

## **DIRECTOR LIVEABLE COMMUNITIES**

### **3 THE BIGHT CEMETERY, WINGHAM – UPDATE 3**

**Report Author Paul De Szell - Director Liveable Communities**

**File No. / ECM Index P0982/04**

**Date of Meeting 25 March 2020**

**Authorising Director Paul De Szell - Director Liveable Communities**

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#### **SUMMARY OF REPORT**

This report provides both Council and the community with an update on the feedback provided in relation to the Draft Restoration Action Plan for The Bight Cemetery Wingham.

#### **SUMMARY OF RECOMMENDATION**

That:

1. Council note the information provided in this report.
2. Council engage an independent professionally qualified heritage consultant to prepare a Conservation Management Plan for The Bight Cemetery in accordance with the NSW Heritage Office guidelines and the National Trust Guidelines for Cemetery Conservation.
3. Information from the Conservation Management Plan for The Bight Cemetery (once adopted by Council) be used to update the Draft 'The Bight Cemetery Restoration Action Plan'.
4. The Draft 'The Bight Cemetery Restoration Action Plan' be updated as recommended in the body of this report.
5. A further report be provided to Council that includes a finalised Restoration Action Plan for The Bight Cemetery so that it can be adopted and works can proceed.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

Council's insurers have advised that all rectification works at The Bight Cemetery will be covered under Council's Insurance Policy.

Council will however be required to pay the excess on the policy which is \$12,500. The cost of the excess is proposed to be funded out of revoted unspent funds (2018/19) in the Cemetery Operations Budget meaning that there will be no decrease in the planned level of service in cemetery operations over 2019/20 as the current budget will not be affected.

If Council resolves to engage an independent professionally qualified heritage consultant to prepare a Conservation Management Plan for The Bight Cemetery an additional currently unfunded budget will need to be provided as it is estimated that the likely cost is \$50,000 to engage a consultant. This cost is proposed to be funded from the Community Spaces, Recreation & Trades Consultancy budget.

#### **LEGAL IMPLICATIONS**

Nil.

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## ATTACHMENTS

A: Submissions received in relation to the Draft 'The Bight Cemetery Restoration Action Plan'.

Attachment A has been circulated in hard copy to the Councillors and Senior Staff, however this attachment is publicly available on Council's website. The copy on the website has had the personal information redacted to protect the privacy of the members of the public providing submissions.

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## BACKGROUND

Council at its meeting of 11 September 2019 considered an initial update report in relation to the actions that have occurred and are proposed to occur at The Bight Cemetery, Wingham.

At this meeting Council resolved:

1. *That the information provided in this report be noted; and*
2. *That Council endorse the actions identified in Annexure A to this report.*

The actions identified in Annexure A to the report that were presented to Council on 11 September 2019 were in a tabular form which was updated with additional columns to highlight:

- a) at what stage the action will be undertaken; and
- b) the status of the action.

This was presented to Council on 27 November 2019.

This table has been further updated and is provided as Annexure A to this report.

Also presented to Council at its meeting of 27 November 2019 was a Draft Restoration Action Plan for The Bight Cemetery, Wingham which was agreed to as a stage two action.

At this meeting Council resolved:

1. *That the information provided in this report be noted.*
2. *That Council liaise with "The Blight of the Bight", community group, National Trust, Heritage Advisor and affected families prior to the formal adoption of the Draft "The Bight Cemetery Restoration Action Plan".*
3. *That information provided by Council in response to GIPA Application 20/20 be provided to Councillors via email by the next Council Meeting.*
4. *Council liaises with the families over the appointment of the stonemasons*

## DISCUSSION

This report discusses point 2 of Council's resolution of 27 November 2019 which required:

*"Council liaise with "The Blight of the Bight", community group, National Trust, Heritage Advisor and affected families prior to the formal adoption of the Draft "The Bight Cemetery Restoration Action Plan".*

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In order to address this component of the resolution a copy of the *Draft "The Bight Cemetery Restoration Action Plan"* was forwarded to "The Blight of the Bight" community group, the National Trust, Council's Heritage Advisor, Cemeteries and Crematoria NSW and all known affected families. This occurred on 7 January 2020 and comment was sought up until 10 February 2020. The National Trust was also given an extension to enable their comments to be considered.

In response, formal written comments were received from "The Blight of the Bight" community group, the National Trust, Council's Heritage Advisor, Cemeteries and Crematoria NSW, 8 affected family members and 2 members of the general community. Copies of these submissions are provided in Attachment A.

Each of the submissions received is discussed in detail below however it is important for Council to note the comments of its Heritage Advisor, as they have a material impact on the progress of the *Draft "The Bight Cemetery Restoration Action Plan"*.

Specifically, Council's Heritage Advisor has indicated that:

*"The document is very brief and does not inform what groundwork has been undertaken and what qualified expertise has been involved. A heritage significance assessment does not appear to have been undertaken and is required to guide future works at the cemetery.*

*A Conservation Management Plan is required to be undertaken to the NSW Heritage Office guidelines and is to include: Cemetery Policy & Management Plan. As an example please refer to the former Great Lakes "Cemeteries Management Plan".*

*It is highly recommended that the National Trust Guidelines for Cemetery Conservation be utilised in preparation of the above and that the plan be prepared by a professionally qualified heritage consultant".*

This advice requires a further body of work to be undertaken by a professionally qualified heritage consultant before the *Draft "The Bight Cemetery Restoration Action Plan"* can be finalised and adopted. The timeline to complete this body of work is likely to be in the order of 3-5 months (in normal circumstances) given that there is a need to seek quotations for a suitably qualified independent heritage consultant, provide a scope of the work and allow time for the plan to be written, presented to Council and adopted.

It should also be noted that many of the submissions indicate concerns about the stone masons to be appointed to undertake the work, specifically those to work on the historic headstones.

It should be noted that it was never the intent of Council to engage a single stonemason to do all of the work at The Bight Cemetery. The headstones at the cemetery fall into multiple categories in terms of age, historic value and difficulty to repair and each need to be assessed on their merits with stonemasons with specific expertise engaged to ensure that restoration is completed properly. As part of this process it was also part of the resolution of Council that we liaise with families over the appointment of stone masons.

An option for the Council to proceed with some of the repairs would be to categorise the headstones as suggested above to enable work to start on those more modern easy to repair headstones, while further work was undertaken with specialist stone masons on the historic headstones impacted.

## CONSULTATION

As per Council's resolution of 27 November 2019, on 7 January 2020, the draft "The Bight Cemetery Restoration Action Plan" was provided by both email and hard copy to all those who had registered as having an interest in one of the damaged headstones, the Bight of the Blight Community Group, the National Trust and Council's Heritage Advisor. In addition, the draft plan was provided to Cemeteries and Crematoria NSW who are the regulatory body responsible for Cemeteries and Crematoria in NSW.

