northern beaches council

ATTACHMENT BOOKLET
Part 1

ORDINARY COUNCIL MEETING

TUESDAY 28 NOVEMBER 2017

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Quarterly Report - Business Actions September 2017

This progress report is for the period 1 July to 30 September 2017 against the actions in the Operational Plan 2017/18. The structure of the report reflect the Operational Plan with separate chapters for eight outcome areas.

For each action an overall status is shown as well as commentary on progress todate. The following symbols reflect the status of actions:

- ✓ Complete
- Progressing
- ! Delayed – the action will not be delivered this financial year

The report contains 213 actions four are complete, 207 are progressing and two have been delayed and will not be undertaken this financial year.

QUARTERLY REPORT - BUSINESS ACTIONS

Protection of the Environment

Key: Complete Progressing Delayed

OPERATIONAL PROJECTS

Deliver programs to protect, preserve and manage bushland and biodiversity to benefit future generations. - Executive Manager Natural Environment & Climate Change

Bushland management includes contractor bush regeneration, maintenance works and response to customer requests relating to bushland areas. During this quarter, annual bush regeneration contracts for numerous sites were awarded with options to continue for another 12 months in 18/19. More than 50 customer requests relating to trees in bushland were also received.

Biodiversity management involved pest plant and animal control programs, operational management including responding to customer requests, assessment of development applications and strategic programs. More than 45 customer requests relating to biodiversity management such as feral animal control were received during this quarter. Over 230 development application referrals were received. Strategic programs this period included monthly bird surveys at Curl Curl Lagoon in coordination with staff and volunteers to develop an understanding of riparian vegetation as habitat.

Deliver programs to protect, preserve and manage our coasts, estuaries and waterways to benefit future generations - Executive Manager Natural Environment & Climate Change

During this quarter, annual bush regeneration contracts for coastal dunes, creek and lagoon riparian areas have been awarded with options to continue for another 12 months in 18/19.

Council has applied for state government funding to progress coastal protection works at Collaroy-Narrabeen Beach. Council is continuing to work with government agencies including the Office of Environment and Heritage and Department of Primary Industries – Lands around these activities. Meanwhile, coastal protection works are progressing at road ends and public reserves and assessing development applications for works to protect private property.

Boats, kayaks and canoes dumped in foreshore riparian areas were removed from Pittwater and Narrabeen Lagoon. These areas will now be restored and revegetated. Watercraft storage is proposed at a number of locations with a 32 bay storage facility being recently installed at Jamieson Park, Narrabeen.

Council has a number of other lagoon management initiatives occurring. In the Manly Lagoon catchment, groundwater monitoring is being undertaken to better understand groundwater inputs into the lagoon. At Curl Curl Lagoon, monthly bird surveys are being undertaken to develop an understanding of riparian vegetation as habitat. An information session was also held in August for Narrabeen Lagoon State Park Advisory Committee Members.

Natural hazard management planning, mitigation works, warning systems and awareness campaigns - **Executive Manager Natural Environment & Climate Change**

Council undertakes natural hazard management planning, mitigation works, warning systems and awareness campaigns. These programs encompass flood, coastal, bushfire, geotechnical and creek bank erosion natural hazards.

The flood program is on schedule with additional grant funding recently obtained to undertake the Greendale Creek Flood Study and McCarrs Creek Floodplain Risk Management Study and Plan. Final draft reports for the Manly to Seaforth Flood Study and Manly Lagoon Floodplain Risk Management Study and Plan have been prepared with the intention of seeking approval for public exhibition at the end of 2017. A new tool to estimate peak flooding up to 12 hours in advance is in the final stages of testing prior to delivery in the next reporting period.

Preparation for hazard reduction burns have been undertaken on numerous sites. A number of control burns completed, and others postponed by the Rural Fire Service due to extremely dry weather.
A significant rock fall occurred from the cliff face at North Avalon headland in August. Geotechnical engineers assessed the area and recommend appropriate actions to manage the site following the incident. Council continues to monitor the site and is implementing the consultant's recommendations. Geotechnical Engineers have also undertaken annual monitoring of clifftop stability at Long Reef, Dee Why, Curl Curl, Freshwater and Queenscliff headlands.

Deliver targeted environmental sustainability engagement and education to assist in protection of the natural environment - **Executive Manager Natural Environment & Climate Change**

The Coastal Environment Centre successfully completed a number of programs this reporting period. School education programs were run with 53 schools reaching more than 3,700 students, and 20 school holiday programs saw over 400 attendees take part in coastal education.

The Manly Environment Centre also had a busy period with over 400 students attending video conference sessions. These distance learning sessions allow students to participate in events such as the Manly Arts Festival at SeaLife Sanctuary, "Say No to Single Use Plastic" exhibition and Plastic Free July.

Council participated in Sustainable House Day in September by hosting a 'Building Sustainable Homes' information evening at Manly Town Hall. Over 60 participants learnt about sustainable building practices including passive design, solar panels and batteries.

NAIDOC week was celebrated in conjunction with the Aboriginal Heritage Office through the running of guided walks at Manly Dam. Over 60 people enjoyed some bush tucker and heard Aboriginal stories of country. Additionally, the Weaving Bridges Project was launched with the mounting of a stunning installation on the Stuart Sommerville bridge at Queenscliff. Over 150 community members took part in a smoking ceremony and viewed the large poster competition display.

More than 500 volunteers contributed over 3,000 hours this reporting period on environmental projects such as tree planting, bush regeneration, protection of Cabbage Tree Bay Aquatic Reserve, and plant propagation at the Manly Dam Community Nursery.

CAPITAL PROJECTS

Coastal Protection Works

Collaroy-Narrabeen coastal protection works - **Executive Manager Natural Environment & Climate Change**

Council is undertaking a number of actions to ensure the construction of protection works on public land is coordinated with the works to occur on private property.

NSW Soil Conservation Service has been engaged to assist with the planning for construction of public protection works adjoining private property at 1126 to 1144 Pittwater Road. This includes detailed design, identifying suitable quarries to source the appropriate rock for the works as well as finalising the Construction and Traffic Management Plans.

The Review of Environmental Factors for the coastal protections works adjoining the Collaroy Beach car park and South Narrabeen Surf Club is also being finalised.

Fairy Bower sea wall Project - **Executive Manager Natural Environment & Climate Change**

The preliminary design for the sea wall upgrade at Fairy Bower is currently being finalized by consultants. The project involves multiple internal and external stakeholders including Sydney Water, NSW Department of Primary Industries (Fisheries), Office of Environment and Heritage. Consultation with these stakeholders continued during this quarter.

Stormwater Program

Manly Oval Stormwater Upgrade - **Executive Manager Capital Projects**

Engineering studies are underway to confirm if the works are still required now underground carpark at oval is not continuing

Planned stormwater new works program - **Executive Manager Natural Environment & Climate Change**

This program provides upgrades and improvements to the existing stormwater network, to reduce the occurrence of flooding. Council is in the process of undertaking a significant data gathering and investigations phase. This is helping to allocate resources to the higher risk assets and those which will result in the greatest benefit.

Current works include Kuyora Place, North Narrabeen; The Crown of Newport Reserve and various other works improvements. Design and investigation works are continuing for delivery in the later part of 2017 /18.

Warriewood Valley Creekline works - **Executive Manager Natural Environment & Climate Change**

Staff from a number of Council departments are working together to better coordinate and streamline water management in Warriewood Valley, especially in regard to how creek management works are timed, co-ordinated and delivered with development activity. Council is also currently working with a number of developers to explore opportunities to deliver these works in an efficient and timely manner.

Stormwater Program

Planned stormwater renewal program - Executive Manager Natural Environment & Climate Change

This program undertakes renewal works on the existing stormwater network to reduce the occurrence of flooding or hazards associated with asset deterioration. Investigations are underway to ensure resources are allocated to the higher risk assets and those which will result in the greatest benefit. A consolidated program for pipe relining will then be undertaken, commencing in early 2018.
Renewal works are also being planned for major culverts under Jackson Road, Warriewood. Hydraulic analysis and other investigations are being undertaken on the stormwater network at Fairy Bower and South Manly Beach to determine any necessary works to be included along with required pipe repairs.

Reactive stormwater renewals program - Executive Manager Natural Environment & Climate Change

The Reactive Stormwater Renewal Works Program reactively renews the existing stormwater network in order to reduce the occurrence of flooding or address hazards from asset deterioration. Significant effort is being undertaken by Council's stormwater engineers to investigate a number of current issues to be implemented over the coming months.

Projects that are moving into the construction phase include Bligh Crescent, Seaforth and Vale Avenue, Dee Why. 'Patch Lining" has been completed at Ara Crescent, Cromer; Newell Place, Frenchs Forest; Wallamatta Crescent, Newport; Starkey Street, Killarney Heights; Ballyshannon Road, Killarney Heights; Kens Road, Frenchs Forest; Lady Davidson Circuit, Forestville and Coreen Avenue, Terry Hills. Lining works will soon be undertaken at Gordon Street, Clontarf; Norma Road, Palm Beach and St Andrews Gate, Elanora.

Gross Pollutant Traps - renewals - Executive Manager Natural Environment & Climate Change

The gross pollutant traps protect local water quality and wildlife by preventing floating pollutants and sediment entering our creeks, waterways and beaches. Council is currently assessing the condition and risk of its consolidate trap network to prioritise works.

Bushland Program

New community nursery - North Curl Curl Community Centre - Executive Manager Natural Environment & Climate Change

Planning for the Community Nursery at Curl Curl Community Hub is progressing with a project team formed to lead the concept design. The team are currently working on the draft concept and considering the community consultation approach that will be undertaken.

Rural Fire Service Program

Rural Fire Service Buildings Works Program - Executive Manager Property

Project is scheduled to start in October

Environmental Sustainability

Key: Complete | Progressing | Delayed

OPERATIONAL PROJECTS

Align domestic waste and recycling services across the new Council area consistent with selected resource recovery infrastructure - Executive Manager Waste Management & Cleansing

A position paper and Council briefing paper has been completed.
Tender specification and contract documents to facilitate service alignment underway with tender expected to be called in early 2018.

Develop a Northern Beaches Waste Strategy - Executive Manager Waste Management & Cleansing

Project is scheduled to start in January

CAPITAL PROJECTS

Kimbriki Improvements

Kimbriki Road, Terrey Hills - new access road - Executive Manager Capital Projects

Design review required following resolution of uses at site
Expect to call tender for construction in early 2018

Kimbriki new excavator - Executive Manager Waste Management & Cleansing

The plant acquisition will not be proceeding.

Kimbriki high level drain - Executive Manager Waste Management & Cleansing

Development design works are progressing. Geotechnical report finalised . Survey works progressing

Kimbriki western bund wall on Area 3B - Executive Manager Waste Management & Cleansing

Scheduled works continue on the construction of the western bund wall in accordance with Kimbriki Environmental Enterprises (KEE) landfill cell construction program.

Kimbriki landfill cell development Area 4A - Executive Manager Waste Management & Cleansing

Development Application withdrawn by Kimbriki. A revised development application currently being prepared for Council's consideration.

Kimbriki Leachate Treatment Plant - Executive Manager Waste Management & Cleansing

Approval has been granted for the construction of a Leachate Treatment Plant and Rising Main. Project documents are currently being finalised ahead of appointing a Contractor for these works

Kimbriki Gas Capture System - Executive Manager Waste Management & Cleansing

Gas capture has been expanded to improve the environmental performance of the facility. Three new wells and associated collections lines in the new area 3b landfill were completed during this quarter.

Kimbriki vehicles - Executive Manager Waste Management & Cleansing

Fleet replacement as per fleet management plan

Kimbriki renewal program - Executive Manager Waste Management & Cleansing

Various projects underway. Reconstruction of storage dam and vegetation processing area completed. Installation of aeration system to dam completed.

Kimbriki other - Executive Manager Waste Management & Cleansing

IT and telecommunications infrastructure installed in Administration building

Energy Savings Initiatives

Energy saving initiatives works program (SRV) - Executive Manager Natural Environment & Climate Change

This program facilitates energy savings work in the former Pittwater area (as it was created through a Special Rate Variation). Projects to be delivered in the current financial year include the installation of a solar barbecue facility and lights at McCarrs Creek Reserve. Project documentation, including specifications, will be prepared during October.

Energy Savings Initiatives

Energy saving initiatives works program (revolving energy fund) - Executive Manager Natural Environment & Climate Change

A number of projects are currently under investigation:

- Solar photovoltaic installations at selected Council sites;
- The inclusion of a building management system and chiller upgrade for Manly Town Hall air-conditioning systems to improve the energy efficiency during the renewal of the system;
- Solar pathway lighting for Lagoon Park.

Quotes have also been called for the lighting upgrade for two Manly car parks.

Council has accessed the energy savings certificates that are available when street lighting is upgraded to more energy efficient models. Through an accredited certificate provider, Council has received more than $3,600 income during this quarter that will be available for other energy efficiency projects.

Places for People

Key: Complete | Progressing | Delayed

OPERATIONAL PROJECTS

Implement the Ingleside Land Release project - Executive Manager Strategic & Place Planning

The project is progressing however, to ensure an appropriate sustainable development framework is provided, additional studies / updates have been undertaken in relation to traffic and transport, water cycle management and biodiversity certification. This additional work is being finalized and will be used to inform the planning for the area prior to the formal exhibition of planning documents.

Implement the Northern Beaches Hospital Precinct Structure Plan - Executive Manager Strategic & Place Planning

The Hospital Precinct Structure Plan was endorsed by Council on 1 August 2017. The next stage of the project is underway including the preparation of planning documents to guide the future development of the area. Investigations are also underway in relation to the preparation of the Aquatic Reserve Masterplan.

Complete the Pittwater Waterway Strategy - Executive Manager Strategic & Place Planning

The first draft of Pittwater Waterway Strategy has been completed and is currently in the internal review phase.

Review the Manly Wharf Master Plan - Executive Manager Strategic & Place Planning

The project will commence in the next period with the establishment of a working party.

Implement the Affordable Housing Policy - Executive Manager Strategic & Place Planning

A number of actions in Council's Affordable Housing Action Plan are being progressed.

Complete the Brookvale Structure Plan - Executive Manager Strategic & Place Planning

The Brookvale Structure Plan was endorsed for public exhibition by Council on 8 August 2017. The Structure Plan has now been placed on exhibition for public comment and submissions close on 20 November 2017.

Commence a review of Land Use Strategy for the Northern Beaches - Executive Manager Strategic & Place Planning

Awaiting release of the draft District Plan (expected in October 2017) before the project commences

Implement the actions of the adopted District Plan - Executive Manager Strategic & Place Planning

The North District Plan is not due for release by the Greater Sydney Commission and the NSW Government until December 2017, accordingly this project has not commenced.

Review the Manly Section 94 Plan - Executive Manager Strategic & Place Planning

An administrative review of the Manly Section 94 Plan was completed. Minor changes were made to the Plan which is now available on Council's website.

Review and update the Warringah Section 94A Plan - **Executive Manager Strategic & Place Planning**

Project initiation phase has commenced with a consultant engaged to prepare a new Section 94 Plan for Dee Why Town Centre and to identify amendments required to the existing Warringah Section 94A Plan.

CAPITAL PROJECTS

Public Amenities Improvements

Collaroy Beach - new accessible public amenities and ramp upgrades - Executive Manager Parks & Recreation

This project is progressing well. The tender will be issued in October with work commencing late January 2018

Public amenities works program - Executive Manager Property

This program of works sees the refurbishment of North Harbour Public Amenities, including the construction of an accessible amenity within the footprint of the existing building. This work is due to commence after the summer season for completion in June 2018

Manly Dam - public amenities works - Executive Manager Property

This project sees the refurbishment of public amenities adjacent to the playground at Manly Dam to provide improved facilities to users of the recreation area. The refurbished amenities building will consist of improved male, female and accessible amenities as well as change rooms and showers.

Nolans Reserve - sports amenities works - Executive Manager Property

This project sees the replacement of the two existing sports amenities buildings in Nolan's Reserve with a new building adjacent to the pedestrian track. The project is currently behind schedule but is still on track to be completed in this financial year.

Cromer Park - sports amenities west works - Executive Manager Property

This project aims to renew the Cromer Park Sports Amenities West, with documentation currently being prepared to tender the works in November 2017.

Church Point - public amenities works - Executive Manager Property

This project aims to renew the public amenities at Church Point and is on hold pending the result of the proposed acquisition of the Pasadena site.

North Narrabeen Rock Pool - public amenities works - Executive Manager Property

This project sees the renewal of the existing male and female public amenities, the construction of an accessible amenity within the existing footprint and refurbishment of the swimming club on the top level at North Narrabeen Rock Pool. This project is progressing through design and is tracking to project timelines.

Marine Parade, Manly public amenity building - Executive Manager Capital Projects

The new amenities building is expected to be completed early November 2017

Playgrounds Improvements

Berry Reserve Inclusive Playground Upgrade - Executive Manager Parks & Recreation

The detailed design for Berry Reserve Playground is complete. Equipment and specialised landscape items are currently being procured. It is anticipated that work will commence on site in February 2018

Allambie Oval Upgrades - new playground, multi-use court and pathway - Executive Manager Parks & Recreation

Project is scheduled to start in November

Playgrounds Improvements

Parkes Road, Collaroy - playground and pathway lighting - Executive Manager Parks & Recreation

Project is scheduled to start in January

Connecting all Through Play - Inclusive Play - Executive Manager Capital Projects

Detailed design of Manly Dam Trail, Manly Dam Playground and Lionel Watts Playground all progressing well. Further design work required with a view to tender and then commence works for all three late 2017/18 financial year.

Playgrounds - new and upgrades - Executive Manager Parks & Recreation

Scoping works for this year's playground works is almost complete following the receipt of a condition audit report for all Northern Beaches Councils playgrounds.

Connecting Communities - Pilot Project Local Parks - Executive Manager Capital Projects

Playgrounds at Lindrum, Maple, Pusan and Windrush Reserves completed. Finalisation of works at Wentworth Reserve expected in October.

Playground renewal program - Executive Manager Parks & Recreation

Work is progressing well on the playground renewal program. Work will commence in November on the renewal of the playground at Crescent Reserve, Newport, the softfall at Collaroy Beach and fencing, swings and pathways at North Harbour Reserve, Balgowlah. Consultation is currently underway for the renewal of the playground at Tania Park, Epworth Reserve, Elanora Heights, Minmai Reserve, Mona Vale and Riddle Reserve, Bayview.

Sportsgrounds Improvements

Connecting all Through Play - Active Play - Executive Manager Capital Projects

Allocations under the program have been reported to Council.
Further work to develop the program underway

Sportsgrounds - new and upgrades - Executive Manager Parks & Recreation

Work is progressing well for this project with Seaforth Oval irrigation underway and the car park at Jackson Road, Warriewood completed. Further work on the access road at Jackson Road will be required to tie into the levels of the new car park.

Sports Club capital assistance program - Executive Manager Parks & Recreation

Project is scheduled to start in October

Lionel Watts Oval Frenchs Forest - synthetic sportsfield design and preparatory works - Executive Manager Parks & Recreation

The draft concept plan for Lionel Watts has been finalised and is likely to be publicly exhibited in December 2017. The delivery of the project is scheduled for spring 2018 to April 2019.

Forestville War Memorial Playing Fields - netball court upgrade - Executive Manager Parks & Recreation

The design is progressing well and Council will issue a tender for design and construction in October 2017. The construction of the netball courts will be prioritised for completion before April 2018.

Sportsgrounds Improvements

Cromer Park Field 2 - synthetic sportsfield - Executive Manager Parks & Recreation

This project has commenced construction phase. The site has been established, demolition work has been completed and top soil identified for reuse at natural turf field projects has been stripped and stockpiled.

Youth play space - new - Executive Manager Parks & Recreation

Work on the new skate park at Terrey Hills Oval is progressing well with a very successful consultation event in September 2017. Council has scheduled to release a design and construct tender for the site in November 2017.

Sportsfield renewal program - Executive Manager Parks & Recreation

Balgowlah lighting will be completed in October 2017. The tender for the remaining lighting projects will be released in early October 2017. A contract has been awarded for the construction of new and renewed cricket wickets with work to commence in October 2017. The reconfiguring of existing net structures will result in an additional 6 nets across the local government area.

Sport buildings works program - Executive Manager Property

This program of works sees the replacement of the existing scoreboard at Brookvale Oval, including upgrade to the existing housing structure.

A development application is currently being assessed.

Remaining funds have the potential to be allocated to the works at Nolans Reserve Sports Amenities and Warriewood Rugby Park Clubhouse.

Warriewood Rugby Park Clubhouse - sports amenities works - Executive Manager Property

This project sees the delivery of a replacement sports amenities building at Pittwater Rugby Park. The building is progressing well through design in a collaborative project delivery approach with the key users of the reserve.

Foreshore and Building Improvements

Narrabeen Beach Viewing Tower - Executive Manager Property

This program of works sees the construction of a new lifeguard viewing hut at Narrabeen Beach.

Works have begun on the construction and are behind schedule but will still be completed to scope.

Dinghy Storage - New - Executive Manager Property

Project is scheduled to start in February

Foreshores - new and upgrades - Executive Manager Parks & Recreation

Paradise Beach Retaining/ Seawall - this project is progressing well with preliminary, excavation, drainage and footing works completed.

Avalon Beach, the extension of terraces and construction of a staircase - quotes have been sought. The project will be completed by the beginning of December weather permitting.

Foreshore and Building Improvements

Foreshores renewal program - Executive Manager Parks & Recreation

The Foreshore Renewal program is progressing well. The Collaroy Beach seawall repair is 75% complete, stair renewal at Mona Vale, Whale and Palm Beach have been completed. The East Esplanade Landscape Plan will be presented to Council for endorsement for public exhibition in October. The geotechnical investigation is complete for the design development for the George Street, Avalon seawall. The Fisheries Permit is likely to be issued in November and final design is scheduled for completion in early November. Work is expected to commence in December.

Rockpool renewal program - Executive Manager Parks & Recreation

Work is progressing well on the rockpool program, Fairy Bower rockpool renewal is nearing completion with minor wall patching and finishing to be undertaken in October/November. The detailed design process for Collaroy rockpool renewal is nearing completion with a tender scheduled to be let in November 2017 and works to commence in May 2018.

Beach buildings works program - Executive Manager Property

This program of works focuses on the refurbishment of the community's beach buildings, which includes surf life saving club (SLSC) buildings, swim club buildings and lifeguard huts. The first works being undertaken are minor roof renewals at the Collaroy SLSC and balcony renewal works at the North Steyne SLSC.

Mona Vale Surf Life Savings Club - design works - Executive Manager Property

This project aims to deliver a new Surf Life Saving Club building at Mona Vale. Significant consultation is under way on the design and scope of the project, with the plan to have a concept ready for Development Assessment by the end of the calendar year.

Swim Club buildings works program - Executive Manager Property

This program of works is focused on the Freshwater Swim Club renewal, including concrete repairs, provision of storage and public access to the showers and change rooms.

Dinghy Storage - replacement of racks - Executive Manager Property

Works to renew racks at Regatta Reserve have been completed.
Further locations will be undertaken later this financial year.

Manly Beach Controls Office and Viewing Platform - Executive Manager Property

This project involves the construction of a shade structure for the Manly Beach Viewing Platform. The project is on track for completion in time for the summer peak season.

Tidal Pools refurbishment - Executive Manager Property

Initial works to undertake storm damage repairs have been completed.
Further works will be undertaken after the summer swimming season.

Marine Parade, Manly upgrade - Executive Manager Capital Projects

These works involve making improvements to the promenade and associated landscaped areas between Manly Beach and Shelly Beach. The works are planned to be carried out in the last quarter of the financial year in order to minimise impacts associated with the high visitation rates in the area over the warmer months

Beach equipment renewals - Executive Manager Parks & Recreation

New equipment has been procured and will be delivered early in October.

Foreshore and Building Improvements

Beach Accessibility Renewals - Executive Manager Parks & Recreation

Project is scheduled to start in January

Long Reef Surf Lifesaving Club Renewal - Executive Manager Property

This project sees the construction of a new Surf Life Saving Club, public amenities and cafe at Long Reef within the existing footprint. The project is on schedule, with Stage One of community consultation completed and two working group meetings having been held.

Reserves and Parks Improvements

Reserves - new and upgrades - Executive Manager Parks & Recreation

The tender for lighting along Lagoon Park will be issued in mid October 2017. Manly CBD Pedestrian and Mobility Access plan has been included on the agenda for the October 2017 Council meeting, this document identifies the lighting as a requirement.

Warriewood Valley - public space and recreation - Executive Manager Parks & Recreation

Project is scheduled to start in January

Walter Gors Reserve and Shared Walkway Dee Why Parade - Executive Manager Capital Projects

Establishment of landscape works continued.

Reserves renewal program - Executive Manager Parks & Recreation

Work is progressing well on this program. New tree protection measures for the palms in the Corso have been identified and will be installed prior to end of 2017. Work also includes the renewal of irrigation for this trees.

Recreational trails renewal program - Executive Manager Parks & Recreation

Manly Dam pedestrian trail renewals have commenced, these trails have been identified medium to difficult grade walking trail and will be renewed over the next several years to meet Australian Standards. Work has commenced on renewing the section of the Manly to Spit Walkway east of Clontarf Beach.

Aquatic Centre Improvements

Warringah Aquatic Centre - accessibility works - Executive Manager Property

Project is scheduled to start in October

Warringah Aquatic Centre Renewals - Executive Manager Property

Project is scheduled to start in October

Manly Aquatic Centre Renewals - Executive Manager Property

This project delivers the renewal of infrastructure and pool plant at the Manly Andrew Boy Charlton Aquatic Centre. The majority of works have been completed with only minor works left to be completed this year.

Cemetery Works

Cemetery Works

Cemetery works program - **Executive Manager Property**

This project involves the masterplanning and commencement of works at the Mona Vale Cemetery. Initial concept designs have been developed and are now being further refined.

Community and Belonging

Key: Complete | Progressing | Delayed

OPERATIONAL PROJECTS

Investigate options to relocate the Youth and Family Counselling Service to enhance access for the Northern Beaches community - Executive Manager Community, Arts & Culture

The Department of Family & Community Services has confirmed funding for the Youth & Family Counselling Service for a three year period from July 2017 to June 2020. This 3 year funding period will support the continuation of current service delivery to clients, while planning processes continue locally and new Targeted Early Intervention specific contracts are negotiated and implemented.
Consideration to relocate the service will be undertaken in consultation with the Department of Family & Community Services pending the outcomes of the Targeted Early Intervention reform.

Implement a single Community Centre booking system for the Northern Beaches - Executive Manager Community, Arts & Culture

Scoping is due to commence on a project that will select and implement a single booking system for many Council functions, including community centres.

Review and harmonise fees for Council's 43 community centres - Executive Manager Community, Arts & Culture

The fees and charges of all community centres will be reviewed as part of the annual fees and charges process, with the aim to standardise and harmonise these fees.

Deliver an entrepreneur conference for young people on the Northern Beaches - Executive Manager Community, Arts & Culture

Program was planned for August, however low enrolment numbers necessitated the event being rescheduled for early 2018.

Undertaken Ingleside Land Release community development planning - Executive Manager Community, Arts & Culture

Research into community development requirements for the land release has commenced.

Review opportunities to expand the Manly Meals on Wheels service - Executive Manager Community, Arts & Culture

Looking to the future, it is essential that the Meals on Wheels Service adapts to consumer needs and preferences, continues to assist people to remain living at home. The review will look at new programs including lunch with a friend, weekend delivery and expansion of service.

Support for one Northern Beaches Club grants committee to assist licenced clubs with providing grants to local organisations - Executive Manager Community, Arts & Culture

This committee will not be meeting until November 2017.

Establishment of an expert access panel - Executive Manager Community, Arts & Culture

A review of all Council's current and former committees is currently being undertaken and following this an internal Inclusive Access Panel will be formed.

Develop an online disability inclusion and access information hub - Executive Manager Community, Arts & Culture

This project has commenced with a review of the capacity of the current council website to facilitate the information hub.

Development of a Community Safety issues paper in consultation with key stakeholders. - Executive Manager Community Engagement & Communications

Planning for the development of a Community Safety issues paper is yet to commence. Key stakeholders will be the participants of the Community Safety Advisory Committee.

Development of a Creative Strategy - Executive Manager Community Engagement & Communications

A project plan is under development.

Trial place making activations in identified village and town centres - Executive Manager Community Engagement & Communications

Place Activation outcomes will be identified as part of auditing process of town and village centre.

Undertake a strategic review of the annual program of events - Executive Manager Community Engagement & Communications

Significant community and internal feedback has been received to date via the 'Your Say' section of Council's website, pop-up stalls and community workshops. A draft strategy and framework is being prepared for more extensive community consultation and feedback over the busy summer event period with the strategy to be finalised in early 2018.

Develop accessibility and inclusion guidelines and toolkit for Council events - Executive Manager Community Engagement & Communications

Accessibility review currently underway.

Cater for children from diverse and socio-disadvantaged backgrounds in our long day care, occasional care, vacation care, family day care and pre-school - Executive Manager Children's Services

Between July and September, eighteen children with additional needs were supported to participate in early childhood education and care, and five children with additional needs are attending long day care while their needs are assessed and funding is sought. Thirteen families received financial support from the government and other agencies so children could receive quality education and care while parents are working or attending a training course. Four pre-school children from disadvantaged backgrounds receive a reduced fee rate.

Integration Support funding enabled 18 children with additional needs to attend the Winter Vacation Care program. Three children were able to attend with additional government funding for their grandparent carers.

Meet National Quality Framework standards in providing service to children - **Executive Manager Children's Services**

Council continues to work proactively within the National Quality Framework to ensure the safety of children within our care. In this quarter, we have undertaken thorough reviews of our supervision policy as well as the procedure for safe arrivals and departures to Council's Family Day Care, Early Learning or Vacation Care centres. Additionally, Council has improved safety monitoring practices. For example, safe sleeping practices within our Family Day Care centres are being systematically monitored to ensure compliance with current Australian Standards.

A number of upgrades to Children's Services have been completed. The Belrose Children's Centre nappy change facility has been upgraded with a hydraulic nappy change lifter which will make it easier to look after the needs of children with additional needs. There have also been improvement to shading at two children's centres and the Brookvale Baby outdoor play area has been refurbished.

A range of community service achievements were also delivered including:

- Fostering environmental awareness in children, Belrose Children's Centre liaised with the local Bunnings to establish a relocatable compost and vegetable/ herb garden.
- Two childcare centres raised funds for Muscular Dystrophy and Bear Cottage through a Superhero fundraiser event
- Child protection strategies for children to help protect themselves and speak up if they feel unsafe were promoted at Dee Why Children's Centre
- A volunteer service at Round House Children's Centre continues to engage educators and community members who wish to help look after children

Amalgamate pre-schools to Kangaroo Street centre from Ivanhoe Park - **Executive Manager Children's Services**

Children's Services are working with the Property team to review the plans for the Kangaroo St site. This has involved collaborating with Community, Arts and Culture team to ensure the Project brief met the needs of the pre-school expansion and the community space for the stakeholders. The plans are currently being finalised to progress to the next stage.

Promote all library services at all the public library branches - **Executive Manager Library Services**

All the public libraries have consistent promotions about the library services on offer on the TV screens, posters and flyers as well as the library website.

This is now a business as usual function.

Review library opening hours across all the public libraries - **Executive Manager Library Services**

A door count study was completed in September to understand when customers use the library and what the peak demand periods are. The data from the study will be analysed in October and married to the feedback being gained from a customer survey which was launched in October. The customer survey is expected to provide further insights about what times best suit customer demand and needs.

Continue to support and promote the provision of community library services - **Executive Manager Library Services**

The Avalon Community Library Contract was renewed and funding allocated to support the Avalon Community Library Association's purchase of library materials and books. A Mona Vale library staff member was also seconded to coordinate the Avalon library service volunteers while the Avalon Community Library Association recruited for the Coordinator position.
Seaforth Community Library was also supported in acquitting their grant funds provided in the past financial year so that they can apply for funding this financial year.

Implement a single on-line booking system for all library events and programs held at the public libraries - **Executive Manager Library Services**

A needs analysis has been conducted to define Council requirements and an on-line booking system (Eventbrite) was selected as the software platform for a single on-line booking system. The implementation will proceed once the application has been aligned with our financial processes.

Review customer services processes and practices in all the public library branches - **Executive Manager Library Services**

Customer-centric telephone standards was the focus this month and have been finalised for roll out across the library service. All staff will be informed of the standards and coached to meet them from October 2017.

Operate Glen Street Library as part of the Glen Street Cultural Hub - **Executive Manager Library Services**

The library and theater are working together daily and on an ad-hoc basis to support each others programs and events such as the HSC Lock-in's.

A formal partnership program will be developed once the role of Theater Director is confirmed.

Implement an on-line customer suggestion process across all the public libraries - **Executive Manager Library Services**

The customer suggestion for purchase process has been built into the new library website. Customers can also provide comments and feedback online through the library website'Contact Us' link.

In-branch supporting signage will be developed over the coming months to increase customer awareness of the online mechanisms in order to make it an integral part of the overall customer experience.

Implement a single library card to access all library services across the Northern Beaches public libraries - **Executive Manager Library Services**

The design for the single library card across the service was finalised. Three colour card options were selected as an interim solution until the service is operating on one library management system. This interim solution will provide one colour for each of the former library services so the home library for customers is easily identifiable.

Prototypes of the proposed cards will be developed in the coming month for testing through the library systems.

Establish a single library management system for customers to access all library loanable items across the Northern Beaches public libraries - Executive Manager Library Services

A specification for the new library management system has been developed aligned to the broad library business strategy. A 'Request for Tender' was issued and tenders received are currently being assessed.

Develop and implement a process to book use of the beach FreeWheeler - Executive Manager Parks & Recreation

A new form has been drafted for the request to use of the Beach Wheel Chair and the design has been completed by the Studio Team.

