



**Mona Vale General Cemetery,
107 Mona Vale Road, Mona Vale, NSW**

Conservation Management Plan



Prepared by
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t/a MUSEcape
for
Northern Beaches Council

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**SPECIALISTS IN THE IDENTIFICATION, ASSESSMENT, MANAGEMENT AND INTERPRETATION
OF CULTURAL HERITAGE**

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Foreword

Mona Vale General Cemetery at Mona Vale on Sydney's northern beaches is an important item of the environmental heritage of the Northern Beaches Council area. As the last resting place for many of the area's past citizens, the cemetery has historic, aesthetic, social and research / educational significance at a local level.

As trustee of the cemetery, Northern Beaches Council manages this important place to safeguard its heritage values and to respect its sanctity as a place of human burial and remembrance. Council has recognised the need for a Conservation Management Plan to allow the continued operation of the cemetery and to guide future works in the cemetery, as part of its overall strategy to conserve and interpret places of heritage significance in the Council area.

As Administrator, I feel sure that this Conservation Management Plan for Mona Vale General Cemetery will provide a sound basis for decision-making by Council and others involved in the management of this special place. Mona Vale General Cemetery will continue to be respected and treasured as a place of burial and memorialisation of the departed, for quiet contemplation, for family history research and for education.



Dick Persson, AM
Administrator, Northern Beaches Council

1.0 Executive summary

In February 2016, the former Pittwater Council commissioned Chris Betteridge, Director of Betteridge Consulting Pty Ltd t/a **MUSEcape**, heritage consultants to prepare a Conservation Management Plan (CMP) for Mona Vale General Cemetery (formerly Turimetta General Cemetery). The need for a CMP was identified in the Mona Vale General Cemetery Plan of Management adopted by Pittwater Council on 2 April 2012 and by the NSW Department of Primary Industries on 13 September 2013. Pittwater Council has since been amalgamated with Warringah Council and Manly Council to form Northern Beaches Council. The major aim of the CMP is to provide guidance to Council to allow the continued operation of the cemetery as a place for burials and deposition of cremated remains while retaining and conserving the heritage values of the place.

Documentary and physical evidence relating to the cemetery was researched and analysed. Relevant stakeholders were consulted. The heritage values of the place were then assessed in accordance with standard criteria and a draft statement of significance for the cemetery was produced. Relevant issues relating to the operation, management and conservation of the place were examined and the constraints imposed by significance, statutory controls, the physical condition of the place, management structure and financial limitations were assessed to enable the development of appropriate conservation management policies and strategies. The CMP includes a schedule of recommended conservation works with priorities for implementation.

Mona Vale General Cemetery is considered to be of local heritage significance as a place with historical, associational, aesthetic and social significance for the Northern Beaches Council area. The place satisfies a number of the seven criteria established under the NSW *Heritage Act 1977* (as amended) for inclusion of items on a Local Environmental Plan (LEP) heritage schedule and is currently listed as an Archaeological Site on Schedule 5, Pittwater LEP 2014.

Mona Vale General Cemetery is important in the course and pattern of the cultural history of Northern Beaches because of its historical associations and significant documentary and physical evidence of the evolution of the place (Criterion A).

The place is historically significant at a local level for its strong associations with a number of individuals and families important in the development of the Northern Beaches Council area over more than a century. (Criterion B). The cemetery has strong associations with significant individuals and families in the establishment and development of the Mona Vale / Pittwater area and with members of particular religious faiths.

The cultural landscape of Mona Vale General Cemetery is important in demonstrating 20th century funerary aesthetic characteristics in Northern Beaches. The monuments at the cemetery include a range of examples of monumental masonry in types and styles representative of the 20th century and early 21st century. (Criterion C). For such a relatively small burial ground, it displays an unusually diverse array of monumental types and designs.

Mona Vale General Cemetery has strong associations with past and contemporary communities of the local area for social and cultural reasons. The burials provide a genealogical link to the present community that is being increasingly recognised and valued as people research their family histories. The place is held in high esteem by significant groups within the present-day community, evidenced by the listing of the

place as an item on the heritage schedule of Pittwater LEP 2014 and by volunteer work to help maintain the cemetery's landscape. (Criterion D)

It is considered that further research of the physical and documentary evidence related to Mona Vale General Cemetery has the potential to contribute to a wider understanding of European occupation of a part of New South Wales, from the early 20th century to the present day. (Criterion E). Further research of the monuments and the burial records can lead to better interpretation of the history and heritage significance of the place, contributing to wider and better understanding of our past and greater appreciation of the sacred nature of this place and burial grounds generally.

Every cemetery is unique. By virtue of its historical associations with important persons and events in the development of the Northern Beaches Council area, Mona Vale General Cemetery possesses rare aspects of the area's cultural history. (Criterion F).

Mona Vale General Cemetery demonstrates the principal characteristics of a class of the cultural places of New South Wales (Criterion G). It is representative of small urban general cemeteries in NSW dating from the early 20th century.

The place is managed as an operating cemetery and is also an historic site with heritage, educational, recreational, tourism and interpretive values. The key constraints, issues and opportunities arising from the cultural significance of the cemetery, statutory controls, the Burra Charter, Council's requirements, the current use and the physical condition of the place are discussed in more detail in Section 6 of this CMP.

The conservation policies in Section 7 of the CMP are summarised below:

The landscape of Mona Vale General Cemetery should be managed to retain, conserve and enhance its significance in accordance with the Conservation Policies in this Plan.

The Statement of Cultural Significance set out in Section 6 should be accepted as one of the major bases for future management of the cemetery.

The future conservation and management of the cemetery should be carried out in accordance with the principles of the *Australia ICOMOS Charter for the Conservation of Places of Cultural Significance* (The Burra Charter), 2013 edition.

Responsibility for decision-making in relation to the landscape of Mona Vale General Cemetery will rest with Northern Beaches Council who should comply with any requirements under Pittwater LEP 2014 and the NSW *Heritage Act 1977*, (as amended) and any other relevant statutory controls and consultation requirements.

Conservation works, including repairs to memorials and management of trees should be carried out only by appropriately qualified and skilled personnel in accordance with relevant Australian standards and current best practice.

New developments including new memorials and landscaping should be designed sympathetically to retain the landscape heritage character of the cemetery while enhancing the public amenity of the place.

A procedures manual should be developed for the range of maintenance and repair tasks for the various elements of the site e.g. monuments, landscape elements.

Routine maintenance actions should be carried out in accordance with the Schedule at section 9.2.

Records such as logbooks should be kept for all repairs and maintenance to monuments and landscape elements. A pro-active program of planned maintenance should be developed.

Copies of all known relevant records relating to Mona Vale General Cemetery should be kept as a collection in the local studies section at Northern Beaches Council Library, with a further copy ideally held by Manly, Warringah & Pittwater Historical Society.

Further research into the history and landscape of the cemetery should be encouraged and coordinated to ensure use of available resources to maximum effect. Wherever possible, relevant standards for universal access should be met. Regular inspections and monitoring should be carried out to identify potential and future risks and hazards. Reports should be made of hazards and incidents, and logbooks kept of actions taken to remedy these situations. Public safety hazards should be identified and / or appropriate warning signs and barricades should be erected as soon as possible after detection.

The existing protocols for dealing with complaints, claims and incidents should be maintained and reviewed on a regular basis.

The history and significance of Mona Vale General Cemetery and its landscape, in the context of the cultural landscape history of the Northern Beaches should be interpreted to key audiences and the wider community through culturally appropriate means, in accordance with an adopted Interpretive Plan for the place.

This Conservation Management Plan should be formally adopted by Northern Beaches Council, monitored on an ongoing basis and reviewed after a period of five to ten years.

The CMP provides recommendations for conservation of the heritage values of Mona Vale General Cemetery including a Maintenance Schedule.

The CMP provides detailed advice on the conservation methods appropriate for the various types of monuments and monument fabric in the cemetery.

The existing use of Mona Vale General Cemetery as a memorial place for burials and placement of cremated remains is considered to be the most appropriate use for the place and should be continued and supported by Northern Beaches Council.

A comprehensive list of sources consulted and useful references is given and relevant documents are supplied as appendices.

2.0 Introduction

2.1 *Background*

Mona Vale General Cemetery is Crown land managed by Northern Beaches Council, which has allocated funds for the preparation of a Conservation Management Plan (CMP) for the site to guide Council in its future management of the place. Council has engaged the author to prepare a CMP for the cemetery.

2.2 *Objectives and structure of the CMP*

Council required the CMP to be prepared in accordance with the principles advocated in the Burra Charter of Australia ICOMOS and any relevant requirements of the NSW Heritage Act. The author advised Council that the format of the Plan would be in keeping with the 'Draft Guidelines for the Preparation of Conservation Management Plans for Cemeteries' by the author and David Beaver Landscape Architect. The work would entail the following:

- Review of readily available documentary evidence relating to the site, with emphasis on secondary sources, but including burial records;
- Consultation with relevant stakeholders e.g. Northern Beaches Council, Manly, Warringah & Pittwater Historical Society;
- Recording of physical evidence, including description of the cemetery landscape and samples of monument types, with digital images;
- Assessment of significance of the site and its major elements;
- Preparation of a revised draft State Heritage Inventory form for submission to the Heritage Division, Office of Environment and Heritage;
- Formulation of generic conservation policies, strategies and guidelines;
- Preparation of a draft report in electronic format for comment by Council and other relevant stakeholders;
- Finalisation of the CMP in response to comments on the draft document.

2.3 *Where this plan applies*

This plan applies to Mona Vale General Cemetery which is located on Mona Vale Road, Mona Vale, to the west of the Mona Vale CBD and approximately 28 kilometres from the Sydney CBD and about 2 kilometres inland from the sea. The property description is Crown Reserve D500520 comprising Lot 2 DP 1124862 (107 Mona Vale Road, Mona Vale), an area of 3.87 hectares. The plan also applies to an adjoining triangular parcel of Crown land, described as lot 8 DP 1124862 (4 Walana Crescent, Mona Vale). The study area for the plan is shown on the regional context plan (Fig.1) and the locality plan (Fig.2) on the following pages.

Note: Council is currently negotiating the acquisition of an additional parcel of land for the cemetery adjacent to Lot 8 DP 1124862. When this parcel becomes part of the cemetery, the CMP will also apply to this area.

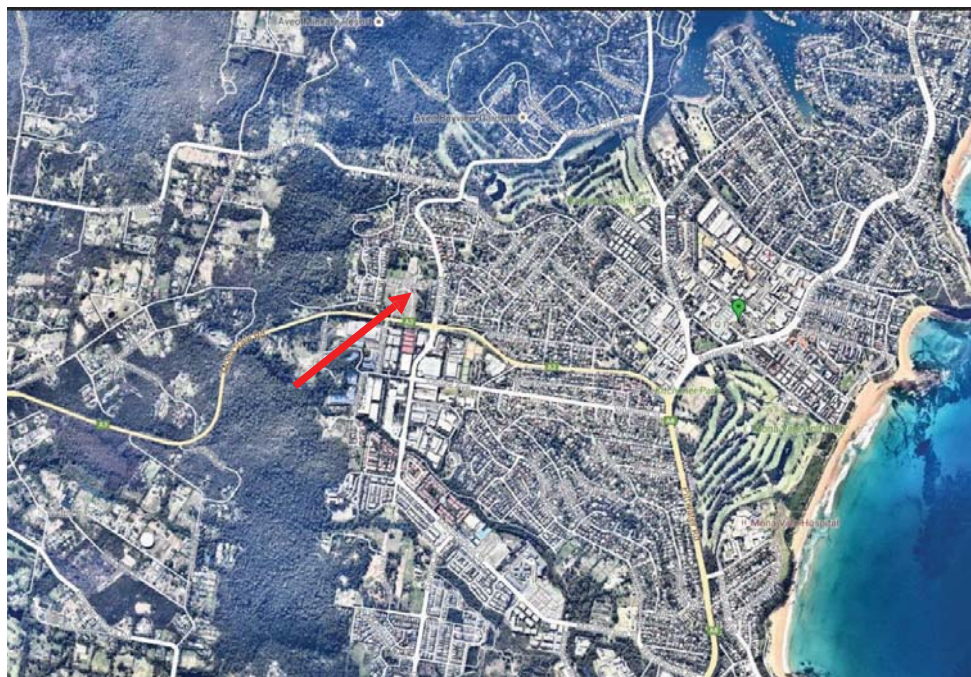


Figure 1 Location Plan, showing Monavale General Cemetery, arrowed red, in relation to the suburb of Monavale and adjoining areas. (Source: *nearmap* / **MUSEcape**)



Figure 2 Monavale General Cemetery (edged red) and adjoining triangular area of Crown land currently used for storage of materials and equipment (edged blue). (Source: *nearmap* / **MUSEcape**)

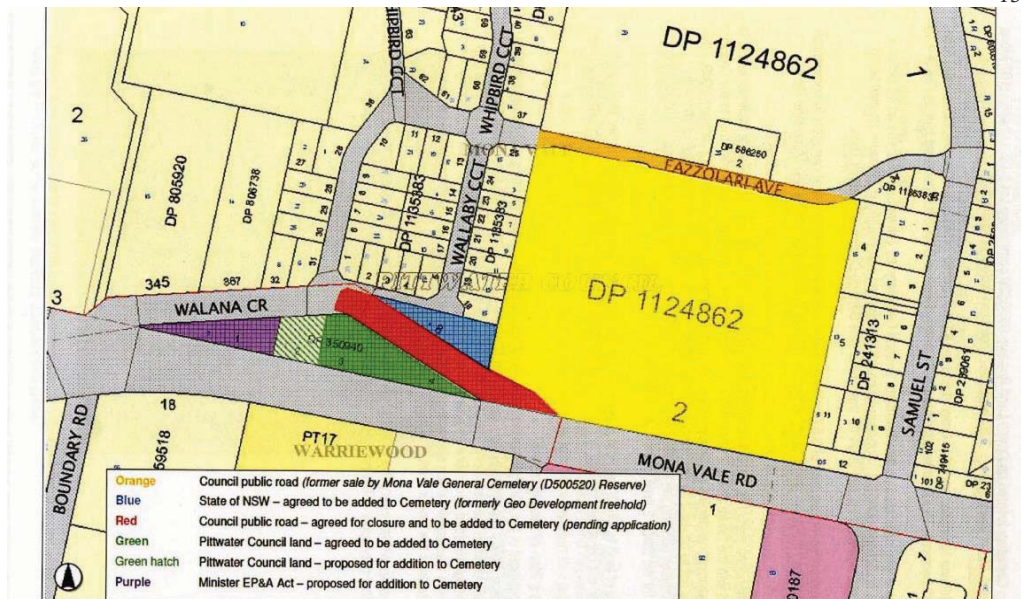


Figure 3 Plan showing Mona Vale General Cemetery (yellow), the area currently used for storage of equipment and materials (blue) and the other small parcels of land to the southwest of the cemetery proposed for addition to the cemetery in the 2012 Masterplan. (Source: Northern Beaches Council)

Note that a portion of the NSW Planning site, coloured purple in the map above may be acquired by Roads and Maritime Services (RMS) for a road reservation for future road widening. A narrow strip of land along Mona Vale Road adjacent to the new cemetery areas (coloured green and green hatched above) will also be acquired by RMS for road widening – the exact dimensions of the area required are currently under negotiation.

2.4 Methodology

This CMP has been prepared in accordance with the principles and guidelines for investigating and assessing significance as espoused in publications such as James Kerr's *The Conservation Plan* (7th edition, Australia ICOMOS), the Burra Charter (Australia ICOMOS Charter for Places of Cultural Significance) and its Guidelines (2013 edition), the *NSW Heritage Manual* (NSW Heritage Office / Department of Urban Affairs and Planning, 1996, as amended) and other relevant NSW Government heritage publications.

The methodology involved library and web-based research of documentary evidence and on-site recording of physical evidence, including site inspections on 28 January and 6 July 2016. Assessment of significance using the criteria developed for the State Heritage Register and those in the *Heritage Manual* was complemented by consultation with key stakeholders, consideration of relevant issues, opportunities and constraints to enable the formulation of conservation policies and strategies, and preparation of the CMP, which includes provision for adoption and review.

The terminology used throughout the Plan is consistent with the definitions in the Burra Charter. The draft document was prepared to comply as closely as possible with Heritage Division, NSW Office of Environment and Heritage guidelines for Conservation Management Plans.

The preparation of the Plan was coordinated by Northern Beaches Council staff. Comments by Council officers and relevant stakeholders on the draft document have been reviewed by the author and amendments made as necessary for finalisation of the Plan.

2.5 Author identification and experience

This CMP has been prepared by Chris Betteridge BSc (Sydney), MSc (Museum Studies) (Leicester), AMA (London), MICOMOS, Director, Betteridge Consulting Pty Ltd t/a **MUSEcape**, heritage consultants. The author is a specialist in the conservation of significant cultural landscapes, particularly historic cemeteries. For six years until the end of 2000 he was Cemeteries Advisor to the National Trust of Australia (New South Wales).

As a consultant, he has prepared or contributed to conservation management plans for Gore Hill Memorial Cemetery, Waverley Cemetery, Wentworth Cemetery, Camperdown Cemetery, Fernmount Cemetery, Toragy Point Cemetery, Northern Suburbs Memorial Gardens and Crematorium, Sandgate Cemetery, McCarthy's Cemetery, Gladesville Mental Hospital Cemetery and the historic Allman Hill and Second Burying Grounds at Port Macquarie. Chris was co-author with Caroline Burke of the chapter on landscape in *The Sleeping City: The Story of Rookwood Necropolis* (Weston, D (Ed.), 1989, Society of Australian Genealogists in association with Hale & Iremonger, Sydney).

The 'Draft Guidelines for the Preparation of Conservation Management Plans for Cemeteries' which Chris prepared with colleague David Beaver, Landscape Architect, were used for many years by the former NSW Heritage Office (now Heritage Division, Office of Environment and Heritage) as a pre-requisite for preparation by consultants of such plans funded under the Heritage Assistance Program.

2.6 Acknowledgments

The author would like to thank the following individuals for their kind assistance with and interest in the preparation of this Plan.

Organisation	Name
Northern Beaches Council	Arianna Henty, Manager, Commercial Property and Projects;
	Andrew Morgan, Grave digger / Field Supervisor;
	Nadine Phipps, Cemetery Supervisor;
	Sharelle Ravenscroft, Local Studies Librarian.
Manly, Warringah & Pittwater Historical Society	Jim Boyce, former President
National Trust of Australia (NSW)	Leica Wigzell

2.7 Abbreviations

BCA – Building Code of Australia
 CMP - Conservation Management Plan; DCP - Development Control Plan;
 DDA - Commonwealth Disability Discrimination Act (DDA) 1992
 DOP - NSW Department of Planning;
 DP&I – NSW Department of Planning and Infrastructure;
 EP & A Act – Environmental Planning & Assessment Act 1979;
 EP & A Regulation - Environmental Planning & Assessment Regulation 2000; HIS – Heritage Impact Statement;
 ICOMOS - International Council of Monuments and Sites;
 LEP - Local Environmental Plan; NBC – Northern Beaches Council;
 NT - National Trust of Australia (New South Wales);
 OEH – Office of Environment and Heritage; PP – Planning Proposal;
 RMS – Roads and Maritime Services;
 SEPP – State Environmental Planning Policy; SHR - State Heritage Register;
 SOHI - Statement of Heritage Impact; WHSA – Work Health & Safety Act 2011;
 WHSR - Work Health & Safety Regulation 2011.

2.8 *Limitations*

The preparation of this Plan was based on the research of readily available documentary material and above-surface physical fabric within the time and budgetary constraints imposed by the client and the availability of site survey information. No physical disturbance or intervention was carried out on any part of the site, with the exception of limited sampling of vegetation for identification purposes. The study does not include detailed assessment of any buildings or their contents. Comparative analysis was limited to properties of similar age and significance currently listed on heritage registers or otherwise known to the author.

2.9 *Disclaimer and copyright*

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3.0 Analysis of documentary evidence

This section provides a chronological and thematic analysis of the historical records relating to Mona Vale General Cemetery in the context of the development of Mona Vale, the Northern Beaches Council area and NSW.

3.1 Cemetery timeline

A chronology of the occupation and use of the Mona Vale General Cemetery site from pre-contact times to the present day in the context of relevant events in the Northern Beaches Council area and New South Wales is shown in the table below.

Dates(s)	Event	References / Interpretation
Pre-1770	Areas around Pittwater occupied by Carigal clan of the Kuringai (Guringai). The area now known as Mona Vale was called Bongin Bongin by the Aboriginal people.	
April 1770	James Cook's voyage of exploration along the east coast of Australia	
26 January 1788	First Fleet arrives at Sydney Cove	First permanent European settlement on east coast of Australia.
1788	Pittwater surveyed by crew members of <i>HMS Sirius</i> in 1788, and named Pitt Water after William Pitt the Younger, then Prime Minister of Great Britain	Champion & Champion 1997, p.5
1789	Aboriginal population of Sydney area including Pittwater decimated by smallpox introduced by the European settlers	
1814	The land that now comprises Mona Vale granted to Robert Campbell (1746-1846) surveyed in May.	Originally part of 280 hectares (700 acres) extending from Mona Vale to the end of Newport Beach.
1828	First thorough census of NSW	
1829	Surveyor general Thomas Mitchell surveys the Pittwater range, now the route of Mona Vale Road	Champion & Champion 1997, p.60
1835	Thomas Collins, aged 20, arrives in Sydney as a convict on the <i>Lady Nugent</i> on 9 April.	Champion & Champion 1997, p.79
1850s	Gold rushes in NSW	
1856	Civil Registration of Births, Deaths and Marriages introduced in NSW.	Prior to this date the only record of an individual may be the inscription on his or her grave marker.

Dates(s)	Event	References / Interpretation
1859	Land grant of 80 acres (32 hectares) to Thomas Collins (including the cemetery site)	NSW Land Titles Office, Map U1867-62 MS 2318 SY, Cr. Pl. 2318.300) cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p22
1865	Site of Manly Cemetery consecrated as a burial ground.	Northern Beaches Council website http://www.manly.nsw.gov.au/planning-and-development/heritage/manly-cemetery-heritage/ Manly accessed on 23 August 2016
1868	The Necropolis at Haslam's Creek (Rookwood Cemetery) opened	
1871	Church of England Church of St John the Baptist opens at Mona Vale in the area of Bassett Street east and Grandview Parade, with a small adjoining burial ground containing the graves of some early pioneers.	<i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p12
1871	William Oliver donates an acre of land for a church and cemetery at what is now Church Point.	P W Gledhill, <i>Manly & Pittwater: Its beauty and progress</i> , p.121
1872	Church erected at Chapel Point (now Church Point)	Also used as a school house by 1881, with 22 children.
1872	Manly Cemetery officially set aside by NSW government.	Northern Beaches Council website http://www.manly.nsw.gov.au/planning-and-development/heritage/manly-cemetery-heritage/ Manly accessed on 23 August 2016
Circa 1881	Church of England Church of St John the Baptist moved to Bayview Road (now Pittwater Road).	Ibid.
1881	Methodist Chapel at Church point being used as a school with 22 children.	Building known as the Provisional School
1884	Provisional School at Church Point becomes Pittwater Public School.	
1886	Part of Thomas Collins' 1859 80-acre grant commences to be sold as the "Collingwood Estate"	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p20
1887	Sir Henry Parkes visits the old chapel schoolhouse at Church Point and signs visitors' book.	
1888	New school opens on Bay view Road at church point and old Methodist Chapel becomes redundant.	

Dates(s)	Event	References / Interpretation
1891	A site of 10 acres is dedicated for a cemetery near the Black Swamp at Mona Vale but is never used for burials.	Adjoining Bilgola Street (now Barrenjoey Road) this site was to have Roman Catholic, General, Presbyterian, Wesleyan, Jewish, Independent and Church of England sections, with a central road and perimeter plantations along the Bilgola Street frontage and an extension of Maum Street (now Park Street). Sketch plan in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p13
1894	Construction of Brock's Mansion and cottages across the road from cemetery site	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p19
1904	Cemetery site set aside in 1891 not used and negotiations are underway for a new site along Lane Cove Road (now Mona Vale Road)	The proximity of the 1891 site to new residential development, a recreation ground with mini golf and a horse racing track, as well as the "Black Swamp" itself may all have been contributing factors in the decision to find another site, further from habitation. <i>Mona Vale General Cemetery Plan of Management</i> 2012, p19
1905	Ten acres (4.047 hectares) of land dedicated for a cemetery on 18 October, with sections allocated for Church of England, Methodist, Congregational, Roman Catholic, Presbyterian, Unsectarian and Jewish, with an unallocated section. Initial management responsibility lies with the Lands Department.	NSW Government Gazette, 18 October 1905, p6998, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23 Over the years some sections have been reallocated to provide for the burial of Uniting Church, Baptist, Baha'i and Latter Day Saints believers. There is now no Jewish section.
1905	Parish map shows the first entrance drive running north to south along the centre of the Cemetery.	Map of the Parish of Narrabeen 1905 (SRO ref.32540), cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1905-1914	There are probably at least 15 burials in the Cemetery during this period but no grave markers prior to 1914 survive.	At this time, citizens had to apply at the local police station for permission to bury their dead and this may explain the seemingly haphazard arrangement of the early graves, in the Church of England and Methodist sections, close to the original entrance gates. <i>Mona Vale General Cemetery Plan of Management</i> 2012, p21
1906	Church of England Trustees appointed are John Blackwood, Cornwallis Wade Browne, Samuel Stringer, Stuart Greig and William Boulton.	NSW Government Gazette, 19 September 1906, p5273, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23

Dates(s)	Event	References / Interpretation
1914	Percy Johnson, aged 2 years, dies and is buried in the Cemetery	Percy's headstone is the earliest marked grave surviving in the Cemetery although a 1989 plan shows some unregistered graves in the Church of England section near the original entrance gate and in the Methodist section which may contain burials predating that of Percy Johnson. Plan No.AI-8183 WC, Mona Vale Cemetery General Arrangement, May 1989 (Copy at MW & PHS), cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1921	First ordinance covering the management of the Cemetery proclaimed.	<i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p14
1921	Cost of grave (plot) in the Cemetery is £1	NSW Government Gazette 2 December 1921, p.6859, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1926	Turimetta Cemetery neglected and local people urge Warringah Council to assume responsibility for the site's management	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p21.
Prior to 1929	Citizens wishing to bury their dead in the Cemetery apply at the Police station and organise the burial themselves.	Information from Judith Wilson (who previously worked on the Cemetery records at Warringah Council), 8 February 2002; Report to Works Committee of Warringah Council, 13 March 1984 (Copy at Mona Vale Library Local Studies), cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1929	Warringah Council takes over management of the Cemetery from NSW Department of Lands on 31 May but the Catholic Church retains control of its section (until 3 August 1984)	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p21 Warringah Council minutes 24 June 1929, p.115, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1929	Warringah Council chooses the name Mona Vale Cemetery to replace Turimetta Cemetery	Warringah Council minutes 24 June 1929, p.115, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1929	Stone gate posts bearing the words 'Mona Vale' on one and 'Cemetery' on the other, erected at the Mona Vale Road entrance by James Booth at a cost of £12.	Warringah Council minutes 27 May 1929, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23

Dates(s)	Event	References / Interpretation
1929	Responsibility for management of the Cemetery transferred from NSW Department of Lands to Warringah Council	Warringah Council minutes 24 June 1929, p.115, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1929	Interment fee is £3; Exhumation fee is £1	Warringah Council minutes 26 August 1929, p.153; Ibid., 8 October 1929, p.193, both cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
Unknown date post-1929	Warringah Shire Council trusteeship of the Cemetery revoked and private trustees appointed	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p21.
1930s	The Mona Vale Basin, including the area around the Cemetery, is a food bowl with some 3,500 glasshouses, many operated by migrants from the former Yugoslavia.	Ogden 2011, p.165
1932	Timber church at Church Point demolished but cemetery retained.	Manly, Warringah and Pittwater Journal of Local History Vol. 8, 2004, 'Mona Vale Cemetery', p11
1956	Warringah Shire Council re-appointed Trustee for all but the Roman Catholic section of the "Turimetta General Cemetery" on 16 October	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p21.
1959	Two headstones from original St John the Baptist Church relocated to the grounds of the current St Johns Church.	One headstone was that of William F Stark, a blacksmith who was killed on 16 February 1881 at the age of 25 by a falling crane jib on the site of the Barrenjoey Lighthouse. Heather Gibson, St John the Baptist Anglican Church Mona Vale, A brief history: 130 th Anniversary, 2001; Jervis Sparkes, Tales from Barrenjoey 1992, p.29 and P W Gledhill letter to the Editor, Sydney Morning Herald, 18 July 1929, p.9: The other headstone, in two pieces commemorates Priscilla Wilson, aged 2, daughter of Frances and Thomas Wilson; Heather Gibson, op. cit.
1960s	Horticultural production in the Mona Vale Basin in decline and light industry starts to infiltrate the area.	Ogden 2011, p.166
1964	Mona Vale Hospital opens	
1972	Warringah Councillor Sydney Owen Reynolds dies	S O Reynolds was a Councillor from 1956 to 1959, <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p17

Dates(s)	Event	Interpretation
1974	S O Reynolds Memorial Wall named in memory of the Councillor whose request for his cremated remains to be deposited in the area led to the proposal for erection of the columbarium wall.	Warringah Council minutes, Ordinary Meeting, 27 May 1974, p.3. No record of Councillor Reynolds' interment in the cemetery, <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p17
1970s	Double north-south row of golden cypress probably planted during this period along the original central carriageway with a red gravel path between them.	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p26.
1980	Cemetery bordered by a remnant stand of trees on the eastern boundary and to the north is the Warriewood Electricity substation, with power cables running underground through the cemetery to Mona Vale Road.	NSW Government Gazette, 21 November 1980, p.6023, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23. The original plan for the cemetery mentions a plantation 10 links wide
1982	Land at the corner of Walana Crescent and along Mona Vale Road resumed by the NSW Department of Main Roads.	NSW Government Gazette, 27 August 1982, p.3901, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1984	Warringah Council appointed Trustee for Catholic section of "area at Mona Vale, known as "Turimetta General Cemetery" on 3 August	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p21.
1984	Roman Catholic Church transfers responsibility for burials in the Cemetery and their burial records to Warringah Council	Information from Judith Wilson (who previously worked on the cemetery records at Warringah Council), 8 February 2002; Report to Works Committee of Warringah Council, 13 March 1984 (Copy at Mona Vale Library Local Studies), cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1989	Amendment to Cemetery ordinance to make it consistent with the <i>Public Health (Funeral Industries) Regulation</i> in regard to the depth of burial for coffins.	Ordinance 68; NSW Government Gazette 2 December 1921, p.6859; 7 June 1968, p.2264; 1 September 1989, p.6394, cited in <i>Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23

Dates(s)	Event	Interpretation
1989-90	Survey of Cemetery by Nan Bosler.	This unpublished survey of the former Turimetta Cemetery includes analysis of interviews with monumental masons and a mortality survey. It identifies 34 possible unknown burial sites. Nan Bosler 1990, Survey of Turimetta Cemetery, unpublished (Copy at Mona Vale Library Local Studies), cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1992	Cemetery site becomes part of Pittwater local government area and Pittwater Council becomes Trustee of the Cemetery as a result of Pittwater's secession from Warringah Council.	<i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p16
1993	Pittwater Council considers having a crematorium built on the closed sewerage farm on Wilga Street at Ingleside.	<i>Manly Daily</i> , 31 December 1993, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
1996	In response to shortage of land for new burials, Pittwater Council commences using the spaces between the golden cypress trees for graves.	<i>Mona Vale General Cemetery Plan of Management</i> 2012, p26.
2002	Mona Vale Cemetery Landscape Masterplan completed by Urban Landscape Projects	The Masterplan identifies the following works: <ul style="list-style-type: none"> • Construction of three garden niche areas; • A new internal perimeter road along the eastern boundary; • A new internal perimeter road along the southern boundary linking the existing roads; • Burial sites adjacent to the eastern border to be opened.
2003	Work commences to create a perimeter road around the Cemetery, resulting in the loss of a number of liquidambar trees along the Eastern boundary. These are not protected under Council's Tree Preservation Order.	Mona Vale Cemetery Masterplan 2002, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
2003	Cost of grave (plot) (for burial of two bodies and one baby under the age of 6 months) is \$2,860.00; Interment fees are \$1,122.00 on weekdays (9am to 3pm) and \$1,633.00 on Saturdays (9am to 11am)	Pittwater Council Schedule of Fees and Charges at 1 July 2003, cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23

Dates(s)	Event	Interpretation
2003	Fees for placement of cremated remains are \$506.00 for a wall niche, \$297.00 for placement of an ashes casket in a grave and \$319.00 for placement of an ashes casket in a niche	Ibid.
2004	Pittwater Council appointed Trust Manager for "Mona Vale General Cemetery (D500520) Reserve Trust" on 16 July. The name "Mona Vale General Cemetery (D500520) Reserve Trust" assigned to Dedication D500520 for the public purpose of General Cemetery as notified in the Government Gazette of 18 October 1905.	<i>Mona Vale General Cemetery Plan of Management 2012, p21.</i>
2004	S O Reynolds Memorial Wall has provision for 1096 niches but eastward extension to create more spaces would require removal of Larkin grave.	Nan Bosler, 1990 Survey of Turimetta Cemetery, unpublished (Copy at Mona Vale Library Local Studies), cited in <i>Manly, Warringah and Pittwater Journal of Local History</i> Vol. 8, 2004, 'Mona Vale Cemetery', p23
2005-10	<p>Certain works proposed in 2002 Landscape Masterplan completed. Additional works completed to enhance Cemetery operations and visitor safety include:</p> <ul style="list-style-type: none"> • Refurbishment of office and amenities block; • Relocation of vehicle access from Mona Vale Road to Fazzolari Avenue to allow access to new development north of the Cemetery.; • Construction of new entry and exit gates; • Relocation of works compound to a temporary site on Lot 8 DP 1124862 	<i>Mona Vale General Cemetery Plan of Management 2012, p29-30.</i>
2009	Mona Vale (formerly Turimetta) General Cemetery including original stone gate posts added to Schedule 9 – Heritage Inventory of Pittwater LEP 1993 in June 2009	<i>Mona Vale General Cemetery Plan of Management 2012, p28.</i>

Dates(s)	Event	Interpretation
2012	Ground Penetrating Radar (GPR) survey of Mona Vale General Cemetery to determine locations of unmarked graves	
2012	Mona Vale General Cemetery Plan of Management adopted by Council	
2013	Mona Vale General Cemetery Plan of Management adopted by Crown – Katrina Hodgkinson, Minister for Lands	
2015	Additional Tree Report and Arboricultural Plan of Management prepared for the cemetery in May. Note earlier tree report prepared for PoM in February 2010	Birds Tree Consultancy Mona Vale Cemetery Tree Report and Arboricultural Plan of Management, Revision A, 14 May 2015, consultancy report prepared for Pittwater Council.
2016	Pittwater Council commissions preparation of a Conservation Management Plan for the cemetery in February	
2016	Pittwater, Manly and Warringah Councils amalgamated to form Northern Beaches Council on 12 May	Information from Northern Beaches Council website, accessed on 30 September 2016
2016	Final draft of Conservation Management Plan submitted to Council in December	
2017	Conservation Management Plan finalised in May	



Figure 5 Surveyor's plan of General Cemetery at Turimetta, approved on 31 July 1906, showing the original allocation of sections for various religious denominations, with a central carriageway leading northwards from the Lane Cove to Pittwater Road (now Mona Vale Road), then turning west for a short distance. Provision was made for perimeter plantations 50 links (just over 10 metres) wide. (Source: Northern Beaches Council).



Figure 6 Aerial photograph of part of Mona Vale in 1956 showing the Cemetery in the centre. At that time, only the central part of the site was devoted to graves, the remainder still heavily vegetated. Mona Vale and adjoining suburbs were then a major area for commercial horticulture, with numerous glasshouses visible in this photo. There appears to be a row of trees on the eastern side of the central carriageway. North is at left. (Source: Northern Beaches Council)



Figure 7 Aerial photograph taken in 1965 shows a considerable part of the Cemetery cleared of vegetation since 1956 when the image at Figure 3 was taken. Monuments were still mainly in the central strip but a large area on the western side and in the northwestern corner has been cleared for new burials. Many glasshouses are still in existence. North is at left. (Source: Northern Beaches Council)



Figure 8 Undated aerial photograph taken some time between 1965 and 2000 showing Mona Vale General Cemetery prior to construction of Fazzolari Avenue. There is an office near the centre of the northern boundary, which is still heavily vegetated. Vehicular access was still off Mona Vale Road but not at the original central location. The central avenue of golden cypresses is well established by this time. North is at top. (Source: Northern Beaches Council)

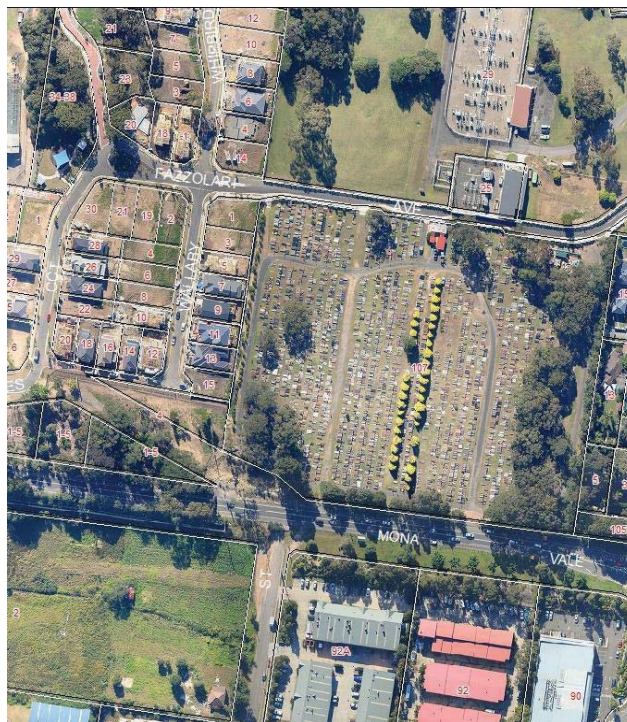


Figure 9 Aerial photograph of part of Mona Vale taken in 2010, showing Mona Vale General Cemetery, with the double north-south row of golden cypress trees planted sometime after 1965. By 2010 these trees were already starting to have problems and a number had been removed. North is at top. (Source: Northern Beaches Council)

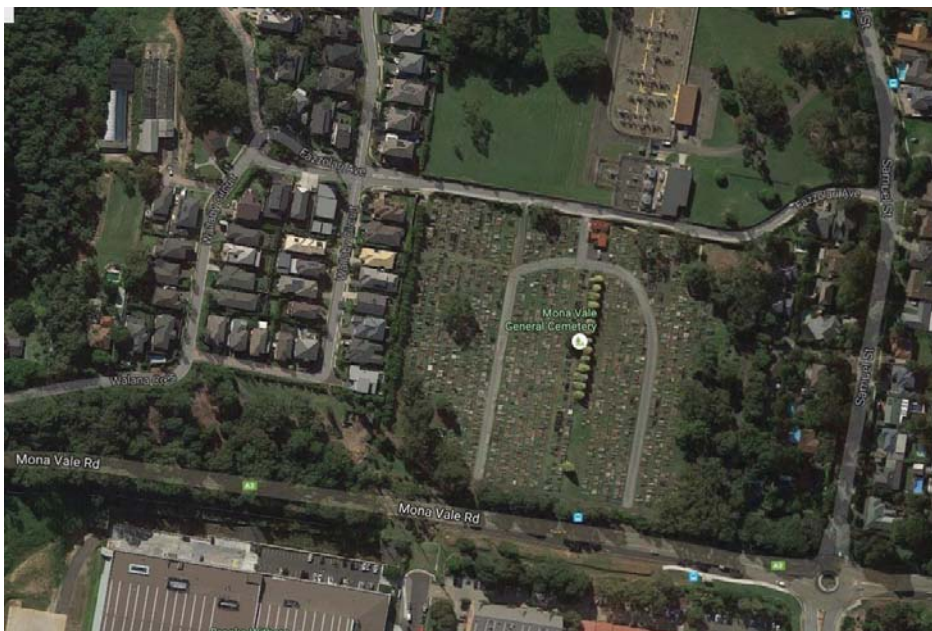


Figure 10 Aerial photograph of part of Mona Vale taken in 2016, showing Mona Vale General Cemetery. Between 2010 and 2016, the western row of golden cypresses was removed and many of the trees in the eastern row had also been taken out, mostly due to disease problems. North is at top. (Source: Google Maps)

3.3 *Burial statistics*

The table below shows the age at death classes for those burials known to have taken place at Mona Vale General Cemetery by 2016 and for which records exist.

Age range	Number of burials
No age stated	881
1 to 5 years	68
6 to 9 years	31
10 to 21 years	149
22 to 50 years	762
51 to 69 years	1785
70 to 79 years	1865
80 to 100 years	2925
Over 100 years	15
Total	8481

3.4 Monumental masons and funeral directors

Monumental masons whose work is represented in Mona Vale General Cemetery include:

G B Peacock;

Northern Memorials Pty Ltd (Portuguese mason Jose Lourenco and his son Ian);

S C Cheeseman;

Star Memorials;

Watters and Mullins Pty Ltd.

In the early days, granite was purchased from D B Acton who delivered the stone, cut to size to the site.¹ Sandstone and other supplies such as cement and blue metal were delivered by local Mona Vale supplier G B Shaw.²

Funeral directors who have conducted business at the Cemetery include:

Ann Wilson Funerals;

Peninsula Funeral Services;

Gregory & Carr Funeral Directors;

Jeffrey Bros Funeral Services;

Trevor Lee Funeral Directors;

White Lady Funerals;

Simplicity Funerals;

Ken Hong Funerals;

Lady Anne Funerals;

Koha Funeral Services;

F. Tighe Funeral Directors;

Charles Kinsela Funerals

Parkway Funerals

Toomata Funerals

Joseph Medcalf Funerals

Creightons Funeral Service

3.5 Historical themes & ability to demonstrate

The NSW State Heritage Inventory identifies 36 historical themes, which signify historical processes, but do not describe physical evidence or items in a study area. These State Themes are very general and many heritage items will relate to more than one theme. They do however help us to understand the historical context of individual items. The main State Themes relevant to Mona Vale General Cemetery are Environment – Cultural Landscape; Land Tenure; Creative Endeavour; Religion; Death and Persons.

Cemeteries are microcosms of the communities which developed them. They not only contain the human remains of past members of those communities, but they reflect the religious beliefs, ethnicities, levels of affluence, artistic tastes and creative accomplishments of the people who made up those communities.

In their layout and plantings many cemeteries exhibit symbolisms relating to death, mourning, grief and beliefs in everlasting life. Funerary monuments demonstrate the skills of the artisans who produced them, the social standing and beliefs of the departed and the tastes of the period. Inscriptions on headstones may provide biographical information about people, their occupations, their ethnicity and, in some cases, the manner of their deaths.

With appropriate interpretive mechanisms, the cultural landscape at Mona Vale General Cemetery can help to demonstrate the thematic historical phases relevant to the place.

¹ Manly, Warringah and Pittwater Journal of Local History Vol. 8, 2004, 'Mona Vale Cemetery', p19

² Ibid.

Set out below is a table of Australian and NSW historical themes, with the potential ability of the place to demonstrate these themes indicated.

Australian theme	NSW State theme	Ability to demonstrate
Developing local, regional and national economies	Environment – Cultural Landscape	The site is an example of a small general cemetery that has evolved over a period of more than 100 years, reflecting changes in funerary styles and religious beliefs.
Building settlements, towns and cities	Land Tenure	The site and associated subdivision plans and other archival material demonstrate changes in land tenure and land use in a part of the Northern Beaches Council area from the early land grants of the colonial period to the present day.
Developing Australia's cultural life	Creative Endeavour	The Cemetery itself and the monuments demonstrate changing styles and aesthetic values over a period of more than 100 years, including the aesthetic qualities of headstones.
Developing Australia's cultural life	Religion	The Cemetery demonstrates a range of Christian, Orthodox, Bah'ai, Mormon, Tongan and non-denominational burial practices and memorialisation of the dead.
Marking the phases of life	Death	The Cemetery is a cultural landscape associated with the burial of the dead.
Marking the phases of life	Persons	The Cemetery is associated with many significant individuals and families in the development of the Northern Beaches area and New South Wales.