Follow up emails were also sent to remind all those who had received the draft plan of the submission deadline of 10 February 2020.

Written advice and feedback has been provided by the following:

- Cemeteries and Crematoria NSW
- Council's Heritage Advisor
- The Blight of the Bight community group
- The National Trust

Submissions/comments were also received from 8 of the 66 family members who had registered an interest and 2 community members.

Copies of the submissions are provided in Attachment A.

The feedback from these submissions, the suggested changes to the plan as a result of the submission and the implications of the feedback are outlined below:

### ***Cemeteries and Crematoria NSW:***

Correspondence was received in response to the draft restoration plan – the main points raised were:

- The draft restoration plan had been reviewed and it was noted it would result in the completion of four of the 16 proposed community outcomes and that the cost of repairs would be undertaken by Council's insurers
- That Cemeteries and Crematoria NSW supported the communication channels listed in the plan, especially for impacted families
- That Council confirm with Cemeteries and Crematoria NSW once the rectification work has been completed

There are no changes required to the plan as a result of Cemeteries and Crematoria NSW feedback.

**Council's Heritage Advisor:**

Council's Heritage Advisor also reviewed the draft restoration plan and made several suggestions. The suggestions, response and actions are outlined below:

<b>Feedback</b>	<b>Response</b>	<b>Changes to plan</b>	<b>Future actions</b>
Change title to <i>Action Plan Intent in Response to Community Concerns</i>	Not necessary as this has no material impact on the deliverables in the action plan	Nil	Nil
Document is brief and does not inform what groundwork was undertaken and expertise involved	There have been a number of reports on the matter presented to Council over a period of six months providing a range of detail. The scope of the plan, as outlined in page 2 of the document, is to demonstrate how the damage will be rectified and families communicated with.	Nil	Nil
A Heritage significance assessment is required to guide future works	Agreed – this will be required to rectify the damage to headstones at The Bight Cemetery, Wingham.	To be made following the development of a Conservation Management Plan for The Bight Cemetery	Qualified Heritage Consultant to be engaged to prepare a Conservation Management Plan for The Bight Cemetery
1. Conservation Management Plan is required and is to include cemetery policy and management plan – recommendation the National Trust Guidelines for Cemetery Conservation  2. To be prepared by qualified heritage consultant	Agreed  Agreed	To be made following the development of a Conservation Management Plan for The Bight Cemetery	Qualified Heritage Consultant to be engaged to prepare a Conservation Management Plan for The Bight Cemetery

Feedback	Response	Changes to plan	Future actions
<p>1. Stone masons required to be qualified and have demonstrated record of undertaking similar works</p> <p>2. Stone masons to be approved by Heritage Advisor and National Trust.</p> <p>3. Refer to Australian Standard for Cemetery Works <i>AS 4204-1994 headstones and cemetery monuments</i></p>	<p>1. Agreed</p> <p>2. Plan identifies we will coordinate with the National Trust of Australia (New South Wales) in the assessment and restoration of headstones to ensure it is undertaken in a manner recommended by the National Trust</p> <p>3. Plan already identifies all work is to be carried out to Australian Standard AS 4204-2019 for Headstones and Cemetery Monuments which is the current standard.</p>	<p>1. Plan to be adjusted to indicate stone masons to be qualified heritage stone masons in the case of heritage headstones.</p> <p>2. Nil</p> <p>3. Nil</p>	<p>Also for consideration in implementation of stage 4 of Appendix A</p>
<p>Heritage Advisor and National Trust to provide a monitoring and overseeing role of all documentation and actual works on site</p>	<p>Council's Heritage Advisor will play a crucial part in monitoring and overseeing of all documentation he works.</p> <p>It is highly unlikely the National Trust will be able to provide the resources required to undertake such a role in the physical restoration given that they are primarily an advisory group unless it is a Trust owned property.</p> <p>If included in the plan it may result in significant delays in the timing of repairs.</p> <p>Council is also unable to commit the National Trust as an external advisory body, to such a role.</p>	<p>To be added to item 11 of the action plan</p> <p>'Council's Heritage Advisor is to provide a monitoring and overseeing role of all documentation.'</p>	<p>Nil</p>

***Blight of the Bight community group:***

The Blight of the Bight community group has provided the following feedback on the plan:

<b>Feedback</b>	<b>Response</b>	<b>Changes to plan</b>
Members of the Blight of the Bight and community have expressed concern at the time it is taking to initiate repair the headstones at The Bight cemetery.	Noted	Nil
This Draft Restoration Plan should be provided to Council's Heritage Officer, Council's Heritage Reference Group and the National Trust (NSW) for comment and input	This has already occurred as per Councils resolution of 27 November 2019	Nil
Consider a quick review of the final restoration plan before the plan is put to Council for approval. We suggest this review be with Council's Heritage Officer, Council's Heritage Reference Group, the National Trust (NSW) and the Blight of the Bight Group with a one week turnaround.	Noted – This is a matter for the elected Council.	Nil
Suggest the addition of the following to the principles of implementation:  All repairs must be to the satisfaction of the families. Cost should be the least important factor in deciding on the method of restoration	The plan notes in 9 of the action plan table the family needs to approve the works before they will be undertaken.  Cost is not a consideration completely restoration correctly is the most critical outcome	Nil
Suggest the addition of the following to the principles of implementation:  The "advice of professional stone masons" in the case of heritage headstones must be the advice from a qualified heritage stone mason	Agreed	This is to be included in the principles of implementation listed on page 2 of the plan
Suggest the addition of the following to the principles of implementation:  Subject to the advice of professional stone masons, where a restoration of a headstone or surround/kerbing/ashlar requires new material it should be a like for like material and colour matched as close as possible	Agreed	This is to be included in the principles of implementation listed on page 2 of the plan
Suggest the addition of the following to the principles of implementation:  The restoration should seek to restore the fabric of the cemetery to how it was before headstones were laid down in July 2019 as per the principles of the Burra Charter.	Noted	This is to be included in the principles of implementation listed on page 2 of the plan

