and was only made aware in 2018 of the opportunity to take over the rights via an article in the Sydney Morning Herald, Tuesday 18 December 2018 which I'm grateful that I was able to maintain the family ownership.

Response No:  
3**Contribution ID:** 34704  
**Member ID:** 13447  
**Date Submitted:** May 20, 2024, 10:41 AM**Q1 Have you read the draft South Head General Cemetery Plan of Management?**

Multi Choice Yes

**Q2 In general, do you support the draft South Head General Cemetery Plan of Management?**

Multi Choice Yes

**Q3 Please provide any other comments or feedback about the draft South Head General Cemetery Plan of Management**

Long Text

I am pleased to see that maintenance of the cemetery will continue and trust it will be to a good standard. The heritage value of the cemetery will increase with time. The proposed addition of the space for ashes will add to the current use of the cemetery.

Response No:  
4**Contribution ID:** 34616  
**Member ID:** 11496  
**Date Submitted:** May 17, 2024, 05:22 PM**Q1 Have you read the draft South Head General Cemetery Plan of Management?**

Multi Choice Yes

**Q2 In general, do you support the draft South Head General Cemetery Plan of Management?**

Multi Choice Yes

**Q3 Please provide any other comments or feedback about the draft South Head General Cemetery Plan of Management**

Long Text

Hi, I have a [number](#) of elderly relatives who have burial rights at the Cemetery. They bought them in the 1990s when their parents passed away. They are now in their 80s (some late 80s and live alone) and could live well into their 90s. If they get a letter from [you](#) they probably won't understand it. [So](#) you need to be mindful of that if you are rescinding their burial rights.

Response No:  
5**Contribution ID:** 34603  
**Member ID:** 91  
**Date Submitted:** May 17, 2024, 12:56 PM**Q1 Have you read the draft South Head General Cemetery Plan of Management?**

Multi Choice Yes

**Q2 In general, do you support the draft South Head General Cemetery Plan of Management?**

Multi Choice Yes

**Q3 Please provide any other comments or feedback about the draft South Head General Cemetery Plan of Management**

Long Text

This is an excellent document; the absence of denominational or religious sections is a significant benefit. Additional information suggestions:

- map (in addition to Fig 5) to include full curtilage [ie](#) all surrounding streets, nature strips up to property boundaries [opposite](#);
- identify broad nature strip on George Street, west side, potential for cemetery expansion.
- require referral to cemetery management of any DAs for properties opposite in George and Burge Streets
- map to indicate features such as amenities and toilet blocks, also location and pictures of Sexton's [cottage](#);
- prepare set of standard details for furniture for installation and ease of replacement (seats, drinking fountain, light standards, stonework, pathways [etc](#)) Note disused Mae West drinking fountain in Waverley Cemetery - suggest similar in working condition for South Head General - no glossy contemporary stainless! Seats should be historically appropriate too (eg Centennial Park seats by [Emerdyn](#)) or Art Deco inspired (J Horbury Hunt?)
- regular maintenance to include identified repairs
- Public toilets: are these cleaned, functional and open for any ceremonial events, burials or [organised](#) tours?
- are the main gates working?
- herbicide: is there an [enviro friendly](#) alternative? can native ground covers and flowers replace weedy growth?
- shade: is there provision for small [pop up](#) marquees for ceremonies? Is there potential to adapt the amenities building for small gatherings?



## South Head General Cemetery

### Plan of Management (DRAFT) January 2024



## Acknowledgement

Waverley Council acknowledges the *Bidjigal*, *Birrabirragal* and *Gadigal* people, who traditionally occupied the Sydney Coast, and we also acknowledge Aboriginal Elders both past and present.

Our vision for reconciliation is for Waverley to be a vibrant, resilient, caring, and inclusive community where Aboriginal and Torres Strait Islander peoples:

- Practice and celebrate their culture and heritage proudly
- Are honoured for their survival and resilience, and supported to continue to overcome adversity
- Are respected and acknowledged as First Nations peoples with the right to determine their own futures Waverley Council will continue to value and protect our environment with respect to Aboriginal and Torres Strait Islander peoples' intrinsic relationship with the land and waters.

Waverley Council also acknowledges that the History of the South Head Cemetery section of this plan is sourced principally from the information published by the NSW Heritage Office as part of its consideration of the nomination of South Head General Cemetery for listing on the State Heritage Register.

## Disclaimer

This plan is prepared without prejudice to any negotiated or litigated outcome of any native title determination applications covering land within the plan's area. It is acknowledged that any future outcomes of native title determination applications may necessitate amendment of this plan; and the implementation of this plan may require further notifications under the procedures in Division 3 of Part 2 of the *Native Title Act 1993* (Cwlth).

The plan is also prepared without prejudice to any future negotiated outcomes between the State or Federal Governments and NSW Aboriginal communities. It is acknowledged that such negotiated outcomes may necessitate amendment of this plan. Waverley Council's legal advice on Native Title of South Head General Cemetery is detailed below.

Every effort has been made to ensure that the information in this plan is accurate. Waverley Council does not guarantee that the publication is without flaw of any kind and therefore disclaims all liability for any error, loss or other consequence that may arise from you relying on any information in the publication.

## 1.0 Introduction and History of the South Head General Cemetery

The South Head General Cemetery Plan of Management describes the current condition of South Head General Cemetery and addresses the intent of future management. It articulates management directions for the Cemetery. A Plan of Management (PoM) is a document providing a framework to guide the sustainable use, improvement, maintenance, and management of public land. The plan provides directions and identifies important actions to achieve what is envisioned for the land. Plans of management also serve to consolidate information about a site and its users.

PoMs are developed in accordance with the NSW Crown Land Management Act 2016, which states in Division 3.6 Plans of management and other plans “(1) The Minister may direct an applicable Crown land manager to prepare a draft plan of management for dedicated or reserved Crown land under the manager’s management.”. Local Government Authorities (LGA) are also directed to produce management plans for land that they are responsible for through the Local Government Act 1993, which states in Division 2 Use and management of community land “(1) A council must prepare a draft plan of management for community land.”