4.0 Analysis of physical evidence

This section of the CMP describes and analyses Mona Vale General Cemetery as a place in the environmental context of the Northern Beaches Council area. Physical evidence considered includes the cultural landscape as a whole, its hard and soft landscape elements and associated archives.

4.1 *The environmental context & site description*

Mona Vale General Cemetery is located at Mona Vale, a suburb on Sydney's Northern Beaches, in the recently created Northern Beaches Council area, approximately 28 kilometres north of the Sydney CBD.

4.2 *Identification of existing fabric*

The present cultural landscape of Mona Vale General Cemetery is the result of more than 110 years of human manipulation of the natural environment. It contains both native and exotic trees, shrubs and other plants, an office / public amenity complex, a maintenance / materials storage area, a network of paths and roads and grave plots laid out in a rectilinear grid pattern.



Figure 11 Panorama from Anglican section QQ near northeast corner of Mona Vale General Cemetery, showing part of Garden Niche area 'D' at left. The majority of the cemetery is open landscape with plots laid out in a rectilinear grid pattern but the garden niche areas are landscaped with tall trees with under-plantings of shrubs and other ornamental plants. (Photo: Chris Betteridge, 28 January 2016)



Figure 12 Panorama looking west from the southern end of the driveway from Gate 2, with Anglican Section U on right and Non-Sectarian Section O at left. The landscape character in this part of the Cemetery is predominantly desk and slab memorials with grassed paths between rows of plots. (Photo: Chris Betteridge, 28 January 2016)



Figure 13 Part of Anglican Section W adjoining the remnant golden cypresses from the north-south avenue that was planted c1980s. Many of these trees have been removed due to their declining condition and memorials have been erected in the spaces vacated by the trees. (Photo: Chris Betteridge, 28 January 2016)



Figure 14 Part of Anglican Section O, just east of the Office / Amenities buildings, looking towards the northern (Fazzolari Avenue) boundary. (Photo: Chris Betteridge, 28 January 2016)



Figure 15 View along the main circuit road towards the southeast corner of the Cemetery with Methodist Section D and Anglican Section E at right and other Anglican sections at left. (Photo: Chris Betteridge, 28 January 2016)



Figure 16 View south along the western perimeter road towards the southwest corner of the Cemetery with Catholic Section T at left. (Photo: Chris Betteridge, 28 January 2016)

4.2.1 Monuments

The monuments are a mix of types and styles, including some upright headstones, a few elaborate early 20th century monuments, one in an iron enclosure and a wide range of desk and slab type memorials. There are also a number of individually designed monuments created by families as memorials to their loved ones. A columbarium, The S O Reynolds Memorial Wall is located parallel to the southern (Mona Vale Road) boundary, with over 2000 niche positions in the wall.

A new granite columbarium, the “Pittwater Memorial Wall” is located on the Northern side of the cemetery, near the office. It has over 240 niche positions as well as over 260 spaces for memorial plaques.



Figure 17 The grave of Percy Johnson who died on 25 March 1914 aged 2 years 9 months and also Mary Bill who died 3 March 1952 aged 88 years. This is believed to be the earliest grave marker surviving in the cemetery. Unlike the majority of desk and slab memorials in the cemetery, this is a semi-circular marble stele (upright slab) fitted to a base with a mortar and tenon joint. The stele has been repaired in the past and shows the black biological staining common on white marble monuments. The iron surround with cast spear points and corner finials is typical of many late Victorian and early 20th century graves. (Photo: Chris Betteridge, 28 January 2016)



Figure 18 Pair of desk and slab type memorials. The original slab on the right-hand grave has failed, probably due to subsidence of the soil and remains below. The left-hand grave has a granite slab above the kerb, possibly added to hide a similar problem to the right-hand grave. (Photo: Chris Betteridge, 6 July 2016)



Figure 19 A more ornate memorial with an angel holding a heart-shaped tablet at the head of the slab. (Photo: Chris Betteridge, 6 July 2016)



Figure 20 A military grave with a bronze plaque to Lieutenant Arthur Douglas Smith, a veteran of the Australian Flying Corps in World War I. (Photo: Chris Betteridge, 6 July 2016)



Figure 21 A group of traditional desk and slab monuments beside an individualistic grave featuring a carved sandstone memorial (see detail below) on a plot with kerb of stones. (Photo: Chris Betteridge, 6 July 2016)



Figure 22 Carved sandstone memorial with frog and flannel flower motifs. (Photo: Chris Betteridge, 6 July 2016)

4.2.2 Grave ornaments

In late Victorian times and into the 20th century it was common to decorate the top of a grave with ornaments such as 'immortelles' – arrangements of tin and ceramic flowers inside glass domes. In the mid-20th century these became glazed ceramic flower arrangements and there are examples of the latter at Mona Vale General Cemetery.



Figure 23 A double plot with desk and slab memorial, with a vase holder and clam shell ornament on top of the slab. (Photo: Chris Betteridge, 6 July 2016)



Figure 24 Glazed ceramic ornament of red roses and leaves. Red roses are traditionally symbolic of romantic love. (Photo: Chris Betteridge, 6 July 2016)

Other common ornaments were vases to hold floral tributes. These were sometimes designed to fit in holes in the slab but some were free-standing on top of slabs.

Other ornaments include clam shells and in recent years it has become common for families to place on graves personal items such as toys and whirlygigs, particularly on children's graves.

4.2.3 Layout and paths

Mona Vale General Cemetery is a roughly rectangular area of 3.27 hectares. The plots in the cemetery are mostly arranged in head to head rows in a grid pattern, with the rows separated by grassed paths, although some early monuments are arranged head to foot, to maintain an easterly aspect.



Figure 25 Recent plan of Monavale General Cemetery showing the rectilinear grid layout of plots and paths, with current denominational sections colour coded. (Source: Northern Beaches Council)

A perimeter road along the western, southern and eastern boundaries runs from the north-eastern corner on Fazzolari Avenue (Gate 1) to the north-western corner on Fazzolari Avenue (Gate 4). A south-north exit road runs between the southern perimeter road adjacent to Monavale Road and Gate 3 on Fazzolari Avenue. A curved road runs from the southern end of the perimeter road to the Office and Amenities and continues to join up with the exit road to Gate 3. A short road from Gate 2 on Fazzolari Avenue just west of the Office connects to the last-mentioned road. At the time of preparation of this CMP, Gate 2 was normally kept closed. Vehicular access to parking was via Gate 1

In the original Cemetery plan of 1906 (see Figure 5, page 31) there were perimeter “plantations” 50 links (approximately 10 metres) wide along all four boundaries although species were not specified. The layout of the Cemetery denominations at that time is shown on the same plan.

4.2.4 Boundary treatments

The southern boundary along Mona Vale Road is unfenced but has mounding and dense landscape planting for most of its length. The memorial gateposts from 1929 interpret the original entry from Mona Vale Road.



Figure 1 These memorial gateposts erected in 1929 survive on the Mona vale Road boundary, marking the original entry point into the cemetery. (Photo: Chris Betteridge, 28 January 2016)

The western boundary, adjoining Wallaby Circuit residential development has a row of weeping Lilli Pilli, with timber fencing and a concrete stormwater drain: the northern boundary along Fazzolari Avenue has a relatively recent fence of concrete base and piers with infill panels of metal pickets. The eastern boundary, with residential properties fronting Samuel Street is mostly traditional timber paling fencing, with a row of mature casuarinas.



Figure 26 View south from Fazzolari Avenue into the Cemetery at Gate 3, showing the fence treatment either side of the metal gates. (Photo: Chris Betteridge, 28 January 2016)



Figure 27 View east along Fazzolari Avenue from near Gate 3 showing the Cemetery's northern boundary treatment, with a concrete footpath on the southern side of the street to allow pedestrian access. (Photo: Chris Betteridge, 28 January 2016)



Figure 28 View west along Fazzolari Avenue showing Gate 3 at far left and the recent northern boundary fence of rendered masonry dwarf wall and piers with metal palisade panels. (Photo: Chris Betteridge, 28 January 2016)

4.2.5 Remnant vegetation and ornamental plantings

Mona Vale General Cemetery is landscaped with some remnant trees from the original ecological community and a mix of Australian and introduced ornamental tree species, planted as part of a Landscape Plan implemented by the former Pittwater Council progressively from 2002 and now continued by Northern Beaches Council. While the trees were mostly planted around the perimeter of the site, two parallel rows of *Chamaecyparis* cultivars (golden cypresses) were planted along the line of the original central carriageway sometime after 1965 among the graves in the centre of the Cemetery. Only some trees remain from the western row and the eastern row has been removed entirely.



Figure 29 One of the garden niche areas on the eastern side of the Cemetery showing the canopy of tall native trees and ornamental under-plantings. The memorials are bronze plaques fixed to small sandstone plinths. (Photo: Chris Betteridge, 28 January 2016)



Figure 30 The northern end of the row of weeping Lillipilli along the western boundary of the Cemetery with a drainage channel behind the trees. The development at right is in Wallaby Circuit. (Photo: Chris Betteridge, 6 July 2016)



Figure 31 View south along the eastern boundary of the Cemetery, showing the access road and the row of mature casuarinas. (Photo: Chris Betteridge, 28 January 2016)

4.2.6 Signage

Current signage in the cemetery includes identification signs, wayfinding signs, regulatory / safety signs and section markers. At the office / amenities building are notice boards with a map of the cemetery and various information about planning and memorials.

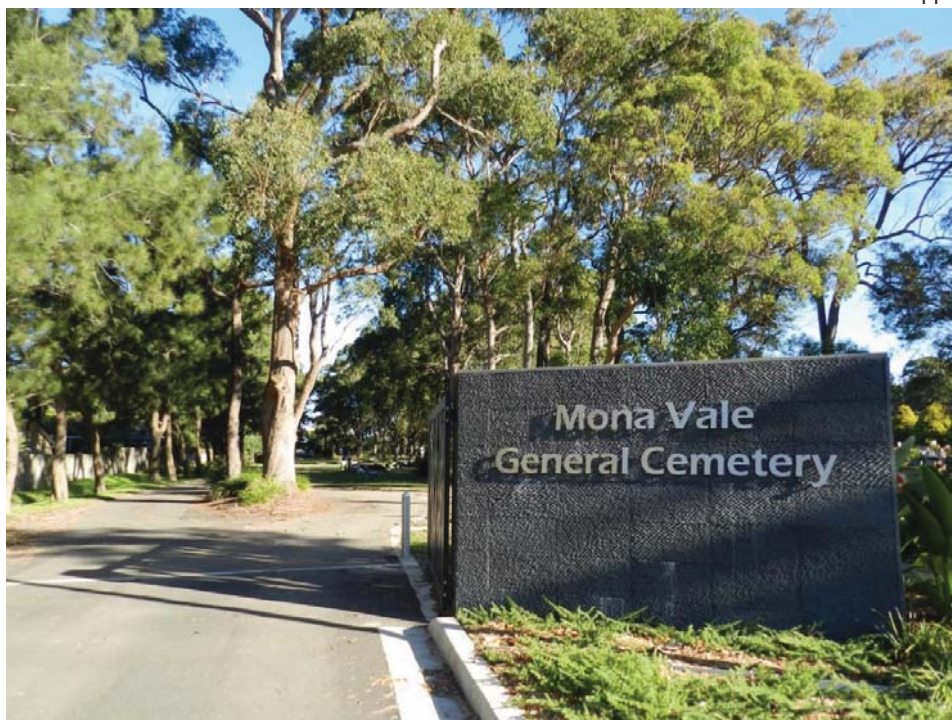


Figure 32 Identification sign beside Gate 1 on Fazzolari Avenue. (Photo: Northern Beaches Council)



Figure 33 Hurdle or reader board type sign with symbolic representation of cemetery by-laws and regulations. (Photo: Chris Betteridge, 28 January 2016)



Figure 34 Hurdle / reader board type sign designating the Emergency Assembly Point in the cemetery. (Photo: Chris Betteridge, 28 January 2016)



Figure 35 Aluminium-framed glazed notice board on the wall of the Cemetery office. This plan needs to be updated to reflect the change of Council to Northern Beaches. (Photo: Chris Betteridge, 28 January 2016)



Figure 36 Aluminium-framed glazed notice board on the wall of the amenities building with extract of the masterplan and examples of approved grave ornaments. (Photo: Chris Betteridge, 28 January 2016)



Figure 37 Routed timber hurdle type sign used to mark Garden Niche areas. (Photo: Chris Betteridge, 28 January 2016)



Figure 38 Metal sign on steel post used to designate denominational sections in the cemetery.
(Photo: Chris Betteridge, 28 January 2016)

4.2.7 Buildings and other structures

The only buildings in the cemetery are an office and an amenities building with toilets and staff amenities, including a lunch room and storage. These are located in the centre of the northern section of the cemetery adjacent to the Fazzolari Avenue boundary.



Figure 39 Western elevation of Office building with disabled toilet at western end. This building is linked to the public toilets / staff amenities by a timber pergola. (Photo: Chris Betteridge, 6 July 2016)



Figure 40 Southern elevation of the Office building, with the entry to the office at centre. (Photo: Chris Betteridge, 6 July 2016)

Shipping containers for storage of plant and equipment and bins for storage of landscaping materials are located on the triangular parcel of land bounded by the southwest corner of the cemetery on its eastern side, by a residential lot and part of Wallaby Circuit on its northern side and by Walana Crescent on its southwestern side.



Figure 41 View looking east through the paved area between the Office building and the Toilets / Amenities building. (Photo: Chris Betteridge, 6 July 2016)



Figure 42 Shipping containers for storage of plant and equipment, located on Lot 8 DP 1124862 adjacent to the southwest corner of the Cemetery. (Photo: Chris Betteridge, 6 July 2016)



Figure 43 Bins created by large concrete blocks and used for storage of landscaping materials. (Photo: Chris Betteridge, 6 July 2016)

4.2.8 Archival material

Archives are the documents and other records resulting from the operation or administration of an organisation. In the case of a Cemetery, archival material may include burial records, minutes of management trust meetings, cashbooks, staff records, plans, drawings and photographs. The burial records of Mona Vale General Cemetery have been copied to pdf files and stored in Council's document management system. This Conservation Management Plan makes recommendations for the safe storage of the archives relating to the Cemetery. Ideally, originals should be kept securely in a repository such as the Northern Beaches Council Library, with copies of significant items retained in a separate location.

4.3 *Adjoining development and landscape character*

Immediately to the east is residential development fronting Samuel Street. To the west are houses fronting Wallaby Circuit and an area of Crown land currently used by the cemetery for storage of landscaping materials and maintenance equipment.

Across Fazzolari Avenue to the north is an electricity substation surrounded by open space. To the south of the cemetery is Mona Vale Road which in this location is two-lane bitumen with variable width bitumen shoulders and a 70 kilometres per hour speed limit. Further to the south is commercial and light industrial development including a self-storage complex and technology providers.

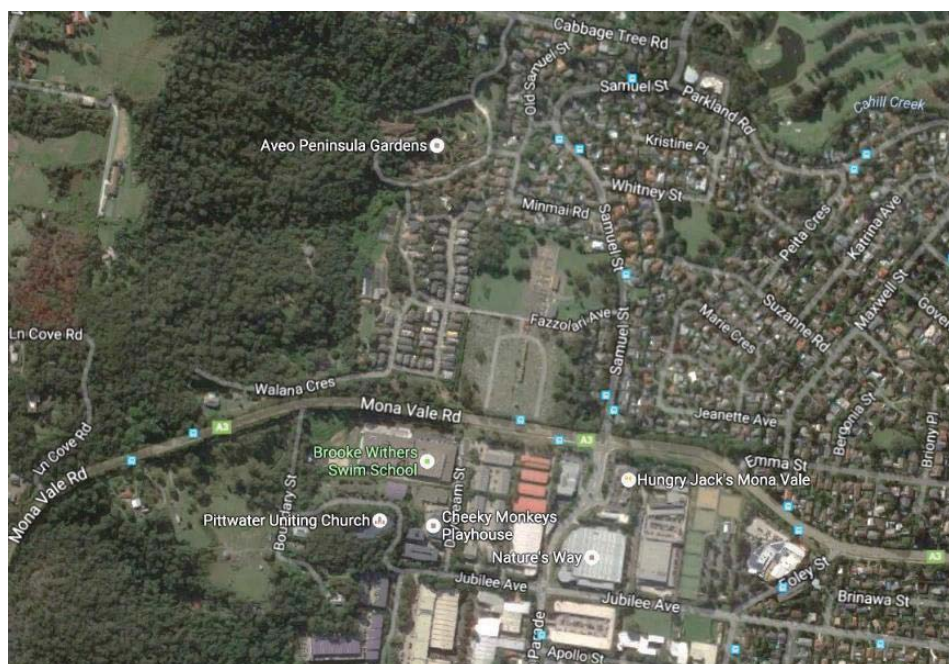


Figure 44 Air photo of Mona Vale General Cemetery (centre), showing surrounding development, with electricity switching yard immediately to the north, low density residential development to the west, north and east and commercial, light industrial and institutional development to the south of Mona Vale Road. (Source: Google Maps)

4.4 *Views analysis & visual absorption capacity*

4.2.1 *Views into the cemetery*

There are sequential views into the Cemetery from Mona Vale Road restricted to a considerable degree by boundary plantings. Views into the Cemetery from Samuel Street, to the east of the Cemetery, are obscured by residential development and gardens. Views into the Cemetery from Fazzolari Avenue are largely obscured by the boundary fence and boundary plantings. Views into the Cemetery from Wallaby Circuit in the west are obscured by residential development and the dense boundary planting of weeping Lilli Pilli inside the cemetery.

4.2.2 *Views out of the cemetery*

Views out of the Cemetery are largely obscured by planting and boundary fences although there are glimpses to Mona Vale Road and the traffic it carries.

4.2.3 *Views & vistas within the cemetery*

There are largely unrestricted views across the cemetery from each corner, only obscured by the surviving row of golden cypresses running in a north-south direction in a line about midway across the Cemetery. There are vistas along the paths between the rows of plots.

4.2.4 Visual absorption capacity

Visual absorption capacity is an estimation of the ability of a particular area of landscape to absorb development without creating a significant change in visual character or a reduction in scenic quality of the area. The capacity of an area to absorb development visually is primarily dependent on landform, vegetation and the location and nature of existing development. Generally, flat or gently undulating open forest or woodland has a higher capacity to visually absorb development than open heathland or swamp or heavily undulating topography with cleared ridges and slopes.

A major factor influencing visual absorption capacity is the level of visual contrast between the proposed development and the existing elements of the landscape in which it is to be located. If, for example, a visually prominent development already exists, then the capacity of that area to visually absorb an additional development of similar scale and form is higher than a similar section of land that has no similar development but has a natural undeveloped visual character.

Mona Vale General Cemetery is highly developed as a burial landscape characterised by a rectilinear grid pattern of grave plots with mostly kerbed desk and slab memorials, perimeter landscaping and a small Office / Amenities centre at the northern end. A temporary area for storage of equipment and materials is located adjacent to the southwest corner of the Cemetery.

The site is considered to have a high visual absorption capacity to absorb some further development of comparable density, scale and height to the existing without major changes to the way it is perceived from public viewing points.

4.5 Physical condition

The overall appearance of the Cemetery is one of graves laid out in a grid pattern, with sealed vehicular roads and grassed paths providing access to the plots. The condition of the funerary monuments varies from excellent to fair but the majority are in reasonably good condition. Some older memorials have suffered deterioration including slumping and fracture of slabs, biological staining of fabric and general decay due to weathering. There is no evidence of vandalism to monuments. The condition of buildings, fences and ornamental plantings is generally good.

5.0 Comparative Analysis

Comparison of a place with other places of similar age, use and form can assist in establishing relative heritage significance. This analysis has been limited to other comparable cemeteries listed on LEP schedules in NSW or otherwise known to the author. Such comparison is useful in helping to assess the rarity or representativeness of a place but it must be noted that the other sites with which Mona Vale General Cemetery is compared may not have been assessed according to the same criteria or studied to the same extent.

While every cemetery is unique because it contains the remains of people different from those in every other cemetery, many cemeteries share similar layouts, monumental styles and landscape character, particularly in regions with similar histories and a limited number of monumental masons.

Mona Vale General Cemetery is the only general public cemetery in the former Pittwater LGA and is considerably smaller than the other public cemeteries in the northern part of Sydney i.e. Frenchs Forest Bushland Cemetery, Macquarie Park Cemetery and Field of Mars Cemetery.

The following sections provide information about other cemeteries on the north side of Sydney.

5.1 Frenchs Forest Bushland Cemetery

On 23 January 1932, the Metropolitan Lands Department gazetted this area of Crown land at Frenchs Forest and officially dedicated it on 8 October 1937 with the first burial taking place on 24 April 1940. The Anglican Archbishop of Sydney, The Most Reverend H W K Mowll, consecrated the cemetery on 20 February 1955.

Until 1990 the cemetery was known as Frenchs Forest General Cemetery. The change to the present name reflects the serene bushland setting. Management's aim was to design for and utilise the existing native vegetation to reinforce the unique bushland character of the cemetery. This cemetery, although covering much of the same date range as Mona Vale General Cemetery, is considerably larger, at 22 hectares, and has a more enclosed landscape, with small lawn areas surrounded by native landscaping.

5.2 Macquarie Park Cemetery and Crematorium

Macquarie Park Cemetery and Crematorium is situated on 59 hectares of Crown land owned by the New South Wales Government, administered by the Department of Primary Industries and managed by successive Boards of Trustees as a not-for-profit community service in perpetuity since the first burial within the grounds in 1922. The original name was the Northern Suburbs General Cemetery. The name was changed in 2004 with the introduction of chapels and a crematorium. The new name also avoids confusion with the nearby privately owned and operated Northern Suburbs Crematorium and Memorial Gardens.

This cemetery, although covering much of the same date range as Mona Vale General Cemetery, is considerably larger and has a generally different cultural landscape character.

5.3 Field of Mars Cemetery

The Field of Mars Cemetery was proclaimed on 3 December 1887. The name "Field of Mars" was given by Governor Phillip when he granted land to eight first fleet marines in 1792. There are several theories as to the origin of the name – all with military connections. These areas are now known as Ermington and Melrose Park. However, the name was later applied to a wider district and in 1804 Governor King set aside 5050 acres as a Field of Mars Common for all the settlers. It was later found to be more than 6000 acres. When the Field of Mars Common was subdivided and privatised, 85 acres 2 roods and 28 perches were set aside as a cemetery. More than half that area was later converted into the Field of Mars Flora and Fauna Reserve and the cemetery is now 17 hectares. The Macquarie Park Cemetery was also originally part of the Field of Mars Common.

The Field of Mars Cemetery opened in 1890 and when many of the smaller cemeteries in the surrounding areas were closed around 1910, it was considered to be an important cemetery for the area.

Even at its reduced size of 17 hectares, Field of Mars Cemetery is considerably larger than Mona Vale General Cemetery and contains many memorials dating from a period earlier than the dedication of Mona Vale General Cemetery. Its cultural landscape character is quite different from that at Mona Vale.

5.4 Gore Hill Memorial Cemetery

Gore Hill Cemetery was established on 19 May 1868 by the New South Wales politician William Tunks. The first body was interred in 1877, and until its closure in 1974, 14,456 burials took place, mostly between 1900 and 1930. Several local councils administered the cemetery until 1975, when trustees from various denominations of churches took over the role. Scattered throughout the cemetery are memorials relocated from the much older Devonshire Street Cemetery, which was cleared in 1901 to make way for Sydney's Central Railway Station.

The Cemetery is situated on the Pacific Highway in St. Leonards with the entrance in Westbourne Street and occupies an area of 5.81 hectares, which was laid out, as a formal Victorian / Edwardian garden. Many of the pioneers of Sydney's north shore are buried in the cemetery and there is a monument to Saint Mary MacKillop who was buried there from 1909 to 1914. There are 17 war graves of Commonwealth service personnel of World War I, registered and maintained by the Commonwealth War Graves Commission.

The last burial in Gore Hill took place in 1974, but the cemetery is still open for the deposition of ashes. Gore Hill Memorial Cemetery was established as a historic site with the passing of the Gore Hill Memorial Cemetery Act in 1986, and was given State Heritage status in 2001. The cemetery is now managed by the Northern Metropolitan Cemeteries Trust which also has responsibility for Field of Mars, Macquarie Park, Frenchs Forest and Sandgate Cemetery at Newcastle.

Although closer in size to Mona Vale General Cemetery, Gore Hill Memorial Cemetery is much different in cultural landscape character, with generally earlier memorials in a variety of styles including many stelae and other upright forms and a scattering of vaults. The cemetery also contains a lych gate in the old Anglican section, a Catholic Robing Room and a small summer house / shelter shed.

5.5 Northern Suburbs Memorial Gardens and Crematorium

This privately-operated site, of approximately 18 hectares, on Delhi Road, North Ryde, surrounded by sandstone outcrops and remnant bushland above the Lane Cove River was established in 1933 and includes the second oldest crematorium in NSW (after that at Rookwood 1925). The original design by architect Frank l'Anson Bloomfield (1879-1949) was augmented from the 1940s by Norman Weekes who also designed the makeover of Sydney's Hyde Park. The place includes Mediterranean style crematorium, chapels and gate lodge in a cultural landscape setting characterised by a curvilinear plan with symbolic plantings and areas of remnant bush on the perimeter. There are no burials, only the deposition of cremated remains in memorial gardens, columbaria and bush settings. Northern Suburbs Memorial Gardens and Crematorium contains the remains of more than 60,000 individuals, many of them deceased residents of Sydney's northern suburbs. Its history, layout, ownership and operation make it quite distinct from the other places considered in this comparative analysis.

5.6 Manly Cemetery

Manly Cemetery, situated in Griffiths Street, Fairlight, is one of the oldest cemeteries in Sydney still in use. Divided into three sections - Church of England, Roman Catholic and General (i.e. other denominations), the site, of approximately 2 hectares, was consecrated as a burial ground in 1865 and officially established as a cemetery by the NSW Government in 1872 although some of the burials pre-date this time. Soon afterwards, Trustees were appointed to manage the cemetery and did so until 1969 when the administration was passed to Manly Council. Although burials now only take place in plots purchased years ago, ashes may still be placed in the Columbarium wall which was commenced in January 2000, with 144 niches available for sale in the first stage, with three more stages planned. The final walls of the columbarium were completed in 2010.

Although closer in size to Mona Vale General Cemetery, Manly Cemetery is quite different in character, with many older monuments including a variety of stelae (upright slabs) and vertical memorials such as Calvary crosses. There has been considerable vandalism of monuments in recent years.

5.7 Church Point Cemetery

William Oliver, a farmer of Pittwater, enabled the Pittwater Community to have a place of worship by donating an acre of his newly acquired 66-acre land grant upon the point of McGaa's (McCarrs) Creek and Pittwater. The one acre was well situated in a prominent position suitable for land and water access. Upon the land a church was built and subsequently a cemetery was consecrated. Records confirm 11 burials which occurred between 1882 and 1918 but there are others not recorded or marked.

The church was demolished in 1932 but the cemetery survives on the steep hillside opposite the Church Point Public Wharf, with views over Pittwater and Scotland Island. It is now recorded as 1 McCarrs Creek Road, Church Point.

This cemetery, only 0.4 hectare in area, is much smaller than Mona Vale General Cemetery and contains few monuments.

5.8 Conclusion

In comparison with the other major public cemeteries on the north side of Sydney, Mona Vale General Cemetery is smaller than all but Manly Cemetery and newer than all but Frenchs Forest Bushland Cemetery, with a more open and less complex internal landscape, characterised by mostly desk and slab memorials, with very few of the upright monuments found, for instance, at Gore Hill Memorial Cemetery, Field of Mars Cemetery and Manly Cemetery.

In size, age and landscape character, Mona Vale General Cemetery is probably closer to some of the small public cemeteries established in the early 20th century in larger rural centres of NSW although its memorials will be different in character because they are largely the work of local monumental masons.

6.0 Assessment of Cultural Significance

This section of the CMP describes the methodology used for the assessment of cultural significance of heritage places in NSW and applies the assessment criteria to the Cemetery and its component elements.

6.1 Principles and basis for assessment

The concept of 'cultural significance' or 'heritage value' embraces the value of a place or item which cannot be expressed solely in financial terms. Assessment of cultural significance endeavours to establish why a place or item is considered important and is valued by the community. Cultural significance is embodied in the fabric of the place (including its setting and relationship to other items), the records associated with the place and the response that the place evokes in the contemporary community.

Cultural landscapes by their name imply human intervention but they may also include substantial natural elements. "They can present a cumulative record of human activity and land use in the landscape, and as such can offer insights into the values, ideals and philosophies of the communities forming them, and of their relationship to the place. Cultural landscapes have a strong role in providing the distinguishing character of a locale, a character that might have varying degrees of aesthetic quality, but, regardless, is considered important in establishing the communities' sense of place."

6.2 *Assessment methodology*

The Australia ICOMOS charter for the conservation of places of cultural significance (the Burra Charter) was formulated in 1979 and most recently revised in 1999, and is the standard adopted by most heritage practitioners in Australia. The Burra Charter and its Guidelines for Assessment of Cultural Significance recommend that significance be assessed in categories such as aesthetic, historic, scientific, social and other. The 1999 amendments to the Burra Charter emphasise the importance of setting in the conservation of heritage items.

The NSW Heritage Manual outlines the same broad criteria for assessing the nature of significance. These criteria are considered in addition to an item's rarity and / or representativeness, criteria that relate to comparative significance. The seven criteria adopted by the Heritage Council of New South Wales for the assessment of items for potential listing on the State Heritage Register apply equally well for items of local significance.

The review of significance in Section 6.4 below has been undertaken in accordance with the Australia ICOMOS criteria, those in the NSW Heritage Manual and those established for listing on the State Heritage Register as established under Part 3A of the Heritage Act (as amended, 1998).

Cemeteries are microcosms of the communities which developed them. They not only contain the human remains of the past members of those communities, but they reflect the religious beliefs, ethnicities, levels of affluence, artistic tastes and creative accomplishments of the people who made up those communities.

In their layout, monuments and plantings, many cemeteries exhibit symbolisms relating to death, mourning, grief and beliefs in everlasting life. Funerary monuments demonstrate the skills of the artisans who produced them, the social standing and beliefs of the departed and the tastes of the period. Inscriptions on headstones may provide biographical information about people, their occupations, their ethnicity and, in some cases, the manner of their deaths.

Historical significance of a cemetery may relate to the human settlement of an area, patterns of immigration, maritime history, overseas military actions, epidemics and other health matters, important events and individuals, natural disasters and tragedies such as drownings and other accidents.

Social significance of a cemetery may be derived from the esteem in which the place or certain parts of it are held by the local community, or by recognisable groups within the community. Examples include the graves of early pioneers or those killed in wars, or whole cemeteries which have been conserved by community action.

Aesthetic significance of a cemetery may be derived from the symbolism, quality of workmanship and artistic merit of the funerary monuments and structures within the place and from the siting, landscape design and plantings.

Educational and Research significance of a cemetery may result from the opportunities the place provides for further research and interpretation for present and future generations.

Technological significance may be derived from the information a cemetery can provide about construction techniques, unusual craft skills and types of expertise which are being lost as a result of social changes, technological advances or changing fashions and tastes.

Cemeteries may also have specific **religious significance** or **scientific value**. Some contain burial plots devoted to the deceased members of particular religious orders. Some cemeteries support remnants of indigenous plant communities which have disappeared from surrounding areas as a result of clearing for agriculture or grazing or because of application of different management regimes.

Other important measures of the significance of cemeteries are their **representativeness** and **rarity** as examples of particular types. While each cemetery is unique, many will share common characteristics and will exhibit similar types of significance. This is particularly the case within a region where there may be a certain type of fabric used for monuments or where

several cemeteries may feature the work of one or a few local monumental masons.

6.3 Current heritage listings

Mona Vale General Cemetery is listed as an Archaeological Site on Schedule 5 (3) of Pittwater Local Environmental Plan 2014.

6.4 Review of heritage significance

The additional information obtained from review of previous documents and from the research for this CMP has enabled a review of the heritage values of the Cemetery since it was last assessed. Following is a revised assessment of significance against the relevant criteria.

6.4.1 Historical Significance (Criterion A)

An item is important in the course, or pattern, of NSW's or an area's cultural or natural history.

Mona Vale General Cemetery is important in the course and pattern of the cultural history of the Northern Beaches Council area as the only public cemetery³ in the former Pittwater LGA, containing the remains of many thousands of the area's former citizens. The Cemetery is significant as an example of 20th century burial practices for a number of different religious and cultural groups. The gateposts have local historic significance as they mark the entrance to the first cemetery to be gazetted in this area (1905). Stone was quarried locally at Foley's Hill. The Cemetery is also important for the significant documentary and physical evidence related to the place.

6.4.2 Historical Associational Significance (Criterion B)

An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's or an area's cultural or natural history.

Mona Vale General Cemetery is historically significant at a local level for its strong associations with a number of individuals and families important in the development of the Northern Beaches Council area. The Cemetery has strong associations with significant individuals in the establishment and development of the Mona Vale area and with members of particular religious denominations including the Serbian Orthodox and Ba'hai faiths. Stonemason James Booth has a strong local connection, having built a number of items locally using stone, including the original stone gate posts that were located at what used to be the entrance to the cemetery off Mona Vale Road. Mr Booth and his family were also local residents for many years. The Cemetery contains a memorial for James Booth although he is not buried there.

6.4.3 Aesthetic Significance (Criterion C)

An item is important in demonstrating aesthetic characteristics and / or a high degree of creative or technical achievement in NSW or an area.

The cultural landscape of Mona Vale General Cemetery is important in demonstrating funerary aesthetic characteristics in the Northern Beaches Council area. The monuments at the Cemetery include a range of examples of monumental masonry in types and styles representative of the 20th century and early 21st century. For such a relatively small burial ground, it displays an unusually diverse array of monumental types and designs, complemented by remnant trees and ornamental landscaping.

6.4.4 Social Significance (Criterion D)

An item has strong or special association with a particular community or cultural group in NSW or an area's for social, cultural or spiritual reasons.

Social value is hard to quantify without detailed surveys of those who have been associated with a place but it is highly likely that many living individuals will have strong opinions about the place – some positive, some negative.

³ There is a small former Cemetery at Church Point. (see section 5.7).

Mona Vale General Cemetery has strong associations with past and contemporary communities of the local area for social and cultural reasons and is therefore important to the local community's sense of place. The burials provide a genealogical link to the present community that is being increasingly recognised as people research their family histories. The place is held in high esteem by significant groups within the present-day community, evidenced by the listing of the place as an archaeological site on the heritage schedule of Pittwater LEP 2014 and the care given to the cemetery landscape by community volunteers.

6.4.5 Technical Significance and Research Potential (Criterion E)

An item has potential to yield information that will contribute to an understanding of NSW's or an area's cultural or natural history.

It is considered that further research of the physical and documentary evidence related to Mona Vale General Cemetery has the potential to contribute to a wider understanding of European occupation of the Northern Beaches part of New South Wales, from the early 20th century to the present day. Further research of the monuments and the burial records can lead to better interpretation of the history and heritage significance of the place, contributing to wider and better understanding of the area's past community and greater appreciation of the sacred nature of burial grounds.

6.4.6 Rarity (Criterion F)

An item possesses uncommon, rare or endangered aspects of NSW's or an area's cultural or natural history.

Every cemetery is unique. By virtue of its historical associations with important persons and events in the development of the Northern Beaches Council area, Mona Vale General Cemetery possesses rare aspects of the area's cultural history.

6.4.7 Representativeness (Criterion G)

An item is important in demonstrating the principal characteristics of a class of NSW's or an area's cultural or natural places or environments.

Mona Vale General Cemetery demonstrates the principal characteristics of a class of the cultural places of New South Wales. It is representative of small general cemeteries in NSW dating from the early 20th century.

6.5 Archaeological Significance

6.5.1 Definitions

Archaeological potential is based on the likelihood of archaeological material surviving from the historical occupation phases of the site. Archaeological material can contribute to understanding the history and significance of a site. The survival of archaeological material depends on the nature of the archaeological material and on the degree of site disturbance.

Archaeological material has statutory protection under the *Heritage Act* 1977, which prohibits the exposure of *relics*.⁴ If proposed work is likely to affect known relics or is likely to discover, expose, move, damage or destroy a relic, an excavation permit is required. Permits are issued to archaeologists by the Heritage Council of NSW in accordance with Sections 57 or 140 of the *Heritage Act*, 1977. Permits are approved on the basis of a demonstrated need to disturb the archaeological resource, a research design, the archaeological technique to be employed and the management of excavated material or features left in-situ. Applications for permits require approximately 21 days to consider. Exemptions for maintenance of plumbing and other subterranean services exist and are assessed for each archaeological site.

The National Parks and Wildlife Service has delegated authority to issue excavation permits for

⁴ "relic" means any deposit, artefact, object or material evidence that:

(a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) is of State or local heritage significance. Ref: *Heritage Act* 1977 & *Heritage Amendment Act* 2009 No.34

some classes of excavation, including the work on sites containing Aboriginal archaeological sites. The Aboriginal archaeological potential of Mona Vale General Cemetery has not been assessed during this CMP. If Aboriginal archaeological material is exposed in the future, work should stop and the NP&WS contacted.

All archaeological work, whether carried out under a permit or not, must conform to the established professional standards. The archaeological requirements include the archiving of reports and archaeological collections as well as the dissemination of the results as part of the archaeological work.

Movable items, while not automatically protected under the relics provisions of the *Heritage Act* 1977, are subject to the conservation principles outlined in the Burra Charter. (Refer Appendix 1). In a cemetery movable items may include some types of grave furniture (e.g. vases, immortelles) and historic grave or section markers. The retention of movable items within their historical context greatly enhances the understanding of a place.

6.5.2 Archaeological Zones:

The entire cemetery is listed as an Archaeological Site on Schedule 5 Pittwater LEP 2014.

6.6 New summary statement of significance

Mona Vale General Cemetery is of local heritage significance as a place with historical, associational, aesthetic and social significance for the Northern Beaches Council area. It satisfies a number of the seven criteria established under the NSW *Heritage Act* 1977 (as amended) for inclusion of items on the State Heritage Register (SHR) or a Local Environmental Plan (LEP) heritage schedule.

Mona Vale General Cemetery is important in the course and pattern of the cultural history of the Northern Beaches Council area because of its historical associations and significant documentary and physical evidence of the evolution of the place (Criterion A).

The place is historically significant at a local level for its strong associations with a number of individuals and families important in the development of the Northern Beaches Council area over more than a century. (Criterion B). The Cemetery has strong associations with significant individuals in the establishment and development of the Mona Vale / Pittwater area, including local stonemason James Booth who built the Cemetery gateposts, and with members of particular religious denominations including the Serbian Orthodox and Ba'hai faiths.

The cultural landscape of Mona Vale General Cemetery is important in demonstrating 20th century funerary aesthetic characteristics in the Northern Beaches Council area. The monuments at the Cemetery include a range of examples of monumental masonry in types and styles representative of the 20th century and early 21st century. (Criterion C). For such a relatively small burial ground, it displays an unusually diverse array of monumental types and designs, complemented by remnant trees and ornamental landscaping.

Mona Vale General Cemetery has strong associations with past and contemporary communities of the local area for social and cultural reasons. The memorial inscriptions provide a genealogical link to the present community that is being increasingly recognised and valued as people research their family histories. The place is held in high esteem by significant groups within the present-day community, evidenced by the listing of the place as an archaeological site on the heritage schedule of Pittwater LEP and by community volunteer work to help maintain the cemetery's landscape. (Criterion D)

It is considered that further research of the physical and documentary evidence related to Mona Vale General Cemetery has the potential to contribute to a wider understanding of European occupation of a part of New South Wales, from the early 20th century to the present day. (Criterion E). Further research of the monuments and the burial records can lead to better interpretation of the history and heritage significance of the place, contributing to wider and better understanding of the area's past community and greater appreciation of the sacred nature of this place and burial grounds generally.

Every cemetery is unique. By virtue of its historical associations with important persons and events in the development of the Northern Beaches Council area, Mona Vale General Cemetery possesses rare aspects of the area's cultural history. (Criterion F).

Mona Vale General Cemetery demonstrates the principal characteristics of a class of the cultural places of New South Wales (Criterion G), being representative of small urban general cemeteries in NSW dating from the early 20th century.

6.7 Grading of significance

6.7.1 Rationale for grading

Grading of significance is in accordance with the *NSW Heritage Manual* update 'Assessing Heritage Significance' (NSW Heritage Office, August 2000). Gradings are shown in the table below.

Grading	Justification	Status & Management
Exceptional	Rare or outstanding item of local or State significance. High degree of intactness. Item can be interpreted relatively easily.	Fulfils criteria for local or State listing. Retain, conserve (restore / reconstruct) and maintain. Adaptation is appropriate provided that it is in accordance with Burra Charter principles and with the specific guidance provided in this CMP.
High	High degree of original fabric. Demonstrates a key element of the item's significance. Alterations do not detract from significance.	Fulfils criteria for local or State listing. Retain, conserve (restore/reconstruct) and maintain. Adaptation is appropriate provided that it is in accordance with Burra Charter principles and with the specific guidelines provided in this CMP. There is generally more scope for change than for components of exceptional significance.
Moderate	Altered or modified elements. Elements with little heritage value, but which contribute to the overall significance of the item.	Fulfils criteria for local or State listing. Retain, adapt and maintain. Demolition/removal is acceptable provided that there is no adverse impact on the significance of the place. Retention in some cases may depend on factors other than assessed values, including physical condition and functionality.
Little or none	Alterations detract from significance. Difficult to interpret.	Does not fulfil criteria for local or State listing. Retain, alter or demolish/remove as required provided there are no adverse impacts on the significance of the place. Sensitive alteration or demolition/removal may assist with enhancing the significance of components of greater significance.

Grading	Justification	Status & Management
Intrusive	Damaging to the item's heritage significance.	Does not fulfil criteria for local or State listing. Demolish/remove when the opportunity arises while ensuring there are no adverse impacts on the significance of other more significant components. Components that are actively contributing to the physical deterioration of components of higher significance should be removed as a matter of priority.

6.7.2 Application of gradings to cemetery elements

Those components that are critical to the significance of the place include items of local significance, worthy of inclusion on any register of items of significance.

Elements in this category include:

- all original and early principal spaces that retain all or much of their original spatial character and characteristic fabric;
- original and early monuments;
- original and early site layout and plantings;
- significant views and view corridors to, from and within the site;
- the entire archival collection, including burial records, Council records, historic photographs, plans and reports.

The heritage values of the various component elements within the Cemetery have been assessed using the criteria in Section 6.4 for the purpose of enabling decisions on the future conservation and development of the place to be based on an understanding of its significance. The schedule below identifies those built and landscape components which contribute to the overall significance of Mona Vale General Cemetery.

These assessments have been made without regard to the practical considerations which will subsequently be taken into account in formulating policies. In other words, the assessments below relate solely to *significance* (how important the item is), and do not relate to *management* (what should happen to the item). Management assessments in the policy section take into account both significance and other issues such as physical condition.

It should be noted that some components or spaces have been degraded by new development, by adaptation or deterioration, and would require restoration or reconstruction to recover their full significance. In some cases, significant fabric may be obscured by later materials or finishes.

Significance Level	Elements in the Cemetery
Exceptional	There are no elements considered to be of exceptional significance
High	Rectilinear grid layout, original curtilage, all memorials, major remnant trees in eastern part of the cemetery (excluding row of golden cypresses), early entrance gate posts on Mona Vale Road boundary
Moderate	Ornamental plantings along eastern and western boundaries
Little or none	Boundary fences, signs, office / amenities block, recent herbaceous plantings
Intrusive	Shipping containers

6.8 *Curtilage Considerations*

6.8.1 **Some Definitions**

In the past, the term curtilage has been interpreted in various ways by landscape professionals and the courts, often as the minimal area defined as ‘the area of land occupied by a dwelling and its yard and outbuildings, actually enclosed or considered as enclosed by a building and its outbuildings’⁵. This definition does not take into account the importance of the setting of a heritage item, which may not be a building and may include a substantial garden or landscape and views and vistas to and from the item. The current NSW Heritage System interpretation of curtilage, embodied in the 1996 Heritage Council publication, *Historic Curtilages*, may be summarised as the area around a heritage item that must be conserved in context to retain the significance of the item and enable its heritage values to be interpreted.