Feedback	Response	Changes to plan
<p>Item 8</p> <p>Suggest inclusion of the following</p> <p>Each headstone should be inspected and assessed by a stone mason or heritage stone mason (as appropriate depending on age) and an individual repair/restoration plan (scope of work) prepared for each headstone, including any advice from the National Trust. The individual repair plan should include repair/restoration alternatives, where these exist, along with the recommended restoration method, including reasons for its choice.</p>	<p>It is agreed that a scope of work is required to be prepared for each headstone to be restored by a stone mason or heritage stone mason (as appropriate depending on age)</p>	<p>Plan to be adjusted to include the following – that the headstone will be inspected and assessed by a stone mason or heritage stone mason (as appropriate depending on age)</p>
<p>Item 9</p> <p>Suggest inclusion of the following:</p> <p>The individual repair/restoration plan should be provided to the family for review and the family be contacted by phone and email to discuss.</p>	<p>Noted</p>	<p>Amend plan to clearly indicate the scope of works will be provided for review</p>
<p>Item 9</p> <p>Suggest inclusion of the following:</p> <p>The group has strongly urged MidCoast Council to hold a family consultation day, on site at The Bight cemetery on a day on the weekend, considering people work during the week and family may need to travel for such a consultation. It is felt an onsite consultation would assist families in understanding the nature of the restoration and work involved and facilitate a faster signoff of the restoration plans.</p>	<p>The plan outlines how we will work individually with each family on their individual circumstance and monument.</p>	<p>Nil</p>
<p>Item 9</p> <p>Suggest inclusion of the following:</p> <p>The final choice of repair/restoration method, where alternatives exist, must rest with the family.</p>	<p>It is agreed in principle however practical implementation may be difficult.</p>	<p>Further investigation required to be undertaken</p>
<p>Item 9</p> <p>Suggest inclusion of the following:</p> <p>No repair/restoration work should commence without the approval of the family. Every endeavour should be made to contact family for approval of an individual headstone restoration plan (Blight of the Bight remain willing to assist in this regard) but where this cannot be achieved such approval could be placed in the hands of the Heritage Officer.</p>	<p>The plan states work will not be undertaken until the family provides written approval. These are matters that can be discussed directly between the parties involved as they arise. Council has contact details for each of the 69 damaged headstones.</p>	<p>Nil</p>



Feedback	Response	Changes to plan
<p>Item 11</p> <p>Council should follow the DA process for the restoration work at The Bight Cemetery</p>	<p>Based on Clause 5.10 (3)(a and b) of the Greater Taree Local Environmental Plan a DA process is not necessarily required:</p> <p><i>“(3) When consent not required However, development consent under this clause is not required if— (a) the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development— (i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and (ii) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area, or (b) the development is in a cemetery or burial ground and the proposed development— (i) is the creation of a new grave or monument, or excavation or disturbance of land for the purpose of conserving or repairing monuments or grave markers, and (ii) would not cause disturbance to human remains, relics, Aboriginal objects in the form of grave goods, or to an Aboriginal place of heritage significance”</i></p>	<p>Nil</p>

Feedback	Response	Changes to plan
<p>Item 11 Families must be given a scheduled date for the restoration work and informed of the actual date work will commence at least 1 week before work commences.</p>	<p>Agreed</p>	<p>Nil</p>
<p>Item 11 Families must be permitted to observe the restoration work if they choose to do so</p>	<p>The cemetery is a public place and families will be notified when the work is happening. It is a matter for them if they wish to attend.</p>	<p>Nil</p>
<p>Item 11 Restoration work must be undertaken with respect. Care for surrounding monuments or grave sites must also be taken</p>	<p>Noted</p>	<p>Nil</p>
<p>Item 11 Restoration work must be undertaken by a suitably qualified stone mason appropriate to the type of headstone i.e. heritage stone mason for heritage headstones, normal stone mason for headstones less than 50 years old</p>	<p>Noted and plan to be adjusted to make this clear</p>	<p>Plan to be amended to indicate that work must be undertaken by a suitably qualified stone mason appropriate to the type of headstone i.e. heritage stone mason for heritage headstones, normal stone mason for headstones less than 50 years old</p>
<p>Item 11 There is a significant trust deficit with the community and supervision of the restoration by the Heritage Officer and National Trust's Heritage Stone Mason or similarly qualified professional would go some way to restoring community trust.</p>	<p>It is agreed that there is a lack between Council and the Community in relation to The Bight Cemetery.</p> <p>Notwithstanding, Council can not commit the National Trust as an external advisory body, to such a role.</p> <p>Similarly it is not the role of Council's Heritage Advisor to supervise qualified stone masons.</p>	<p>Nil</p>

Feedback	Response	Changes to plan
<p>Item 11 The stone mason undertaking the repair should signoff that the work undertaken meets the appropriate standards and the repair/restoration plan, however self-certification of restoration works by the stone mason(s) must not be used as the method of supervision of the restoration work at The Bight. Whilst a process of self-certification may be considered for new monumental work and repairs/restoration in the longer term, this is a policy issue that should be considered as part of a MCC Cemeteries Policy and approved by Council as part of that policy. Such a policy is not in place at this time.</p>	<p>Not agreed – Stone masonry is a self-certifying industry and in many cases there may not be someone of sufficient skills to review a heritage stone mason’s work.</p>	<p>Nil</p>
<p>Item 11 Restoration work should correct any wrongly used materials such as mild steel pins and wrong adhesives and bonding agents to bring the headstone up to AS4204.</p>	<p>Agreed – this will form part of the scope of work for each damaged headstone and is required to meet AS 4204</p>	<p>Nil</p>
<p>Item 11 Restoration work should include restoration of the headstone where the headstone has suffered staining since being laid down</p>	<p>Agreed – this will form part of the scope of work for each damaged headstone</p>	<p>Nil</p>
<p>Item 11 Restoration work must include correction of any grave slumping</p>	<p>Agreed – only if grave slumping has occurred as a result of the laying down of headstones</p>	<p>Nil</p>
<p>Item 11 Beautification works at The Bight cemetery should be undertaken after the restoration plan</p>	<p>This is outlined in Appendix A – stage 6</p>	<p>Nil</p>
<p>Item 12 The photographic evidence of the repair works should include stage photos as some elements of the work will not be visible when the work is completed</p>	<p>Agreed - This should be part of the self-certification process</p>	<p>Plan to be updated accordingly</p>
<p>Item 12 A complete set of documentation should be provided to the family at the completion of repair work and retained as part of Council records.</p>	<p>Noted – Council will retain all records and documentation of repair work and will provide to affected families as required.</p>	<p>Nil</p>
<p>Funding of restoration work – need to communicate in the plan what will happen should funding prove to be insufficient.</p>	<p>Noted</p>	<p>Nil</p>

**National Trust:**

The National Trust (NSW) Cemetery Committee has also provided feedback on the plan. The submission from the National Trust acknowledged the draft plan as a sound preliminary document that provided sufficient general information for the wider community.

