NORTHERN BEACHES
COUNCIL

ATTACHMENT BOOKLET 3

ORDINARY COUNCIL MEETING

TUESDAY 27 JUNE 2017

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MUSEcape

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

Conservation Management Plan

Prepared by

Betteridge Consulting Pty Ltd
t/a **MUSE**cape

for

Northern Beaches Council

Final, 29 May 2017

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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

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1.0   Executive summary

In February 2016, the former Pittwater Council commissioned Chris Betteridge, Director of Betteridge Consulting Pty Ltd t/a **MUSE***cape*, 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

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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.

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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.

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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.

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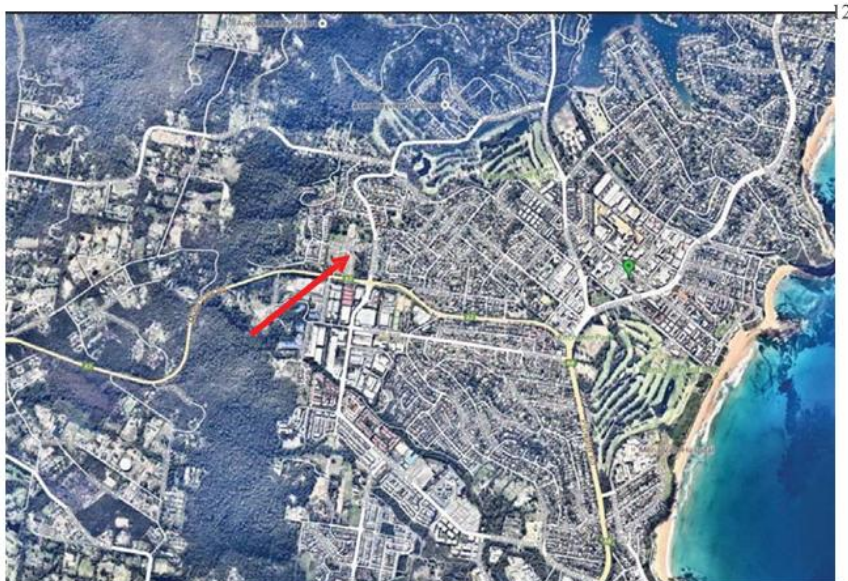
Figure 1 Location Plan, showing Mona Vale General Cemetery, arrowed red, in relation to the suburb of Mona Vale and adjoining areas. (Source: *nearmap* / **MUSE***cape*)

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

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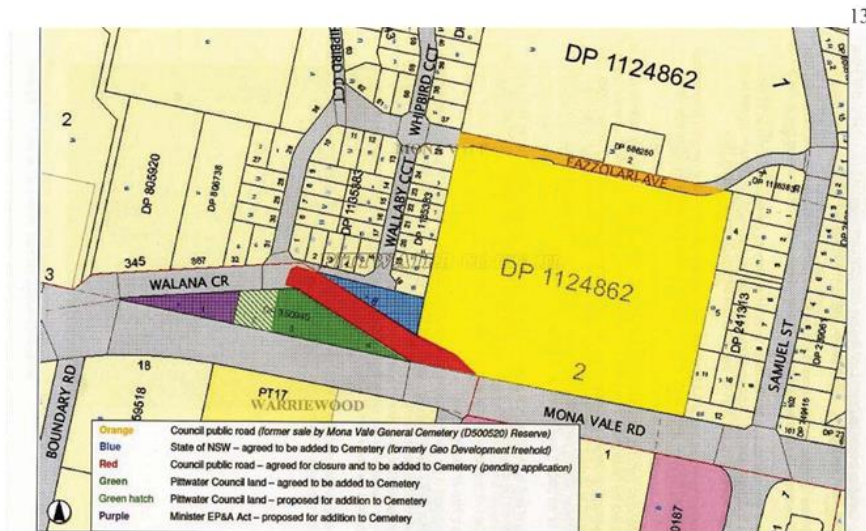
Figure 3 Plan showing Mona Vale General Cemetery (yellow), the area currently used for storage of equipment and materials (blue) and the other small parcels of land to the southwest of the cemetery proposed for addition to the cemetery in the 2012 Masterplan. (Source: Northern Beaches Council)

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.