The curtilages for many properties now listed on the State Heritage Register or on Local Environmental Plan schedules were defined at a time when more emphasis was placed on the architectural qualities of buildings than on their landscape contexts. Since the early 1980s there has been an increase in community awareness of the need to protect adequate settings for heritage items, including views and vistas. This enhanced appreciation of landscape is highlighted in the 1999 revision of the Burra Charter of Australia ICOMOS, placing greater emphasis on ‘setting’. Article 8 of the Burra Charter now reads:

“*Conservation* requires the retention of an appropriate visual *setting* and other relationships that contribute to the *cultural significance* of the *place*. New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate”.

The Explanatory Notes to Article 8 are as follows:

“Aspects of the visual setting may include use, siting, bulk, form, scale, character, colour, texture and materials. Other relationships, such as historical connections, may contribute to interpretation, appreciation, enjoyment or experience of the place.”

6.8.2 **Determination of a curtilage for Mona Vale General Cemetery**

The statutory curtilage for a heritage item is usually but not always the lot or lots on which the item stands and, for statutory purposes, is usually but not always restricted to land in the same ownership as the item. The boundaries for an adequate curtilage may be the historic lot boundaries or a smaller area resulting from previous subdivision(s). They may also include adjoining lands critical to retention of views and vistas, although these values may sometimes be conserved through planning controls other than those used to protect the item and its immediate setting.

Definition of a curtilage for an historic place does not preclude development within its bounds, but requires particular care in the consideration of the nature, extent and impact of such development. However, given the relatively small size of the cemetery and that there may be unmarked burials in some locations, developments other than burials, interment of cremated remains, placement of interpretive devices and landscaping works are not advisable, except in the specific locations recommended in this CMP.

It is recommended that the heritage curtilage for Mona Vale General Cemetery should be the entire site described as Crown Land Reserve D500520 comprising Lot 2 DP 1124862 (107 Mona Vale Road, Mona Vale) and the adjoining triangular parcel of Crown Land being Lot 8 DP1124862 (4 Walana Crescent, Mona Vale). While the other areas identified for future addition to the cemetery are not historically significant, they should in due course be added to the statutory curtilage.

⁵ *Macquarie Dictionary*, 2nd edition, 1991

6.9 Amendment to State Heritage Inventory form

Listing on the State Heritage Register (SHR) or in the State Heritage Inventory (SHI) database requires completion of a State Heritage Inventory form for submission to the Heritage Division, Office of Environment and Heritage. The current SHI form for Mona Vale General Cemetery is at Appendix B and should be amended in conformity with the information and recommendations in this CMP.

7.0 Issues, constraints and opportunities

7.1 Constraints arising from cultural significance

Because the place has been identified as being an archaeological site of local significance, there is an obligation on current and future owners / managers to conserve that significance for the benefit of the people of Northern Beaches Council area. The significance of the place also presents opportunities for recognition, interpretation and marketing as part of its ongoing operation and development.

Items of State or local heritage significance should be managed in a way that retains their identified cultural and natural values. Conservation of Mona Vale General Cemetery therefore requires:

- Respect for historical associations and aesthetic values;
- Respect for the cemetery as a part of the significant cultural landscape of Northern Beaches Council area;
- Conservation and management of physical evidence appropriate to the level of significance;
- Conservation of the landscape in which the Cemetery is located;
- Physical protection of any significant archaeological relics;
- On-site interpretation which enhances visitor understanding and appreciation of the cemetery's history and fabric as well as the values of the setting;
- Consideration of the comparative significance of the Cemetery in the context of the Northern Beaches Council area and New South Wales.

7.2 Constraints arising from the Burra Charter

In Australia, the adopted best practice standard for the conservation of significant places is a document known as 'The Burra Charter' (*The Australia ICOMOS Charter for Places of Cultural Significance*). This Charter, revised in November 1999 and republished in a new edition in 2013, promotes the application of internationally accepted standards for physical actions and procedures for the conservation of significant places, adapted to suit the Australian cultural environment. This Conservation Management Plan has been prepared in accordance with these principles. Articles of the Burra Charter relevant to State significant cemeteries include the following:

Article 2. Conservation and Management

- The aim of *conservation* is to retain the *cultural significance of a place* (Article 2.2). This means that the history and cultural significance of a cemetery needs to be fully understood before any conservation works take place.
- Places of cultural significance should be safeguarded and not put at risk or left in a vulnerable state. (Article 2.4).

This means that the management authority responsible for the cemetery should ensure that adequate maintenance is provided, particularly where a cemetery is 'in a vulnerable state' due to overuse, neglect or threatened development.

Article 3. Cautious Approach

- *Conservation* is based on respect for the existing *fabric, use, associations* and *meanings*. It requires a cautious approach of changing as much as necessary and as little as possible (Article 3.1).
- Remnants of alterations and earlier treatments are evidence of a cemetery's history that may be part of its significance. Conservation works should assist in the interpretation of this history.

This means that cemetery fabric that has been identified as having a certain level of significance should be retained if possible where upgrading works are proposed. In situations where significant fabric needs to be removed then it may need to be archivally recorded (such as through measured drawings and photographs).

Article 4. Knowledge, Skills and Techniques

- Conservation should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the place. (Article 4.1)

Typical skills and disciplines that may be required to manage and conserve a cemetery of State or local significance may include monumental masonry, stone masonry, landscaping, metal fabrication, carpentry, surveying, structural engineering, building and project management. Specialist material conservators may be required to treat fabric of special significance.

Traditional techniques and materials are preferred for the conservation of significant fabric. In some circumstances, modern techniques and materials which offer substantial conservation benefits may be appropriate. (Article 4.2)

Article 5. Values

- Conservation of a place should identify and take into consideration all aspects of cultural and natural significance, without unwarranted emphasis on any one value at the expense of others. (Article 5.1)
- Relative degrees of cultural significance may lead to different conservation actions at a Place (Article 5.2)

It is necessary for cemetery managers to have an understanding of the comparative significance of various fabric types to ensure that the most important examples are conserved. This will also assist in the setting of priorities for maintenance and restoration works. However, it must be appreciated that the values placed on particular items may change with time and a cautious approach is needed.

Article 6. Burra Charter process

- The cultural significance of a place and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the place in accordance with the policy. (Article 6.1)

This Conservation Management Plan has been prepared in accordance with the above principle. The NSW Heritage System has also adopted this process for conservation of significant places.

Article 7. Use

- Where the *use* of a place is of *cultural significance* it should be retained (Article 7.1).

Whether a cemetery is still operational or closed to burials, its use as a place of remembrance and memorialisation of the dead should be retained wherever possible. In the past, the conversion of many cemeteries to 'pioneer parks' and 'rest parks' has resulted in major loss of significance through destruction of fabric, alteration of character and loss of context.

Article 8. Setting

- *Conservation* requires the retention of an appropriate visual *setting* and other relationships that contribute to the *cultural significance* of the *place*. New construction, demolition, intrusions, or other changes that would adversely affect the setting or relationship are not appropriate (Article 8)

This means that care must be taken in the development and management of the surroundings of the cemetery. For instance, a cemetery is a sacred place, for quiet contemplation and remembrance. It would be inappropriate to have unsympathetic adjoining development such as a fast food outlet or car yard.

Article 22. New Work

- New work such as additions to the *place* may be acceptable where it does not distort or obscure the *cultural significance* of the place, or detract from its interpretation and appreciation. (Article 22.1)

This means that new development, if permissible under the Conservation Management Plan and other relevant controls, should be sympathetic to the character of the cemetery.

- New work should be readily identifiable as such. (Article 22.2) Identification of new work may be obvious by virtue of its architectural design or discreetly marked in some way e.g. a date marked unobtrusively on new fabric or repair work.

Article 24. Retaining associations and meanings

- Significant *associations* between people and *place* should be respected, retained and not obscured. Opportunities for the *interpretation*, commemoration and celebration of these associations should be investigated and implemented (Article 24.1).

Cemeteries are places of burial and memorialisation of the dead. Their management must respect the views of descendants of those buried and seek to include them in decision making about management and interpretation. This can be facilitated by means such as the establishment of 'friends' groups and consultation with relevant community organizations such as churches, historical societies and genealogical groups.

Article 27. Managing Change

- The impact of proposed changes on the *cultural significance* of a *place* should be analysed with reference to the statement of significance and the policy for managing the place. It may be necessary to modify proposed changes following analysis to better retain cultural significance. (Article 27.1).

This means that development proposals need to be informed by the statement of significance in the CMP and the conservation policies arising from it. Amendments to some proposals may be necessary if significance is to be retained. A community group may have a brilliant idea for a new set of gates or a memorial pavilion, but their proposal may need to be altered to ensure it is sympathetic to the heritage values of the cemetery.

- Existing *fabric*, *use*, *associations* and *meanings* should be adequately recorded before any changes are made to the place. (Article 27.2).

Article 32. Records

- Records about the history of a *place* should be protected and made publicly available subject to requirements of security and privacy, and where this is culturally appropriate. (Article 32.2).

Original documents such as burial records are irreplaceable and should be kept in a secure place, with copies held at another site and available for research, subject to privacy requirements. For instance, a copy of original records held by Northern Beaches Council should ideally be kept at the Manly Warringah and Pittwater Historical Society and / or a family history society. Consideration should be given to deposit of further copies in the Mitchell Library and at The Society of Australian Genealogists (SAG).

7.3 Constraints and obligations arising from statutory and non-statutory controls and listings

7.3.1 National Heritage List (NHL)

The National Heritage List (NHL), administered by the Australian Heritage Council is a list of places assessed as of national significance for Australia. Listing of a place on the NHL imposes constraints and obligations on Australian government agencies and on projects wholly or part-funded by the Commonwealth.

Mona Vale General Cemetery is not currently listed on the NHL and its assessed level of significance does not suggest it warrants consideration for such listing.

7.3.2 State Heritage Register (SHR)

The NSW *Heritage Act 1977*, as amended, provides various mechanisms for the statutory protection of items of environmental heritage in New South Wales. This Conservation Management Plan includes the current State Heritage Inventory (SHI) form for the cemetery (see Appendix B). The SHI form should be amended by Council in accordance with the findings in this CMP and forwarded to the Heritage Division, Office of Environment and Heritage (OEH) via the OEH app.

At present the place is not subject to controls under the NSW *Heritage Act*, except in relation to archaeology i.e. the 'relics' provisions relating to significant sub-surface remains. The assessed level of significance for the cemetery does not suggest it warrants consideration for SHR listing.

7.3.3 Local Environmental Plan listing

The NSW *Environmental Planning & Assessment Act, 1979* provides for the preparation of environmental planning instruments to guide land use and management at State and Local levels. In regard to the management of cultural heritage resources, the Act provides for environmental assessment of development proposals and for the inclusion of heritage conservation provisions in planning instruments.

All local environmental plans (LEPs) include provisions for conservation of environmental heritage including a schedule of heritage items, heritage conservation areas and archaeological sites. The heritage schedule (Schedule 5, part 3) of Pittwater LEP 2014 lists Mona Vale General Cemetery (formerly Turimetta General Cemetery) located at 107 Mona Vale Road, Mona vales and described as Lot 2, DP1124862 as an Archaeological Site of local significance (SHI No. 2270088).

Under Clause 5.10 (2) (c) consent is required for disturbing or excavating an archaeological site while knowing, or having reasonable cause to suspect, that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed. However, development consent under this clause is not required if:

- (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, or
 - (c) the development is limited to the removal of a tree or other vegetation that the Council is satisfied is a risk to human life or property,

This CMP includes a recommendation for revising the SHI database form for the cemetery. (see Appendix B).

7.3.4 NSW Cemeteries and Crematoria Act 2013

The passing of the *Cemeteries and Crematoria Act* in 2013 demonstrated the NSW Government's commitment to meeting community expectations for dignified interment, respect for religious and cultural practices and reasonable access to cemeteries as special places for remembrance and reflection. The Act also ensures that affordable burial and cremation services are available for all members of the community, with a range of services available at a range of prices. The Act set up a new independent agency to support and oversee the interment industry and provide information to the community. This stemmed from the recognition that strategic and regulatory oversight of the industry is needed to enable services to be provided in a consistent, transparent and accountable manner. Importantly, the Act establishes a new framework for interment rights, ensuring that the community has clarity and certainty when purchasing an interment right. It also enables the industry to consider innovative ways to deliver interment services to ensure that cemeteries, graves and gardens are well maintained - now and into the future.

The NSW Cemeteries and Crematoria Strategic Plan 2015-2020 shows how Cemeteries and Crematoria NSW will work closely with its partners to continue to meet community expectations and improve burial and cremation services.

7.3.5 Local Government (Control of Cemeteries) Amendment Act 1967

This act discharged the denominational trustees responsible for cemeteries and transferred control of public cemeteries (with exceptions such as Rookwood Necropolis) to the relevant local government authority. The Local Government Authority then became the trustee of the cemeteries in their area, 'charged with the care, control and management thereof'.

7.3.6 Crown Lands Act 1989

This act defines principles for the use and management of Crown land, which may be under Trust to Council including: Lease and licences of Crown Lands (Part 4, Divisions 3 and 4); and Dedication, Reservation, Reserve Trusts and Plans of Management for Crown Lands (Part 5) Crown Lands Act 1989 and By-laws there- under.

7.3.7 Crown Lands (General Reserves) By-Law 2006 and Crown Lands (General Reserves) Amendment (Sustainable Burials) By-law 2011

These define principles for the use and management of Crown land, which may be under Trust to a council including: Lease and licences of Crown Lands (Part 4, Divisions 3 and 4); and Dedication, Reservation, Reserve Trusts and Plans of Management for Crown Lands (Part 5) provides various direction on burial licences.

7.3.8 Work Health & Safety Act 2011 and Regulation 2011

The *Workplace Health and Safety Act 2011* and associated regulation outline the obligations, management and monitoring of health and safety risks including requirements for employees, employers and the general public. They have the broad objectives of securing the health, safety and welfare of persons at work.

It is expected that all employees of, contractors to and volunteers for Northern Beaches Council undertaking works on the cemetery will be protected under the provisions of this Act. Some of the recommended works may be carried out in potentially hazardous situations e.g. lifting heavy slabs of stone. It is essential that the highest possible safety standards are adhered to in these instances.

7.3.9 Public Health Act 2010 And Public Health Regulation 2012

The Public Health Act 2010 relates to the maintenance of proper standards of health for the public. The act and associated regulation give direction on disposal of bodies, burial methods, grave depth, disposal of cremated remains, maintenance of Cemetery Registers and related requirements.

7.3.10 Register of the National Trust of Australia (New South Wales)

Mona Vale General Cemetery was indexed by the National Trust of Australia (New South Wales) in 1980 but was not considered sufficiently significant to be listed on the Trust's Register. However, the Trust recommended retention of the rows of eucalypts as the cemetery expanded and also recommended dense planting at the perimeter to screen the cemetery from surrounding unattractive development which at that time included glasshouses, an electricity substation, houses and a main road. The Index Card did not recommend further investigation.

While listing on the Register of the National Trust carries no statutory implications, it is recognition by a major community-based conservation organisation that a place has heritage significance. There is a moral obligation on the owners / managers of such places to manage them to conserve their significance. Copies of the National Trust Index Cards are at Appendix C.

7.3.11 Australian Standards

Australian Standard AS 4204-1994 *Headstones and cemetery monuments* specifies the minimum structural design criteria, performance and renovation requirements for cemetery monuments and crematoria memorial gardens above and below the natural ground surface. The Standard notes that work on monuments of cultural significance should be carried out in accordance with the Burra Charter and its Guidelines (Australia ICOMOS, 1988) and acknowledges that such monuments may require approaches and conservation procedures different from those in the Standard. The Standard should apply to new monuments erected in the cemetery. Works to existing monuments should also be guided by the Burra Charter and its Guidelines. It should be noted that the Burra Charter and its Guidelines were revised in November 1999, with a revised edition published in 2013, i.e. since the Standard was released.

7.3.12 Skeletal Remains

If human skeletal remains should be revealed by accident, chance or deliberate vandalism, then these remains, the burials and any associated artefacts may be subject to different acts and requirements depending on the circumstances.

If the remains appear to be recent and may be forensic, the *Coroner's Act, 2009*, applies and the Police should be contacted.

If the remains are identified as Aboriginal and are not recent, the *National Parks and Wildlife Act, 1974* (as amended) is relevant and the National Parks and Wildlife Service should be contacted.

If the remains are non-Aboriginal and estimated to be more than 50 years old, the *Heritage Act, 1977* (as amended) applies and the Heritage Division, Office of Environment and Heritage should be contacted.

If a member of the public wishes to have the remains of a relative exhumed and moved to another place, the *Public Health Act, 2010* and the *Public Health Regulation 2011* apply. Contact should be made with the local public health unit of NSW Health.

More information about human skeletal remains can be found in the publication *Skeletal Remains: Guidelines for the Management of Human Skeletal Remains under the Heritage Act 1977* (NSW Heritage Office, 1998) although both the Coroners Act and the Public Health Act have been updated since that publication.

7.4 Northern Beaches Council Requirements

7.4.1 The ongoing need for burial space

There is a general shortage of burial space in Sydney, particularly in the public cemeteries, most of which were set aside in the 19th century or early 20th century. The growing tendency for people to opt for cremation rather than burial has alleviated the problem to some extent but the combination of an ageing population and the fact that certain religions require burial rather than cremation means that shortages of burial space will be exacerbated. Given its relatively small size and the extent of existing burials, Mona Vale General Cemetery is fast running out of space.

7.4.2 Constraints imposed by limited space

Mona Vale General Cemetery has few spaces left for new plots / burials within the historic boundaries under current burial practices. The 2012 Masterplan recommends that a triangular parcel of land (Lots 1 to 4, DP350940) between Walana Crescent and Mona Vale Road be added to the cemetery to provide additional operational land.

7.4.3 Constraints imposed by available financial and human resources

The annual operations budget for Mona Vale General Cemetery is \$300,000, with no specific allocation for conservation works. Recent heritage restoration projects have been mostly privately funded, although in 2015 repairs to an old damaged monument were funded by the Trust (less than \$1000). In the past, a program to progressively repair or remove cracked infills (slabs), replacing them with fill and pebbles, was discussed but later deferred.

Some additional assistance in Cemetery maintenance is provided by participation in the Department of Corrective Services "Community Service Order Scheme".

Although Council does not maintain individual grave sites, a "Friends of the Cemetery" volunteer gardening group has been meeting for over 2 years twice per month to weed untended graves.

From time to time an inspection of the graves is carried out, and owners of dangerous, damaged or unsightly graves are contacted (where possible) and requested to attend to maintenance. Occasionally, Council will remove monumental or landscape work if the owner cannot be contacted or has not acted within a reasonable time.

The Cemetery maintenance regime is impacted by funeral services (which take priority) and varies depending on the seasons. The grounds maintenance includes:

- mowing the grass-covered aisles and other open areas with either the ride-on mower or tractor with a mowing deck,
- mowing grass covered grave sites with the push mower,
- brush-cutting around the edges of monuments; and
- spraying the edges of the monuments.

It takes one person approximately two days to mow the aisles and other open spaces and at least another six days to mow and brush-cut the entire Cemetery - while spraying around the kerbing takes one person around 4 - 5 days every 2 – 3 months in summer. During the summer period, between October to March, the goal would be to mow weekly, (noting this would require two people) and in the winter, every 2 – 3 weeks.

At certain times of the year, (Easter, Mother's Day, Father's Day and Christmas) a team of 6 – 8 personnel from Council's maintenance crew will attend the Cemetery for 1-2 days to assist the regular staff. Additional assistance can also be required in summer when a run of funeral bookings or bad weather make it impossible to keep up with the mowing.

General maintenance activities carried out by staff include topping up sunken graves, leaf blowing around the entrance road, office and paved memorial wall areas (x 2), maintenance of cemetery equipment and buildings including gutters, and cleaning the toilets and office.

Other duties include occasional mulching in garden beds and around trees, mounds, pruning, picking up rubbish, dead flowers, broken glass jars and trinkets and moving garbage bins.

Specific electrical, plumbing, painting or building works requiring tradespersons are usually carried out by Council's Building Services Department or preferred contractors - depending on the size of the job.

The four memorial gardens and boundary gardens are maintained by a landscape contractor, who usually visits once per fortnight with 4 personnel) to weed, prune and water.

The gardens are fertilised every 6-12 months and mulched once per year with assistance of Cemetery staff. There is usually plenty of mulch on site.

Monumental work is done by Contractors, including the local Mason (Northern Memorials) or other Sydney wide Masons such as Tyrrells Memorials, Heritage Memorials, Italian Monuments and for more specialised heritage restoration work, the Rookwood General Cemeteries Reserve Trust team led by Sach Killam.

Contractors are also used for Arborists' reports and tree management.

Comment

There are many demands on the resources available to Council and it is unlikely that the Council will ever have sufficient resources to carry out all of the necessary conservation and management tasks required for the Cemetery. Consequently, Council must prioritise its management in accordance with levels of significance, safety issues, use levels, urgency of works, accurate estimates of maintenance costs and available resources.

The use of trained volunteers to assist in maintenance and interpretation can reduce the burden on Council. Community members already assist in the maintenance of the Cemetery landscape and this assistance should be continued and encouraged. Volunteers can also assist in the interpretation of the Cemetery.

Recommendations

It is recommended that Council consider allocating additional funds in a future works budget to allow for implementation of the management recommendations in this Conservation Management Plan (e.g. repairs to significant monuments, installation of interpretive signage, landscape improvements).

It is also recommended that Council consider allocating some funds derived from monumental fees to establish a modest conservation and proactive safety inspection program.

7.5 Constraints arising from physical condition

While it is important not to confuse condition with significance, the condition of a grave monument or inscription affects its ability to memorialise the departed and to interpret the history of the place, as well as having financial implications for conservation. Similarly, the condition and vigour of a tree affects its ability to survive and make a positive contribution to the landscape and amenity of the site.

Decisions about the future of particular monuments and landscape elements need to be based on their relative significance as individual items, as elements of the total site landscape and on their condition. The physical condition of the landscape elements in Mona Vale General Cemetery varies from excellent to poor.

The following sections provide specific details of the physical condition of the fabric in the cemetery. Typical physical conditions requiring action include the following:

- damage to monuments arising from past management practices e.g. previous repairs, use of herbicides, planting of trees; past acts of vandalism; subsidence and natural deterioration of fabric;
- Biological growth on stone monuments e. g. algae, lichens;
- decay and dead wood in significant trees (potential entry point for infections, visual impact);
- eroded surfaces around monuments;
- exposed tree roots, causing physical damage to monuments and potential trip hazards.

7.6 Opportunities for further evidence

Documentary evidence relating to cemeteries, including historical archives, is an important part of their significance. Protection of this evidence should be addressed in developing conservation and management policies. Further research into the site, its history and those interred there should be encouraged.

7.7 Monitoring of visitor use and cemetery condition

Visitor monitoring is an essential tool to aid management decisions. It is important to know something about the visitors to the cemetery for they may well be critical to its survival. Who uses the cemetery? How do they get there? How often do they visit and how long do they stay? What is the main purpose of their visit? What are their likes and dislikes about the cemetery and what improvements would they like to see?

A simple survey form on a single-sided A4 sheet can be adapted for use in a short face-to-face interview, left at a convenient point for self-completion by visitors or mailed out to people who enquire about the location of graves, family history, etc. Sample size should be as large as possible to improve the statistical validity of the results. If possible, fifty or more survey forms should be completed by visitors and the survey should be conducted to include weekdays and weekends since patterns of use often vary. The results obtained can be analysed and the information collected presented in diagrammatic form if appropriate software is available. Most recent versions of word-processing packages have the facility to present data in the form of graphs or pie charts.

Visitors often advise of any problems associated with places they visit. This sort of feedback and regular monitoring of the condition of the cemeteries should be built into the maintenance program. This will not only alert Northern Beaches Council to potential hazards and other problems but will assist in reducing costs by allowing a pro-active approach to management.

7.8 Interpretive Opportunities

While the aesthetic values and some of the historical associations of the cemetery can be readily appreciated by the casual visitor to the place, other aspects of the site's significance need to be conveyed through carefully planned and well-designed interpretation. This may include but not be limited to signage, literature (e. g. brochures, booklets) and face-to-face interpretation.

Interpretive research suggests that signage alone may not be particularly effective since few visitors read all the text. Section 9.3 provides suggestions for a range of interpretive programs, media and devices with potential for explaining the cultural heritage values of Mona Vale General Cemetery to visitors.

8.0 Conservation Policies, Procedures and Guidelines

The Statement of Significance in Section 5.4 sets out the reasons why Mona Vale General Cemetery is important. The constraints and opportunities identified in Section 6 interact with the significance of the site in a number of ways. There are statutory requirements that must be met and there are non-statutory requirements that impose moral obligations on the owners/managers of the site. There is also the need for a viable continuing use for the site that can enable its significance to be retained while meeting community needs and expectations. Striking a happy balance between these often-conflicting requirements requires the development of a range of conservation policies that will define the limits of acceptable change.

This section contains all of the policies, procedures and guidelines recommended for conservation of Mona Vale General Cemetery, derived from Sections 5 and 6. These are recommended for review by Northern Beaches Council in conjunction with other stakeholders and, after any adjustments, for adoption as a guide to the future conservation and management of the cemetery.

8.1 Conservation Definitions

The following definitions (*Italicised*) taken from the *Australia ICOMOS Charter for the Conservation of Places of Cultural Significance* (the Burra Charter) have been used to describe the appropriate conservation processes that should be applied to the management of heritage assets. The application of these to the management of Mona Vale General Cemetery is discussed in the following:

Place means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.

Place has a broad scope and includes natural and cultural features. Place can be large or small: for example, a memorial, a tree, an individual building or group of buildings, the location of an historical event, an urban area or town, a cultural landscape, a garden, an industrial plant, a shipwreck, a site with in situ remains, a stone arrangement, a road or travel route, a community meeting place, a site with spiritual or religious connections.

Cultural significance means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. Places may have a range of values for different individuals or groups.

The term cultural significance is synonymous with cultural heritage significance and cultural heritage value. Cultural significance may change over time and with use. Understanding of cultural significance may change as a result of new information.

Fabric means all the physical material of the place including elements, fixtures, contents and objects.

Fabric includes building interiors and sub-surface remains, as well as excavated material. Natural elements of a place may also constitute fabric. For example, the rocks that signify a Dreaming place. Fabric may define spaces and views and these may be part of the significance of the place.

The fabric constitutes the physical evidence which may reflect the date(s) of construction, the skills of the makers, and the levels of use and maintenance over the years. Many items of fabric may also be considered 'relics' as defined in the NSW Heritage Act, 1977, as amended.

Conservation means all the processes of looking after a place so as to retain its cultural significance.

It includes maintenance and may, according to circumstances, include preservation, restoration, reconstruction and adaptation and will commonly be a combination of more than one of these.

Maintenance means the continuous protective care of a place, and its setting.

Maintenance is to be distinguished from repair which involves restoration or reconstruction.

Examples of protective care include:

- maintenance — regular inspection and cleaning of a place, e.g. mowing and pruning in a garden;
- repair involving restoration — returning dislodged or relocated fabric to its original location e.g. loose roof gutters on a building or displaced rocks in a stone bora ring;
- repair involving reconstruction — replacing decayed fabric with new fabric.

In terms of cemetery conservation, maintenance is the preferred process and commonly will include the regular mowing of turfed areas, clearing of weeds, clearing of gutters and drains, keeping paths clear, removal of silt, rehabilitation of eroded areas, protective coating of exposed metal work and timber, cleaning of biological growth from monuments, removal of trip hazards.

Preservation means maintaining a place in its existing state and retarding deterioration.

It is recognised that all places and their elements change over time at varying rates. Many of the monuments in a cemetery may need preservation and / or repair to maintain their significance. Deterioration caused by human activities such as overuse, vandalism and unauthorised works can often be prevented or retarded. Preventive measures may include placement of visitor control barriers, erection of signs (e.g. visitor codes). While these measures are not preservation in themselves, they contribute to preservation of fabric.

Deterioration of significant cemetery fabric through natural processes such as weathering generally cannot be prevented but may be retarded by ongoing maintenance programs.

Restoration means returning a place to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.

Reconstruction means returning a place to a known earlier state and is distinguished from restoration by the introduction of new material.

New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.

Where regular maintenance has not been applied to monuments or where there have been major changes to their original fabric, then the processes of restoration and/ or reconstruction and adaptation may be necessary.

In terms of cemetery conservation, restoration may include such practices as the rebuilding of a collapsed section of kerbing to its original configuration using the original materials, and resetting of dislodged stela. This method is preferable for items of state or national significance.

Reconstruction is not to be confused with either re-creation or conjectural reconstruction, which are beyond the scope of the [Burra] Charter.

In cases where there is adequate documentary or physical evidence of a significant fabric element that has been damaged or lost, reconstruction to a known earlier state may be possible. For example, a damaged structure may be reconstructed from the evidence of surviving fragments and photographic records. The inclusion of new stone or brickwork to replace missing or irreparably damaged pieces to match the original is also an example of acceptable reconstruction. It may be possible to reconstruct a monument from historical evidence and interpret it as an example of how items were made during a particular period.

In most circumstances where the original fabric is irreparably damaged and would require extensive and expensive reconstruction then the cost-benefit needs to be assessed against the heritage significance. Extensive reconstruction would generally be appropriate only for elements of major (e.g. national or state) significance. Restoration or reconstruction is preferable where funds are available for items of state or national significance.

Adaptation means changing a place to suit the existing use or a proposed use.

Ideally, adaptation generally should involve no change to the culturally significant fabric, changes which are substantially reversible, or changes which require a minimal impact.

Adaptation is a conservation process that can be commonly applied to cemetery conservation. It may include one or more of the following:

- conversion from an operating burial ground to a closed historic cemetery maintained and interpreted to conserve and communicate its heritage values;
- upgrading / renewing an area such as resurfacing and installing other new fabric such as paths, steps, railing or installing a new drainage system.

Adaptation may be appropriate in situations where the fabric is unsafe, in poor condition or of little significance. Adaptation does not necessarily require replication of the earlier detail and should be clearly distinguished as new work while being sympathetic to the old.

It must be stressed that “conversion” of a cemetery to a “rest park” or “pioneer park” by a process of moving monuments and fixing them to walls or using them as paving is totally unacceptable. Many cemeteries were converted in this way following the introduction of the *Conversion of Cemeteries Act* in 1974, usually on the grounds that conversion would simplify maintenance. In most cases such conversion resulted in loss of fabric, damage to monuments and grave furniture, destruction of historic layouts and partial or total loss of heritage significance.

Use means the functions of a place, including the activities and traditional and customary practices that may occur at the place or are dependent on the place.

Use includes, for example, cultural practices commonly associated with Indigenous peoples such as ceremonies, hunting and fishing, and fulfillment of traditional obligations. Exercising a right of access may be a use.

8.2 General Conservation Policies

8.2.1 Conservation Management

Rationale

Mona Vale General Cemetery is a significant component of the environmental heritage of the Northern Beaches Council area, with heritage values in its own right and as a part of the broader cultural landscape. It requires appropriate management to conserve that significance.

Policy

Mona Vale General Cemetery should be managed to retain, conserve and enhance its significance in accordance with the assessment of significance (Section 6.4), Statement of Cultural Significance (Section 6.6) and the Conservation Policies in this Plan. (Article 2.2, Burra Charter)

8.2.2 Statement of Cultural Significance

Rationale

Conservation management should be guided by a number of factors, the most important of which is significance, as encapsulated in the Statement of Cultural Significance (Section 6.6).

Policy

The Statement of Cultural Significance set out in Section 6.6 and Conservation Policies set out in this Section should be accepted as the basis for future management of Mona Vale General Cemetery.

8.2.3 Responsibility for Conservation in decision-making

Rationale

Management authorities must accept responsibility for conservation of the heritage items in their care, control and management. As the manager of Mona Vale General Cemetery, a listed Archaeological Site, Northern Beaches Council must not only comply with its statutory responsibilities with respect to the place but should also set a positive example to the community through good management of a major heritage asset.

Policies

The custodians of Mona Vale General Cemetery i.e. Northern Beaches Council and its contractors must ensure its care, management and conservation in accordance with the values expressed in the Statement of Cultural Significance (Section 6.6).

Responsibility for decision-making in relation to Mona Vale General Cemetery will rest with Northern Beaches Council who should comply with requirements under the NSW Heritage Act 1977, as amended, under the heritage provisions of Pittwater LEP 2014, as amended, and other relevant statutory controls.

8.2.4 Statutory Protection

It is important that significant heritage items have statutory protection commensurate with their level of significance.

Policy

Listing of Mona Vale General Cemetery on Pittwater LEP 2014 and subsequent environmental planning instruments for Northern Beaches Council area should be maintained. Consultation should be made with the Heritage Division, NSW Office of Environment and Heritage to ensure that the information on the Cemetery is kept up-to-date on the State Heritage Inventory (SHI) database.

8.2.5 Professional Standards, Compliance with Legislation, Public Consultation and Current Best Practice in Conservation

Policies

All conservation works and other works on Mona Vale General Cemetery will be undertaken by suitably qualified persons, in accordance with accepted professional conservation charters, guidelines and methods, and will involve appropriate consultation with relevant individuals and organisations.

All conservation works and other works will be undertaken in accordance with the principles and guidelines set out in the Burra Charter of Australia ICOMOS, using staff and/or contractors who are suitably qualified and trained in conservation work.

Conservation works, including research, materials conservation and reconstruction should be undertaken in accordance with professional standards and current best practice.

All works and activities should comply with applicable legislation and environmental planning instruments such as Heritage Act 1977, Heritage Amendment Act 1998 and Environmental Planning and Assessment Act 1979.

8.2.6 Investigation, Research and Documentation

Policies

All works and activities at Mona Vale General Cemetery should be thoroughly investigated and researched prior to commencement.

All works or other activities conducted should be accurately documented and recorded.

Where conservation works are undertaken, photographic documentation and other appropriate recording techniques such as measured drawings should be made.

All documentary materials should be stored in archivally secure and fireproof conditions at the Council offices, with copies at Manly, Warringah and Pittwater Historical Society.

8.2.7 Conservation of Fabric

Policies

Appropriate conservation methods and processes that relate to the assessed level of significance (see Table at Section 6.7.2) and intactness should be used to guide conservation of the cemetery.

Identified fabric, features and associated artefacts of high significance including the rectilinear grid layout should be conserved in accordance with the management guidelines in the table in Section 6.7.1.

Identified fabric, features and associated artefacts of moderate or low significance should be either conserved, through retention and interpretation, or recorded, prior to adaptation or removal.

Conservation methods and treatments should, where possible, be reversible and should not diminish the significance of fabric.

8.2.8 Permissible New Works

Policies

New works and activities should only be permissible if they do not detract from the heritage significance, aesthetic values or traditional materials and construction techniques.

New burials, monuments and paving within the historic central areas of the cemetery should respect the rectilinear grid layout and retain the landscape character of the cemetery.

Rationale for works and other activities should be well reasoned and should comply with statutory requirements, professional charters, heritage standards and guidelines.

A Heritage Impact Statement, prepared in accordance with Heritage Division, NSW Office of Environment and Heritage (OEH) guidelines for such documents should be completed for any major new works.

Photographic Archival Recording should be undertaken before major changes in accordance with the Heritage Division guidelines for Photographic Recording of Heritage Items using Film or Digital Capture (2006).

8.2.9 Further research

It is always possible that new material relating to the history of the site will be uncovered by chance or as a result of a research program.

Policies

Research of Mona Vale General Cemetery, its landscape and the lives of those buried there should be encouraged by Northern Beaches Council to improve understanding of the site's history and cultural significance and coordinated to ensure use of available resources to maximum effect.

Opportunities for cooperative research with local family history groups, historical societies, schools and tertiary educational institutions and the local tourist information office should be investigated, including oral history recording of those with knowledge of the place or the individuals and families buried there.

The community should be encouraged through Council's website, mail-outs or newspaper articles to submit information on families with members buried in the Cemetery.

8.2.10 Interpretation and Promotion

"Interpretation" is the explanation of the site to visitors and non-visitors alike, instilling in them an appreciation for the meaning of the place - often there is a wider meaning behind what can be seen in the surviving physical evidence. This explanation may be achieved through the use of a variety of media and devices. Interpretation of the history and significance of the cemetery is integral to its conservation and to community understanding and appreciation of the cultural values of the place. It is important that the community, now and in the future, understands the significance of Mona Vale General Cemetery and its role in the context of the development of the Northern Beaches Council area and New South Wales. (Article 24.1, Burra Charter).

Traditional forms of site interpretation include signage, audio-visual presentations, exhibitions, guided tours, school and public education programs, self-guiding brochures and printed publications. More recently, these have been supplemented and in some cases supplanted by web-based publications and downloadable 'apps' which can be accessed via portable electronic devices such as mobile phones.

Policies

An Interpretive Plan for Mona Vale General Cemetery should be prepared by a suitably qualified interpretation consultant in accordance with the Heritage Council of NSW interpretive policy and guidelines.

Interpretation should be provided in a manner that is consistent with the policies in this Plan and should be culturally appropriate.

Interpretive media such as on-site signage should communicate the history and cultural values of the cemetery and those buried there within the context of the Northern Beaches environment.

On-site interpretation policy should provide for a program which involves the use of consistent, well-designed, vandal-resistant and visually unobtrusive media. These devices should not dominate, obscure or reduce the cultural significance of the interpreted fabric or place.

On-site interpretation should be supplemented where possible by other media, which may include printed and electronic media which can be available for the public either by purchase or reference in public libraries.

Stimulating and accurate information about the Cemetery and its heritage values should be made available to visitors. Delivery mechanisms may include but are not limited to a possible reprint or update of the *Manly, Warringah & Pittwater Journal of Local History* Volume 8, June 2004, guided tours or self-guiding walks.

8.2.11 Conservation of Archival Material

Archival material relating to Mona Vale General Cemetery is an important part of its significance. Protection of these archives must be addressed in determining Conservation Policies and future planning strategies.

Policy

Original historical documents such as burial registers should be conserved and safely stored in secure, fireproof conditions as a collection at the Council offices and records of maintenance and restoration also kept in secure conditions, with copies of all known relevant records kept at Council's Library.

8.2.12 Record Keeping

Accurate record keeping is an important part of conservation.

Policy

Records of conservation works should comprehensively document the work's or activity's time frame, materials, contractors involved, other relevant information and be available for interested members of the public to view.

These records should be cross-referenced and filed in such a way that details of Council works are readily accessible.

8.2.13 Public Access

Universal access, including wheelchair access, to places of heritage significance is a desirable objective but is difficult to achieve in some places due to topographic challenges, safety issues, etc. Clear direction-finding and access to graves are important so that relatives of the deceased can visit the memorials to their loved ones.

Policies

Public access to the cemetery should be provided in ways that minimise visitor stress and public risk.

Universal access should be encouraged within the constraints imposed by conservation of heritage values.

8.2.14 Training

Appropriate training is essential for the management and interpretation of heritage places. Regular staff and contractors should be made aware of the heritage values of the Cemetery and encouraged to respect and protect those values. New employees and contractors should have the heritage values of the Cemetery included in their induction programs.

Policy

Council employees, contractors and volunteers should be trained in the appreciation of the cultural values of the Cemetery and in the techniques recommended for implementation of the management recommendations of this Plan.

8.2.15 Community participation in cemetery conservation

During the last few decades there has been considerable local community support for cemetery research and conservation. With many historic cemeteries falling into disrepair over the years there have been numerous restoration programs, initiated by enthusiastic individuals, land care and family history groups, and those responsible for employment relief schemes.

Every effort should be made by management authorities to involve local communities in conservation. This will help to promote community goodwill and harness a considerable labour supply that can supplement the often-meagre resources available for cemetery maintenance.

However, the use of volunteers, community groups and labour schemes for cemetery conservation works must be carefully planned and regulated by the management authorities. Provision must be made for training of volunteers, adequate supervision, enforcement of safety standards and sufficient insurance cover for workers.

Mona Vale General Cemetery currently has access to workers under the NSW Department of Corrective Services (DOCS) Community Service Orders Scheme who assist with grounds maintenance. There is also a Friends Gardening Committee who assist with garden maintenance.

Policies

Northern Beaches Council should develop contacts with relevant community groups with a view to using community resources to maximum advantage in the conservation of Mona Vale General Cemetery.

8.2.16 Taking advantage of additional funding sources

From time to time, funding becomes available from federal, state and other sources for research, conservation and interpretation projects at heritage places. These often occur in the lead-up to major commemorations such as centenaries of historical events.

Policies

Northern Beaches Council should keep aware of potential sources of external funding for projects relevant to the research, conservation or interpretation of the Cemetery.

Council should have some costed projects ready to take advantage opportunistically of funding programs.

8.2.17 Promoting community awareness of cemetery projects

Social significance relates partly to contemporary community esteem and any major projects proposed for Mona Vale General Cemetery should be well communicated to the local community, not only to encourage participation but also for good governance.

Policy

Community awareness of management and conservation programs affecting Mona Vale General Cemetery should be promoted by Council through measures such as publication on Council's website, public exhibition or advice with rates notices.

8.2.18 Adoption, Availability and Review of this CMP

Plans for the conservation and management of public heritage assets should be formally adopted, available for community inspection and comment, and reviewed to ensure that they are up-to-date and relevant.

Policies

This CMP should be made available at Northern Beaches Council, for viewing and comment by the general public e.g. at Council libraries, on the Council website. Any proposed developments or other works that may impact on the significance, use or fabric of the cemetery should be publicly exhibited.

This CMP should be endorsed and formally adopted by Northern Beaches Council as the basis for the conservation management of Mona Vale General Cemetery.

The CMP should be reviewed after a period of five to ten years. The review process should record the progress in implementation of the Plan and take into account any changes due to implementation, changes in Council policy direction, external political changes, resourcing levels and natural disasters such as storm events. Review and re-adoption should involve further consultation with relevant stakeholders including user groups and the local community.

8.3 Site Specific Conservation Policies

This Section sets out specific conservation policies for Mona Vale General Cemetery as a listed Archaeological Site within the Northern Beaches Council area.

8.3.1 Erection of new monuments and repairs to existing monuments

Introduction of new monuments into historic areas of cemeteries can pose major visual and other negative impacts on the significance of those areas. Any new monuments permitted in Mona Vale General Cemetery should be designed in keeping with existing policy and consistent with existing monuments. Also, repair and restoration works will need to be carried out to damaged memorials. Care should be taken to ensure that gravesites are left in good condition after introduction of new monuments or conservation works. Waste material such as excess cement and other rubbish should be removed from the cemetery by the monumental mason or contractor. (Articles 22.1, 22.2, Burra Charter)

8.3.2 Deposition of cremated remains

The growing trend in the Australian community towards cremation has led to a proliferation of niche walls or columbaria in cemeteries to accommodate cremated remains. These structures are often constructed of light-coloured brickwork and located to produce maximum visual impact in old cemeteries. The opportunity for inurnment or deposition of ashes provides the present community with the chance to place the remains of recently departed relatives in family burial plots or in columbaria, thereby maintaining community involvement in the cemetery. This is a positive development, particularly in those cemeteries which have been closed to burials or which have limited space, but it is essential that any new structures for the placement of ashes be designed and located so that they do not detract from the heritage significance of the place.

8.3.3 Memorial Plaques

Deposition of cremated remains is permitted at Mona Vale General Cemetery. Where they are placed in an existing grave and there is no room for additional inscriptions on the monument, a memorial plaque can be fixed to a small stone or cement 'sloper' fixed to the top of the grave's slab if it is a desk and slab type monument. Some people ask to fix plaques directly to existing headstones to identify local pioneers but this practice is not recommended since it may damage the stone and often has a negative visual impact. Where inscriptions have faded or have been obliterated by decay or vandalism, information can be provided on a memorial plaque listing those buried in the plots concerned, and fixed to a plaque or sloper discretely sited near the original monument. (Article 24.1, Burra Charter).

8.3.4 Traffic, Access and Parking

Pedestrian access to Mona Vale General Cemetery is via Mona Vale Road or Fazzolari Avenue, with another entrance off Wallaby circuit to the compound area. Some parking is available on site, however it is difficult to provide adequate parking for large funeral services

Policy

Safe and adequate parking for visitors to the cemetery should be provided within a reasonable walking distance of the site. For large funeral services, Council should employ traffic control and consider opening up alternative parking areas e.g. next to the storage compound or leasing land adjacent to the electricity substation site.

Mona Vale General Cemetery should be accessible to the public now and in the future.

Recreational use of the Cemetery should be complementary to its cultural heritage values.

8.3.5 Choice of Materials

It is important that new materials introduced into the landscapes of Mona Vale General Cemetery should be consistent with those traditionally used.