However they have made the following suggestions for a further more detailed approach to outline the measures for protecting the monuments, the significance of the site, heritage fabric and endangered species issues for review and comment by the families, Heritage Advisor, Heritage Reference Group and National Trust for review and comment. These suggestions, response and actions are outlined below:

<b>Feedback</b>	<b>Response</b>	<b>Changes to plan</b>	<b>Future actions</b>
Inventory sheet for each monument identified for restoration should be included, outlining specific details for the remediation works, best practice specifications and methodology for the proposed works and photographic documentation of current condition. The details should include information on works required.	It is intended that the full scope of works for each monument will be provided to the families as part of the process – this is outlined in in point 8 and 9 of the Restoration Action Plan which indicates individual scope of works will be provided to the families and no work will commence until they have provided written approval.	Nil	To be completed as part of the restoration process
Protection measures for the storage, handling, cleaning and transportation for impacted monuments should be documented and issued for review and comment prior to any monuments being removed from site, cleaned and stored in the future.	It is unknown if monuments will need to be removed from the site at this time This would form part of the scope of works if required and would need to be discussed with Councils, insurers.	Nil	It is unknown if monuments will need to be removed from the site at this time – further investigation required.
Recommended details of stonemasonry contractors be provided to heritage advisor, heritage reference group, National Trust for review and comment	Not agreed - it is a matter between Council and the affected families. The key consideration is to ensure that stonemasons with appropriate qualifications will skills that can meet the scope of works are engaged.	Nil	Nil
Stonemasonry contractors undertaking the repairs require experience in the restoration of monuments. Newer and older monuments may require different contractors.	It has always been the intent that a variety of stonemasons would undertake the work depending on the requirements of the repairs.	Plan to be updated to reflect this requirement	Nil

Feedback	Response	Changes to plan	Future actions
<p>Prior to the commencement of work and following the completion of documentation, a joint inspection with the MidCoast Council Heritage Advisor, the Heritage Reference Group, the National Trust Cemetery Advisory Service, Stonemasonry Contractor should occur. At this time, issues around access, staging of works and methodologies for repairs can be resolved if required.</p>	<p>Not Agreed –</p> <p>It is expected that Councils Heritage Advisor, representatives of the National Trust and the selected stone masonry contractors will meet onsite prior to works commencing,</p>	<p>Nil</p>	<p>Nil</p>
<p>Additionally, the beautification program as suggested in the RAP is a good proposal to enhance the significance of the site and create good will in the community. The proposed beautification works will need to be considered and endorsed by the MidCoast Council Heritage Advisor, Heritage Reference Group or a suitable experienced heritage consultant to ensure protection of the critically endangered Yellow Donkey Orchid and potentially significant historic cemetery plantings within the site.</p>	<p>The beautification plan is mentioned in the RAP as falling outside the scope of the plan. Page 2 of the restoration action plan indicates the beautification program will happen at a time to be determined, and is a secondary priority to the repairs of the monuments.</p> <p>This beautification program will include liaison with relevant stakeholders at the appropriate time.</p>	<p>Nil</p>	<p>Nil</p>

**Feedback from family members:**

Below is a summary of the feedback provided by family members who had registered an interest in one or more of the damaged headstones.

<b>Number</b>	<b>Summary of feedback</b>	<b>Response</b>	<b>Change to the plan</b>
1	'Just want to see them upright again'	Noted	Nil
2	'Regarding my ancestor's grave ... my wish is that the headstone be restored'	Noted	Nil
3	The first paragraph of background could read 'During July 2019 Council implemented a plan passed by Council to lay down headstones at The Bight Cemetery, Wingham' instead of 'Council staff incorrectly laid down headstones'.	Noted	Nil
4.	(item 5) Requests involvement of Heritage Reference Group	Noted	Nil
	(Item 5) Requests report on what the National Trust requires and what commitments we make to National Trust	Noted	Nil
	(Items 6 and 8) Qualified heritage stonemason for involvement in restoration plans and work on heritage headstones	Noted – plan to be adjusted to include the words 'qualified heritage stonemason where appropriate' in items 6 and 8	Plan to be adjusted to include the words 'qualified heritage stonemason where appropriate' in items 6 and 8
	(item 11) Site visit with family rep and heritage, no restoration to start without approval, family rep invited to be present during restoration work	Noted – it states in the plan family representatives will have to provide approval for works to be undertaken. Cemetery is a public space and any member of the community is able to be on site during works being undertaken.	Nil
5.	Comments exactly as per the above submission	As per above	As per above

Number	Summary of feedback	Response	Change to the plan
6.	<p>The Restoration Action Plan (RAP) still fails to identify or provide a mechanism to identify the statutory pathway for approvals to be obtained under:</p> <p>a. Clause 5.10(2)(a), (b), (c) – Heritage Conservation, of the Greater Taree Local Environmental Plan 2010 (GTLEP 2010) and Part 4 Development under the Environmental Planning and Assessment Act 1979,</p> <p>b. Section 139(1) and (2) - Excavation permit required in certain circumstances, of the Heritage Act 1977 in relation to the disturbance of relics; or</p> <p>c. Divisions 1, 2 or 4 of the Biodiversity Conservation Act 2016 with respect to Biodiversity Assessment for Part 4 Development under the Environmental Planning and Assessment Act 1979.</p>	<p>A statutory mechanism is not necessarily required based on Clause 5.10 (3)(a and b) of the Greater Taree Local Environmental Plan which states:</p> <p><i>“(3) When consent not required However, development consent under this clause is not required if— (a) the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development— (i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and (ii) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area, or (b) the development is in a cemetery or burial ground and the proposed development— (i) is the creation of a new grave or monument, or excavation or disturbance of land for the purpose of conserving or repairing monuments or grave markers, and (ii) would not cause disturbance to human remains, relics, Aboriginal objects in the form of grave goods, or to an Aboriginal place of heritage significance”</i></p>	<p>Following completion of a Conservation Management Plan and scoping of work for each individual headstone the consent authority (Council) will need to be contacted to determine if clause 5.10(3) applies.</p>