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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 **MUSE***cape*, 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.

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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

This document may only be used for the purpose for which it was commissioned and in accordance with the contract between Betteridge Consulting Pty Ltd t/a **MUSE**cape (the consultant) and Northern Beaches Council (the client). The scope of services was defined in consultation with the client, by time and budgetary constraints agreed between the consultant and client, and the availability of reports and other data on the site. Changes to available information, legislation and schedules are made on an ongoing basis and readers should obtain up-to-date information. **MUSE**cape or their sub-consultants accept no liability or responsibility whatsoever for or in respect of any use of or reliance upon this report and its supporting material by any third party. Information provided is not intended to be a substitute for site specific assessment or legal advice in relation to any matter. Copyright and intellectual property rights in this report are vested in the authors. Northern Beaches Council may use the material in this report on a non-exclusive basis subject to the permission of the author. Unauthorised use of this report in any form is prohibited.

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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 *HMS Sirius* 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 *Lady Nugent* 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.

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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 *Manly, Warringah and Pittwater Journal of Local History* 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.	*Manly, Warringah and Pittwater Journal of Local History* 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, *Manly & Pittwater: Its beauty and progress*, 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"	*Mona Vale General Cemetery Plan of Management* 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.	

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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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p13
1894	Construction of Brock's Mansion and cottages across the road from cemetery site	*Mona Vale General Cemetery Plan of Management* 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. *Mona Vale General Cemetery Plan of Management* 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 *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* 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. *Mona Vale General Cemetery Plan of Management* 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 *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23
1921	First ordinance covering the management of the Cemetery proclaimed.	Manly, Warringah and Pittwater Journal of Local History 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 *Manly, Warringah and Pittwater Journal of Local History* 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	*Mona Vale General Cemetery Plan of Management* 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 *Manly, Warringah and Pittwater Journal of Local History* 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)	*Mona Vale General Cemetery Plan of Management* 2012, p21 Warringah Council minutes 24 June 1929, p.115, cited in *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23

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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 *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23
Unknown date post-1929	Warringah Shire Council trusteeship of the Cemetery revoked and private trustees appointed	*Mona Vale General Cemetery Plan of Management* 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	*Mona Vale General Cemetery Plan of Management* 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: 130th 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, *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p17

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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, *Manly, Warringah and Pittwater Journal of Local History* 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.	*Mona Vale General Cemetery Plan of Management* 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 *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* 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	*Mona Vale General Cemetery Plan of Management* 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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23
1989	Amendment to Cemetery ordinance to make it consistent with the *Public Health (Funeral Industries) Regulation* 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 *Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23

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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 *Manly, Warringah and Pittwater Journal of Local History* 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.	Manly, Warringah and Pittwater Journal of Local History 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.	*Manly Daily*, 31 December 1993, cited in *Manly, Warringah and Pittwater Journal of Local History* 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.	*Mona Vale General Cemetery Plan of Management* 2012, p26.
2002	Mona Vale Cemetery Landscape Masterplan completed by Urban Landscape Projects	The Masterplan identifies the following works: • 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 *Manly, Warringah and Pittwater Journal of Local History* 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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23

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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.	*Mona Vale General Cemetery Plan of Management* 2012, p21.
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 *Manly, Warringah and Pittwater Journal of Local History* Vol. 8, 2004, 'Mona Vale Cemetery', p23
2005-10	Certain works proposed in 2002 Landscape Masterplan completed. Additional works completed to enhance Cemetery operations and visitor safety include: • 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	*Mona Vale General Cemetery Plan of Management* 2012, p29-30.
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	*Mona Vale General Cemetery Plan of Management* 2012, p28.