Establishment of inclusion conditions in funding agreements - Executive Manager Transformation & Performance

Initial scoping work of the project undertaken

CAPITAL PROJECTS

Library Upgrades

New library technology - Executive Manager Library Services

An assessment of library technology needs to be undertaken. The assessment will include the search for new technologies to replace the existing, ageing devices within the Home Library Service in order to improve the accessibility of library materials.

Mona Vale Library - new works - Executive Manager Property

This program of works sees the refurbishment of the existing Mona Vale Library to improve the functionality of the space, and meet the identified needs of the community and staff.

New library books - Executive Manager Library Services

The purchase of new library books is on schedule. The acquisition of books and library material is aligned to identified customer needs.

Mona Vale Library - upgrades - Executive Manager Property

This project involves the reconfiguration of Mona Vale Library to meet the needs of the library users and staff. The works are in the planning stage and this project is on track to be delivered as per the project timeline.

Replacement of library books - Executive Manager Library Services

Library books were progressively replaced to meet the needs of the community, where adult fiction, non-fiction and updates to the DVD collection accounted for the majority of spending.

Cultural Improvements

Public art purchases - Executive Manager Community, Arts & Culture

The "Oceanides" sculpture at Fairy Bower pool, dubbed the 'Sea Nymphs' by locals, was reinstalled following a huge fundraising effort by the community and supported by Northern Beaches Council.

Gallery Art Work Purchases - Executive Manager Community, Arts & Culture

Investigations ongoing. No purchases to date.

New creative art space - northern end of the Northern Beaches local government area - Executive Manager Property

This project aims to identify the scope and location of creative arts space in the northern end of the Northern Beaches. Extensive community engagement was commenced in August, including an on line survey and seeking members to establish a Working Group. The Working Group will provide advice to Council on the development of options and models, including potential sites, for the creative arts space.

Cultural Improvements

New public art installations - Executive Manager Community, Arts & Culture

This project is the development of a public art trail along the Northern Beaches Coastal Walkway. It will develop a strategy that provides a holistic cultural approach to the planning and delivery of the Public Art Trail, incorporating the delivery of public art that reflects the cultural, heritage and natural significance of the Northern Beaches coastline. Community engagement commenced in August, with an on line survey and a call for members of a Working Party that will advice Council on this project. The Working Party has been confirmed and will commence work on the project in December.

Manly Art Gallery and Museum - accessibility investigations - Executive Manager Property

This project focuses on the refurbishment of the Manly Art Gallery. This is a two year project with this year's deliverables including the preparation of a masterplan for the site, project scoping and design works.

Glen Street Theatre renewal works - Executive Manager Property

This program of works is allocated to minor works required for the Glen Street Theatre.

Community Centre Upgrades

Warriewood Valley New Community Centre - Executive Manager Property

This project sees the design of a new Warriewood Valley Community Centre being constructed. This year's program focuses on the concept design and DA. Preliminary feasibility and investigation work for this much needed community facility has now commenced.

Community buildings works program - Executive Manager Property

This program of works focuses on the renewal of Council's community buildings including Community Centres and Youth Centres. This years program is still being finalised with minor renewal to the Manly Youth Centre being the first works planned for delivery.

Community centres minor works program - Executive Manager Property

This works program delivers replacement of minor capital items within Council's Community Centres and is progressing as per plan.

Beacon Hill Community Centre and Youth Club - building works - Executive Manager Property

This project, which sees the refurbishment of the Beacon Hill Community Centre, is progressing to plan. Design documentation has been completed for the construction and is currently out to public tender.

Avalon Community Centre - building works - Executive Manager Property

This project focuses on the refurbishment of the Avalon Community Centre's roof. The roof structure has been affected by significant corrosion and this will be replaced through the delivery of this project.

Child Care Buildings

Children's Centres works program - Executive Manager Property

This program of works focused on the minor renewal of Council's Children's Centres. The main work this year relates to the renewal of the play area of Brookvale Child Care Centre and these works are progressing to plan.

Child Care Buildings

Harbourview Preschool / Community Centre - building works - Executive Manager Property

This project sees the modification of the existing HarbourView Childrens' Centre to bring to an appropriate level of service while also allowing for improved layout and supervision. The project has had a Section 96 amendment to the DA submitted and is awaiting assessment prior to progressing to construction.

Vibrant Local Economy

Key: Complete | Progressing | Delayed

OPERATIONAL PROJECTS

Host and/or support business events and networks across the region - Executive Manager Community Engagement & Communications

Ongoing support was provided to Chamber of Commerce networks during the period

Work with local communities and businesses to identify ways to improve town centres - Executive Manager Community Engagement & Communications

The first step in ensuring effective collaboration across the five Wards is the recruitment of Place Coordinators. The recruitment process commenced this quarter and will facilitate local coordination and and contact to community members, stakeholders, and businesses to improving local outcomes.

Place Coordinators and the Manager will continue to provide assistance to Council's major project teams to support the effective communication and delivery of improvements in town and village centres.

Develop policies and issue papers with appropriate actions to promote the regions economy - Executive Manager Community Engagement & Communications

An Economic Development & Tourism SRG Direction Paper was finalised and presented to Council in August 2017.

Finalise the Manly Destination Management Plan and commence a similar Plan for the whole region - Executive Manager Community Engagement & Communications

Draft Manly Destination Management Plan is being finalised and Council is continuing to collaborate with the Manly Chamber of Commerce with a view to updating the final document.

Coordination of Meet Your Street program - Executive Manager Community Engagement & Communications

Planning for the Meet Your Street Program is underway. Thirteen Meet Your Street applications have been received by Council for events in December. The program will be advertised from late October on Council's website to encourage additional neighbourhood events.

CAPITAL PROJECTS

Town Centre and Village Upgrades

Dee Why Town Centre - Redman Road Plaza East - Stage 1 - Executive Manager Capital Projects

Expected completion to be end of October, however there will be ongoing minor works.

Dee Why Town Centre - Design - Executive Manager Capital Projects

Detailed design and tender documentation for Pittwater Road south of Redman Road is being finalised for tender in October, and commencement of construction in early December.

Dee Why Town Centre - Construction - Phase 1 - Executive Manager Capital Projects

Project on schedule

Balgowlah Plaza - Executive Manager Capital Projects

The landscaping upgrade works to the Plaza are now progressing well.
Works are expected to be completed by late October 2017

Manly Laneways - Executive Manager Capital Projects

These works form part of the "Manly 2015 Masterplan" and will provide improvements and upgrades to the paved pedestrian areas within the precinct. Works are progressing ahead of schedule and are 98% complete. Some additional works are currently being programmed near Whistler St carpark

Place Making Infrastructure (Enliven) - Executive Manager Community Engagement & Communications

Electrical Infrastructure installed at Winnererremy Bay Reserve for Taste of the Beaches Event.

Transport, Infrastructure and Connectivity

Key: Complete | Progressing | Delayed

OPERATIONAL PROJECTS

Undertake a review and detailed assessment of the location of bus stops for the Hop Skip Jump Bus Service to improve travel times, reliability and support safety at bus stops - Executive Manager Community, Arts & Culture

An audit of the four Hop Skip and Jumps routes and all bus stopping points was undertaken to identify issues causing safety concerns. Details of the specific locations, issues and proposed course of action were identified and presented to Council's Local Traffic Committee. Three of the four recommendations were adopted by the Traffic Committee and due for implementation.

Commence the development of a Northern Beaches Bike Plan identifying key strategies and programs to encourage bike riding throughout the area - Executive Manager Transport & Civil Infrastructure

The Bike Plan has been deferred to 2018/19 which will allow Council to complete an overarching Transport Strategy as well as the Northern Beaches Walking Plan during the current financial year and prior to starting the more detailed Bike Plan. An application will be submitted to Roads and Maritime Services through the active transport grant funding program 2018/19 to develop the Bike Plan.

Commence the development of a Northern Beaches Pedestrian Access and Mobility Plan (PAMP) to ensure accessibility throughout the Northern Beaches - Executive Manager Transport & Civil Infrastructure

The Northern Beaches walking plans will ensure accessibility for pedestrians throughout the Northern Beaches. The project has commenced and a tender request is being prepared to undertake the planned works.

Develop and deliver active travel projects in accordance with the Active Travel Strategy including the development of walking and cycle networks. - Executive Manager Transport & Civil Infrastructure

The delivery of active travel projects underway across the northern beaches in accordance with existing active travel strategies. Recent improvements include dockless bike sharing in the Manly area; cycle parking hoops installed at Manly Food Co-op, Whistler Street Manly; cycle stencils in Balgowlah Road and Wanganella Street, Balgowlah; path and kerb upgrades on Addiscombe Road, Manly Vale and cyclist way finding signs.
Council is also preparing projects to be considered through the 2018/19 Roads and Maritime Services grants program.

Continue to work with State Government on the role out of the B-line Service on the Northern Beaches - Executive Manager Transport & Civil Infrastructure

The B-line delivery project is underway with the first service to commence during November. The final infrastructure is expected to be delivered during the 2018/19 financial year. Connectivity works that are being delivered by Council as part of the project are proceeding according to the agreed timeline.

Commence a review of accessible parking provision - Executive Manager Transport & Civil Infrastructure

The development of a Parking Strategy will consider the provision of accessible parking.

CAPITAL PROJECTS

Active Travel – Cycleways and Footpaths

Footpaths new - Executive Manager Transport & Civil Infrastructure

Three new footpaths completed.

Bike plan implementation - new works - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in November

Connecting Communities - Footpaths Programs - Executive Manager Capital Projects

Consultation on a number of sites has been undertaken for coastal walkway.
Contract has been signed for Palm Beach Walkway

Connecting Communities - Cycleways Program - Executive Manager Capital Projects

Shared paths completed in Brookvale, Manly Vale, Dee Why west.
On road cycleways between Avalon and Palm beach completed.
Currently constructing shared paths in Collaroy, Narrabeen, Mona Vale and Beacon Hill.

Warriewood Valley - pedestrian and cycleway network - Executive Manager Parks & Recreation

The construction of a crushed rock path from Jackson Road to the Angus Gordon Boardwalk will be carried out in May 2018 per the approved Review of Environmental Factors to avoid impacts on the local bat population.

Narrabeen Lagoon Trail - aquatic boardwalk - Executive Manager Parks & Recreation

Detailed design and the review of environmental factors are both progressing well for this project. Council is still likely to issue a tender in early December for this project. It is anticipated that work will commence in Winter 2018.

Little Manly Boardwalk - Executive Manager Parks & Recreation

Council has developed a concept design and have undertaken preliminary investigations and community engagement on the proposed boardwalk. It is likely that broader community engagement will commence in October 2017.

Footpath renewal - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in October

Road and Related Infrastructure Upgrades

New traffic facilities - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in October

Scotland Island roads and drainage improvements - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in January

Warriewood Valley - new bridge MacPherson Street - Executive Manager Transport & Civil Infrastructure

The MacPherson Street bridge construction is progressing on schedule. The bulk of the road works are expected to be completed in December 2017.

Road and Related Infrastructure Upgrades

Warriewood Valley - traffic and transport infrastructure - Executive Manager Transport & Civil Infrastructure

Design works have commenced to develop traffic and transport infrastructure within the Warriewood Valley.

Parking station and meters infrastructure - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in November

Church Point - new carpark - Executive Manager Transport & Civil Infrastructure

The Church Point Boardwalk works have been completed and the new road alignment was opened in September. Work has commenced on the construction of the car parking facility as well as finalization of the 40kmph high pedestrian zone

Bus stop renewal - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in October

Car park renewal - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in October

Kerb and gutter renewal - Executive Manager Transport & Civil Infrastructure

The renewal of kerb and gutter throughout Council's area is on target. The works have been scoped and procurement is underway.

Retaining wall renewal - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in October

Road resheeting program - Executive Manager Transport & Civil Infrastructure

The program to repair and resheet roads throughout Council's area is on schedule.

Bridge renewal - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in January

Wharf Upgrades

Church Point - wharf extension - Executive Manager Transport & Civil Infrastructure

The project to extend the wharf and to provide an upgrade to associated infrastructure is on schedule with further design and consultation with Roads and Maritime Services undertaken in September.

Currawong Wharf - access works - Executive Manager Property

This project looks to renew and upgrade the Currawong Wharf to meet accessibility and other functional requirements. The project is contingent on funding being provided by the Roads and Maritime Service and is on hold pending the provision of that funding.

Mackerel Beach Wharf - access works - Executive Manager Property

This project aims to fully renew the Mackerel Beach Wharf to modern standards and to the needs of the community. Currently this project requires co-funding from the Roads and Maritime Service which is not currently available and as such is on hold until these funds become available.

Wharf Upgrades

Wharves works program - Executive Manager Property

The initial design works for the renewal have been undertaken.
Public consultation will be required before progressing.

Rowland Reserve Boating Facilities Renewal - Executive Manager Property

Work progressing well to have the new pontoons in place in time for the peak boating season.

Good Governance

Key: Complete | Progressing | Delayed

OPERATIONAL PROJECTS

Research the user experience of systems and processes - Executive Manager Customer Service

Initial investigations to identify particular customer needs have been undertaken. User experience, particularly in regards to meeting needs of people with disability, will be considered and assessed. Key projects that incorporate user experience considerations include new customer service front counter and call centre at Mona Vale and online forms and payments.

Preparation of the Long Term Financial Plan 2018-2028 - Chief Financial Officer

Project is scheduled to start in November

Review Councils light fleet policy - reduction in vehicles, fuel and emissions - Executive Manager Transport & Civil Infrastructure

A strategy is being developed to reduce Council's environmental impact via the reduction of fuel usage and subsequent emissions from Council's motor fleet.

Elements that combine to make up the strategy are currently under review. Some elements include appropriate vehicle selection, utilisation, driver/operator education, car sharing and use of bio fuels.

Review and implementation of templates for procurement across the Northern Beaches Council in accordance with provisions of the Local Government (General) Regulation - Chief Financial Officer

All procurement templates have undergone an initial review and are available to staff on the intranet. Further review will be undertaken by key stakeholders through the Capital Works Procurement review project.

Review and update tendering documentation guidelines to ensure procurement processes are inclusive and accessible - Chief Financial Officer

The procurement manual is progressing and a draft is due to be sent to key stakeholders for review by the end of October. This will include a review to ensure the manual promotes procurement that is inclusive and accessible.

Develop an effective Internal Audit Plan and conduct audits accordingly and ensure an effective Audit, Risk and Improvement Committee - Executive Manager Governance & Risk

Internal audits and probity audits were conducted during the period in accordance with the draft Internal Audit Plan.

The Internal Audit Plan for 2017/2018 is currently being revised and will be tabled at the next Audit, Risk and Improvement Committee meeting on 14 November 2017.

Ensure Local Government elections are conducted as required in conjunction with the NSW Electoral Commission - Executive Manager Governance & Risk

The local government elections were held on 9 September 2017 and 15 councilors were elected to represent the Northern Beaches Council.

The NSW Electoral Commission ran the election with Council providing support which included the preparation of the non-residential electoral roll, statutory advertising and additional community awareness advertising about the election, running candidate information sessions, and the appropriate direction of queries relating to the election and voting. All legislative regulations, procedures and requirements were met to ensure a fair and equitable election.

Implement an induction program for elected representatives and committee members and provide ongoing training and development programs - Executive Manager Governance & Risk

Following the local government election in September 2017, councillors attended a comprehensive induction program which incorporated briefings, training sessions and workshops. Information briefings have continued to ensure councillors are acquainted with the strategic functions of Council and councillors have been kept informed of external training opportunities.

Implement an Enterprise Risk Management Framework based on best practice and Australia Standards - Executive Manager Governance & Risk

Initial planning for the Risk Management Framework is underway.

Ensure effective business continuity processes are in place incorporating a Business Continuity Plan - Executive Manager Governance & Risk

Scoping is underway with an external contractor to provide a comprehensive Business Continuity Plan for Northern Beaches Council with an anticipated commencement date of December 2017.

Relevant Codes and Policies developed and reviewed to meet legislation and/or organisational requirements. Including staff training and awareness raising - Executive Manager Governance & Risk

Project is scheduled to start in February

Review the accessibility and inclusiveness of Council meetings - Executive Manager Governance & Risk

Investigation has commenced into closed captioning for the council meetings webcasts and recordings. Six hearing loops have been installed and signage is appropriately displayed.

Ensure that a complaint management framework including training and awareness activities, is developed and implemented to meet organisational need, best practice and Australian Standards - Head of Integrity & Complaints

Planning is underway with the Complaints Management Policy put on public exhibition during the period.

Preparation of the Workforce Management Plan 2018-2028 - Executive Manager Human Resources

Initial planning to develop the Workforce Plan has commenced.

Develop guidelines for inclusive recruitment and workplace practices - Executive Manager Human Resources

The main focus has been on developing and updating recruitment process documentation and forms during the quarter.

Develop disability awareness education and training for staff - Executive Manager Human Resources

Ways of delivering Disability Awareness Training within the business is currently under investigation.

Preparation of the Asset Management Strategy - Executive Manager Property

Project is scheduled to start in December

Preparation of Asset Management Plans for all asset classes - Executive Manager Property

Project is scheduled to start in February

Preparation of the Northern Beaches Community Strategic Plan (SHAPE 2028) - Executive Manager Transformation & Performance

The draft Community Strategic Plan is currently on exhibition until 12 November. The engagement includes five community workshops, youth workshop, a business event as well as an online survey.

Preparation of Delivery Program 2018-2021 - Executive Manager Transformation & Performance

Community engagement is planned for October/November to inform the development of the Delivery Program. This involves five community workshops, a youth workshop, and business event as well as an online survey.

Preparation of the Operational Plan 2018/19 - Executive Manager Transformation & Performance

Project is scheduled to start in January

CAPITAL PROJECTS

IT Improvements

IT Infrastructure - new works - Chief Information Officer

The purchasing and implementation of new IT infrastructure for the Northern Beaches Council is on schedule inline with the budget created.

IT Software - new works - Chief Information Officer

The project is on schedule. Work has commenced on the Workplace Health and Safety (WHS) Management System and Document Scanning Systems.

New IT Systems - Chief Information Officer

The implementation of an integrated Property and Rating System is progressing in accordance with the project plan data migration and testing currently underway.

IT Infrastructure - replacements - Chief Information Officer

The IT Infrastructure replacement project is on target for delivery on time and budget. The project team has been established and a detailed delivery plan will be created to ensure delivery remains on track to meet the Northern Beaches Council's requirements.

Civic Building and Compliance Works

Operational buildings works program - Executive Manager Property

This program of works delivers the renewal of Council's operational buildings. The scope of this years delivery includes works to Manly Town Hall and the Dee Why Civic Centre.

Disability Access (DDA) Compliance Works - Executive Manager Property

This program of works involves undertaking Disability Discrimination Act (DDA) compliance works to council buildings and will be allocated to the DDA requirements for the Beacon Hill Community Centre building upgrade works.

Building Code of Australia (BCA) compliance works - Executive Manager Property

This program of works is allocated to undertake Building Code of Australia (BCA) compliance works. The works will focus on the Beacon Hill Community Centre building renewal project.

Council Chambers renewal program - Executive Manager Property

This project involved the renewal of the Council Chambers and associated facilities to meet the need of an increased number of Councillors. The works have been substantially completed with the remaining works to be completed in the coming months.

Plant and Fleet

Major plant replacement program - Executive Manager Transport & Civil Infrastructure

The replacement of plant is occurring in accordance with the scheduled program

Light fleet replacement program - Executive Manager Transport & Civil Infrastructure

The replacement of vehicles is in accordance with the schedule.

Participation and Partnerships

Key: Complete Progressing Delayed

OPERATIONAL PROJECTS

Launch a new Northern Beaches Council website and content management system - Executive Manager Community Engagement & Communications

The new website, integrating former websites, and Content Management System was launched on 23 August. The content is being continuously monitored and updated. The website functionality is being continuously reviewed and improved for best practice in customer experience.

Continue to implement the Northern Beaches Council identity - Executive Manager Community Engagement & Communications

Council adopted the new brand Identity and work commenced on finalising the Style Guide. The Studio team have developed consistent guidelines and finalised the Identity suite. This has included re-branding major events, such as Taste of the Beaches and Manly Jazz Festival.

Continue to develop the signage style guide and rollout across Council assets - Executive Manager Community Engagement & Communications

The Signage Style Guide is in development. Production has commenced on the Street Blades and Park Identification signs.

Conduct a document and media accessibility audit - Executive Manager Community Engagement & Communications

Project is on track. A review of Council's website in accordance with Web Content Accessibility Guidelines has been completed with other channels to follow.

Develop and integrate inclusion participation guidelines into Council's community engagement framework - Executive Manager Community Engagement & Communications

A draft project brief has been prepared.

Build networks with key contacts regarding the best way to engage people with disability - Executive Manager Community Engagement & Communications

A draft project brief has been prepared.

Integrate accessibility and inclusion considerations into early stage project planning - Executive Manager Community Engagement & Communications

A draft project brief has been prepared.

Northern Beaches Council Policy

Appointment of Community and Stakeholder Representatives on Committees

Policy Statement

To prescribe the process for the appointment of individuals to Council Committees, as either representing organisations, groups or other stakeholders, or the general community, where the composition of the Committee is established in the relevant Committee Terms of Reference (ToR) or Charter.

To ensure representatives are objectively selected on merit, thereby removing any claim of political patronage.

Principles

The following principals and procedure shall be followed in the appointment of organisational, stakeholder and general community representatives to Committees established by the Council or on behalf of other agencies.

- All appointments to Committees are to have due regard not only to the provisions of the relevant Committee Charter or ToR but also to the general principles of merit-based selection, gender balance, equality and diversity of membership.

- The selection of community representatives on Council Committees is a function best administered independently of the elected Council, and in accordance with the ToR of the relevant Committee. This approach avoids both the perception and reality of political interference in the appointment process. Committee representatives shall be entitled to be appointed without influence from political beliefs, philosophical reasons, affiliations or community standing. They are entitled to be considered for appointment because of their interest or involvement in the work of the Committee or because they have particular skills or professional training of benefit to the Committee's deliberations.

Scope and Application

- It is appropriate that organisations, the general community and other relevant stakeholders be represented on Committees to assist Council in its ongoing planning and decision-making processes.
- Council is responsible for adopting the Charter of each Committee established by it, including the composition of the Committee and any specific skills or requirements to be included in that composition.

<u>Organisational and Stakeholder Representatives</u>:

Where an organisation, community group, interest group, user group or other stakeholder is, according to a Committee Charter or ToR, to be represented on that Committee:

- The organisation or group shall nominate its representative in writing to the Chief Executive Officer (CEO).

- The written nomination is to be made, as appropriate, by a duly authorised office bearer or office holder of the organisation/group concerned using the template provided by Council for that purpose including evidence of constitution and membership.

- The CEO shall appoint such nominated representatives and reserves the right to reject such nominated representatives should there be any non-compliance with requirements in the relevant Committee Charter or ToR.

Individual Community Representatives:

- Nominations will be publicly invited for appointment to a Committee.
- All nominees will be required to make written application to Council using the template provided by Council for that purpose. Any particular skills, experience or expertise required of members by the relevant Committee Charter or ToR must be addressed in any nomination submitted to Council.
- Where complying nominations received are equal to or less than available positions on a Committee, the CEO may appoint such nominees to the relevant Committee.
- Where the number of complying nominations exceeds the number of individuals required for appointment, the CEO shall arrange for an independent panel to make a direct appointment(s) based on merit. In such cases the Independent Panel, comprising the Head of Integrity and Complaints Resolution Unit (or delegate), a member of Human Resources (or other nominee of the CEO) and the relevant Executive Manager, is to have regard to any membership requirements outlined in the relevant Committee ToR or Charter as well as those detailed in this Policy.

Term of Appointment

- A person appointed to a Committee shall continue as a member of the Committee for the period outlined in the relevant Committee ToR or Charter.
- Where a person has been nominated to represent a particular organisation or group on the Committee, a duly authorised representative of the organisation may request a change to its nominated representative during the relevant term.

Delegation of Authority

By adoption of this Policy, the Council specifically and hereby delegates authority to the CEO to exercise all functions, powers or actions required to implement this policy.

Responsible officer
Executive Manager Governance and Risk

References and related documents
- NSW Local Government Act 1993

Definitions
- ***Committee*** : For the purposes of this Policy, Committee refers to any Strategic Reference Statutory Committees and Joint Stakeholder committees or other advisory committees that have councillors and community members represented.

Effective Date: TBC

Review Date: November 2021

Revision History
Replaces former PL-755 Policy.

Strategic Reference Groups

Terms of Reference

November 2017

1 PURPOSE

Strategic Reference Groups (SRGs) are advisory groups that are aligned to the Community Strategic Plan (CSP) outcome areas. The purpose of each SRG will be to consider and advise on projects aligned to their respective CSP goals and strategies. They contribute advice, feedback and other support to Council in relation to issues, initiatives and requirements outlined in their Charters.

These groups provide an avenue for the local community and key stakeholders to play an active and meaningful role. They help shape Council plans, policies and strategic outcomes, with informed consideration of needs across the whole Northern Beaches area and the community as a whole.

2 CHARTERS

Each Strategic Reference Group (SRG) operates according to these Terms of Reference and to their relevant Charter. Terms of Reference and Charters are adopted by resolution of Council and may also be amended by Council from time to time. The scope of each SRG is detailed in the respective Charters (Attachment 1).

3 MEMBERSHIP

The membership composition is detailed in the detailed in the respective Charters (Attachment 1).

Councillor representation

a) The Mayor (and delegate) and up to three (3) Councillors can be appointed to a Strategic Reference Group.

b) Councillor membership will be endorsed by Council along with the election of Chair.

c) Other Councillors may attend Group meetings as observers only.

Community and other stakeholders

a) Memberships by community representatives and other experts or stakeholders will be in accordance with the membership provisions of the individual SRG Charters

4 ELIGIBILITY

a) All Councillors are eligible for nomination and membership on one or more SRG.

b) Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.

c) An individual may only serve as a community representative on one (1) SRG unless approval has been granted by the Chief Executive Officer.

5 SELECTION PROCESS

a) Council will advertise nominations for community representation on SRG.

b) The selection of members will be undertaken in accordance with Council Policy for Appointment of Community and Stakeholder Representatives on Committees and in line with the criteria detailed in the relevant charter.

6 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the groups the terms of Councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the general election and 12 months later, reciprocally from Councillors to incoming community members:

a) The term for the SRG is two (2) years for Councillor members or 12 months following election of a new Council. All Councillor memberships will cease at the time of the general election and new Councillors should be appointed to existing Strategic Reference Groups at the earliest opportunity following the council election.

b) The term for community and other members is four (4) years, commencing within 12 months after an election of Council.

c) In the event of a resignation, replacement members will be appointed in accordance with the Policy for Appointment of Community and Stakeholder Representatives on Committees.

7 SUPPORT PROVIDED

a) Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.

b) Council officers may attend meetings to provide information and/or to discuss specific issues and projects with the Group. Council officers may also request that they attend a future meeting in relation to a particular matter of interest.

8 TIMETABLE FOR MEETINGS

a) The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year, with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.

b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.

c) The schedule of meeting dates and venues will be provided to the members at the beginning of each year.

d) An agenda will be sent at least 7 days prior to the meeting.

9 ATTENDANCE AT MEETINGS

a) All members are expected to attend the meetings or otherwise tender their apologies to either the Chair or Governance.

b) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair and Governance. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.

c) While other Councillors may attend Group meetings as observers, the meetings will not be open to other members of the public.

10 MEETING PRACTICES AND PROCEDURES

a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.

b) The quorum for each meeting will be one half plus one of the elected Councillors or Chair. If a quorum is not present within 30 minutes of the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.

c) The Chair directs the progress of all meetings. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda. The Deputy Chair performs this role in the absence of the Chair.

d) Meetings will be collaborative discussions of ideas and feedback, with the intention of reaching consensus when endorsing items and recommendations. It will be at the discretion of the Chair when a matter is to be put to the vote, by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied (or Deputy in the absence of the Chair).

11 MODEL CODE OF CONDUCT FOR STRATEGIC REFERENCE GROUPS

a) All members are required to observe Council's adopted Model Code of Conduct, and any other policy or requirement relevant to the proper functioning of the Group.

b) Members shall act in a professional and responsible manner with the information they obtain.

c) Members must respect each other (often despite differences) and work together to create an open and

trusting atmosphere. The Group requires openness and honesty in order to function well, and members should feel free to express their opinions and views without fear of recrimination.

d) A breach of the Terms of Reference may lead to the member being removed from the Group, and shall be managed by the Chair.

e) Members do not have the authority to make representations to the media on Council's or the Group's behalf. In line with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Group.

f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 *Local Government Act 1993*.

g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

12 Council's Values:

All members are expected to observe Northern Beaches Council's adopted Values, outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud of doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make a difference.
- **Leadership:** Because everyone has a leading role.

ATTACHMENT 1 – SRG CHARTERS

Environment SRG CHARTER

Established: November 2017

Term:

Councillors: Appointment for 2 Years or until the election care taker period commences.

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election

Function: This Reference Group will consider goals and strategies contained within the **Protection of the Environment (1-3) and Environment Sustainability (4-6) pillar of the Community Strategic Plan see below.** Items presented to the group during the term may include Biodiversity Planning, Environment Strategies, Environmental Education, Environmental Hazards, Corporate Sustainability, Waste Management etc The Group's clear focus will be on assisting strategic decision-making by Council.

Quorum and Voting

- The quorum for each meeting will be one half plus Chair or one of the elected Councillors.
- If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations.

Meetings:

- The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting

Reporting Procedures:

- Minutes of meetings to be reported to Council

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officer: Executive Manager Environment and Climate Change.

Business Unit: Environment and Climate Change.

Composition/Membership

The Chair is the Mayor or his nominated delegate. The following Council members will be appointed:

- Mayor and up to 3 Councillors

The group will consist of up to twelve (12) members of the following Northern Beaches organisations, individuals and community groups:

- 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas:
  - Bushland and biodiversity management
  - Waterways and catchment management
  - Coastal management
  - Climate change
  - Environmental sustainability
  - Recreational use of the local environment
  - Urban Planning
- 5 Community members or group representatives interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).

Notes:

- All other Councillors are invited to attend and observe however the meeting is not open to the public.
- The group should include a balance of location, gender and area of expertise.

Community Strategic Plan: Environment Goals and Strategies

ENVIRONMENT: Protection of the environment	Environmental Sustainability
Goal 1 - Our bushland, coast and waterways are protected to ensure safe and sustainable use for present and future generations. **Strategies:** 1a. Protect and restore local biodiversity and bushland 1b. Protect and improve ecological conditions in catchments, creeks and lagoons 1c. Protect and manage the condition and safe access to the coast, lagoons, Middle Harbour, and Pittwater 1d. Provide sustainable access to the natural environment, while recognising and protecting its cultural and heritage value.	**Goal 4** - Our Council is recognised as a community leader in environmental sustainability **Strategies:** 4a. Develop a culture of commitment to environmental sustainability and lead by example 4b. Enhance financial and strategic capacity to deliver on environmental outcomes 4c. Explore and invest in technologies and processes such as renewable energy and waste management that deliver long-term environmental benefits.
Goal 2 - Our environment and community are resilient to natural hazards and climate change. **Strategies:** 2a. Minimise the risk to life and property from storm events, floods,	**Goal 5** - Our built environment is developed in line with best practice sustainability principles **Strategies:** 5a. Ensure integrated land use planning balances the environmental,

erosion, landslides, bushfires and impacts of climate change 2b. Increase the resilience of the environment to the effects of natural hazards and climate change 2c. Maintain productive partnerships with government agencies and the community to effectively manage and respond to natural hazards.	social and economic needs of present and future generations 5b. Create green and resilient urban environments by improving tree cover, native vegetation, landscaping, and water management systems 5c. Promote the benefits and savings of ecologically sustainable development 5d. Continually improve environmental standards and compliance in new and existing developments.
Goal 3 - Our community is well-supported in protecting the environment. **Strategies:** 3a. Encourage the community to protect the environment 3b. Invite community participation in restoring the natural environment through volunteering programs and education.	**Goal 6** - Our community will continue to work towards sustainable use of resources **Strategies:** 6a. Promote and support opportunities for more sustainable living 6b. Provide incentives and programs to encourage our community to enhance, preserve and protect our natural ecosystems 6c. Reduce waste and improve reuse and recycling.

Places For People SRG CHARTER

Established: November 2017

Term:

Councillors: Appointment for 2 Years or until the election care taker period commences.

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election

Function: This Reference Group will consider goals and strategies contained within **the Social Pillar; Places for People (7-9)** of the Community Strategic Plan. Items presented to the group during the term may include Urban Planning & Design, Affordable Housing, Cultural & Built Heritage, Open space & Recreation etc. The Group's clear focus will be on assisting strategic decision-making by Council.

Quorum and Voting

- The quorum for each meeting will be one half plus Chair or one of the elected Councillors.
- If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations.

Meetings:

- The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting

Reporting Procedures:

- Minutes of meetings to be reported to Council

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officers: Executive Manager Strategic and Place Planning and Executive Manager Parks & Recreation.

Business Units: Strategic and Place Planning and Parks & Recreation.

Composition/Membership

The Chair is the Mayor or his nominated delegate. The following Council members will be appointed:

- Mayor and up to 3 Councillors

The group will consist of up to twelve (12) members of the following Northern Beaches organisations, individuals and community groups:

- 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas:
  - Surf Life Saving Association
  - Inclusiveness and accessibility organisation or group
  - Sporting Union or sporting groups
  - Companion animals organisation or representative
  - Strategic Planning expertise
  - Urban Planning expertise
  - Place Planning expertise
  - Cultural and Built Heritage expertise
- 5 Community members or group representatives interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).

Notes:

- All other Councillors are invited to attend and observe however the meeting is not open to the public.
- The group should include a balance of location, gender and area of expertise.