Number	Summary of feedback	Response	Change to the plan
	The RAP does not identify how any of the intended works have been addressed under Clause 5.10(3)(a)(i) and (ii), (b)(i)-(iii), (c) or (d) of the GTLEP 2010.	This is because all works have not been scoped at this time	Nil
	The RAP does not identify how or where the community will be informed of and allowed to view/ review/ provide comment on the necessary assessments required to demonstrate that Clause 5.10(3) applies and have been adequately assessed by appropriately qualified staff.	Information surrounding any decisions in relation to clause 5.10(3) is publicly available to the broader community.	Nil
	The RAP does not identify what measures will be implemented to protect and conserve the threatened orchid species known to exist on the Site or how liaison will be undertaken with the NSW Office of Environment and Heritage.	A Management Plan for Wingham Bight Cemetery and surrounding Crown Lands to conserve the Pale Yellow Doubletail ( <i>Diuris flavescens</i> ) is published on Councils website. A Threatened Species Licence to Operate Wingham Bight Cemetery issued by the Department of Planning, Industry and Environment is also published on Councils website. Neither of these documents needs to form part of the restoration action plan	Nil
	The RAP does not identify other licences/ permits and the like that Council are required to hold or obtain under the relevant legislation in relation to disturbance of the habitat of the threatened orchid species, including any mapping of the known habitat and likely habitat	A Management Plan for Wingham Bight Cemetery and surrounding Crown Lands to conserve the Pale Yellow Doubletail ( <i>Diuris flavescens</i> ) is published on Councils website. A Threatened Species Licence to Operate Wingham Bight Cemetery issued by the Department of Planning, Industry and Environment is also published on Councils website. Neither of these documents needs to form part of the restoration action plan	Nil



Number	Summary of feedback	Response	Change to the plan
	The RAP does not make any provision for the Test required under Section 7.3 of the Biodiversity Conservation Act 2016 or for its public review	This test is not required to form part of the restoration action plan. A Threatened Species Licence to Operate Wingham Bight Cemetery issued by the Department of Planning, Industry and Environment is published on Councils website.	Nil
	The RAP does not identify any measures undertaken to inform the NSW Department of Planning and Public Spaces of its existing breaches of the Environmental Planning and Assessment Act 1979, Heritage Act 1977 or the Biodiversity Conservation Act 2016 in response to the unauthorised/ illegal works undertaken to date without the necessary approvals in place	This is relevant to the preparation of any Restoration Action Plan.  Council has self-reported the actions that occurred at The Bight Cemetery to the NSW Department of Planning, Industry and Environment and to Cemeteries and Crematoria NSW.	Nil
7.	Comments exactly the same as above submission	As above	As above
	Expressed distress at condition of headstones that the writer believes were 'deliberately smashed'.	Noted	Nil
	Contemplating bringing police action against MCC for deliberate desecration of a historic cemetery	Noted	Nil
8.	Providing details of the headstones the writer has an interest in.	This information is in our system and a response has been provided.	Nil

**Other feedback received:**

General submissions were not called for from the community, as per the resolution of Council on 27 November 2019. One joint submission was however received from two community members.

The points raised in this submission are presented below.

Summary of feedback	Response	Change to the plan
Feedback should be sought from all members of the community by way of public advertising inviting all members of the community to provide comment.	This is a matter for the elected Council to consider.	Nil

Summary of feedback	Response	Change to the plan
Consultation with the National Trust and Heritage Advisor should have happened during the preparation of the plan	Noted. Both parties have been asked to provide feedback on the plan, this feedback has been discussed earlier in this report.	Nil
Closer collaboration with the National Trust should have occurred. Apparent there has been a lack of meaningful communication which has led to misunderstandings that have negatively impacted the headstones.	It should be noted the National Trust is an advisory body, not a statutory authority. It is acknowledged that there has been issues having meaningful conversations with the National Trust.	Nil
To regain community trust, it must be demonstrated that the restoration work to be undertaken will be respectfully carried out by a stone mason(s) having the requisite professional qualifications and experience. To this end the names and qualifications of the stonemason(s) should be publicly disclosed, not only to affected family members as was the undertaking of Council at the community meeting held on 11 August 2019, but to everyone.	Not agreed – this matter is discussed in comments provided by the National Trust above	Nil
Who is deemed to have the required skill, experience and expertise to prepare the individual scope of works? It is noted that Australian Standard AS 4204-2019 “Headstones and Cemetery Monuments” at clause 3.9.2 Heritage monuments, notes that any monuments identified as being of cultural significance “may require approaches and conservation procedures different from those in this Standard” and notes the requirement for consultation with suitably qualified heritage advisors.	Developing a clear scope of works for each impacted headstone is a key part of the process moving forward.  The start of this process is the preparation of A Conservation Management Plan for The Bight Cemetery as discussed above in this report.  Advice from appropriately skilled and qualified stonemasons will also be required and Councils insurers will have a role to play in accepting the scope of works.	A Conservation Management Plan for the Bight Cemetery and scopes of work for each individual headstone are required to be prepared
Certification of the repair works should be undertaken by an independent third party with the required qualifications, knowledge, skills and experience. This would involve inspecting the individual works whilst in progress and upon completion, and then issuing a report certifying the quality of the work undertaken and compliance with the scope of works as agreed.	Not agreed – Stone masonry is a self-certifying industry and in many cases there may not be someone of sufficient skills to review a heritage stone mason’s work.	Nil

Summary of feedback	Response	Change to the plan
Given the endangered nature of the diuris flaesccens orchid, the plan needs to state that Council will comply with the conditions of the threatened species licence issues in October 2019 not only "while it is flowering" but at all times	Agreed	Plan to be updated
How will the feedback received form families, National Trust, Heritage Advisor and other concerned parties be incorporated into the plan? Will it be put on public display before being taken to Council for endorsement?	All feedback received will be provided to the elected Council for consideration.	Plan to be updated as recommended in this report

## ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN

The development of a local community plan is in line with:

- Our community strategic plan, *MidCoast 2030: Shared Vision, Shared Responsibility*, value of 'our unique, diverse, and culturally rich communities' and 'a connected community' and strategies:
  - *2.2 Support the preservation and uniqueness of our history and cultural heritage in towns, villages and significant places*
  - *6.1 Working together to promote and enhance community safety*
- Our delivery program three-year focus areas of:
  - *2.2.3 Ensure our heritage is valued and conserved*
  - *6.1.7 Provide safe public areas*

## RECOMMENDATION

That:

1. Council note the information provided in this report.
2. Council engage an independent professionally qualified heritage consultant to prepare a Conservation Management Plan for The Bight Cemetery in accordance with the NSW Heritage Office guidelines and the National Trust Guidelines for Cemetery Conservation.
3. Information from the Conservation Management Plan for The Bight Cemetery (once adopted by Council) be used to update the Draft 'The Bight Cemetery Restoration Action Plan'.
4. The Draft 'The Bight Cemetery Restoration Action Plan' be updated as recommended in the body of this report.
5. A further report be provided to Council that includes a finalised Restoration Action Plan for The Bight Cemetery so that it can be adopted and works can proceed.