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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	

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3.2 Evolution of the cemetery landscape

In this section the evolution of the landscape of Mona Vale General Cemetery is documented by means of available plans and aerial photographs.
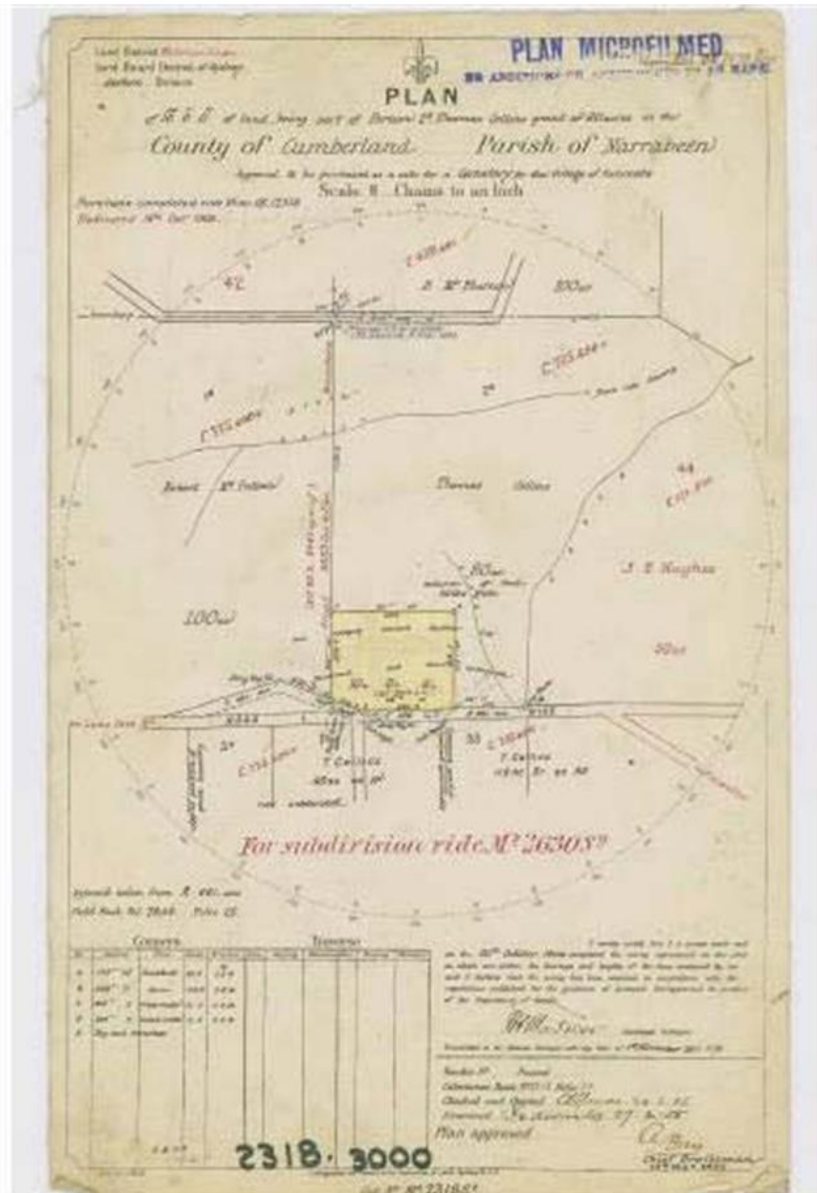
Figure 4 Plan of ten acres of land being part of Portion 2 of Thomas Collins' 80 acre grant approved for purchase as a site for a cemetery for the Village of Turimetta, approved 27 February 1905.

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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).

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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)

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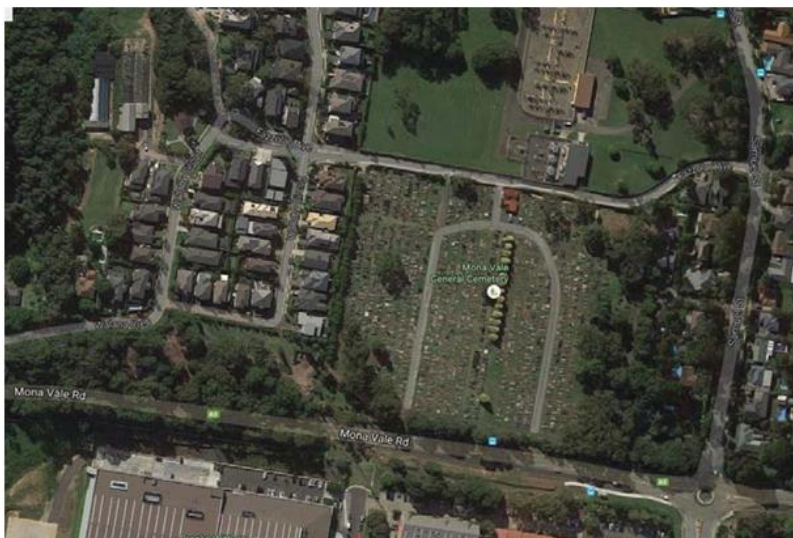
Figure 10 Aerial photograph of part of Mona Vale taken in 2016, showing Mona Vale General Cemetery. Between 2010 and 2016, the western row of golden cypresses was removed and many of the trees in the eastern row had also been taken out, mostly due to disease problems. North is at top. **(Source: Google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