Community Strategic Plan: Social Goals and Strategies

Places for People

Goal 7 - Our urban planning reflects the unique character of our villages and natural environment and is responsive to the evolving needs of our community

Strategies:

7a. Effectively plan for future growth by balancing regional priorities with local values

7b. Provide a mix of high-quality diverse and inclusive housing options supported by sustainable infrastructure

7c. Advocate for improved housing affordability.

Goal 8 - Our neighbourhoods inspire social interaction, inclusion and support health and wellbeing

Strategies:

8a. Create welcoming villages and neighbourhood centres that are vibrant, accessible and support our quality of life

8b. Develop urban design controls that support the health and wellbeing of our community, particularly seniors and people with a disability

8c. Collaborate with the community in the design of vibrant open spaces and neighbourhoods.

Goal 9 - Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities

Strategies:

9a. Provide well-maintained and safe spaces that equitably support active and passive recreation

9b. Foster partnerships with government agencies, community and sporting groups to facilitate and promote healthy and active living

9c. Encourage a broad range of activities that enable social interaction, stimulate wellbeing, and support people at each stage of their lives.

Goal 12 - Our community is friendly and supportive

Strategies:

12c. Recognise and honour Aboriginal culture and heritage

12d. Value and celebrate our diverse heritage and cultural differences.

Community and Belonging SRG CHARTER

Established: November 2017

Term:

Councillors: Appointment for 2 Years or until the election care taker period commences.

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election.

Function: This Reference Group will consider goals and strategies contained within the **Social Pillar; Community and Belonging (10-12) of the Community Strategic Plan.** Items presented to the group during the term may include Art & Culture, Community Services, Target groups (youth, seniors, CALD) etc. The Group's clear focus will be on assisting strategic decision-making by Council.

Quorum and Voting

- The quorum for each meeting will be one half plus Chair or one of the elected Councillors.
- If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations.

Meetings:

- The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting

Reporting Procedures:

- Minutes of meetings to be reported to Council

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officers: Executive Manager Community, Arts & Culture.

Business Units: Community, Arts & Culture.

Composition/Membership

The Chair is the Mayor or his nominated delegate. The following Council members will be appointed:

- Mayor and up to 3 Councillors

The group will consist of up to twelve (12) members of the following Northern Beaches organisations, individuals and community groups:

- 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas:
  - Arts and Culture organisation or group
  - Youth and Children organisation or group
  - Health and Mental Health association or group
  - Seniors association or group
  - Indigenous culture organisation or group
  - Disability association or group
  - Culturally and Linguistically Diverse (CALD)
  - Homelessness and Housing organisation or group
- 5 Community members or group representatives interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).

Notes:

- All other Councillors are invited to attend and observe however the meeting is not open to the public.
- The group should include a balance of location, gender and area of expertise.

Community Strategic Plan: Social Goals and Strategies

Community and Belonging

Goal 10 - Our community is stimulated through a diverse range of cultural and creative activities and events

Strategies:

10a. Support the arts and creative communities

10b. Expand cultural events and creative opportunities, including safe nightlife opportunities

10c. Provide more events and opportunities for young people to socialise.

Goal 11 - Our community feels safe and supported

Strategies:

11a. Promote social inclusion through neighbourhood programs and quality services

11b. Build stronger communities where neighbours know and support each other

11c. Promote health and wellbeing through fair access to information, health and support services.

Goal 12 - Our community is friendly and supportive

Strategies:

12a. Support community groups and facilitate volunteer opportunities

12b. Build an inclusive community and break down institutional and social barriers to enable all people, irrespective of age, gender and identity, to participate in community life.

Economic & Smart Communities SRG Group CHARTER

Established: November 2017

Term:

Councillors: Appointment for 2 Years or until the election care taker period commences

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election.

Quorum and Voting

- The quorum for each meeting will be one half plus Chair or one of the elected Councillors.
- If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations.

Meetings:

- The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting.

Reporting Procedures:

- Minutes of meetings to be reported to Council

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officers: Executive Manager Community Engagement & Communications and the Chief Information Officer.

Business Units: Community Engagement & Communications and Systems & Information.

Function: This Reference Group will consider goals and strategies contained within the **Economic Pillar; Vibrant Local Economy (13-15)** of the Community Strategic Plan. Items presented to the group during the term may include Economic Dev Strategy, Business Support & Development, Destination Mgt Plans, Smart Cities etc. The Group's clear focus will be on assisting strategic decision-making by Council.

Composition/Membership

The Chair is the Mayor or his nominated delegate on this group and Deputy Chair as elected by the Mayor. The following Council members will be appointed:

- Mayor + 3 Councillors

The group will consist of up to twelve (12) members of the following Northern Beaches organisations and community groups:

- 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas:
  - Chamber of Commerce
  - Tertiary Education organisation or group
  - Economic Development
  - Tourism organisation or group
  - Medium to large national business (with an interest in technology)
  - Small local business (with an interest in technology)
  - Strategic Planning expertise in Smart Cities
  - Developing technology proficiency in the community
- 5 Community members or groups epresentatives interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).

Notes:

- All other Councillors are invited to attend and observe.
- The group must be a balance of location, gender and area of expertise.

Community Strategic Plan: Social Goals and Strategies

Economic & Smart Communities

Goal 13 - Our businesses are well-connected & thrive in an environment that supports innovation & economic growth

Strategies:

13a. Ensure that employment lands are retained & cater for a diverse range of businesses & industry
13b. Improve access for businesses to information, incentive programs, enterprise support
13c. Facilitate innovative environments & hubs where start-up businesses, entrepreneurs & innovators are supported & connected
13d. Support business & professional networks that are responsive to the evolving needs of the business community

Goal 14 - Our economy provides opportunities that match the skills and needs of the population

Strategies:

14a. Facilitate local education & vocational training opportunities
14b. Facilitate & promote flexible work options to reduce commuting (e.g. telecommuting)
14c. Attract knowledge-based industries to meet the skills and aspirations of residents & support a thriving business environment
14d. Expand & promote employment & training opportunities for all residents, especially young people & people experiencing social disadvantage

Goal 15 - Our economy provides a range of employment & education opportunities to match the skills & needs of the population

Strategies:

15a. Promote Northern Beaches as an attractive place to establish a business
15b. Provide diversified job growth & create industry clusters in our villages, strategic & district centres
15c. Facilitate active & safe urban environments through increased economic activity, in keeping with local character
15d. Enhance & extend opportunities for sustainable tourist economy throughout the area

Goal 18 - Our community can easily connect and communicate through reliable communication technologies

Strategies:

18a. Provide public spaces that are connected through communications & technologies
18b. Facilitate environments that are supported by digital and physical communications infrastructure.

Transport & Travel SRG CHARTER

Established: November 2017

Term:

Councillors: Appointment for 2 Years or until the election care taker period commences

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election

Function: This Reference Group will consider goals and strategies contained within the **Economic Pillar; Transport, Infrastructure & Connectivity (16-18)** of the Community Strategic Plan. Items presented to the group during the term may include Transport Strategy, Transport & Urban planning etc. The Group's clear focus will be on assisting strategic decision-making by Council.

Quorum and Voting:

- The quorum for each meeting will be one half plus Chair or one of the elected Councillors.
- If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations.

Meetings:

- The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting

Reporting Procedures:

- Minutes of meetings to be reported to Council

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officers: Executive Manager Transport & Civil Infrastructure

Business Units: Transport & Civil Infrastructure

Composition/Membership:
The Chairperson is the Mayor or his nominated delegate on this group and Deputy Chair as elected by the Mayor. The following Council members will be appointed:

- Mayor + 3 Councillors

The group will consist of up to twelve (12) members of the following Northern Beaches organisations and community groups:

- 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas:
  - Representative from RMS
  - Representative from Transport NSW
  - Cycling organisation or group
  - Community Transport organisation or group
  - Active Travel organisation or individual (including cycling, walking etc)
  - Plus a member with strategic parking expertise
- 5 Community members or groups interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).

Notes:

- All other Councillors are invited to attend and observe.
- The group must be a balance of location, gender and area of expertise

Community Strategic Plan: Social Goals and Strategies

Transport & Travel

Goal 16 - Our integrated transport networks meet the needs of our community

Strategies:
16a. Advocate for improved transport options and networks
16b. Ensure transport planning is integrated with land use planning and takes account of emerging technologies
16c. Facilitate and promote safe transport options that reduce car-based commuter travel
16d. Maintain and enhance roads and road-related infrastructure

Goal 17 - Our community can safely and efficiently travel within and beyond Northern Beaches

Strategies:
17a. Improve public transport options and connectivity to better meet our community's travel needs
17b. Facilitate and promote safe cycling and walking networks as convenient transport options
17c. Improve parking options in centres, villages and places

Partnerships & Participation SRG CHARTER

Established: November 2017

Term:

Councillors: Appointment for 2 Years or until the election care taker period commences.

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election.

Function: This Reference Group will consider Goals and Strategies contained within the **Civic Leadership Pillar; Participation and Partnerships (21-22)** of the Community Strategic Plan. Items presented to the group during the term may include Customer Experience, Community Resilience & Sustainability, Grants, Engagement, Events, Communications, Volunteering etc. The Group's clear focus will be on assisting strategic decision-making by Council.

Quorum and Voting

- The quorum for each meeting will be one half plus Chair or one of the elected Councillors.
- If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations.

Meetings:

- The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting

Reporting Procedures:

- Minutes of meetings to be reported to Council

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officers: Executive Manager Community Engagement & Communications and Executive Manager Customer Service.

Business Units: Community Engagement & Communications and Customer Service.

Composition/Membership

The Chairperson is the Mayor or his nominated delegate on this group and Deputy Chair as elected by the Mayor. The following Council members will be appointed:

- Mayor + 3 Councillors

The group will consist of up to twelve (12) members of the following Northern Beaches organisations and community groups:

- 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas:
  - Volunteering organisation or group
  - Indigenous advocacy group
  - Inclusivity and Accessibility organisation or group
  - Surf Life Saving association or club
  - Social Services organisation or group
  - Charitable Organisation
  - Strategic marketing technology organisation or group
- 5 Community members or groups interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).

Notes:

- All other Councillors are invited to attend and observe.
- The group must be a balance of location, gender and area of expertise

Community Strategic Plan: Social Goals and Strategies

Partnerships and Participation

Goal 21 - Our community is actively engaged in decision making processes

Strategies:

21a. Establish a fair and representative engagement structure that enables a diverse community to engage in local neighbourhood matters
21b. Enable community members to participate in decision-making by providing a broad range of engagement opportunities
21c. Undertake innovative and adaptive community engagement
21d. Improve community understanding of how decisions are made for the local area

Goal 22 - Our Council builds and maintains strong partnerships and advocates effectively on behalf of the community

Strategies:

22a. Develop partnerships to deliver facilities and targeted services and programs to meet community needs
22b. Facilitate collaboration between community groups, businesses, government and non-government organisations on projects and programs
22c. Advocate regionally and at NSW and Federal Government levels on behalf of the community

Goal 12 - Our community is friendly and supportive

Strategies:

12a. Support community groups and facilitate volunteer opportunities

Mona Vale Performance Space Advisory Committee

Terms of Reference

2017/461327

1 PURPOSE

The purpose of the committee (the Committee) is to:

- Act in an advisory role to Northern Beaches Council for the proposed development of the Mona Vale Performance Space. (the Project)
- Provide advice and assist in the developments' scope definition, feasibility study and business case, as well as the future operation of the Mona Vale Performance Space.
- Facilitate, engage and enable communication between the community and stakeholders, with an interest in the development and the use of the Performance Space, with Northern Beaches Council and the Department of Education and Training (DET).
- Assist the project to gain Cultural Organisation status with the Commonwealth Government, in order to develop a Donor Fundraising Campaign with Deductible Gift Recipient (DGR) status, that is able to raise tax deductible funds for the capital development of the project.

2 OBJECTIVES

The principal objective of the committee is to assist the council in the development and implementation of a management plan for the area(s) under its jurisdiction. However, the committee also assists in:

- Ensuring the community and stakeholders discuss, express their views and aspirations for the proposed development of the Mona Vale Performance Space, regarding the planning, design, construction, management and operation of the venue.
- That Northern Beaches Council receives advice from the Committee as requested, on proposals and/or other matters of interest to Project.
- That the proposed the Project is developed in accordance with the Feasibility Study and Business Case commissioned by Council.

3 ROLE OF COUNCIL

The Northern Beaches Council will manage the project using the following principles:

- Establish the feasibility of the Performances Space and confirm its location.
- Develop a Business Case for the construction and future operations of the site.
- Fund the project through various funding sources including community donor campaigns, grants from state and federal government and any other sources that may as yet be unknown.
- Engage stakeholders and the community in the development of the project through a community engagement strategy and program.
- Council's Project Management team will provide necessary resources to the Committee including administrative support of the Committee. Such support will include facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- Council officers will attend the Mona Vale Performance Space Committee meetings to provide information to members and/or to engage members in relation to specific matters regarding the project.

4 COMMITTEE CHARTER

Each Committee operates according to these Terms of Reference and to their relevant Charter (refer Attachment 1). Terms of Reference and Committee Charters are adopted by resolution of Council and may also be amended by Council from time to time.

5 MEMBERSHIP

This Committee is a Council appointed group. Membership of the Committee comprises of up to 12 members representing the following:

- Mayor (Chair)
- 2 appointed Councillors
- 2 representatives from the Department of Education and Training nominated by the Ministers office
- 2 CEO nominated representatives from the Council Project Steering Group
- 1 nominated representative from the Mona Vale Chamber of Commerce
- 2 professional Performing Arts representatives
- 2 community and/or business representatives with expertise or experience in the performing arts, planning business etc to:
  - Highlight issues of importance to the local community in relation to the planning investigations and development for the Project.
  - Assist in identifying the preferences and priorities as expressed by the community.

Responsibilities of Members: All members of this Committee have an obligation to:

- communicate and seek feedback with their network
- review relevant documents and provide feedback to the Project Team where necessary
- objectively consider and actively participate in group deliberations by:
  - attending all meetings and facilitated workshops scheduled for the Committee
  - make a positive contribution on behalf of the community and actively engage members of the community about Committee deliberations, and
  - participate in other workshops that may be attended by the broader community.

6 ELIGIBILTY

All Councillors are eligible to nominate for membership on the Committee. Appointments will be endorsed by Council.

Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.

7 SELECTION PROCESS

a) Council will advertise nominations for community representation on the Committee.

b) The selection of members will be undertaken in accordance with Council's Policy for Appointment of Community and Stakeholder Representatives on Committees

c) Should a representative vacancy occur during the terms of appointment, a new representative will be selected from eligible applications received from the original call for Expressions of Interest.

d) If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies would be filled via a further call for Expressions of Interest.

8 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Committee the terms of councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the council election and 12 months later, reciprocally from Councillors to incoming community members.

a) The term Councillors on the Committee is two (2) years or 12 months following the election of new Council.

b) The term for other members on the Committee is four (4) years commencing within 12 months after the election of Council.

c) All Councillor memberships will cease during the election care taker period. New Councillors should be appointed to Committees at the earliest opportunity following the election.

d) The terms above are subject to the conclusion of the Project, when all memberships cease.

9 SUPPORT PROVIDED

a) Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.

b) Council's Project Steering Group provides the management of the Project and will be a valuable conduit to the Committee. Specialist staff in the areas of Property, Finance, Planning and Community Arts and Culture will be available to provide expertise. The role of these representatives is to provide:

- Advice on status of the planning process
- Advice on broad policy objectives
- Specialist technical advice
- Advice on experience from dealing with common issues at other locations.

10 TIMETABLE FOR MEETINGS

a) The Committee is to meet quarterly (four (4) times) throughout the year.

b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.

c) The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to meeting.

11 ATTENDANCE AT MEETINGS

a) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or Project Coordinator.

b) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair and Governance. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.

c) While other Councillors may attend Group meetings as observers, the meetings will not be open to other members of the public.

12 MEETING PRACTICES AND PROCEDURES

a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.

b) The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.

a) The Mayor is the Chair of the Committee or his nominated representative; however workshops may be facilitated by an independent facilitator.

b) The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda. The Deputy Chair performs this role in the absence of the Chair.

c) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal of providing advice on broader community issues regarding the Mona Vale Performance Space.

c) This committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council

d) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

13 MODEL CODE OF CONDUCT FOR COMMITTEES

a) All members of the Committee are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.

b) Members shall act in a professional and responsible manner with the information they obtain.

c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.

d) A breach of the Terms of Reference may lead to the member being removed from the Committee by the Chair.

e) Members of Committee do not have the authority to make representations to the media on Council or the Committee's' behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Committee.

f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 Local Government Act 1993.

g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

14 COUNCIL VALUES

All members of the Committee and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make a difference.
- **Leadership:** Because everyone has a leading role.

Attachment 1

CHARTER: MONA VALE PERFORMANCE SPACE ADVISORY COMMITTEE

Established: December 2017

Term: Councillors: Appointment for 2 Years or until election care taker period.

Community and Stakeholder Representatives: Appointment for 4 years including one year following council election

All memberships cease when project concludes.

Function: To act in an advisory role to Northern Beaches Council for the development of the proposed Mona Vale Performance Space (the Project).

In addition, the Committee will provide advice and assist in the developments' scope definition, as well as the future management and operation of the venue.

Quorum and Voting

- The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.
- The Committee should have the intention of reaching consensus when endorsing items and recommendations.

Reporting Procedures:

- Minutes of meetings to be reported to Council

Meetings:

- The Committee are to meet quarterly (four (4) times) throughout the year.
- The schedule of meeting dates will be distributed at the formation of the Committee.
- Agenda items, time and venue will be provided to the members in an agenda at least 7 days prior to the meeting.

Composition/Membership

The Chair is the Mayor or his nominated delegate on this Committee.

Membership of the Committee comprises of up to 12 members representing the following interests:

- Mayor (Chair)
- 2 appointed Councillors
- 2 Nominated representatives from the Department of Education and Training
- 2 CEO Nominated representatives from the council project team
- 1 nominated representative from the Mona Vale Chamber of Commerce.
- 2 professional Performing Arts representatives
- 2 community or business representatives with expertise and experience in related areas ie performing arts, planning, business etc.

Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.

Lead Council Officer: Executive Manager Transformation and Performance

Business Unit: Transformation and Performance

Council Members Appointed:

- Mayor (Chair)
- Councillor 1
- Councillor 2

NEW SOUTH WALES POLICE
Northern Beaches Local Area Command
Licensing Unit
3 Belgrave St Manly NSW 2095
Phone: (02) 9976 8042

27 July 2017

Northern Beaches Police have been requested by the Northern Beaches Council to make comment on the re-establishment of Alcohol Free Zones (AFZ) located in the former Pittwater and Warringah Council geographical area.

NSW Police has a crucial interest in the ensuring the safety of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that:

- It is not possible to make areas evaluated by NSW Police absolutely safe for the community and their property
- Recommendations are based upon information provided to, and observations made by NSW Police at the time the document was prepared.
- The contents of the evaluation are not to be copied or circulated otherwise than for the purposes of Northern Beaches Council.

NSW Police hope that by using the recommendations contained within this document, criminal activity will be reduced and the safety of the community and their property will be increased. However, it does not guarantee that all risks have been identified or that the area evaluated will be free from criminal activity if its recommendations are followed.

Northern Beaches Police have assessed the previous declared areas of the former Pittwater Council and request that the following comments are taken into consideration.

After assessing each of the areas designated as declared areas, police proclaim success in all. Other locations have been assessed where police believe the footprint of the area may be increased slightly.

NSW Police are in support of all the chosen areas for the Alcohol Free Zones **(Attachment 1),** except for the Mona Vale area.

NSW Police request the size of the Alcohol Free Zone in the Mona Vale area be reduced due to the reduction in alcohol related street offences occurring in the Mona Vale area. **(Attachment 7)**

NSW Police received **(Attachment 3)** and were requested to make recommendations for the Freshwater area:

- NSW Police agree with the AFZ at corner of Lawrence and Oliver then down to Moore Rd. However instead of only covering certain streets, NSW Police recommend

that the area should be bounded by – Undercliff X Charles then Ocean View Rd and Charles Street and all street / areas east of this boundary.**(Attachment 4)**

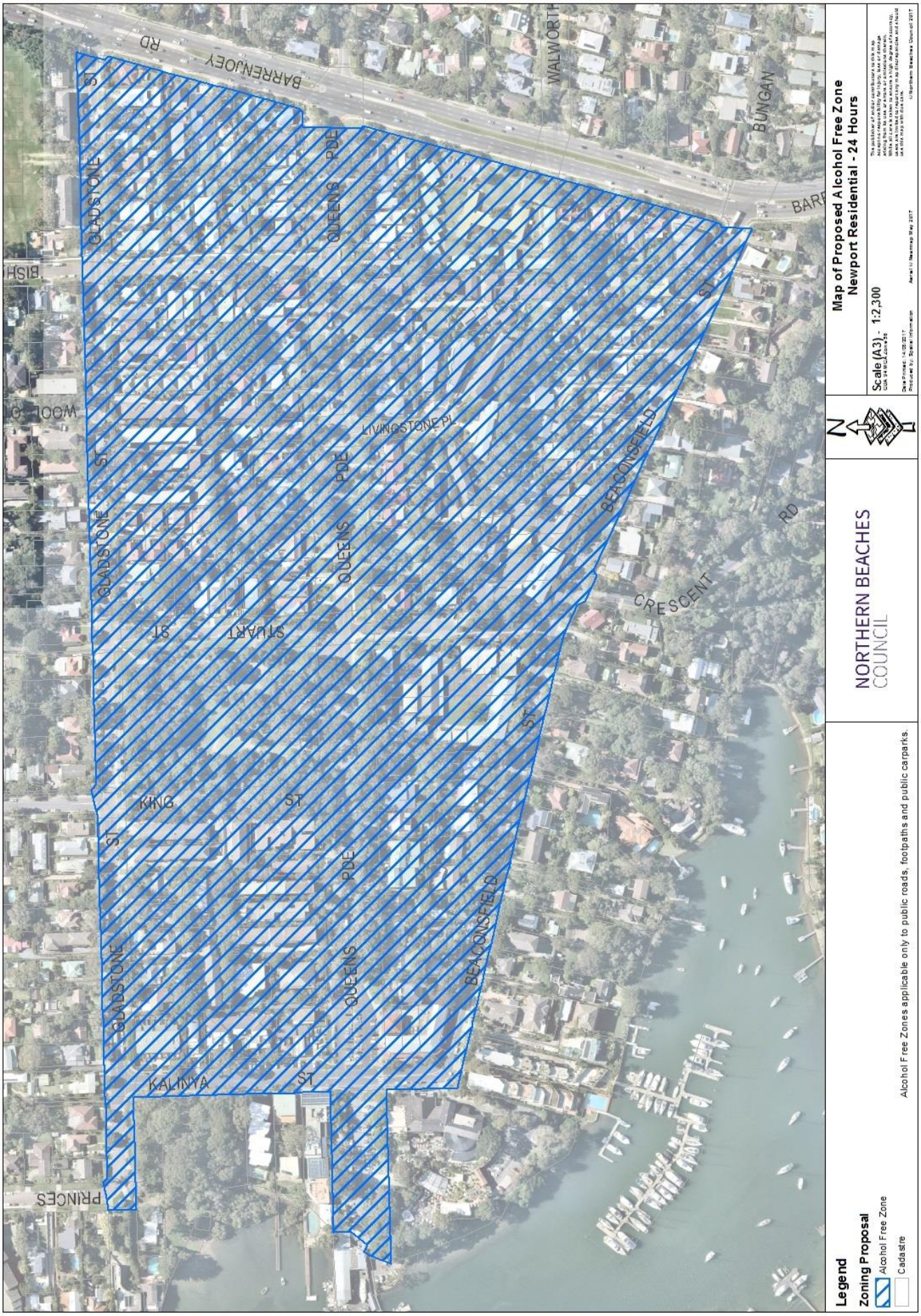
Police request that an Alcohol Free Zone be added at the southern end of Palm Beach, along Ocean Rd through to Palm Beach Road. This area is renowned for hoodlums to congregate, drink alcohol and commit offences in their vehicles.

Police also request that the Alcohol Free Zone in the Dee Why CBD be increased due to the ongoing issue of people drinking in and around the street after purchasing alcohol from one of four bottle shops in the Dee Why CBD. Police are of the opinion the three streets to be included are: Pacific Pde west cross of Pittwater Rd to intersection of Avon Pde. Oaks Ave west cross of Pittwater Rd to intersection of Avon Pde and finally Howard Ave west cross of Pittwater Rd to intersection of Avon Pde (Attachment 1).

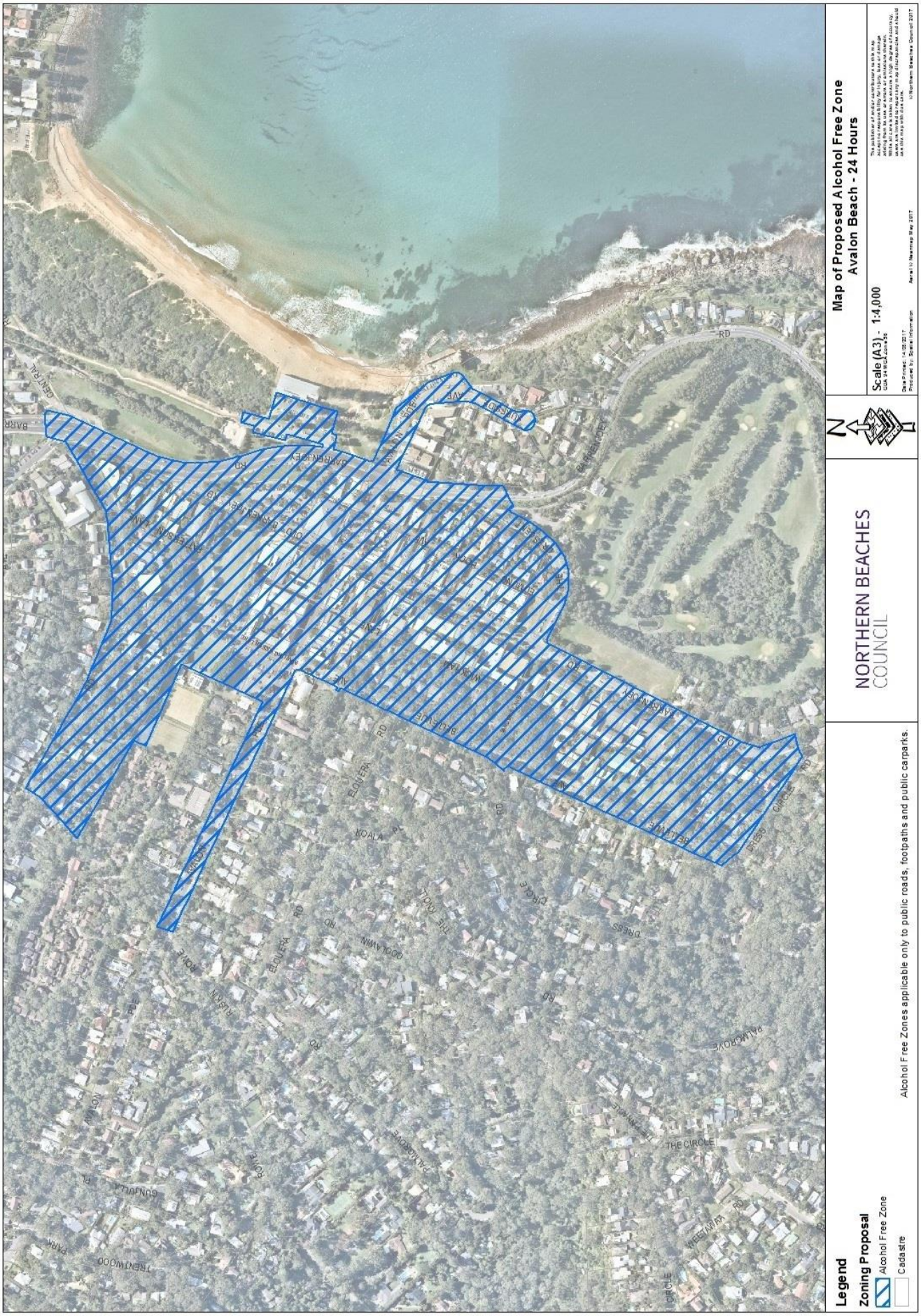
Should any information relating to the re-establishment of Alcohol Free Zones be required, don't hesitate to contact Licensing Office on 9976 8080.

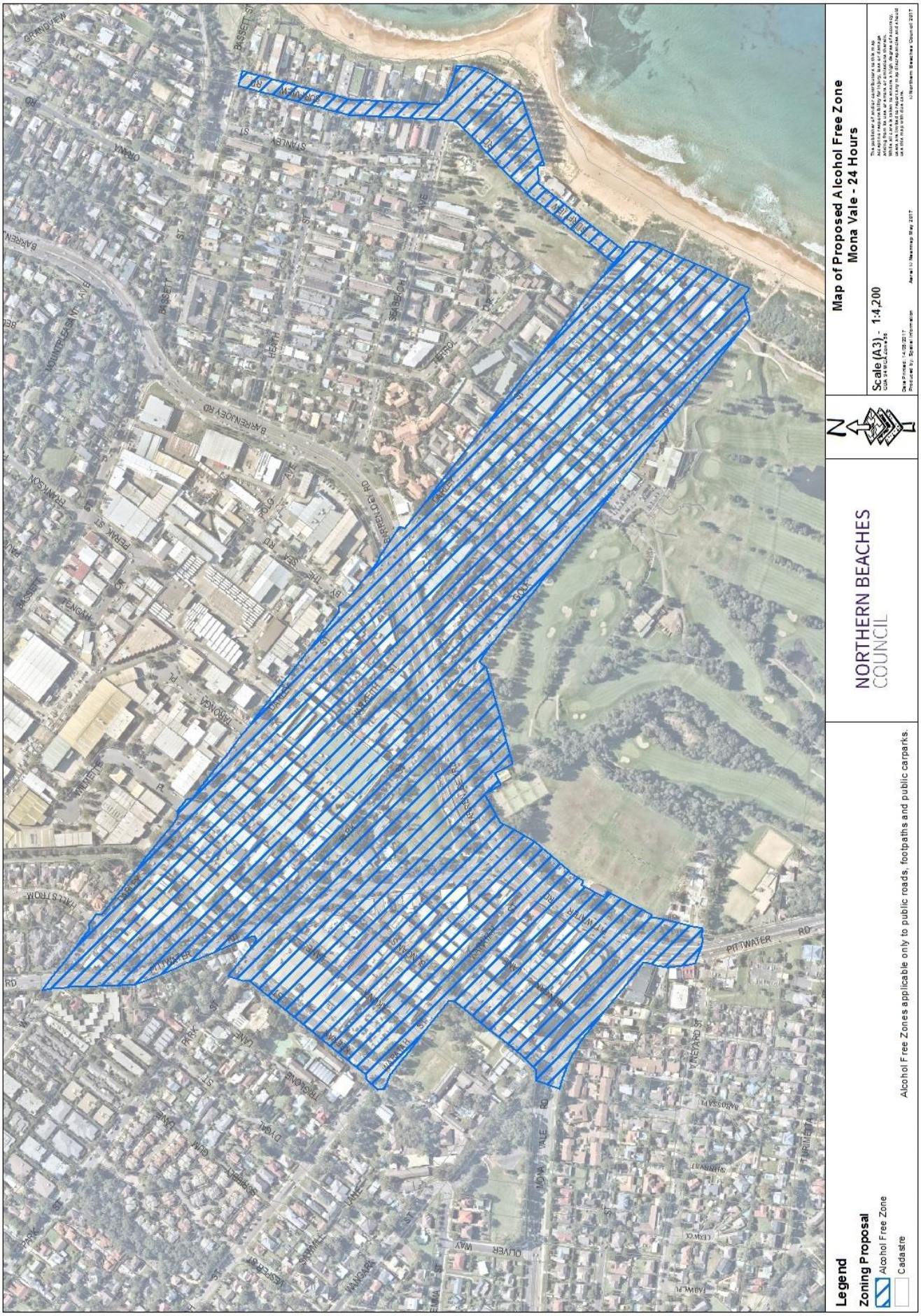
Leanne JOHNSTON
A/Sergeant
Northern Beaches LAC
Licensing Unit
PH: 9976 8042

PITTWATER
RD
EASTVIEW
RD
RD
SESSIONS
RD
QUARTER
RD
Map of Proposed Alcohol Free Zone
Church Point - 24 Hours
Scale (A3) - 1:1,800
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.


Map of Proposed Alcohol Free Zone
Newport Residential - 24 Hours
Scale (A3) - 1:2,300
NORTHERN BEACHES COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.
Document Path: G:\GIS\ArcMapDocs\General\Maps\Alcohol Free Zones\2017\NBC_AFZ_layouts.mxd
BARRENJOEY RD
WALWORTH
BUNGAN
GLADSTONE ST
QUEENS PDE
LIVINGSTONE PL
STUART ST
KING ST
KALINYA ST
BEACONSFIELD ST
CRESCENT RD
PRINCES

Map of Proposed Alcohol Free Zone
Newport Beach - 24 Hours
Scale (A3) - 1:3,000
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.
Document Path: G:\GIS\ArcMapDocs\General\Maps\Alcohol Free Zones\2017\NBC_AFZ_layouts.mxd
NEPTUNE RD
BARRENJOEY RD
FOAM CREST
COLES PDE
ISMONA AVE
OCEAN AVE
SEAVIEW AVE
ROBERTSON RD
NULLABURRA RD
WALLUMATTA RD
GOODWIN RD
MYOLA RD
BRAMLEY AVE
ROSS ST
THE BOULEVARDE
BARDORD


Map of Proposed Alcohol Free Zone
Avalon Beach - 24 Hours
Scale (A3) - 1:4,000
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.


Map of Proposed Alcohol Free Zone
Mona Vale - 24 Hours
Scale (A3) - 1:4,200
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.
Document Path: G:\GIS\ArcMapDocs\General\Maps\Alcohol Free Zones\2017\NBC_AFZ_layouts.mxd

Map of Proposed Alcohol Free Zone
Dee Why (complete) - 24 Hours
Scale (A3) - 1:4,500
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.