This Plan of Management has 3 parts:

Part 1 – Introduction and History of South Head General Cemetery -

Part 2 – Existing Situation - provides an overview of the site context, site conditions, opportunities and constraints, as well as the legislative context.

Part 3 - Basis for management - sets out how our vision for the Cemetery can be achieved in light of the existing situation, in the form of an Implementation action plan which will guide our activities over the coming years.

### 1.1 History

#### 1.1.1 Aboriginal Significance

Before 1788 the South Head peninsular and sandstone headland that marks the entrance to Port Jackson (Sydney Harbour), around Watsons Bay, was intensively used by Aboriginal people as a base for settlement, fishing, shellfish collection, art and associated activities. The natural vegetation of this area was mixed Eucalypt Forest – ranging from tall forest with denser undergrowth on the slopes and gullies leading into the harbour, and more open, lower, sparse woodland on the exposed cliff and ridge tops. The most exposed cliff tops carried only a heath flora.

This varied range of flora provided edible plant foods and fauna for Aboriginal people. But the main settlement use of the South Head before Europeans was the use of the resources of Port Jackson and the sea, for both fishing and shellfish collection.

Well studied though mostly now invisible are the rock engravings at South Head in Watsons Bay, the site of the earliest reports by Europeans of Aboriginal art in Australia. They stretch along the cliff top, and along the areas accessible to Sydney Harbour, with a significant number at Inner South Head itself, which was a major Aboriginal fishing site. Subjects include humans, bandicoot, kangaroos and wallabies, and marine fauna – fish, whales, sharks – as well as geometric shapes.

### 1.1.2 Native Title Declaration

In accordance with its requirements under the Native Title Act 1993, Council sought legal advice to determine if Native Title existed on South Head General Cemetery. Council's Native Title Manager then provided that advice to Council.

To formalise the requirements under the Native Title Act 1993 the report to Council's delegate represented Council's Native Title Manager's direction, which is required under the Act. The Native Title Assessment report was completed by Council's solicitors Norton Rose Fulbright. The report describes the Future Act process that can be considered under subdivision J and K of the Native Title Act 1993.

Based on the evidence noted in the report and its attachments, it is likely that there is evidence that Native Title has been extinguished within the reserve in Table 1 of the report and known as South Head General Cemetery. The Future Act process in leasing, licensing and operating or developing the Reserve is likely to continue and can be considered under subdivision J and K of the Native Title Act 1993.

Council's native title manager has been and will continue to be consulted in all relevant aspects of native title pertaining to the land that is covered by this Plan of Management.

### 1.1.3 History of the Cemetery

European exploration into the coastal region of eastern Sydney commenced in 1790 with the establishment of a signal station at South Head. A road from Sydney to South Head was built in 1811, and in 1816 a lighthouse was constructed at the signal station. This road became known as Old South Head Road when New South Head Road was built in the 1830s. Old South Head Road runs along the western side of the cemetery and meets New South Head Road near the entrance gates.

In 1841 the Reverend Lancelot Threlkeld became the congregationalist minister at South Head, and requested the Governor make a land grant for a cemetery. The parish at that time consisted mainly of the fishing village of Watsons Bay. A land grant was reportedly made to Threlkeld by Governor Gipps in 1845. The 'Sydney Morning Herald' noted on 9 September 1845: 'His Excellency the Governor has been pleased, in answer to a memorial from the inhabitants of South Head, to grant one acre of land for the purpose of a general cemetery for the interment of the dead, without any restrictions as to the religious persuasion of the deceased.'

However, there is no evidence in newspapers or other records of any burials in the cemetery before 1868 when the burial occurred on 27 February 1868 of Major Lee, a resident of Vaucluse. Some earlier deaths were commemorated on later monuments, such as James Green, captain of the 'Dunbar' which was wrecked off South Head in 1857. He is named on the gravestone of his brother Malcolm who died in 1904. In addition, a small number of earlier graves were moved to South Head Cemetery from the Devonshire Street Cemetery in 1901 at the time of the construction of Central Railway Station.

The first trustees were appointed in 1870 by the Minister for Lands, Sir John Robertson. They were Thomas John Fisher (1813-1875, barrister and son-in-law of William Charles Wentworth of Vaucluse House), Joseph Scaife Willis (1808-1897, resident of 'Greycliffe', Vaucluse), George Thorne (1810-1891, resident of 'Claremont', now part of Rose Bay convent) and Edward Mason Hunt (1842-1899, barrister and resident of 'The Hermitage', Vaucluse).

The original land grant of 1 acre was formalised in 1872. This area was the south-eastern part of the present cemetery site, on the corner of Burge and Young Streets (land title 501/752011). A further area of 3 roods and 36 perches was granted in 1890, west of the original grant and on the corner of Burge Street



and Old South Head Road (land title 113/752011). The final area added to the cemetery was 2 acres, 2 roods and 7 perches granted in 1902 which is to the north of the other two grants and on the corner of Old South Head Road and Young Street (land title 7006/1023201).

The first funeral held at South Head for a public figure was that of Margaret, wife of Sir John Robertson, on 8 August 1889. Sir John was the Premier of New South Wales in 1860-1861, 1868-1870, 1875-1877 and 1885-1886, and his parliamentary career covered over 30 years from 1856 to 1886. Also, in 1889 Sir John's 82-year-old Māori servant known as John Blanket was buried within the Robertson family vault. The inscription 'Sir John's Blanket' on the kerbing has been misunderstood by some writers as referring metaphorically to Sir John's grave as a 'stone blanket', rather than to a named person buried within it. Sir John was buried with his wife on 10 May 1891, and the 'Singleton Argus' of 13 May 1891 commented: 'The cemetery itself, bleak and unornamented, is a dreary enough looking place, but its appearance on Sunday afternoon, with people walking about it, was almost weird.' Sir John's body was conveyed by boat from Watsons Bay to Circular Quay from where the funeral procession proceeded back to South Head by road to allow the public to pay their respects along the route.