Policies

Materials used in the maintenance or reconstruction of the landscape of Mona Vale General Cemetery should preferably be traditional materials already used in the construction of the landscape (e.g. stone, iron, rendered brick).

New materials such as steel and recycled plastic may be introduced to the landscape only where they are essential for public safety reasons, have minimal impact on the significance of the site or are reversible.

8.3.6 Management of Change

A Conservation Management Plan provides policies and the means of implementing those policies to ensure the conservation of a significant place. Any change must be managed wisely to avoid the “prettification” of sites, so much a feature of many historic places adapted for new uses or where the traditional use ceases. (Articles 27.1, 27.2, Burra Charter)

The reinstatement of former landscape elements or the introduction of appropriate new elements must be guided by the evidence provided by documentary and graphic sources. If a new or amended use requires low maintenance landscape treatments then there are choices available which are historically accurate as well as being easy to maintain.

It is important that significant elements from earlier periods are retained and, where there is sufficient documentary evidence, that lost elements from those periods be reinstated. It is inevitable that early plantings will become senescent and eventually die.

Policies

Given the importance of the views to the site, new plantings should be located in such a way that they enhance views, not detract from them.

Given that trees have been planted in Mona Vale General Cemetery to enhance its landscape amenity, it is essential that these trees be managed to ensure that they do not pose a threat to the historic monuments or to the public who use the place.

Policy

Arboricultural treatment of trees and shrubs on the site should be carried out only by qualified personnel with experience in heritage landscapes. The work must conform to relevant Australian Standards and current best practice in arboriculture as recommended by the relevant industry representative groups such as the Landscape Contractors Association of New South Wales, the National Arborists Association of Australia and the Australian Institute of Horticulture.

Choice of species for new plantings should be based on the relative significance of the area, appropriateness for the period, suitability for the location, ease of maintenance and use (e.g. screening, visitor control, floral display).

New plantings should be located in such a way that they enhance views, not detract from them.

Significant former elements should be restored or reconstructed to maintain the heritage value and character of the landscapes.

Future management should provide for the replacement of significant elements to maintain the character of the place.

Replacement plantings of significant species should, wherever possible, be propagated from existing significant trees and shrubs.

8.3.7 Adjoining Lands

Lands adjoining Mona Vale General Cemetery are important to the setting of the cemetery and should be developed and managed in ways that conserve or enhance the setting and operation of the cemetery and do not compromise opportunities for future expansion of burial areas or associated cemetery activities.

Policies

Adjoining lands should be managed to conserve the heritage significance of the place generally and the cemetery in particular.

Any adjoining development should be sympathetic to the conservation of the cemetery.

8.3.8 Maintenance Procedures

The various types of significant fabric will require different frequencies of inspection and levels of maintenance, reflecting their relative significance. The General Maintenance Schedule in Section 9.1 and Section 10 on Conservation of Monuments set out the recommended maintenance regimes.

Policies

Appropriate maintenance procedures should be developed, documented and implemented to ensure the ongoing retention of the cultural significance of the cultural landscape of Mona Vale General Cemetery.

Procedures for maintenance and repairs should be adopted to reduce costs and conform to current best practice in conservation. Statutory requirements, for example the Workplace Health & Safety Act, must also be considered in the formulation of these procedures.

A procedures manual should be developed for the range of maintenance and repair tasks for the various elements of the site, for example, landscape, buildings, other structures, horticultural management. Workplace health and safety must also be considered in this manual.

Records such as logbooks should be kept for all repairs and maintenance to landscape and built elements. A pro-active cyclical program of planned maintenance should be developed.

Regular monitoring of the condition of the landscape of Mona Vale General Cemetery including the safety of monuments and trees should be built into the maintenance program. This will not only alert Council to potential hazards and other problems but will assist in reducing costs by allowing a pro-active approach to management. Visitor monitoring also is an essential tool to aid management decisions.

8.3.9 Archival Material and Movable Heritage

Burial records for Mona Vale General Cemetery are kept on site or at Council's offices. Archival material relating to Mona Vale General Cemetery is an important part of its significance. Protection of these archives must be addressed in determining other conservation policies and future planning strategies.

Movable heritage may include items of grave furniture and/or parts of monuments removed from their original locations.

Policies

Original documents should be conserved and safely stored, with copies of all known relevant records kept as a collection at Local Studies, Northern Beaches Council Library and at Manly, Warringah & Pittwater Historical Society.

Significant movable heritage items such as parts of significant monuments should be accurately recorded and then safely stored for later restoration.

8.3.10 Disabled Access

Provision of unrestricted access to historic sites is often difficult to achieve without unacceptable impacts on heritage significance.

Policy

Where possible, relevant standards for disabled access should be met.

8.3.11 Workplace Health and Safety

There are certain statutory obligations with regard to the safety of employees and contractors working on site and members of the public visiting a property. However, historic landscapes may, by their very nature, contain hazards or pose risks which may be brought to visitors' attention but which may not be removed without unacceptable impacts on heritage significance.

Policies

Management should be committed to a policy of maximising public safety, managing risk and minimising public liability within the constraints imposed by conservation of heritage significance.

Regular inspections and monitoring should be carried out to identify potential and future risks and hazards. Reports should be made of hazards and incidents, and logbooks kept of actions taken to remedy these situations. Public safety hazards should be identified and/or appropriate warning signs and barricades should be erected as soon as possible.

Adequate levels of insurance should be maintained to cover public liability.

A protocol for dealing with complaints, claims and incidents should be established and reviewed on a regular basis.

8.3.12 Archaeological constraints

Mona Vale General Cemetery is listed as an Archaeological Site. An archaeological assessment of Mona Vale General Cemetery has not been made for this CMP. Archaeological 'relics' are defined in the Heritage Act, as any deposit, artefact, object or material evidence that:

- (a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and
- (b) is of State or local heritage significance.

Under Section 141 of the Heritage Act an excavation permit is required to disturb or excavate any land for the purpose of discovering, exposing or moving a relic. While most repairs to monuments can be carried out without the need for excavation, there may be occasions when there will be a need for an excavation permit under the Heritage Act regarding statutory requirements for works likely to affect archaeological material and mechanisms for reducing impacts.

The National Parks and Wildlife Act 1974 defines a relic as “any deposit, object or material evidence (not being a handicraft made for sale) relating to indigenous and non-European habitation of the area that comprises New South Wales, being habitation both prior to and concurrent with the occupation of that area by persons of European extraction, and includes Aboriginal remains”. No Aboriginal relics are known to exist at Mona Vale General Cemetery.

Policies

Any works likely to affect non-Aboriginal archaeological material should only be carried out in accordance with the requirements of the Heritage Act.

New works arising from the implementation of this Plan and routine future maintenance works must respect the archaeological evidence embodied in the historic fabric such as headstones, plinths, grave surrounds, etc.

If any evidence of subsurface relics is uncovered during cemetery works they should be treated according to the legislative requirements and an archaeological plan should be prepared.

8.3.13 Avoidance of Chemical Pollutants

Chemicals used in the cleaning of monuments, control of biological growths and weeds, repair of broken headstones and damaged masonry may be toxic to humans and/or wildlife.

Policy

The environmental effects of the various chemicals used in the conservation of monuments and the maintenance of the Cemetery landscape should be considered before their use.

9.0 Management Recommendations

9.1 General Maintenance Schedule

The table below sets out routine maintenance actions for the various landscape elements in Mona Vale General Cemetery.

Landscape Element	Maintenance actions
Trees and Major Shrubs	Check every 6 months for signs of disease, rot, dead wood and treat as necessary. Prune to lift crowns as necessary every 12 months and mulch with leaf mulch. Carry out tree husbandry operations such as staking, protection
Minor Shrubs	Check minor shrubs every 6 months for signs of disease, rot, dead wood and treat as necessary. Prune as necessary, in accordance with species requirements, to improve shape, flowering or fruiting. Check for fungal attack during humid weather months and spray
Herbaceous plantings	Prune as necessary, in accordance with species requirements, to improve shape, flowering or fruiting. Check for fungal attack during humid weather months and spray as necessary.

Landscape Element	Maintenance actions
Lawn areas	<p>Aerate worn areas in September if necessary and reseed or returf if necessary.</p> <p>Condition soil and top dress and fertilise turf in September eg with combined topdressing and organic fertiliser.</p> <p>Spray lawn weeds with selective herbicide if necessary at start of active growth season.</p> <p>Increase frequency of mowing if necessary, depending on growth. Gradually increase frequency of watering and mowing to full summer program during October, with a maximum two weekly cycle.</p> <p>Taper off mowing and watering during March and fertilise if necessary, with a maximum four weekly cycle.</p> <p>Spray winter lawn weeds during late October if necessary.</p> <p>Use native grasses or low-growing species for any new turfed areas.</p>
Fences and gates	<p>Check condition and operation of fences and gates 3 monthly and repair damage as necessary. Schedule major repairs and maintenance for July.</p>
Paving	<p>Inspect paving surfaces for wear every 12 months.</p> <p>Inspect for trip hazards every 3 months. Respond immediately to any safety concerns or problems.</p>
Miscellaneous items	<p>Service and maintain gardening equipment during winter months. Arrange maintenance check and service as necessary of reticulation equipment during late autumn/winter.</p>
Signs	<p>Inspect signs every 6 months and repaint/repair as necessary. Graffiti should be removed as soon as practicable after it has been applied.</p>
Drainage	<p>Inspect and clear drainage lines (e.g. swales on eastern and western boundaries) and pits after each period of heavy rain or at least monthly.</p> <p>Clean gutters on Office / Amenities buildings regularly.</p>
Monuments	<p>Inspect weekly for vandalism damage and deterioration. Fence off any monuments that pose a public safety risk.</p> <p>Avoid use of brush cutters against monuments.</p> <p>Control grass and weeds around monuments by careful spot application of approved herbicides.</p>

9.2 Interpretation

There is a need for a clear identity for Mona Vale General Cemetery and its landscape, in the context of the cultural landscape history of Northern Beaches LGA and the area.

9.2.1 Basic interpretive objectives

The main points that need to be covered in interpretive material about Mona Vale General Cemetery are:

The natural environmental context.

Pre-contact Aboriginal occupation of the land.

European settlement, including any convict associations.

Years of construction/development.

People associated with the place.

History of the property's management.

Heritage fabric – the monuments and plantings.

9.2.2 Existing Interpretive Material

Manly, Warringah & Pittwater Historical Society's publication 'Mona Vale Cemetery' (*Manly, Warringah & Pittwater Journal of Local History* Vol.8, June 2004) includes detailed information about the history of Mona Vale General Cemetery and some of those buried there. It includes a list of all known burials prior to 2004, with the names of the deceased and their dates of death. The 2012 Plan of Management and its Attachments contain considerable information about the cemetery but availability of these publications is limited.

On-site interpretation is limited to a plan of the cemetery showing denominational sections and garden niche areas, section markers and the information on grave inscriptions.

9.2.3 Site Specific Recommendations

- Include more information about Mona Vale General Cemetery in future Council publications about the heritage of the Northern Beaches Council area
- Develop a self-guided walking tour map brochure for Mona Vale General Cemetery, including general information about the cemetery and particular interpretive material about significant monuments and a cross-section of persons buried there. Graves featured in the brochure can be marked discretely with numbered pegs.
- Develop an interpretive signage scheme for the cemetery consistent with this Conservation Management Plan and an Interpretive Plan for the site. Care should be taken to avoid a proliferation of signs.
- Install an interpretive sign at Mona Vale General Cemetery, explaining its significance as an historic burial ground in the Northern Beaches Council area. A photo-metal sign could include an early photograph of the site with relevant text about those buried there. The location and design of the sign should be selected carefully for safe visitor access and minimal visual impact. The sign should include advice on where visitors can obtain further information.
- Seek permission from Manly, Warringah & Pittwater Historical Society to reproduce *Manly, Warringah & Pittwater Journal of Local History* Vol.8, June 2004 on Council's website, with updates on developments since the publication was released.

9.2.4 Other interpretive options

- Many modern motor vehicles are equipped with CD players and MP3 capability and many visitors will have mobile phones. Council, in conjunction with the Manly, Warringah and Pittwater Historical Society, the local tourism authority and other stake holders may consider the development of an 'app' for access to historical and tourism information about the Northern Beaches Council area in

general and its heritage sites in particular. The use of downloadable apps can obviate the need for a plethora of signs, thereby reducing visual clutter.

- A promotional DVD on the Northern Beaches Council area could include footage of the cemetery as part of the coverage of the area's cultural heritage sites.

10.0 Conservation of Monuments

The guidelines set out below provide specific advice on the conservation of the range of fabric types to be found in Mona Vale General Cemetery.

10.1 *Basic Principles*

Conservation works on the monuments in the cemetery should be in accordance with the Burra Charter and its Guidelines (Australia ICOMOS 2013). The main objective should be repair and maintenance with retention of heritage significance and the patina of age that imparts character to historic cemeteries. A basic principle of conservation work should be "do as much as is necessary, but as little as possible".

10.1.1 Documenting and storing fragments

Any loose fragments of monuments such as small pieces of broken headstones, cross surmounts, carvings should be labelled with the name of those buried, the grave number and the date. Labels may be aluminium tags inscribed with a stylus or permanent marker and attached with string or wire. The fragments should then be stored safely on or off site until repairs can be carried out.

10.1.2 Excavation to expose plinths or kerbs

To remove some slabs and to carry out repairs on some monuments, some minor excavation may be necessary.

10.1.3 Good housekeeping

As with any conservation work, care should be taken to ensure that the heritage place is respected. Drop sheets should be used to protect monuments and surrounding areas during work such as cleaning of monuments and repointing of grave surrounds. Any waste material such as surplus mortar, adhesives, cement bags, containers, etc. should be removed from site at the completion of work. Care should be taken to avoid mechanical abrasion of headstones and kerbs. During restoration work and routine maintenance it will be necessary to use hand tools close to monuments to protect them from damage.

10.1.4 Tree Damage, Erosion and Root Control

At Mona Vale General Cemetery, some monuments have been damaged or are likely to be damaged by tree root growth. A solution to this problem may require removal of some trees or some judicious root pruning (with arboricultural advice).

10.2 Cleaning

Biological growth such as lichens and moulds on monuments can create a negative visual impact and render inscriptions difficult to read. Careful supervision of cleaning is necessary to ensure that monuments are not over-cleaned – the cemetery should retain its historic 'look', its patina of age.

10.2.1 Removal of dirt

Removal of dirt may be required as a prelude to repair work or to reduce the risk of biological growth. Dry brushing with a soft bristle brush (natural or plastic bristles) should be used to remove loose dirt, leaves, grass clippings and seeds. If further cleaning is necessary, the monument should be wetted with clean water so that the detergent solution can work on the surface dirt without being drawn into the stone.

Washing with a soft bristle brush and a weak detergent solution (e.g. Shell Teepol Household Grade Detergent at a concentration of 10 ml per 10 litres of water) should be followed by thorough rinsing with clean water. Avoid brushing over lead lettering on marble monuments because the bristles can catch on the letters, with a high risk of damage. Polished granite may be cleaned with the soft side of a well-washed cuttlefish float but such equipment should not be used on sandstone, marble or other stones.

Many headstones in historic cemeteries have been damaged by the use of harsh cleaning methods. On no account should the following be used:

- Acids e.g. hydrochloric acid
- Alkalis e.g. caustic soda
- Bleach
- Steel wool
- Wire brushes (brass or steel)
- Harsh abrasive powders
- Scourers
- Sand blasting
- High pressure water blasting e.g. Gerni-type machines

Do not mix detergent solution with biocides used for removal of biological growth because the combination will produce a greasy residue that will be difficult to remove.

10.2.2 Removal of biological growths

Lichens are biological growths involving symbiotic relationships between fungi and algae. Lichens often impart a pleasant patina of age to historic cemeteries. They are sensitive to atmospheric pollution so may be indicators of air quality. They also provide evidence of growth rates in a particular environment since the monument dates and stone types on which they are growing are known. Some lichens may be rare species that should be protected.

On the other hand, lichens secrete chemicals that attack the stone substrate of the monuments. Lichens may also contribute to damage of lead lettering on marble monuments by growing in the film of moisture between the stone and the lead. Other biological growths such as fungi can cause unsightly discolouration, particularly on white marble monuments. Dark stains may render inscriptions illegible and pose an unacceptable visual impact in old cemeteries.

Removal of biological growths should be carried out with caution, and only in the following circumstances:

- where lichen growth is damaging sandstone monuments;
- where dark growths are disfiguring marble monuments or obscuring inscriptions;
- where lead lettering is being damaged;
- where repointing of joints is required.

Cleaning and removal of biological growths should be monitored carefully so that the end result is visually pleasing without removing the character from the cemetery. If the cleaning recommended in Section 10.2.1 above is inadequate, biological growth may be treated with a biocide based on a quaternary ammonium compound (e.g. Ajax Chemicals Turco Thorol disinfectant, catalogue no. 15200). This should be diluted to a 1% solution in water (10 ml in 1 litre) painted or sprayed onto the monument. Over-spray should be avoided but spraying is recommended around lead lettering to avoid damage to the lettering that may result from brushing. Dead lichens and other biological growth may be removed carefully with a plastic scraper, followed by thorough washing with clean water, then a final biocide wash. Growth will probably reappear in time and repeat treatments may be necessary, depending on conditions.

10.2.3 Cleaning of brass and bronze plaques

The Cemetery contains memorial plaques made of bronze and brass. Both these alloys weather naturally to achieve a patina which can itself be attractive. If the weathering results in illegibility of the inscription, the plaques may be cleaned in accordance with the manufacturer's instructions. Widely available brass cleaners such as Brasso® may be used on brass plaques, with care taken not to damage adjoining fabric such as sandstone, granite or marble. Cast bronze plaques are best left to weather naturally.

10.2.4 Graffiti removal

Fortunately, graffiti has not been a major problem in Mona Vale General Cemetery. If it occurs, it should be removed as quickly as possible by experts with experience in this type of work in heritage environments.

10.3 Resetting monuments

Expansion and contraction of soils and the natural settling of graves over time can result in subsidence and/or tilting of monuments. Resetting of monuments should only be carried out in cases where, for instance, leaning stelae (upright slabs) pose a safety threat to cemetery visitors or workers. Visitors should expect some appearance of age in an historic cemetery. The Cemetery should be regularly inspected for damage to monuments.

10.3.1 Emergency measures

If a monument such as a tall stele is leaning dangerously, it should be fenced off and may need to be propped with timber props to prevent it falling until resetting can be arranged.

10.3.2 Dealing with broken stelae

Broken stelae should be laid face up on a bed of coarse aggregate sloped to allow water run-off. If this measure needs to be maintained permanently, the sloping bed should be made of no-fines concrete, consisting of 1 part low-alkali cement to 8-10 parts of coarse aggregate. Once the sloping bed has cured thoroughly, the broken stele should be laid on it without adhesive. The bed should be made up with formwork to the same shape as the headstone but slightly smaller so that the concrete does not protrude.

10.4 Repairing Monuments

Repair of monuments should be determined on the basis of significance and needs, in accordance with the principles and guidelines of the Burra Charter.

10.4.1 Broken fragments

As recommended in Section 9.1.1 above, fragments should be carefully documented and stored safely until repairs can be carried out.

10.4.2 Consolidation of decaying fabric

Deteriorated fabric such as fretting sandstone, where the stone may be exfoliating due to natural weathering or damp issues, may require specialist intervention by a materials conservator.

10.5 Grave Surrounds

A number of grave surrounds have subsided and / or cracked as a result of grave settling and soil movement generally. Repairs to surrounds will require the skilled work of a monumental mason. In some cases, repointing of joints will be all that is necessary, to render the joints waterproof again. In other cases, more complex repairs involving resetting the kerbs with replacement corner staples will be required.

10.5.1 Repointing joints

Joints will need to be thoroughly cleaned before the mortar joints can be repointed. Any biological growth on the adjacent kerbs will need to be treated with biocide and left for four weeks before repointing can commence. Old mortar will need to be raked out to a depth of 20-25 mm and the joint cleaned with a hand air brushing, followed by flushing with clean water and a final spray of biocide well before repointing.

For sandstone surrounds, repointing should be done with a mortar mix of one part slaked lime putty to two parts fine washed sand, well mixed, beaten and chopped, and relatively dry. A 1:3 mix is preferable for wider joints, with the sand matched to the original material of the kerbs in colour and grainsize.

Masking of joints can be achieved by running wide masking tape over the joint, then cutting through the tape with a knife along the line of the joint. This method is faster and less fiddly than trying to mask either side of the joint with separate runs of tape. It is important to get the mortar deep into the joint rather than just across the face of it. Difficult joints may require more complex methods such as using a sandwich of lime mortar between two sheets of Mylar®. The Mylar® is then withdrawn while the mortar is held in place by a narrow jointing tool. This process can be repeated until the joint has been filled.

10.5.2 Replacing kerbs

Decisions to replace badly broken or eroded kerb stones will need to be made on a cost-effectiveness basis, balancing the significance of the monument against the expense of the work and the benefit to the overall appearance of the cemetery.

10.6 Slabs / Infills

Where grave floors / infills have cracked or subsided due to settling of the earth beneath or failure of the concrete slabs, they may need to be replaced. Any topping such as marble chips, quartz pebbles, coloured aggregate, scoria should be removed and sieved to remove leaves and dirt, then washed and stored for later replacement and replenishment.

If necessary, the slab can be removed by cutting around the edges with a diamond blade circular saw. Once the grave floor or pieces thereof have been removed the grave can be refilled with earth and tamped down with a vibrating plate compactor, care being taken to protect the kerbs with thick hessian padding. Zipped expansion jointing as used in building construction should be used between the new slab and the kerb to allow for expansion of the new floor and to prevent salts from the concrete leaching into the original stone.

Where installing a new slab is not cost-effective, the grave may be topped with new fill and planted with appropriate herbaceous plants.

10.7 Inscriptions

Monumental inscriptions were meant to be read. They are a long-lasting memorial to the lives of those who have departed. In some cases they may be the only surviving record of the life of an individual, particularly for burials before civil registration of births, deaths and marriages was introduced in 1856. Treatment of inscriptions will depend on whether they have merely become obscured by biological growth or rendered illegible by damage to fabric due to such factors as wind erosion, spalling or fretting. Biological growth can be dealt with as recommended in Section 10.2 above.

Other restoration of inscriptions requires specialist trades that are becoming increasingly rare in the industry. As a general principle, re-cutting, re-blackening and re-leading of inscriptions should only be carried out if it can be done without undue loss of original fabric and without exacerbation of existing problems in the stone. On no account should mistakes in original inscriptions be corrected – they are an important part of the significance of the monuments – evidence of human fallibility and, in many cases, indicators of the level of literacy in past populations. Mistakes in original inscriptions such as spellings of people's names, geographical information and dates can be interpreted through brochures or interpretive plaques.

10.7.1 Transcribing inscriptions

Before any restoration of inscriptions is done, it is essential that the inscriptions be transcribed in accordance with the guidelines issued by the Society of Australian Genealogists and that the transcribed records be stored safely and made available for research.

10.7.2 Restoration of inscriptions

Re-cutting, re-blackening, re-gilding and re-leading of inscriptions should only be carried out by specialists with extensive experience in this type of work. Well-meaning relatives should be discouraged from practices such as highlighting inscriptions with black or gold paint.

10.8 Ironwork

The small amount of remaining ironwork at the cemetery includes an iron fence enclosure. Surface corrosion can be dealt with by careful wire brushing, followed by application of fish oil. More severe corrosion may require treatment with rust converter, followed by application of a protective coating. Paint scrapes may reveal the nature and colour of original finishes.

11.0 New development guidelines

The Mona Vale General Cemetery Plan of Management (PoM) adopted by Pittwater Council on 2 April 2012 and by the NSW Department of Primary Industries on 13 September 2013 incorporates the proposed extension of the Cemetery (Stage 2) into parcels of land at the southwest corner of the existing Cemetery reserve. The PoM also incorporates a Landscape Masterplan to provide for enhanced landscaping of the place.

Subject to the availability of the Stage 2 lands, the proposals in the PoM and Landscape Masterplan are generally considered compatible with the findings of this Conservation Management Plan. Until such time as the Stage 2 lands become available it is recommended that the Office / Amenities building remain in its present location.

The remaining golden cypresses from the double row along the north-south axis in the centre of the Cemetery can be removed to permit additional graves along that axis. These trees are relatively recent (post-1965) plantings and golden cultivars are not traditional symbolic cemetery trees. Many of the trees have already been removed because they declined due to disease and it is likely that the remaining trees will also decline.

Implementation of the PoM and Landscape Masterplan will provide for retention of the Cemetery's heritage values in balance with provision of additional burial spaces and enhancement of the Cemetery's landscape character and amenity.

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13.0 Appendices

Appendix A Burra Charter

Appendix B State Heritage Inventory Form

Appendix C National Trust Index Card

***Appendix D National Trust Cemetery Conservation
Guidelines***

THE BURRA CHARTER

The Australia ICOMOS Charter for
Places of Cultural Significance 2013



Australia ICOMOS Incorporated
International Council on Monuments and Sites

ICOMOS

ICOMOS (International Council on Monuments and Sites) is a non-governmental professional organisation formed in 1965, with headquarters in Paris. ICOMOS is primarily concerned with the philosophy, terminology, methodology and techniques of cultural heritage conservation. It is closely linked to UNESCO, particularly in its role under the World Heritage Convention 1972 as UNESCO's principal adviser on cultural matters related to World Heritage. The 11,000 members of ICOMOS include architects, town planners, demographers, archaeologists, geographers, historians, conservators, anthropologists, scientists, engineers and heritage administrators. Members in the 103 countries belonging to ICOMOS are formed into National Committees and participate in a range of conservation projects, research work, intercultural exchanges and cooperative activities. ICOMOS also has 27 International Scientific Committees that focus on particular aspects of the conservation field. ICOMOS members meet triennially in a General Assembly.

Australia ICOMOS

The Australian National Committee of ICOMOS (Australia ICOMOS) was formed in 1976. It elects an Executive Committee of 15 members, which is responsible for carrying out national programs and participating in decisions of ICOMOS as an international organisation. It provides expert advice as required by ICOMOS, especially in its relationship with the World Heritage Committee. Australia ICOMOS acts as a national and international link between public authorities, institutions and individuals involved in the study and conservation of all places of cultural significance. Australia ICOMOS members participate in a range of conservation activities including site visits, training, conferences and meetings.

Revision of the Burra Charter

The Burra Charter was first adopted in 1979 at the historic South Australian mining town of Burra. Minor revisions were made in 1981 and 1988, with more substantial changes in 1999.

Following a review this version was adopted by Australia ICOMOS in October 2013.

The review process included replacement of the 1988 Guidelines to the Burra Charter with Practice Notes which are available at: australia.icomos.org

Australia ICOMOS documents are periodically reviewed and we welcome any comments.

Citing the Burra Charter

The full reference is *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013*. Initial textual references should be in the form of the *Australia ICOMOS Burra Charter, 2013* and later references in the short form (*Burra Charter*).

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The Burra Charter consists of the Preamble, Articles, Explanatory Notes and the flow chart.

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Cover photograph by Ian Stapleton.

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The Burra Charter

(The Australia ICOMOS Charter for Places of Cultural Significance, 2013)

Preamble

Considering the International Charter for the Conservation and Restoration of Monuments and Sites (Venice 1964), and the Resolutions of the 5th General Assembly of the International Council on Monuments and Sites (ICOMOS) (Moscow 1978), the Burra Charter was adopted by Australia ICOMOS (the Australian National Committee of ICOMOS) on 19 August 1979 at Burra, South Australia. Revisions were adopted on 23 February 1981, 23 April 1988, 26 November 1999 and 31 October 2013.

The Burra Charter provides guidance for the conservation and management of places of cultural significance (cultural heritage places), and is based on the knowledge and experience of Australia ICOMOS members.

Conservation is an integral part of the management of places of cultural significance and is an ongoing responsibility.

Who is the Charter for?

The Charter sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance, including owners, managers and custodians.

Using the Charter

The Charter should be read as a whole. Many articles are interdependent.

The Charter consists of:

- Definitions Article 1
- Conservation Principles Articles 2–13
- Conservation Processes Articles 14–25
- Conservation Practices Articles 26–34
- The Burra Charter Process flow chart.

The key concepts are included in the Conservation Principles section and these are further developed in the Conservation Processes and Conservation Practice sections. The flow chart explains the Burra Charter Process (Article 6) and is an integral part of

the Charter. Explanatory Notes also form part of the Charter.

The Charter is self-contained, but aspects of its use and application are further explained, in a series of Australia ICOMOS Practice Notes, in *The Illustrated Burra Charter*, and in other guiding documents available from the Australia ICOMOS web site: australia.icomos.org.

What places does the Charter apply to?

The Charter can be applied to all types of places of cultural significance including natural, Indigenous and historic places with cultural values.

The standards of other organisations may also be relevant. These include the *Australian Natural Heritage Charter*, *Ask First: a guide to respecting Indigenous heritage places and values* and *Significance 2.0: a guide to assessing the significance of collections*.

National and international charters and other doctrine may be relevant. See australia.icomos.org.

Why conserve?

Places of cultural significance enrich people's lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and to lived experiences. They are historical records, that are important expressions of Australian identity and experience. Places of cultural significance reflect the diversity of our communities, telling us about who we are and the past that has formed us and the Australian landscape. They are irreplaceable and precious.

These places of cultural significance must be conserved for present and future generations in accordance with the principle of inter-generational equity.

The Burra Charter advocates a cautious approach to change: do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.

Articles

Article 1. Definitions

For the purposes of this Charter:

- 1.1 *Place* means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.
- 1.2 *Cultural significance* means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.
- Cultural significance is embodied in the *place* itself, its *fabric*, *setting*, *use*, *associations*, *meanings*, *records*, *related places* and *related objects*.
- Places may have a range of values for different individuals or groups.
- 1.3 *Fabric* means all the physical material of the *place* including elements, fixtures, contents and objects.
- 1.4 *Conservation* means all the processes of looking after a *place* so as to retain its *cultural significance*.
- 1.5 *Maintenance* means the continuous protective care of a *place*, and its *setting*.
- Maintenance is to be distinguished from repair which involves *restoration* or *reconstruction*.
- 1.6 *Preservation* means maintaining a *place* in its existing state and retarding deterioration.
- 1.7 *Restoration* means returning a *place* to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.
- 1.8 *Reconstruction* means returning a *place* to a known earlier state and is distinguished from *restoration* by the introduction of new material.
- 1.9 *Adaptation* means changing a *place* to suit the existing *use* or a proposed use.
- 1.10 *Use* means the functions of a *place*, including the activities and traditional and customary practices that may occur at the place or are dependent on the place.

Explanatory Notes

Place has a broad scope and includes natural and cultural features. Place can be large or small: for example, a memorial, a tree, an individual building or group of buildings, the location of an historical event, an urban area or town, a cultural landscape, a garden, an industrial plant, a shipwreck, a site with in situ remains, a stone arrangement, a road or travel route, a community meeting place, a site with spiritual or religious connections.

The term cultural significance is synonymous with cultural heritage significance and cultural heritage value.

Cultural significance may change over time and with use.

Understanding of cultural significance may change as a result of new information.

Fabric includes building interiors and sub-surface remains, as well as excavated material.

Natural elements of a place may also constitute fabric. For example the rocks that signify a Dreaming place.

Fabric may define spaces and views and these may be part of the significance of the place.

See also Article 14.

Examples of protective care include:

- maintenance — regular inspection and cleaning of a place, e.g. mowing and pruning in a garden;
- repair involving restoration — returning dislodged or relocated fabric to its original location e.g. loose roof gutters on a building or displaced rocks in a stone bora ring;
- repair involving reconstruction — replacing decayed fabric with new fabric

It is recognised that all places and their elements change over time at varying rates.

New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.

Use includes for example cultural practices commonly associated with Indigenous peoples such as ceremonies, hunting and fishing, and fulfillment of traditional obligations. Exercising a right of access may be a use.

Articles

- 1.11 *Compatible use* means a *use* which respects the *cultural significance* of a *place*. Such a use involves no, or minimal, impact on cultural significance.
- 1.12 *Setting* means the immediate and extended environment of a *place* that is part of or contributes to its *cultural significance* and distinctive character.
- 1.13 *Related place* means a *place* that contributes to the *cultural significance* of another place.
- 1.14 *Related object* means an object that contributes to the *cultural significance* of a *place* but is not at the place.
- 1.15 *Associations* mean the connections that exist between people and a *place*.
- 1.16 *Meanings* denote what a *place* signifies, indicates, evokes or expresses to people.
- 1.17 *Interpretation* means all the ways of presenting the *cultural significance* of a *place*.

Conservation Principles

Article 2. Conservation and management

- 2.1 *Places* of *cultural significance* should be conserved.
- 2.2 The aim of *conservation* is to retain the *cultural significance* of a *place*.
- 2.3 *Conservation* is an integral part of good management of *places* of *cultural significance*.
- 2.4 *Places* of *cultural significance* should be safeguarded and not put at risk or left in a vulnerable state.

Article 3. Cautious approach

- 3.1 *Conservation* is based on a respect for the existing *fabric*, *use*, *associations* and *meanings*. It requires a cautious approach of changing as much as necessary but as little as possible.
- 3.2 Changes to a *place* should not distort the physical or other evidence it provides, nor be based on conjecture.

Article 4. Knowledge, skills and techniques

- 4.1 *Conservation* should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the *place*.

Explanatory Notes

Setting may include: structures, spaces, land, water and sky; the visual setting including views to and from the place, and along a cultural route; and other sensory aspects of the setting such as smells and sounds. Setting may also include historical and contemporary relationships, such as use and activities, social and spiritual practices, and relationships with other places, both tangible and intangible.

Objects at a place are encompassed by the definition of place, and may or may not contribute to its cultural significance.

Associations may include social or spiritual values and cultural responsibilities for a place.

Meanings generally relate to intangible dimensions such as symbolic qualities and memories.

Interpretation may be a combination of the treatment of the fabric (e.g. maintenance, restoration, reconstruction); the use of and activities at the place; and the use of introduced explanatory material.

The traces of additions, alterations and earlier treatments to the fabric of a place are evidence of its history and uses which may be part of its significance. Conservation action should assist and not impede their understanding.

Articles

- 4.2 Traditional techniques and materials are preferred for the *conservation* of significant *fabric*. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.

Article 5. Values

- 5.1 *Conservation* of a *place* should identify and take into consideration all aspects of cultural and natural significance without unwarranted emphasis on any one value at the expense of others.
- 5.2 Relative degrees of *cultural significance* may lead to different *conservation* actions at a place.

Article 6. Burra Charter Process

- 6.1 The *cultural significance* of a *place* and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the place in accordance with the policy. This is the Burra Charter Process.
- 6.2 Policy for managing a *place* must be based on an understanding of its *cultural significance*.
- 6.3 Policy development should also include consideration of other factors affecting the future of a *place* such as the owner's needs, resources, external constraints and its physical condition.
- 6.4 In developing an effective policy, different ways to retain *cultural significance* and address other factors may need to be explored.
- 6.5 Changes in circumstances, or new information or perspectives, may require reiteration of part or all of the Burra Charter Process.

Article 7. Use

- 7.1 Where the *use* of a *place* is of *cultural significance* it should be retained.
- 7.2 A *place* should have a *compatible use*.

Explanatory Notes

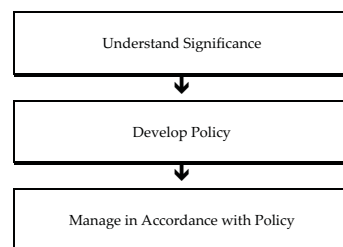
The use of modern materials and techniques must be supported by firm scientific evidence or by a body of experience.

Conservation of places with natural significance is explained in the Australian Natural Heritage Charter. This Charter defines natural significance to mean the importance of ecosystems, biodiversity and geodiversity for their existence value or for present or future generations, in terms of their scientific, social, aesthetic and life-support value.

In some cultures, natural and cultural values are indivisible.

A cautious approach is needed, as understanding of cultural significance may change. This article should not be used to justify actions which do not retain cultural significance.

The Burra Charter Process, or sequence of investigations, decisions and actions, is illustrated below and in more detail in the accompanying flow chart which forms part of the Charter.



Options considered may include a range of uses and changes (e.g. adaptation) to a place.

The policy should identify a use or combination of uses or constraints on uses that retain the cultural significance of the place. New use of a place should involve minimal change to significant fabric and use; should respect associations and meanings; and where appropriate should provide for continuation of activities and practices which contribute to the cultural significance of the place.

Articles

Article 8. Setting

Conservation requires the retention of an appropriate *setting*. This includes retention of the visual and sensory setting, as well as the retention of spiritual and other cultural relationships that contribute to the *cultural significance* of the *place*.

New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate.

Article 9. Location

9.1 The physical location of a *place* is part of its *cultural significance*. A building, work or other element of a place should remain in its historical location. Relocation is generally unacceptable unless this is the sole practical means of ensuring its survival.

9.2 Some buildings, works or other elements of *places* were designed to be readily removable or already have a history of relocation. Provided such buildings, works or other elements do not have significant links with their present location, removal may be appropriate.

9.3 If any building, work or other element is moved, it should be moved to an appropriate location and given an appropriate *use*. Such action should not be to the detriment of any *place* of *cultural significance*.

Article 10. Contents

Contents, fixtures and objects which contribute to the *cultural significance* of a *place* should be retained at that place. Their removal is unacceptable unless it is: the sole means of ensuring their security and *preservation*; on a temporary basis for treatment or exhibition; for cultural reasons; for health and safety; or to protect the place. Such contents, fixtures and objects should be returned where circumstances permit and it is culturally appropriate.

Article 11. Related places and objects

The contribution which *related places* and *related objects* make to the *cultural significance* of the *place* should be retained.

Article 12. Participation

Conservation, *interpretation* and management of a *place* should provide for the participation of people for whom the place has significant *associations* and *meanings*, or who have social, spiritual or other cultural responsibilities for the place.

Article 13. Co-existence of cultural values

Co-existence of cultural values should always be recognised, respected and encouraged. This is especially important in cases where they conflict.

Explanatory Notes

Setting is explained in Article 1.12.

For example, the repatriation (returning) of an object or element to a place may be important to Indigenous cultures, and may be essential to the retention of its cultural significance.

Article 28 covers the circumstances where significant fabric might be disturbed, for example, during archaeological excavation.

Article 33 deals with significant fabric that has been removed from a place.

For some places, conflicting cultural values may affect policy development and management decisions. In Article 13, the term cultural values refers to those beliefs which are important to a cultural group, including but not limited to political, religious, spiritual and moral beliefs. This is broader than values associated with cultural significance.

Conservation Processes

Article 14. Conservation processes

Conservation may, according to circumstance, include the processes of: retention or reintroduction of a *use*; retention of *associations* and *meanings*; *maintenance*, *preservation*, *restoration*, *reconstruction*, *adaptation* and *interpretation*; and will commonly include a combination of more than one of these. Conservation may also include retention of the contribution that *related places* and *related objects* make to the *cultural significance* of a *place*.

Article 15. Change

15.1 Change may be necessary to retain *cultural significance*, but is undesirable where it reduces cultural significance. The amount of change to a *place* and its *use* should be guided by the *cultural significance* of the place and its appropriate *interpretation*.

15.2 Changes which reduce *cultural significance* should be reversible, and be reversed when circumstances permit.

15.3 Demolition of significant *fabric* of a *place* is generally not acceptable. However, in some cases minor demolition may be appropriate as part of *conservation*. Removed significant fabric should be reinstated when circumstances permit.

15.4 The contributions of all aspects of *cultural significance* of a *place* should be respected. If a place includes *fabric*, *uses*, *associations* or *meanings* of different periods, or different aspects of cultural significance, emphasising or interpreting one period or aspect at the expense of another can only be justified when what is left out, removed or diminished is of slight cultural significance and that which is emphasised or interpreted is of much greater cultural significance.

Article 16. Maintenance

Maintenance is fundamental to *conservation*. Maintenance should be undertaken where *fabric* is of *cultural significance* and its maintenance is necessary to retain that *cultural significance*.

Article 17. Preservation

Preservation is appropriate where the existing *fabric* or its condition constitutes evidence of *cultural significance*, or where insufficient evidence is available to allow other *conservation* processes to be carried out.

Conservation normally seeks to slow deterioration unless the significance of the place dictates otherwise. There may be circumstances where no action is required to achieve conservation.

When change is being considered, including for a temporary use, a range of options should be explored to seek the option which minimises any reduction to its cultural significance.

It may be appropriate to change a place where this reflects a change in cultural meanings or practices at the place, but the significance of the place should always be respected.

Reversible changes should be considered temporary. Non-reversible change should only be used as a last resort and should not prevent future conservation action.

Maintaining a place may be important to the fulfilment of traditional laws and customs in some Indigenous communities and other cultural groups.

Preservation protects fabric without obscuring evidence of its construction and use. The process should always be applied:

- where the evidence of the fabric is of such significance that it should not be altered; or
- where insufficient investigation has been carried out to permit policy decisions to be taken in accord with Articles 26 to 28.

New work (e.g. stabilisation) may be carried out in association with preservation when its purpose is the physical protection of the fabric and when it is consistent with Article 22.

Articles

Article 18. Restoration and reconstruction

Restoration and reconstruction should reveal culturally significant aspects of the *place*.

Article 19. Restoration

Restoration is appropriate only if there is sufficient evidence of an earlier state of the *fabric*.

Article 20. Reconstruction

20.1 *Reconstruction* is appropriate only where a *place* is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the *fabric*. In some cases, reconstruction may also be appropriate as part of a *use* or practice that retains the *cultural significance* of the place.

20.2 *Reconstruction* should be identifiable on close inspection or through additional *interpretation*.

Article 21. Adaptation

21.1 *Adaptation* is acceptable only where the adaptation has minimal impact on the *cultural significance* of the *place*.

21.2 *Adaptation* should involve minimal change to significant *fabric*, achieved only after considering alternatives.

Article 22. New work

22.1 New work such as additions or other changes to the *place* may be acceptable where it respects and does not distort or obscure the *cultural significance* of the place, or detract from its *interpretation* and appreciation.

22.2 New work should be readily identifiable as such, but must respect and have minimal impact on the *cultural significance* of the *place*.

Article 23. Retaining or reintroducing use

Retaining, modifying or reintroducing a significant *use* may be appropriate and preferred forms of *conservation*.

Article 24. Retaining associations and meanings

24.1 Significant *associations* between people and a *place* should be respected, retained and not obscured. Opportunities for the *interpretation*, commemoration and celebration of these associations should be investigated and implemented.

24.2 Significant *meanings*, including spiritual values, of a *place* should be respected. Opportunities for the continuation or revival of these meanings should be investigated and implemented.

Explanatory Notes

Places with social or spiritual value may warrant reconstruction, even though very little may remain (e.g. only building footings or tree stumps following fire, flood or storm). The requirement for sufficient evidence to reproduce an earlier state still applies.

Adaptation may involve additions to the place, the introduction of new services, or a new use, or changes to safeguard the place. Adaptation of a place for a new use is often referred to as 'adaptive re-use' and should be consistent with Article 7.2.

New work should respect the significance of a place through consideration of its siting, bulk, form, scale, character, colour, texture and material. Imitation should generally be avoided.

New work should be consistent with Articles 3, 5, 8, 15, 21 and 22.1.

These may require changes to significant fabric but they should be minimised. In some cases, continuing a significant use, activity or practice may involve substantial new work.

For many places associations will be linked to aspects of use, including activities and practices.

Some associations and meanings may not be apparent and will require research.

Articles

Article 25. Interpretation

The *cultural significance* of many *places* is not readily apparent, and should be explained by *interpretation*. Interpretation should enhance understanding and engagement, and be culturally appropriate.

Conservation Practice

Article 26. Applying the Burra Charter Process

26.1 Work on a *place* should be preceded by studies to understand the place which should include analysis of physical, documentary, oral and other evidence, drawing on appropriate knowledge, skills and disciplines.

26.2 Written statements of *cultural significance* and policy for the *place* should be prepared, justified and accompanied by supporting evidence. The statements of significance and policy should be incorporated into a management plan for the place.

26.3 Groups and individuals with *associations* with the *place* as well as those involved in its management should be provided with opportunities to contribute to and participate in identifying and understanding the *cultural significance* of the place. Where appropriate they should also have opportunities to participate in its *conservation* and management.

26.4 Statements of *cultural significance* and policy for the *place* should be periodically reviewed, and actions and their consequences monitored to ensure continuing appropriateness and effectiveness.