Map of Proposed Alcohol Free Zone
Palm Beach - 24 Hours
Scale (A3) - 1:2,192
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.
PALM BEACH RD
FLORIDA RD
OCEAN RD
OCEAN PL
LIVISTONA LANE
CANARA PL
PACIFIC RD
FLORIDA RD

Map of Proposed Alcohol Free Zone
Freshwater - 24 Hours
Scale (A3) - 1:2,100
NORTHERN BEACHES
COUNCIL
Legend
Zoning Proposal
Alcohol Free Zone
Cadastre
Alcohol Free Zones applicable only to public roads, footpaths and public carparks.
Document Path: G:\GIS\ArcMapDocs\General\Maps\Alcohol Free Zones\2017\NBC_AFZ_layouts.mxd
EVANS
OCEANVIEW
RD
ST
AVE
MOORE
UNDERCLIFF
CROWN
HIGHVIEW
QUEENSCLIFF
DOWLING
HILL
ALBERT
LAWRENCE
MURRAY
OOLOORA
OLIVER
THE

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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Tel: 61 (0)2 9314 6642 Email: musecape@accsoft.com.au Web: www.musecape.com.au
Mobile (Margaret Betteridge): +61 (0)419 238 996 Mobile (Chris Betteridge): +61 (0)419 011 347

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

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Foreword

This Conservation Management Plan will help to ensure this important local resource is protected and maintained for the benefit of the community for future generations.

It brings great comfort to many families to know that there is a place within our local community where their loved ones can be laid to rest and remembered in beautiful grounds among trees, flowers and native wildlife. I would like to thank the former Administrator for his involvement and add now my own commitment to support Council's Cemetery Services team to implement the recommendations made in the plan.

Mona Vale 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.

I feel sure that this Conservation Management Plan for the Mona Vale Cemetery will provide a sound basis for decision-making by Council and others involved in the management of this special place. Mona Vale 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.

Michael Regan
Mayor, Northern Beaches Council

1.0 Executive summary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.0 Introduction

2.1 Background

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

2.2 Objectives and structure of the CMP

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

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

2.3 Where this plan applies

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

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

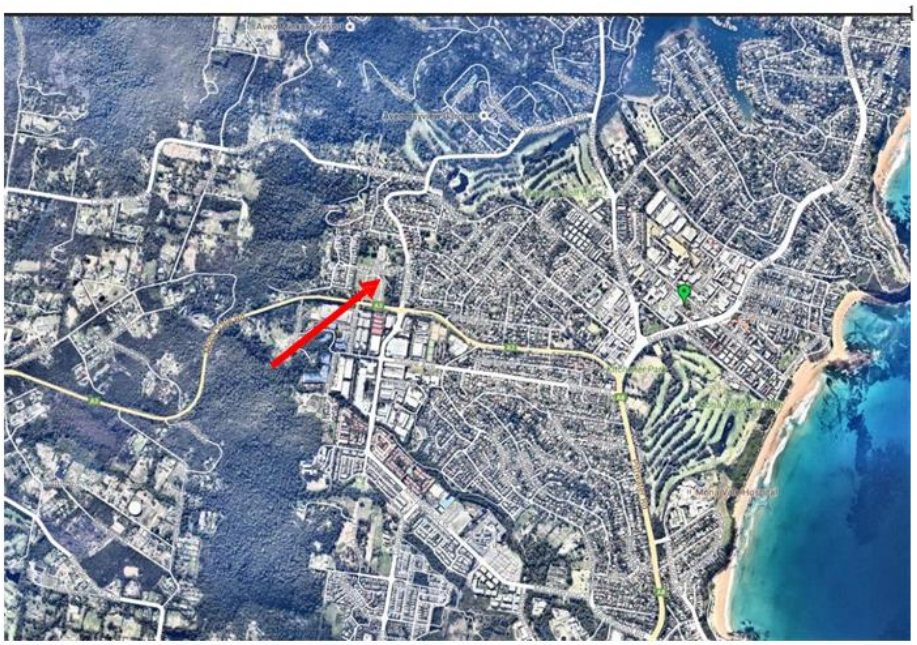

Figure 1 Location Plan, showing Mona Vale General Cemetery, arrowed red, in relation to the suburb of Mona Vale and adjoining areas. (Source: *nearmap* / **MUSE***cape*)

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*)

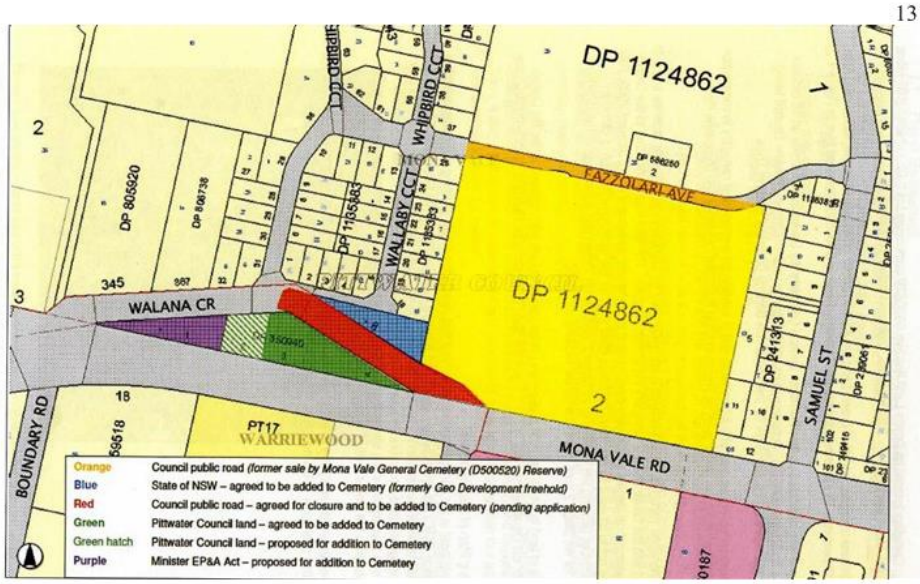

Figure 3 Plan showing Mona Vale General Cemetery (yellow), the area currently used for storage of equipment and materials (blue) and the other small parcels of land to the southwest of the cemetery proposed for addition to the cemetery in the 2012 Masterplan. (Source: Northern Beaches Council)

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

2.4 Methodology

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

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

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

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

2.5 Author identification and experience

This CMP has been prepared by Chris Betteridge BSc (Sydney), MSc (Museum Studies) (Leicester), AMA (London), MICOMOS, Director, Betteridge Consulting Pty Ltd t/a **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.

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.

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.

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.	

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

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

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

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

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.

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	

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.

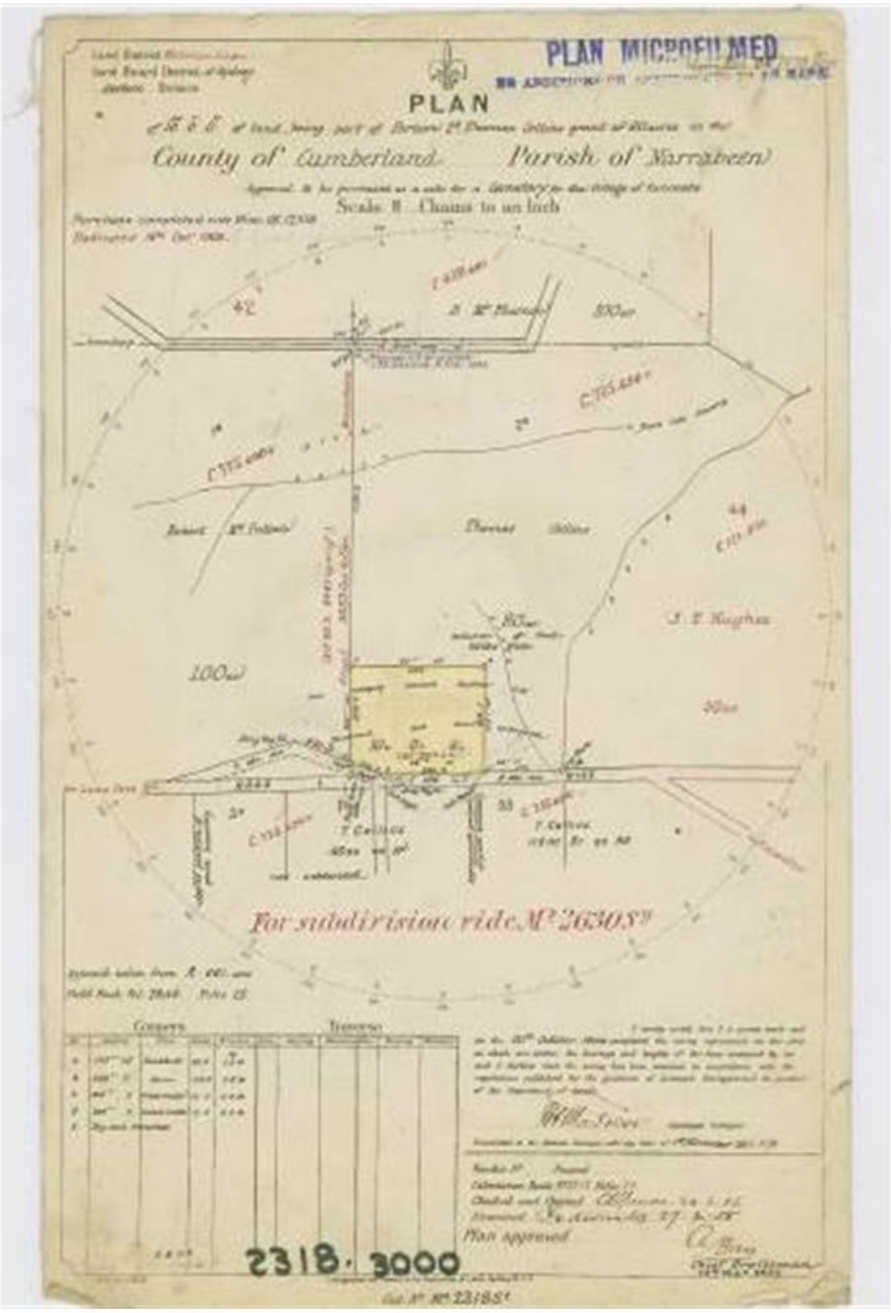

Figure 4 Plan of ten acres of land being part of Portion 2 of Thomas Collins' 80 acre grant approved for purchase as a site for a cemetery for the Village of Turimetta, approved 27 February 1905.

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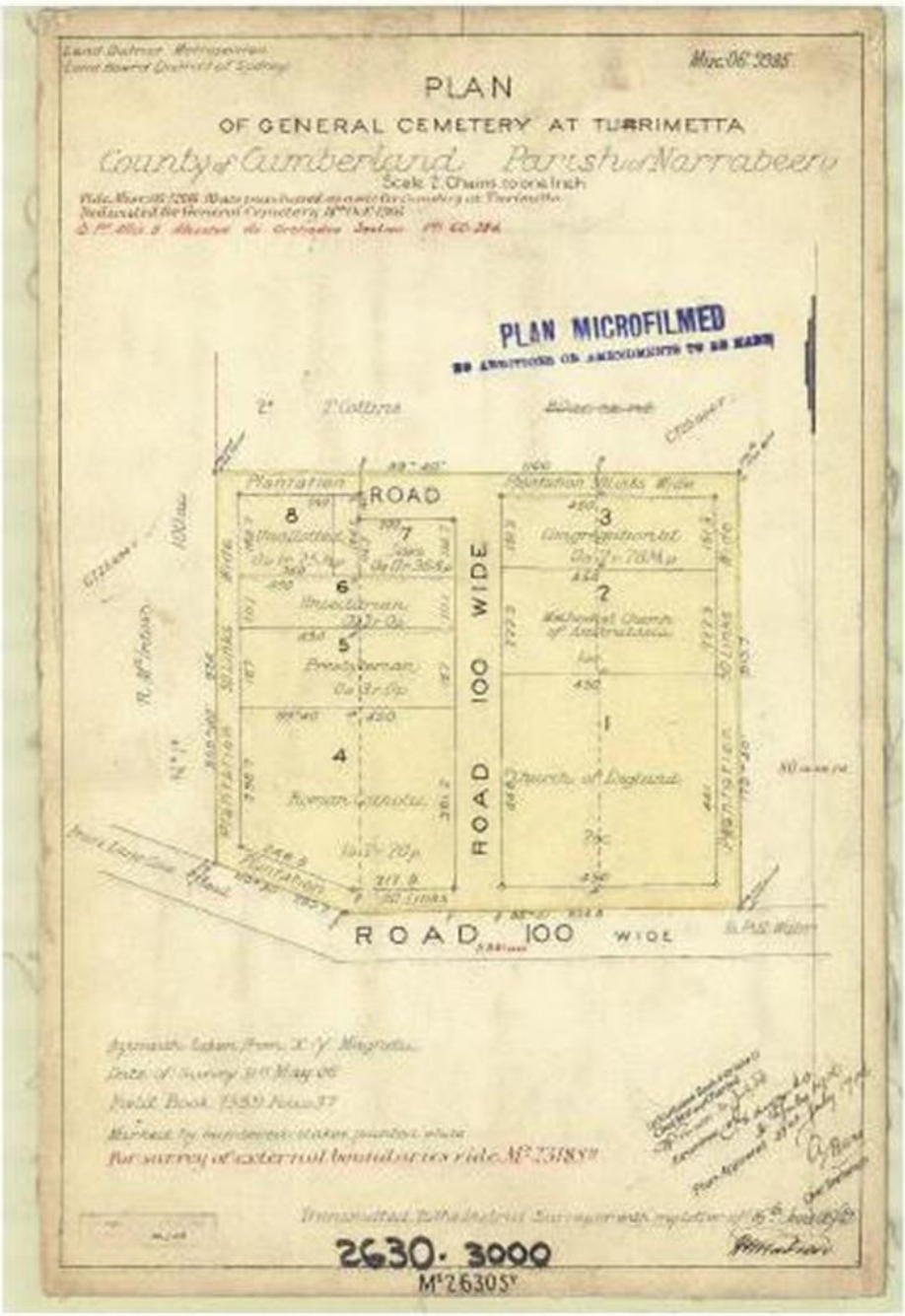

Figure 5 Surveyor's plan of General Cemetery at Turimetta, approved on 31 July 1906, showing the original allocation of sections for various religious denominations, with a central carriageway leading northwards from the Lane Cove to Pittwater Road (now Mona Vale Road), then turning west for a short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

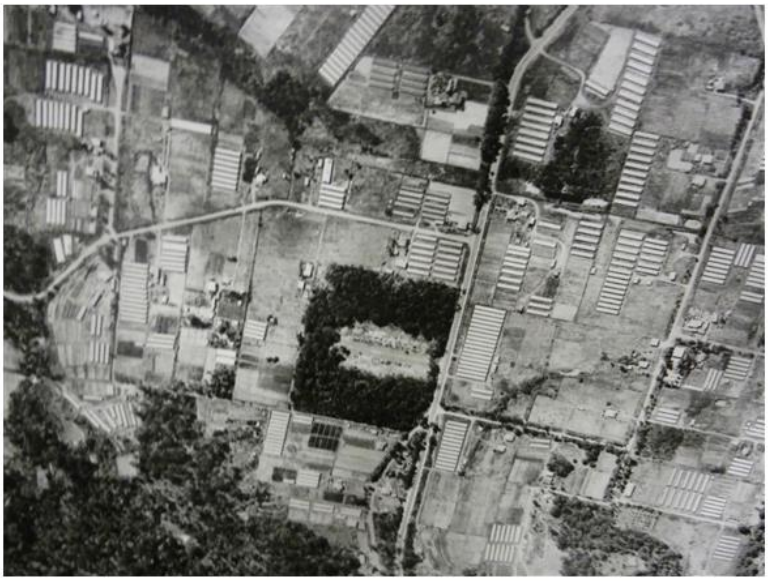

Figure 6 Aerial photograph of part of Mona Vale in 1956 showing the Cemetery in the centre. At that time, only the central part of the site was devoted to graves, the remainder still heavily vegetated. Mona Vale and adjoining suburbs were then a major area for commercial horticulture, with numerous glasshouses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

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

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

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

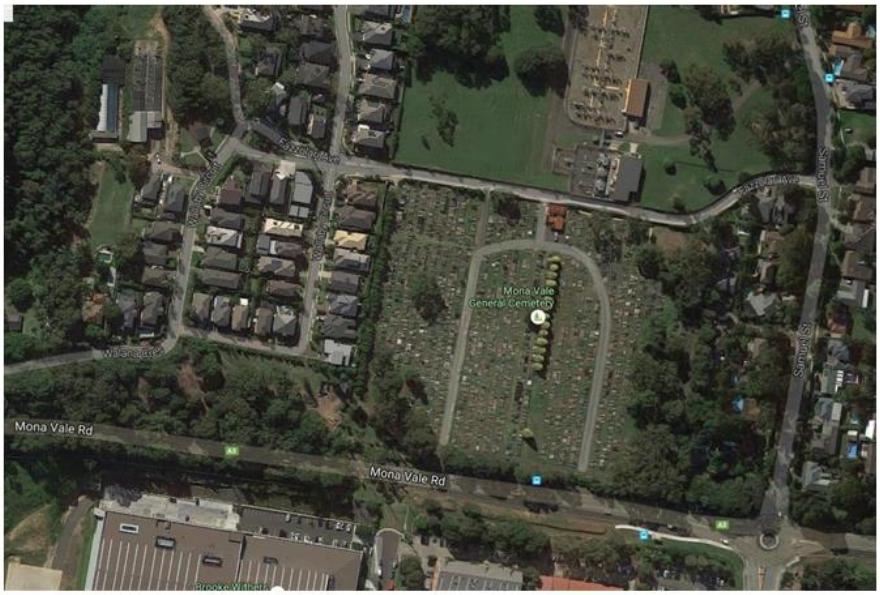

Figure 10 Aerial photograph of part of Mona Vale taken in 2016, showing Mona Vale General Cemetery. Between 2010 and 2016, the western row of golden cypresses was removed and many of the trees in the eastern row had also been taken out, mostly due to disease problems. North is at top. (Source: Google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

3.3 Burial statistics

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

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

3.4 Monumental masons and funeral directors

Monumental masons whose work is represented in Mona Vale General Cemetery include:
G B Peacock;
Northern Memorials Pty Ltd (Portuguese mason Jose Lourenco and his son Ian);
S C Cheeseman;
Star Memorials;
Watters and Mullins Pty Ltd.

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

Funeral directors who have conducted business at the Cemetery include:
Ann Wilson Funerals;
Peninsula Funeral Services;
Gregory & Carr Funeral Directors;
Jeffrey Bros Funeral Services;
Trevor Lee Funeral Directors;
White Lady Funerals;
Simplicity Funerals;
Ken Hong Funerals;
Lady Anne Funerals;
Koha Funeral Services;
F. Tighe Funeral Directors;
Charles Kinsela Funerals
Parkway Funerals
Toomata Funerals
Joseph Medcalf Funerals
Creightons Funeral Service

3.5 Historical themes & ability to demonstrate

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

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

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

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

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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.

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

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

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

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

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

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

4.2.1 Monuments

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

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

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

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

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

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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)

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

4.2.2 Grave ornaments

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

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

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

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

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

4.2.3 Layout and paths

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

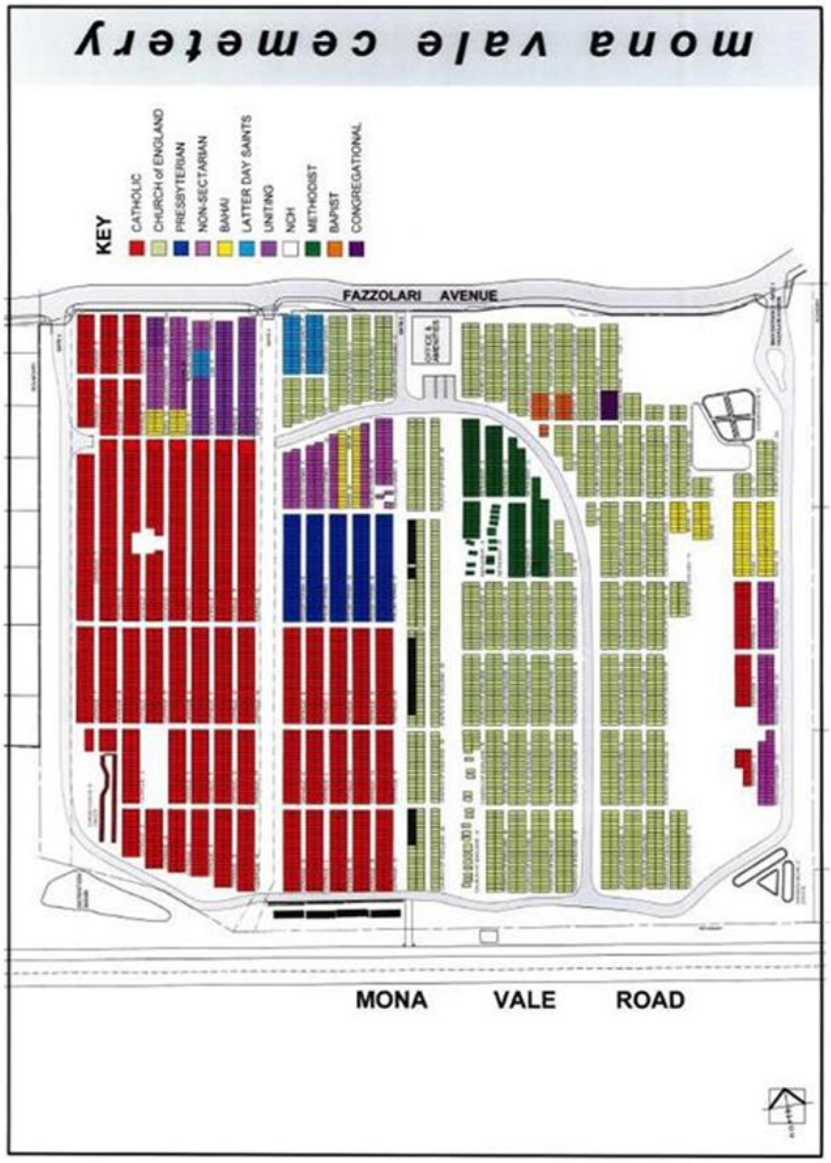

Figure 25 Recent plan of Mona Vale General Cemetery showing the rectilinear grid layout of plots and paths, with current denominational sections colour coded. (Source: Northern Beaches Council)

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

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

4.2.4 Boundary treatments

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

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

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

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

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

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

4.2.5 Remnant vegetation and ornamental plantings

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

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

Figure 30 The northern end of the row of weeping Lilii 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.

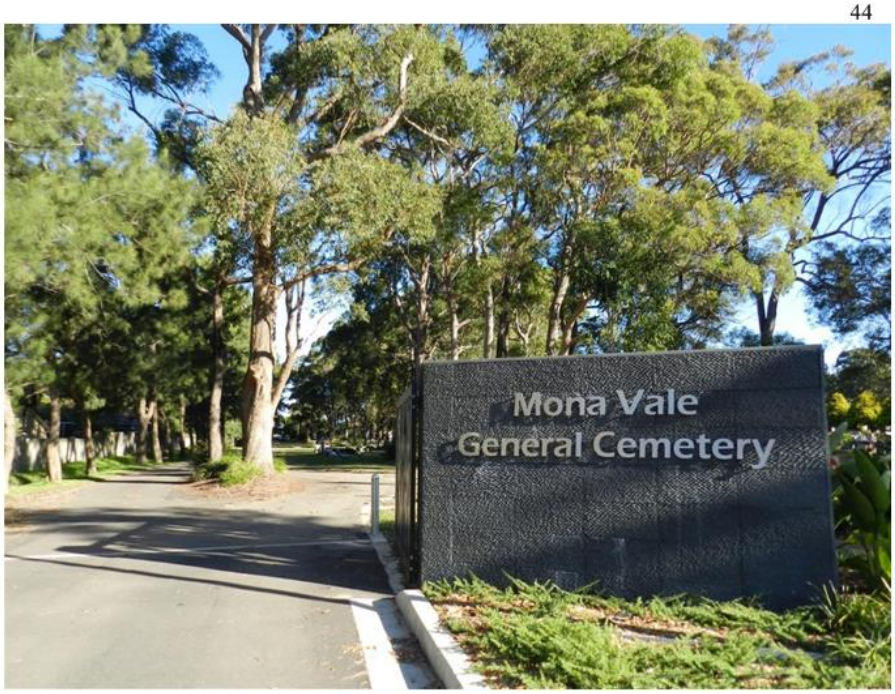

Figure 32 Identification sign beside Gate 1 on Fazzolari Avenue. (Photo: Northern Beaches Council)

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

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

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

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

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

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

4.2.7 Buildings and other structures

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

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

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

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

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

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

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

4.2.8 Archival material

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

4.3 Adjoining development and landscape character

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

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

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

4.4 Views analysis & visual absorption capacity

4.2.1 Views into the cemetery

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

4.2.2 Views out of the cemetery

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

4.2.3 Views & vistas within the cemetery

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

4.2.4 Visual absorption capacity

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

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

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

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

4.5 Physical condition

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

5.0 Comparative Analysis

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

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

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

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

5.1 Frenchs Forest Bushland Cemetery

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

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

5.2 Macquarie Park Cemetery and Crematorium

Macquarie Park Cemetery and Crematorium is situated on 59 hectares of Crown land owned by the New South Wales Government, administered by the Department of Primary Industries and managed by successive Boards of Trustees as a not-for-profit community service in perpetuity since the first burial within the grounds in 1922. The original name was the Northern Suburbs General Cemetery. The name was changed in 2004 with the introduction of chapels and a crematorium. The new name also avoids confusion with the nearby privately owned and operated Northern Suburbs Crematorium and Memorial Gardens.
This cemetery, although covering much of the same date range as Mona Vale General Cemetery, is considerably larger and has a generally different cultural landscape character.

5.3 Field of Mars Cemetery

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

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

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

5.4 Gore Hill Memorial Cemetery

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

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

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

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

5.5 Northern Suburbs Memorial Gardens and Crematorium

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

5.6 Manly Cemetery

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

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

5.7 Church Point Cemetery

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

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

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

5.8 Conclusion

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

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

6.0 Assessment of Cultural Significance

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

6.1 Principles and basis for assessment

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

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

6.2 Assessment methodology

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

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

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

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

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

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

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

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

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

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

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

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

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

6.3 Current heritage listings

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

6.4 Review of heritage significance

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

6.4.1 Historical Significance (Criterion A)

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

Mona Vale General Cemetery is important in the course and pattern of the cultural history of the Northern Beaches Council area as the only public 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.

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

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

6.4.5 Technical Significance and Research Potential (Criterion E)

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

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

6.4.6 Rarity (Criterion F)

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

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

6.4.7 Representativeness (Criterion G)

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

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

6.5 Archaeological Significance

6.5.1 Definitions

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

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

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

[4] "*relic*" means any deposit, artefact, object or material evidence that:
(a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) is of State or local heritage significance. Ref: *Heritage Act* 1977 & *Heritage Amendment Act* 2009 No.34

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

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

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

6.5.2 Archaeological Zones:

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

6.6 New summary statement of significance

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

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

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

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

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

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

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

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

6.7 Grading of significance

6.7.1 Rationale for grading

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

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

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

6.7.2 Application of gradings to cemetery elements

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

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

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

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

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

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

6.8 Curtilage Considerations

6.8.1 Some Definitions

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

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

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

The Explanatory Notes to Article 8 are as follows:
"Aspects of the visual setting may include use, siting, bulk, form, scale, character, colour, texture and materials. Other relationships, such as historical connections, may contribute to interpretation, appreciation, enjoyment or experience of the place."

6.8.2 Determination of a curtilage for Mona Vale General Cemetery

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

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

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

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

6.9 Amendment to State Heritage Inventory form

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

7.0 Issues, constraints and opportunities

7.1 Constraints arising from cultural significance

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

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

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

7.2 Constraints arising from the Burra Charter

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

Article 2. Conservation and Management

- The aim of *conservation* is to retain the *cultural significance of a place* (Article 2.2). This means that the history and cultural significance of a cemetery needs to be fully understood before any conservation works take place.

- Places of cultural significance should be safeguarded and not put at risk or left in a vulnerable state. (Article 2.4).

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

Article 3. Cautious Approach

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

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

Article 4. Knowledge, Skills and Techniques

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

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

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

Article 5. Values

- Conservation of a place should identify and take into consideration all aspects of cultural and natural significance, without unwarranted emphasis on any one value at the expense of others. (Article 5.1)

- Relative degrees of cultural significance may lead to different conservation actions at a Place (Article 5.2)

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

Article 6. Burra Charter process

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

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

Article 7. Use

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

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

Article 8. Setting

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

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

Article 22. New Work

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

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

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

Article 24. Retaining associations and meanings

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

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

Article 27. Managing Change

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

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

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

Article 32. Records

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

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

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

7.3.1 National Heritage List (NHL)

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

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

7.3.2 State Heritage Register (SHR)

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

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

7.3.3 Local Environmental Plan listing

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

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

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

(b) the development is in a cemetery or burial ground and the proposed development:
(i) is the creation of a new grave or monument, or excavation or disturbance of land for the purpose of conserving or repairing monuments or grave markers, and
(ii) would not cause disturbance to human remains, relics, Aboriginal objects in the form of grave goods, or to an Aboriginal place of heritage significance, or
(c) the development is limited to the removal of a tree or other vegetation that the Council is satisfied is a risk to human life or property,

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

7.3.4 NSW Cemeteries and Crematoria Act 2013

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

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

7.3.5 Local Government (Control of Cemeteries) Amendment Act 1967

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

7.3.6 Crown Lands Act 1989

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

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

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

7.3.8 Work Health & Safety Act 2011 and Regulation 2011

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

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

7.3.9 Public Health Act 2010 And Public Health Regulation 2012

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

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

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

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

7.3.11 Australian Standards

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

7.3.12 Skeletal Remains

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

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

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

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

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

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

7.4 Northern Beaches Council Requirements

7.4.1 The ongoing need for burial space

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

7.4.2 Constraints imposed by limited space

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

7.4.3 Constraints imposed by available financial and human resources

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

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

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

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

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

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

It takes one person approximately two days to mow the aisles and other open spaces and at least another six days to mow and brush-cut the entire Cemetery - while spraying around the kerbing takes one person around 4 - 5 days every 2 – 3 months in summer. During the summer period, between October to March, the goal would be to mow weekly, (noting this would require two people) and in the winter, every 2 – 3 weeks.
At certain times of the year, (Easter, Mother's Day, Father's Day and Christmas) a team of 6 – 8 personnel from Council's maintenance crew will attend the Cemetery for 1-2 days to assist the regular staff. Additional assistance can also be required in summer when a run of funeral bookings or bad weather make it impossible to keep up with the mowing.

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

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

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

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

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

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

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

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

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

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

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

7.5 Constraints arising from physical condition

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

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

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

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

7.6 Opportunities for further evidence

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

7.7 Monitoring of visitor use and cemetery condition

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

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

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

7.8 Interpretive Opportunities

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

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

8.0 Conservation Policies, Procedures and Guidelines

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

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

8.1 Conservation Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Examples of protective care include:

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

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

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

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

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

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

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

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

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

In terms of cemetery conservation, restoration may include such practices as the rebuilding of a collapsed section of kerbing to its original configuration using the original materials, and resetting of dislodged 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.

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

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

8.2 General Conservation Policies

8.2.1 Conservation Management

Rationale

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

Policy

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

8.2.2 Statement of Cultural Significance

Rationale

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

Policy

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

8.2.3 Responsibility for Conservation in decision-making

Rationale

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

Policies

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

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

8.2.4 Statutory Protection

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

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

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

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

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

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

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

8.2.6 Investigation, Research and Documentation

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

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

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

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

8.2.7 Conservation of Fabric

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

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

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

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

8.2.8 Permissible New Works

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

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

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

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

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

8.2.9 Further research

It is always possible that new material relating to the history of the site will be 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.

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 Hist*ory Volume 8, June 2004, guided tours or self-guiding walks.

8.2.11 Conservation of Archival Material

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

Policy

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

8.2.12 Record Keeping

Accurate record keeping is an important part of conservation.

Policy

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

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

8.2.13 Public Access

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

Policies

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

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

8.2.14 Training

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

Policy

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

8.2.15 Community participation in cemetery conservation

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

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

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

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

Policies

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

8.2.16 Taking advantage of additional funding sources

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

Policies

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

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

8.2.17 Promoting community awareness of cemetery projects

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

Policy

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

8.2.18 Adoption, Availability and Review of this CMP

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

Policies

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

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

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

8.3 Site Specific Conservation Policies

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

8.3.1 Erection of new monuments and repairs to existing monuments

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

8.3.2 Deposition of cremated remains

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

8.3.3 Memorial Plaques

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

8.3.4 Traffic, Access and Parking

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

Policy

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

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

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

8.3.5 Choice of Materials

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

Policies

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

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

8.3.6 Management of Change

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

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

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

Policies

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

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

Policy

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

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

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

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

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

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

8.3.7 Adjoining Lands

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

Policies

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

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

8.3.8 Maintenance Procedures

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

Policies

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

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

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

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

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

8.3.9 Archival Material and Movable Heritage

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

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

Policies

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

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

8.3.10 Disabled Access

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

Policy

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

8.3.11 Workplace Health and Safety

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

Policies

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

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

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

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

8.3.12 Archaeological constraints

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

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

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

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

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

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

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

8.3.13 Avoidance of Chemical Pollutants

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

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

9.0 Management Recommendations

9.1 General Maintenance Schedule

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

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

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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.