In 1895 the Trust appointed a Secretary, Edwin Stanhope Sautelle, who was also the Clerk and Engineer of Vaucluse Borough Council which was established in that year. By then the original Trustees had been replaced by others including Harold Francis Norrie (mayor of Vaucluse and local doctor) and J A Murray. A sexton's cottage had been built by 1895, when a newspaper report ('Freeman's Journal', 11 May 1895) mentioned the sexton's wife assisting a visitor seeking Sir John Robertson's grave.



Figure 1: Main Entrance gates

The tram line extension from Edgecliff to Watsons Bay opened in 1909 along New South Head Road, passing close by the cemetery. This line continued operating until 1960 when it was replaced by the 324 bus route. The tram made it easier for the public to travel to the cemetery from Sydney either to attend funerals or to visit graves.

After the death in office of New South Wales Governor Sir Walter Davidson he was buried in South Head Cemetery on 18 September 1923. Two years later in 1925 the Governor's remains were moved to the central avenue and a large Celtic cross monument was erected by public subscription. This event seems to have spurred the Trustees to undertake improvements, including the perimeter wall and gates. The main gates made from brass and bronze were designed by Edwin Sautelle and installed in 1924. ['Sun',

25 June 1924] An article in 'The Watchman' newspaper on 13 August 1925 stated: 'In the last two or three years the trustees have spent over (Pounds)8000, principally in substantial stone fences, cemented paths, etc.'

In 1926 the trustees had ambitious plans, with a proposal to expand the cemetery by acquiring around 17 acres extending south-eastwards to the coast. The Local Land Board approved the resumption of the area, but Waverley Municipal Council successfully appealed against the decision to the Land and Valuation Court. The move was opposed by Sir John Sulman, president of the Town Planning Association, who stated that the extension would block the proposed cliff walk and drive from The Gap (Watsons Bay) to Ben Buckler (North Bondi) and condemned the practice of having cemeteries in the middle of residential areas. ['Sydney Morning Herald', 9 September 1926]

South Head General Cemetery was the scene of a dramatic series of funerals in 1927, including 12 on one day, following the sinking of the ferry 'Greycliffe' on Sydney Harbour with the loss of 40 lives. On Thursday 3 November the ferry was travelling from Circular Quay and Garden Island heading for Nielsen Park and Watsons Bay when it collided at 4.15 pm with the steamer 'Tahiti' and sank. The 22 'Greycliffe' victims buried in South Head Cemetery are in individual graves.

In late 1937 Edwin Sautelle was discharged as Secretary of the Trust after 42 years' service. Along with this role he ran his own engineering firm and served on Vacluse Council from 1912 to 1934 including three terms as Mayor. A subsequent audit revealed that up to (Pounds)40,000 was missing and in April 1938 Sautelle was charged with forging time sheets and stealing. He was convicted on six charges and sentenced to three years' imprisonment. This case signaled the end for the Trustees, and in 1939 the New South Wales parliament passed the South Head Cemetery Act which removed the trustees and authorised the Minister for Lands to appoint a single trustee in their place. The new trustee was Bruce Carlyle Hughes, the Inspector of Local Government Accounts. After two years a new group of trustees was appointed in 1941, including aldermen of Waverley and Vacluse Councils. However less than six months later the trustees were removed and on 17 October 1941 Waverley Municipal Council was appointed sole trustee.

Waverley Council has continued to operate South Head Cemetery since 1941. The sexton's cottage was demolished after 1941 to create more space for burials and was replaced with a smaller liver-brick amenities block in the 1950s. The addition of lawn graves from the late 1960s utilised the central avenue and other paths to increase the burial space within the cemetery.

#### **1.1.4 Heritage significance**

The Heritage Council of NSW considers nominations for a listing on the State Heritage Register based on an assessment of its heritage significance and taking into account any submissions received from the public. South Head Cemetery was nominated for consideration in March 2017. A summary of that nomination is as follows.

South Head South Head General Cemetery is the first general public cemetery in the eastern suburbs. It is on land originally granted in 1845 and eventually founded in 1868 as part of the attempt to cope with the growing demand for new burial grounds following the closure of Devonshire Street Cemetery in Surry Hills. South Head General Cemetery has particular historical significance for the decision to exclude religious sections or portions unlike most other general cemeteries.

It is associated with a number of high-achieving, famous and notable people from across NSW, Australia and the world including people from the fields of architecture, business and others of religious, political and sporting backgrounds. These include notable people from architecture, business, religious, political and sporting backgrounds, such as: Australia's first Prime Minister, Edmund Barton (1920); NSW Governors Sir Walter

Davidson (1923) and Sir Roden Cutler (2002); NSW Premiers Sir John Robertson (1891), Sir William Lyne (1913), Sir Charles Wade (1922) and Sir Joseph Carruthers (1932); Queensland Premier and Federal Treasurer "Red Ted" Theodore (1950); Sydney Lord Mayors Sir Richard Richards (1920), Sir Allen Taylor (1940), Sir

Archibald Howie (1943), Sir Samuel Walder (1946), and Sir Emmet McDermott (2002); members of the Packer, Fairfax and Norton newspaper dynasties; members of the Street family legal dynasty including two Chief Justices, Sir Philip Whistler Street (1938) and Sir Kenneth Whistler Street (1972); Anglican Archbishop of Sydney John Charles Wright (1933); the Foy retailing family (including a monument to the disappeared Foy heiress Juanita Nielsen); architects Mortimer Lewis (1879), John Horbury Hunt (1904), Robin Dods (1920), Howard Joseland (1930), John Burcham Clamp (1931) and Neville Gruzman (2005); artist George Washington Lambert (1930); writers Jack Moses (1945) and Frank Clune (1971); entertainer Gladys Moncrieff (1976).