**ANNEXURES:**

**A: Community's desired outcomes table (Updated)**

**The Community's desired outcomes and Councils response**

Community's desired outcomes	Council actions	Stage	Status
<p>1. <i>That Council provide a heartfelt apology for the hurt and distress caused to families and the community by the damage at The Bight Cemetery</i></p>	<p><b>Agreed</b> – It was accepted that apologies had already been provided by the General Manager and Director of Liveable Communities. It was also agreed that personalised letters of apology would be sent to each affected family as they became known to Council. This process has commenced with letters sent from the Office of the Mayor.</p> <p>At its meeting of 28 August the Council also resolved to:</p> <p><i>"formally apologise to the Community and particularly to the families of those impacted by events at The Bight Cemetery, and that we as councillors are sincerely sorry for this outcome, and that we support all necessary measures commenced and to be undertaken to rectify the situation and to ensure that it doesn't happen again"</i>.</p>	<p>Stage 1</p>	<p><b>Completed</b></p> <ul style="list-style-type: none"> <li>• Email from Mayor</li> <li>• Media release</li> <li>• Facebook apology</li> <li>• Indication of these on website page</li> <li>• Individual letters have gone to all affected family as they have become known to us</li> </ul>
<p>2. <i>Council undertake the restitution of ALL damaged headstones in The Bight Cemetery regardless of their past reasoning or justifications, as a sign of goodwill and true apology to the community</i></p>	<p>It was <b>agreed</b> that the community expect the Council to restore and rectify all damaged headstones at the Bight cemetery.</p> <p>It is <b>agreed</b> that Council will restore and rectify all damaged headstones at The Bight Cemetery, where the damage has been either caused by Council or storm activity in November and December 2018.</p>	<p>Stage 2</p>	<p><b>In Progress</b></p> <p>To be addressed as part of the <i>Bight Cemetery Restoration Action Plan</i> – a draft of the plan was presented to Council on 27/11/19 and comment was sought on the draft plan as per Councils resolution between 7 January and 10 February. An extension of this period was provided to the National Trust to enable them to comment.</p>

<p>3. <i>That council commit to a community education program to fully explain the Memorials Risk Assessment Program, the nature of its impacts and rollout program</i></p>	<p><b>Agreed</b> – A commitment was given to develop an education program once a <i>Memorials Risk Assessment Program</i> is formally developed, reviewed, publicly exhibited and adopted by Council. This education program would occur prior to the commencement of any formally adopted <i>Memorials Risk Assessment Program</i>.</p>	<p>Stage 4</p>	<p><b>Stalled</b> An Education Program will be developed following the adoption of a Council wide <i>Memorials Risk Assessment Program</i></p>
<p>4. <i>Council to commit to the development of a timed Action Plan to restore the headstones at the Bight Cemetery and a separate timed Action Plan in relation to the Memorials Risk Assessment Program.</i></p>	<p><b>Agreed</b> – A commitment was given at the public meeting that separate action plans would be prepared for: 1. Restoration of headstones at The Bight Cemetery; and 2. A <i>Memorials Risk Assessment Program</i> It is expected that a draft action plan for the restoration of headstones at The Bight Cemetery will be presented as part of the next update report to Council.</p>	<p>Stage 2</p> <p>Stage 4</p>	<p><b>In Progress</b> To be addressed as part of the <i>Bight Cemetery Restoration Action Plan</i> – a draft of the plan was presented to Council on 27/11/19 and comment was sought on the draft plan as per Councils resolution between 7 January and 10 February. An extension of this period was provided to the National Trust to enable them to comment.</p> <p><b>Stalled</b> A Council wide <i>Memorials Risk Assessment Program</i> will be developed following the formal endorsement of the draft <i>Bight Cemetery Restoration Action Plan</i>.</p>



<p>5. That a full meeting of Council determine their reporting requirements until all matters in relation to this issue are resolved</p>	<p><b>Agreed</b> – As a result of this report the Council is able to determine reporting requirements as it sees fit.</p>	<p>Stage 1</p>	<p><b>Completed</b> Council at its meeting of 11 September 2019 resolved to endorse the 16 community outcomes and Council's proposed actions in response.</p>
<p>6. That Council commits to regular reporting progress on the Action Plan on the council website, posts to the Council Facebook page, together with media releases the first of which is to occur not more than 3 months from the date of this meeting.</p>	<p><b>Agreed</b> – Council has worked and communicated closely with the "Blight of the Bight" group and has reported on progress since the public meeting on the Council's website, via posts to the Council Facebook page and media releases. This update report has been provided within three months of the public meeting and further reporting and draft action plans will be provided within this timeframe.</p>	<p>Stage 1</p>	<p><b>Completed</b> Council has provided regular updates on its progress however these updates have reduced in frequency in recent times. This issue will be addressed as further information comes to hand moving forward.</p>
<p>7. The Monuments Risk Assessment and Management Program remain suspended until</p> <ul style="list-style-type: none"> <li>• the Council review is completed,</li> <li>• a comprehensive Cemeteries Policy and set of processes and procedures is developed in consultation with community representatives, the Heritage Advisor, Heritage Reference group, National Trust and other stakeholders and subject matter experts</li> <li>• The Cemeteries Policy, processes and procedures are tested under expert and community supervision</li> <li>• The complete policy and potential impacts is presented at community</li> </ul>	<p><b>Agreed</b> - All work in relation to the laying down of headstones in The Bight and other cemeteries was indefinitely suspended on 26 July and will not recommence until each point is addressed and satisfactorily completed</p>	<p>Stage 1</p> <p>Stage 3</p> <p>Stage 4</p>	<p><b>Completed</b> The Monuments Risk Assessment and Management Program was indefinitely suspended in August 2019</p> <p><b>Completed</b> The independent external review has been completed through the General Manager.</p> <p><b>Stalled</b> A Council wide 'Memorials Risk Assessment Program' will be developed following the formal endorsement of the draft <i>The</i></p>