9.2 Interpretation

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

9.2.1 Basic interpretive objectives

The main points that need to be covered in interpretive material about Mona Vale General Cemetery are:
The natural environmental context.
Pre-contact Aboriginal occupation of the land.
European settlement, including any convict associations.
Years of construction/development.
People associated with the place.
History of the property's management.
Heritage fabric – the monuments and plantings.

9.2.2 Existing Interpretive Material

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

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

9.2.3 Site Specific Recommendations

- Include more information about Mona Vale General Cemetery in future Council publications about the heritage of the Northern Beaches Council area

- Develop a self-guided walking tour map brochure for Mona Vale General Cemetery, including general information about the cemetery and particular interpretive material about significant monuments and a cross-section of persons buried there. Graves featured in the brochure can be marked discretely with numbered pegs.

- Develop an interpretive signage scheme for the cemetery consistent with this Conservation Management Plan and an Interpretive Plan for the site. Care should be taken to avoid a proliferation of signs.

- Install an interpretive sign at Mona Vale General Cemetery, explaining its significance as an historic burial ground in the Northern Beaches Council area. A photo-metal sign could include an early photograph of the site with relevant text about those buried there. The location and design of the sign should be selected carefully for safe visitor access and minimal visual impact. The sign should include advice on where visitors can obtain further information.

- Seek permission from Manly, Warringah & Pittwater Historical Society to reproduce *Manly, Warringah & Pittwater Journal of Local History* Vol.8, June 2004 on Council's website, with updates on developments since the publication was released.

9.2.4 Other interpretive options

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

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

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

10.0 Conservation of Monuments

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

10.1 Basic Principles

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

10.1.1 Documenting and storing fragments

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

10.1.2 Excavation to expose plinths or kerbs

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

10.1.3 Good housekeeping

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

10.1.4 Tree Damage, Erosion and Root Control

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

10.2 Cleaning

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

10.2.1 Removal of dirt

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

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

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

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

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

10.2.2 Removal of biological growths

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

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

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

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

Cleaning and removal of biological growths should be monitored carefully so that the end result is visually pleasing without removing the character from the cemetery. If the cleaning recommended in Section 10.2.1 above is inadequate, biological growth may be treated with a biocide based on a quaternary ammonium compound (e.g. Ajax Chemicals Turco 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.

10.4 Repairing Monuments

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

10.4.1 Broken fragments

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

10.4.2 Consolidation of decaying fabric

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

10.5 Grave Surrounds

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

10.5.1 Repointing joints

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

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

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

10.5.2 Replacing kerbs

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

10.6 Slabs / Infills

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

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

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

10.7 Inscriptions

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

Other restoration of inscriptions requires specialist trades that are becoming increasingly rare in the industry. As a general principle, re-cutting, re-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.

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

The following is a list of sources consulted by the author during the preparation of the Conservation Management Plan and some useful references on historic cemeteries and their conservation.

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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***

Database number: 2270088

Every effort has been made to ensure that information contained in the State Heritage Inventory is correct. If you find any errors or omissions please send your comments to the **Database Manager**.

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THE NATIONAL TRUST OF AUSTRALIA (N.S.W.)

CEMETERY INDEX CARD

A

LOCALITY MONA VALE | POSTCODE 2103

NAME OF SITE*(INCLUDING PREVIOUS NAMES)

MONA VALE GENERAL CEMETERY

PRECISE ADDRESS CNR. MONAVALE ROAD & WALANA CRES.

LOCAL GOVERNMENT AUTHORITY WARRINGAH SHIRE COUNCIL

PARISH NARRABEEN | COUNTY CUMBERLAND

B

AUTHORITY RESPONSIBLE FOR SITE

WARRINGAH SHIRE COUNCIL TRUSTEES
(EXCEPT FOR R.C. PORTION)

LOCAL INTEREST GROUP

C

DATE SITE ESTABLISHED	18/10/1905 (Dedicated)	NO. OF MONUMENTS			
APPROX. AREA	10 Acres	% OF MONUMENTS TRANSCRIBED			
% OF SITE AREA USED	60%				
DATE OF FIRST BURIAL	1914	SITE IN USE	YES	NO	N/A
NO. OF BURIALS		CONVERTED	XXX	NO	XXXX

D

POINTS OF INTEREST: (E.G. SIZE, MONUMENTS, HISTORY, LANDSCAPE, NOTABLE PEOPLE BURIED, MATERIAL OF MONUMENTS/HEADSTONES, DETERIORATION OF HEADSTONES, TOPOGRAPHY)

A flat site away from the coast surrounded by glass houses, a substation and houses. It adjoins the main road.

The layout is a grid pattern with a grassed central axis terminating in a steeply roofed shed.

The monuments are twentieth century, mainly included inscribed headstones. There are a number of impressive black granite monuments with headstones and carvings all in this highly polished material. The inscriptions are in gold lettering and the headstones in some include glass faced niches for candles and china roses.

There is a dark brick columbarium which shields the cemetery from the main road.

THREATS TO SITE

None.

CONDITION OF SITE

Well maintained.

E

SURVEY DATE 6/9/1980 | CARD TYPED 13/10/1980

SURVEY TEAM T. Ryan, M. Mackay, D. Gray

* = CEMETERIES, CHURCH GRAVEYARDS, OR ISOLATED GRAVES
N/A = NOT APPLICABLE

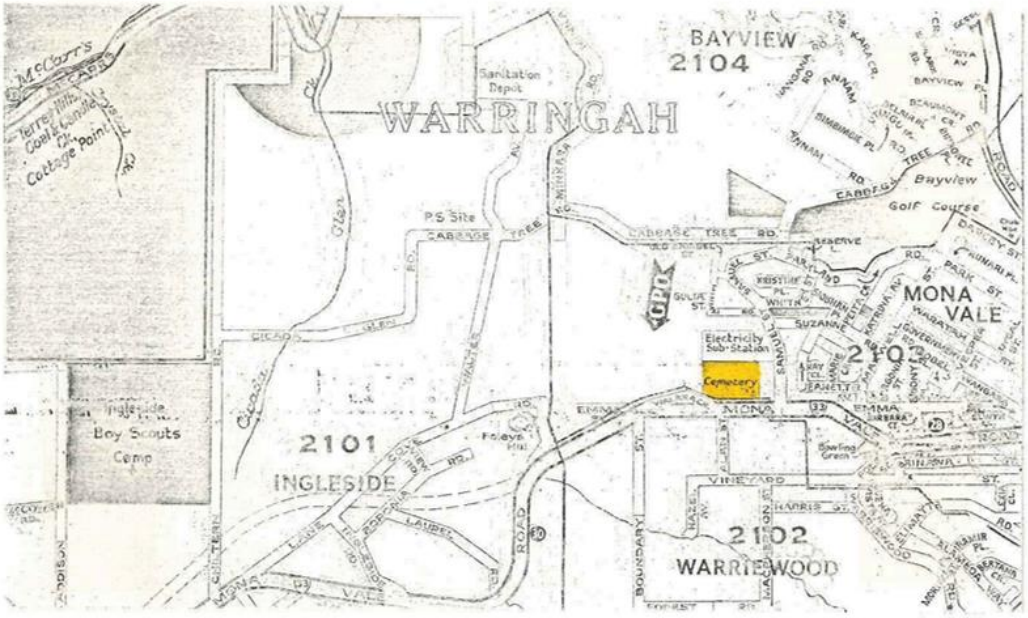
THE NATIONAL TRUST OF AUSTRALIA (N.S.W.)

OFFICE USE ONLY

A	MAP REFERENCE UBD SYDNEY STREET DIRECTORY 16TH EDITION, MAP 19, M 7			
	REGION SYDNEY (SUBURBS)			
B	SITE WORTH FURTHER INVESTIGATION?	~~YES~~	NO	
	IF SO, WHY?			
	FURTHER SITE VISITS REQUIRED?	~~YES~~	NO	
C	SUGGESTIONS FOR CONSERVATION & MANAGEMENT OF SITE Dense planting at the perimeter would separate the cemetery from the surrounding unattractive surroundings. The existing rows of eucalypt should be maintained when the cemetery expands.			
D	NAMES & ADDRESSES OF INFORMATION SOURCES			

E	B & W PHOTOS TAKEN?	YES	NO	SITE PLAN COMPLETED	YES	NO
	COLOUR SLIDES TAKEN?	YES	NO	LOCATION PLAN COMPLETED	YES	NO
F	SURVEY DATE 6/9/1980			CARD TYPED 13/10/1980		
	SURVEY TEAM T. Ryan, M. Mackay, D. Gray					

N/A = NOT APPLICABLE



MONAVALE GENERAL CEMETERY
MONAVALE RD, CNR. WALANA CRES.
MONAVALE

NATIONAL TRUST

Guidelines for Cemetery Conservation

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

Second Edition 2009

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

NSW GOVERNMENT | Planning

Heritage Council of New South Wales

STOP!

READ THIS HERITAGE CHECKLIST BEFORE YOU BEGIN CEMETERY WORK

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

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

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

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

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PREFACE

1. Purpose of these guidelines

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

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

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

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

2. The National Trust Cemeteries Committee

The National Trust Cemeteries Committee aims:

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

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

GUIDELINES FOR CEMETERY CONSERVATION

PREFACE

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

Part One - WHY

1 Why conserve cemeteries?

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

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

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

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

2 Why plan conservation?

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

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

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

PART ONE - WHY

3 Heritage values of a cemetery

3.1 Historical values

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

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

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

Another example comprises evidence of immigration

PART ONE - WHY

3.2 Social values

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

3.3 Religious values

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

Social conditions may be reflected in lone monuments of a child

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

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY

3.4 Genealogical information

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

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

Monuments may also be a source of genealogical information.

References to family are of genealogical importance

Some monuments have deliberate genealogical meaning

PART ONE - WHY

3.5 Artistic, creative and technical elements

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

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

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

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

Cemeteries may show high local artistry

THE NATIONAL TRUST *of* AUSTRALIA (NSW)

GUIDELINES FOR CEMETERY CONSERVATION

PART ONE - WHY

Naive sculpture is better represented in cemeteries than anywhere else

Graves often use simple materials

FIGURE .... or complex materials and processes

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

3.6 Setting

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

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

Many family cemeteries are carefully and prominently sited

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

3.7 Landscape design

PART ONE - WHY

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

Careful landscape design is common, especially in garden crematoria

3.8 Botanical elements

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

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

Many introduced plants are rare except in old cemeteries

PART ONE - WHY

3.9 Ecological issues

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

Some rare native ecosystems are well preserved in bush cemeteries

3.10 Human remains

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

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

Part Two – WHAT

1. What to look for

1.1 Cemetery types

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

1.1.1 General cemeteries

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

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

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

Botany (incudes Eastern Suburbs Crematorium)

Field of Mars

Frenchs Forest

Liverpool

PART TWO - WHAT

Northern Suburbs (Macquarie Park)

Rookwood Necropolis

Sandgate (Newcastle)

Woronora

-- as well as the Gore Hill Memorial Cemetery.

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

Lawn cemeteries are now common in general cemeteries

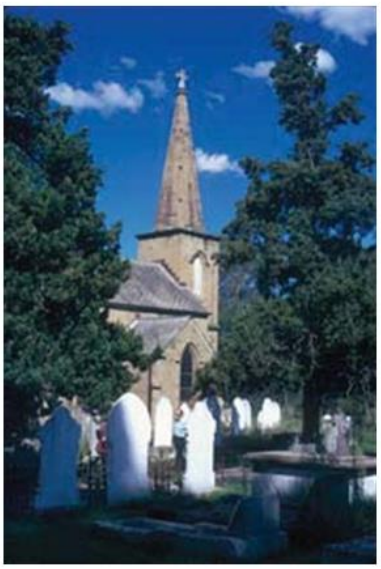
Mausoleums are a feature of both old and new cemeteries

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

PART TWO - WHAT

1.1.2 Church cemeteries

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



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

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

1.1.3 Family cemeteries

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

PART TWO - WHAT

Family cemeteries occur throughout rural NSW

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

1.1.4 Lone graves

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

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

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

PART TWO - WHAT

.... but some are more remote

1.1.5 Crematoria

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

Some crematoria are sited in a churchyard....

PART TWO - WHAT

.... while others may comprise extensive gardens

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

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

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

1.1.6 Converted cemeteries

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

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

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

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

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

1.2 Design and Layout

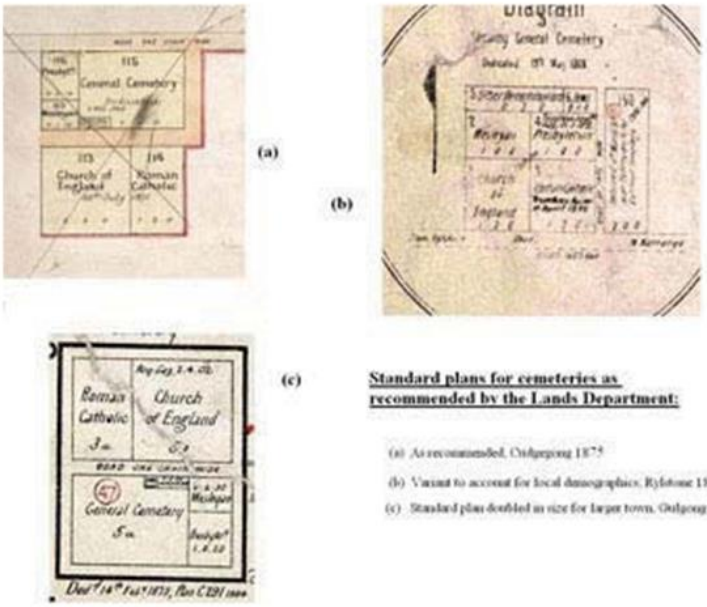
1.2.1 Layout

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

1.2.2 Common designs for general cemeteries

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

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



Standard plans for cemeteries as recommended by the Lands Department:

(a) As recommended, Oxlpeying 1875

(b) Variant to account for local demographics, Rylstone 1868

(c) Standard plan doubled in size for larger town, Oxlpeying 1875

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

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

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

1.3 Landscape features

1.3.1 Fencing and gates

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

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

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

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

Lych gates are a traditional resting place for funerals

1.3.2 Paths and drainage

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

Ornamental drainage systems at Rookwood were formerly neglected ....

PART TWO - WHAT

.... but have now been beautifully restored

1.3.3 Signage

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

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

PART TWO - WHAT

It is generally best to retain older denominational and other signage

1.3.4 Chapels and other structures

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

Shelters are often historic structures in their own right

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

They may be important representatives of architectural styles, old ....

.... or new

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

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

1.3.5 Lawn sections

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

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

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

1.4 Vegetation

1.4.1 Landscape plantings

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

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

1.4.2 Grave plantings

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

1.4.3 Native vegetation

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

1.5 Monuments

1.5.1 Elements of a grave

Graves may consist of several elements including

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

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

1.5.2 Monument styles

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

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

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

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

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

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

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

Classical style

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

A relatively simple gothic headstone

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

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

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

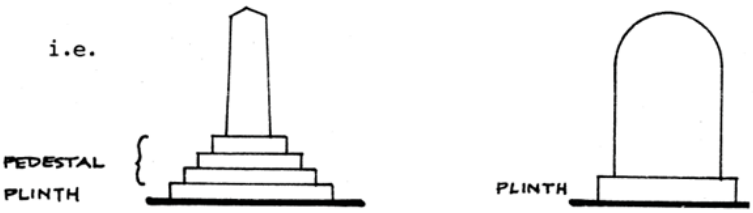
A "high Victorian" monument

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

Twentieth century monuments, signifying the departed "at rest"

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



SUGGESTED GRAVESTONE TERMINOLOGY

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

All built features on a grave are monuments.

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

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

The plinth is the course or masonry layer in contact with the ground.

The pedestal comprises any other courses, or sometimes a block between the plinth and upper section(s).

PART TWO - WHAT

Six major classes of monument shape are defined:

A. Upright slabs/stelae

B. Crosses

C. Pillars

D. Sculptures

E. Horizontal slabs

F. Miscellaneous

Detailed terms for these are defined in pictorial form in Part 4, Appendix 4.

PART TWO - WHAT

1.5.3 Types of monumental material

In evaluating the state of a monument or seeking advice, it is important to be sure of the type of stone or other material, as weathering characteristics and therefore the correct treatments can be very different (see Part 3, Section 2.2.2).

Because they rarely last, timber monuments should be conserved wherever possible

Timber crosses are particularly vulnerable

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Especially vulnerable are composite timber monuments like this celtic cross

Sandstone is the main monumental stone for the early and mid nineteenth century

.... while marble is common in the later nineteenth century

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Iron monuments are often found in mining areas ....

.... sometimes very ornate ....

.... or simple, like this wrought example

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Terrazzo is common in the first half of the twentieth century ....

.... while composite, modern materials are generally later

Many different types of stone are used in NSW cemeteries, but the three main classes are granite, marble and sandstone. Some of the treatments can be carried over to rarer types of stone, such as slate, quartzite and basalt; but technical or professional advice should be sought where these stones are used.

1. Granite

Granite is a hard, crystalline, generally coarse-grained rock which takes a high polish that persists for many years. True granites are generally pink or grey, but

monumental masons apply the term to other hard crystalline rocks, including so-called "black granites" which are generally rocks of gabbro type.

2. Marble

The term marble is applied by masons to any rock consisting dominantly of calcite (calcium carbonate), and includes limestones as well as true marbles. Calcite is white, but minor impurities can give marble colour -- red, brown, grey or even black. All marble can be readily scratched with a knife or key, and the powder is always white.

Calcite is slightly soluble in rain-water, so marble gravestones always become rounded. The polished surface becomes rough because of uneven weathering of individual grains. To preserve the inscription in this situation, the carved lettering is typically filled with lead or a metal alloy, to preserve the sharpness of the writing

3. Sandstone

Sandstones are rocks consisting of sand-sized particles (individually visible to the naked eye) held together by natural mineral cements. White or brown sandstones usually consist mainly of quartz grains; grey and greenish sandstones usually have grains composed of very fine grained aggregates of mineral material (generally broken rock). Quartz sandstones may fret and shed individual grains, but the grains themselves are extremely resistant. Other sandstones, however, may weather or decay evenly, sometimes by surface grains dissolving away, in a similar manner to limestone.

1.5.4 Inscriptions

The inscription on a monument has a variety of heritage values, including genealogical significance, social and historical significance, and artistic and technological significance.

All inscriptions record genealogical information such as birth and death dates, and often family details and relationships. In cases of monuments pre-dating Civil Registration in 1856 (when the registration of death became compulsory), this record may be the only documentation of early European settlers. Inscriptions can also include historical information such as arrival in Australia, war service, and occupation.

The language of the inscription and choice of supporting scriptural text or verse can reflect community and religious attitudes of the time, or the attitudes of the heirs or descendants, or the tastes and attitudes of the departed.

The quality of carved inscriptions - the layout, lettering script, and quality of the letter cutting - all provide information about the artisan and the date of the monument. Sometimes there are variations in the inscription style and quality which can indicate different dates of interment and / or recording of information.

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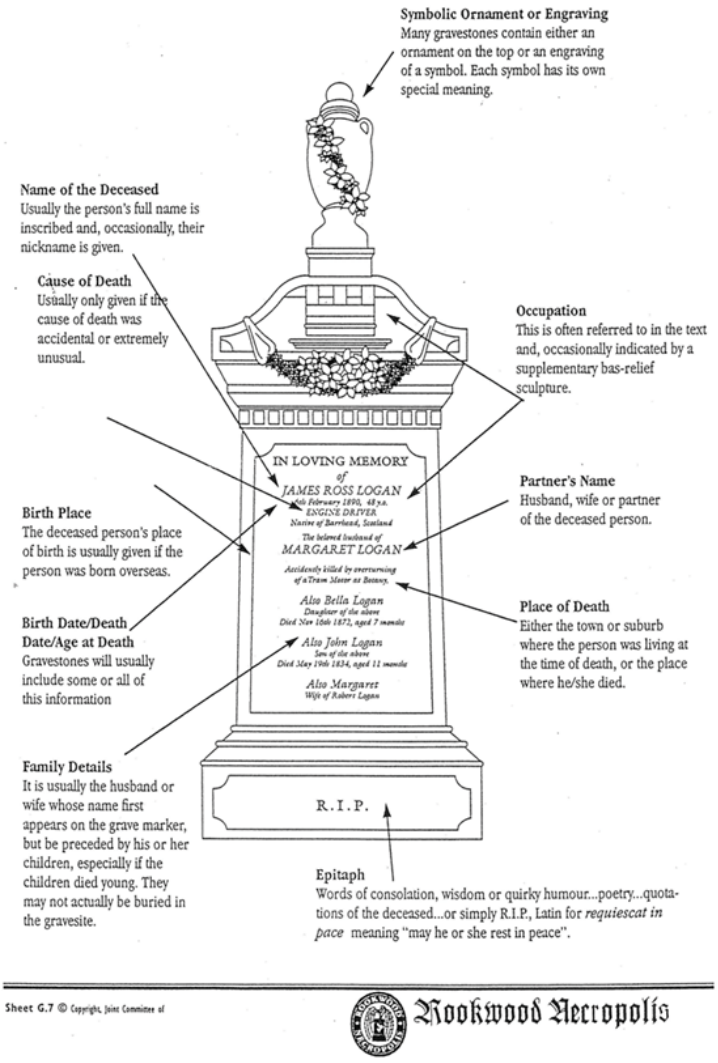
What to look for on a gravestone



A typical monument has a variety of information, as shown here

1.5.5 Symbolism

Apart from the written inscription there is often some form of symbolism in the ornamentation of cemetery monuments. Sometimes this is purely decorative but in

PART TWO - WHAT

other cases it has meaning that may be of great significance to the historian or family historian.

Some are only decorative. An example is the urn (sometimes covered) commonly seen. This is an ancient decoration dating back to classical Greek and Roman times, based on the container for cremation ashes, and merely representing death.

Others give potential information on the origin or occupation of the departed. A shamrock almost always indicates the Irish-born, an anchor usually signifies a sailor.

A broken column generally represents a life cut short, especially for a child or an accidental death.

Religious symbols might seem straightforward, but can have complications. An ornate religious theme may be chosen by a pious widow for a largely irreligious husband. The Celtic cross is a traditional Irish symbol common for Catholics, but may also be used by Presbyterians or others.

Religious motifs are a common theme in cemeteries ....

.... as is classical symbolism such as a broken flower or column to symbolise life cut short

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

There are also indicators of origins, such as the English acorn ....

.... or membership of an oddfellows lodge ....

.... or simply emotional attachment

In the same way, any other symbol must be interpreted with care and be considered as evidence, not proof. Among examples already given, the anchor may sometimes represent "hope" rather than a connection to the sea; and an old woman may be commemorated with a broken column by a loving family which simply felt she died too soon.

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GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

LIST OF GRAVE SYMBOLS

Acorn - English descent

Angel - Messenger of God

Anchor - Hope or security; or a sailor's grave

Arrow - Mortality

Bible - Charity or piety

Book - Learning, scholarship, prayer;
or a writer or bookseller

Broken Chains - Family love broken in death

Broken Circle - Life has ended

Broken Column - Life cut off by death

Candle being snuffed - Loss of life

Chalice - Sacraments

Cherub - Innocence; soul's departure

Circle - Eternity

Circle with Wings - Immortality

Cloud - Heaven

Coffin - Mortality

Column - Sky or God

Compass - Divine measuring of the world;
- Architect's or surveyor's grave;

Compass & square - A Freemason

Crescent - Probably the grave of a Muslim

Cross - Faith; redemption.

Crown - Glory, sovereignty

Crown of Thorns - Passion of Christ

Dawn (sunrise) - Resurrection; reunion in Heaven

Dove - The Holy Spirit; love; spiritual peace

PART TWO - WHAT

Dove with olive sprig - A new and better world

Drapery - Mourning

Eagle - Liberty (military)

Eye, often inside the Sun - All seeing Eye of God

Flame (fire) - Light, life and eternity, creation and destruction

Fleur de Lis - Life

Flower with broken stem - Early death (eg a child)

Grieving widow - Mourning

Griffin - Power, a guardian, watchfulness

Grim Reaper - Death personified

Hand Emerging from a heavenly cloud

- Symbolises a blessing from God.

As above, heart in the palm - Charity.

Hands (clasped) - Reunited in Heaven

(the cuffs are usually those of a male and female and are used on husband and wife monuments, or where the departed was a widow or widower.)

Hands (pair) - Prayer and/or supplication

Harp - Praise to God

Heart - Piety, love or charity

Heart on palm of hand - Manchester Unity lodge member

Hour glass - Time running out

Hour glass with wings - Time passing

Hour glass & scythe - The certainty of death

Ivy - Clinging to memory

Lamb - Lamb of God (Jesus); Innocence of children

Lily - Purity

Menorah - Emblem of Judaism

Oak leaf - English descent; endurance

Obelisk - Eternal life, fertility, regeneration and resurrection

PART TWO - WHAT

Obelisk (broken)	- Life cut short
Open Book	- Perfect knowledge
Poppy	- Sleep
Ring	- Completeness and perfection
Rod or Staff	- Comfort
Rope	- Eternity
Rose	- English descent
Scallop Shell	- Pilgrimage
Scroll	- Life and time, honour and commemoration
Scythe	- Death
Shamrock	- Irish descent
Spade	- Death
Skeleton/skull	- Death
Serpents Trampled	- Triumph over sin and death.
Serpents eat their tails	- Old Celtic symbol of eternity
Shell	- Life and resurrection (old fertility symbol)
Spiral	- Progressive development and movement
Spire	- Religious aspiration
Star of David	- International symbol of Judaism (Mogen David)
Sun with eye or face	- God is watching
Thistle	- Scottish descent
Torch	- Immortality
Torch (reversed)	- End of life's race
Triangle	- The Trinity
Trumpet	- Resurrection
Urn	- Death and mourning
Urn with flame	- Undying remembrance
Vase	- Death and mourning
Weeping willow	- Sorrow

Wheat - Bread; life goes on

Wreath - Triumph (over death)

1.5.6 Kerbing and grave fencing

A very important but often underestimated feature of cemeteries is the grave surrounds. These usually consist of kerbing and/or fencing of some kind. On individual graves the surrounds are obviously part of the original design. Where a kerb or fence links a number of adjacent plots it defines family relationships far better than where adjacent graves may or may not represent kinship. Even a case where a large surround has only one monument may be significant, suggesting either that other bodies are unmarked, or that a family has left the district.

Fences around one or more graves are as much part of the monument as the headstone

1.5.7 Grave furniture and ornaments

The grave surround and covering, immortelles, vases and flowers all contribute to the character of a grave, and therefore to its meaning and social value. Together ,they can be important features of a cemetery, and their significance should not be ignored just because they are small, or mass-produced, or movable. Apart from aesthetic significance they always add social context to whatever else is present.

PART TWO - WHAT

Immortelles were an opportunity to place a perpetual wreath of porcelain flowers on a grave. The wreath was often placed on a metal base or tray and covered with a glass dome. Immortelles were popular from the 1880s to the 1930s.

Immortelles are a traditional ornamentation

Fresh-cut flowers were a popular tribute throughout the 19th and 20th centuries, and vases for cut flowers were commonly placed on graves. These were sometimes just glass jars, but could reflect popular tastes in domestic vases – Australiana designs in the 1920s and 1930s; white swans in the 1940s and 1950s. The incorporation of a vase into the memorial design or kerbing became increasingly common through the 20th century.

Vases are common from the later nineteenth century to the present time

In the 1950s majolica grave ornaments were popular. These highly glazed ceramic stoneware pieces came in a variety of designs, such as wreaths and crosses.

Since the late 20th century, perpetual flowers have been made of artificial silk and/or plastic.

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

Decoration ranges from practical symbolism ....

.... to expressions of remembrance ....

.... to a variety of items, including here a majolica cross and rose ....

.... to family whimsy

1.6 Cemetery records

The records relating to a cemetery are essential to the story it tells, and should be conserved along with what is on site. This applies to church burial records, and even more to any landscape or grave site plans which are found. The minute books or financial records of trustees or the local church council may have information about drainage or fencing works, and this may be important for various reasons: for assessing the item's significance, for understanding deterioration, and for planning repairs.

In General Cemeteries, records of burials were initially maintained by appointed trustees. Responsibility for general cemetery records today lies with the local Council, or with trustees in the case of those cemeteries still administered by separate

PART TWO - WHAT

trusts. It is regrettable that complete records for a number of General Cemeteries are not available.

In many such cases, however, relevant records are held by family history groups; local libraries, archives or historical societies; the Society of Australian Genealogists; State Archives; or the State Library of NSW. In some instances the records of a local firm of undertakers may have details which are not available elsewhere. Local church registers may give information. These do not always list the place of burial, but in many such cases this is available from Death Certificates.

Information on family cemeteries and lone graves may sometimes be available from the relevant station journal or diary.

Pictorial records may also be extremely important, especially for dating and evaluating landscape elements like plantings and structures. Privately held photos are in many cases invaluable, especially if their date is known; public appeals to locate such items are often amazingly rewarding.

Cemetery records are not confined to those kept by church or civil authorities. In country areas especially, the records of the local monumental mason may be invaluable, and critical information may be held by the local historical society or by the Royal Australian Historical Society (website www.rahs.org.au). Transcribed names and dates from tombstones, and sometimes full monumental inscriptions, may be held by local family history groups or by the Society of Australian Genealogists (website www.sag.org.au). These may be especially valuable where the inscription has become harder to read since the transcription was copied.

If there is any doubt at all about the long-term preservation of original records then copies should be made and either copies or (preferably) the originals should be deposited in a suitable archive. Advice on such archives may be sought from the local Council librarian or from the Royal Australian Historical Society.

PART TWO - WHAT

2. What must be identified?

A careful description of what is there is an essential first step before planning remedial activities on a cemetery. Otherwise, the attempted improvements may not deal with underlying problems, they may make other things worse, and actions may be done in the wrong order leading to unnecessary work or duplication of effort.

Similarly it is important to know what to look out for when preparing the description, since it might otherwise omit essential observations.

What follows is a brief summary of common problems in cemeteries which, if present, should be carefully noted as part of the description.

2.1 Overgrown vegetation

The growth of weeds within a cemetery can adversely affect its visual qualities, especially weeds growing within grave plots. Invasive trees such as self sown camphor laurels, pines and other woody plants can cause considerable physical damage to gravestones.

Large trees can be an attractive feature of a cemetery or graveyard

.... but overhead branches should be checked for potential problems!

PART TWO - WHAT

Lone graves are particularly susceptible to tree roots growing too big

.... but attention is also necessary in well-tended cemeteries

On the other hand, the spread of grave plantings to other locations need not be a problem if they are not damaging graves and are not overwhelming other plantings or rare native vegetation. Certainly such spreading is preferable to wholesale poisoning of vegetation, which may cause irreversible losses. Provided that pathways are kept open, a degree of "controlled overgrowth" can actually enhance the value of a cemetery, emphasizing the sense of its historical meaning.

2.2 Broken monuments

Breaks can arise because of accident, vandals and cattle or other livestock. They often involve heavy falls onto masonry or iron surrounds or uneven ground. Sometimes the break is confined to a cracked or broken mortise in the plinth, which may make repair and re-erection difficult.

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

One of the major causes of monument damage is the expansion of iron fittings due to rusting

When combined with poor footings, damage can be severe

Unfortunately, vandalism is the main cause of this kind of breakage

PART TWO - WHAT

2.3 Deterioration of monumental stone

The surface of some stones, mainly marble and limestone, can gradually dissolve due to simple rainwater flowing across. The problem is generally worse under a tree, since the leaves may gather dust containing corrosive substances which damage the stone further during rain. Any overhanging branches should therefore be noted in describing such damage.

Other stones, especially sandstone, will spall, fret and split. This is usually the result of natural salts depositing due to rising damp, but can also occur from simple wetting and drying over time. In these cases the problem is that the stone is absorbing water and then drying out, either in the same zone or at some point to which the absorbed dampness has moved. The main question here is where the water is entering the stone: at ground surface, below the surface, or perhaps through open joints in the stonework.

A common, but easily avoidable problem is damage by whipper-snippers

Allowing soil build-up can introduce dampness, which starts the process of surface deterioration

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

More severe cases of rising damp can threaten the entire stone

.... especially if a fallen stone is lying directly on the ground

The dampness problem is especially acute if the surface is prevented from washing by rain, as here by a hood moulding in the original design

PART TWO - WHAT

It is also important to note whether the stone is losing material grain by grain or in fragments or slabs. This may become apparent only by checking the base of the stone to see the form of the material that has fallen away.

Finally it should be noted whether there is a general softening of the remaining stone.

With the above information it will usually be possible to slow the processes considerably, as described in Part 3

2.4 Subsidence

Leaning and fallen monuments comprise some of the commonest cemeteries problems due to failure of footings and/or foundations. The commonest cause is subsidence after the coffin deteriorates ("coffin collapse"). Other causes can involve compaction of loose grave fill, underground vault distortion or collapse, water erosion, rabbit or wombat burrows. Other factors can be tree roots raising one side, differential compaction, (as where part of the monument is over rock and the other on fill). Soil creep on a hillside is another frequent cause.

Coffin collapse can cause leaning headstones or broken kerbing

.... and in severe cases, toppling of monuments

PART TWO - WHAT

Rabbit activity is another potential cause of grave subsidence

Generally hidden until it happens, the inward collapse of the underground walls of a vault can be disastrous

Obviously it is important to be sure of the cause before straightening a monument, or the effort may be wasted.

2.5 Weathered inscriptions

Apart from effects of rising damp, fretting of monument inscriptions can also result from abrasion by vegetation scraping the monument surface in the wind.

The painted lettering on timber headstones is generally first to go, so cemetery burial plans are invaluable

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Deterioration of leaded lettering on marble monuments usually results from weathering of marble adjacent to the letters, but repeated heating and cooling can cause crevices at the edges of the lead, in which mould can grow to cause further loosening.

Poorly executed lead lettering can be saved if an expert mason re-fixes the lead before extensive failure

2.6 Stained or lichen covered headstones

Growth of mosses, lichens and fungus on monuments offer some physical protection to the stone and at the same time do slight damage. On balance they may be left unless they are unsightly or obscure the lettering.