It has aesthetic and landmark values availed by its position overlooking Diamond Bay and the Pacific Ocean. The cemetery contains a collection of highly intact funerary monuments and grave furniture with a predominance of granite and trachyte, along with some sandstone and marble. There are a few statues of religious figures such as angels, but the more predominant designs are Celtic and other crosses and obelisks. Smaller monuments such as stone desks often include carved decorations using art deco style.

Its eclectic collection of intact funerary monuments of various eras contributes to its landmark and aesthetic values. It has educational and research potential as an outdoor archive of genealogical, biographical, historical, architectural, artistic and demographic information which demonstrates the historic and contemporary social character of Sydney and New South Wales.

It is a representative example of a burial ground that can demonstrate the principal characteristics of a general public cemetery from the Victorian period in NSW including funerary monuments which have evolved over time and reflect the social values and attitudes of the Australian community towards death and commemoration from the late 19th century to the present day. The absence of denominational or religious sections within the cemetery is rare.

After consideration, the site was listed on the State Heritage Register on 21 August 2017.

## 2.0 Existing situation

This Part outlines the Cemetery's site, context, conditions and opportunities and constraints for ongoing cemetery use. This Part also provides a brief overview of the legislation relating to the use and management of the site. The following table provides an overview of South Head General Cemetery.

Address	Old South Head Road, Vaucluse NSW 2030
Area	1.76 hectares
Property description and location	Lot 113 DP 752011, Lot 501 DP 752011 and lot 7006 DP 1023201 Bounded by Old South Head Road (west), Young Street (east and Burge Street (south). Whole Reserve
Landowner	Crown (Crown Reserve)
Reserve Identifier	97612
Reserve Purpose	Cemetery Purposes
Crown Land Manager	Waverley Council. Date of Gazettal 14 December 1984 Folio 6204
Zoning	The site is listed in Schedule 5 of Waverley Local Environment Plan 2012 as a Landscape Conservation Area
Interment options provided	Burials (double depth plots) in non-sectarian sections
Number of Interments	To November 2022 the Cemetery had 8,723 burials and 982 cremation interments. In 2020/21 there were 5 burials and 11 ash interments In 2021/22 there were 4 burials and 1 ash interment

## 2.1 Location context

South Head General Cemetery is located in the suburb of Vaucluse in Sydney's Eastern Suburbs some 10 kilometres from the Sydney CBD. It is located in the Diamond Bay / Vaucluse precinct of Waverley Council and adjoins on the western side Woollahra Council.

The Cemetery, as shown at Figure 2, is currently adjoined by:

- Old South Head Road to the West
- Young Street to the East
- Burge Street to the South.

The Cemetery is zoned SP 2 Infrastructure in the Waverley Local Environment Plan (2012) and the surrounded by residential housing zoned R3 medium Density residential. To the West the land is zoned in the Woollahra Local environment Plan (2014) as R3 Medium Density Residential and a large Aged Care Facility, located directly to the west of the southern end of the Cemetery, is Zoned SP2 Seniors Housing.

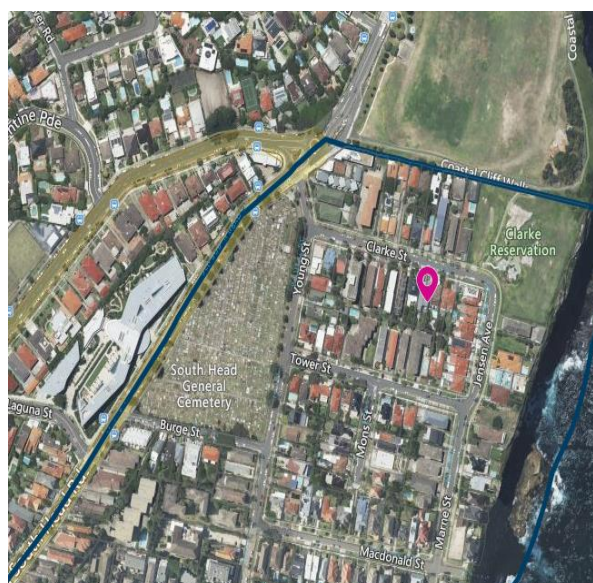


Figure 2: South Head General Cemetery site location context

Other Cemeteries in the Eastern Suburbs include:

- Waverley Cemetery Bronte also managed by Waverley Council and operational
- St Peters Anglican Church, Watsons Bay (Ash Memorial Wall only)
- Coast Hospital Cemetery, Little Bay, managed by the NSW National Parks & Wildlife Service. No longer active
- Eastern Suburbs Memorial Park, Matraville managed by Southern Metropolitan Cemeteries Land Manager and operational
- Randwick General Cemetery, South Coogee managed by Randwick City Council
- St John's Maroubra Anglican Columbarium Maroubra
- St Jude's Cemetery, Randwick.

## 2.2 Site conditions

### Site Character

The Cemetery falls approximately 10 meters across the 220 metres from the northern tip of the site to the south-eastern corner. The fall is negligible to the middle of the Cemetery and then falls more steeply to the Southern end, (Burge Street) boundary.

The site is relatively open and low scale devoid of any significant large-scale vegetation. The Western and Eastern boundaries are fringed with mature Norfolk Pine trees planted within the adjoining road and footpath reserve. A single mature Date Palm adjacent to the north-western boundary is the only tree on the site. Three similar date palms are in the road reserve at the entrance gates.



Figure 3: Predominant Site Usage - Graves and Memorialisation

Otherwise, the site is occupied by previous and current burial areas. Monumental grave sites are the key visual feature of the Cemetery, spanning the 153 years of use.

Views from the site are relatively limited due the limited change in elevation and principally reflect the surrounding residential areas. Glimpses of Diamond Bay can be seen from the southeast corner, while Sydney Harbour is noticeable when looking north from the main norther entry gates.

### Built Features and Assets

As previously mentioned, the principal built assets at the Cemetery consist of highly intact funerary monuments and grave furniture with a predominance of granite and trachyte, along with some sandstone and marble. There are a few statues of religious figures such as angels, but the more predominant designs are Celtic and other crosses and obelisks. Smaller monuments such as stone desks often include carved decorations using art deco style.