Article 27. Managing change

27.1 The impact of proposed changes, including incremental changes, on the *cultural significance* of a *place* should be assessed with reference to the statement of significance and the policy for managing the place. It may be necessary to modify proposed changes to better retain cultural significance.

27.2 Existing *fabric*, *use*, *associations* and *meanings* should be adequately recorded before and after any changes are made to the *place*.

Article 28. Disturbance of fabric

28.1 Disturbance of significant *fabric* for study, or to obtain evidence, should be minimised. Study of a *place* by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on the *conservation* of the place, or to obtain important evidence about to be lost or made inaccessible.

Explanatory Notes

In some circumstances any form of interpretation may be culturally inappropriate.

The results of studies should be kept up to date, regularly reviewed and revised as necessary.

Policy should address all relevant issues, e.g. use, interpretation, management and change.

A management plan is a useful document for recording the Burra Charter Process, i.e. the steps in planning for and managing a place of cultural significance (Article 6.1 and flow chart). Such plans are often called conservation management plans and sometimes have other names.

The management plan may deal with other matters related to the management of the place.

Monitor actions taken in case there are also unintended consequences.

Articles

28.2 Investigation of a *place* which requires disturbance of the *fabric*, apart from that necessary to make decisions, may be appropriate provided that it is consistent with the policy for the place. Such investigation should be based on important research questions which have potential to substantially add to knowledge, which cannot be answered in other ways and which minimises disturbance of significant fabric.

Article 29. Responsibility

The organisations and individuals responsible for management and decisions should be named and specific responsibility taken for each decision.

Article 30. Direction, supervision and implementation

Competent direction and supervision should be maintained at all stages, and any changes should be implemented by people with appropriate knowledge and skills.

Article 31. Keeping a log

New evidence may come to light while implementing policy or a plan for a *place*. Other factors may arise and require new decisions. A log of new evidence and additional decisions should be kept.

Article 32. Records

32.1 The records associated with the *conservation* of a *place* should be placed in a permanent archive and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

32.2 Records about the history of a *place* should be protected and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

Article 33. Removed fabric

Significant *fabric* which has been removed from a *place* including contents, fixtures and objects, should be catalogued, and protected in accordance with its *cultural significance*.

Where possible and culturally appropriate, removed significant fabric including contents, fixtures and objects, should be kept at the place.

Article 34. Resources

Adequate resources should be provided for *conservation*.

Words in italics are defined in Article 1.

Explanatory Notes

New decisions should respect and have minimal impact on the cultural significance of the place.

The best conservation often involves the least work and can be inexpensive.

The Burra Charter Process

Steps in planning for and managing a place of cultural significance

The Burra Charter should be read as a whole.

Key articles relevant to each step are shown in the boxes. Article 6 summarises the Burra Charter Process.



Mona Vale General Cemetery (formerly Turimetta General Cemetery)

Item details

Name of item:	Mona Vale General Cemetery (formerly Turimetta General Cemetery)
Other name/s:	Turimetta Cemetery
Type of item:	Archaeological-Terrestrial
Group/Collection:	Cemeteries and Burial Sites
Category:	Cemetery/Graveyard/Burial Ground
Primary address:	107 Mona Vale Road, Mona Vale, NSW 2103
Parish:	Narrabeen
County:	Cumberland
Local govt. area:	Pittwater

Lot 2 DP 1124862

Boundary:

All addresses

Street Address	Suburb/town	LGA	Parish	County	Type
107 Mona Vale Road	Mona Vale	Pittwater	Narrabeen	Cumberland	Primary Address

Statement of significance:

This cemetery is important for the historical evidence recorded on gravestones concerning the residents of Mona Vale and its surrounding area. It is also significant as an example of twentieth century burial practices for a number of different religious and cultural groups.

The gateposts are locally significant for their association with the original entrance to the first general cemetery in the area and because they were built by James Booth, a local stonemason who was also associated with the construction of a number of other important local structures.

Date significance updated: 04 Feb 16

Note: There are incomplete details for a number of items listed in NSW. The Heritage Division intends to develop

or upgrade statements of significance and other information for these items as resources become available.

Description

Designer/Maker:

Unknown

Builder/Maker:

Gateposts- James Booth

Construction years:

1905-

Physical description:

Mona Vale Cemetery is a 10 acre (4.047 hectares) monumental cemetery with close to 5,600 graves, 275 garden niches and 1199 wall niches, which cater for the interment of cremation ashes. The cemetery caters for a number of religious denominations as well as a non-sectarian area for those with no religious affiliation. The first entrance roadway ran south to north along the centre of the cemetery between the two rows of cypress pine trees. This area is now being used as an extension to the Church of England section. At the end of this avenue on Mona Vale Road are the stone gateposts erected by James Booth for 12 pounds in 1929. The cemetery is bordered by a wide buffer zone of trees on the eastern boundary and to the north is the Warriewood Electricity substation. Power cables run underground through the cemetery from the substation to Mona Vale Road. A row of trees appears to have been lost along the western boundary when the driveway was extended there. In 2003 work started to create a road around the cemetery perimeter which resulted in the loss of a number of trees. The area taken by the current access road will be used for burials.(Pauling.14-17)

Physical condition

The 1929 posts are in a reasonably good condition.

and/or
Archaeological
potential:

Date condition updated:21 Aug 12

**Modifications and
dates:**

The original avenue entrance roadway is now being used for burial sites.

Further information:

A Conservation Management Plan should be prepared and incorporated with the Plan of Management.

Current use:

Cemetery

Former use:

Cemetery

History

Historical notes:

The ten acres (4.047 ha) of land for the cemetery was dedicated on the 18th October 1905. It was part of an 80 acre grant to Thomas Collins in 1859 and was divided into sections for Church of England, Methodist, Congregational, Roman Catholic, Presbyterian, Unsectarian and Jewish burials with a section unallocated. Over the years some sections have been reallocated to provide for the burial of Uniting Church, Baptist, Baha'i and Latter Day Saints

believers. There is now no Jewish section.

The earliest marked grave is dated 1914. The cemetery was initially the responsibility of the Lands Department, with the cemetery being administered by trustees representing various churches. However, by 1926 it was neglected and local people were urging Warringah Shire to take over its management. After the trustees had been consulted, Council took management from 31 May 1929 and the cemetery was surveyed and sectors allocated for each denomination. (Virginia Macleod, 2003)

The Church of England trustees appointed in 1906 were John Blackwood, Cornwallis Wade Browne, Samuel Stringer, Stuart Greig and William Boulton. The earliest burials were in the Church of England and Methodist sections. The oldest surviving headstone in the cemetery is for Percy Johnson who died in 1914 aged 2 years.

In 1992 the cemetery became part of Pittwater Municipality and Pittwater Council is now the cemetery trustee. Prior to Warringah Council becoming the trustee in 1929, people applied to the police station for permission to bury their dead, and then organized it themselves. This probably explains the haphazard arrangement and absence of grave numbers on some early graves. Land at the corner of the cemetery at Walana Crescent and along Mona Vale Road was resumed by the Department of Main Roads in 1982. The columbarium (niche wall) was started in 1974 and named 'S.O. Reynolds Memorial Wall' in memory of Sydney Owen Reynolds who was a Warringah Councillor from 1956 to 1959. His request for interment in the area led to the proposal for the wall to be erected. He died in 1972 but there is no record of his interment in a niche or grave at the cemetery.(Pauling 14-17).

Gateposts:

The gateposts were constructed by local stonemason James Booth (c1863-1941).

On 11 May 1929 he wrote offering to build the posts and 12 pounds was allocated by Warringah Council subject to Council assuming control of the cemetery. (Warringah Shire Minutes 27/5/1929 Letter 40.)

James Booth lived and worked in Pittwater from c 1890. He also ran the store at Church Point, was a boat builder, writer and lecturer (McDonald 1979). He lived in Pittwater for 51 years and died 20 June 1941 (McDonald 1979). Booth has a memorial on the family grave in this cemetery although he was buried at Wilton NSW. Other works

include Dungarvon, Mona Vale (c1904); Red House, Rocky Point; St John Church, Mona Vale (c1906-07); Pittwater (dance) Hall (c1912 – now demolished); and the War Memorial in Mona Vale.

James Booth was also known for having cut the first track leading from McCarrs Creek to Coal and Candle Creek and as a member of the local Historical Society (McDonald 1979).

Historic themes

Australian theme (abbrev)	New South Wales theme	Local theme
8. Culture-Developing cultural institutions and ways of life	Religion-Activities associated with particular systems of faith and worship	(none)-
9. Phases of Life-Marking the phases of life	Birth and Death-Activities associated with the initial stages of human life and the bearing of children, and with the final stages of human life and disposal of the dead.	(none)-

Assessment of significance

SHR Criteria a) This cemetery is important for the historical evidence concerning the residents of Mona Vale and its surrounding area recorded on gravestones. It is significant as an example of twentieth century burial practices for a number of [Historical significance]

different religious and cultural groups.

The gateposts have local historic significance as the entrance to the first cemetery to be gazetted in this area (1905). Stone was quarried locally at Foley's Hill.

SHR Criteria b)
[Associative
significance]

The cemetery has been and remains the primary burial ground for the Pittwater area and is therefore associated with many early settlers and residents of the area.

James Booth has strong local connection having built a number of items locally using stone. He and his family were also local residents for many years. The cemetery contains a memorial for James Booth.

SHR Criteria c)
[Aesthetic significance]

Aesthetically, the cemetery has the appeal of a traditional graveyard complemented by symbolic landscape and tree plantings.

SHR Criteria d)
[Social significance]

This cemetery is still used and revered by the local community and is therefore important to the Pittwater community's sense of place. The cemetery is important for its associations with a large number of former Pittwater residents.

The gateposts were built by a local resident who was closely involved in the community and was a member of the local historical society. They were associated with the cemetery as part of its older fabric, and evidence its age, supporting community esteem.

SHR Criteria e)
[Research potential]

As the primary burial ground in Pittwater for over 100 years the cemetery provides evidence of Pittwater's past inhabitants and evidence related to burial cultures that is unavailable elsewhere in the local area. The cemetery is also an important source of information on family and local history.

SHR Criteria g)
[Representativeness]

The cemetery is representative of burial practices and memorial types from the early 1900s through to the present day.

Integrity/Intactness:

Most of the cemetery monuments are in reasonable condition. The original context of the cemetery is maintained through its continued use. The gateposts retain aspects of significance even though not currently in use. The posts are in good condition and have only been repainted.

Assessment criteria:

Items are assessed against the  State Heritage Register (SHR) Criteria to determine the level of significance. Refer to the Listings below for the level of statutory protection.

Recommended management:

The cemetery should be retained and conserved. A Heritage Impact Statement should be prepared for the cemetery prior to any major works being undertaken. Photographic Archival Recording should be undertaken before major changes in accordance with the NSW Heritage Office guidelines for Photographic Recording of Heritage Items using Film or Digital Capture (2006). The site should be managed within scope of Conservation Management Plan for cemetery. The Mona Vale General Cemetery Plan of Management, prepared by Pittwater Council, should also be followed.

Listings

Heritage Listing

Listing Title	Listing Number	Gazette Date	Gazette Number	Gazette Page
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Local Environmental Plan			04 Feb 94	
Local Environmental Plan	Pittwater LEP 2014	2270088	27 Jun 14	

Study details

Title	Year	Number	Author	Inspected by	Guidelines used
Pittwater Community Based Heritage Study Review	2015		City Plan Heritage		Yes

References, internet links & images

Type	Author	Year	Title	Internet Links
Written	Bob Pauling	2004	"History of Turimetta Cemetery, Mona Vale" in Mona Vale Cemetery	

Written	HLA Envirosciences	2005	Heritage impact Statement - Mona Vale Cemetery Sector 20
Written	Nan Bosler	1990	Turimetta Cemetery
Written	Virginia Macleod	2003	Mona Vale Cemetery in www.pittwaterlga.com.au

Note: internet links may be to web pages, documents or images.

(Click on thumbnail for full size image and image details)

Data source

The information for this entry comes from the following source:

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Database number: 2270088

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CEMETERY INDEX CARD

A	LOCALITY	MONA VALE		POSTCODE	2103		
	NAME OF SITE*(INCLUDING PREVIOUS NAMES)						
	MONA VALE GENERAL CEMETERY						
	PRECISE ADDRESS CNR. MONA VALE ROAD & WALANA CRES.						
LOCAL GOVERNMENT AUTHORITY WARRINGAH SHIRE COUNCIL							
PARISH NARRABEEN				COUNTY CUMBERLAND			
B	AUTHORITY RESPONSIBLE FOR SITE						
	WARRINGAH SHIRE COUNCIL TRUSTEES (EXCEPT FOR R.C. PORTION)						
LOCAL INTEREST GROUP							
C	DATE SITE ESTABLISHED 18/10/1905 (Dedicated)			NO. OF MONUMENTS			
	APPROX. AREA 10 Acres			% OF MONUMENTS TRANSCRIBED			
	% OF SITE AREA USED 60%						
	DATE OF FIRST BURIAL 1914			SITE IN USE		YES	NO XXX
	NO. OF BURIALS			CONVERTED		XXX	NO XXXX
D	POINTS OF INTEREST: (E.G. SIZE, MONUMENTS, HISTORY, LANDSCAPE, NOTABLE PEOPLE BURIED, MATERIAL OF MONUMENTS/HEADSTONES, DETERIORATION OF HEADSTONES, TOPOGRAPHY)						
	<p>A flat site away from the coast surrounded by glass houses, a substation and houses. It adjoins the main road.</p> <p>The layout is a grid pattern with a grassed central axis terminating in a steeply roofed shed.</p> <p>The monuments are twentieth century, mainly included inscribed headstones. There are a number of impressive black granite monuments with headstones and carv^{ings} all in this highly polished material. The inscriptions are in gold lettering and the headstones in some include glass faced niches for candles and china roses.</p> <p>There is a dark brick columbarium which shields the cemetery from the main road.</p>						
	THREATS TO SITE						
	None.						
CONDITION OF SITE							
Well maintained.							
E	SURVEY DATE 6/9/1980			CARD TYPED 13/10/1980			
	SURVEY TEAM T. Ryan, M. Mackay, D. Gray						
<p>* = CEMETERIES, CHURCH GRAVEYARDS, OR ISOLATED GRAVES</p> <p>N/A = NOT APPLICABLE</p>							

A	MAP REFERENCE UBD SYDNEY STREET DIRECTORY 16TH EDITION, MAP 19, M 7					
	REGION SYDNEY (SUBURBS)					
B	SITE WORTH FURTHER INVESTIGATION?			YES	NO	
	IF SO, WHY ? 					
	FURTHER SITE VISITS REQUIRED?			YES	NO	
C	SUGGESTIONS FOR CONSERVATION & MANAGEMENT OF SITE Dense planting at the perimeter would separate the cemetery from the surrounding unattractive surroundings. The existing rows of eucalypt should be maintained when the cemetery expands.					
D	NAMES & ADDRESSES OF INFORMATION SOURCES 					
E	B & W PHOTOS TAKEN?		YES	NO	SITE PLAN COMPLETED	YES NO
	COLOUR SLIDES TAKEN?		YES	NO	LOCATION PLAN COMPLETED	YES NO
F	SURVEY DATE 6/9/1980			CARD TYPED 13/10/1980		
	SURVEY TEAM T. Ryan, M. Mackay, D. Gray					
N/A = NOT APPLICABLE						



NATIONAL TRUST

Guidelines for Cemetery Conservation

The National Trust of Australia (New South Wales) acknowledges the support of the NSW Department of Planning, Heritage Branch

Second Edition 2009



- All cemeteries are significant to the community
- Some are significant to the nation at large, some to a religious or ethnic group or a region, some mainly to a single family
- The conservation of cemeteries means retaining this significance
- All management, maintenance and repair in cemeteries should be guided by sound conservation principles so that significance is retained



NSW
GOVERNMENT

Planning

Heritage Council
of New South Wales



GUIDELINES FOR CEMETERY CONSERVATION
PRELUDE

STOP!

READ THIS HERITAGE CHECKLIST BEFORE YOU BEGIN CEMETERY WORK

Cemeteries protected by statutory heritage listings sometimes have special requirements or controls for work. This checklist will help you to identify who may need to "sign-off" on your proposed works.

- 1) Is the item (or place) on the State Heritage Register? Check on the Heritage Office website at: www.heritage.nsw.gov.au
- 2) Is the item more than 50 years old? (eg a displaced 1926 headstone).
- 3) Is the item/place on a Local or Regional heritage list? Find out from the local Council.

If the answer is "yes" to any of these questions then you will need advice on how to proceed. The local Council officers and the National Trust can give initial advice. (Also see Part 3, Section 3.2 of these Guidelines.) In all cases after complying with any special requirements, you should then go back to the controlling authority (Church, Council, property owner etc.) and confirm that you have permission to proceed.

It is essential to keep a written record throughout of whom you contacted, together with any letters and documents involved.

GUIDELINES FOR CEMETERY CONSERVATION

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GUIDELINES FOR CEMETERY CONSERVATION

PREFACE

PREFACE

1. Purpose of these guidelines

This Cemeteries Guidelines Paper has been produced with the twin objectives of providing public information, and encouraging feedback from all those concerned with cemetery conservation.

The aim is practical advice combined with clear policy recommendations on conservation in cemeteries.

The Cemeteries Guidelines Paper deals only with burials related to European settlement, including general cemeteries, churchyards, private or family cemeteries and lone graves. The discussion and guidelines do not cover Aboriginal burials except where these occur within European cemeteries, owing to a number of special considerations applying to Aboriginal burial places which may require different approaches from those recommended here.

The Cemeteries Committee of the National Trust of Australia (NSW) produced its first "Cemeteries Policy Paper" in 1985. Significant changes have occurred in legislation and conservation practice, and this updated publication has been produced with financial assistance from the Heritage Council of NSW.

2. The National Trust Cemeteries Committee

The National Trust Cemeteries Committee aims:

- To promote recognition, protection and conservation of cemeteries in New South Wales.
- To identify, document and assess the significance of cemeteries in New South Wales.
- To recommend appropriate cemeteries for inclusion in the National Trust Register.
- To provide expert technical advice and assistance on matters relating to cemetery conservation and management.

The Committee includes people with expertise in various fields, including archaeology, architecture, landscape design, history, genealogy, geology, town planning, monumental masonry and cemetery management. The work the committee carries out is voluntary. The committee meets regularly to consider specific issues and to assess the heritage significance of cemeteries.

GUIDELINES FOR CEMETERY CONSERVATION

PREFACE

As part of the National Trust's advocacy work, the Cemeteries Committee compiled a Master List of Burial Grounds in New South Wales. The Committee has been conducting a statewide survey to identify, document and assess the significance of the more than 3,000 cemeteries in New South Wales.

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY

Part One - WHY

1 Why conserve cemeteries?

A cemetery is not merely a functional place for disposal of the dead. It also serves a community's emotional, religious and cultural needs.

As an expression of people's culture and identity, cemeteries comprise a fascinating resource which allow the community to delve back into their past. The monuments and graves represent the last public memorials of many people, both famous and unknown, who were intimately involved with the growth of the local area in which they are buried. In this way the headstones themselves, through the names, occupations, dates and epitaphs, provide a largely unique social, literary and economic record of the district. The monuments also demonstrate the art of the stonemason whose skill and craftsmanship is not likely to be repeated.

But it is not just the headstones which are important in cemetery landscapes. Many rural cemeteries contain important botanical species which are endangered. Cemeteries have long been recognised as repositories for heritage roses and it is being increasingly recognised that they also harbour and protect native vegetation. Along with the vegetation, cemeteries are also a haven for wildlife generally.

FOR ALL THESE REASONS, THE CONSERVATION OF CEMETERIES IS ESSENTIAL FOR THE SURVIVAL OF AUSTRALIA'S LOCAL HISTORY, REGIONAL HISTORY AND NATIONAL HISTORY.

2 Why plan conservation?

In contributing to a cemetery's heritage significance, any or all of its aspects can be important. For that reason, the conservation of any part of it – even a single grave – must be carefully planned and controlled to ensure that other aspects are not diminished in the process.

Experience shows that a simplistic approach to conservation, such as “let's just clean it up” often does more harm than good. Replacing an old headstone not only discards the historic original, it often destroys the sense of age which is half the reason for its value. Poisoning the weeds can destroy historic plantings of rare garden flowers which happen not to be in bloom. Removing a tree because its roots might tilt a monument may be quite unnecessary if the offending root can be safely cut off.

In all these cases, it is important to begin with a consideration of just what it is that needs to be conserved.

PART ONE - WHY

3 Heritage values of a cemetery

3.1 Historical values

The cemetery is an historic record of Australian society. Through its establishment and use, the cemetery documents European settlement patterns and the development and growth of a community. The graves and monuments provide important demographic data about the area. Cemeteries often contain monuments that commemorate significant events in a local community, such as a mining disaster, shipwreck, or war. Cemeteries can also have historical significance by virtue of the graves of noted individuals who have made important contributions to the community.



Indirectly, information on a single tombstone can reflect major phases of local history.
This inscription reads:

In Loving Memory of Thomas Lewis
Who was accidentally killed on the Railway Bridge, Wilson River, N. C. Rly
May 20 1915 aged 55 years
Erected by his fellow-workers
[mason] Epstein Kempsey



Another example comprises evidence of immigration

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY

3.2 Social values

Cemeteries have an important commemorative function. The community often attaches attitudes and values to the graves, such as respect or reverence. Many cemeteries hold a special significance for individuals or groups as a result of personal sentiment and / or attachment to those buried within the cemetery. Early European settlers' graves and war graves are examples of graves that are often considered socially significant to the whole community.

3.3 Religious values

Cemeteries reflect the religious beliefs and customs of different sections of the populace. These are demonstrated in the customs and rituals associated with burial and commemoration. Religious adherence and beliefs can change over time, and this is often reflected in the monuments and layout of the cemetery. 20th century cemeteries in particular reveal the expanding multicultural nature of Australian society with a broadening of religious faiths. The cemetery itself may also have significance for particular religious groups and also for individuals. It may contain chapels or robing rooms associated with a particular religious group; or perhaps burials of a particular religious sect.



Social conditions may be reflected in lone monuments of a child



Many cemeteries show the Christian tradition of graves facing the rising sun

PART ONE - WHY

3.4 Genealogical information

Nearly all monuments record genealogical information. Some headstones provide further biographical information such as personal history and cause of death. In the case of headstones predating Civil Registration (pre-1856) the cemetery may provide the only records of men, women and children of early settlements.

Different members of a family are often buried in adjacent plots, so the grouping of

Monuments may also be a source of genealogical information.



References to family are of genealogical importance



Some monuments have deliberate genealogical meaning

GUIDELINES FOR CEMETERY CONSERVATION

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3.5 Artistic, creative and technical elements

Many cemeteries reflect both the changing attitude of the community towards death, and developments in architectural and artistic style and theory. Artistic values can be found in the landscape design and layout of the cemetery, and in the monument styles, grave surrounds and grave furniture.

The cemetery may be significant on account of the variety of artistic approaches represented in its monumental architecture, and also in the quality of craftsmanship.

Cemeteries often contain examples of work by local artisans and manufacturers. A monumental mason's name often appears on the monument or headstone, allowing the work of local craftsmen to be identified. As well as the monument itself, the execution of the lettering for the inscription may demonstrate fine workmanship. Iron grave surrounds may be locally produced, and sometimes bear the name of the manufacturer or foundry.

Grave markers may also show creative or technical ingenuity, through their use of materials or execution. This is particularly true in isolated rural districts where access to skilled monumental masons was not always available.



Cemeteries may show high local artistry

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY



Naive sculpture is better represented in cemeteries than anywhere else



Graves often use simple materials



FIGURE or complex materials and processes

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY



There is a range of skills demonstrated in blacksmith's work

3.6 Setting

A cemetery is often significant on account of its relationship to the natural or built environment. It may be a prominent feature of the landscape or it may be located adjacent to a church or form a significant element within a townscape. For family cemeteries located on private property, the location and setting of the cemetery is often specifically chosen to reinforce visual relationships, such as between the homestead and the cemetery.

Sometimes several cemetery components (such as its setting, vegetation, and monuments) may combine to give it a nostalgic or restful quality that is appreciated by a particular group.



Many family cemeteries are carefully and prominently sited



Early settlers, in particular, often declare their land ownership with prominent tombs

3.7 Landscape design

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY

The arrangement of burial areas, alignment of drives, paths, avenues of trees and massing of shrubs add significance to cemeteries, as does the extent to which this design is still evident or has been changed. Overall landscape quality is determined by the combined effect of setting, landscape design, and botanical elements.



Careful landscape design is common, especially in garden crematoria

3.8 Botanical elements

Some cemeteries contain significant remnants or indications of the original natural vegetation, while early burial grounds often contain a variety of plantings which are no longer evident elsewhere. Extant evergreen trees, bulbs, roses and other original grave or landscape plantings contribute to the cemetery's visual and nostalgic quality. Plantings were often chosen for their symbolic meanings, particularly in the 19th century.

Cemeteries may therefore provide a valuable resource as a botanical collection or as a source of rare specimens of native or introduced plants.



Many introduced plants are rare except in old cemeteries

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY

3.9 Ecological issues

As noted above, some cemeteries contain significant remnants or indications of the original natural vegetation. Such natural plant associations may also provide a sanctuary for native animal life. Even where no rare or threatened species are identified, a cemetery may contain a rare or particularly well-preserved example of the ecosystems originally present in the area. For this reason it is important to consider the plants as an association, not just as a collection of types, and also to look at whether they attract birds or other fauna which add to the value of the cemetery to the community.



Some rare native ecosystems are well preserved in bush cemeteries

3.10 Human remains

The human remains in a cemetery are not generally visible but they comprise a major element of heritage significance. Reasons for their importance include archaeological and scientific potential, issues of religious belief, their meaning to relatives, and general community respect for our ancestors. These issues remain relevant for unmarked graves and for burial areas cleared of previous monuments, as well as marked grave sites.



It is rare (and undesirable) for cemeteries to be excavated, as occurred long ago under Sydney Town Hall

GUIDELINES FOR CEMETERY CONSERVATION

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Part Two – WHAT

1. What to look for

1.1 Cemetery types

The various different types of cemeteries in a town or district illustrate the patterns of settlement in an area. In isolated areas in the 19th century, there was no government provision for burials. So in the early phases of settlement, especially beyond defined boundaries or districts, lone graves and family cemeteries were dominant. As small religious communities developed, churchyards or denominational burial grounds were established. Only when an area was officially identified as a village or township and properly surveyed would the government dedicate a general cemetery for the community.

1.1.1 General cemeteries

During the late 19th and early 20th centuries a large number of general cemeteries throughout New South Wales were dedicated as reserves for cemetery purposes. These areas of land were set aside in rural and urban centres and were usually divided into distinct denominational sections. A number of these areas, though dedicated, were never actually used for burials. Trustees were appointed for each of the denominational Sections. These were sometimes local citizens and sometimes distant church administrators, and the degree of cooperation was highly variable. Landscaping could be integrated or quite disparate, but generally was related in at least a general way to the original surveyor's plan.

Since 1966-67, responsibility for the care, control and management of most General Cemeteries in New South Wales vests in local Councils. Some Councils appoint separate groups as trustees to manage crematoria or particular denominational Sections of the cemetery.

The Department of Lands has responsibility for the administration of the following general cemeteries, called "Crown Lands cemeteries":

Botany (includes Eastern Suburbs Crematorium)

Field of Mars

Frenchs Forest

Liverpool

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Northern Suburbs (Macquarie Park)

Rookwood Necropolis

Sandgate (Newcastle)

Woronora

-- as well as the Gore Hill Memorial Cemetery.

The day to day administration of these cemeteries is undertaken by trustees appointed by the Minister for Lands.



Lawn cemeteries are now common in general cemeteries



Mausoleums are a feature of both old and new cemeteries

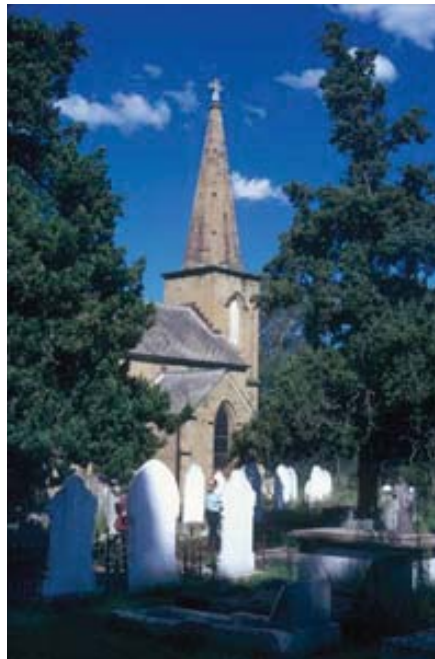
Public access is freely available to all dedicated General Cemeteries. Where these are located on land enclosed by freehold land, right of way is normally allocated.

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1.1.2 Church cemeteries

The majority of rural and urban centres in New South Wales have cemeteries owned and controlled by Church authorities. These cemeteries are often described as churchyards and are situated either around existing churches or adjacent to the site of such buildings. Land for such cemeteries has generally been donated by government or by pious local residents.



Churchyard cemeteries are common
(although some 'church cemeteries' never had a church attached)

These cemeteries are normally administered by the relevant diocese, parish council or equivalents. In many instances an active interest in the maintenance of the cemetery is shown by local parishioners. Cemetery records are normally kept by either the local or regional church office. Access to these cemeteries is usually available but is at the discretion of the church authorities.

1.1.3 Family cemeteries

Many rural properties throughout New South Wales include "family" cemeteries. These are often called "private" cemeteries, but should not be confused with cemeteries run as private commercial enterprises. Family cemeteries are usually small and often located on unconsecrated freehold land. Many of them contain the graves of pioneer European settlers and their descendants, sometimes not only of the landholder settler but also of neighbouring landholding families.

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Family cemeteries occur throughout rural NSW

Family cemeteries provide an important record of early settlement and subsequent history of many areas. They may include original rustic features crudely constructed from local materials, attesting to the simple tastes and attitudes of early communities.

1.1.4 Lone graves

As with family graves, most lone graves in the State are located on freehold land. As with family cemeteries, the owner is generally under no obligation to maintain records or provide public access. However, the graves are still subject to heritage and health regulations (see Appendix 6).

New South Wales has a large number of lone burials. Some are of very early European settlers (1790-1856), others of individuals who died remote from communication centres. The original markers of lone graves were often of wood or loose stones, and many are long gone. Those that remain are of high significance.



Some lone graves are adjacent to the homestead....

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.... but some are more remote

1.1.5 Crematoria

The disposal of bodies by burning of most parts and then dealing in some way with the unburnt skeletal remains is a tradition dating back to prehistoric times, favoured by some cultures but not others. The burning process takes place in a crematorium. This may be adjacent to memorial gardens or walls, it may be located in a traditional cemetery, or it may be free-standing, separate from any memorialisation. Only the first can be truly described as a distinct cemetery type, but memorial gardens or lawns for cremated remains are clearly a distinctive part of a of cemetery.



Some crematoria are sited in a churchyard....

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.... while others may comprise extensive gardens

The introduction of cremation in NSW was advocated as early as October 1908 when the Cremation Society of New South Wales was established. The Society sponsored public lectures and canvassed widely for acceptance of cremation. Although it attracted 344 members in its first year, it could not gain government support to build a crematorium until 1925 when it obtained access to Rookwood Necropolis.

The NSW Cremation Co. performed 122 cremations in its first year of operation, 1926, and over 225 000 cremations have been performed there since.

By 1939 when crematoria had also been opened at Northern Suburbs, Woronora and Botany, 27% of depositions in Sydney were cremations. Today, more than half of all deaths in NSW are followed by cremation.

1.1.6 Converted cemeteries

Cemeteries do not always guarantee undisturbed resting places. There are many closed cemeteries under the control of local Councils in NSW, more than 24 in Sydney alone. They include church, family and public cemeteries. Of these, many have been entirely or in large part converted to other public purposes such as roads, railways, parks or building sites.

In other areas Councils completely removed headstones and grassed over the cemetery. In other districts a selection of headstones was retained and the site designated a Pioneer Park. Most of these conversions destroyed the whole nature and spirit of the cemetery.

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Even minor conversion, such as the removal of kerbing around graves, is considered undesirable

Examples include Cathedral Close, now buried under Sydney Town Hall and surrounding streets; the several Devonshire Street denominational cemeteries, demolished for railways at Central; and smaller cemeteries such as the Society of Friends and Raphael Jewish cemeteries, Lidcombe. Other cemeteries have lost substantial parts to road developments, including St Anne's at Ryde, St Thomas' at Crows Nest, Liverpool, Parramatta and Mays Hill.

Whether cemeteries are at threat of destruction or "conversion" depends on their age, on public sentiment, and on the geographical position of the cemetery especially in relation to infrastructure such as roads and railways.

1.2 Design and Layout

1.2.1 Layout

Most small country and suburban cemeteries are simple in layout with graves in straight lines or on a grid system, often with graves east-west and headstones at the western end of each plot (facing the rising sun). Those with a more elaborate plan feature paths along axes between focal points such as chapels or shelter rotundas. The grand layout of larger cemeteries may include an imposing gateway, a central drive for the funeral carriage, or sometimes a picturesque plan with circular avenues and serpentine walks.

1.2.2 Common designs for general cemeteries

From the middle of the 19th century government surveyors identified land for community facilities such as cemeteries whenever they surveyed towns or villages. From before the introduction of Torrens Title in NSW land management (1862-63), it became standard to survey a rectangular area, often nearly square, for a general cemetery. The area was broken into rectangular blocks for the main denominations, with more unusual groups such as Muslims or "Hindoos" also provided for if locally represented. The design often included a central carriageway, and sometimes an

PART TWO - WHAT

unallocated marginal zone designated as “plantation”. The area was often of 8 acres (3.24 ha.).



(a)



(b)



(c)

Standard plans for cemeteries as recommended by the Lands Department:

- (a) As recommended, Gulgong 1879
- (b) Variant to account for local demographics, Ryabone 1908
- (c) Standard plan doubled in size for larger town, Gulgong 1879

Old parish maps show a wide variety of "standard" Lands Department cemetery plans

In later years, part or all of general cemeteries have been laid out as lawn cemeteries, either within one or more denominational sections, or unsectarian.

Similarly, crematorium walls have become a common feature of many general cemeteries.

1.3 Landscape features

1.3.1 Fencing and gates

There are many significant elements of historic cemeteries, beyond those which are obvious. All the features of the original layout, and many later features too, contribute to the cemetery's character and should be conserved wherever possible.

Cemetery fencing and gates have always played an important role, whether to enclose and define the area, divide the denominational sections, to exclude livestock, or as a

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distinctive element in the townscape. Older or original fencing, even if only partly preserved, add to the history and sense of age of the place.



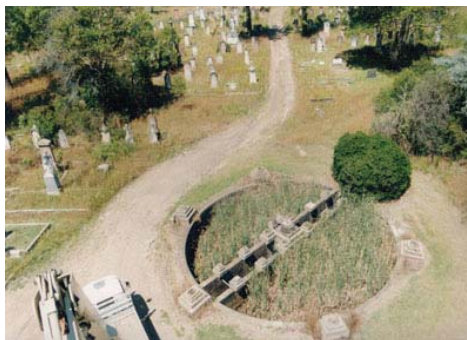
Old gates and fences are an important part of a cemetery's history



Lych gates are a traditional resting place for funerals

1.3.2 Paths and drainage

Path and drainage features of all cemeteries should be retained and conserved. Gravel paths were typical of 19th century landscape design. Dish-gutters of brick were a feature of larger 19th century cemeteries. The introduction of incompatible modern materials such as concrete should be avoided or minimised.



Ornamental drainage systems at Rookwood were formerly neglected

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.... but have now been beautifully restored

1.3.3 Signage

Original signs, section markers etc. were often carefully designed and executed to fit the concept and character of an older cemetery, and should be conserved and retained wherever practicable. Before relocating or replacing them, thought should be given as to how they can be replaced in original style. Even if most must be replaced, at least some should be retained as a reference to original fabric.



Signage may be old or new, but is always an integral part of a cemetery

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It is generally best to retain older denominational and other signage

1.3.4 Chapels and other structures

Small chapels, shelters and lych gates were planned as an integral part of cemetery design. Their retention and conservation helps to retain the picturesque garden atmosphere that was common in 19th century cemetery planning. Also of interest are seats, original work sheds and summerhouses. Sometimes these may be derelict and dangerous, in which case it is desirable that they be restored and retained in place. Pending such action they should be photographed and their position recorded. The footings of such former structures should in any case be retained to ensure that the original structure can be interpreted.



Shelters are often historic structures in their own right

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They may be important representatives of architectural styles, old



.... or new

Other structures are sometimes found, representing particular cultural activities. An example is the presence of burner structures, as at Condobolin, Nyngan and elsewhere, where the local Chinese burned funeral offerings at every burial.

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Here an old catafalque (coffin rest) is used as a monument

1.3.5 Lawn sections

Lawn cemeteries were introduced in the 1950s and remain popular in various forms. A small number has been Classified by the National Trust as having high heritage significance. They are important social documents testifying to the public attitudes of the latter half of the 20th century. They may also represent the move away from a romantic perception of death towards a rather more pragmatic and dispassionate position.

Monuments in contemporary lawn cemeteries vary from plaques laid flush with the lawn to low monuments. One variation has individually styled monuments, usually of a restricted height, located on concrete strips (beams). This type of lawn cemetery is known as “Monumental lawn”.

One of the more recent developments in cemetery design is the use of concrete beams as continuous plinths for mounting monuments or plaques at the heads of grassed-over graves. Strip plinths enable reduced maintenance whilst permitting, in sections where headstones are allowed, a certain amount of individual artistic design.

1.4 Vegetation

1.4.1 Landscape plantings

In 19th century cemeteries where tree planting was a conscious feature of the cemetery layout, evergreen species were traditionally used. The trees preferred were dense and shady, both native and exotic. Fig, Pittosporum, pine, cypress and camphor

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laurel were some of the trees used in Australia. Eucalypts and other natives such as brush box also sometimes occur as planted species.

1.4.2 Grave plantings

Trees were supplemented by grave plantings of flowers or creepers such as Ixia, Watsonia, Oxalis, old-fashioned roses and periwinkle, along with bulb species such as freesias and iris.

1.4.3 Native vegetation

Eucalyptus species are not very common as 'planted' species in old cemeteries, but frequently occur naturally in unused portions of a site or on the fringes of cemeteries in bushland or rural areas. These and other indigenous trees often form an important part of the character of old burial grounds.

1.5 Monuments**1.5.1 Elements of a grave**

Graves may consist of several elements including

- a grave marker - usually a headstone or monument and sometimes also a footstone;
- grave plantings; and
- grave furniture such as ornaments, vases, tiles, kerbing and fences.

Each element is regarded as significant, contributing to the meaning of the grave as a whole, and should not be removed with the aim of "tidying-up" a cemetery or simplifying maintenance.

1.5.2 Monument styles

Funerary monuments are part of a long architectural tradition of ornamental decoration and embellishment.

The most common style of monument in the 19th and early 20th centuries was the upright slab or stele. This style is often referred to as a headstone and was generally made from sandstone, marble or granite; sometimes cast in concrete. A stele often has symbolic motifs carved, especially on the top section or pediment.

The architectural style and ornamentation of early grave markers can be divided into two broad categories: Classical and Gothic. These design trends reflected architectural fashions over time, especially of religious buildings.

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The Classical Revival (which was also known as Neoclassicism, Greek Revivalism, or Italianate) had developed in the late 18th century in Britain and was well established by the 1850. The revival was inspired by archaeological discoveries in Greece and Italy, and the pillaging of ancient ruins. Interest in classical art also reflected the belief that ancient Greece and Rome represented “enlightened civilisations built upon reason and respect for the laws of nature”; something that 19th century European industrialised countries aspired to emulate.

The application of Classical styling to monument design produced stelae with architectural elements such as pediments, pilasters, columns and pedestals. The Classical style was popular with many because it was easily referenced by such stylised motifs and diagrammatic pilasters. Classicism’s influence was also evident in decorative features such as dentils, the egg and dart motif, acanthus leaves, wreaths, shells, garlands and urns.

Ancient Egyptian motifs and forms were used alongside those from classical Greece and Rome. The interest in Egypt was stimulated by the many excavations that took place there in the 19th century. The most common form of Egyptian style in the cemetery was the obelisk.

The main alternative to Neoclassicism was Gothicism. The Gothic Revival of the 19th century evolved from serious study of the art and architecture of the Middle Ages, and was inspired by religious, patriotic, ethical and aesthetic principles. The work of John Ruskin, A. W. N. Pugin and the Camden Society in Britain fuelled the moral side of the stylistic debate between Classical and Gothic architecture.



Classical style

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A relatively simple gothic headstone

Gothic headstones and funerary sculpture were inspired by the traditional Mediaeval churches. They featured spires, pointed arches, decorative tracery, corbels, and crockets.

The relative popularity of the Classical and Gothic styles waxed and waned throughout the 19th century, and the expression of the styles also changed over the same period. By 1860, with the expansion and specialisation of the monumental masonry trade and the wider availability of pattern books, expressions of both the Classical and Gothic styles became more conventionalised and were often combined together

The heyday for funerary sculpture was the late 19th century, however sculpture continued to be regularly commissioned up until the 1920s. During this period, large monuments were all about height and visibility. The most common motifs depicted in sculpture were urns, angels and allegorical figures.



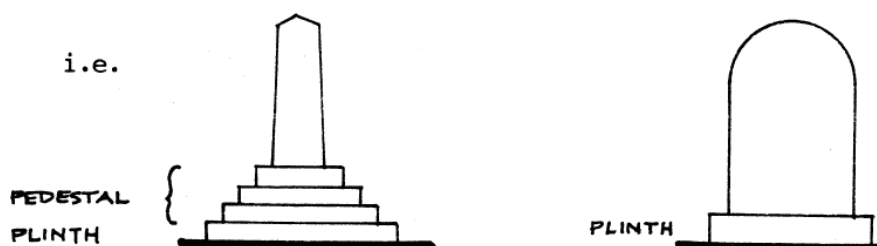
A "high Victorian" monument

PART TWO - WHAT



Twentieth century monuments, signifying the departed "at rest"

A distinct shift in monumental styles can be noticed in the early 20th century. There was a movement away from sculptures and tall, ostentatious monuments. Instead, lower headstones and the slab and desk became more popular. This trend continued through the 20th century, often tending to suggest a bed to signify the departed "at rest".



SUGGESTED GRAVESTONE TERMINOLOGY

These notes present some suggested terms and labels. They will not be agreed upon by all monumental masons and other interested parties.

All built features on a grave are monuments.

Gravestones are actual markers (i.e. headstones, footstones, sculpture).

The most common type is the upright slab or stele (plural stelae).

The plinth is the course or masonry layer in contact with the ground.

The pedestal comprises any other courses, or sometimes a block between the plinth and upper section(s).

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Six major classes of monument shape are defined:

- A. Upright slabs/stelae
- B. Crosses
- C. Pillars
- D. Sculptures
- E. Horizontal slabs
- F. Miscellaneous

Detailed terms for these are defined in pictorial form in Part 4, Appendix 4.

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1.5.3 Types of monumental material

In evaluating the state of a monument or seeking advice, it is important to be sure of the type of stone or other material, as weathering characteristics and therefore the correct treatments can be very different (see Part 3, Section 2.2.2).



Because they rarely last, timber monuments should be conserved wherever possible



Timber crosses are particularly vulnerable

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Especially vulnerable are composite timber monuments like this celtic cross



Sandstone is the main monumental stone for the early and mid nineteenth century



.... while marble is common in the later nineteenth century

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Iron monuments are often found in mining areas



.... sometimes very ornate



.... or simple, like this wrought example

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Terrazzo is common in the first half of the twentieth century



.... while composite, modern materials are generally later

Many different types of stone are used in NSW cemeteries, but the three main classes are granite, marble and sandstone. Some of the treatments can be carried over to rarer types of stone, such as slate, quartzite and basalt; but technical or professional advice should be sought where these stones are used.

1. Granite

Granite is a hard, crystalline, generally coarse-grained rock which takes a high polish that persists for many years. True granites are generally pink or grey, but

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monumental masons apply the term to other hard crystalline rocks, including so-called “black granites” which are generally rocks of gabbro type.

2. Marble

The term marble is applied by masons to any rock consisting dominantly of calcite (calcium carbonate), and includes limestones as well as true marbles. Calcite is white, but minor impurities can give marble colour -- red, brown, grey or even black. All marble can be readily scratched with a knife or key, and the powder is always white.