<p><i>meetings across the MidCoast allowing Council to explain why this is necessary and how it will be rolled out and for people have an opportunity to comment and ask questions about the policy</i></p> <ul style="list-style-type: none"> <li><i>Council workers are trained and/or experts brought in</i></li> </ul>			<p><i>Bight Cemetery Restoration Action Plan.</i></p>
<p>8. <i>That the assessment program address ALL risks in a cemetery</i></p>	<p><b>Agreed</b> – Any new Memorials Risk Assessment Program formally developed, reviewed, publicly exhibited and adopted by Council must address all risks in a cemetery.</p>	<p>Stage 4</p>	<p><b>Stalled</b> A Council wide Memorials Risk Assessment Program will be developed following the formal endorsement of the draft <i>The Bight Cemetery Restoration Action Plan.</i></p>
<p>9. <i>The Assessment program treat assessment and Action/management as separate events.</i> <i>In short:</i></p> <ul style="list-style-type: none"> <li><i>Notification of family</i></li> <li><i>Assessment/Testing (including documentation)</i></li> <li><i>Consultation</i></li> <li><i>Agreed Actions (what agreed actions, by when, by whom)</i></li> <li><i>Supervised Action.</i></li> </ul>	<p><b>Agreed</b> - Any new Memorials Risk Assessment Program formally developed, reviewed, publicly exhibited and adopted by Council will separately address Assessment and Action/Management as separate events.</p>	<p>Stage 4</p>	<p><b>Stalled</b> A Council wide Memorials Risk Assessment Program will be developed following the formal endorsement of the draft <i>The Bight Cemetery Restoration Action Plan.</i></p>
<p>10. <i>That consideration be given to other options to secure headstones at imminent risk of falling such as:</i></p> <ul style="list-style-type: none"> <li><i>to tag at risk headstones,</i></li> <li><i>to support the headstone or exclude people from the immediate area.</i></li> </ul>	<p>Any new Memorials Risk Assessment Program formally developed, reviewed, publicly exhibited and adopted by Council will need to look at a range of options to secure headstones at imminent risk of falling.</p>	<p>Stage 4</p>	<p><b>Stalled</b> A Council wide Memorials Risk Assessment Program will be developed following the formal endorsement of the draft <i>The</i></p>



<p>until family can be contacted and repairs carried out. (Council would retain the right to lay the headstone down if the family cannot be found or repairs not be carried out within an agreed time (timeframe to be agreed).</p> <p>Such an approach, with appropriate consultation with community and Heritage experts, could be considered if the "Assessment only" part of the Program needs to proceed in parallel with the work in (7) above.</p>			<p><i>Bight Cemetary Restoration Action Plan.</i></p>
<p>11. That full documentation, including photos, be created for each monument assessed and these be made available through the Council website</p>	<p><b>Agreed</b> – This information is currently provided on Council's website in relation to the work undertaken at the Bight Cemetary. A formal process for documenting headstones will need to be incorporated into any new <i>Memorials Risk Assessment Program</i> formally developed, reviewed, publicly exhibited and adopted by Council.</p>	<p>Stage 4</p>	<p><b>Stalled</b> A Council wide <i>Memorials Risk Assessment Program</i> will be developed following the formal endorsement of the draft <i>The Bight Cemetary Restoration Action Plan.</i></p>
<p>12. That any work carried out by Council as a result of an adverse risk assessment be done in accordance with National Trust Guidelines with expert supervision</p>	<p><b>Agreed</b> – A commitment was given that any work carried out by Council as a result of an adverse risk assessment would be done in accordance with National Trust Guidelines with expert supervision for monuments over 50 years in age.</p>	<p>Stage 2</p>	<p><b>In Progress</b> To be addressed as part of the <i>Bight Cemetary Restoration Action Plan</i> – a draft of the plan was presented to Council on 27/11/19 and comment was sought on the draft plan as per Councils resolution between 7 January and 10 February 2020. An extension of this period was provided to the National Trust to enable them to comment.</p>



			Stage 4	<b>Stalled</b> A Council wide <i>Memorials Risk Assessment Program</i> will be developed following the formal endorsement of the draft <i>The Bight Cemeterly Restoration Action Plan</i> .
13.	<i>That the assessment framework and criteria be made available so families may make their own proactive, amateur, assessments of family headstone and take corrective action if they feel warranted without prejudice to the Council program</i>	Any new <i>Memorials Risk Assessment Program</i> formally developed, reviewed, publicly exhibited and adopted by Council will identify a clear assessment framework and criteria for decision making. These will be freely available online for all interested parties.	Stage 4	<b>Stalled</b> A Council wide <i>Memorials Risk Assessment Program</i> will be developed following the formal endorsement of the draft <i>The Bight Cemeterly Restoration Action Plan</i> .
14.	<i>That there be wider promotion and longer notification periods be used because many families are outside the area and consideration be given to large notices being posted on cemetery gates</i>	Any new <i>Memorials Risk Assessment Program</i> formally developed, reviewed, publicly exhibited and adopted by Council will identify appropriate notification periods for families that are located outside the area.	Stage 4	<b>Stalled</b> A Council wide <i>Memorials Risk Assessment Program</i> will be developed following the formal endorsement of the draft <i>The Bight Cemeterly Restoration Action Plan</i> .
15.	<i>That the Council modify their system used to manage Council Cemeteries to include a "Register of Family Interests in Graves in the Municipality".</i>	This concept was generally agreed however the timing is uncertain as the intent is to utilise the Property and Rating Phase (Phase 2) of MC1 implementation to develop a new system for cemetery management.	Stage 5	<b>Stalled</b> Completion of this action requires the Property and Rating Phase (Phase 2) of MC1 Implementation to be completed.  As part of this implementation, a new system for cemetery management will be developed.

<p>16. <i>That a Beautification program be developed for the Bight cemetery</i></p>	<p><b>Agreed</b> – It was generally agreed that Beautification program should be developed for the Bight cemetery. It was accepted however that this was the third priority following the development of separate action plans for: 1. Restoration of headstones at the Bight Cemetery; and 2. A <i>Memorials Risk Assessment Program</i></p>	<p>Stage 6</p>	<p><b>Stalled</b>  A <i>Beautification Program</i> for the Bight Cemetery will be developed following the endorsement and formal endorsement of <i>The Bight Cemetery Restoration Action Plan</i> and a <i>Memorials Risk Assessment Program</i> that covers the entire MidCoast Council area.</p>
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B: Draft 'The Bight Cemetery Restoration Action Plan' distributed for comment



## **THE BIGHT CEMETERY**

Restoration Action Plan

November 2019





## Background

During July 2019 Council staff incorrectly laid down a number of headstones at The Bight Cemetery, Wingham. Following concerns from the community all work in relation to the laying down of headstones at The Bight and other cemeteries was indefinitely suspended on 26 July.

In the ensuing weeks a community group "The Blight of the Bight" was formed representing not only the families of those buried at the Bight Cemetery but also the broader community. The group called a public meeting on Sunday 11 August to discuss the matter. The Mayor, Councillors Bell and Epov, the General Manager, Director of Liveable Communities, Manager of Community Spaces, Recreation and Trades and other staff members attended the meeting.

The General Manager and Director of Liveable Communities both apologised for the hurt, distress, anger and general upset caused by Council's actions at The Bight Cemetery during the meeting.

At the meeting the community specifically discussed 16 desired outcomes that were presented by the "Blight of the Bight" group. These outcomes were unanimously supported and the community requested their consideration and adoption by Council.

Both the General Manager and Director of Liveable Communities agreed at the meeting to consider each of the outcomes identified by the community.