Dotted around the Cemetery are a number of larger Vaults and family mausolea with multiple interments of family members. These assets are privately owned / maintained by the individual rights holder and family descendants of those interred in the sites.



Figure 4: Family Vault

Table 1 - Other built features and assets within the Cemetery.

Built Feature /Asset	Description
Sandstone Block Perimeter Wall	Encircles the whole Cemetery. Mostly in good condition, although eastern section adjacent to amenities block in disrepair.
Main Gates and Entrance Pillars	Constructed in 1924 and in good condition.
Pedestrian Entry Gates, Southern and Western boundaries	Construction date unknown. Southern Entrance in poor condition and needs assessment.
Toilet Block	Adjacent to the Amenities Building. Only female toilet open to the general public. Male toilet locked and keys maintained by Transport NSW.
Ash Memorial Wall – Western Boundary	Construction 1972 – A basic interment older style brick wall area embedded into the western sandstone boundary wall of the site in a location that has poor access and visual setting.
Internal Pedestrian Paths	Concrete paths in average condition. In some cases, maintenance required.
Amenities Block	Used for storage of Cemetery equipment and by Open Spaces Council teams working in the vicinity. Constructed circa 1950.

### 2.3 Principal Site Uses

**Provision Of Burial Rights** - Since its establishment in 1868 the Cemetery’s predominant interment offering has been monumental grave sites, with 24 sections all being non-aligned with any particular religious or cultural group. The absence of denominational or religious sections within a cemetery is rare.

Approximately 9,700 interments have occurred within the Cemetery since opening. A key concern for the long-term future of the cemetery is the availability of burial space. Given the history and location of the cemetery (which is the only operational cemetery in the area), some level of continued demand for burial space within the cemetery can be reasonably expected.

On average 5 coffin and 10 Ash Interments occur each year and these numbers will continue into at least the next 20 years. This is because the Interment Rights to 175 sites have yet to be exercised and future interments can be expected for these sites. In addition, while there is no additional land available to create new interment sites, the legislative process of reclaiming unused old gravesites is currently being undertaken. This will release a further 150 sites for future sale.

The layout of the Cemetery, highlighting existing sections, is shown at Figure 5.

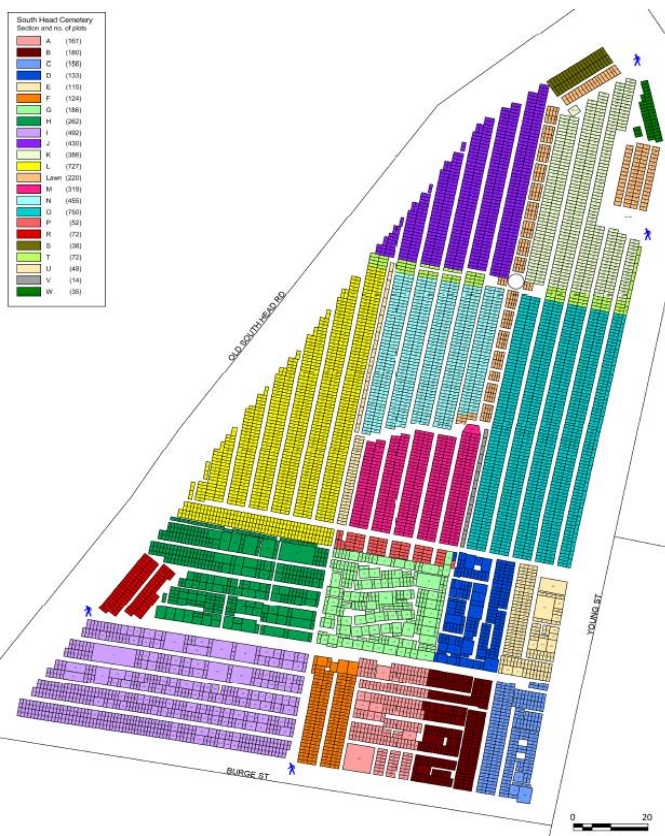


Figure 5: Section Layout South Head General Cemetery

**Interment Services** - For both Coffin burial and Ash Interment the site preparation and interment services are carried out by Council staff. These services include site preparation, hand or mechanical digging, site security graveside concierge services, such as transport of mourners to the site, and then closure of the grave post service.

**Site Maintenance** - The Cemetery grounds are maintained by Council staff. The grass is mowed and trimmed every 8 weeks throughout the year.

Growth Regulator is applied twice a year to slow down grass and weed growth and the grave tops are also sprayed for weed control purposes twice a year.

**Public Recreation** - While a relatively minor use the Cemetery is used by the surrounding public as a place for passive recreation and reflection. In addition, the Cemetery is a place where the public come to find notable graves and research family history and genealogy.

## 2.4 Permissible uses and Future Uses of South Head General Cemetery

The permissible uses and future uses and development of South Head General Cemetery are set out in the following Table 2.4.1. As a general principle it is noted that any or all uses of the Cemetery are also set out and specified in the State Heritage Order as also indicated in this table and detailed at Appendix One.