Calcite is slightly soluble in rain-water, so marble gravestones always become rounded. The polished surface becomes rough because of uneven weathering of individual grains. To preserve the inscription in this situation, the carved lettering is typically filled with lead or a metal alloy, to preserve the sharpness of the writing

3. Sandstone

Sandstones are rocks consisting of sand-sized particles (individually visible to the naked eye) held together by natural mineral cements. White or brown sandstones usually consist mainly of quartz grains; grey and greenish sandstones usually have grains composed of very fine grained aggregates of mineral material (generally broken rock). Quartz sandstones may fret and shed individual grains, but the grains themselves are extremely resistant. Other sandstones, however, may weather or decay evenly, sometimes by surface grains dissolving away, in a similar manner to limestone.

1.5.4 Inscriptions

The inscription on a monument has a variety of heritage values, including genealogical significance, social and historical significance, and artistic and technological significance.

All inscriptions record genealogical information such as birth and death dates, and often family details and relationships. In cases of monuments pre-dating Civil Registration in 1856 (when the registration of death became compulsory), this record may be the only documentation of early European settlers. Inscriptions can also include historical information such as arrival in Australia, war service, and occupation.

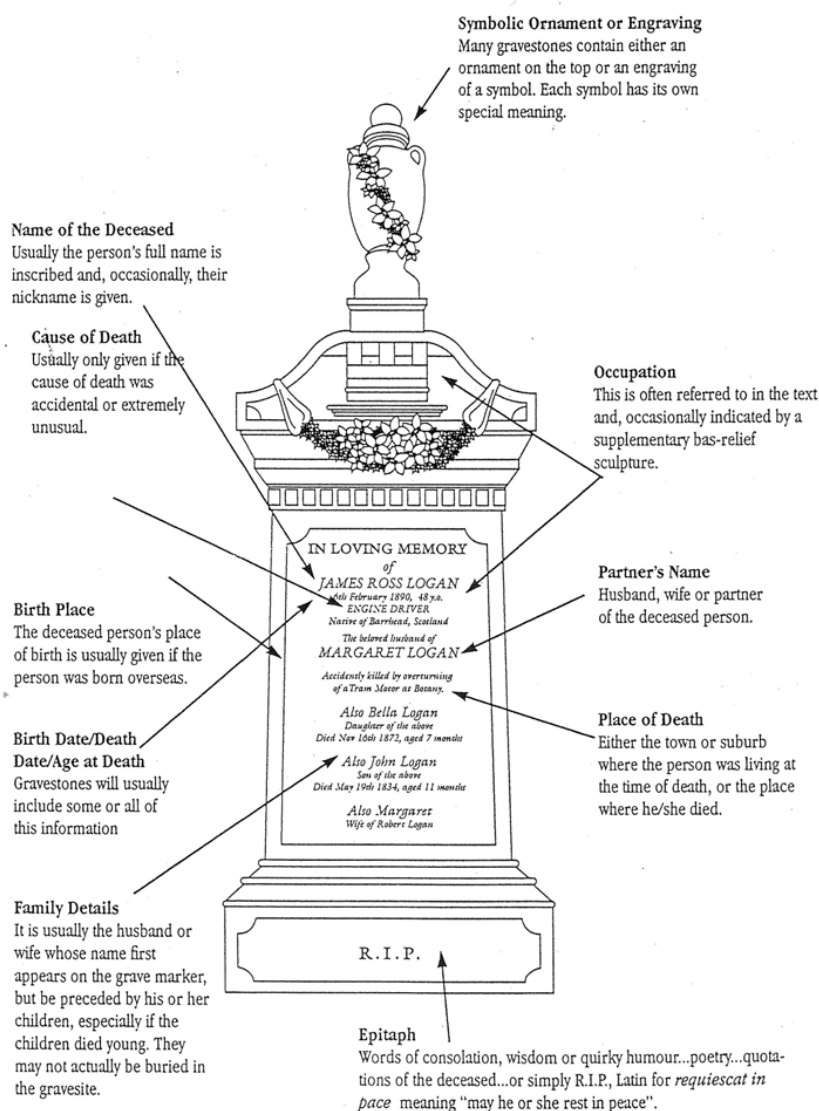
The language of the inscription and choice of supporting scriptural text or verse can reflect community and religious attitudes of the time, or the attitudes of the heirs or descendants, or the tastes and attitudes of the departed.

The quality of carved inscriptions - the layout, lettering script, and quality of the letter cutting - all provide information about the artisan and the date of the monument. Sometimes there are variations in the inscription style and quality which can indicate different dates of interment and / or recording of information.

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What to look for on a gravestone



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Rookwood Necropolis

A typical monument has a variety of information, as shown here

1.5.5 Symbolism

Apart from the written inscription there is often some form of symbolism in the ornamentation of cemetery monuments. Sometimes this is purely decorative but in

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other cases it has meaning that may be of great significance to the historian or family historian.

Some are only decorative. An example is the urn (sometimes covered) commonly seen. This is an ancient decoration dating back to classical Greek and Roman times, based on the container for cremation ashes, and merely representing death.

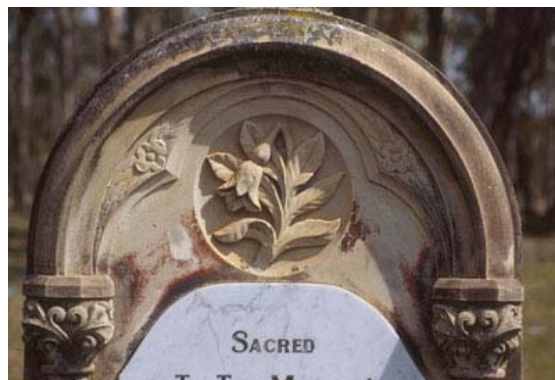
Others give potential information on the origin or occupation of the departed. A shamrock almost always indicates the Irish-born, an anchor usually signifies a sailor.

A broken column generally represents a life cut short, especially for a child or an accidental death.

Religious symbols might seem straightforward, but can have complications. An ornate religious theme may be chosen by a pious widow for a largely irreligious husband. The Celtic cross is a traditional Irish symbol common for Catholics, but may also be used by Presbyterians or others.



Religious motifs are a common theme in cemeteries



.... as is classical symbolism such as a broken flower or column
to symbolise life cut short

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There are also indicators of origins, such as the English acorn



.... or membership of an oddfellows lodge



.... or simply emotional attachment

In the same way, any other symbol must be interpreted with care and be considered as evidence, not proof. Among examples already given, the anchor may sometimes represent “hope” rather than a connection to the sea; and an old woman may be commemorated with a broken column by a loving family which simply felt she died too soon.

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LIST OF GRAVE SYMBOLS

Acorn	- English descent
Angel	- Messenger of God
Anchor	- Hope or security; <u>or</u> a sailor's grave
Arrow	- Mortality
Bible	- Charity or piety
Book	- Learning, scholarship, prayer; <u>or</u> a writer or bookseller
Broken Chains	- Family love broken in death
Broken Circle	- Life has ended
Broken Column	- Life cut off by death
Candle being snuffed	- Loss of life
Chalice	- Sacraments
Cherub	- Innocence; soul's departure
Circle	- Eternity
Circle with Wings	- Immortality
Cloud	- Heaven
Coffin	- Mortality
Column	- Sky or God
Compass	- Divine measuring of the world; - Architect's or surveyor's grave;
Compass & square	- A Freemason
Crescent	- Probably the grave of a Muslim
Cross	- Faith; redemption.
Crown	- Glory, sovereignty
Crown of Thorns	- Passion of Christ
Dawn (sunrise)	- Resurrection; reunion in Heaven
Dove	- The Holy Spirit; love; spiritual peace

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Dove with olive sprig	- A new and better world
Drapery	- Mourning
Eagle	- Liberty (military)
Eye, often inside the Sun	- All seeing Eye of God
Flame (fire)	- Light, life and eternity, creation and destruction
Fleur de Lis	- Life
Flower with broken stem	- Early death (eg a child)
Grieving widow	- Mourning
Griffin	- Power, a guardian, watchfulness
Grim Reaper	- Death personified
Hand Emerging from a heavenly cloud	- Symbolises a blessing from God.
As above, heart in the palm	- Charity.
Hands (clasped)	- Reunited in Heaven (the cuffs are usually those of a male and female and are used on husband and wife monuments, <u>or</u> where the departed was a widow or widower.)
Hands (pair)	- Prayer and/or supplication
Harp	- Praise to God
Heart	- Piety, love or charity
Heart on palm of hand	- Manchester Unity lodge member
Hour glass	- Time running out
Hour glass with wings	- Time passing
Hour glass & scythe	- The certainty of death
Ivy	- Clinging to memory
Lamb	- Lamb of God (Jesus); Innocence of children
Lily	- Purity
Menorah	- Emblem of Judaism
Oak leaf	- English descent; endurance
Obelisk	- Eternal life, fertility, regeneration and resurrection

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Obelisk (broken)	- Life cut short
Open Book	- Perfect knowledge
Poppy	- Sleep
Ring	- Completeness and perfection
Rod or Staff	- Comfort
Rope	- Eternity
Rose	- English descent
Scallop Shell	- Pilgrimage
Scroll	- Life and time, honour and commemoration
Scythe	- Death
Shamrock	- Irish descent
Spade	- Death
Skeleton/skull	- Death
Serpents Trampled	- Triumph over sin and death.
Serpents eat their tails	
	- Old Celtic symbol of eternity
Shell	- Life and resurrection (old fertility symbol)
Spiral	- Progressive development and movement
Spire	- Religious aspiration
Star of David	- International symbol of Judaism (Mogen David)
Sun with eye or face	- God is watching
Thistle	- Scottish descent
Torch	- Immortality
Torch (reversed)	- End of life's race
Triangle	- The Trinity
Trumpet	- Resurrection
Urn	- Death and mourning
Urn with flame	- Undying remembrance
Vase	- Death and mourning
Weeping willow	- Sorrow

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Wheat - Bread; life goes on

Wreath - Triumph (over death)

1.5.6 Kerbing and grave fencing

A very important but often underestimated feature of cemeteries is the grave surrounds. These usually consist of kerbing and/or fencing of some kind. On individual graves the surrounds are obviously part of the original design. Where a kerb or fence links a number of adjacent plots it defines family relationships far better than where adjacent graves may or may not represent kinship. Even a case where a large surround has only one monument may be significant, suggesting either that other bodies are unmarked, or that a family has left the district.



Fences around one or more graves are as much part of the monument as the headstone

1.5.7 Grave furniture and ornaments

The grave surround and covering, immortelles, vases and flowers all contribute to the character of a grave, and therefore to its meaning and social value. Together, they can be important features of a cemetery, and their significance should not be ignored just because they are small, or mass-produced, or movable. Apart from aesthetic significance they always add social context to whatever else is present.

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Immortelles were an opportunity to place a perpetual wreath of porcelain flowers on a grave. The wreath was often placed on a metal base or tray and covered with a glass dome. Immortelles were popular from the 1880s to the 1930s.



Immortelles are a traditional ornamentation

Fresh-cut flowers were a popular tribute throughout the 19th and 20th centuries, and vases for cut flowers were commonly placed on graves. These were sometimes just glass jars, but could reflect popular tastes in domestic vases – Australiana designs in the 1920s and 1930s; white swans in the 1940s and 1950s. The incorporation of a vase into the memorial design or kerbing became increasingly common through the 20th century.



Vases are common from the later nineteenth century to the present time

In the 1950s majolica grave ornaments were popular. These highly glazed ceramic stoneware pieces came in a variety of designs, such as wreaths and crosses.

Since the late 20th century, perpetual flowers have been made of artificial silk and/or plastic.

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Decoration ranges from practical symbolism



.... to expressions of remembrance

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.... to a variety of items, including here a majolica cross and rose



.... to family whimsy

1.6 Cemetery records

The records relating to a cemetery are essential to the story it tells, and should be conserved along with what is on site. This applies to church burial records, and even more to any landscape or grave site plans which are found. The minute books or financial records of trustees or the local church council may have information about drainage or fencing works, and this may be important for various reasons: for assessing the item's significance, for understanding deterioration, and for planning repairs.

In General Cemeteries, records of burials were initially maintained by appointed trustees. Responsibility for general cemetery records today lies with the local Council, or with trustees in the case of those cemeteries still administered by separate

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trusts. It is regrettable that complete records for a number of General Cemeteries are not available.

In many such cases, however, relevant records are held by family history groups; local libraries, archives or historical societies; the Society of Australian Genealogists; State Archives; or the State Library of NSW. In some instances the records of a local firm of undertakers may have details which are not available elsewhere. Local church registers may give information. These do not always list the place of burial, but in many such cases this is available from Death Certificates.

Information on family cemeteries and lone graves may sometimes be available from the relevant station journal or diary.

Pictorial records may also be extremely important, especially for dating and evaluating landscape elements like plantings and structures. Privately held photos are in many cases invaluable, especially if their date is known; public appeals to locate such items are often amazingly rewarding.

Cemetery records are not confined to those kept by church or civil authorities. In country areas especially, the records of the local monumental mason may be invaluable, and critical information may be held by the local historical society or by the Royal Australian Historical Society (website www.rahs.org.au). Transcribed names and dates from tombstones, and sometimes full monumental inscriptions, may be held by local family history groups or by the Society of Australian Genealogists (website www.sag.org.au). These may be especially valuable where the inscription has become harder to read since the transcription was copied.

If there is any doubt at all about the long-term preservation of original records then copies should be made and either copies or (preferably) the originals should be deposited in a suitable archive. Advice on such archives may be sought from the local Council librarian or from the Royal Australian Historical Society.

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2. What must be identified?

A careful description of what is there is an essential first step before planning remedial activities on a cemetery. Otherwise, the attempted improvements may not deal with underlying problems, they may make other things worse, and actions may be done in the wrong order leading to unnecessary work or duplication of effort.

Similarly it is important to know what to look out for when preparing the description, since it might otherwise omit essential observations.

What follows is a brief summary of common problems in cemeteries which, if present, should be carefully noted as part of the description.

2.1 Overgrown vegetation

The growth of weeds within a cemetery can adversely affect its visual qualities, especially weeds growing within grave plots. Invasive trees such as self sown camphor laurels, pines and other woody plants can cause considerable physical damage to gravestones.



Large trees can be an attractive feature of a cemetery or graveyard



.... but overhead branches should be checked for potential problems!

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Lone graves are particularly susceptible to tree roots growing too big



.... but attention is also necessary in well-tended cemeteries

On the other hand, the spread of grave plantings to other locations need not be a problem if they are not damaging graves and are not overwhelming other plantings or rare native vegetation. Certainly such spreading is preferable to wholesale poisoning of vegetation, which may cause irreversible losses. Provided that pathways are kept open, a degree of “controlled overgrowth” can actually enhance the value of a cemetery, emphasizing the sense of its historical meaning.

2.2 Broken monuments

Breaks can arise because of accident, vandals and cattle or other livestock. They often involve heavy falls onto masonry or iron surrounds or uneven ground. Sometimes the break is confined to a cracked or broken mortise in the plinth, which may make repair and re-erection difficult.

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One of the major causes of monument damage is the expansion of iron fittings due to rusting



When combined with poor footings, damage can be severe



Unfortunately, vandalism is the main cause of this kind of breakage

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2.3 Deterioration of monumental stone

The surface of some stones, mainly marble and limestone, can gradually dissolve due to simple rainwater flowing across. The problem is generally worse under a tree, since the leaves may gather dust containing corrosive substances which damage the stone further during rain. Any overhanging branches should therefore be noted in describing such damage.

Other stones, especially sandstone, will spall, fret and split. This is usually the result of natural salts depositing due to rising damp, but can also occur from simple wetting and drying over time. In these cases the problem is that the stone is absorbing water and then drying out, either in the same zone or at some point to which the absorbed dampness has moved. The main question here is where the water is entering the stone: at ground surface, below the surface, or perhaps through open joints in the stonework.



A common, but easily avoidable problem is damage by whipper-snippers



Allowing soil build-up can introduce dampness, which starts the process of surface deterioration

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More severe cases of rising damp can threaten the entire stone



.... especially if a fallen stone is lying directly on the ground



The dampness problem is especially acute if the surface is prevented from washing by rain, as here by a hood moulding in the original design

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It is also important to note whether the stone is losing material grain by grain or in fragments or slabs. This may become apparent only by checking the base of the stone to see the form of the material that has fallen away.

Finally it should be noted whether there is a general softening of the remaining stone.

With the above information it will usually be possible to slow the processes considerably, as described in Part 3

2.4 Subsidence

Leaning and fallen monuments comprise some of the commonest cemeteries problems due to failure of footings and/or foundations. The commonest cause is subsidence after the coffin deteriorates (“coffin collapse”). Other causes can involve compaction of loose grave fill, underground vault distortion or collapse, water erosion, rabbit or wombat burrows. Other factors can be tree roots raising one side, differential compaction, (as where part of the monument is over rock and the other on fill). Soil creep on a hillside is another frequent cause.



Coffin collapse can cause leaning headstones or broken kerbing



.... and in severe cases, toppling of monuments

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Rabbit activity is another potential cause of grave subsidence



Generally hidden until it happens, the inward collapse of the underground walls of a vault can be disastrous

Obviously it is important to be sure of the cause before straightening a monument, or the effort may be wasted.

2.5 Weathered inscriptions

Apart from effects of rising damp, fretting of monument inscriptions can also result from abrasion by vegetation scraping the monument surface in the wind.



The painted lettering on timber headstones is generally first to go, so cemetery burial plans are invaluable

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Deterioration of leaded lettering on marble monuments usually results from weathering of marble adjacent to the letters, but repeated heating and cooling can cause crevices at the edges of the lead, in which mould can grow to cause further loosening.



Poorly executed lead lettering can be saved if an expert mason re-fixes the lead before extensive failure

2.6 Stained or lichen covered headstones

Growth of mosses, lichens and fungus on monuments offer some physical protection to the stone and at the same time do slight damage. On balance they may be left unless they are unsightly or obscure the lettering.



Lichen on sandstone can be slightly damaging, but careless removal is much more so

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Harder granite, however, is generally undamaged by either lichen or by gentle methods of removal

Red staining on white marble results from chemical attack on lead lettering, mainly in industrial areas.

2.7 Vandalism

One of the most important agents of cemetery deterioration is man. Vandals break stones and push monuments off their pedestals. In some cases, still more damage is done by individuals attempting to set things right.

In recording apparent vandalism, the first step is to eliminate other possible causes of damage such as fallen trees, soil creep or coffin collapse. It is also important, as far as possible, to estimate when the vandalism occurred, and whether it seems to be an on-going process. Only then can the opportunity or incentive for vandalism be assessed, such as a broken fence or a social problem no longer present. (Such assessments can help to decide how repairs should be undertaken, and what protective measures will discourage repetitions.)

2.8 Seasonal variations

Among the essential elements which give a burial ground its character are its layout and its vegetation. Note that the character imparted by the vegetation will often vary greatly through the seasons, so assessment of this aspect needs great care and a good deal of expertise involving both native plants and also earlier introduced species which may now be unfashionable. The presence of rare native or introduced plants may similarly be apparent only at certain times of the year

PART TWO - WHAT**3. What have you got?****3.1 Describing the cemetery**

As previously explained, it is generally foolish to set out to “improve” something before you know what it is. For similar reasons it is essential to fully describe a cemetery before designing conservation measures and such description must be done in a systematic manner, so that no important features are missed. For this purpose the National Trust’s Cemeteries Committee has developed the following indexing card.

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3.1.2. Cemetery Index Card

THE NATIONAL TRUST OF AUSTRALIA (NSW)
CEMETERY INDEX CARD

LOCALITY: REGION: POSTCODE:
(Name recognised by Geographic Names Board)

NAME OF SITE:
*(include denomination
for church cemeteries)*

ANY OTHER NAMES:

ADDRESS:

LGA:
Address:

FORMER LGA:
(if applicable)

PARISH: COUNTY:

GRID REFERENCE: *AMG or GDA?**
MAP NAME: Type: Map No.: Date:

**AMG on maps pre-1994. To convert to GDA add 1 to easting and 2 to northing, i.e. 100m, 200m resp.*

AUTHORITY RESPONSIBLE FOR SITE:

LOCAL INTEREST GROUP:

AREA: % FENCED: % USED:

SITE IN USE / DISUSED / CONVERTED / UNUSED:

NO. OF MONUMENTS: NO. OF BURIALS:

% MONUMENTS TRANSCRIBED:

LOCATION OF TRANSCRIPTS:
Address:

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THE NATIONAL TRUST OF AUSTRALIA (NSW)

CEMETERY INDEX CARD p. 2

DESCRIPTION: *(eg size; denominational areas; landscapes; landform, topographic setting and internal / external vistas; monument forms, arrangement and materials; native vegetation and plantings; buildings, access, gates, fences, drainage and paving; plantings; physical context such as adjacent buildings, creeping urbanisation, nearby land use.)*

DATES:

ESTABLISHED:

DEDICATED/CONSECRATED:

OLDEST MONUMENT:

FIRST BURIAL:

CONDITION OF SITE: *(eg state of fencing, monuments, roads and paths, native vegetation & plantings, mowing & weeding)*

THREATS TO SITE *(eg vandalism, livestock, woody weeds, adjacent weed sources, fire threat, possible sale, other development)*

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THE NATIONAL TRUST OF AUSTRALIA (NSW)

CEMETERY INDEX CARD p. 3

HISTORY: *including early development, ethnic changes, notable people buried; evidence of local expansion / contraction, periods of prosperity or recession, epidemics; expansion of the cemetery or denominational sections; modifications or closure of cemetery; transport changes (town expansion when rail came, changes in source of monuments); other notable events (mine collapses etc.).*

LOCAL REFERENCES: *(eg local histories, newspaper articles, websites, oral sources)*

--
ANY OTHER COMMENTS? *(eg management recommendations, future options, need for more visits or further research)*

--

B & W PHOTOS TAKEN?	YES/NO:	
COLOUR PRINTS TAKEN?	YES/NO	
DIGITAL PHOTOS TAKEN?	YES/NO	Format? (.jpg, etc.)

ESSENTIAL: *ATTACH A LOCATION PLAN SHOWING POSITION AND ACCESS*
ESSENTIAL: *ATTACH A SITE PLAN*

SURVEY TEAM:

DATE OF SURVEY:

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PART TWO - WHAT**3.1.2 Photographic surveys**

As indicated within the index card above, it is important that such a written record be supported by plans and photographic records. Even if the plan is only a sketch plan it will give information about the layout and distribution of graves and trees not otherwise apparent. Gates, internal roads and drainage can also be shown.

In recent years there is a much greater availability of detailed aerial photographic images. These can not only be valuable in their own right, but can assist in making a more accurate sketch plan, with careful interpolation of features hidden by tree canopies in the air photo.

On a more detailed scale, photographs of individual monuments (or groups of monuments) will add greatly to the value of the description. If possible, each such photo should be taken at a suitable time of day. This is especially important if it is desired to show inscriptions.

Apart from finding a time when the sun shines across the face of the stone, there are other ways to get good photographs of inscriptions. For example you can use a large mirror to reflect sunlight obliquely across the monument face, or use a lamp at dusk for the same purpose. Some inscriptions are far more legible when wet; others will never photograph very legibly, but can be brought out by computer manipulation of a digital image to change the image contrast or colours.

3.2 Describing a monument**3.2.1 Monument assessment card**

The following descriptive card can be used to describe individual monuments, in sufficient detail for the particular purpose desired. Again, a photograph of the monument and/or the inscription (as described above) may be very useful.

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GRAVE DESCRIPTION CARD Page of

1. GENERAL DESCRIPTION

Grave identification	Cemetery/ Section or Denomination/ Location:
	Map reference:
	Plot reference (if any)
Grave features	Single/Double/Family; Position in group
	Kerbing & Fencing (materials & description)
	Footstone, riser(s), vases, immortelles etc.
	Infill or slab
	Plantings

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PART TWO - WHAT**GRAVE DESCRIPTION CARD** Page of
2. MONUMENT DESCRIPTION

Main Monument	Style
	Materials
	Inscription(s) (main monument & elsewhere)
	Stonemason
	Special Features
Remarks	
Recorded by	Date:

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GRAVE DESCRIPTION CARD Page of

3. CONDITION

Photographs (list, & location reference)	Stability (lean and/or looseness and/or poor bedding to base):	
	Physical condition of materials (displacement or cracking of stone, bending of iron etc.)	
	Weathering (flaking or spalling stone, rotting timber, rusting iron, flaking paint etc.)	
	Condition of inscriptions (legibility, missing lead lettering)	
	Threats:	
	Recommendation for repair:	
	Recommend a short cut process i.e. stitch fracture by method 1, degree of urgency B	
	Recommended by	Date:

PART TWO - WHAT**4. What needs to be done?****4.1 Assessing where you want to go**

Apart from having a complete description of the cemetery, it is necessary before work commences to understand the value of the site and decide the aims of conservation.

The heritage values of a cemetery are essentially the matters of significance within the various categories outlined in Part 1 of these Guidelines, and to see how these should be retained requires a full descriptive assessment as explained in Sections 2 and 3 of this Part.

Part 3 gives a full discussion of remedial actions which can then follow.

4.2 Creating a Statement of Significance and a Conservation Policy**4.2.1 Assessing heritage values of cemeteries**

Which criteria should you use in deciding significance when assessing the heritage values of cemeteries? The National Trust's list of ten heritage values outlined in Part 1 has been specifically developed for cemeteries. The NSW Heritage Office's seven criteria are broader and apply equally to houses, parks and cemeteries. The National Trust recommends that its ten heritage values for cemeteries be used as a checklist to ensure that all elements of a cemetery are considered when evaluating its heritage significance. These values can then be used as the basis for forming a statement of heritage significance according to the NSW Heritage Office criteria.

The table below compares the National Trust's ten cemetery values with NSW Heritage Council criteria and the values identified in the Burra Charter and the Australian Natural Heritage Charter, to illustrate their relationship.

From the table it can be seen that the National Trust cemetery values expand upon the criteria developed in the conservation charters, allowing specific, detailed analysis of a cemetery's natural and cultural heritage significance. The first five Heritage Office criteria are roughly analogous to the values in the conservation charters. Heritage Office criteria 6 and 7 (rarity and representativeness) are comparative values that theoretically can be applied to any other heritage value. In the comparative table, the most likely heritage values for listing cemeteries on these different bases have been identified.

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4.2.2 Comparative table of heritage values

National Trust Cemetery Heritage Values	Burra Charter	Australian Natural Heritage Charter	NSW Heritage Office criteria
Historical	historic		criterion 1 - important in course or pattern of history criterion 2 - historical associations with people criterion 3 - potential to yield information
Social	social		criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information
Religious	social		criterion 2 - historical associations with people criterion 3 - potential to yield information criterion 5 - uncommon, rare or endangered aspects criterion 6 - uncommon, rare or endangered aspects
Genealogical	historic / social		criterion 3 - demonstrates aesthetic characteristics and / or creative or technical achievement criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects criterion 7 - representative of a class or type
Artistic, Creative & Technical	aesthetic / scientific		criterion 1 - important in course or pattern of history criterion 3 - demonstrates aesthetic characteristics and / or creative or technical achievement criterion 7 - representative of a class or type
Setting	aesthetic	aesthetic / existence	criterion 3 - demonstrates aesthetic characteristics and / or creative or technical achievement criterion 6 - uncommon, rare or endangered aspects criterion 7 - representative of a class or type
Landscape Design	aesthetic	aesthetic / existence	criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects criterion 7 - potential to yield information
Botanical	aesthetic / scientific	aesthetic / scientific / existence / life support	criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects criterion 7 - potential to yield information
Ecological Issues	scientific	existence / life support	criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects criterion 7 - potential to yield information
Human Remains	scientific		criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information

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The heritage significance of a cemetery or grave site should be identified at an early stage so that it can be properly considered in the conservation policy. A statement of significance may be available from a local heritage study or other previously written document.

The National Trust strongly recommends that significant work on a place of heritage value must be preceded by a professionally prepared (or professionally supervised) study or conservation policy, and this applies to any work at all on sites that are highly significant or fragile.

Even if this advice is not followed, it is likely to be disastrous if there is not a written and agreed list of objectives. No work other than essential maintenance should be undertaken until an informed decision about the Conservation Policy for the cemetery has been made.

The process need not be too laborious, but the result must be precise

PART THREE - HOW**Part Three - HOW****1. Planning conservation works****1.1 Introduction****1.1.1 Three basic steps**

The first stage of any conservation work is to decide why the work should be done, what is to be done (or what the problem might be), and how this work should be done. For cemeteries, as for other places, there are three main steps to managing and conserving heritage significance.

1. It is first necessary to understand significance (why conserve it? why is it significant or important?);
2. then develop policy (what's the problem? what's to be done?); and
3. finally, implement management processes of the place in accordance with the policy (how is it to be done?).

This is stressed by both the Burra Charter and the Australian Natural Heritage Charter and is equally relevant to major and minor works. There has been a lot of damage done in cemeteries where these points were not first agreed upon and written down!

1.1.2 Preservation vs restoration

In order to ensure that objectives are clearly understood, these definitions from Article 1 of the Burra Charter may be useful:

PLACE means site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.

PRESERVATION means maintaining the fabric of a PLACE in its existing state and retarding deterioration.

RESTORATION means returning the existing fabric of a PLACE to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

RECONSTRUCTION means returning a PLACE to a known earlier state and is distinguished from RESTORATION by the introduction of new material into the fabric.

ADAPTATION means modifying a PLACE to suit the existing USE or a proposed use.

USE means the functions of a place, as well as the activities and practices that may occur at the place.

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The most appropriate conservation procedure for cemeteries is nearly always Preservation. Occasionally restoration, and more rarely reconstruction or adaptation, may be appropriate in particular circumstances.

1.1.3 Conservation Management Plans

A Conservation Plan is useful both for cemetery management and for normal maintenance. It ties many aspects of a cemetery together in a logical way, which permits its responsible use to proceed. Provision should be made for funding of any regular maintenance which becomes necessary as a result of the project, unless voluntary maintenance can be assured. The plan should ideally be professionally prepared and should assess all available physical, documentary, and other evidence. It should include a thorough recording of the existing features (See Articles 6, 26, 27 of the Burra Charter).

The location of cemetery records should always be noted in conservation planning documents. They are important records that contain details about grave plot ownership, as well as historical information that can help in assessing a monument's (or cemetery's) heritage significance.

Detailed guidelines for the preparation of Conservation Plans are outlined in J. S. Kerr, *The Conservation Plan*. A guide to the preparation of conservation plans for places of *European cultural significance* (Sixth Edition, National Trust of Australia (NSW), 2004). The procedures outlined in this guide have been formally adopted by the Cemeteries Committee of the National Trust.

There is also detailed guidance on the website of the Heritage Office:
www.heritage.nsw.gov.au.

1.1.4 The Conservation Management Strategy (CMS)

An alternative to a full CMP is a conservation management strategy (CMS). A CMS is a very much briefer version of a CMP that will provide a broad overview of conservation approaches and management guidance.

A CMS may be useful in the following situations:

- for use with items of local significance
- for use where no extensive or fundamental changes or interventions are planned in the short to medium term
- as an interim planning document pending the preparation of a standard conservation management plan.

The process for preparing a CMS is similar to that for a CMP, but it is much shorter and simpler, and in most cases can be done by informed local people without specialist qualifications. It enables all work to be consistent with agreed outcomes.

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The Heritage Office website has pro-formas to guide the preparation of a CMS. Again, there is detailed guidance from the Heritage Office on www.heritage.nsw.gov.au.

1.1.5 Volunteers vs professionals

There is much excellent conservation work done in cemeteries by amateur workers, but there are also disastrous results achieved through well-meant but ill-informed processes. It would be “safe” to insist that conservation work be done only by qualified people, but then costs would be such that most work would never be done. What did eventually get done might often be so long delayed that there would be a lot more damage in the interim.

The National Trust’s view is that expert advice should always be sought as to whether proposed works are justified and necessary, what procedures should be followed, and what minimal levels of skills and knowledge are required. The Trust’s Cemeteries Committee is always happy to provide such guidance.

The other essential requirement to avoid disasters is that the work be planned and recorded in a proper way.

With these provisos, it is hoped that the present Guidelines will encourage a higher standard of conservation than has sometimes occurred in NSW, whether undertaken by amateurs or qualified tradesmen.

1.2 Initial planning concepts

1.2.1 Securing the cemetery

Among major threats to a cemetery are fire, vandalism, and damage by stock. Night-time trespassing by drinking groups and others may increase these risks, as well as opening the site to unintended damage and sometimes also to public safety risks.

Examples of security works include new fencing or lockable gates; perimeter firebreaks; lighting to deter vandals in urban areas; and burglar alarms, fire alarms and sprinklers in historic chapels etc.

It is generally advisable to attend to such issues before other conservation, to maximise protection of the new work. There are occasionally exceptions to this, for example where a new fence might make access harder for some other planned conservation works.

In all cases it is important not to relegate security issues to an “add-on” stage, but to consider them at the planning stage and ensure that they are logically built in to the schedule of works.

1.2.2 General layout

Changes to layout can compromise the essential character of the cemetery. If minor changes are necessary, the National Trust recommends that every effort be made to retain the original design features of the cemetery. If it is intended to reinstate an original design, this should only be done after completion of a Conservation Plan (see Section 1.1.3, above). Survey

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information in the form of maps, field books or certificates of title may be useful in understanding the original planning of a cemetery, and should be consulted when planning a conservation project.

1.2.3 Monuments and monumental groups

The main purposes of a cemetery monument are to mark and identify a grave and usually to provide some information about the deceased. This information can be recorded on plans, church registers, photographs and other records, but a monument is much more than this. The furnishings of the grave, the ornamentation compared with other monuments, the grouping of monuments -- by family, religion or other connections: all of these are significant. As well, the original gravestones show developments in artistic fashion, use of materials, and skill of artisans. The source of the stones may indicate changes in transport routes.

For all of these reasons the National Trust advocates the retention of the original materials and positioning of monuments, even where they are showing significant wear. Naturally, deterioration of the monument should be slowed if possible, and the message of the inscription should be retained (including known or assumed errors, if any). These can be reproduced on site. However, replacing an original monument with a reproduction always involves loss of information, and should be avoided. The fact that a monument is old and worn is, in truth, a part of its value.



Monuments lose their context, such as family groupings, when herded into serried ranks

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Confusion can also follow if footstones are moved and then mistaken for an additional headstone, as here

1.2.4 Cemeteries on freehold land

Throughout New South Wales a large number of family cemeteries and lone graves are located on freehold land. The owner of this land is in most cases under no obligation to maintain records or provide public access. These graves are, however, still subject to heritage and health regulations (see Part 4, Appendix 6, Section 6.2).

Family cemeteries

The National Trust considers these family cemeteries to be important heritage items that should be preserved. Maintenance procedures are no different from other cemeteries. In particular unfenced private cemeteries located in pasture land can be irreversibly damaged by grazing stock. Unobtrusive protective fencing is recommended, of an appropriate style, design and material.

Lone Graves

The National Trust encourages controlling authorities of lone graves to take an active interest in their preservation, particularly in providing protection from stock and other threats.

1.2.5 Cemeteries with major changes

Conservation of converted cemeteries

Although the National Trust is fundamentally opposed to the 1974 *Conversion of Cemeteries Act*, the Trust recognises that a number of important cemeteries that have been converted continue to retain some significance.

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Converted cemeteries are not usually listed on the National Trust Register for their heritage significance, except in cases where the surviving headstones are considered to have exceptional value as artefacts.

If further work is to be carried out at cemeteries which have been converted the National Trust recommends that if possible the work should in part redress any damage previously done to the cemetery and its layout. It should also attempt to restore the original cemetery character by re-introduction of traditional plantings, appropriate re-arrangement of monuments, and re-establishment of other traditional features such as paths and grave surrounds. If well planned, such improvements to converted cemeteries should neither add to maintenance costs nor detract from the restful nature of the area.

Reuse of graves

Over the years, various interests have canvassed the government to introduce limited tenure of burial rights and reuse of burial areas.

Such practices extend the "life" of cemeteries, but implementation may necessitate the removal or destruction of monuments and other cemetery features. As all cemeteries have social and historic value, the Trust is broadly opposed to large scale rationalisation and reuse of historic cemetery sections, either in operating cemeteries or in cemeteries now closed for burial.

In 2001 the NSW parliament passed the *Cemeteries Legislation (Unused Burial Rights) Act*, which enables cemetery authorities to resume and resell plots that have been unused for 60 years.

The Trust does not consider there is anything intrinsically wrong with limited tenure of burial and reuse in areas of established low heritage significance, provided that such development seeks to respect the existing character of the cemetery.

The Trust strongly recommends that any proposal to reuse areas of a cemetery should be preceded by a thorough conservation analysis (see Section 1.1.3) and consideration of the social consequences, particularly the attitude of the families of those interred.

Continuing use of traditional family plots for interment of family is supported, including a proposed system of re-opening old graves and the use of ossuary boxes for the remains of previous burials. Where cemeteries are closed to burials the National Trust supports the interment of ashes in family plots. The Trust considers that this form of reuse promotes historic continuity and can provide a continuing source of funding for cemetery maintenance.

1.2.6 New landscaping layouts

Changes to layout can compromise the essential character of the cemetery, and should not be contemplated on a well-established site. If such a cemetery is to be expanded, the new sections need not mimic the older parts, but should be either compatible with the older design, or well screened from it. (These are not aesthetic judgments, but logical requirements for retaining the original aesthetic, whatever it may be.)

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Survey information in the form of maps, field books or certificates of title may be useful in understanding the original planning of a cemetery, and should be consulted when planning a conservation or improvement project which could involve layout changes. If minor changes are necessary, the National Trust recommends that every effort be made to retain the original design features. If it is intended to reinstate an original design, this should only be done after completion of a Conservation Plan (see Section 1.1.3).

1.2.7 Cemetery structures

Appropriate maintenance of a cemetery preserves its character and so retains its significance. Among the essential elements which give a burial ground its character are its layout and its vegetation, and like the monuments these should be conserved.

Apart from the monuments, there are very many structures in cemeteries which may be important in the history, social nature, and/or architectural values of the cemetery and the community it serves. These include fencing and gates; roadways, paths and drainage; and buildings of many kinds, from lych gates to chapels, from robing rooms to public toilets. All are a part of the cemetery's nature and history, and none should be considered as essentially unimportant.

1.3 Essential planning**1.3.1 Documenting “before” and “after”**

Whenever conservation works are undertaken on a cemetery or individual grave it is important to record the initial state or features, as well as describing the work and final condition. All must be properly dated. There are many reasons for this. One is to prevent others from making blind assumptions about what used to be there. (It would be just as great an error to “replace” grave fencing that wasn't there in the first place as to remove fencing that belonged).

More importantly, if repairs do not last, records will prevent the same unsound methods being repeated.

In all cases, the records and any supporting images should be lodged with the cemetery authority or with an appropriate local library.

1.3.2 Permissions and information needed

Before undertaking any work in a cemetery, permission must be sought from the controlling authority and other interested parties (such as relatives or descendants).

First, find out who controls the cemetery. Ensure you have the correct location/address of the cemetery and any alternative names that refer to it. These are important for correct identification of ownership. In broad terms, the local government authority controls general cemeteries, church authorities control churchyards or denominational burial grounds, and private individuals or family trusts control family cemeteries on private properties. Many

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Councils have a heritage study available at local libraries and these may give you ownership information. Otherwise local Council officers can usually tell you.

If you do not know already, find out who owns the grave plot from the controlling authority. It helps if you have the section and grave plot number to clarify ownership of graves. The authority may require the owner's permission and may also require assurance that other relatives or descendants are agreeable to the proposed work (see Part 4, Appendix 6, Sections 6.1.3-6.1.5).

Find out if the cemetery is listed as a heritage item by local, State or national government. Such a listing will help you to identify the most appropriate way to carry out the work.

Check the Commonwealth lists through

www.environment.gov.au/heritage/places/index.html

Check the State Heritage Inventory on line at

www.heritage.nsw.gov.au

for listings on the State Heritage Register. This Inventory also shows local government listings, but the relevant Council should be contacted for the latest listings.

The Council's Local Environment Plan may give further details.

For further information on the significance of a particular cemetery you can contact the NSW National Trust on 9258 0123. If it has been Classified by the National Trust this provides generally recognised evidence that the site is important, which may assist in lobbying or applications for grants. The Trust also has (generally brief) descriptions and evaluations of most cemeteries in NSW.

1.3.3 Heritage checklist for work

Cemeteries protected by statutory heritage listings sometimes have special requirements or controls for work. This checklist will help you to identify who may need to "sign-off" on your proposed works.

1) Is the item (or place) on the State Heritage Register? If so you should write down very clearly what you propose to do and then check if it is covered by

- a) Standard Exemptions (eg maintenance or weeding), currently (2009) given at www.heritage.nsw.gov.au/docs/Standard_Exemptions.pdf
Standard Exemptions generally do not require detailed applications, but you must still advise the Heritage Office so that they can check that your work is exempt.
- b) Site Specific Exemptions previously agreed to by the NSW Heritage Council.
- c) a Conservation Management Plan or Conservation Policy for the place, which the Heritage Office may have endorsed.

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- 2) If such exemptions do not apply you must request permission for the work from the Heritage Office.
- 3) Is the item more than 50 years old? (eg a displaced 1926 headstone). In this case you must advise the Heritage Office of your intentions and they will tell you if a formal, detailed application for permission is required.
- 4) Is the item/place on a Local or Regional heritage list? If so, contact the local Council for their requirements.
- 5) In all cases after completing steps 1-3, you should then go back to the controlling authority (Church, Council, property owner etc.) and confirm that you have permission to proceed.

REMEMBER: It is essential to keep a written record throughout of whom you contacted, together with any letters and documents involved.

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2. Principles of maintenance and repair

2.1 Landscape structures

2.1.1 Cemetery structures

Appropriate maintenance of a cemetery preserves its character and so retains its significance. Among the essential elements which give a burial ground its character are its layout and its vegetation, and like the monuments these should be conserved.

Apart from the monuments, there are very many structures in cemeteries which may be important in the history, social nature, and/or architectural values of the cemetery and the community it serves. These include fencing and gates; roadways, paths and drainage; and buildings of many kinds, from lych gates to chapels, from robing rooms to public toilets. All are a part of the cemetery's nature and history, and none should be considered as essentially unimportant.

2.1.2 Conservation of wooden cemetery features

Many cemetery structures, especially in rural areas, are built of timber and subject to a variety of deterioration processes. The same applies to wooden grave monuments or furnishings.

Repair systems are generally the same as for standard timber buildings, but in many cases conservation requires individual solutions for which an understanding of timber properties is useful.

Weathering

Wood generally deteriorates on the outer surface due to wetting and drying, which weakens it and enables fungal attack.

End grain is more susceptible than side grain because of its much greater absorbency so it is useful to inhibit water entry, e.g. by metal caps on the tops of fence posts, and coatings of bitumen or paint on other end grain.

Decay

Decay or 'rot' is caused by various fungi. For posts standing in the ground, most of the decay is in the zone 300mm above to 300mm below the ground. **This is the zone of intermediate moisture content: wood which is either reasonably dry, or which is saturated with water, is less susceptible. Hence both new and replacement wood should be protected from contact with damp soil.**

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The very dense Australian eucalypts such as ironbark, grey gum, tallowwood and white mahogany have excellent durability but the colder climate ash-type eucalypts are only of moderate durability, and should be avoided in replacement of components.

Heartwood is much less absorbent of moisture than sapwood from the outer layers of a tree. The presence of sapwood is advantageous when preservatives are to be impregnated into the wood because of its greater permeability; otherwise, all sapwood should be removed from replacement components which are to be exposed to the elements or ground contact.

It should be noted that it is very difficult to obtain penetration of preservatives into the heartwood of most species except under very specialised and costly conditions.

Insect attack

Termites cause millions of dollars damage each year throughout New South Wales. Their presence often goes unnoticed until considerable damage has been done and only an outside shell of untouched wood remains. Wood in ground contact can be protected by treating the adjacent soil with solutions of the termiticides chlordane or dieldrin. Such work should be carried out by qualified operators, with care taken to ensure that children and animals are kept away from the treated soil.

The presence of borer holes is rarely cause for concern. The only minor exception likely in cemetery wood components is the lyctid borer. This attacks only the sapwood of some hardwoods, usually only locally and within the first year or two of service. If extensive, replacement of the affected component is preferable to attempts at chemical treatment.