Lichen on sandstone can be slightly damaging, but careless removal is much more so

PART TWO - WHAT

Harder granite, however, is generally undamaged by either lichen or by gentle methods of removal

Red staining on white marble results from chemical attack on lead lettering, mainly in industrial areas.

2.7 Vandalism

One of the most important agents of cemetery deterioration is man. Vandals break stones and push monuments off their pedestals. In some cases, still more damage is done by individuals attempting to set things right.

In recording apparent vandalism, the first step is to eliminate other possible causes of damage such as fallen trees, soil creep or coffin collapse. It is also important, as far as possible, to estimate when the vandalism occurred, and whether it seems to be an on-going process. Only then can the opportunity or incentive for vandalism be assessed, such as a broken fence or a social problem no longer present. (Such assessments can help to decide how repairs should be undertaken, and what protective measures will discourage repetitions.)

2.8 Seasonal variations

Among the essential elements which give a burial ground its character are its layout and its vegetation. Note that the character imparted by the vegetation will often vary greatly through the seasons, so assessment of this aspect needs great care and a good deal of expertise involving both native plants and also earlier introduced species which may now be unfashionable. The presence of rare native or introduced plants may similarly be apparent only at certain times of the year

PART TWO - WHAT

3. What have you got?

3.1 Describing the cemetery

As previously explained, it is generally foolish to set out to "improve" something before you know what it is. For similar reasons it is essential to fully describe a cemetery before designing conservation measures and such description must be done in a systematic manner, so that no important features are missed. For this purpose the National Trust's Cemeteries Committee has developed the following indexing card.

THE NATIONAL TRUST *of* AUSTRALIA (NSW)

GUIDELINES FOR CEMETERY CONSERVATION

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3.1.2. Cemetery Index Card

THE NATIONAL TRUST OF AUSTRALIA (NSW)
CEMETERY INDEX CARD

LOCALITY: REGION: POSTCODE:
(Name recognised by Geographic Names Board)

NAME OF SITE:
(include denomination for church cemeteries)

ANY OTHER NAMES:

ADDRESS:

LGA:
Address:

FORMER LGA:
(if applicable)

PARISH: COUNTY:

GRID REFERENCE: *AMG or GDA?** .....
MAP NAME: Type: Map No.: Date:

**AMG on maps pre-1994. To convert to GDA add 1 to easting and 2 to northing, i.e. 100m, 200m resp.*

AUTHORITY RESPONSIBLE FOR SITE:

LOCAL INTEREST GROUP:

AREA: % FENCED: % USED:

SITE IN USE / DISUSED / CONVERTED / UNUSED:

NO. OF MONUMENTS: NO. OF BURIALS:

% MONUMENTS TRANSCRIBED:

LOCATION OF TRANSCRIPTS:
Address:

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THE NATIONAL TRUST OF AUSTRALIA (NSW)

CEMETERY INDEX CARD p. 2

DESCRIPTION: *(eg size; denominational areas; landscapes; landform, topographic setting and internal / external vistas; monument forms, arrangement and materials; native vegetation and plantings; buildings, access, gates, fences, drainage and paving; plantings; physical context such as adjacent buildings, creeping urbanisation, nearby land use.)*

DATES: ESTABLISHED: DEDICATED/CONSECRATED:
OLDEST MONUMENT: FIRST BURIAL:

CONDITION OF SITE: *(eg state of fencing, monuments, roads and paths, native vegetation & plantings, mowing & weeding)*

THREATS TO SITE *(eg vandalism, livestock, woody weeds, adjacent weed sources, fire threat, possible sale, other development)*

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THE NATIONAL TRUST OF AUSTRALIA (NSW)

CEMETERY INDEX CARD p. 3

HISTORY: *including early development, ethnic changes, notable people buried; evidence of local expansion / contraction, periods of prosperity or recession, epidemics; expansion of the cemetery or denominational sections; modifications or closure of cemetery; transport changes (town expansion when rail came, changes in source of monuments); other notable events (mine collapses etc.).*

LOCAL REFERENCES: *(eg local histories, newspaper articles, websites, oral sources)*

ANY OTHER COMMENTS? *(eg management recommendations, future options, need for more visits or further research)*

B & W PHOTOS TAKEN? YES/NO:
COLOUR PRINTS TAKEN? YES/NO
DIGITAL PHOTOS TAKEN? YES/NO **Format? (.jpg, etc.)**

ESSENTIAL: *ATTACH A LOCATION PLAN SHOWING POSITION AND ACCESS*
ESSENTIAL: *ATTACH A SITE PLAN*

SURVEY TEAM:

DATE OF SURVEY:

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3.1.2 Photographic surveys

As indicated within the index card above, it is important that such a written record be supported by plans and photographic records. Even if the plan is only a sketch plan it will give information about the layout and distribution of graves and trees not otherwise apparent. Gates, internal roads and drainage can also be shown.

In recent years there is a much greater availability of detailed aerial photographic images. These can not only be valuable in their own right, but can assist in making a more accurate sketch plan, with careful interpolation of features hidden by tree canopies in the air photo.

On a more detailed scale, photographs of individual monuments (or groups of monuments) will add greatly to the value of the description. If possible, each such photo should be taken at a suitable time of day. This is especially important if it is desired to show inscriptions.

Apart from finding a time when the sun shines across the face of the stone, there are other ways to get good photographs of inscriptions. For example you can use a large mirror to reflect sunlight obliquely across the monument face, or use a lamp at dusk for the same purpose. Some inscriptions are far more legible when wet; others will never photograph very legibly, but can be brought out by computer manipulation of a digital image to change the image contrast or colours.

3.2 Describing a monument

3.2.1 Monument assessment card

The following descriptive card can be used to describe individual monuments, in sufficient detail for the particular purpose desired. Again, a photograph of the monument and/or the inscription (as described above) may be very useful.

THE NATIONAL TRUST *of* AUSTRALIA (NSW)

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GRAVE DESCRIPTION CARD Page of

1. GENERAL DESCRIPTION

Grave identification	Cemetery/ Section or Denomination/ Location: Map reference:
	Plot reference (if any)
Grave features	Single/Double/Family; Position in group
	Kerbing & Fencing (materials & description)
	Footstone, riser(s), vases, immortelles etc.
	Infill or slab
	Plantings

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GRAVE DESCRIPTION CARD Page of

2. MONUMENT DESCRIPTION

Main Monument	Style
	Materials
	Inscription(s) (main monument & elsewhere)
	Stonemason
	Special Features
Remarks	
Recorded by	Date:

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GRAVE DESCRIPTION CARD Page of

3. CONDITION

Photographs (list, & location reference)	Stability (lean and/or looseness and/or poor bedding to base):	
	Physical condition of materials (displacement or cracking of stone, bending of iron etc.)	
	Weathering (flaking or spalling stone, rotting timber, rusting iron, flaking paint etc.)	
	Condition of inscriptions (legibility, missing lead lettering)	
	Threats:	
	Recommendation for repair: Recommend a short cut process i.e. stitch fracture by method 1, degree of urgency B	
	Recommended by	Date:

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4. What needs to be done?

4.1 Assessing where you want to go

Apart from having a complete description of the cemetery, it is necessary before work commences to understand the value of the site and decide the aims of conservation.

The heritage values of a cemetery are essentially the matters of significance within the various categories outlined in Part 1of these Guidelines, and to see how these should be retained requires a full descriptive assessment as explained in Sections 2 and 3 of this Part.

Part 3 gives a full discussion of remedial actions which can then follow.

4.2 Creating a Statement of Significance and a Conservation Policy

4.2.1 Assessing heritage values of cemeteries

Which criteria should you use in deciding significance when assessing the heritage values of cemeteries? The National Trust's list of ten heritage values outlined in Part 1 has been specifically developed for cemeteries. The NSW Heritage Office's seven criteria are broader and apply equally to houses, parks and cemeteries. The National Trust recommends that its ten heritage values for cemeteries be used as a checklist to ensure that all elements of a cemetery are considered when evaluating its heritage significance. These values can then be used as the basis for forming a statement of heritage significance according to the NSW Heritage Office criteria.

The table below compares the National Trust's ten cemetery values with NSW Heritage Council criteria and the values identified in the Burra Charter and the Australian Natural Heritage Charter, to illustrate their relationship.

From the table it can be seen that the National Trust cemetery values expand upon the criteria developed in the conservation charters, allowing specific, detailed analysis of a cemetery's natural and cultural heritage significance. The first five Heritage Office criteria are roughly analogous to the values in the conservation charters. Heritage Office criteria 6 and 7 (rarity and representativeness) are comparative values that theoretically can be applied to any other heritage value. In the comparative table, the most likely heritage values for listing cemeteries on these different bases have been identified.

GUIDELINES FOR CEMETERY CONSERVATION

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4.2.2 Comparative table of heritage values

National Trust Cemetery Heritage Values	Burra Charter	Australian Natural Heritage Charter	NSW Heritage Office criteria
Historical	historic		criterion 1 - important in course or pattern of history criterion 2 - historical associations with people criterion 5 - potential to yield information
Social	social		criterion 4 - social, cultural or spiritual associations for a group
Religious	social		criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information
Genealogical	historic / social		criterion 2 - historical associations with people criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects
Artistic, Creative & Technical	aesthetic / scientific		criterion 3 - demonstrates aesthetic characteristics and / or creative or technical achievement criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects criterion 7 - representative of a class or type
Setting	aesthetic	aesthetic / existence	criterion 1 - important in course or pattern of history criterion 3 - demonstrates aesthetic characteristics and / or creative or technical achievement criterion 7 - representative of a class or type
Landscape Design	aesthetic	aesthetic / existence	criterion 3 - demonstrates aesthetic characteristics and / or creative or technical achievement criterion 6 - uncommon, rare or endangered aspects criterion 7 - representative of a class or type
Botanical	aesthetic / scientific	aesthetic / scientific / existence / life support	criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects
Ecological Issues	scientific	existence / life support	criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information criterion 6 - uncommon, rare or endangered aspects
Human Remains	scientific		criterion 4 - social, cultural or spiritual associations for a group criterion 5 - potential to yield information

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4.2.3 Developing a Conservation Policy

The heritage significance of a cemetery or grave site should be identified at an early stage so that it can be properly considered in the conservation policy. A statement of significance may be available from a local heritage study or other previously written document.

The National Trust strongly recommends that significant work on a place of heritage value must be preceded by a professionally prepared (or professionally supervised) study or conservation policy, and this applies to any work at all on sites that are highly significant or fragile.

Even if this advice is not followed, it is likely to be disastrous if there is not a written and agreed list of objectives. No work other than essential maintenance should be undertaken until an informed decision about the Conservation Policy for the cemetery has been made.

The process need not be too laborious, but the result must be precise

Part Three - HOW

1. Planning conservation works

1.1 Introduction

1.1.1 Three basic steps

The first stage of any conservation work is to decide why the work should be done, what is to be done (or what the problem might be), and how this work should be done. For cemeteries, as for other places, there are three main steps to managing and conserving heritage significance.

1. It is first necessary to understand significance (why conserve it? why is it significant or important?);
2. then develop policy (what's the problem? what's to be done?); and
3. finally, implement management processes of the place in accordance with the policy (how is it to be done?).

This is stressed by both the Burra Charter and the Australian Natural Heritage Charter and is equally relevant to major and minor works. There has been a lot of damage done in cemeteries where these points were not first agreed upon and written down!

1.1.2 Preservation vs restoration

In order to ensure that objectives are clearly understood, these definitions from Article 1 of the Burra Charter may be useful:

PLACE means site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.

PRESERVATION means maintaining the fabric of a PLACE in its existing state and retarding deterioration.

RESTORATION means returning the existing fabric of a PLACE to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

RECONSTRUCTION means returning a PLACE to a known earlier state and is distinguished from RESTORATION by the introduction of new material into the fabric.

ADAPTATION means modifying a PLACE to suit the existing USE or a proposed use.

USE means the functions of a place, as well as the activities and practices that may occur at the place.

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The most appropriate conservation procedure for cemeteries is nearly always Preservation. Occasionally restoration, and more rarely reconstruction or adaptation, may be appropriate in particular circumstances.

1.1.3 Conservation Management Plans

A Conservation Plan is useful both for cemetery management and for normal maintenance. It ties many aspects of a cemetery together in a logical way, which permits its responsible use to proceed. Provision should be made for funding of any regular maintenance which becomes necessary as a result of the project, unless voluntary maintenance can be assured. The plan should ideally be professionally prepared and should assess all available physical, documentary, and other evidence. It should include a thorough recording of the existing features (See Articles 6, 26, 27 of the Burra Charter).

The location of cemetery records should always be noted in conservation planning documents. They are important records that contain details about grave plot ownership, as well as historical information that can help in assessing a monument's (or cemetery's) heritage significance.

Detailed guidelines for the preparation of Conservation Plans are outlined in J. S. Kerr, The Conservation Plan. A guide to the preparation of conservation plans for places of *European cultural significance* (Sixth Edition, National Trust of Australia (NSW), 2004). The procedures outlined in this guide have been formally adopted by the Cemeteries Committee of the National Trust.

There is also detailed guidance on the website of the Heritage Office: www.heritage.nsw.gov.au.

1.1.4 The Conservation Management Strategy (CMS)

An alternative to a full CMP is a conservation management strategy (CMS). A CMS is a very much briefer version of a CMP that will provide a broad overview of conservation approaches and management guidance.

A CMS may be useful in the following situations:

- for use with items of local significance
- for use where no extensive or fundamental changes or interventions are planned in the short to medium term
- as an interim planning document pending the preparation of a standard conservation management plan.

The process for preparing a CMS is similar to that for a CMP, but it is much shorter and simpler, and in most cases can be done by informed local people without specialist qualifications. It enables all work to be consistent with agreed outcomes.

The Heritage Office website has pro-formas to guide the preparation of a CMS. Again, there is detailed guidance from the Heritage Office on www.heritage.nsw.gov.au.

1.1.5 Volunteers vs professionals

There is much excellent conservation work done in cemeteries by amateur workers, but there are also disastrous results achieved through well-meant but ill-informed processes. It would be "safe" to insist that conservation work be done only by qualified people, but then costs would be such that most work would never be done. What did eventually get done might often be so long delayed that there would be a lot more damage in the interim.

The National Trust's view is that expert advice should always be sought as to whether proposed works are justified and necessary, what procedures should be followed, and what minimal levels of skills and knowledge are required. The Trust's Cemeteries Committee is always happy to provide such guidance.

The other essential requirement to avoid disasters is that the work be planned and recorded in a proper way.

With these provisos, it is hoped that the present Guidelines will encourage a higher standard of conservation than has sometimes occurred in NSW, whether undertaken by amateurs or qualified tradesmen.

1.2 Initial planning concepts

1.2.1 Securing the cemetery

Among major threats to a cemetery are fire, vandalism, and damage by stock. Night-time trespassing by drinking groups and others may increase these risks, as well as opening the site to unintended damage and sometimes also to public safety risks.

Examples of security works include new fencing or lockable gates; perimeter firebreaks; lighting to deter vandals in urban areas; and burglar alarms, fire alarms and sprinklers in historic chapels etc.

It is generally advisable to attend to such issues before other conservation, to maximise protection of the new work. There are occasionally exceptions to this, for example where a new fence might make access harder for some other planned conservation works.

In all cases it is important not to relegate security issues to an "add-on" stage, but to consider them at the planning stage and ensure that they are logically built in to the schedule of works.

1.2.2 General layout

Changes to layout can compromise the essential character of the cemetery. If minor changes are necessary, the National Trust recommends that every effort be made to retain the original design features of the cemetery. If it is intended to reinstate an original design, this should only be done after completion of a Conservation Plan (see Section 1.1.3, above). Survey

information in the form of maps, field books or certificates of title may be useful in understanding the original planning of a cemetery, and should be consulted when planning a conservation project.

1.2.3 Monuments and monumental groups

The main purposes of a cemetery monument are to mark and identify a grave and usually to provide some information about the deceased. This information can be recorded on plans, church registers, photographs and other records, but a monument is much more than this. The furnishings of the grave, the ornamentation compared with other monuments, the grouping of monuments -- by family, religion or other connections: all of these are significant. As well, the original gravestones show developments in artistic fashion, use of materials, and skill of artisans. The source of the stones may indicate changes in transport routes.

For all of these reasons the National Trust advocates the retention of the original materials and positioning of monuments, even where they are showing significant wear. Naturally, deterioration of the monument should be slowed if possible, and the message of the inscription should be retained (including known or assumed errors, if any). These can be reproduced on site. However, replacing an original monument with a reproduction always involves loss of information, and should be avoided. The fact that a monument is old and worn is, in truth, a part of its value.

Monuments lose their context, such as family groupings, when herded into serried ranks

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Confusion can also follow if footstones are moved and then mistaken for an additional headstone, as here

1.2.4 Cemeteries on freehold land

Throughout New South Wales a large number of family cemeteries and lone graves are located on freehold land. The owner of this land is in most cases under no obligation to maintain records or provide public access. These graves are, however, still subject to heritage and health regulations (see Part 4, Appendix 6, Section 6.2).

Family cemeteries

The National Trust considers these family cemeteries to be important heritage items that should be preserved. Maintenance procedures are no different from other cemeteries. In particular unfenced private cemeteries located in pasture land can be irreversibly damaged by grazing stock. Unobtrusive protective fencing is recommended, of an appropriate style, design and material.

Lone Graves

The National Trust encourages controlling authorities of lone graves to take an active interest in their preservation, particularly in providing protection from stock and other threats.

1.2.5 Cemeteries with major changes

Conservation of converted cemeteries

Although the National Trust is fundamentally opposed to the 1974 *Conversion of Cemeteries Act*, the Trust recognises that a number of important cemeteries that have been converted continue to retain some significance.

Converted cemeteries are not usually listed on the National Trust Register for their heritage significance, except in cases where the surviving headstones are considered to have exceptional value as artefacts.

If further work is to be carried out at cemeteries which have been converted the National Trust recommends that if possible the work should in part redress any damage previously done to the cemetery and its layout. It should also attempt to restore the original cemetery character by re-introduction of traditional plantings, appropriate re-arrangement of monuments, and re-establishment of other traditional features such as paths and grave surrounds. If well planned, such improvements to converted cemeteries should neither add to maintenance costs nor detract from the restful nature of the area.

Reuse of graves

Over the years, various interests have canvassed the government to introduce limited tenure of burial rights and reuse of burial areas.

Such practices extend the "life" of cemeteries, but implementation may necessitate the removal or destruction of monuments and other cemetery features. As all cemeteries have social and historic value, the Trust is broadly opposed to large scale rationalisation and reuse of historic cemetery sections, either in operating cemeteries or in cemeteries now closed for burial.

In 2001 the NSW parliament passed the *Cemeteries Legislation (Unused Burial Rights) Act*, which enables cemetery authorities to resume and resell plots that have been unused for 60 years.

The Trust does not consider there is anything intrinsically wrong with limited tenure of burial and reuse in areas of established low heritage significance, provided that such development seeks to respect the existing character of the cemetery.

The Trust strongly recommends that any proposal to reuse areas of a cemetery should be preceded by a thorough conservation analysis (see Section 1.1.3) and consideration of the social consequences, particularly the attitude of the families of those interred.

Continuing use of traditional family plots for interment of family is supported, including a proposed system of re-opening old graves and the use of ossuary boxes for the remains of previous burials. Where cemeteries are closed to burials the National Trust supports the interment of ashes in family plots. The Trust considers that this form of reuse promotes historic continuity and can provide a continuing source of funding for cemetery maintenance.

1.2.6 New landscaping layouts

Changes to layout can compromise the essential character of the cemetery, and should not be contemplated on a well-established site. If such a cemetery is to be expanded, the new sections need not mimic the older parts, but should be either compatible with the older design, or well screened from it. (These are not aesthetic judgments, but logical requirements for retaining the original aesthetic, whatever it may be.)

Survey information in the form of maps, field books or certificates of title may be useful in understanding the original planning of a cemetery, and should be consulted when planning a conservation or improvement project which could involve layout changes. If minor changes are necessary, the National Trust recommends that every effort be made to retain the original design features. If it is intended to reinstate an original design, this should only be done after completion of a Conservation Plan (see Section 1.1.3).

1.2.7 Cemetery structures

Appropriate maintenance of a cemetery preserves its character and so retains its significance. Among the essential elements which give a burial ground its character are its layout and its vegetation, and like the monuments these should be conserved.

Apart from the monuments, there are very many structures in cemeteries which may be important in the history, social nature, and/or architectural values of the cemetery and the community it serves. These include fencing and gates; roadways, paths and drainage; and buildings of many kinds, from lych gates to chapels, from robing rooms to public toilets. All are a part of the cemetery's nature and history, and none should be considered as essentially unimportant.

1.3 Essential planning

1.3.1 Documenting "before" and "after"

Whenever conservation works are undertaken on a cemetery or individual grave it is important to record the initial state or features, as well as describing the work and final condition. All must be properly dated. There are many reasons for this. One is to prevent others from making blind assumptions about what used to be there. (It would be just as great an error to "replace" grave fencing that wasn't there in the first place as to remove fencing that belonged).

More importantly, if repairs do not last, records will prevent the same unsound methods being repeated.

In all cases, the records and any supporting images should be lodged with the cemetery authority or with an appropriate local library.

1.3.2 Permissions and information needed

Before undertaking any work in a cemetery, permission must be sought from the controlling authority and other interested parties (such as relatives or descendants).

First, find out who controls the cemetery. Ensure you have the correct location/address of the cemetery and any alternative names that refer to it. These are important for correct identification of ownership. In broad terms, the local government authority controls general cemeteries, church authorities control churchyards or denominational burial grounds, and private individuals or family trusts control family cemeteries on private properties. Many

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Councils have a heritage study available at local libraries and these may give you ownership information. Otherwise local Council officers can usually tell you.

If you do not know already, find out who owns the grave plot from the controlling authority. It helps if you have the section and grave plot number to clarify ownership of graves. The authority may require the owner's permission and may also require assurance that other relatives or descendants are agreeable to the proposed work (see Part 4, Appendix 6, Sections 6.1.3-6.1.5).

Find out if the cemetery is listed as a heritage item by local, State or national government. Such a listing will help you to identify the most appropriate way to carry out the work.

Check the Commonwealth lists through
www.environment.gov.au/heritage/places/index.html

Check the State Heritage Inventory on line at
www.heritage.nsw.gov.au
for listings on the State Heritage Register. This Inventory also shows local government listings, but the relevant Council should be contacted for the latest listings.

The Council's Local Environment Plan may give further details.

For further information on the significance of a particular cemetery you can contact the NSW National Trust on 9258 0123. If it has been Classified by the National Trust this provides generally recognised evidence that the site is important, which may assist in lobbying or applications for grants. The Trust also has (generally brief) descriptions and evaluations of most cemeteries in NSW.

1.3.3 Heritage checklist for work

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

1) Is the item (or place) on the State Heritage Register? If so you should write down very clearly what you propose to do and then check if it is covered by

a) Standard Exemptions (eg maintenance or weeding), currently (2009) given at www.heritage.nsw.gov.au/docs/Standard_Exemptions.pdf
Standard Exemptions generally do not require detailed applications, but you must still advise the Heritage Office so that they can check that your work is exempt.

b) Site Specific Exemptions previously agreed to by the NSW Heritage Council.

c) a Conservation Management Plan or Conservation Policy for the place, which the Heritage Office may have endorsed.

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2) If such exemptions do not apply you must request permission for the work from the Heritage Office.

3) Is the item more than 50 years old? (eg a displaced 1926 headstone). In this case you must advise the Heritage Office of your intentions and they will tell you if a formal, detailed application for permission is required.

4) Is the item/place on a Local or Regional heritage list? If so, contact the local Council for their requirements.

5) In all cases after completing steps 1-3, you should then go back to the controlling authority (Church, Council, property owner etc.) and confirm that you have permission to proceed.

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

2. Principles of maintenance and repair

2.1 Landscape structures

2.1.1 Cemetery structures

Appropriate maintenance of a cemetery preserves its character and so retains its significance. Among the essential elements which give a burial ground its character are its layout and its vegetation, and like the monuments these should be conserved.

Apart from the monuments, there are very many structures in cemeteries which may be important in the history, social nature, and/or architectural values of the cemetery and the community it serves. These include fencing and gates; roadways, paths and drainage; and buildings of many kinds, from lych gates to chapels, from robing rooms to public toilets. All are a part of the cemetery's nature and history, and none should be considered as essentially unimportant.

2.1.2 Conservation of wooden cemetery features

Many cemetery structures, especially in rural areas, are built of timber and subject to a variety of deterioration processes. The same applies to wooden grave monuments or furnishings.

Repair systems are generally the same as for standard timber buildings, but in many cases conservation requires individual solutions for which an understanding of timber properties is useful.

Weathering

Wood generally deteriorates on the outer surface due to wetting and drying, which weakens it and enables fungal attack.

End grain is more susceptible than side grain because of its much greater absorbency so it is useful to inhibit water entry, e.g. by metal caps on the tops of fence posts, and coatings of bitumen or paint on other end grain.

Decay

Decay or 'rot' is caused by various fungi. For posts standing in the ground, most of the decay is in the zone 300mm above to 300mm below the ground. **This is the zone of intermediate moisture content: wood which is either reasonably dry, or which is saturated with water, is less susceptible. Hence both new and replacement wood should be protected from contact with damp soil.**

The very dense Australian eucalypts such as ironbark, grey gum, tallowwood and white mahogany have excellent durability but the colder climate ash-type eucalypts are only of moderate durability, and should be avoided in replacement of components.

Heartwood is much less absorbent of moisture than sapwood from the outer layers of a tree. The presence of sapwood is advantageous when preservatives are to be impregnated into the wood because of its greater permeability; otherwise, all sapwood should be removed from replacement components which are to be exposed to the elements or ground contact.

It should be noted that it is very difficult to obtain penetration of preservatives into the heartwood of most species except under very specialised and costly conditions.

Insect attack

Termites cause millions of dollars damage each year throughout New South Wales. Their presence often goes unnoticed until considerable damage has been done and only an outside shell of untouched wood remains. Wood in ground contact can be protected by treating the adjacent soil with solutions of the termiticides chlordane or dieldrin. Such work should be carried out by qualified operators, with care taken to ensure that children and animals are kept away from the treated soil.

The presence of borer holes is rarely cause for concern. The only minor exception likely in cemetery wood components is the lyctid borer. This attacks only the sapwood of some hardwoods, usually only locally and within the first year or two of service. If extensive, replacement of the affected component is preferable to attempts at chemical treatment.

Fire

Fire is obviously a great risk to wood components in cemeteries. Most commercial fire retardants are water soluble and therefore not useful outdoors.

Cemeteries overgrown with vegetation are obviously at particular risk. At the very least, dry timber lying on the ground should be removed or burnt on site (with due care) before the fire season.

Hazard reduction burning in cemeteries has many dangers to both structures and plantings, but can be the most effective protection where native vegetation is present. However, the site needs to be checked for possibly valuable components such as introduced plantings or early timber headstones, standing or fallen.

2.1.3 Fencing and gates

Cemetery fences and gates have a significance beyond their utilitarian aspect and should not be removed or prematurely replaced, especially if they are contemporary with the establishment of the cemetery. Where the current fence needs to be replaced for reasons of security or public safety, consideration should be given to replacing it with one following the original form. If this is not done it is important that the new fence does not detract from the design and ambience of adjacent graves.

2.2 Monuments

2.2.1 Introduction

A guide to the conservation of monuments, and notes on the physical preservation of gravestones are included in Part 4, Appendix 5. It should be noted that the actions suggested can only be guidelines and may not be always applicable.

The National Trust recommends that expert advice be sought in any case where the most appropriate form of treatment is not clear. A list of professionals with conservation skills is available from the National Trust and the Heritage Branch of NSW Department of Planning. The National Trust's Cemeteries Committee is available to comment on particular cases or proposals.

2.2.2 Deterioration of monumental stone

In planning conservation for a monument, it is useful to know the deterioration characteristics of the stone types generally used in NSW.

Granite

Most granites are almost immune to weathering. Some may gradually lose their polish. They will not generally be physically damaged by re-polishing, but:

- It must be realised that a re-polished stone is no longer "the original".
- Loss of polish may indicate that the stone was poorly selected, and that cracks are actually developing within and between the constituent grains. In this case, physically handling the stone may cause serious damage.
- In the case of "black granite", loss of polish may be caused by solutions washed out of unsuitable jointing (especially Portland cement) above the polished surface. Replacement of such jointing with an inert filler is more important than re-polishing of the stone.

Marble

Because marble always gradually dissolves over time, the incised inscription is typically filled with lead or a metal alloy, to preserve the sharpness of the writing. In time, however, the marble dissolves away from this lettering and the letters peel away from the stone.

This natural destruction is inevitable, but the process can be slowed to a great degree by appropriate management.

The situations which lead to rapid erosion of marble are:

(a) exposure to exhaust fumes from cars and smoke from coal fires;

(b) growth of black moulds on the stone surface or green moulds just inside the stone;

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(c) overhanging tree limbs, which may produce organic acids, and which act as traps for industrial fall-out which trickles onto the stone in conditions of misty rain or heavy dew.

Lead lettering sometimes also becomes loose as a result of cyclic heating and cooling of the metal causing the lead to move away from the marble, after which it may be further loosened by moulds growing behind the letters. Such lead may be re-hammered in place but only by an expert mason.

Where marble is slightly more permeable than usual, problems can also result from sea spray blown inland, and from soil water ("rising damp") entering through the base of the stone by capillary action. In these cases the stone will show fretting, blistering or spalling, usually in a band a small distance above ground level.

Sandstone

Sandstone deteriorates in similar ways to limestone, but rising damp is relatively more important. The amount of salt and industrial fallout is also important: in Sydney region, cemeteries near the coast show considerably greater deterioration of sandstone monuments than those 10-20km inland.

The Sydney quartz sandstone sometimes shows fretting at the apex of decorations, or in shoulders near the top of the stone. This may result from leaching of cementing minerals, caused by rainwater percolating downwards. In this case it is advisable to remove any overhanging tree branches, but use of surface consolidants (resins, silicones etc.) is not recommended.

The essential problem is that the stone is absorbing water and then drying out, either in the same zone or at some point to which the absorbed dampness has moved. Thus the greatest damage from rising damp may be some distance above the ground, but the process depends on the dampness and can often be stopped by better underground drainage or by changing the ground surface so that water does not collect near the base of the stone.

In other cases a thick (1-3cm) layer of stone may spall off the surface of the monument. The mechanism is not fully understood, but injection of a hydrepoxy consolidant may sometimes be justified here on the grounds that the surface will fall away entirely if left untreated. In the present state of the art, however, such consolidants must be seen as a partial restraint, not a solution to the problem.

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2.2.3 Cleaning monuments

1 The wrong objective

Gravestone cleaning is sometimes undertaken with the simple concept that clean is better than dirty, and the cleaner the better. There are three reasons why this generally gives a poor result, sometimes disastrously so.

Firstly, one of the critical values of cemeteries, especially older and historic cemeteries, is that they provide a link with the past. If a set of monuments look brand new, the whole concept of age and continuity is degraded, and much of a cemetery's charm can also be lost.

Secondly, almost any cleaning process will remove a small part of the stone itself. Several successive treatments will produce a lack of crispness in the edges of inscriptions, and may loosen the lead lettering of marble monuments.

Thirdly, many forms of treatment produce unintended consequences. These may be delayed, and the cause may not be apparent, but harm may be severe. Even the use of soap can leave residue which encourages moulds and other unsightly growth. Granite is very stable, but it can be affected by chemicals, leading to pitting of certain mineral grains and a loss of polish.

Here cleaning is unnecessary, and may cause damage

2 The right approach

The objective of cleaning a monument should always be to improve its value as a record and memorial. This value is not just the writing on the monument, and in fact this is very often recorded in transcriptions of cemetery monuments by family historians, in a more permanent form than a weathered headstone.

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Certainly the inscription is important, and generally justifies sufficient cleaning to make it legible. But there are other values to a stone and its message. The fact that the stone (or other monumental material) is intended to be long-lasting, and has already been there for some period of time, should not be hidden by making it look like new. The craftsmanship invested in the memorial is important, and the sharpness of lettering (for example) should not be lost through harsh scrubbing. Similarly, although moss and lichen may cause minor damage to some stones, such damage is frequently less than will be caused by its removal, and in any case it may add value by providing a sense of age. All these factors imply that cleaning should be minimal to properly preserve the monument's basic purposes.

The other important thing about cleaning is that it will have a short term and a long term effect, and that both need to be thought about. A "dirty" stone will ultimately gather more grime, but if it is over-cleaned to delay the need for re-cleaning the effect may be to shorten the life of the stone itself. In fact, a small amount of dirt has two valuable effects: it provides a patina of age, and it also provides a degree of protection from the elements.

In summary therefore, the objective of cleaning is not to disguise age, but to slow damaging processes and to make the monument look cared for. Improved legibility of the inscription will then follow naturally.

3 Right and wrong processes

Procedures which over-clean stone are also the ones most likely to do long-term damage. They should be avoided. The most dangerous are those for which the damage is not immediately apparent. This includes most chemical treatments, including nearly all acids.

Unfortunately, acid is sometimes used on marble. It makes it so white and clean that it often looks more like plastic. It can also create and mobilise rusty deposits in the stone which later stain the surface permanently. Acid on either marble or sandstone may seem to clean with no other effect, but it nearly always weakens the connection between the grains of stone, so that they then weather faster.

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Whatever method is used, overcleaning can spoil the character of an old monument

Acid cleaning of marble almost always causes both physical and aesthetic problems

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Similarly, physical removal of dirt (scrubbing) nearly always removes some stone as well, with delayed as well as immediate results. For lead-lettered marble it may also lift the edges of the lead, causing it to loosen and eventually fall out.