Table 2 - Current and Future Permissible Uses and Development of South Head General Cemetery

Current Use	Future Use	Development to Achieve Future Use (if applicable)
Provision of burial and interment services to existing Interment Rights holders	Provision of burial and interment services to existing Interment Rights holders	Nil
Provision of new cremation interment spaces	Ash interments	Construction of Niche Wall in the area adjoining the Amenities Building Landscaping grass area adjacent to the lawn section for ash memorial gardens
Provision of Maintenance to the internal paths, aisles and landscaped areas of the Cemetery	Provision of Maintenance to the internal paths, aisles and landscaped areas of the Cemetery	Nil
Provision of an Amenities block for the storage of equipment and for Council staff to utilise whilst on duty.	Provision of an Amenities block for the storage of equipment and for Council staff to utilise whilst on duty.	Nil
Provision of Public Toilets	Provision of Public Toilets	Nil
Open Public Access for the purposes of passive recreation and / or historical or genealogical research / inquiry	Open Public Access for the purposes of passive recreation and / or historical or genealogical research / inquiry	Nil

## 2.5 Legislative context

There are 6 key pieces of legislation that apply to the use and management of South Head General Cemetery:

- Crown Land Management Act 2016
- Local Government Act 1993
- Cemeteries and Crematoria Act 2013
- Environmental Planning & Assessment Act 1979
- Heritage Act 1977
- Public Health Regulation 2012

**Crown Land Management Act 2016** - The Cemetery is located entirely on Crown land. The Crown Land Management Act identifies provisions for the management of Crown owned land that has been dedicated or reserved. The land in the case of the South Head General Cemetery has been reserved for the purpose of a 'Cemetery Purposes'. Waverley Council has been appointed as the Crown Land Manager. Accordingly, Council manages South Head General Cemetery as "public land" under Part 2 of the Local Government Act.



**Local Government Act 1993** - As Council is the appointed Crown Land Manager for the South Head General Cemetery it is required to manage the 'public land' in accordance with Part 2 of the *Local Government Act 1993*.

This includes:

- classifying Council owned land as 'operational' or 'community'
- categorising 'community' land
- preparing plans of management for 'community land'

South Head General Cemetery is classified as community land and categorised as 'General Community Use'. It has been categorised as general community use as it is consistent with the guidelines for categorisation of community land as outlined in Section 106 the *Local Government (General) Regulation 2021*, as follows

#### **106 Guidelines for categorisation of land as general community use**

Land should be categorised as general community use under section 36(4) of the Act if the land—

(a) may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public, and

(b) is not required to be categorised as a natural area under section 36A, 36B or 36C of the Act and does not satisfy the guidelines under sections 102–105 of this Regulation for categorisation as a natural area, a sportsground, a park or an area of cultural significance.

The preparation of this Plan of Management needs to be consistent with the Core Objectives of the *Local Government Act 1993*, which are set out in Section 36I of the Act as

#### **36I Core objectives for management of community land categorised as general community use**

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public—

(a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and

(b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

**Cemeteries and Crematoria Act 2013** - The Cemeteries and Crematoria Act provides a regulatory basis for the management of all cemeteries in NSW, including Crown, local government and private facilities.

The Cemeteries and Crematoria Act was primarily introduced in response to a growing shortage of burial space, particularly in the greater Sydney metropolitan area. It established Cemeteries and Crematoria NSW (CCNSW) as a regulatory agency for the interment industry and provides requirements that must be followed by operators (e.g., administration, reporting, procedures).

CCNSW is in the process of introducing a Cemetery Licensing Scheme which will require operators of all Cemeteries to apply for a license to operate. The *Cemeteries and Crematoria Regulation 2022* provides that the Cemeteries Agency can impose licence conditions related to the following:

- Consumer Contracts
- Cemetery maintenance
- Pricing transparency
- Customer service
- Religious and cultural principles

- Aboriginal cultural and spiritual principles

It is not considered any of the proposed license obligations will conflict with the objectives and activities outlined in this plan of management.

**Environmental Planning and Assessment Act 1979** - The Environmental Planning and Assessment Act is the primary law regulating land use and development in NSW. It allows plans to be made to guide development processes and regulate land use. Such plans are known as environmental planning instruments and include local environmental plans (LEPs) and state environmental planning policies (SEPPs).

The most notable environmental planning instrument relevant to South Head General Cemetery, at the time this plan was written, is the Waverley Local Environmental Plan 2012 where the site is zoned SP2 – Infrastructure Cemetery.

**Heritage Act 1977** - On 24<sup>th</sup> August 2017 South Head General Cemetery was listed on the State heritage Register under Section 37(1)(b) of the Heritage Act. This listing also included a number of exempt activities that can be undertaken by the Cemetery. These exemptions form the basis of the management actions proposed in this plan.

**NSW Public Health Regulation 2012** - The Public Health Regulation controls all aspects of how bodies are disposed of, including the handling of bodies and exhumations.

## 2.6 Opportunities and Constraints

Key opportunities and constraints of the 'Existing situation' have been identified below. How these are addressed is set out in Part 3 of this Plan of Management.

Opportunity/ Constraint	Key issues and options
1. Burial capacity	<p>There is extremely limited capacity within the existing burial sections of the Cemetery to develop any more burial sites. There is no opportunity for expansion of the site within the surrounding area. The only opportunity to increase burial capacity is to revoke unexercised interment rights. There is extremely limited potential for unused land within the Cemetery to be used for new coffin interment sites</p> <p>Increasing burial capacity will provide a longer period of use by the Eastern Suburbs community and create greater opportunities to ensure that perpetual maintenance funds can be raised to meet long-term costs after burial capacity has been exhausted.</p>
2. Ash interment options	<p>With limited land space available within the Cemetery, but with unique attributes and long-term localised relationships with surrounding communities, there are opportunities to offer memorialisation products, i.e., ash interment spaces.</p>

<p>3. Ongoing site maintenance</p>	<p>There are ongoing costs associated with the provision of an operating cemetery and the upkeep of the site given its age and heritage status.</p> <p>Pests and weeds can have significant impact on structural integrity of monuments, public safety and environmental values. Ongoing management including occasional intensive targeted efforts are required to ensure that impacts are minimised.</p> <p>The nature of grave monuments and the accessibility of cemeteries means that safety concerns can exist where monuments are not appropriately installed. In many cases the unavailability of Interment rights holders is a constraint particularly if monumental integrity and public safety are potential considerations.</p> <p>Existing paths in the Cemetery are generally well maintained but issues of access and aged mobility need to be considered.</p>
<p>4. Statutory needs</p>	<p>The need to meet legislative and regulatory requirements is also becoming increasingly important, with a range of new reporting and operational requirements to be considered.</p> <p>The newly emerging Cemetery licensing scheme will impose significant administrative, reporting and customer service obligations onto the cemetery.</p>
<p>5. Respect and promote the heritage values of the Cemetery</p>	<p>Respecting and promoting the heritage of the site is important to engaging with the broader community.</p> <p>All works and cemetery related operations should be undertaken within the context of the existing site-specific State Heritage Order and Exemptions and broader best practice. (See Appendix One)</p>

### 3.0 Basis for Future Management

This Part provides a basis for future management in the form of an Implementation action plan to achieve our vision and objectives for the Cemetery as set out in the Introduction to this Plan.