Fire

Fire is obviously a great risk to wood components in cemeteries. Most commercial fire retardants are water soluble and therefore not useful outdoors.

Cemeteries overgrown with vegetation are obviously at particular risk. At the very least, dry timber lying on the ground should be removed or burnt on site (with due care) before the fire season.

Hazard reduction burning in cemeteries has many dangers to both structures and plantings, but can be the most effective protection where native vegetation is present. However, the site needs to be checked for possibly valuable components such as introduced plantings or early timber headstones, standing or fallen.

2.1.3 Fencing and gates

Cemetery fences and gates have a significance beyond their utilitarian aspect and should not be removed or prematurely replaced, especially if they are contemporary with the establishment of the cemetery. Where the current fence needs to be replaced for reasons of security or public safety, consideration should be given to replacing it with one following the original form. If this is not done it is important that the new fence does not detract from the design and ambience of adjacent graves.

PART THREE - HOW**2.2 Monuments****2.2.1 Introduction**

A guide to the conservation of monuments, and notes on the physical preservation of gravestones are included in Part 4, Appendix 5. It should be noted that the actions suggested can only be guidelines and may not be always applicable.

The National Trust recommends that expert advice be sought in any case where the most appropriate form of treatment is not clear. A list of professionals with conservation skills is available from the National Trust and the Heritage Branch of NSW Department of Planning. The National Trust's Cemeteries Committee is available to comment on particular cases or proposals.

2.2.2 Deterioration of monumental stone

In planning conservation for a monument, it is useful to know the deterioration characteristics of the stone types generally used in NSW.

Granite

Most granites are almost immune to weathering. Some may gradually lose their polish. They will not generally be physically damaged by re-polishing, but:

- It must be realised that a re-polished stone is no longer “the original”.
- Loss of polish may indicate that the stone was poorly selected, and that cracks are actually developing within and between the constituent grains. In this case, physically handling the stone may cause serious damage.
- In the case of “black granite”, loss of polish may be caused by solutions washed out of unsuitable jointing (especially Portland cement) above the polished surface. Replacement of such jointing with an inert filler is more important than re-polishing of the stone.

Marble

Because marble always gradually dissolves over time, the incised inscription is typically filled with lead or a metal alloy, to preserve the sharpness of the writing. In time, however, the marble dissolves away from this lettering and the letters peel away from the stone.

This natural destruction is inevitable, but the process can be slowed to a great degree by appropriate management.

The situations which lead to rapid erosion of marble are:

- (a) exposure to exhaust fumes from cars and smoke from coal fires;
- (b) growth of black moulds on the stone surface or green moulds just inside the stone;

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- (c) overhanging tree limbs, which may produce organic acids, and which act as traps for industrial fall-out which trickles onto the stone in conditions of misty rain or heavy dew.

Lead lettering sometimes also becomes loose as a result of cyclic heating and cooling of the metal causing the lead to move away from the marble, after which it may be further loosened by moulds growing behind the letters. Such lead may be re-hammered in place but only by an expert mason.

Where marble is slightly more permeable than usual, problems can also result from sea spray blown inland, and from soil water ("rising damp") entering through the base of the stone by capillary action. In these cases the stone will show fretting, blistering or spalling, usually in a band a small distance above ground level.

Sandstone

Sandstone deteriorates in similar ways to limestone, but rising damp is relatively more important. The amount of salt and industrial fallout is also important: in Sydney region, cemeteries near the coast show considerably greater deterioration of sandstone monuments than those 10-20km inland.

The Sydney quartz sandstone sometimes shows fretting at the apex of decorations, or in shoulders near the top of the stone. This may result from leaching of cementing minerals, caused by rainwater percolating downwards. In this case it is advisable to remove any overhanging tree branches, but use of surface consolidants (resins, silicones etc.) is not recommended.

The essential problem is that the stone is absorbing water and then drying out, either in the same zone or at some point to which the absorbed dampness has moved. Thus the greatest damage from rising damp may be some distance above the ground, but the process depends on the dampness and can often be stopped by better underground drainage or by changing the ground surface so that water does not collect near the base of the stone.

In other cases a thick (1-3cm) layer of stone may spall off the surface of the monument. The mechanism is not fully understood, but injection of a hydrepoxy consolidant may sometimes be justified here on the grounds that the surface will fall away entirely if left untreated. In the present state of the art, however, such consolidants must be seen as a partial restraint, not a solution to the problem.

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2.2.3 Cleaning monuments

1 The wrong objective

Gravestone cleaning is sometimes undertaken with the simple concept that clean is better than dirty, and the cleaner the better. There are three reasons why this generally gives a poor result, sometimes disastrously so.

Firstly, one of the critical values of cemeteries, especially older and historic cemeteries, is that they provide a link with the past. If a set of monuments look brand new, the whole concept of age and continuity is degraded, and much of a cemetery's charm can also be lost.

Secondly, almost any cleaning process will remove a small part of the stone itself. Several successive treatments will produce a lack of crispness in the edges of inscriptions, and may loosen the lead lettering of marble monuments.

Thirdly, many forms of treatment produce unintended consequences. These may be delayed, and the cause may not be apparent, but harm may be severe. Even the use of soap can leave residue which encourages moulds and other unsightly growth. Granite is very stable, but it can be affected by chemicals, leading to pitting of certain mineral grains and a loss of polish.



Here cleaning is unnecessary, and may cause damage

2 The right approach

The objective of cleaning a monument should always be to improve its value as a record and memorial. This value is not just the writing on the monument, and in fact this is very often recorded in transcriptions of cemetery monuments by family historians, in a more permanent form than a weathered headstone.

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Certainly the inscription is important, and generally justifies sufficient cleaning to make it legible. But there are other values to a stone and its message. The fact that the stone (or other monumental material) is intended to be long-lasting, and has already been there for some period of time, should not be hidden by making it look like new. The craftsmanship invested in the memorial is important, and the sharpness of lettering (for example) should not be lost through harsh scrubbing. Similarly, although moss and lichen may cause minor damage to some stones, such damage is frequently less than will be caused by its removal, and in any case it may add value by providing a sense of age. All these factors imply that cleaning should be minimal to properly preserve the monument's basic purposes.

The other important thing about cleaning is that it will have a short term and a long term effect, and that both need to be thought about. A "dirty" stone will ultimately gather more grime, but if it is over-cleaned to delay the need for re-cleaning the effect may be to shorten the life of the stone itself. In fact, a small amount of dirt has two valuable effects: it provides a patina of age, and it also provides a degree of protection from the elements.

In summary therefore, the objective of cleaning is not to disguise age, but to slow damaging processes and to make the monument look cared for. Improved legibility of the inscription will then follow naturally.

3 Right and wrong processes

Procedures which over-clean stone are also the ones most likely to do long-term damage. They should be avoided. The most dangerous are those for which the damage is not immediately apparent. This includes most chemical treatments, including nearly all acids.

Unfortunately, acid is sometimes used on marble. It makes it so white and clean that it often looks more like plastic. It can also create and mobilise rusty deposits in the stone which later stain the surface permanently. Acid on either marble or sandstone may seem to clean with no other effect, but it nearly always weakens the connection between the grains of stone, so that they then weather faster.

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Whatever method is used, overcleaning can spoil the character of an old monument



Acid cleaning of marble almost always causes both physical and aesthetic problems

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Similarly, physical removal of dirt (scrubbing) nearly always removes some stone as well, with delayed as well as immediate results. For lead-lettered marble it may also lift the edges of the lead, causing it to loosen and eventually fall out.

Special cases

Cleaning before Repair: Sometimes a monument has a severe weathering or structural problem, and it may be necessary to clean the surface very thoroughly, to be sure that the problem is properly analysed before work begins. Even in this case, cleaning should not go beyond requirements, and systems should be the least damaging for the material involved.

Vandalism: Where proprietary paints have been used it is usually best to clean the surface as soon as possible, before drying and hardening. Bringing in experts is usually the cheapest option, as any errors in the cleaning operation can merely spread the paint around.

4 Practical issues

Before any cleaning, the type of stone and of soiling needs to be identified.

Is the stone very soft, and is the surface deteriorated? If so, cleaning may not even be appropriate.

Is the soiling city grime, rural dust, organic algae and lichen, salts from inside the stone, or painted graffiti? The treatment should be quite different for each of these.

The only cleaning which can really be done safely by amateurs is the removal of simple airborne dirt on hard stone, which can be removed with clean water and soft bristle brushes. For any other case, the first question is “does it really need cleaning?” The second should be, “if cleaning is essential, how can we avoid over-cleaning, and doing more harm than good?”.

5 General rules.

1. Except for some graffiti removal, only water solutions should be used.
2. No hard bristles, scrapers, wire brushes, or abrasive pads. (Only soft bristle brushes, soft sponges, old toothbrushes.) No high-pressure hosing.
3. Always pre-wet the surface before cleaning or applying any agent. This ensures that any residual substances will be brought to the surface as the stone dries out. It can then be rinsed away. Even if the product suggests applying to a dry surface, don't.
4. Clean from the bottom up and rinse constantly to avoid dirty streaking.
5. Generally avoid use of soaps or organic detergents which may remain and encourage algae, moss and lichen. General-purpose cleaners are also unsuitable. Approved additives are:
 - Non ionic detergents eg Kodak Photo-Flo, 1mL per litre;
 - Quaternary ammonium compounds (available from swimming pool suppliers).

Concentrations and “dwell time” (between applying and washing off) vary with the product,

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but 0.5 mL per litre of solution, and allowing dwell time until nearly dry, would be absolute maximums.

6. Repeated applications may be used with at least a week between, but DO NOT overclean, and DO NOT exceed the recommended concentrations.
7. In all cases, always select an inconspicuous area of the monument and carry out a test clean exactly as proposed, and return to inspect it after at least a week.

6 Graffiti.

Graffiti and other paint stains cannot generally be removed except with specialised solutions.

Use of the wrong solution, and especially solvents such as methylated spirits, will usually result in the colour being spread over the stone and carried into its pores, where it may be almost impossible to remove.

Alternatively, written graffiti can often remain visible, not because of residual paint, but because the letters have been over-cleaned and show up as “ghost” characters.

The only successful method is to soften the paint and then gently scrub it off. This should preferably be done by experts, as either or both of the problems described may otherwise result.

The only time that non-experts should be involved is where fresh graffiti appears, as it may be more successfully removed before it is fully dried. In such cases it should be approached with great care and thorough pre-wetting, and halted if any real problems are found.

If possible, any wet paint can be soaked up with clean cloths or paper towels laid or pressed GENTLY on the surface, followed by LOW pressure water cleaning and possibly gentle scrubbing. High pressure (water lance) treatment does irreparable damage.

Any absorbent surfaces around the graffiti (such as sandstone, concrete or marble) must be thoroughly wet and preferably covered before the paint is washed off. For dried paint, gentle, PATIENT scrubbing with pure water is often effective.

In any case, stop before the surface looks fully clean, to avoid “ghosting”.

For granite, use of a non-alkaline, organic paint stripping gel is generally safe, but the dwell time should be restricted. Use of such gels on sandstone or marble is strictly for experts – and not all cleaning firms are expert!

7 Organic soiling

Heavy moulds and organic deposits (such as staining from overhanging trees) will usually respond to organic mould control solutions such as “Zero Moss & Algae Gun” or “Wet & Forget Moss and Mould Remover”.

DO NOT USE STRONG BLEACH, nor equivalent products such as Exit Mould!

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Suitable mixtures for organic growths on most strong, sound stone are:

- Cloudy ammonia 60 mL per litre For marble only, but not with lead lettering;
- Granular calcium hypochlorite, 10 grams per litre of hot water;
- Quaternary ammonium compounds (available from swimming pool suppliers). Again, concentration will be well under 0.5 mL per litre, with washing off before the surface is dry.

Again, always select an inconspicuous area of the monument to test clean exactly as proposed, returning to inspect it after at least a week.

DO NOT overclean, and DO NOT exceed the recommended concentrations. With organic growths, the material to be treated must be thoroughly wet with water, and the solution applied when the surface is just damp. It is then rinsed off just before the surface is totally dry. DO NOT abrade the stone, but allow gradual weathering away after treatment. Soft brushing with water a few weeks later will remove some of the stain, but repeated applications will generally be needed.

Concrete is essentially a very hard artificial sandstone, so its requirements are quite similar.

8 Cleaning ironwork

Ironwork (such as iron picket fences) usually requires abrasive cleaning to some degree. This is especially so if the iron (or steel) is to be repainted, as most or all of the hard oxides must be removed for a successful surface finish. Such treatment often damages adjacent stonework – either because the abrasion strays on to the stone, or because small iron filings or fragments are caught on the stone surface where they change to rust and create ugly spots or blotches. This effect is minimised by using brass or bronze wire brushes and masking the stone to prevent soiling with filings. Steel wire brushes should not be used under any circumstances.

2.2.4 Conserving inscriptions

Natural processes of weathering gradually make inscriptions harder to read. Engraved letters on granite may lose their paint and be obscured by lichen; sandstone engraving becomes less sharp and may spall away; marble slowly dissolves at the surface, and lead or plastic lettering may become loose and fall out. These effects can be retarded - but not halted - by good general conservation practices for the monument as a whole.

Where sandstone monumental inscriptions are of extreme value, the only way they can be indefinitely preserved is by placing them under cover, in a controlled atmosphere, isolated from the ground surface and their “natural” environment.

It is possible for stones to be completely saturated in hard-setting resins, but there are four objections to the process. The first is that it is irreversible; the second that it alters the stone's appearance; the third that its long-term effects must still be suspect. Finally, such action can hardly be classed as preservation, when the whole nature of the material has been changed, and its natural history (including deterioration) interrupted.

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When inscriptions have already deteriorated it is often hard to identify the best approach. Where that procedure is irreversible (as with re-inscription), any poor decision is also irreversible.

Sometimes there is an automatic assumption that because the inscription was made to be read, the surface should be cut back and the message re-inscribed. In some cases this is valid, but often it is not. Re-inscription, after all, always destroys the original engraving, and always falsifies the naturally aged appearance of the stone; whereas it is always possible to retain the message on the grave site by attaching an inscribed metal plaque to kerbing, to another part of the grave, or to a new small stone block.

It is also true, however, that some stone deteriorates more slowly if a porous weathered surface is removed, and that a series of deteriorated monuments may impair a cemetery's appearance and lead to community disinterest and vandalism.

Replacing inscriptions

The National Trust's Cemeteries Committee accepts that re-inscription may be the only conservation procedure acceptable to those involved. In such cases the work should not occur until the inscription is largely illegible, and should then be undertaken by a professional monumental letter cutter. The work should be guided by a clear and detailed photograph, taken if possible well before the work becomes necessary.

If the original inscription is already illegible an earlier, clear photograph may enable a valid copy. Alternatively, some or all of the original may be discovered in transcriptions held by family history groups or historical societies. Many such transcriptions comprise only biographical data (names, dates, relationships), but some have the full text, including memorial verses and monumental mason's name when present.

Until the message is actually illegible, the stone is still "original". Re-inscription destroys this originality. In this case it may well be argued that relettering is a natural and traditional maintenance operation, and therefore more acceptable than use of consolidants. (There is a counter-argument that development and use of new maintenance methods is equally a traditional process in society! – but the fact is that no fully successful consolidant for stone surfaces has yet been developed.)

Technically, re-inscription does not always cause problems. The newer surface tends to weather faster than the older one, and this should be realised; but the "readable life" of the monument is almost invariably extended.

Different people and groups will react differently to the principles discussed here, and it is not suggested that there is a single "right" answer. Indeed, most people will conclude that the whole approach to conserving a gravestone will depend on the reason it is important, in the same way that techniques used will vary according to the nature of the monument.

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In any case new inscriptions are only acceptable if there is a footnote or inconspicuous plaque reading “Re-inscription of Original (year)”, “Copy of Original Text (year)”, or “New Inscription (year)”, as applicable.

The “plaque” alternative

Monuments can be permanently identified by fixing an inscribed plaque of bronze or stainless steel to an inconspicuous part of the monument (not to the headstone itself). Fixing such metal plates to existing monuments is acceptable providing that the plaque does not detract from the appearance of the original memorial. The plaque should preferably give a full transcription. Where such a full transcription has been made and lodged in an archive (preferably with a photograph) the plaque may just give a name, or name/ date/ age at death. The plaque should be headed “Transcription of Original” or “Grave of”; and in all cases a note should appear at the end: “Plaque Attached (year)”.

2.2.5 Painting of monuments and inscriptions

Many monuments were originally painted, especially sandstone altar tombs often painted white or whitewashed to give a marble-like effect. Lettering on whitewashed sandstone was usually picked out in black, and occasionally unpainted sandstone was similarly treated (often in black or gold). Unless leaded, granite monuments were generally painted within the inscribed lettering.



These restored monuments at Ebenezer, formerly at Balmain, have painted inscriptions

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In some cases, the monument surface was painted and the inscription picked out in another colour

No paint should be applied to a heritage monument unless there is clear evidence of previous painting. Under no circumstances should such work be done without specialist advice. Even then it is important to gain appropriate permissions (see Section 1.3.2-3). The problems are much greater than are readily apparent, and generally (especially for sandstone and marble) should be undertaken only by experienced professionals.



Refixing lead lettering is a job requiring experience

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1. Sometimes black plastic filler is used in place of lead lettering, but it generally does not last well

2.2.6 Leaning monuments

Many cemeteries have numbers of monuments originally vertical but now leaning significantly. Remediation may be critical where public safety is at risk from a fall; urgent where the lean encourages vandals to push them over; or just important, where straightening will prevent greater problems.

In all cases, identifying the cause of the lean is an important first step.

Analysis of particular cases is covered in Part 4, Appendix 5.

The commonest cause is coffin collapse, where at some stage (5-100 years after burial) the grave fill drops down and the monument gradually leans inward. This normally occurs only once, which means that repair is only necessary once.

There may be other causes. One is where monuments sit on active soils with different water contents, causing “heave” on one side. This may occur where a path or grave slab keeps part of the ground dry, or where surface drainage keeps one section damp.

Tree roots may also cause such moisture variations, or they may physically raise one side of a monument.

Finally, on sloping sites the slow, natural process of soil creep may cause a down-hill tilting of monuments.

Where there is a serious lean and repairs will be delayed it may be advisable to lay the stone flat. This process is dangerous to both the operator and the stone, so should only be done with proper machinery. For preference the stone should be laid face-up on a bed of washed coarse sand with sufficient slope to shed rain or heavy dew. Even with these precautions, the stone is vulnerable and repair is urgent.

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If leaning stones are to remain in that condition for any length of time it is important to monitor them to recognise any increase in lean. This may be done with careful photographs, or it may be done by measuring the distance out of the vertical with a plumb-line.

2.2.7 Repairing broken monuments

The repair of damaged monuments is strongly advocated if sufficient funds are available for professional work. Proper repair of damage such as a simple break to a headstone is usually not very expensive compared to the cost of a monument.

The National Trust advocates retention in situ, wherever possible, of all cemetery monuments. It is almost always better to repair a broken monument rather than replace it, even with a careful replica. For one thing, replacement means the monument is no longer original. For another the important sense of age is lost. Precisely because its age is important, some signs of damage on a stone are not so serious as in an item where age is unimportant.

If practicable, repairs to monuments should ideally be made in accordance with the recommendations of Standards Australia and in accordance with best conservation practice. Attempts by unskilled workers to make repairs should be avoided as in many cases this results in additional or long term damage.



The most common reason for breakage is vandalism



Amateur repairs can have unfortunate results

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PART THREE - HOW***Security matters***

Where a stone has one or two pieces broken off it is important to maintain them until repair is possible. If the pieces are too large for vandals to lift they should be laid on the grave plot, face up, preferably on a bed of coarse sand, and sloping to shed water.

If smaller, the pieces may be stored, preferably locked up on site, and always in very clearly labelled boxes under cover.

In cases where monuments have been shattered, severely damaged or are missing pieces, so that re-erection over the grave is considered impractical, it is still desirable that the fragments are retained within the cemetery. Fragments may, in such circumstances, be attached to a wall or slab of appropriate design, incorporating material sympathetic to the cemetery.

If it is believed that the broken-off stub is a public danger due to sharp edges or the possibility of tripping visitors, its position should be marked, eg with a star picket with cap.

Details of the original location of the fragments should be documented prior to removal and re-erection. This information should be recorded on the wall or slab, as well as being lodged with the relevant authority and local interest group (such as the local historical society, Local Studies Library, or National Trust). The supporting structure should shed rainwater effectively, so as to minimise rising damp and the weathering of monument pieces. The use of mortar or cement should be minimised, and no iron or steel dowels (except stainless steel) should be used in attaching broken fragments. No such work should be undertaken without professional advice.

Repair options

Thick monuments with simple breaks can be pinned and glued using appropriate stainless steel or non-ferrous (non-corroding) alloy dowels, generally set in a selected cold-setting resin. (Standard Araldite, for example, is not suitable.) It is important to avoid iron or most iron alloys or steel, as these will rust, expand, and break the monument.

There may also be a problem in use of resins in sandstone and marble, as it prevents moisture migration in the stone. It is therefore undesirable in situations where the stone is subject to rising damp, especially if it shows any signs of natural weathering.

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This is an important monument toppled by vandals



The first step in repair was to re-erect the monument base



Joining the stone was then a difficult task involving hidden dowels and clamping of the parts

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For thin slab monuments, or for more complex breaks and small pieces, it is better to use “armatures” or backing plates. In this context “armatures” comprise a framework such as stainless steel channel-section bars up each side of the reconstructed monument, tied across at the back.

The backing plate may be of stainless steel plate with an angle fixed to the stone plinth or base-block; or it may be of compressed fibre cement sheeting, preferably 15 mm or more. In either case the backing plate should be cut to the outline of the stone edge, and be soundly fixed to each piece of the broken monument.



An alternative, where there are many breaks, involves assembling the pieces onto a fibreboard backing



This is possible even where some parts cannot be found

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A similar approach retains the original shape and size of this obelisk monument

In some cases, financial constraints are such that the only alternative to abandoning a cemetery may be to set the stones individually in concrete pedestals. If this is done, it is essential that the cement mix be made as waterproof as possible, by using a commercial waterproofing agent; that the base of the stone be underlain by at least 5 cm of concrete; and that the upper surface of the cement block be well clear of the ground, and slope away from the stone to shed rainwater.

Two basic principles can be laid down. Firstly, avoid using Portland cement or plaster of Paris in repair work: both can react with stone, and cement can even spoil the polish of some “granites”. Secondly, never use iron or steel dowels or clamps in repair work (except a selected grade of stainless steel). Iron and steel expand when they rust, and can crack even the strongest gravestone or pedestal.

The tabulated guide to monument repairs in Part 4, Appendix 5 suggests options for repair of simple breaks.

2.2.8 Temporary relocation of monuments

In very rare cases it may be necessary to relocate a monument for a short period, but this should only occur if essential. There have been far too many instances of stones being lost or never reinstated from this error. Even if it is genuinely required for repairs, removal should not occur until funds are available and work is about to commence. In even fewer cases, removal may be justified to avoid pieces of a fallen or broken monument being lost or vandalised, but in this case removal should only be to a very safe environment and with very careful attention to recording exact location, and ensuring that the record is permanent and easily recovered.

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Headstones temporarily removed should be laid on a slope to shed rain and dew, and be supported on blue metal or an impervious layer to avoid rising damp

2.2.9 Other relocation of monuments

The significance of monuments is greatly reduced if they are removed from their context. It is the National Trust's policy, in accordance with Article 9 of the Burra Charter, that grave markers should not be relocated or rearranged except in exceptional circumstances.

In particular, monuments should not be rearranged in artificial rows. The odd alignment of monuments may show the way a cemetery first developed, or indicate relationships among those interred. The relative position of grave markers should therefore be preserved, even if this causes minor problems in mowing and routine maintenance.

The same applies to smaller parts of the monument such as footstones, which are easily lost or damaged. Footstones are not just important in themselves: they are an integral part of a grave. As the name suggests, they mark the foot of the grave and have an important spatial relationship to the headstone. Footstones are generally deeply inscribed with the initials of the deceased and the year of death, which can be an invaluable record when the date on the associated headstone is illegible. Footstones should not be moved close to the headstone or removed for ease of maintenance.



This shows one of the worst and most destructive results of the clearing of headstones in a cemetery

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In this case the headstone was removed from its proper place in a converted cemetery. In an attempt to keep its location relevant, it was moved to the family's suburban property

If monuments have been moved from their original position they should be reinstated if documentation of the correct location is available. Sometimes it is impossible to return a number of monuments to their original location, for example when part of a cemetery has been destroyed. It is then recommended that they should be placed in a group and identified accordingly. Removal should only be considered in very rare circumstances, for example if a monument having exceptional value as an artefact is threatened by its environment. Even in this case such removal should be regarded as a temporary measure, and if possible a facsimile of the original monument or an explanatory sign should be installed at the original location. The original monument should not be destroyed. It should be stored and its location made known to the relevant authority and local interest group (eg. historical society or the regional library's Local Studies archive).

2.2.10 Conservation of wooden monuments

Many cemeteries have early gravestones carved or constructed from local timbers, which are usually a valuable and interesting feature of the site. In some cases they are so damaged or deteriorated that they cannot be preserved on site and must be removed to a museum or other indoor site for their conservation. It is best that they be preserved locally, and it is essential that a records be kept, both with the monument and in local archives, detailing its origin and its exact location within the cemetery.

Where possible, a replica or similar item should be set up where the monument came from, along with the inscription details and the location of the original.

The general concepts applicable to timber repairs have been explained in Section 2.2.2.

2.2.11 Grave surrounds

One of the most important but often underestimated features of a cemetery is the grave surrounds. These usually consist of kerbing and/or fencing of some kind. On individual graves the surround is obviously part of the initial design, and is significant for that reason. There are other implications where surrounds link a number of adjacent plots. A large

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surround with a single monument may imply a family which left the district. Where there are multiple burials these imply family relationships. They do this far more clearly than where surrounds are lacking, in which case adjacent graves may or may not represent kinship

There may be particularly great losses when railings of cast or wrought iron are removed. Not only does the grave itself lose part of its original design, but the district may lose examples of the work of local blacksmiths, and the cemetery loses a large portion of its visual quality.

2.2.12 Ironwork

All ironwork should be maintained against corrosion. In most cases routine applications of fish oil or other preservative will suffice. If earlier painting is known and to be restored it is essential that the surface be cleaned thoroughly of all loose, soft or flaking rust, back to metal or to hard, black or dark brown oxide. Any oxide must be “pacified” by use of a phosphoric acid compound such as “Killrust” inhibitor, followed by use of compatible metal primer and topcoat.

2.2.13 Other grave furniture

If grave furniture such as vases and immortelles can be fixed in their original location this is worth doing. As with other elements, an appearance of care tends to deter vandals, so even straightening an immortelle and replacing it centrally on a grave may help conserve the site.

Beyond this, the main principle is that all aspects of grave furniture should be considered worthy of preservation, even to the extent of paper flowers in a vase. Conservation measures are very varied. The only rules of general applicability are that, firstly the original is always better than a replacement; and secondly that intervention is only essential if it is necessary to protect the item from further damage.

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2.3 Vegetation

2.3.1 Maintenance and controlled overgrowth

The vegetation in any cemetery should be constantly maintained, for several reasons.

Apart from anything else, a cemetery authority has legal responsibilities to control noxious weeds and to ensure the safety of visitors to the site.

Proper management also requires that pathways be kept clear and that landscaping and grave plantings be maintained. In heritage-listed cemeteries, these responsibilities may be even more clearly mandated.

Within these general principles, however, cemetery authorities will always have resource limitations. While some authorities may use this as a dishonest excuse to avoid responsibilities which they simply don't care about, the fact remains that most have genuine duties to minimise expenditure and find effective means to achieve objectives.

Controlled Overgrowth

In this regard the National Trust has supported the concept of "Controlled Overgrowth" as a cemetery management system. The principles are that if weed growth is controlled, the combination of native species and plantings will generally form a stable ecosystem. The control of overgrowth must be good along major paths, and sufficient to enable access elsewhere. Some planting (such as "heritage" roses) may also require local clearing and/or fertilising, apart from general weed control.



A degree of untended growth can emphasise a sense of history

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In many cases, funds and effort are wasted and even counterproductive, spent on inappropriately strict “beautification”

Some visitors may object to the resulting aesthetics, but the National Trust believes that it is acceptable for an old cemetery to show that it is old and not in active use, providing that important values are protected. It is open to individuals to arrange a greater level of maintenance on plots where they have an interest.

2.3.2 Grave plantings

In older cemeteries plants have sometimes spread from individual graves and become naturalised. They do not damage the cemetery and in many cases contribute substantially to the aesthetic and nostalgic qualities and to the cultural significance. These qualities should not be destroyed by excessive mowing, trimming or poisoning.

Bulbs and self-sown annuals may be only apparent at certain seasons, so any work must be guided by observations made and recorded over a full year, involving both native plants and introduced species – many of which may now be unfashionable. This aspect needs great care and a good deal of expertise. Pretty or rare small flowers may need the shade and protection of a “weed” with which they share a grave plot. The presence of such rarities (and hence the value of the “weeds”) may only be apparent to a practised eye, and then only at certain times. In the case of the slightest doubt, expert advice is needed before any action.

2.3.3 Native vegetation

Remnant stands of native vegetation should be retained wherever practicable. The use of herbicide in these areas should be avoided and mowing should be kept to a minimum.

Unmown grasses are not generally a problem. Native grasses in many instances add to the visual quality of the cemetery by providing a textured background, and by retarding the spread of weeds. They also have natural heritage value in their own right. Mowing of major paths only is generally recommended.

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The use of mowers, slashers and whipper-snippers near graves is not recommended because of the damage that may be caused to the fabric of the stone. If necessary it is better to spot-poison around the base of monuments rather than cutting too close to them.

2.3.4 Weed removal

The growth of weeds within a cemetery can adversely affect its visual qualities, especially weeds growing within grave plots. The controlled removal of weeds is recommended, through a regular maintenance program. Invasive trees such as self sown camphor laurels, pines and other woody plants can cause considerable physical damage to gravestones.

Manual removal of small weed infestations is advocated where this will not cause damage to monuments. Care should be taken when attempting to remove woody plants growing close to monuments. Such an operation should be confined to killing off the weed over a period of time. Removing a stump or the base of a trunk growing under or close to a monument can be a risk to personnel as well as the monument.

Occasionally poisoning is necessary. Large areas consisting almost entirely of invasive weeds may be best controlled by spraying with an appropriate selective herbicide and subsequent manual removal. Expert advice should be sought, for example from a local bush regeneration group. Otherwise major problems can arise such as soil erosion or death of nearby plantings, or destruction of rare native species within the infested area.

2.3.5 Fire as a cemetery management tool

Where vegetation in a cemetery consists mainly of natives, controlled-burn fires may sometimes be a suitable management tool.

This is only appropriate if full protection is possible for

- Introduced plants including evergreens such as pine trees;
- Native rainforest species;
- Timber cemetery elements such as wooden stelae or crosses, boundary fences, or picket fences around grave plots;
- Painted elements including iron grave surrounds or painted concrete monuments.

Such protection will generally require a bare or close-mown zone of up to 3 metres in each and every case.

Most stone elements will be unaffected unless still wet from previous extended rain. However, there is a possibility of either smoke staining or excessive heat problems if there are resinous natives present such as grass trees.

It should be recognised that there is always a risk of even well-planned control burns causing damage. They should never be considered unless alternatives are impractical and the control-burn danger is clearly less than the risk of wildfire damage which might otherwise occur.

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In all cases, permission must be sought from the local fire brigade or Rural Fire Service, as well as the cemetery management authority and adjoining landholders.

Even if the local Council is the controlling body, Council must also be consulted as to whether any heritage protection is in force. Any such protection will require formal permission from the Council and/or the Heritage Branch of the NSW Department of Planning.

2.4 New elements

2.4.1 New landscaping layouts

Changes to layout can compromise the essential character of the cemetery, and should not be contemplated on a well-established site. If such a cemetery is to be expanded, the new sections need not mimic the older parts, but should be either compatible with the older design, or well screened from it. (These are not aesthetic judgments, but logical requirements for retaining the original aesthetic, whatever it may be.)



Infill of unused space is prudent, but bad planning is not

Survey information in the form of maps, field books or certificates of title may be useful in understanding the original planning of a cemetery, and should be consulted when planning a conservation or improvement project which could involve layout changes. If minor changes are necessary, the National Trust recommends that every effort be made to retain the original design features. If it is intended to reinstate an original design, this should only be done after completion of a Conservation Plan (see Section 1.1.3).

2.4.2 New plantings

Replacement of vegetation should normally be with the same species to maintain the character of the cemetery, but there may be exceptions if an original tree is an inappropriate species for the site. For example, trees such as *Pittosporum* and camphor laurel can spread by

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self sowing, and the seedlings then cause damage to monuments and interfere with other plantings. The seedlings are effectively weeds and should be removed.

New plantings should follow the established pattern if this is discernible. A list of extant species should be compiled and use should be made of earlier records of plantings, if available. Species already present should be used where possible, or new plants should be selected from a range of known traditional plantings. A list of species appropriate for older cemeteries is given in Part 4, Appendix 3.

Where eucalypts occur naturally in unused portions of a site or on its fringes, such trees and other indigenous species are appropriate to use as a background planting.

2.4.3 Introducing new landscape areas: lawn cemeteries

The siting and design of lawn areas within existing cemeteries needs very careful consideration. As with any new element, poor implementation of a lawn section within an historic cemetery landscape can mar the character of both the lawn section and the existing cemetery. The visual relationship between sections must be carefully determined before plans are executed. (See also Section 2.4.1.)

Inadequate attention to design may result in a featureless expanse causing loss of interest and no special sense of place. Visitors become disoriented and unable to locate the graves they wish to visit. Problems include:

- poorly sited lawn areas clashing with adjacent sections of different character;
- over-large, featureless areas of uniform appearance;
- poorly defined boundaries of the lawn area;
- a lack of focus in internal design.

Carefully designed landscape surrounds and features within the expanse of a lawn cemetery can alleviate these problems. The National Trust recommends that if new lawn cemeteries are to be developed, they should be located so as not to be intrusive or visually incongruous with an existing cemetery design. In particular, a modern lawn cemetery should not be established within a 19th century cemetery unless they can be separated by appropriate landscaping.

The National Trust does not oppose the establishment of strip plinths but considers that they should be designed and located so as not to intrude upon existing elements, nor detract from cemetery character.

2.4.4 Introducing new landscape areas: columbarium walls

The National Trust recognises that the community's burial customs are continually changing, and that a much stronger preference for cremation became established during the late 20th century. It is right and proper that cemeteries should accommodate this trend.

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However, some columbaria installed in historic cemeteries have become visually jarring and intrusive elements in their landscape because of unsympathetic design and/or poor siting.



If columbaria are built to face away from older graves allows each to retain its own character

Questions of design are largely a matter for the cemetery management to determine, but there are certain general concepts which the National Trust would encourage:

- The design of the columbarium should take into account its setting (present and future) and should not detract from other landscape elements.
- The opinions of the potential user community should also be sought.
- The broader aspects of good cemetery management also apply, eg the value of visibility and lighting at night to deter vandalism. (For this and other reasons visitation should be encouraged by providing nearby seating and avoiding the starkness of a simple rectangular wall.)
- A “lowest-quoted” approach to construction should be avoided, as this will give very little immediate saving, lower potential earnings, and probably significant extra cost in the medium term.
- A good foundation is essential, but the wall should not look “lost” on a wide slab of concrete.
- Bricks should be chosen for known durability and long-term appearance: light-coloured bricks often do not last well and can show ugly staining in the long term.
- Nearby plantings should be planned with an eye to
 - a) their ultimate size and potential to overshadow or damage the structure,
 - b) the seasonal variation in appearance, and

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- c) a balance between privacy for contemplation and visibility to deter vandals.

Sometimes columbaria are essentially a separate development, especially where there is an unused area of a cemetery site that can be adequately screened off by plantings or otherwise. This option, if available, nearly always yields a better result than siting adjacent to earlier monuments.

2.4.5 Introducing new landscape areas: mausoleums

Mausoleums are not only a traditional burial feature for significant sections of migrant communities, but in most cases they make better use of available space than traditional plots.

However, some mausoleums installed in historic cemeteries have become visually intrusive elements, while failing to provide the optimal environment for the mausoleums themselves. The spatial relationship to earlier graves is the major factor, but mausoleum design can alleviate problems in most cases.

Concepts which the National Trust would encourage include:

- Mausoleums should be grouped within the cemetery, especially because of their dominant height.
- For the same reason they are generally best placed in a lower section of the site.
- The design of any mausoleum should take into account its setting (present and future) and should not detract from other landscape elements.
- Design and construction standards should be established from the start, in consultation with the local community.

3. Support and promotion

3.1 Sources of support

There have been recent (2008) changes affecting the Heritage Council of NSW, and a change of federal government. The situation regarding potential grant funding for NSW cemeteries is still in some state of flux.

For many years a major source of grants has been the Heritage Office, now the Heritage Branch of the Department of Planning. Their current grants availability and policies can be found under “FUNDING” at www.heritage.nsw.gov.au. This site also refers to other funding sources for environmental and heritage projects.

Another very good reference site for current information on grants is under “FUNDING & AWARDS” at www.communitybuilders.nsw.gov.au.

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For funding guidebooks, see FUNDING & OPPORTUNITIES at Arts NSW:

www.arts.nsw.gov.au

For publication of local government aspects of a cemetery, try GRANTS at the Royal Australian Historical Society website, www.rahs.org.au.

Some funding is available from NSW Department of Primary Industries at www.dpi.nsw.gov.au, for matters such as control of noxious weeds. The information is hard to find; try the alphabetical index under “G” for Grants.

The Commonwealth has a single website which tries to cover all national funding. This is the grantsLINK site at www.grantslink.gov.au. This is very complete, but for that reason somewhat confusing.

Another Commonwealth site is that of the Department of the Environment, Water, Heritage and the Arts. Grant information can be found under GRANTS AND FUNDING at www.environment.gov.au

3.2 Sources of advice and information

Councils in NSW have part time Heritage Advisers whose duties normally include giving free advice to owners of heritage items. Many Councils also have officers who are knowledgeable on heritage matters and who may be able to assist you.

The National Trust’s Cemeteries Adviser and other officers can provide a range of background guidance and initial assistance on cemeteries conservation projects. The Trust’s Cemeteries Committee meets monthly and can comment on proposals for changes or new work in cemeteries of heritage value.

Other sources may yield cemetery transcripts, newspapers, letters, gazettal notices, maps, biographical material, burial registers, photographs and much more. Possibilities include:

In your area:

Council and Council library or archives;

Historical Societies, Family History groups, and cemeteries Friends Groups;

Historical Museum;

local church/parish/diocesan archives or equivalent;

regional university library or history department;

State Records regional repositories.

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In Sydney:

Mitchell Library at the State Library of NSW;

Society of Australian Genealogists;

Royal Australian Historical Society;

State Records New South Wales (formerly Archives Office of NSW);

National Trust of Australia (NSW).

In Canberra:

Australian Archives

Australian War Graves Commission.

3.3 Interpretation

One of the most effective ways to ensure cemetery conservation is to foster interest and appreciation within the community. This encourages both the general public and local decision-makers to value the site and recognise the need for maintenance. It also provides a basis for opposition in the event of unwise proposals for development or “improvement”.

The local Council is more likely to spend money on a cemetery which is seen to have interest to tourists. The younger generation are less likely to vandalise a site which is known to them through school visits. The descendants of those buried are then encouraged to look after individual sites, improving the overall appearance and again discouraging vandalism. In time, quite minor publicity can cause the whole community to take a civic pride in the cemetery.



Section signs are a minimum guide for visitors

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More detailed signs inform the public and generally raise awareness and respect for the cemetery

3.3.1 Pamphlets

Pamphlets

The easiest way to encourage interest is to produce a simple pamphlet with basic information such as

- date of establishment relative to the town or settlement,
- important or interesting people interred,
- materials used in monuments, links with local quarrying, and any historical trends (eg early heavy sandstone monuments then marble headstones then concrete with marble tablets),
- interesting monuments or inscriptions,
- names of large or unusual trees or plants, and particular birds to be seen,
- the development of the cemetery, and when the various denominational areas were established,
- structures and materials: fencing around graves or denominational sections, shelter sheds, seating and chapels,
- **MOST IMPORTANTLY** - a plan showing location of pathways, structures, interesting monuments or plantings, areas of earlier graves.

These pamphlets can be left at motels, cafes, churches, newsagents and information centres. In some cemeteries they are also left in a weather-proof container near the main gate, perhaps with an honesty box and/or a request to return pamphlets after use. (Elsewhere, this has created a litter problem!)

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PART THREE - HOW**3.3.2 Tours**

Occasional guided tours can be a very effective form of interpretation, especially if there is a highly committed group or a Friends Group. Such tours should obviously be arranged at a time when interest will be greatest – for example when the flowers are out, or during the town show or festival. If a pamphlet is available it is usually a good base for tours.

3.3.3 Other possibilities

Other means of interpretation may be considered depending on resources, on the amount of interest, and on the number of people who may be interested. A compact disc can often be produced quite inexpensively, especially if significant information is already available in printed or electronic form. Similarly a website can be set up, with such details as a description of the cemetery and its graves, Friends Group activities, etc.

3.3.4 General issues

Plenty of time should be allowed to check proposals with suitable people – a schoolteacher (and some children) will tell you whether your draft pamphlet will be of use during school visits.

It is nearly always a good idea to have a “launch” of any pamphlet or signage project, and to think of everyone suitable to be invited – local Councillors, ministers of religion, president of the Historical Society, headmistress and history master, chairperson of the local Services Club, etc.

It is generally best if a respected community figure does the launch. It is not essential that they have been involved: the aim is to get publicity and to attract community interest.

If there is a Friends Group, or an intention to form one (see Part 4, Appendix 6), interpretation activities can also be used to advertise for new members.

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Appendix 1. Glossary

Adaptation: Modifying a place to suit proposed compatible uses.

Allotment: Term for an unused grave, or a site for ashes interment.

Axial: A layout, plan or design with an axis of symmetry.

Burial: Placing a casket or coffin into an earth grave (also called interment).

Casket: A rectangular container for the body of deceased. A casket can be made of wood or metal. (see coffin).

Cemetery: A place where the dead are buried / interred.

Chapel: A room at a funeral home or a building where funeral or other services are held.

Coffin: A body shaped container for the body of the deceased, usually made of wood. (see casket).

Columbarium: A building with tiers of niches used for the reception of cremation urns.

Columbarium wall: A free-standing wall in a cemetery with niches and plaques for placement of ashes.

Consecrated: Dedicated for a religious purpose.

Consecration: Formal blessing of a cemetery area (etc), eg by a bishop.

Conservation: All the processes of looking after a place so as to retain its 'cultural significance'. This includes maintenance and may, according to circumstance, include 'preservation', 'restoration', 'reconstruction' and 'adaptation'. It will often mean a combination of more than one of these.

Conservation Management Plan: A document setting out what is significant in a place and, therefore, what policies are appropriate to enable that significance to be retained in its future use, maintenance and development.

Conservation Management Strategy: In NSW, a shorter substitute for a Conservation Management Plan where relatively minor or straightforward changes are proposed.

Continuing Use of Graves: Continued use of graves by family members. It can include graves in cemeteries as well as private or family burial sites.

Cramp: Metal strap used to hold stones together, eg in grave kerbing.

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Cremated Remains: The remains of the body after a cremation, sometimes called ashes.

Crematorium: A building in which corpses are cremated.

Crypt: A chamber or vault under a church used as a burial place, often for multiple interments.

Cultural Significance: Aesthetic, historic, scientific or social value for past, present and future generations.

Dedication: Formal assignment for a particular purpose, eg allocation of land for a cemetery by the Minister for Lands.

Denomination: Church or religious group.

Desk: A block of stone or concrete with a sloping front face.

Fabric: All the physical material of a place.

Floor: A cement or concrete infill laid on the ground within grave kerbing.

Footstone: Small slab of stone placed at the foot of a grave, often with initials.

Gardenesque: A landscape design style characterised by garden-like open spaces and often 'curvilinear' paths and plantings.

Grave: The site in the cemetery where the coffin/casket containing the deceased will be or has been placed.

Grave Furniture: Ornamental items that are supplementary to the principal memorial on grave plots such as urns, vases and grave surrounds.

Grave Infill: The covering to the earth within grave kerbing. Frequently cement screed with rock chips or tiling.

Grave Marker: Any object used to mark a grave site such as plaques, signs, rocks, timber crosses and monuments.