Special cases

Cleaning before Repair: Sometimes a monument has a severe weathering or structural problem, and it may be necessary to clean the surface very thoroughly, to be sure that the problem is properly analysed before work begins. Even in this case, cleaning should not go beyond requirements, and systems should be the least damaging for the material involved.

Vandalism: Where proprietary paints have been used it is usually best to clean the surface as soon as possible, before drying and hardening. Bringing in experts is usually the cheapest option, as any errors in the cleaning operation can merely spread the paint around.

4 Practical issues

Before any cleaning, the type of stone and of soiling needs to be identified.

Is the stone very soft, and is the surface deteriorated? If so, cleaning may not even be appropriate.

Is the soiling city grime, rural dust, organic algae and lichen, salts from inside the stone, or painted graffiti? The treatment should be quite different for each of these.

The only cleaning which can really be done safely by amateurs is the removal of simple air-borne dirt on hard stone, which can be removed with clean water and soft bristle brushes. For any other case, the first question is "does it really need cleaning?" The second should be, "if cleaning is essential, how can we avoid over-cleaning, and doing more harm than good?".

5 General rules.

1. Except for some graffiti removal, only water solutions should be used.

2. No hard bristles, scrapers, wire brushes, or abrasive pads. (Only soft bristle brushes, soft sponges, old toothbrushes.) No high-pressure hosing.

3. Always pre-wet the surface before cleaning or applying any agent. This ensures that any residual substances will be brought to the surface as the stone dries out. It can then be rinsed away. Even if the product suggests applying to a dry surface, don't.

4. Clean from the bottom up and rinse constantly to avoid dirty streaking.

5. Generally avoid use of soaps or organic detergents which may remain and encourage algae, moss and lichen. General-purpose cleaners are also unsuitable. Approved additives are:

- Non ionic detergents eg Kodak Photo-Flo, 1mL per litre;
- Quaternary ammonium compounds (available from swimming pool suppliers).

Concentrations and "dwell time" (between applying and washing off) vary with the product,

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but 0.5 mL per litre of solution, and allowing dwell time until nearly dry, would be absolute maximums.

6. Repeated applications may be used with at least a week between, but DO NOT overclean, and DO NOT exceed the recommended concentrations.

7. In all cases, always select an inconspicuous area of the monument and carry out a test clean exactly as proposed, and return to inspect it after at least a week.

6 Graffiti.

Graffiti and other paint stains cannot generally be removed except with specialised solutions.

Use of the wrong solution, and especially solvents such as methylated spirits, will usually result in the colour being spread over the stone and carried into its pores, where it may be almost impossible to remove.

Alternatively, written graffiti can often remain visible, not because of residual paint, but because the letters have been over-cleaned and show up as "ghost" characters.

The only successful method is to soften the paint and then gently scrub it off. This should preferably be done by experts, as either or both of the problems described may otherwise result.

The only time that non-experts should be involved is where fresh graffiti appears, as it may be more successfully removed before it is fully dried. In such cases it should be approached with great care and thorough pre-wetting, and halted if any real problems are found.

If possible, any wet paint can be soaked up with clean cloths or paper towels laid or pressed GENTLY on the surface, followed by LOW pressure water cleaning and possibly gentle scrubbing. High pressure (water lance) treatment does irreparable damage.

Any absorbent surfaces around the graffiti (such as sandstone, concrete or marble) must be thoroughly wet and preferably covered before the paint is washed off. For dried paint, gentle, PATIENT scrubbing with pure water is often effective.

In any case, stop before the surface looks fully clean, to avoid "ghosting".

For granite, use of a non-alkaline, organic paint stripping gel is generally safe, but the dwell time should be restricted. Use of such gels on sandstone or marble is strictly for experts – and not all cleaning firms are expert!

7 Organic soiling

Heavy moulds and organic deposits (such as staining from overhanging trees) will usually respond to organic mould control solutions such as "Zero Moss & Algae Gun" or "Wet & Forget Moss and Mould Remover".

DO NOT USE STRONG BLEACH, nor equivalent products such as Exit Mould!

Suitable mixtures for organic growths on most strong, sound stone are:

- Cloudy ammonia 60 mL per litre For marble only, but not with lead lettering;
- Granular calcium hypochlorite, 10 grams per litre of hot water;
- Quaternary ammonium compounds (available from swimming pool suppliers). Again, concentration will be well under 0.5 mL per litre, with washing off before the surface is dry.

Again, always select an inconspicuous area of the monument to test clean exactly as proposed, returning to inspect it after at least a week.

DO NOT overclean, and DO NOT exceed the recommended concentrations. With organic growths, te material to be treated must be thoroughly wet with water, and the solution applied when the surface is just damp. It is then rinsed off just before the surface is totally dry. DO NOT abrade the stone, but allow gradual weathering away after treatment. Soft brushing with water a few weeks later will remove some of the stain, but repeated applications will generally be needed.

Concrete is essentially a very hard artificial sandstone, so its requirements are quite similar.

8 Cleaning ironwork

Ironwork (such as iron picket fences) usually requires abrasive cleaning to some degree. This is especially so if the iron (or steel) is to be repainted, as most or all of the hard oxides must be removed for a successful surface finish. Such treatment often damages adjacent stonework – either because the abrasion strays on to the stone, or because small iron filings or fragments are caught on the stone surface where they change to rust and create ugly spots or blotches. This effect is minimised by using brass or bronze wire brushes and masking the stone to prevent soiling with filings. Steel wire brushes should not be used under any circumstances.

2.2.4 Conserving inscriptions

Natural processes of weathering gradually make inscriptions harder to read. Engraved letters on granite may lose their paint and be obscured by lichen; sandstone engraving becomes less sharp and may spall away; marble slowly dissolves at the surface, and lead or plastic lettering may become loose and fall out. These effects can be retarded - but not halted - by good general conservation practices for the monument as a whole.

Where sandstone monumental inscriptions are of extreme value, the only way they can be indefinitely preserved is by placing them under cover, in a controlled atmosphere, isolated from the ground surface and their "natural" environment.

It is possible for stones to be completely saturated in hard-setting resins, but there are four objections to the process. The first is that it is irreversible; the second that it alters the stone's appearance; the third that its long-term effects must still be suspect. Finally, such action can hardly be classed as preservation, when the whole nature of the material has been changed, and its natural history (including deterioration) interrupted.

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Conservation issues

When inscriptions have already deteriorated it is often hard to identify the best approach. Where that procedure is irreversible (as with re-inscription), any poor decision is also irreversible.

Sometimes there is an automatic assumption that because the inscription was made to be read, the surface should be cut back and the message re-inscribed. In some cases this is valid, but often it is not. Re-inscription, after all, always destroys the original engraving, and always falsifies the naturally aged appearance of the stone; whereas it is always possible to retain the message on the grave site by attaching an inscribed metal plaque to kerbing, to another part of the grave, or to a new small stone block.

It is also true, however, that some stone deteriorates more slowly if a porous weathered surface is removed, and that a series of deteriorated monuments may impair a cemetery's appearance and lead to community disinterest and vandalism.

Replacing inscriptions

The National Trust's Cemeteries Committee accepts that re-inscription may be the only conservation procedure acceptable to those involved. In such cases the work should not occur until the inscription is largely illegible, and should then be undertaken by a professional monumental letter cutter. The work should be guided by a clear and detailed photograph, taken if possible well before the work becomes necessary.

If the original inscription is already illegible an earlier, clear photograph may enable a valid copy. Alternatively, some or all of the original may be discovered in transcriptions held by family history groups or historical societies. Many such transcriptions comprise only biographical data (names, dates, relationships), but some have the full text, including memorial verses and monumental mason's name when present.

Until the message is actually illegible, the stone is still "original". Re-inscription destroys this originality. In this case it may well be argued that relettering is a natural and traditional maintenance operation, and therefore more acceptable than use of consolidants. (There is a counter-argument that development and use of new maintenance methods is equally a traditional process in society! – but the fact is that no fully successful consolidant for stone surfaces has yet been developed.)

Technically, re-inscription does not always cause problems. The newer surface tends to weather faster than the older one, and this should be realised; but the "readable life" of the monument is almost invariably extended.

Different people and groups will react differently to the principles discussed here, and it is not suggested that there is a single "right" answer. Indeed, most people will conclude that the whole approach to conserving a gravestone will depend on the reason it is important, in the same way that techniques used will vary according to the nature of the monument.

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In any case new inscriptions are only acceptable if there is a footnote or inconspicuous plaque reading "Re-inscription of Original (year)", "Copy of Original Text (year)", or "New Inscription (year)", as applicable.

The "plaque" alternative

Monuments can be permanently identified by fixing an inscribed plaque of bronze or stainless steel to an inconspicuous part of the monument (not to the headstone itself). Fixing such metal plates to existing monuments is acceptable providing that the plaque does not detract from the appearance of the original memorial. The plaque should preferably give a full transcription. Where such a full transcription has been made and lodged in an archive (preferably with a photograph) the plaque may just give a name, or name/ date/ age at death. The plaque should be headed "Transcription of Original" or "Grave of ...."; and in all cases a note should appear at the end: "Plaque Attached (year)".

2.2.5 Painting of monuments and inscriptions

Many monuments were originally painted, especially sandstone altar tombs often painted white or whitewashed to give a marble-like effect. Lettering on whitewashed sandstone was usually picked out in black, and occasionally unpainted sandstone was similarly treated (often in black or gold). Unless leaded, granite monuments were generally painted within the inscribed lettering.

These restored monuments at Ebenezer, formerly at Balmain, have painted inscriptions

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In some cases, the monument surface was painted and the inscription picked out in another colour

No paint should be applied to a heritage monument unless there is clear evidence of previous painting. Under no circumstances should such work be done without specialist advice. Even then it is important to gain appropriate permissions (see Section 1.3.2-3). The problems are much greater than are readily apparent, and generally (especially for sandstone and marble) should be undertaken only by experienced professionals.

Refixing lead lettering is a job requiring experience

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1. Sometimes black plastic filler is used in place of lead lettering, but it generally does not last well

2.2.6 Leaning monuments

Many cemeteries have numbers of monuments originally vertical but now leaning significantly. Remediation may be critical where public safety is at risk from a fall; urgent where the lean encourages vandals to push them over; or just important, where straightening will prevent greater problems.

In all cases, identifying the cause of the lean is an important first step.

Analysis of particular cases is covered in Part 4, Appendix 5.

The commonest cause is coffin collapse, where at some stage (5-100 years after burial) the grave fill drops down and the monument gradually leans inward. This normally occurs only once, which means that repair is only necessary once.

There may be other causes. One is where monuments sit on active soils with different water contents, causing "heave" on one side. This may occur where a path or grave slab keeps part of the ground dry, or where surface drainage keeps one section damp.

Tree roots may also cause such moisture variations, or they may physically raise one side of a monument.

Finally, on sloping sites the slow, natural process of soil creep may cause a down-hill tilting of monuments.

Where there is a serious lean and repairs will be delayed it may be advisable to lay the stone flat. This process is dangerous to both the operator and the stone, so should only be done with proper machinery. For preference the stone should be laid face-up on a bed of washed coarse sand with sufficient slope to shed rain or heavy dew. Even with these precautions, the stone is vulnerable and repair is urgent.

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If leaning stones are to remain in that condition for any length of time it is important to monitor them to recognise any increase in lean. This may be done with careful photographs, or it may be done by measuring the distance out of the vertical with a plumb-line.

2.2.7 Repairing broken monuments

The repair of damaged monuments is strongly advocated if sufficient funds are available for professional work. Proper repair of damage such as a simple break to a headstone is usually not very expensive compared to the cost of a monument.

The National Trust advocates retention in situ, wherever possible, of all cemetery monuments. It is almost always better to repair a broken monument rather than replace it, even with a careful replica. For one thing, replacement means the monument is no longer original. For another the important sense of age is lost. Precisely because its age is important, some signs of damage on a stone are not so serious as in an item where age is unimportant.

If practicable, repairs to monuments should ideally be made in accordance with the recommendations of Standards Australia and in accordance with best conservation practice. Attempts by unskilled workers to make repairs should be avoided as in many cases this results in additional or long term damage.

The most common reason for breakage is vandalism

Amateur repairs can have unfortunate results

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Security matters

Where a stone has one or two pieces broken off it is important to maintain them until repair is possible. If the pieces are too large for vandals to lift they should be laid on the grave plot, face up, preferably on a bed of coarse sand, and sloping to shed water.

If smaller, the pieces may be stored, preferably locked up on site, and always in very clearly labelled boxes under cover.

In cases where monuments have been shattered, severely damaged or are missing pieces, so that re-erection over the grave is considered impractical, it is still desirable that the fragments are retained within the cemetery. Fragments may, in such circumstances, be attached to a wall or slab of appropriate design, incorporating material sympathetic to the cemetery.

If it is believed that the broken-off stub is a public danger due to sharp edges or the possibility of tripping visitors, its position should be marked, eg with a star picket with cap.

Details of the original location of the fragments should be documented prior to removal and re-erection. This information should be recorded on the wall or slab, as well as being lodged with the relevant authority and local interest group (such as the local historical society, Local Studies Library, or National Trust). The supporting structure should shed rainwater effectively, so as to minimise rising damp and the weathering of monument pieces. The use of mortar or cement should be minimised, and no iron or steel dowels (except stainless steel) should be used in attaching broken fragments. No such work should be undertaken without professional advice.

Repair options

Thick monuments with simple breaks can be pinned and glued using appropriate stainless steel or non-ferrous (non-corroding) alloy dowels, generally set in a selected cold-setting resin. (Standard Araldite, for example, is not suitable.) It is important to avoid iron or most iron alloys or steel, as these will rust, expand, and break the monument.

There may also be a problem in use of resins in sandstone and marble, as it prevents moisture migration in the stone. It is therefore undesirable in situations where the stone is subject to rising damp, especially if it shows any signs of natural weathering.

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This is an important monument toppled by vandals

The first step in repair was to re-erect the monument base

Joining the stone was then a difficult task involving hidden dowels and clamping of the parts

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For thin slab monuments, or for more complex breaks and small pieces, it is better to use "armatures" or backing plates. In this context "armatures" comprise a framework such as stainless steel channel-section bars up each side of the reconstructed monument, tied across at the back.

The backing plate may be of stainless steel plate with an angle fixed to the stone plinth or base-block; or it may be of compressed fibre cement sheeting, preferably 15 mm or more. In either case the backing plate should be cut to the outline of the stone edge, and be soundly fixed to each piece of the broken monument.

An alternative, where there are many breaks, involves assembling the pieces onto a fibreboard backing

This is possible even where some parts cannot be found

A similar approach retains the original shape and size of this obelisk monument

In some cases, financial constraints are such that the only alternative to abandoning a cemetery may be to set the stones individually in concrete pedestals. If this is done, it is essential that the cement mix be made as waterproof as possible, by using a commercial waterproofing agent; that the base of the stone be underlain by at least 5 cm of concrete; and that the upper surface of the cement block be well clear of the ground, and slope away from the stone to shed rainwater.

Two basic principles can be laid down. Firstly, avoid using Portland cement or plaster of Paris in repair work: both can react with stone, and cement can even spoil the polish of some "granites". Secondly, never use iron or steel dowels or clamps in repair work (except a selected grade of stainless steel). Iron and steel expand when they rust, and can crack even the strongest gravestone or pedestal.

The tabulated guide to monument repairs in Part 4, Appendix 5 suggests options for repair of simple breaks.

2.2.8 Temporary relocation of monuments

In very rare cases it may be necessary to relocate a monument for a short period, but this should only occur if essential. There have been far too many instances of stones being lost or never reinstated from this error. Even if it is genuinely required for repairs, removal should not occur until funds are available and work is about to commence. In even fewer cases, removal may be justified to avoid pieces of a fallen or broken monument being lost or vandalised, but in this case removal should only be to a very safe environment and with very careful attention to recording exact location, and ensuring that the record is permanent and easily recovered.

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Headstones temporarily removed should be laid on a slope to shed rain and dew, and be supported on blue metal or an impervious layer to avoid rising damp

2.2.9 Other relocation of monuments

The significance of monuments is greatly reduced if they are removed from their context. It is the National Trust's policy, in accordance with Article 9 of the Burra Charter, that grave markers should not be relocated or rearranged except in exceptional circumstances.

In particular, monuments should not be rearranged in artificial rows. The odd alignment of monuments may show the way a cemetery first developed, or indicate relationships among those interred. The relative position of grave markers should therefore be preserved, even if this causes minor problems in mowing and routine maintenance.

The same applies to smaller parts of the monument such as footstones, which are easily lost or damaged. Footstones are not just important in themselves: they are an integral part of a grave. As the name suggests, they mark the foot of the grave and have an important spatial relationship to the headstone. Footstones are generally deeply inscribed with the initials of the deceased and the year of death, which can be an invaluable record when the date on the associated headstone is illegible. Footstones should not be moved close to the headstone or removed for ease of maintenance.

This shows one of the worst and most destructive results of the clearing of headstones in a cemetery

In this case the headstone was removed from its proper place in a converted cemetery. In an attempt to keep its location relevant, it was moved to the family's suburban property

If monuments have been moved from their original position they should be reinstated if documentation of the correct location is available. Sometimes it is impossible to return a number of monuments to their original location, for example when part of a cemetery has been destroyed. It is then recommended that they should be placed in a group and identified accordingly. Removal should only be considered in very rare circumstances, for example if a monument having exceptional value as an artefact is threatened by its environment. Even in this case such removal should be regarded as a temporary measure, and if possible a facsimile of the original monument or an explanatory sign should be installed at the original location. The original monument should not be destroyed. It should be stored and its location made known to the relevant authority and local interest group (eg. historical society or the regional library's Local Studies archive).

2.2.10 Conservation of wooden monuments

Many cemeteries have early gravestones carved or constructed from local timbers, which are usually a valuable and interesting feature of the site. In some cases they are so damaged or deteriorated that they cannot be preserved on site and must be removed to a museum or other indoor site for their conservation. It is best that they be preserved locally, and it is essential that a records be kept, both with the monument and in local archives, detailing its origin and its exact location within the cemetery.

Where possible, a replica or similar item should be set up where the monument came from, along with the inscription details and the location of the original.

The general concepts applicable to timber repairs have been explained in Section 2.2.2.

2.2.11 Grave surrounds

One of the most important but often underestimated features of a cemetery is the grave surrounds. These usually consist of kerbing and/or fencing of some kind. On individual graves the surround is obviously part of the initial design, and is significant for that reason. There are other implications where surrounds link a number of adjacent plots. A large

surround with a single monument may imply a family which left the district. Where there are multiple burials these imply family relationships. They do this far more clearly than where surrounds are lacking, in which case adjacent graves may or may not represent kinship

There may be particularly great losses when railings of cast or wrought iron are removed. Not only does the grave itself lose part of its original design, but the district may lose examples of the work of local blacksmiths, and the cemetery loses a large portion of its visual quality.

2.2.12 Ironwork

All ironwork should be maintained against corrosion. In most cases routine applications of fish oil or other preservative will suffice. If earlier painting is known and to be restored it is essential that the surface be cleaned thoroughly of all loose, soft or flaking rust, back to metal or to hard, black or dark brown oxide. Any oxide must be "pacified" by use of a phosphoric acid compound such as "Killrust" inhibitor, followed by use of compatible metal primer and topcoat.

2.2.13 Other grave furniture

If grave furniture such as vases and immortelles can be fixed in their original location this is worth doing. As with other elements, an appearance of care tends to deter vandals, so even straightening an immortelle and replacing it centrally on a grave may help conserve the site.

Beyond this, the main principle is that all aspects of grave furniture should be considered worthy of preservation, even to the extent of paper flowers in a vase. Conservation measures are very varied. The only rules of general applicability are that, firstly the original is always better than a replacement; and secondly that intervention is only essential if it is necessary to protect the item from further damage.

2.3 Vegetation

2.3.1 Maintenance and controlled overgrowth

The vegetation in any cemetery should be constantly maintained, for several reasons.

Apart from anything else, a cemetery authority has legal responsibilities to control noxious weeds and to ensure the safety of visitors to the site.

Proper management also requires that pathways be kept clear and that landscaping and grave plantings be maintained. In heritage-listed cemeteries, these responsibilities may be even more clearly mandated.

Within these general principles, however, cemetery authorities will always have resource limitations. While some authorities may use this as a dishonest excuse to avoid responsibilities which they simply don't care about, the fact remains that most have genuine duties to minimise expenditure and find effective means to achieve objectives.

Controlled Overgrowth
In this regard the National Trust has supported the concept of "Controlled Overgrowth" as a cemetery management system. The principles are that if weed growth is controlled, the combination of native species and plantings will generally form a stable ecosystem. The control of overgrowth must be good along major paths, and sufficient to enable access elsewhere. Some planting (such as "heritage" roses) may also require local clearing and/or fertilising, apart from general weed control.

A degree of untended growth can emphasise a sense of history

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In many cases, funds and effort are wasted and even counterproductive, spent on inappropriately strict "beautification"

Some visitors may object to the resulting aesthetics, but the National Trust believes that it is acceptable for an old cemetery to show that it is old and not in active use, providing that important values are protected. It is open to individuals to arrange a greater level of maintenance on plots where they have an interest.

2.3.2 Grave plantings

In older cemeteries plants have sometimes spread from individual graves and become naturalised. They do not damage the cemetery and in many cases contribute substantially to the aesthetic and nostalgic qualities and to the cultural significance. These qualities should not be destroyed by excessive mowing, trimming or poisoning.

Bulbs and self-sown annuals may be only apparent at certain seasons, so any work must be guided by observations made and recorded over a full year, involving both native plants and introduced species – many of which may now be unfashionable. This aspect needs great care and a good deal of expertise. Pretty or rare small flowers may need the shade and protection of a "weed" with which they share a grave plot. The presence of such rarities (and hence the value of the "weeds") may only be apparent to a practised eye, and then only at certain times. In the case of the slightest doubt, expert advice is needed before any action.

2.3.3 Native vegetation

Remnant stands of native vegetation should be retained wherever practicable. The use of herbicide in these areas should be avoided and mowing should be kept to a minimum.

Unmown grasses are not generally a problem. Native grasses in many instances add to the visual quality of the cemetery by providing a textured background, and by retarding the spread of weeds. They also have natural heritage value in their own right. Mowing of major paths only is generally recommended.

The use of mowers, slashers and whipper-snippers near graves is not recommended because of the damage that may be caused to the fabric of the stone. If necessary it is better to spot-poison around the base of monuments rather than cutting too close to them.

2.3.4 Weed removal

The growth of weeds within a cemetery can adversely affect its visual qualities, especially weeds growing within grave plots. The controlled removal of weeds is recommended, through a regular maintenance program. Invasive trees such as self sown camphor laurels, pines and other woody plants can cause considerable physical damage to gravestones.

Manual removal of small weed infestations is advocated where this will not cause damage to monuments. Care should be taken when attempting to remove woody plants growing close to monuments. Such an operation should be confined to killing off the weed over a period of time. Removing a stump or the base of a trunk growing under or close to a monument can be a risk to personnel as well as the monument.

Occasionally poisoning is necessary. Large areas consisting almost entirely of invasive weeds may be best controlled by spraying with an appropriate selective herbicide and subsequent manual removal. Expert advice should be sought, for example from a local bush regeneration group. Otherwise major problems can arise such as soil erosion or death of nearby plantings, or destruction of rare native species within the infested area.

2.3.5 Fire as a cemetery management tool

Where vegetation in a cemetery consists mainly of natives, controlled-burn fires may sometimes be a suitable management tool.

This is only appropriate if full protection is possible for

- Introduced plants including evergreens such as pine trees;
- Native rainforest species;
- Timber cemetery elements such as wooden stelae or crosses, boundary fences, or picket fences around grave plots;
- Painted elements including iron grave surrounds or painted concrete monuments.

Such protection will generally require a bare or close-mown zone of up to 3 metres in each and every case.

Most stone elements will be unaffected unless still wet from previous extended rain. However, there is a possibility of either smoke staining or excessive heat problems if there are resinous natives present such as grass trees.

It should be recognised that there is always a risk of even well-planned control burns causing damage. They should never be considered unless alternatives are impractical and the control-burn danger is clearly less than the risk of wildfire damage which might otherwise occur.

In all cases, permission must be sought from the local fire brigade or Rural Fire Service, as well as the cemetery management authority and adjoining landholders.

Even if the local Council is the controlling body, Council must also be consulted as to whether any heritage protection is in force. Any such protection will require formal permission from the Council and/or the Heritage Branch of the NSW Department of Planning.

2.4 New elements

2.4.1 New landscaping layouts

Changes to layout can compromise the essential character of the cemetery, and should not be contemplated on a well-established site. If such a cemetery is to be expanded, the new sections need not mimic the older parts, but should be either compatible with the older design, or well screened from it. (These are not aesthetic judgments, but logical requirements for retaining the original aesthetic, whatever it may be.)

Infill of unused space is prudent, but bad planning is not

Survey information in the form of maps, field books or certificates of title may be useful in understanding the original planning of a cemetery, and should be consulted when planning a conservation or improvement project which could involve layout changes. If minor changes are necessary, the National Trust recommends that every effort be made to retain the original design features. If it is intended to reinstate an original design, this should only be done after completion of a Conservation Plan (see Section 1.1.3).

2.4.2 New plantings

Replacement of vegetation should normally be with the same species to maintain the character of the cemetery, but there may be exceptions if an original tree is an inappropriate species for the site. For example, trees such as Pittosporum and camphor laurel can spread by

self sowing, and the seedlings then cause damage to monuments and interfere with other plantings. The seedlings are effectively weeds and should be removed.

New plantings should follow the established pattern if this is discernible. A list of extant species should be compiled and use should be made of earlier records of plantings, if available. Species already present should be used where possible, or new plants should be selected from a range of known traditional plantings. A list of species appropriate for older cemeteries is given in Part 4, Appendix 3.

Where eucalypts occur naturally in unused portions of a site or on its fringes, such trees and other indigenous species are appropriate to use as a background planting.

2.4.3 Introducing new landscape areas: lawn cemeteries

The siting and design of lawn areas within existing cemeteries needs very careful consideration. As with any new element, poor implementation of a lawn section within an historic cemetery landscape can mar the character of both the lawn section and the existing cemetery. The visual relationship between sections must be carefully determined before plans are executed. (See also Section 2.4.1.)

Inadequate attention to design may result in a featureless expanse causing loss of interest and no special sense of place. Visitors become disoriented and unable to locate the graves they wish to visit. Problems include:

- poorly sited lawn areas clashing with adjacent sections of different character;
- over-large, featureless areas of uniform appearance;
- poorly defined boundaries of the lawn area;
- a lack of focus in internal design.

Carefully designed landscape surrounds and features within the expanse of a lawn cemetery can alleviate these problems. The National Trust recommends that if new lawn cemeteries are to be developed, they should be located so as not to be intrusive or visually incongruous with an existing cemetery design. In particular, a modern lawn cemetery should not be established within a 19th century cemetery unless they can be separated by appropriate landscaping.

The National Trust does not oppose the establishment of strip plinths but considers that they should be designed and located so as not to intrude upon existing elements, nor detract from cemetery character.

2.4.4 Introducing new landscape areas: columbarium walls

The National Trust recognises that the community's burial customs are continually changing, and that a much stronger preference for cremation became established during the late 20th century. It is right and proper that cemeteries should accommodate this trend.

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However, some columbaria installed in historic cemeteries have become visually jarring and intrusive elements in their landscape because of unsympathetic design and/or poor siting.

If columbaria are built to face away from older graves allows each to retain its own character

Questions of design are largely a matter for the cemetery management to determine, but there are certain general concepts which the National Trust would encourage:

- The design of the columbarium should take into account its setting (present and future) and should not detract from other landscape elements.
- The opinions of the potential user community should also be sought.
- The broader aspects of good cemetery management also apply, eg the value of visibility and lighting at night to deter vandalism. (For this and other reasons visitation should be encouraged by providing nearby seating and avoiding the starkness of a simple rectangular wall.)
- A "lowest-quote" approach to construction should be avoided, as this will give very little immediate saving, lower potential earnings, and probably significant extra cost in the medium term.
- A good foundation is essential, but the wall should not look "lost" on a wide slab of concrete.
- Bricks should be chosen for known durability and long-term appearance: light-coloured bricks often do not last well and can show ugly staining in the long term.
- Nearby plantings should be planned with an eye to

  a) their ultimate size and potential to overshadow or damage the structure,

  b) the seasonal variation in appearance, and

c) a balance between privacy for contemplation and visibility to deter vandals.

Sometimes columbaria are essentially a separate development, especially where there is an unused area of a cemetery site that can be adequately screened off by plantings or otherwise. This option, if available, nearly always yields a better result than siting adjacent to earlier monuments.

2.4.5 Introducing new landscape areas: mausoleums

Mausoleums are not only a traditional burial feature for significant sections of migrant communities, but in most cases they make better use of available space than traditional plots.

However, some mausoleums installed in historic cemeteries have become visually intrusive elements, while failing to provide the optimal environment for the mausoleums themselves. The spatial relationship to earlier graves is the major factor, but mausoleum design can alleviate problems in most cases.

Concepts which the National Trust would encourage include:

- Mausoleums should be grouped within the cemetery, especially because of their dominant height.
- For the same reason they are generally best placed in a lower section of the site.
- The design of any mausoleum should take into account its setting (present and future) and should not detract from other landscape elements.
- Design and construction standards should be established from the start, in consultation with the local community.

3. Support and promotion

3.1 Sources of support

There have been recent (2008) changes affecting the Heritage Council of NSW, and a change of federal government. The situation regarding potential grant funding for NSW cemeteries is still in some state of flux.

For many years a major source of grants has been the Heritage Office, now the Heritage Branch of the Department of Planning. Their current grants availability and policies can be found under "FUNDING" at www.heritage.nsw.gov.au. This site also refers to other funding sources for environmental and heritage projects.

Another very good reference site for current information on grants is under "FUNDING & AWARDS" at www.communitybuilders.nsw.gov.au.

For funding guidebooks, see FUNDING & OPPORTUNITIES at Arts NSW: www.arts.nsw.gov.au

For publication of local government aspects of a cemetery, try GRANTS at the Royal Australian Historical Society website, www.rahs.org.au.

Some funding is available from NSW Department of Primary Industries at www.dpi.nsw.gov.au, for matters such as control of noxious weeds. The information is hard to find; try the alphabetical index under "G" for Grants.

The Commonwealth has a single website which tries to cover all national funding. This is the grantsLINK site at www.grantslink.gov.au. This is very complete, but for that reason somewhat confusing.

Another Commonwealth site is that of the Department of the Environment, Water, Heritage and the Arts. Grant information can be found under GRANTS AND FUNDING at www.environment.gov.au

3.2 Sources of advice and information

Councils in NSW have part time Heritage Advisers whose duties normally include giving free advice to owners of heritage items. Many Councils also have officers who are knowledgeable on heritage matters and who may be able to assist you.

The National Trust's Cemeteries Adviser and other officers can provide a range of background guidance and initial assistance on cemeteries conservation projects. The Trust's Cemeteries Committee meets monthly and can comment on proposals for changes or new work in cemeteries of heritage value.

Other sources may yield cemetery transcripts, newspapers, letters, gazettal notices, maps, biographical material, burial registers, photographs and much more. Possibilities include:

In your area:

- Council and Council library or archives;
- Historical Societies, Family History groups, and cemeteries Friends Groups;
- Historical Museum;
- local church/parish/diocesan archives or equivalent;
- regional university library or history department;
- State Records regional repositories.

In Sydney:

Mitchell Library at the State Library of NSW;

Society of Australian Genealogists;

Royal Australian Historical Society;

State Records New South Wales (formerly Archives Office of NSW);

National Trust of Australia (NSW).

In Canberra:

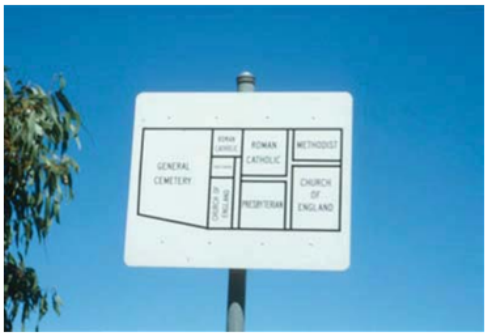
Australian Archives

Australian War Graves Commission.

3.3 Interpretation

One of the most effective ways to ensure cemetery conservation is to foster interest and appreciation within the community. This encourages both the general public and local decision-makers to value the site and recognise the need for maintenance. It also provides a basis for opposition in the event of unwise proposals for development or "improvement".

The local Council is more likely to spend money on a cemetery which is seen to have interest to tourists. The younger generation are less likely to vandalise a site which is known to them through school visits. The descendants of those buried are then encouraged to look after individual sites, improving the overall appearance and again discouraging vandalism. In time, quite minor publicity can cause the whole community to take a civic pride in the cemetery.



Section signs are a minimum guide for visitors

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More detailed signs inform the public and generally raise awareness and respect for the cemetery

3.3.1 Pamphlets

Pamphlets

The easiest way to encourage interest is to produce a simple pamphlet with basic information such as

- date of establishment relative to the town or settlement,
- important or interesting people interred,
- materials used in monuments, links with local quarrying, and any historical trends (eg early heavy sandstone monuments then marble headstones then concrete with marble tablets),
- interesting monuments or inscriptions,
- names of large or unusual trees or plants, and particular birds to be seen,
- the development of the cemetery, and when the various denominational areas were established,
- structures and materials: fencing around graves or denominational sections, shelter sheds, seating and chapels,
- MOST IMPORTANTLY - a plan showing location of pathways, structures, interesting monuments or plantings, areas of earlier graves.

These pamphlets can be left at motels, cafes, churches, newsagents and information centres. In some cemeteries they are also left in a weather-proof container near the main gate, perhaps with an honesty box and/or a request to return pamphlets after use. (Elsewhere, this has created a litter problem!)

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3.3.2 Tours

Occasional guided tours can be a very effective form of interpretation, especially if there is a highly committed group or a Friends Group. Such tours should obviously be arranged at a time when interest will be greatest – for example when the flowers are out, or during the town show or festival. If a pamphlet is available it is usually a good base for tours.