#### 3.1 Our vision

To ensure that South Head General Cemetery in accordance with its listing on the State Heritage Register provides an attractive and dignified place for the interment and remembrance of the deceased, now and into the future.

#### 3.2 Our objectives

To achieve our vision, we will:

- Offer a range of burial and ashes interment and memorialisation options at the Cemetery.
- Identify new opportunities for memorialisation and interment sites.

Support maintenance practices that are operationally and cost effective to:

- ensure the Cemetery is well presented, safe and functional.
- support the management and use of the Cemetery now and into the future (when burial options have been exhausted) in the context of relevant legislative and regulatory requirements.
- be financially sustainable into perpetuity.
- respect the character and heritage values of the site.

### 3.3 Implementation action plan

We have developed an 'Implementation action plan' (overleaf) to facilitate this Plan of management. The format of the Implementation action plan table includes the following columns:

- *Management issue* - addresses each of the 6 opportunities and constraints presented in Section 2.5
- *Objectives* - identifies the relationship to the objectives outlined above and on page 13 of the Plan of Management.
- *Desired outcomes* - identifies the long-term expected outcomes from the application of management strategies and actions
- *Management strategies* - identifies the high-level directions associated with each management issue
- *Actions* - identifies more detailed steps required to facilitate the implementation of strategies
- *Priority* - identifies the comparative timing of implementation (subject to funding) as short-term (within 5 years), medium term (5 to 10 years) or long-term (10+ years) or as 'Ongoing' or 'As required' where a dedicated timeframe is not applicable
- *Performance measure* - identifies the ways that performance or success will be measured.

### 3.4 Administration and management

Whilst efforts will be made to implement all aspects of this Plan of Management, the timing and extent of implementation will be subject to competing priorities for our limited resources.

### 3.5 Leases Licenses and other estates

Under section 46(1)(b) of the LG Act, leases, licences and other estates formalise the use of community land. A lease, licence or other estate may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities.

The lease or licence must be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land, be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land.

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this PoM and the capacity of the community land itself and the local area to support the activity. A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

#### 3.5.1 Leases and Licenses authorised by this Plan of Management

This plan of management **expressly authorises** the issue of leases, licences and other estates over the land covered by the plan of management, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved
- the purpose is consistent with the core objectives for the category of the land
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993* (Cth)
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

#### 3.5.2 Leases and Licenses Expressly authorised by this Plan of Management

This plan of management **expressly authorises** the issue of leases, licences and other estates as listed in the following Table.

Type of tenure arrangement	Maximum term	Purpose for which tenure may be granted
Licence	<ul style="list-style-type: none"> <li>• 10 years</li> </ul>	<ul style="list-style-type: none"> <li>• Access to toilet / amenities building</li> </ul>
Short-term licence	<ul style="list-style-type: none"> <li>• 3 days</li> </ul>	<ul style="list-style-type: none"> <li>• filming</li> </ul>

Type of tenure arrangement	Maximum term	Purpose for which tenure may be granted
Other estates		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

### 3.6 Compliance Restrictions

Compliance and regulation in open spaces such as parks, reserves, urban centres and beaches are an important part of keeping the community safe and our environmental assets clean and sustainable.

The following activities are prohibited in South Head General Cemetery

- portable barbecues or open fires
- camping
- dogs off-leash

### 3.7 Review


It is intended that this Plan of Management will be reviewed within 10 years of the date of endorsement by Council.

**Appendix 1:**

**IMPLEMENTATION ACTION PLAN**

Management issue	Objectives	Desired outcomes	Strategy	Actions	Priority	Performance measure
1 Burial capacity	a, b, e, f, g	New burial capacity is available for the local community within the context of limited development potential	1.1 Revoke Unexercised Burial Rights	1.1.1 Identify unexercised perpetual burial rights and undertake revocation process in accordance with Section 52 of the <i>Cemeteries and Crematoria Act (2013)</i> .	Short-term	Burial Sites revoked
				1.1.2 Identify unexercised renewable interment rights and undertake the process to enable re-issue of the interment right in accordance with Section 55 of the <i>Cemeteries and Crematoria Act (2013)</i> .	Ongoing	Burial Sites made available as required
			1.2 Use of existing burial areas is maximised	1.2.1 Identify unused land in the Cemetery that may be able to be used as interment sites.	Short-term	Options for use of all interment rights explored
2 Ash interment options	a, b, e, f, g	New ash interment options are available to meet community needs	2.1 Identify Ash Memorial options in the Northeast section of the Cemetery	2.1.1 Prepare design options for potential niche walls adjoining the Amenities building.	Ongoing	Ash memorial options available for sale



Management issue	Objectives	Desired outcomes	Strategy	Actions	Priority	Performance measure
				2.1.2 Prepare design options for memorial gardens adjacent to the lawn section at the Northeast top of the Cemetery 	Ongoing	Ash memorial options available for sale
3. Ongoing Site Maintenance	c,d,f,	A Cemetery that is well presented, safe and functional	3.1 Undertake regular maintenance	3.1.1 Develop an Annual Maintenance plan that includes ongoing and regular activities	Short Term	Plan Developed and adopted
			3.2 Actively control impacts of pests and weeds on the Cemetery	3.1.2 Ensure the Annual Maintenance Plan includes activities to control weeds and / or pests using appropriate herbicides avoiding any adverse impact to people or grave sites or monuments.	Ongoing	Weeds managed in line with the plan