Council staff then met with a representative of the "Blight of the Bight" group the following day to discuss the 16 desired outcomes requested by the community.

These outcomes, and Council's actions to deliver on each of them, were endorsed by Council on 11 September 2019.

An investigation into the condition of the headstones identified both by Council and by the community has confirmed there are 67 headstones in need of repair. Council has committed publicly and to family members that all 67 headstones will be repaired, regardless of how that damage was sustained (through Council actions or the December 2018 storm).





## Addressing community outcomes

The 16 outcomes desired by the community and the corresponding actions endorsed by Councillors (see Annexure A) can be categorised into six stages as follows:

1. Immediate – these actions have already been completed
2. Development of an Action Plan for the restoration of headstones at The Bight Cemetery
3. Completion of an independent external review
4. Development of a Memorials Risk Assessment Program

In addition, the following items will happen at a time to be determined, as they rely on factors such as the implementation of corporate software and climactic conditions that cannot be determined at this point in time:

5. Development of register of family interests in graves
6. Beautification program to be developed for The Bight Cemetery

## Scope of The Bight Cemetery Restoration Action Plan

The items this action plan address are those identified as stage two actions – relating to the preparation of *The Bight Cemetery Restoration Action Plan*. Namely:

- “2. Council undertake the restitution of ALL damaged headstones in The Bight Cemetery regardless of their past reasoning or justifications, as a sign of goodwill and true apology to the community
4. Council to commit to the development of a timed Action Plan to restore the headstones at the Bight Cemetery and a separate timed Action Plan in relation to the Memorials Risk Assessment Program.
12. That any work carried out by Council as a result of an adverse risk assessment be done in accordance with National Trust Guidelines with expert supervision”

## Principles of implementation

To meet the desired outcomes endorsed by Council, the action plan to restore The Bight Cemetery will be undertaken based on the following principles:

- All headstones that are damaged will be repaired
- We will communicate directly with the registered families on the works to be undertaken
- General updates will also be provided to the wider community at various points in the program
- Work will be undertaken in accordance with National Trust Guidelines and the advice of professional stone masons
- All headstones will be repaired to meet the requirements of Australian Standard AS 4204 -2019 “Headstones and Cemetery Monuments” (where possible), and in the case of heritage headstones (those over 50 years old), in accordance with advice supplied by the National Trust (NSW)
- Council will liaise with families over the appointment of stonemasons

## Communicating with impacted families

This plan incorporates information on how and when we will communicate with both the impacted family members and the wider community on the restoration of The Bight Cemetery.

The goals of this communication are to:

- Provide open, honest, accurate, timely and accessible information to the community
- Directly communicate with the impacted families regularly throughout the restoration process
- Raise awareness of the actions being undertaken to rectify the situation and ensure it doesn't happen again

The key communication channels to be used during the restoration of The Bight Cemetery will be:

- Direct communication with impacted families
- Website updates
- Media releases
- Provision of information to the "Blight of the Bight" group to share on their facebook page and by other means

When this action plan is endorsed by Council the following will occur:

- Direct email to all registered families to provide them with a copy of the finalised action plan
- Council's The Bight Cemetery website page will be updated
- Media release will be prepared and distributed to all local media channels

Wider communications and engagement plans will be developed to support the development of a Council wide *"Memorials Risk Assessment Program"* when this occurs.



## Action Plan

Item	Action	Details	Responsibility	Timeframe
1.	Inspect and confirm all headstones impacted	Compile a photographic record of all damaged headstones in The Bight Cemetery	Community Spaces Recreations and Trades - Parks and Reserves	Completed
2.	Create database of impacted family members	Collate information using records at hand and information provided by the community to create a database of affected families/ interested parties	Community Spaces Recreations and Trades - Cemeteries	Completed
3.	Issue written apology to families	Apology issued from the Office of the Mayor to all parties who have registered an interest in one of the damaged headstones	Community Spaces Recreations and Trades - Cemeteries Office of the Mayor	Completed
4.	OEH Section 91 licence application	Complete OEH Section 91 licence application to carry out works on site to ensure the protection of the critically endangered orchid <i>Diurus flavescens</i> while it is flowering	Community Spaces Recreations and Trades and Natural Systems	Completed
5.	Coordinate with National Trust	Coordinate with the National Trust of Australia (New South Wales) in the assessment and restoration of headstones to ensure it is undertaken in a manner recommended by the National Trust	Community Spaces Recreations and Trades - Parks and Reserves	Underway
6.	Seek advice from qualified stone mason	Gain advice from qualified stone mason to determine the works that needs to be undertaken on each of the damaged headstones	Community Spaces Recreations and Trades - Parks and Reserves	Underway
7.	Communicate with all families on process	Following adoption of this action plan a letter or email to all parties listed on the database to inform them and what to expect from here on – i.e. next communication will be on individual circumstances. Indicate we have a number of headstones that have multiple registrations and we will be looking for families to nominate a main contact person to progress restoration. Communicate the same information to the “Blight of the Bight”	Community Spaces Recreations and Trades – Cemeteries and Communications	March 2020

		group to assist in their communications with their members. Update website.		
8.	Prepare individual scope of works	An individual scope of works to be prepared for each of the damaged headstones, taking into account advice received from the National Trust and stone masons and liaison with the families on the appointment of stonemasons	Community Spaces Recreations and Trades - Cemeteries	March-April 2020
9.	Gain family approval	Correspond with the registered family members on the individual scope of works required for their particular headstone and seek written approval from them for the repairs to be undertaken, providing an expected timeframe on when works will be undertaken.	Community Spaces Recreations and Trades - Cemeteries	March-April 2020- ongoing
10.	Communications on repairs to be undertaken	Communication to be undertaken via information to the 'Blight of the Bight' group, media release, website update, signage at the cemetery and regular newspaper advertising to inform the community that works are about to start on the repairs, so it is clear when activity is underway that it is repairs being undertaken.	Communications	April - May 2020
11.	Undertake repair works	Ensure the repair works are undertaken as per the scope of works for each of the damaged headstones, by implementing a self-certification process to be undertaken by the monumental masons undertaking the work. This would include documenting the materials used, certifying how the work complied with Australian Standard AS 4204 -2019 "Headstones and Cemetery Monuments" and if this was not possible why it was not.	Community Spaces Recreations and Trades - Cemeteries	May 2020 – ongoing as written approvals finalised
12.	Document repair works	Provide photographic evidence of repair works to registered family members/interested parties.	Community Spaces Recreations and Trades - Cemeteries	May 2020 – ongoing as each repair is finalised
13.	Report back to the community	Communication to be undertaken via media release, website update and information to the Blight of the Bight group to advise the community all repairs have been undertaken.	Communications	When all repair works completed