Headstone: A marker that lies at the head of the grave that names the person/people interred in the allotment/grave.

Immortelles: Funerary ornaments, usually in the form of a floral wreath or posy, made of ceramic and metal. Sometimes protected by glass.

Interment: Burial of either coffin/casket or cremated remains into the ground or entombment.

Kerb / Kerbing: The stone or concrete surround enclosing a burial allotment.

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Ledger / Ledger Slab: A rigid solid covering generally of stone lying either on top or within the monument kerbing.

Limited Tenure: Limited tenure allows the 're-use of graves' after a specified period of time -- identified by relevant state or territory legislation, where legislation exists. Graves can sometimes be re-used by unrelated persons.

Mausoleum: An above ground building built to entomb coffins, caskets or cremated remains.

Memorial Garden: An area within a cemetery or crematorium consisting of landscape features, walls, pathways, decorative gardens, etc, for the interment and/or memorialisation of cremated remains.

Memorial Park: A cemetery style, mainly post-1950s, that typically includes lawn grave allotments, mausoleum interment, cremation interment options. Significant for a general lack of vertical burial markers.

Monument: A marker that lies on or beside a grave that names the occupant/s of the grave.

Mortise: The slot in the top of a plinth (base stone) into which the headstone tenon fits.

Mortuary: Building in which dead bodies are kept before burial.

Name Splay: Beveled area on the front kerb of a grave, to take a name or nickname, eg "DAD".

Necropolis: City of the dead; a large cemetery.

Niche: A space in a columbarium, mausoleum or niche wall to hold an urn.

Niche Wall: see Columbarium wall.

Panel: see Tablet.

Plantation: In NSW General Cemeteries, a surveyed area set aside for trees, often as a permanent screen.

Plaque: An inscribed metal plate attached to a burial monument. See also Tablet.

Restoration: Returning the existing 'fabric' of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

Re-Use of Graves: Limited tenure allows the 're-use of graves' after a specified period of time - identified by relevant state or territory legislation, where legislation exists. Graves can be re-used by unrelated persons.

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Stele (plural Stelae): A vertical slab marker, eg typical headstone.

Tablet: A thin stone slab attached to a monument, typically with memorial inscription.

Tenon: The tongue on the bottom of a headstone, to fit into the mortise (slot) in the base.

Tomb: (a) a crypt or underground vault
 (b) a monument above a grave or vault.

Transcription: A written record of all or part of the inscription on a monument, or a collection of such records for a whole cemetery.

Urn: A container for holding the cremated remains (ashes) of the deceased.

Vault: A small building or chamber for burial, usually partly or wholly underground.

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Appendix 2. Further reading

2.1 Documentation, conservation & management guidelines

Anson - Cartwright, Tamara. (1997). *Landscapes of Memories: A guide for Conserving Historic Cemeteries, Repairing Tombstones*. Ontario, Canada: Ministry of Citizenship, Culture and Recreation.

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Mackay, Richard. (1990). *Cemetery Conservation*. Technical Information Bulletin No. 27. Sydney: Royal Australian Historical Society.

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Potter, Elisabeth Walton & Beth M. Boland. (1992). *Guidelines for Evaluating and Registering Cemeteries and Burial Places*. U.S. Department of the Interior, National Park Service, National Register, History and Education.

<http://www.cr.nps.gov/nr/publications/bulletins/cem.htm>

Strangstad, Lynette. (1988). *A Graveyard Preservation Primer*. The American Association for State and Local History.

http://www.gravestonestudies.org/Store/Books/preservation_information.htm

Texas Historical Commission. *Texas Preservation Guidelines: Preserving Historic Cemeteries*.

<http://www.thc.state.tx.us/cemeteries/compreserve.html>

2.2 History and cultural studies

Boyd, Michael. (1995). *Woronora Cemetery and Crematorium 1895-1995*, Sutherland: Woronora Cemetery and Crematorium Trust.

Gilbert, Lionel. (1980). *A Grave Look at History: Glimpses of a Vanishing Folk Art*. Sydney: John Ferguson.

Gilbert, Lionel. (2005). *The Last Word: Two Centuries of Australian Epitaphs*, Armidale: Kardoorair Press.

Griffin, Graeme M. and Des Tobin. (1997). *In the Midst of Life... the Australian response to death*, 2nd ed., Melbourne: Melbourne University Press.

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- Historic Houses Trust (NSW). (1981). *In Memoriam: Cemeteries and Tombstone Art in New South Wales*. Sydney: Historic Houses Trust.
- Jalland, Pat. (1996). *Death in the Victorian family*. Melbourne: Oxford University Press.
- Jalland, Pat (2002). *The Australian Ways of Death: A Social and Cultural History 1840-1918*. Melbourne: Oxford University Press.
- Karskens, Grace. (1998). 'Death was in his Face: Dying, Burial and Remembrance in Early Sydney', *Labour History*, no. 74, May 1998, pp. 21-39.
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- Mackay, Richard and Siobhan Lavelle, "Burial Grounds: Kitsch memorials or Serious Undertakings?" in *Archaeology and Colonisation: Australia in the World Context*, ed. Judy Birmingham et al., Australian Society for Historical Archaeology, Sydney, 1988, pp. 173-186
- Nicol, Robert. (1994). *At the End of the Road: Government, society and the disposal of human remains in the nineteenth and twentieth centuries*, St Leonards: Allen & Unwin.
- Nicol, Robert. (1997). *Fairway to Heaven: The Story of Enfield Australia's First Lawn Cemetery*. Adelaide: Enfield General Cemetery Trust.
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- Sims, Edith A. (1985). *Gore Hill Cemetery 1868-1974: A History*, Lindfield: The Friends of Gore Hill Cemetery.
- Weston, David A. (ed.) (1989). *The Sleeping City: The Story of Rookwood Necropolis*, Sydney: Society of Australian Genealogists in conjunction with Hale & Iremonger.
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Appendix 3. List of plants

A list of plants suitable for use in 19th & early 20th Century cemeteries

General notes:

1. This is intended to be a general list of hardy plants only. For precise information on climatic suitability of plants, consult local plant nurseries and relevant literature.
2. Plants found in old cemeteries but prone to become nuisance weeds have been excluded from this list. e.g. Privet sp.
3. Species listed have been found on cemetery sites in New South Wales.

Note: Eucalyptus species are not commonly found as 'planted' species in old cemeteries, but frequently occur naturally in unused portions of a site or on the fringes of cemeteries in bushland or rural areas. These trees and other indigenous species are appropriate to use as a background planting in these locations and often form an important part of the character of old burial grounds.

CODE

E — Evergreen

D/S - Deciduous and/or Seasonal

GP — Suitable for grave planting

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SMALL TO MEDIUM TREES

Botanical Name	Common Name	E	D/S	GP
ACMENA smithii	Lilly Pilly	+		
ILEX aquifolium	English Holly	+		
LAGERSTROEMIA indica	Crepe Myrtle		+	
TAURUS nobilis	Bay Tree	+		
STENOCARPUS sinuatus	Queensland Firewheel Tree	+		
THUYA orientalis (plain green form)	Bookleaf Cypress	+		

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LARGE TREES

Botanical Name	Common Name	E	D/S	GP
ARAUCARIA bidwilli	Bunya Bunya	+		
“ cunninghami	Hoop Pine	+		
“ heterophylla	Norfolk Island Pine	+		
BRACHYCHITON acerifolius	Flame Tree		+	
“ populneus	Kurrajong		+	
CUPRESSUS funebris	Chinese Weeping Cypress	+		
“ sempervirens stricta	Italian Cypress	+		
“ torulosa	Bhutan Cypress	+		
EUCALYPTUS spp.		+		
FICUS macrophylla	Moreton Bay Fig	+		
“ rubiginosa	Port Jackson Fig	+		
LAGUNARIA patersoni	Norfolk Island Hibiscus	+		
MAGNOLIA grandiflora	Southern Magnolia	+		
PINUS halepensis	Aleppo Pine	+		
“ pinea	Stone Pine	+		
“ radiata	Monterey Pine	+		
QUERCUS ilex	Holly Oak	+		
“ robur	English Oak	+		
SALIX babylonica	Weeping Willow		+	
SYNCARPIA glomulifera	Turpentine	+		
LOPHOSTEMON confertus		+		
(TRISTANIA conferta)	Brush Box			
ULMUS parvifolia	Chinese Elm		+	
“ procera	English Elm		+	

PALMS AND PALMLIKE PLANTS

Botanical Name	Common Name	E	D/S	GP
ARCHONPHOENIX				
“ cunninghamiana	Bangalow Palm	+		
HOWEA forsteriana	Kentia Palm	+		
LIVISTONA australis	Cabbage-Tree Palm	+		
PHOENIX canariensis	Canary-Island Date Palm	+		
STRELITZIA nicolai	Large Strelitzia	+		

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MEDIUM TO HIGH SHRUBS

Botanical Name	Common Name	E	D/S	GP
BERBERIS (species generally)	Barberries		+	
BRUNSFELSIA calycina	Yesterday Today & Tomorrow	+		
BUXUS sempervivens	English Box	+		+
CAMELLIA japonica (old var.)	Camellia	+		+
CESTRUM nocturnum	Night Jessamine	+		
COPROSMA repens	Mirror Plant	+		
DURANTA repens	Sky Flower	+		
ELAEAGNUS angustifolia	Oleaster	+		
EUONYMUS japonicus	Japanese Spindle Tree	+		
GARDENIA jasminoides 'Florida'	Gardenia	+		+
NERIUM oleander (varieties)	Oleander	+		
PHILADELPHUS coronarius	Mock-Orange		+	+
PHOTINIA serrulata	Chinese—Hawthorn	+		
RAPHIOLEPIS indica	Indian Hawthorn	+		
SPIREA alba	May		+	
VIBURNUM tinus	Lauristinus	+		+

LOW TO MEDIUM SHRUBS AND HERBACEOUS PLANTS

Botanical Name	Common Name	E	D/S	GP
AGAPANTHUS africanus	Agapanthus	+		+
BUXUS sempervirens 'suffruticosa'	Dwarf Box	+		+
CENTRANTHUS ruber	Red Valarian		+	+
COREOPSIS lanceolata	Coreopsis		+	+
CHLOROPHYTUM sp.	Spider Plant	+		+
DIANELLA caerulea		+		+
DIETES grandiflora	Wild Iris	+		+
HEBE speciosa	Veronica	+		+
INDIGOFERA decora	Indigofera	+		+
IRIS sp.	Flag Iris (White, Blue)	+		+
ROSA sp.-shrubs & climbers	Old Fashioned Roses incl: Banksiae (mostly 'D' but varies with climate) Bourbon Centifolia China Roses Gallica Hybrid Perpetual & H. Teas Noisette			+
ROSMARINUS officinalis	Rosemary	+		+
STRELITZIA reginae	Bird of Paradise	+		
YUCCA filamentosa		+		

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CLIMBERS AND RAMBLERS - (also see ROSA sp.)

Botanical Name	Common Name	E	D/S	GP
HARDENBERGIA violacea		+		+
KENNEDIA rubicunda	Dusky Coral Pea	+		+
LONICERA sp.	Honeysuckle		+	+
TECOMARIA capensis	Cape Honeysuckle	+		

GROUND COVERS, BULBS AND GRASSES

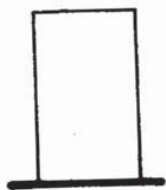
Botanical Name	Common Name	E	D/S	GP
AMARYLLIS belladonna	Naked Ladies, Bella Donna		+	+
CAPE BULBS – Freesia (White only)			+	+
Ixia maculata			+	+
Watsonia			+	+
HIPPEASTRUM amaryllis	Hippeastrum		+	+
LILIUM candidum	Madonna Lily		+	+
NARCISSUS jonquilla	Jonquil		+	+
OXALIS bowiei		+		+
SUCCULENTS incl Agave sp.		+		+
Aloe sp.		+		+
Echeveria sp.		+		+
Sedum sp.		+		+
THEMEDA australis	Kangaroo Grass (or other native grasses)	+		+
VINCA major	Periwinkle (can be invasive in bushland)	+		*

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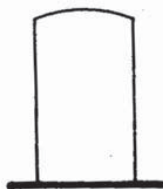
Appendix 4. Gravestone terminology

SUGGESTED TERMINOLOGY FOR GRAVESTONE STYLES

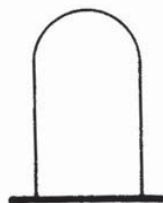
A. UPRIGHT SLABS/STELAE



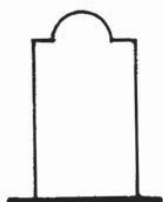
1. Rectangular



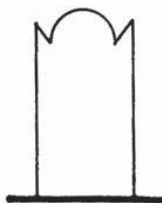
2. Cambered



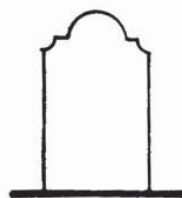
3. Semicircular



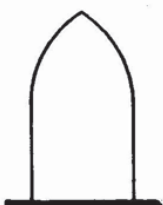
4. Semicircular with shoulders



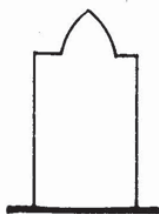
5. Semicircular with acroteria



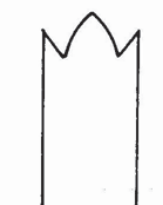
6. Semicircular with cut away shoulders



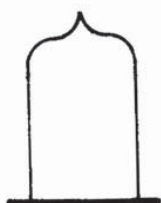
7. Gothic



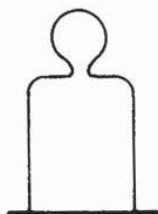
8. Gothic with shoulders



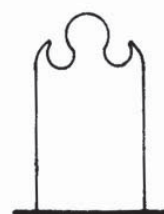
9. Gothic with acroteria



10. Ogee

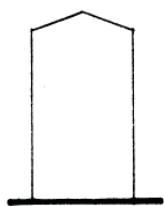


11. Anthropomorphic

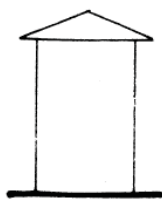


12. Anthropomorphic with peaked shoulders

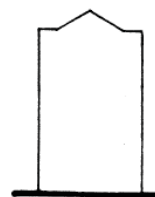
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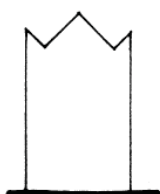
13. Gabled



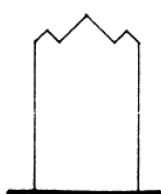
14. Pedimented



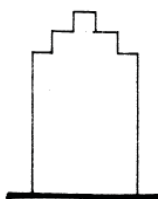
15. Gabled with shoulders



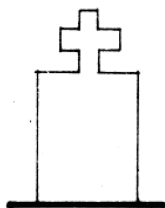
16. Gabled with peaked shoulders



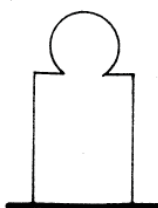
17. Stepped



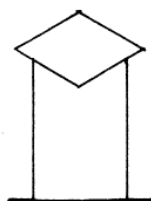
18. Cruciform



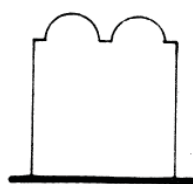
19. Cross surmount with shoulders



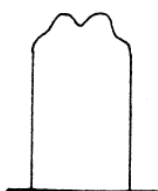
20. Circular surmount with shoulders



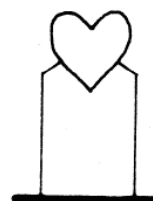
21. Diamond



22. Double



23. Stylised double



24. Miscellaneous
e.g. Heart

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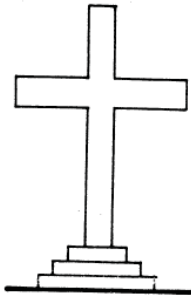
B. CROSSES



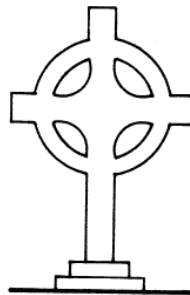
1. Circular Latin



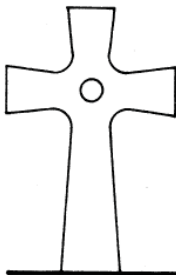
2. Rustic Latin



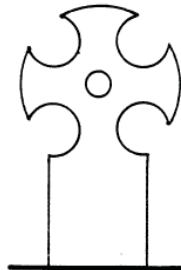
3. Roman/Latin
(with 3 steps - Calvary)



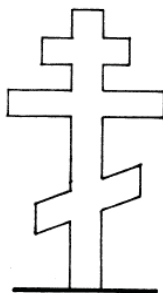
4. Celtic



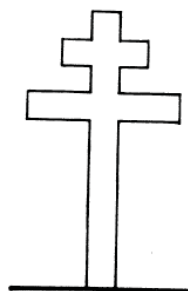
5. Saxon



6. Cornish



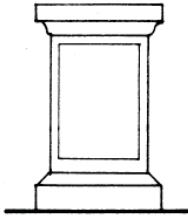
7. Eastern/Russian
Orthodox



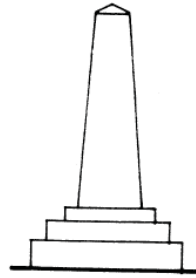
8. Lorraine

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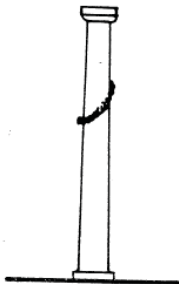
C. PILLARS



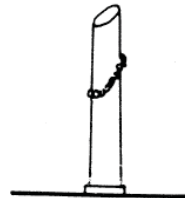
1. Pedestal
(Chamfered base)



2. Obelisk
(Stepped base)



3. Column

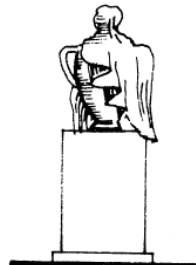


4. Broken Column

D. SCULPTURES



1. Urn



2. Draped Urn



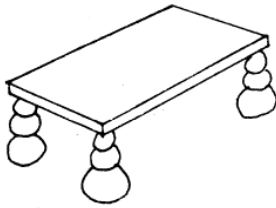
3. Angel



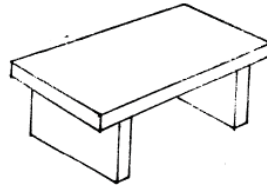
4. Composite - Angel and Cross

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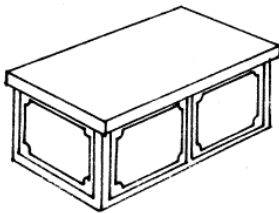
E. HORIZONTAL SLABS



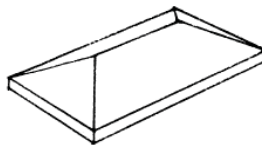
1. Table



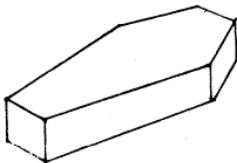
2. Table



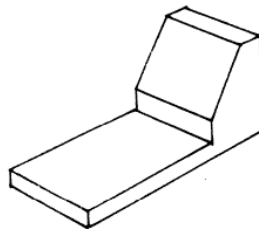
3. Altar



4. Sarcophagus

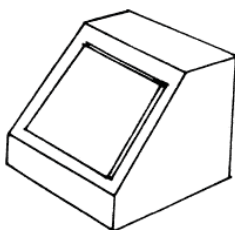


Coffin

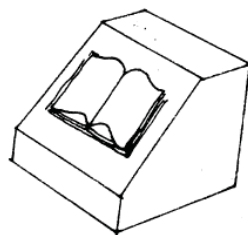


6. Slab and desk

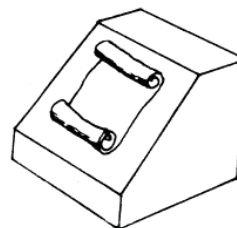
Desk Decoration:



i) Tablet



ii) Book

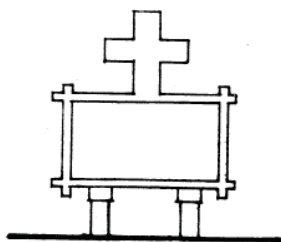


iii) Scroll

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F. MISCELLANEOUS



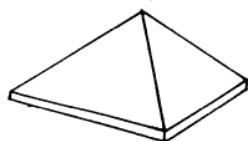
1. Iron 'Etna'



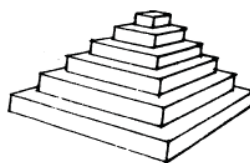
2. Cairn



3. Rustic pedestal



4. Pyramid

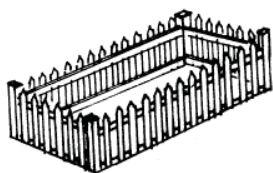


5. Stepped Pyramid

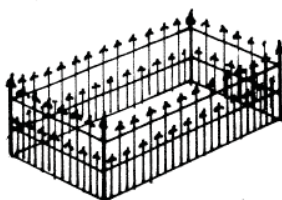
G. SURROUNDS

These are usually distinguished by material and motif.

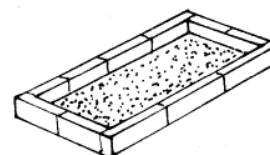
Examples:	Cast iron	Wood	Arrowheads
	Wrought iron	Concrete	Fler de Lys
	Stone	Brick	Floral Motif



i) Timber Picket



ii) Iron Picket

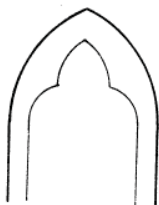


iii) Stone

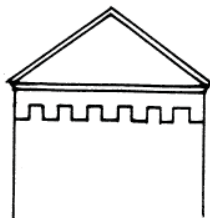
GUIDELINES FOR CEMETERY CONSERVATION PART FOUR -- APPENDICES

H. EMBELISHMENT

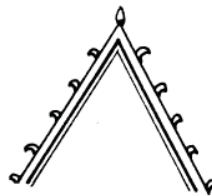
Architectural terms should generally be used.



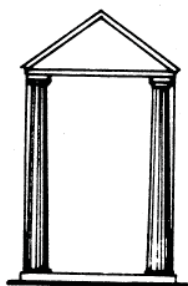
i) Cusps



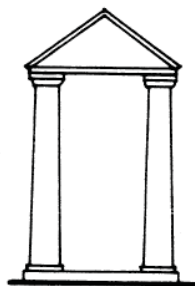
ii) Dentils



iii) Crockets



iv) Columns
(separate)



v) Pilasters (relief)

Appendix 5. Conservation of monuments

TABULATED GUIDE TO THE CONSERVATION OF MONUMENTS

The following notes are intended as a general guide to the conservation of cemetery monuments. The recommendations should be regarded as options and not as definitive answers, as they will not apply in every case. It is recommended that professional advice be sought prior to restoration work commencing.

LIST OF POSSIBLE PROBLEMS COVERED

1. Leaning and fallen monuments
2. Monuments disassembled but not broken
3. Breaks in sturdy stone monuments
4. Multiple breaks in relatively thin slabs.
5. Cracked or broken mortise in monument plinth
6. Masonry cracking
7. Spalling, fretting and delamination of monuments
8. Inscriptions fretting on monuments
9. Rusting of cast iron memorials and loss of inscriptions
10. Rusting of wrought iron memorials and surrounds
11. Iron monuments broken in parts
12. Monuments astray from their original location
13. Odd alignment of monuments
14. Deterioration of leaded lettering on marble monuments
15. Red staining on white marble from lead lettering

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- 16. Growth of mosses, lichens and fungus on monuments
- 17. Growth of disruptive vegetation on masonry
- 18. Damage by cattle and horses to monuments

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PROBLEM AND CAUSE	SOLUTIONS
<p>1. Leaning and fallen monuments</p> <p>Failure of footings and/or foundations because of:</p> <ul style="list-style-type: none"> • normal compaction of grave fill, coffin collapse • vault distortion or collapse • water erosion or soil saturation • rabbit or wombat burrows • tree roots raising one side <p>Differential compaction, e.g. one side on rock and other on fill, or one side dry and the other side wet due to broken drain or hollow in ground</p> <p>Soil creep on hillsides</p> <p>Soil slump, i.e. localised movements of land usually after heavy rain:</p> <ul style="list-style-type: none"> • on river banks and gullies • in slate and shale areas 	<p>Note that a slight lean is not a problem unless the cemetery is subject to vandalism, in which case the lean will attract the attention of vandals; or unless the lean is causing the lettering to fret on the leaning side.</p> <p>Wait until they stabilise. Re-bed monument on porous fill, e.g. light gravel & sand.</p> <p>Seek professional advice on stabilization or reconstruction.</p> <p>Correct drainage problem.</p> <p>Fill holes with cobbles and earth.</p> <p>Chop off offending root (provided tree will remain stable).</p> <p>Check drainage, improve if necessary and re-bed in gravel/sand mix.</p> <p>Sometimes caused by poor subsurface drainage, in which case an agricultural drain on the uphill side may help. Frequently an intractable problem, but avoid the removal of local bushes and trees.</p> <p>Erosion control measures</p> <p>Drainage control on the uphill side.</p>

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2. Monuments disassembled but not broken

Vandalism or temporary removal to permit essential works.

Check top of plinth to ensure that it is level, re-bed if necessary. Re-assemble, avoiding Portland cement. For tall structures vulnerable to vandalism, consider introduction of non rusting dowels (e.g. bronze, selected stainless steel).

3. Breaks in sturdy stone monuments

Accident, vandals and cattle; often involving heavy falls on to masonry or iron surrounds or uneven ground.

In general, employ an experienced monumental mason to reset stone on plinth and dowel parts together using waterproof epoxy resin adhesive (not standard Araldite). It is important to avoid Portland cement.

4. Multiple breaks in relatively thin slabs.

As above

If re-erected they will be vulnerable to vandalism. The alternatives are:

- a) leave lying on ground.
- b) erect a solid slab cut to match, eg of fibrous cement floorboard,, and pin the pieces to the slab with bronze or stainless steel dowels and waterproof epoxy resin.
- c) pin pieces to a horizontal or sloping masonry base (so that water will not lie on the upper surface). (Granites can be on a horizontal base, but other stones should be sloping so that water will drain off.)
- d) pin stones to a local structure(a last resort).
- e) prepare a facsimile for erection on site and remove the original to a museum.
- f) leave pieces on site, reproduce the inscription on a small stainless steel plate, and fix this on site in a way that does not detract.

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5. Cracked or broken mortise or tenon with plinth

- Fall

The options are:

- (a) if the tenon is still sound:
 - replace the plinth with a new facsimile, or
 - cut back the top of the existing plinth and remortise it, or
 - set the stone in a moulded concrete plinth with mortise, in the same form as the original, or
- (b) if the tenon is broken off
 - level the plinth top and fix the upper piece with non-ferrous dowels.

6. Masonry cracking

Pressure from the continuing process of iron rusting and expanding when damp

- (a) where iron cramps within the masonry have expanded, remove them. If necessary, replace with bronze or stainless steel clamps, and repair masonry.

- (b) where wrought iron rails, posts and bars have expanded and cracked masonry:

- remove iron from masonry
- scrape away loose rust
- treat as set out in 10. (hot dip galvanise if possible)
- apply protective paint
- repair masonry
- using quality elastomeric sealant, fix-in a prepared hole in the masonry, ensuring that no part of the iron is in contact with the stone
- stop up interstices in the masonry to make watertight, and ensure that water is diverted from the area.

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7. Spalling, fretting and delamination of monuments

Rising damp (particularly near the base of the stone)

Improve drainage at the base of the stone.

Note that re-setting stone monuments improperly in concrete will accelerate this deterioration and any such work should be avoided unless it is strictly in accord with the procedures outlined in Section 2.3.1 of Part 3.

Where significant monuments are already so set and deteriorating, the monument should be lifted and re-bedded in sand and fine gravel. Lift is possible to remove some or all of the concrete this should be done, but only if there is no danger to the stone.

Stones should be reset vertically if they are leaning, especially if the inscription or decorative side is facing the ground.

Salt accumulation (particularly under mouldings)

Remove loose and flaking stone. Fill cracks with acrylic resin.

Remove overhanging branches which trap airborne dust and salt particles and shed them upon the stone.

Ponding of rainwater (particularly on shoulders and carving of monument)

Repair pointing to prevent entry of water if it is a compound monument. Ensure that water is drains well off the monument.

8. Inscriptions fretting on the monuments

See (7).

Also abrasion by vegetation in a wind

Treat cause as in (7) above, but first record as much of inscription as possible and photograph with the sun slanting across the face of the stone. Lodge a record with the local History Society and Society of Genealogists.

As a general rule, inscriptions and decorations in stone which are of interest because of their style and character should not be recut. In such cases a small stainless steel plate with a copy of the inscriptions may be fixed to with water-proof epoxy resin

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adhesive to a block at the centre or base of the grave. In exceptional cases where the character of the inscription and detailing of the monument is of such significance that it must be preserved, it should be carefully removed to a prepared location in a local museum and a facsimile monument erected in its place.

Other inscriptions may be recut provided:

- recutting is carried out by a competent letter cutter;
- the precise character and mistakes of the original are meticulously retained.

9. Rusting of cast iron memorials and loss of inscriptions

Exposure to elements

Rusting of cast iron memorials such as those by ETNA and PATTON is superficial and presents no structural problems. However, as the inscriptions are generally painted on, these are rapidly lost and should be recorded before all trace is gone. Failing this, documentary and oral sources should be tapped.

10. Rusting of wrought iron memorials and surrounds

Exposure to damp

Rusting surfaces on most wrought iron is not seriously damaging unless it is flaking heavily. However, where treatment is necessary the iron work should be dismantled, grit blasted back to a hard surface and rust inhibitor applied. Alternatively, wrought iron can be galvanised and painted. If it is considered necessary to clean back the iron on site, great care must be taken to prevent particles falling on stonework, where it will usually develop into ugly rust stains.

11. Iron monuments broken in parts

Vandalism

Parts can be joined if necessary by pin or splint. Wrought iron, but not cast, can be easily welded.

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12. Monuments astray from their original location

Attempt to ascertain from documentary and oral sources (cemetery surveys and registers; family members) the correct location, and reinstate. Where the original location cannot be found, place the monument in a group of strays.

13. Odd alignment of monuments

This is not a problem. Such stones are usually early and date from a period before the cemetery was surveyed. As such, they and their alignment are of particular interest and should be carefully preserved.

14. Deterioration of leaded lettering on marble monuments

Frequently, weathering of marble adjacent to letters

Can be re-leaded. This may require extensive work.

15. Red staining on white marble from lead lettering

Chemical attack on lead, mainly in industrial areas.

Partial removal by scrubbing with water and soft bristle brushes. Do not try over-cleaning, which is damaging and destroys the sense of age.

16. Growth of mosses, lichens and fungi on monuments

Moisture. Type of growth depends on the type of stone used. e.g. marble is liable to black mould and sandstone to lichen.

These growths offer some physical protection to the stone and at the same time do slight damage. On balance they may be left unless they are unsightly or obscure the lettering. In such cases the surface should be thoroughly wet, left until it is just damp, and then a mould killer should be applied in accordance with manufacturer's recommendations. The growth should then be left to die and fall off over a period of weeks. Do not attempt to scrape it off.

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17. Growth of disruptive vegetation on masonry

Lack of maintenance

Where sturdy shrub or tree seedlings take root on monuments and surrounds they should be cut back, poisoned, and allowed to die and decay. They should not be pulled out if it could damage the masonry or weaken foundations.

18. Damage by cattle and horses to monuments

Inadequate fencing and gates

- Ensure that fencing is cattle, horse and pig proof. Much damage can be done by cattle and horses leaning on monuments to scratch themselves. If this cannot be guaranteed, strong timber posts and railing can sometimes be erected behind important monuments to protect them.
- Sheep and goats if tethered and supervised can make useful lawn mowers provided that edible plants important to the cemetery landscape are not at risk.

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Appendix 6. Controls and restrictions

6.1 What can you do? – legal principles

6.1.1 Ownership

In New South Wales cemeteries are owned and controlled by a wide array of institutions. Legal issues, such as public access and responsibility for management, vary depending on the type of cemetery.

Section 2.1.1 lists the General Cemeteries which are under the control of the Crown Lands Division, Department of Lands. All other general cemeteries (and most “memorial cemetery parks”) are also Crown Land, but are controlled by the local Council.

Church cemeteries may be controlled by the local parish (or equivalent) or by a body higher in the church hierarchy. Some disused church cemeteries have passed into the care of local Councils.

6.1.2 Access

Public access is freely available to all dedicated General Cemeteries, but is often restricted to daylight hours to deter vandalism. Where a cemetery is enclosed by freehold land, right of way is normally allocated.

Access to cemeteries owned Churches is usually available but is at the discretion of the relevant church authorities which may be the diocese, parish council or equivalents. Initial enquiries should be made to the nearest office of the relevant church.

Where private cemeteries and lone graves are located on freehold land, the owner of this land is in most cases under no obligation to provide public access.

6.1.3 Burial plots and relatives’ rights

In almost all cases, the “ownership” of a burial plot does not involve any normal title to the land but only a Burial Right and the right to erect and maintain monuments (within the terms of the original grant). These rights are generally transferable, but the transfer at death can be complicated.

6.1.4 Relatives’ rights: the legal position

1 On death, the Burial Right (technically referred to as an incorporeal hereditament) automatically vests in the Legal Personal Representative of the Deceased (the Executor or Administrator). The Burial Right will remain vested in the Legal Personal Representative until it is transferred to a beneficiary and the transfer is registered in the cemetery register.

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2. Until the transfer is registered, the Legal Personal Representative (and his successors as Legal Personal Representative ie his Executor or Administrator) is the only person entitled to require the Cemetery to recognise him as the owner of the Burial Right and the only person entitled to authorise a burial in the grave or conservation work on the monumentation.

3. The Burial Right can be passed to another by will or on intestacy. Unless specifically dealt with in a will, it will form part of the residuary estate and will belong beneficially to all of the residuary beneficiaries (under the will) or all of the next of kin (in case of an intestacy) and they may be numerous. The beneficial shares which belong to each residuary beneficiary or next of kin may in turn be further fragmented among their beneficiaries or next of kin who may not even know of their inherited rights.

4. Regardless of what may happen to the beneficial ownership of the Burial Right, the legal title to it will remain vested in the Legal Personal Representative until transferred to the persons beneficially entitled to it and he/she will be the only person legally entitled to authorise a burial in the grave or conservation work on the monumentation.

6.1.5 Relatives' rights in practice

Determining the legal ownership of Burial Rights to an old grave may be a difficult task for descendants (or others) wishing to undertake conservation. Determining the beneficial ownership may be a near-impossible task.

Often, if interested descendants can establish that they personally own some beneficial share in the Burial Right and that reasonable steps have been taken to advise other beneficial owners, the controlling authority will allow work to proceed.

6.2 What can you do? – legislation

6.2.1 Local government planning regulations

Most cemeteries are zoned “Special Use (Cemetery)” under current environmental planning legislation. This zoning affords the cemetery statutory protection against other uses or development on the site.

Many cemeteries are identified as “items of heritage significance” in the relevant Council’s Local Environmental Plan (LEP). The inclusion of a cemetery within the “heritage schedule” of a LEP (or a subsidiary Development Control Plan) identifies it as an area of heritage importance which is to be conserved. This usually requires specific approval by the local Council for any work other than routine maintenance, whether or not the Council is the actual controlling authority for the cemetery.

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6.2.2 Health requirements

The Department of Health controls exhumations under legislative authority. Its general practice since 1906 has been to refuse exhumation requests from seven days after burial until seven years later.

The Health Department's major interest in any work at older cemeteries is how the work affects the burials. In cases where no disturbance occurs (eg. roadwork

6.2.3 NSW Heritage Act

The Heritage Act 1977 constituted the Heritage Council of New South Wales, which is a broadly based statutory body. It gives advice and makes recommendations to the Minister for Planning on matters affecting environmental heritage, and on the implementation of the NSW Heritage Act. The Council is serviced by the NSW Heritage Office, which operates within the Department of Planning.

For the purposes of the Heritage Act, the term "environmental heritage" describes those buildings, works, relics or places of historic, scientific, cultural, social, archaeological, architectural, natural or aesthetic significance for the State of New South Wales.

The Act is concerned with all aspects of conservation ranging from the most basic protection against indiscriminate damage and demolition of buildings and sites, through to restoration and enhancement.

6.2.4 Conservation Instruments

"Conservation instruments" comprise various kinds of orders or constraints under the Heritage Act. They are imposed by the Minister for Planning (usually on the recommendation of the Heritage Council).

Conservation instruments include Interim Heritage Orders or inclusion of an item on the State Heritage Register. They control the following activities:

Demolition of buildings or works

Damaging or despoiling relics, places or land, or moving relics

Excavation of any land to expose or move relics

Development of land on which buildings, works or relics are situated

Alteration of the buildings, works or relics

Displaying of any notice or advertisement

Removal, damaging or destroying of any trees.

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Where the National Trust considers that a cemetery is under threat from unsympathetic works, or from neglect, it may apply to the Heritage Council for an appropriate conservation instrument.

A person intending to carry out any of the above activities on land affected by a conservation instrument must first advise the Heritage Council and obtain its approval before submitting an application to a local Council.

6.2.5 Relics

The term “relic” under the Heritage Act “means any deposit, object or material evidence: (a) which relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) which is 50 or more years old.”

Section 139 of the Heritage Act prohibits a person from disturbing or excavating any land on which the person has discovered or exposed a relic, except in accordance with an excavation permit.

As well, a person must not disturb or excavate any land knowing or having reasonable cause to suspect that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed unless the disturbance or excavation is carried out in accordance with an excavation permit.

Such an excavation permit may be granted by the Heritage Council on application, but not if the relic is subject to an interim heritage order made by the Minister or a listing on the State Heritage Register.

The Heritage Council may create exceptions to this Section, and has published certain “Standard Exemptions” relating to cemetery monuments, which can be found under “Development” on their website http://www.heritage.nsw.gov.au/14_index.htm . Such “exempt” works must still be notified to the Department of Planning for approval in all cases.

Where the National Trust considers that a significant cemetery feature is under threat it will refer the matter to the Heritage Council where appropriate.

6.3 What can you do? – conservation charters

6.3.1 Burra Charter

The International Council on Monuments and Sites (ICOMOS) was founded at a meeting in Warsaw in 1965. This UNESCO-based organisation comprises professional people around the world who are involved in the conservation of historic sites and places.

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In 1979 Australia ICOMOS set out to adapt ICOMOS' Venice Charter to Australian conditions. The resulting document, the Burra Charter, was adopted in 1981 and extensively revised in 1999. The Charter encompasses a number of ideas:

1. an acceptance of the general philosophy of the Venice Charter;
2. the need for a common conservation language throughout Australia;
3. an emphasis on the need for a thorough understanding of the significance of a place before policy decisions can be made;
4. the principle that significance is about both the physical aspects of a place and its associations, meanings, and related records.

In conformity with these principles it has been agreed that:

1. technical words or jargon be avoided and that where this was not possible, as in the types of conservation processes, definitions be standardised;
2. people for whom a place has meaning should be involved in the planning process.
3. conserving cultural significance involves three steps. Understanding "cultural significance" comes first, then development of policy, and finally management of the place in accordance with the policy.

The *Burra Charter* may be found at

<http://www.icomos.org/australia/>

or at

www.icomos.org/docs/burra_charter.html

6.3.2 Australian Natural Heritage Charter

In many cases the value of a cemetery lies partly in the presence of native plants, birds and animals. In such cases, the Australian Natural Heritage Charter (ANHC) of 1995 (revised 2001/02) should also be consulted.

This Charter has similar concepts and principles to the Burra Charter and defines similar values and approaches. For instance it recognises aesthetic, social and scientific value, as does the Burra Charter. However, the ANHC also recognises an additional aspect to significance, namely "existence value". This concept implies both the "life-support value" of natural systems, and the enrichment of human experience derived from the natural world.

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Existence value and life-support value will rarely be central aspects of heritage significance of cemeteries, but the concepts imply a general caution against any change to a cemetery which will remove or degrade the richness of its natural life forms. Thus poisoning or excessive mowing of native grasses not only discourages birds and encourages eventual weed growth, but also makes the cemetery a less “human” place and so degrades its cultural value also.

The *Australian Natural Heritage Charter* is available in hard copy from the Australian Heritage Commission, or online at www.ahc.gov.au/publications/anhc.

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Appendix 7. Organising a Friends Group

7.1 Starting up

To establish a Friends Group, the first steps are to consider what needs to be done and who may be interested.

Different cemeteries may have very different needs. At Cobar in western NSW, an early achievement was to work with Council to lay on town water to enable vegetation to be established. At Camperdown in inner Sydney some rare native grasses were found, and gentle weeding was combined with a “no-mowing” policy in the relevant area to improve the overall appearance. In many family cemeteries which have reverted to bush, regular maintenance has made a huge change which can be followed by a gradual program of careful clearing and masonry repairs.

In establishing a Friends Group there may be an obvious core of volunteers in the local church community or family history society. In some areas the core group will know everyone likely to be interested and simply invite them along. Relatives and descendants of those buried in the cemetery should be generally informed, perhaps through an article in the local newspaper. Depending on which organisations act as a social focus in the area it may be worth advising the Parents & Citizens, or Apex club, or even the volunteer fire brigade.

At an early stage the approval of the controlling authority needs to be obtained. For General Cemeteries this is usually the local Council, which may also assist with free meeting rooms etc.

7.2 Keeping up interest

A broad long-term aim should be formulated and some achievable short-term objectives listed, including the development of a conservation plan if there is not one.

It is important to move to some visible achievements. At the same time it is important not to rush in and replace valuable relics or kill rare plantings.

It is possible to achieve these ends and also set the scene for future good practice. For example an initial working bee to remove rubbish and common local weeds only can be combined with a preliminary mapping and descriptive operation to help define what is there and establish what is particularly valuable.

7.3 Next steps

The earlier work on objectives will need to be clarified in the form of a Conservation Management Plan (CMP), and may guide the formulation of a constitution. At the same

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time, thought will be needed on means to raise funds and increase community interest. Local sponsorship may be sought from businesses, Council or service clubs.

Once the Friends Group is well established, issues such as insurance and possible tax deductibility need to be considered. Groups which affiliate with the Royal Australian Historical Society can take advantage of its group insurance scheme (contact (02) 9247 8001).

After this it is a matter of setting priorities for the various ideas which may have been suggested for the cemetery, and ensuring that actions taken are in accordance with the CMP and good conservation practice.

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7.4 List of known Cemetery Friends' Groups

The following table lists some Friends' Groups believed to be currently active, with references to web pages in which the Groups have recently been cited

LOCATION	NAME AND REFERENCE
Castle Hill	Friends of Castle Hill Cemetery www.baulkhamhills.nsw.gov.au/community_services_facilities/cemetery.aspx
Castlereagh	Friends of Castlereagh (Anglican) Cemetery www.penrithcity.nsw.gov.au/index.asp
Deniliquin	Friends of Deniliquin Cemetery www.deniliquin.local-e.nsw.gov.au/files/4663/File/Min120406.pdf
Galong	Friends of Galong Cemetery www.stclement.com.au/cemetery.htm
Gore Hill	Friends of Gore Hill Cemetery P.O.Box 155 Lindfield 2070
Mays Hill	Friends of Mays Hill Cemetery www.mayshillcemetery.org
Newtown	Friends of Camperdown Cemetery www.cadigalwangan.com.au/index.php
Noraville	Friends of Noraville Cemetery. (in formation) www.wyong.nsw.gov.au/services/Cemetery_activities.html
Parramatta	Friends of All Saints Cemetery (Parramatta) www.parracity.nsw.gov.au/neighbourhood/parkcommit.html
Prospect	Friends of Saint Bartholomew's Church and Cemetery. www.blacktown.nsw.gov.au/.../july-06/become-a-friend-of-saint-bartholomews-and-enjoy-a-piece-of-history.cfm
Rookwood	Friends of Rookwood Inc. www.strathfieldhistory.org.au/Rookwood.htm
Temora	Friends of Temora Shire Cemeteries www.temora.nsw.gov.au/community/1099/1130.html
Waverley	Friends of Waverley Cemetery www.waverley.nsw.gov.au/cemetery/friends.htm
Wilberforce	Friends of Wilberforce Cemetery www.hawkesbury.net.au/community/hfhg/October2003.html

Such groups are often affiliated with the Royal Australian Historical Society or the Society of Australian Genealogists. Their websites are respectively

www.rahs.org.au

www.sag.org.au