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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.

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[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.

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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)

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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)

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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)

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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)

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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)

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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)

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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.

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Figure 25 Recent plan of Mona Vale 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 Mona Vale 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

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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.

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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)

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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)

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Figure 30 The northern end of the row of weeping Lilli Pilli 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.

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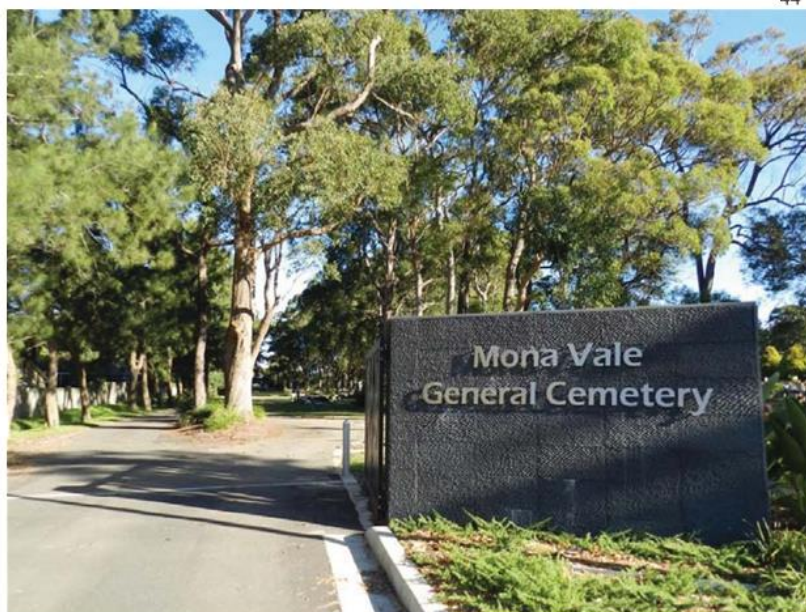
Figure 32 Identification sign beside Gate 1 on Fazzolari Avenue. (Photo: Northern Beaches Council)

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

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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)

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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)

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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)

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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)

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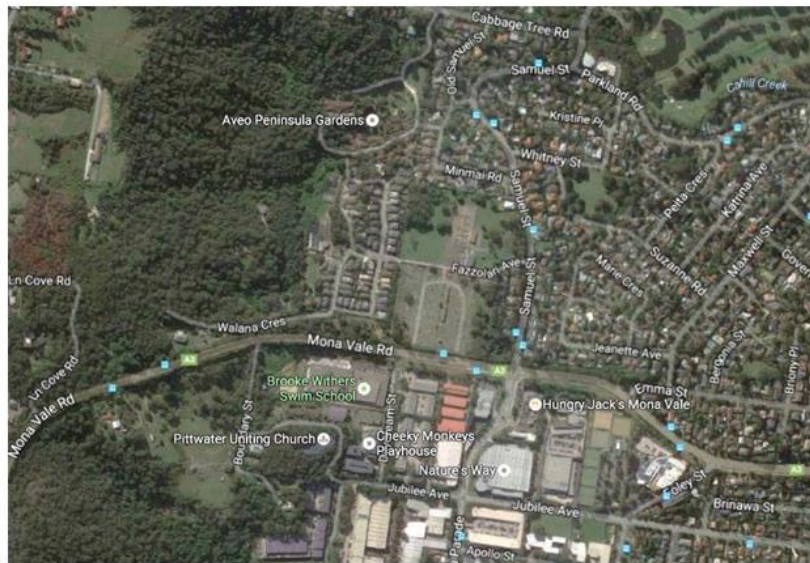
Figure 44 Air photo of Mona Vale General Cemetery (centre), showing surrounding development, with electricity switching yard immediately to the north, low density residential development to the west, north and east and commercial, light industrial and institutional development to the south of Mona Vale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

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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.