Management issue	Objectives	Desired outcomes	Strategy	Actions	Priority	Performance measure
			3.3 A monument safety program is established	3.3.1 Establish a staged and recurring approach to auditing monument safety within realistic resourcing limitations which includes appropriate recording of required rectification works and contact with impacted Interment Rights Holders.	Ongoing	Process established and implementation commenced
4. Statutory needs	c,d,e,f	Appropriate policies and procedures are in place to meet legislative, operational and community needs	4.1 Reporting and record keeping requirements under the Cemeteries and Crematoria Act 2013 are met	4.1.1 Maintain a register of interment rights and interments in line with Section 63 of the Cemeteries and Crematoria Act 2013.	Ongoing	Register maintained
				4.1.2 Prepare and submit information to Cemeteries and Crematoria NSW as required.	As required	Reporting requirements undertaken and submitted
			4.2 Preparations are in place to meet Cemetery licensing scheme requirements as they are unveiled	4.2.1 Continue to liaise with CCNSW as the requirements of the licensing scheme are rolled out during 2023/34	Ongoing	Application for license successful

				10.2.1 Ensure managers (and operational staff as applicable) attend regular industry events, conferences and training to be aware of an understand industry best practice.	Ongoing	Management staff training and industry attendance opportunities identified
<b>Management issue</b>	<b>Objectives</b>	<b>Desired outcomes</b>	<b>Strategy</b>	<b>Actions</b>	<b>Priority</b>	<b>Performance measure</b>
5. Respect and promote the heritage values of the Cemetery	a,b,c,d,f	The Cemetery's heritage values are understood, recorded, and acknowledged	5.1 All works are undertaken consistent with the State heritage Order and this Plan of Management	5.1.2 Ensure any applications for monumental works are assessed using relevant criteria relating to the State Heritage Order.	Ongoing	New and restored memorialisation remains consistent with the heritage style of the Cemetery
			5.2 Engage and celebrate heritage and cultural values of the Cemetery	5.2.1 Introduce signage and website content to promote the history and heritage values of the site.	Short-term	Signage and material available and implemented
				5.2.2 Support the Friends of Waverley Cemeteries volunteer program (to photograph monuments and undertake tours of the Cemetery.	Ongoing	All monuments photographed and catalogued

## Appendix 2:

### HERITAGE ACT 1977 - ORDER UNDER SECTION 57(2) TO GRANT SITE SPECIFIC EXEMPTIONS FROM APPROVAL

South Head General Cemetery SHR No. 01991

I, the Minister for Heritage, on the recommendation of the Heritage Council of New South Wales, in pursuance of section 57(2) of the Heritage Act 1977, do, by this my order, grant an exemption from section 57(1) of that Act in respect of the engaging in or carrying out of any activities described in Schedule "C" by the owner described in Schedule "B" on the item described in Schedule "A".

The Hon Gabrielle Upton MP  
Minister for Heritage  
Sydney, 21st Day of August 2017

#### SCHEDULE "A"

The item known as South Head General Cemetery, situated on the land described in Schedule "B".

#### SCHEDULE "B"

All those pieces or parcels of land known as Lot 7006 of Deposited Plan 1023201, Lot 113 of Deposited Plan 752011, Lot 501 of Deposited Plan 752011, and through to the roadside kerb along Old South Head Road, Burge Street and Young Street as at date of gazettal, Parish of Alexandria, County of Cumberland, shown on the plan catalogued HC 3052 in the office of the Heritage Council of New South Wales.

#### SCHEDULE "C"

##### 1. Maintenance and Repair

- Manual clearing of paths and drains;
- Maintenance of any roads, paths, signs, fences, drains and buildings where maintenance means the continuous protective care of significant existing materials;
- Control of weeds within grave plots by manual methods;
- Mowing of lawns and paths;
- Control of weeds by application of herbicide not affecting ornamental or symbolic plantings or remnant native vegetation in accordance with Waverley Council Pesticide Use Notification Plan 2016 (as amended);
- Careful spraying of paths with herbicide;
- Remedial tree works carried out according to Australian Standard AS 4373-2007 (Pruning of amenity trees);
- Removal of dead, dying or dangerous trees or tree limbs in cases where there is a public safety risk in accordance with AS 4373-2007 (Pruning of amenity trees) and Waverley Council Tree Management Policy 2013;
- Sympathetic repair and maintenance of existing roads, paths, signs and drains where like-for-like replacement materials are used and consideration is given to the effect of cumulative replacement;
- Suppression of fires in cases of threat to human lives, property or cemetery monuments;
- Repair to fences where like-for-like replacement materials are used;
- Graffiti removal from significant or sensitive fabric by use of low-pressure water and neutral detergents and mild brushing and scrubbing with a soft bristle brush;
- Sympathetic repairs to buildings where like-for-like replacement materials are used and consideration is given to the effect of cumulative replacement; and

- Sympathetic maintenance and repairs to retaining walls using existing or like-for-like replacement materials and consideration is given to the effect of cumulative replacement.

## **2. Use of the Cemetery**

- Continued use of existing family vaults;
- Interments, including coffin burials/ ash interments in new and/ or existing family allotments. If new memorials are required, memorials are to be in keeping with and sympathetic to the original cemetery style (Victorian/ Edwardian);
- Erection of standard memorials in any areas used by the Armed Services;
- Erection of memorials in family plots remaining in use provided memorials are in keeping with those existing;
- Re-lettering/addition of inscriptions where this is undertaken in an equivalent and compatible letter type or attachment of panels of other compatible materials to existing monuments;
- Ceremonies, Funerals and gatherings that are consistent with Memorial Services; and
- Organised tours.

## **3. Minor Activities**

- The development of new memorialisation areas which may include the alteration of non-significant structures;
- Change of building use including the alteration of internal non-significant fabric;
- Work programmes as approved from time to time by the Heritage Council of NSW or its delegate; and
- All other activities provided for in a Conservation Management Plan or other Plan of Management (including amendments) endorsed by the Heritage Council in the future.