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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.

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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.

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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."

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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 cemetery[3] 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.

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

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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

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[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

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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)

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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.

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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

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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.

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[5] *Macquarie Dictionary*, 2nd edition, 1991

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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.

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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.

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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).

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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:

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(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.

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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.

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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.

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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).

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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.

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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.

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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.

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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 stelae. 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.

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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.

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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.

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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 ncovered 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.

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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.

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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.

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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).

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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.

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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.

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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.

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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.

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

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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

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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.

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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 Thoral 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.

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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.

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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-blacking 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-blacking, 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.

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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.

12.0 Sources consulted & useful references

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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*

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THE BURRA CHARTER

The Australia ICOMOS Charter for
Places of Cultural Significance   2013

AUSTRALIA **ICOMOS**
International Council on Monuments and Sites

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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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.

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Articles	Explanatory Notes
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.	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.
1.2 *Cultural significance* means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.	The term cultural significance is synonymous with cultural heritage significance and cultural heritage value.
Cultural significance is embodied in the *place* itself, its *fabric, setting, use, associations, meanings,* records, *related places* and *related objects.*	Cultural significance may change over time and with use.
Places may have a range of values for different individuals or groups.	Understanding of cultural significance may change as a result of new information.
1.3 *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.
1.4 *Conservation* means all the processes of looking after a *place* so as to retain its *cultural significance.*	See also Article 14.
1.5 *Maintenance* means the continuous protective care of a *place*, and its *setting.*	Examples of protective care include:
	• maintenance — regular inspection and cleaning of a place, e.g. mowing and pruning in a garden;
Maintenance is to be distinguished from repair which involves *restoration* or *reconstruction.*	• 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
1.6 *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.
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.	New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.
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.	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.

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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*.

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.

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*.

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.

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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.

| Understand Significance |
| Develop Policy |
| Manage in Accordance with Policy |
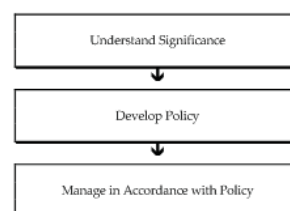
Options considered may include a range of uses and changes (e.g. adaptation) to a place.

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.

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The Burra Charter, 2013

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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.

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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*.

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.

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*.

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.

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

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

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*.

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

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.

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.

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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.

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.

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*.

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.

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.

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.

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

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

Article 23. Retaining or reintroducing use

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

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.

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.

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.

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.

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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.

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

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.

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

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.

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.

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.

Monitor actions taken in case there are also unintended consequences.

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.

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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.

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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.

UNDERSTAND SIGNIFICANCE

1 UNDERSTAND THE PLACE

Define the place and its extent
Investigate the place: its history, use, associations, fabric
Articles 5–7, 12, 26

2 ASSESS CULTURAL SIGNIFICANCE

Assess all values using relevant criteria
Develop a statement of significance
Article 26

DEVELOP POLICY

3 IDENTIFY ALL FACTORS AND ISSUES

Identify obligations arising from significance
Identify future needs, resources, opportunities and constraints, and condition
Articles 6, 12

4 DEVELOP POLICY

Articles 6–13, 26

5 PREPARE A MANAGEMENT PLAN

Define priorities, resources, responsibilities and timing
Develop implementation actions
Articles 14–28

MANAGE IN ACCORDANCE WITH POLICY

6 IMPLEMENT THE MANAGEMENT PLAN

Articles 26–34

7 MONITOR THE RESULTS & REVIEW THE PLAN

Article 26

Community and stakeholder engagement should occur throughout the process

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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

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Boundary:

Lot 2 DP 1124862

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

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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.

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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

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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)
[Historical significance]

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

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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.

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