3.3.3 Other possibilities

Other means of interpretation may be considered depending on resources, on the amount of interest, and on the number of people who may be interested. A compact disc can often be produced quite inexpensively, especially if significant information is already available in printed or electronic form. Similarly a website can be set up, with such details as a description of the cemetery and its graves, Friends Group activities, etc.

3.3.4 General issues

Plenty of time should be allowed to check proposals with suitable people – a schoolteacher (and some children) will tell you whether your draft pamphlet will be of use during school visits.

It is nearly always a good idea to have a "launch" of any pamphlet or signage project, and to think of everyone suitable to be invited – local Councillors, ministers of religion, president of the Historical Society, headmistress and history master, chairperson of the local Services Club, etc.

It is generally best if a respected community figure does the launch. It is not essential that they have been involved: the aim is to get publicity and to attract community interest.

If there is a Friends Group, or an intention to form one (see Part 4, Appendix 6), interpretation activities can also be used to advertise for new members.

Appendix 1. Glossary

Adaptation: Modifying a place to suit proposed compatible uses.

Allotment: Term for an unused grave, or a site for ashes interment.

Axial: A layout, plan or design with an axis of symmetry.

Burial: Placing a casket or coffin into an earth grave (also called interment).

Casket: A rectangular container for the body of deceased. A casket can be made of wood or metal. (see coffin).

Cemetery: A place where the dead are buried / interred.

Chapel: A room at a funeral home or a building where funeral or other services are held.

Coffin: A body shaped container for the body of the deceased, usually made of wood. (see casket).

Columbarium: A building with tiers of niches used for the reception of cremation urns.

Columbarium wall: A free-standing wall in a cemetery with niches and plaques for placement of ashes.

Consecrated: Dedicated for a religious purpose.

Consecration: Formal blessing of a cemetery area (etc), eg by a bishop.

Conservation: All the processes of looking after a place so as to retain its 'cultural significance'. This includes maintenance and may, according to circumstance, include 'preservation', 'restoration', 'reconstruction' and 'adaptation'. It will often mean a combination of more than one of these.

Conservation Management Plan: A document setting out what is significant in a place and, therefore, what policies are appropriate to enable that significance to be retained in its future use, maintenance and development.

Conservation Management Strategy: In NSW, a shorter substitute for a Conservation Management Plan where relatively minor or straightforward changes are proposed.

Continuing Use of Graves: Continued use of graves by family members. It can include graves in cemeteries as well as private or family burial sites.

Cramp: Metal strap used to hold stones together, eg in grave kerbing.

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Cremated Remains: The remains of the body after a cremation, sometimes called ashes.

Crematorium: A building in which corpses are cremated.

Crypt: A chamber or vault under a church used as a burial place, often for multiple interments.

Cultural Significance: Aesthetic, historic, scientific or social value for past, present and future generations.

Dedication: Formal assignment for a particular purpose, eg allocation of land for a cemetery by the Minister for Lands.

Denomination: Church or religious group.

Desk: A block of stone or concrete with a sloping front face.

Fabric: All the physical material of a place.

Floor: A cement or concrete infill laid on the ground within grave kerbing.

Footstone: Small slab of stone placed at the foot of a grave, often with initials.

Gardenesque: A landscape design style characterised by garden-like open spaces and often 'curvilinear' paths and plantings.

Grave: The site in the cemetery where the coffin/casket containing the deceased will be or has been placed.

Grave Furniture: Ornamental items that are supplementary to the principal memorial on grave plots such as urns, vases and grave surrounds.

Grave Infill: The covering to the earth within grave kerbing. Frequently cement screed with rock chips or tiling.

Grave Marker: Any object used to mark a grave site such as plaques, signs, rocks, timber crosses and monuments.

Headstone: A marker that lies at the head of the grave that names the person/people interred in the allotment/grave.

Immortelles: Funerary ornaments, usually in the form of a floral wreath or posy, made of ceramic and metal. Sometimes protected by glass.

Interment: Burial of either coffin/casket or cremated remains into the ground or entombment.

Kerb / Kerbing: The stone or concrete surround enclosing a burial allotment.

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Ledger / Ledger Slab: A rigid solid covering generally of stone lying either on top or within the monument kerbing.

Limited Tenure: Limited tenure allows the 're-use of graves' after a specified period of time -- identified by relevant state or territory legislation, where legislation exists. Graves can sometimes be re-used by unrelated persons.

Mausoleum: An above ground building built to entomb coffins, caskets or cremated remains.

Memorial Garden: An area within a cemetery or crematorium consisting of landscape features, walls, pathways, decorative gardens, etc, for the interment and/or memorialisation of cremated remains.

Memorial Park: A cemetery style, mainly post-1950s, that typically includes lawn grave allotments, mausoleum interment, cremation interment options. Significant for a general lack of vertical burial markers.

Monument: A marker that lies on or beside a grave that names the occupant/s of the grave.

Mortise: The slot in the top of a plinth (base stone) into which the headstone tenon fits.

Mortuary: Building in which dead bodies are kept before burial.

Name Splay: Beveled area on the front kerb of a grave, to take a name or nickname, eg "DAD".

Necropolis: City of the dead; a large cemetery.

Niche: A space in a columbarium, mausoleum or niche wall to hold an urn.

Niche Wall: see Columbarium wall.

Panel: see Tablet.

Plantation: In NSW General Cemeteries, a surveyed area set aside for trees, often as a permanent screen.

Plaque: An inscribed metal plate attached to a burial monument. See also Tablet.

Restoration: Returning the existing 'fabric' of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

Re-Use of Graves: Limited tenure allows the 're-use of graves' after a specified period of time - identified by relevant state or territory legislation, where legislation exists. Graves can be re-used by unrelated persons.

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Stele (plural Stelae): A vertical slab marker, eg typical headstone.

Tablet: A thin stone slab attached to a monument, typically with memorial inscription.

Tenon: The tongue on the bottom of a headstone, to fit into the mortise (slot) in the base.

Tomb: (a) a crypt or underground vault
(b) a monument above a grave or vault.

Transcription: A written record of all or part of the inscription on a monument, or a collection of such records for a whole cemetery.

Urn: A container for holding the cremated remains (ashes) of the deceased.

Vault: A small building or chamber for burial, usually partly or wholly underground.

Appendix 2. Further reading

2.1 Documentation, conservation & management guidelines

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2.2 History and cultural studies

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Appendix 3. List of plants

A list of plants suitable for use in 19th & early 20th Century cemeteries

General notes:

1. This is intended to be a general list of hardy plants only. For precise information on climatic suitability of plants, consult local plant nurseries and relevant literature.

2. Plants found in old cemeteries but prone to become nuisance weeds have been excluded from this list. e.g. Privet sp.

3. Species listed have been found on cemetery sites in New South Wales.

Note: Eucalyptus species are not commonly found as 'planted' species in old cemeteries, but frequently occur naturally in unused portions of a site or on the fringes of cemeteries in bushland or rural areas. These trees and other indigenous species are appropriate to use as a background planting in these locations and often form an important part of the character of old burial grounds.

CODE

E — Evergreen

D/S - Deciduous and/or Seasonal

GP — Suitable for grave planting

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SMALL TO MEDIUM TREES

Botanical Name	Common Name	E	D/S	GP
ACMENA smithii	Lilly Pilly	+		
ILEX aquifolium	English Holly	+		
LAGERSTROEMIA indica	Crepe Myrtle		+	
TAURUS nobilis	Bay Tree	+		
STENOCARPUS sinuatus	Queensland Firewheel Tree	+		
THUYA orientalis (plain green form)	Bookleaf Cypress	+		

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LARGE TREES

Botanical Name	Common Name	E	D/S	GP
ARAUCARIA bidwilli	Bunya Bunya	+		
" cunninghami	Hoop Pine	+		
" heterophylla	Norfolk Island Pine	+		
BRACHYCHITON acerifolius	Flame Tree		+	
" populneus	Kurrajong		+	
CUPRESSUS funebris	Chinese Weeping Cypress	+		
" sempervirens stricta	Italian Cypress	+		
" torulosa	Bhutan Cypress	+		
EUCALYPTUS spp.		+		
FICUS macrophylla	Moreton Bay Fig	+		
" rubiginosa	Port Jackson Fig	+		
LAGUNARIA patersoni	Norfolk Island Hibiscus	+		
MAGNOLIA grandiflora	Southern Magnolia	+		
PINUS halepensis	Aleppo Pine	+		
" pinea	Stone Pine	+		
" radiata	Monterey Pine	+		
QUERCUS ilex	Holly Oak	+		
" robur	English Oak	+		
SALIX babylonica	Weeping Willow		+	
SYNCARPIA glomulifera	Turpentine	+		
LOPHOSTEMON confertus (TRISTANIA conferta)	Brush Box	+		
ULMUS parvifolia	Chinese Elm		+	
" procera	English Elm		+	

PALMS AND PALMLIKE PLANTS

Botanical Name	Common Name	E	D/S	GP
ARCHONPHOENIX cunninghamiana	Bangalow Palm	+		
HOWEA forsteriana	Kentia Palm	+		
LIVISTONA australis	Cabbage-Tree Palm	+		
PHOENIX canariensis	Canary-Island Date Palm	+		
STRELITZIA nicolai	Large Strelitzia	+		

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MEDIUM TO HIGH SHRUBS

Botanical Name	Common Name	E	D/S	GP
BERBERIS (species generally)	Barberries		+	
BRUNSFELSIA calycina	Yesterday Today & Tomorrow	+		
BUXUS sempervivens	English Box	+		+
CAMELLIA japonica (old var.)	Camellia	+		+
CESTRUM nocturnum	Night Jessamine	+		
COPROSMA repens	Mirror Plant	+		
DURANTA repens	Sky Flower	+		
ELAEAGNUS augustifolia	Oleaster	+		
EUONYMOUS japonicus	Japanese Spindle Tree	+		
GARDENIA jasminoides 'Florida'	Gardenia	+		+
NERIUM oleander (varieties)	Oleander	+		
PHILADELPHUS coronarius	Mock-Orange		+	+
PHOTINIA serrulata	Chinese—Hawthorn	+		
RAPHIOLEPIS indica	Indian Hawthorn	+		
SPIREA alba	May		+	
VIBURNUM tinus	Lauristinus	+		+

LOW TO MEDIUM SHRUBS AND HERBACEOUS PLANTS

Botanical Name	Common Name	E	D/S	GP
AGAPANTHUS africanus	Agapanthus	+		+
BUXUS sempervirens 'suffruticosa'	Dwarf Box	+		+
CENTRANTHUS ruber	Red Valarian		+	+
COREOPSIS lanceolata	Coreopsis		+	+
CHLOROPHYTUM sp.	Spider Plant	+		+
DIANELLA caerulea		+		+
DIETES grandiflora	Wild Iris	+		+
HEBE speciosa	Veronica	+		+
INDIGOFERA decora	Indigofera	+		+
IRIS sp.	Flag Iris (White, Blue)	+		+
ROSA sp.-shrubs & climbers	Old Fashioned Roses incl:			
	Banksiae			+
	(mostly 'D' but varies with climate)			+
	Bourbon			+
	Centifolia			+
	China Roses			+
	Gallica			+
	Hybria Perpetual & H. Teas			+
	Noisette			
ROSMARINUS officinalis	Rosemary	+		+
STRELITZIA reginae	Bird of Paradise	+		
YUCCA filamentosa		+		

GUIDELINES FOR CEMETERY CONSERVATION
PART FOUR -- APPENDICES

CLIMBERS AND RAMBLERS - (also see ROSA sp.)

Botanical Name	Common Name	E	D/S	GP
HARDENBERGIA violacea		+		+
KENNEDIA rubicunda	Dusky Coral Pea	+		+
LONICERA sp.	Honeysuckle		+	+
TECOMARIA capensis	Cape Honeysuckle	+		

GROUND COVERS, BULBS AND GRASSES

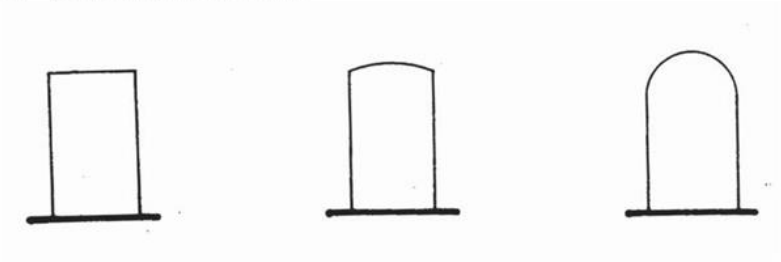
Botanical Name	Common Name	E	D/S	GP
AMARYLLIS belladonna	Naked Ladies, Bella Donna		+	+
CAPE BULBS – Freesia (White only)			+	+
Ixia maculata			+	+
Watsonia			+	+
HIPPEASTRUM amaryllis	Hippeastrum		+	+
LILIUM candidum	Madonna Lily		+	+
NARCISSUS jonquilla	Jonquil		+	+
OXALIS bowiei		+		+
SUCCULENTS incl Agave sp.		+		+
Aloe sp.		+		+
Echeveria sp.		+		+
Sedum sp.		+		+
THEMEDA australis	Kangaroo Grass (or other native grasses)	+		+
VINCA major	Periwinkle (can be invasive in bushland)	+		*

GUIDELINES FOR CEMETERY CONSERVATION
PART FOUR -- APPENDICES

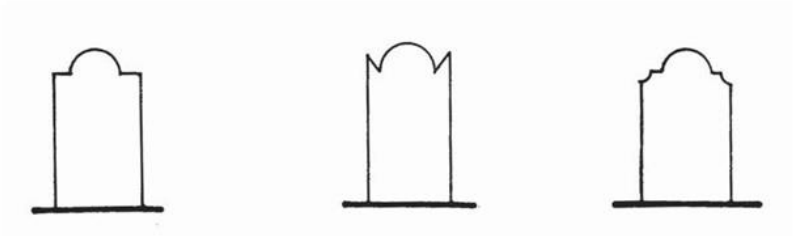
Appendix 4. Gravestone terminology

SUGGESTED TERMINOLOGY FOR GRAVESTONE STYLES

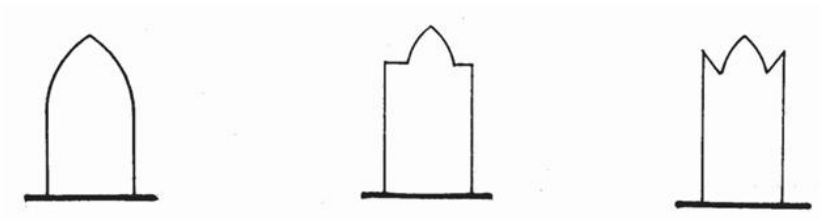
A. UPRIGHT SLABS/STELAE



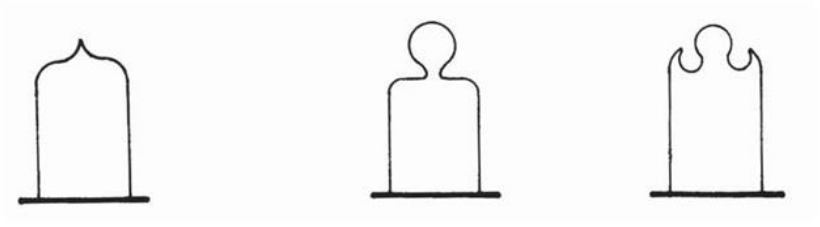
1. Rectangular
2. Cambered
3. Semicircular



4. Semicircular with shoulders
5. Semicircular with acroteria
6. Semicircular with cut away shoulders

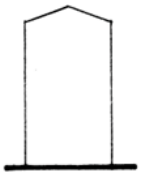


7. Gothic
8. Gothic with shoulders
9. Gothic with acroteria

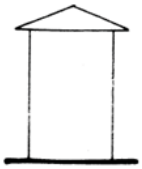


10. Ogee
11. Anthropomorphic
12. Anthropomorphic with peaked shoulders

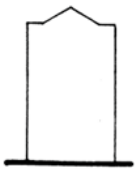
GUIDELINES FOR CEMETERY CONSERVATION
PART FOUR -- APPENDICES



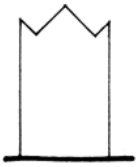
13. Gabled

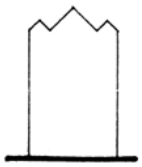


14. Pedimented

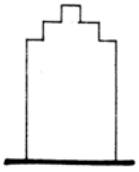


15. Gabled with shoulders

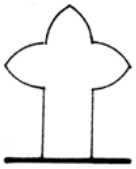




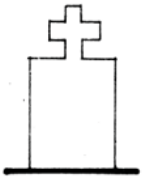
16. Gabled with peaked shoulders



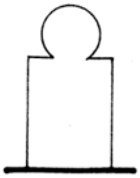
17. Stepped



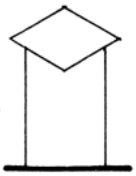
18. Cruciform



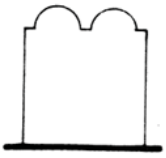
19. Cross surmount with shoulders



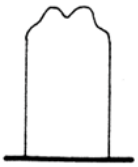
20. Circular surmount with shoulders



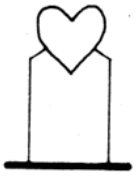
21. Diamond



22. Double



23. Stylised double



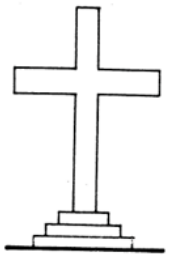
24.Miscellaneous e.g. Heart

GUIDELINES FOR CEMETERY CONSERVATION
PART FOUR -- APPENDICES

B. CROSSES

1. Circular Latin

2.Rustic Latin

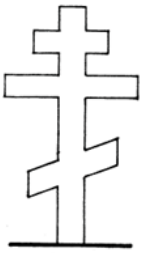


3. Roman/Latin
(with 3 steps - Calvary)

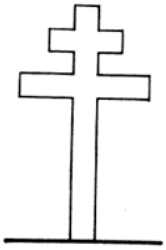
4.Celtic

5. Saxon

6.Cornish



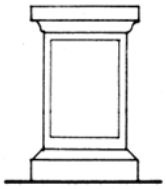
7. Eastern/Russian
Orthodox



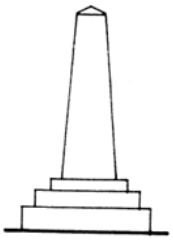
8.Lorraine

GUIDELINES FOR CEMETERY CONSERVATION
PART FOUR -- APPENDICES

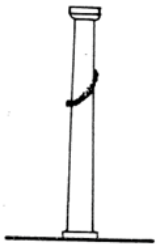
C. PILLARS



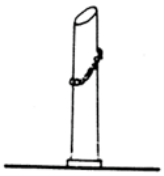
1. Pedestal
(Champhered base)



2. Obelisk
(Stepped base)



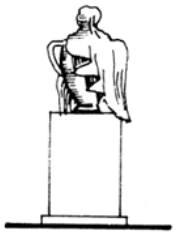
3. Column



4. Broken Column

D. SCULPTURES

1. Urn



2. Draped Urn

3. Angel

4. Composite - Angel and Cross

GUIDELINES FOR CEMETERY CONSERVATION
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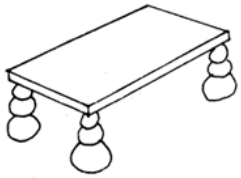
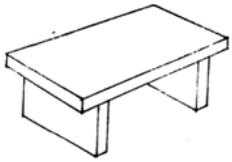
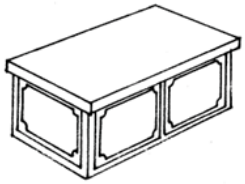
E. HORIZONTAL SLABS



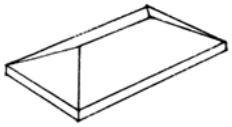
1. Table



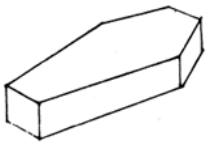
2. Table



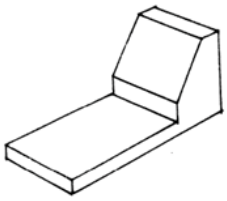
3. Altar



4. Sarcophagus

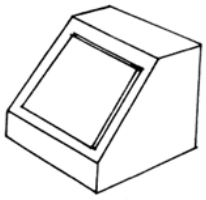


Coffin

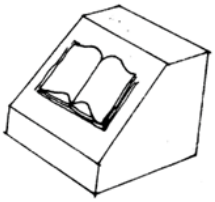


6. Slab and desk

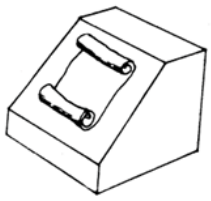
Desk Decoration:



i) Tablet



ii) Book



iii) Scroll

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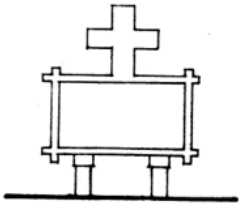
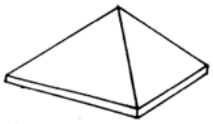
F. MISCELLANEOUS



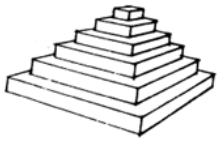
1. Iron 'Etna'

2. Cairn

3. Rustic pedestal



4. Pyramid

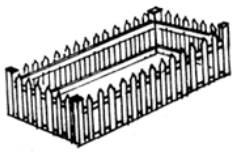


5. Stepped Pyramid

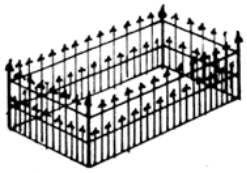
G. SURROUNDS

These are usually distinguished by material and motif.

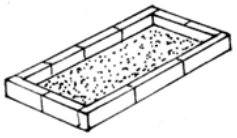
Examples:	Cast iron	Wood	Arrowheads
	Wrought iron	Concrete	Fler de Lys
	Stone	Brick	Floral Motif



i) Timber Picket



ii) Iron Picket



iii) Stone

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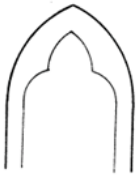
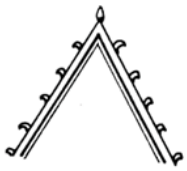
H. EMBELISHMENT

Architectural terms should generally be used.

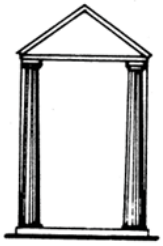


i) Cusps

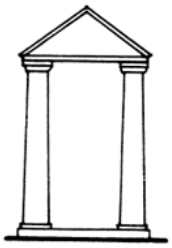
ii) Dentils



iii) Crockets



iv) Columns (separate)



v) Pilasters (relief)

Appendix 5. Conservation of monuments

TABULATED GUIDE TO THE CONSERVATION OF MONUMENTS

The following notes are intended as a general guide to the conservation of cemetery monuments. The recommendations should be regarded as options and not as definitive answers, as they will not apply in every case. It is recommended that professional advice be sought prior to restoration work commencing.

LIST OF POSSIBLE PROBLEMS COVERED

1. **Leaning and fallen monuments**
2. **Monuments disassembled but not broken**
3. **Breaks in sturdy stone monuments**
4. **Multiple breaks in relatively thin slabs.**
5. **Cracked or broken mortise in monument plinth**
6. **Masonry cracking**
7. **Spalling, fretting and delamination of monuments**
8. **Inscriptions fretting on monuments**
9. **Rusting of cast iron memorials and loss of inscriptions**
10. **Rusting of wrought iron memorials and surrounds**
11. **Iron monuments broken in parts**
12. **Monuments astray from their original location**
13. **Odd alignment of monuments**
14. **Deterioration of leaded lettering on marble monuments**
15. **Red staining on white marble from lead lettering**

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16. Growth of mosses, lichens and fungus on monuments

17. Growth of disruptive vegetation on masonry

18. Damage by cattle and horses to monuments

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PROBLEM AND CAUSE	SOLUTIONS
1. Leaning and fallen monuments	Note that a slight lean is not a problem unless the cemetery is subject to vandalism, in which case the lean will attract the attention of vandals; or unless the lean is causing the lettering to fret on the leaning side.
Failure of footings and/or foundations because of:	
• normal compaction of grave fill, coffin collapse	Wait until they stabilise. Re-bed monument on porous fill, e.g. light gravel & sand.
• vault distortion or collapse	Seek professional advice on stabilization or reconstruction.
• water erosion or soil saturation	Correct drainage problem.
• rabbit or wombat burrows	Fill holes with cobbles and earth.
• tree roots raising one side	Chop off offending root (provided tree will remain stable).
Differential compaction, e.g. one side on rock and other on fill, or one side dry and the other side wet due to broken drain or hollow in ground	Check drainage, improve if necessary and re-bed in gravel/sand mix.
Soil creep on hillsides	Sometimes caused by poor subsurface drainage, in which case an agricultural drain on the uphill side may help. Frequently an intractable problem, but avoid the removal of local bushes and trees.
Soil slump, i.e. localised movements of land usually after heavy rain:	
• on river banks and gullies	Erosion control measures
• in slate and shale areas	Drainage control on the uphill side.

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2. Monuments disassembled but not broken

Vandalism or temporary removal to permit essential works.	Check top of plinth to ensure that it is level, re-bed if necessary. Re-assemble, avoiding Portland cement. For tall structures vulnerable to vandalism, consider introduction of non rusting dowels (e.g. bronze, selected stainless steel).

3. Breaks in sturdy stone monuments

Accident, vandals and cattle; often involving heavy falls on to masonry or iron surrounds or uneven ground.	In general, employ an experienced monumental mason to reset stone on plinth and dowel parts together using waterproof epoxy resin adhesive (not standard Araldite). It is important to avoid Portland cement.

4. Multiple breaks in relatively thin slabs.

As above	If re-erected they will be vulnerable to vandalism. The alternatives are: a) leave lying on ground. b) erect a solid slab cut to match, eg of fibrous cement floorboard,, and pin the pieces to the slab with bronze or stainless steel dowels and waterproof epoxy resin. c) pin pieces to a horizontal or sloping masonry base (so that water will not lie on the upper surface). (Granites can be on a horizontal base, but other stones should be sloping so that water will drain off.) d) pin stones to a local structure(a last resort). e) prepare a facsimile for erection on site and remove the original to a museum. f) leave pieces on site, reproduce the inscription on a small stainless steel plate, and fix this on site in a way that does not detract.

5. Cracked or broken mortise or tenon with plinth

• Fall	The options are: (a) if the tenon is still sound: • replace the plinth with a new facsimile, or • cut back the top of the existing plinth and remortise it, or • set the stone in a moulded concrete plinth with mortise, in the same form as the original, or (b) if the tenon is broken off • level the plinth top and fix the upper piece with non-ferrous dowels.

6. Masonry cracking

Pressure from the continuing process of iron rusting and expanding when damp	(a) where iron cramps within the masonry have expanded, remove them. If necessary, replace with bronze or stainless steel clamps, and repair masonry. (b) where wrought iron rails, posts and bars have expanded and cracked masonry: • remove iron from masonry • scrape away loose rust • treat as set out in 10. (hot dip galvanise if possible) • apply protective paint • repair masonry • using quality elastomeric sealant, fix-in a prepared hole in the masonry, ensuring that no part of the iron is in contact with the stone • stop up interstices in the masonry to make watertight, and ensure that water is diverted from the area.

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7. Spalling, fretting and delamination of monuments

Rising damp (particularly near the base of the stone)	Improve drainage at the base of the stone. *Note that re-setting stone monuments improperly in concrete will accelerate this deterioration and any such work should be avoided unless it is strictly in accord with the procedures outlined in Section 2.3.1 of Part 3.* **Where significant monuments are already so set and deteriorating, the monument should be lifted and re-bedded in sand and fine gravel. Ifit is possible to remove some or all of the concrete this should be done, but only if there is no danger to the stone.** Stones should be reset vertically if they are leaning, especially if the inscription or decorative side is facing the ground.
Salt accumulation (particularly under mouldings)	Remove loose and flaking stone. Fill cracks with acrylic resin. Remove overhanging branches which trap airborne dust and salt particles and shed them upon the stone.
Ponding of rainwater (particularly on shoulders and carving of monument)	Repair pointing to prevent entry of water if it is a compound monument. Ensure that water is drains well off the monument.

8. Inscriptions fretting on the monuments

See (7). Also abrasion by vegetation in a wind	Treat cause as in (7) above, but first record as much of inscription as possible and photograph with the sun slanting across the face of the stone. Lodge a record with the local History Society and Society of Genealogists. As a general rule, inscriptions and decorations in stone which are of interest because of their style and character should not be recut. In such cases a small stainless steel plate with a copy of the inscriptions may be fixed to with water-proof epoxy resin

adhesive to a block at the centre or base of the grave. In exceptional cases where the character of the inscription and detailing of the monument is of such significance that it must be preserved, it should be carefully removed to a prepared location in a local museum and a facsimile monument erected in its place.

Other inscriptions may be recut provided:

- recutting is carried out by a competent letter cutter;
- the precise character and mistakes of the original are meticulously retained.

9. Rusting of cast iron memorials and loss of inscriptions

Exposure to elements

Rusting of cast iron memorials such as those by ETNA and PATTON is superficial and presents no structural problems. However, as the inscriptions are generally painted on, these are rapidly lost and should be recorded before all trace is gone. Failing this, documentary and oral sources should be tapped.

10. Rusting of wrought iron memorials and surrounds

Exposure to damp

Rusting surfaces on most wrought iron is not seriously damaging unless it is flaking heavily. However, where treatment is necessary the iron work should be dismantled, grit blasted back to a hard surface and rust inhibitor applied. Alternatively, wrought iron can be galvanised and painted. If it is considered necessary to clean back the iron on site, great care must be taken to prevent particles falling on stonework, where it will usually develop into ugly rust stains.

11. Iron monuments broken in parts

Vandalism

Parts can be joined if necessary by pin or splint. Wrought iron, but not cast, can be easily welded.

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12. Monuments astray from their original location	
	Attempt to ascertain from documentary and oral sources (cemetery surveys and registers; family members) the correct location, and reinstate. Where the original location cannot be found, place the monument in a group of strays.
13. Odd alignment of monuments	This is not a problem. Such stones are usually early and date from a period before the cemetery was surveyed. As such, they and their alignment are of particular interest and should be carefully preserved.
14. Deterioration of leaded lettering on marble monuments	
Frequently, weathering of marble adjacent to letters	Can be re-leaded. This may require extensive work.
15. Red staining on white marble from lead lettering	
Chemical attack on lead, mainly in industrial areas.	Partial removal by scrubbing with water and soft bristle brushes. Do not try over-cleaning, which is damaging and destroys the sense of age.
16. Growth of mosses, lichens and fungi on monuments	
Moisture. Type of growth depends on the type of stone used. e.g. marble is liable to black mould and sandstone to lichen.	These growths offer some physical protection to the stone and at the same time do slight damage. On balance they may be left unless they are unsightly or obscure the lettering. In such cases the surface should be thoroughly wet, left until it is just damp, and then a mould killer should be applied in accordance with manufacturer's recommendations. The growth should then be left to die and fall off over a period of weeks. Do not attempt to scrape it off.

17. Growth of disruptive vegetation on masonry

Lack of maintenance	Where sturdy shrub or tree seedlings take root on monuments and surrounds they should be cut back, poisoned, and allowed to die and decay. They should not be pulled out if it could damage the masonry or weaken foundations.

18. Damage by cattle and horses to monuments

Inadequate fencing and gates	• Ensure that fencing is cattle, horse and pig proof. Much damage can be done by cattle and horses leaning on monuments to scratch themselves. If this cannot be guaranteed, strong timber posts and railing can sometimes be erected behind important monuments to protect them. • Sheep and goats if tethered and supervised can make useful lawn mowers provided that edible plants important to the cemetery landscape are not at risk.

Appendix 6. Controls and restrictions

6.1 What can you do? – legal principles

6.1.1 Ownership

In New South Wales cemeteries are owned and controlled by a wide array of institutions. Legal issues, such as public access and responsibility for management, vary depending on the type of cemetery.

Section 2.1.1 lists the General Cemeteries which are under the control of the Crown Lands Division, Department of Lands. All other general cemeteries (and most "memorial cemetery parks") are also Crown Land, but are controlled by the local Council.

Church cemeteries may be controlled by the local parish (or equivalent) or by a body higher in the church hierarchy. Some disused church cemeteries have passed into the care of local Councils.

6.1.2 Access

Public access is freely available to all dedicated General Cemeteries, but is often restricted to daylight hours to deter vandalism. Where a cemetery is enclosed by freehold land, right of way is normally allocated.

Access to cemeteries owned Churches is usually available but is at the discretion of the relevant church authorities which may be the diocese, parish council or equivalents. Initial enquiries should be made to the nearest office of the relevant church.

Where private cemeteries and lone graves are located on freehold land, the owner of this land is in most cases under no obligation to provide public access.

6.1.3 Burial plots and relatives' rights

In almost all cases, the "ownership" of a burial plot does not involve any normal title to the land but only a Burial Right and the right to erect and maintain monuments (within the terms of the original grant). These rights are generally transferable, but the transfer at death can be complicated.

6.1.4 Relatives' rights: the legal position

1 On death, the Burial Right (technically referred to as an incorporeal hereditament) automatically vests in the Legal Personal Representative of the Deceased (the Executor or Administrator). The Burial Right will remain vested in the Legal Personal Representative until it is transferred to a beneficiary and the transfer is registered in the cemetery register.

2. Until the transfer is registered, the Legal Personal Representative (and his successors as Legal Personal Representative ie his Executor or Administrator) is the only person entitled to require the Cemetery to recognise him as the owner of the Burial Right and the only person entitled to authorise a burial in the grave or conservation work on the monumentation.

3. The Burial Right can be passed to another by will or on intestacy. Unless specifically dealt with in a will, it will form part of the residuary estate and will belong beneficially to all of the residuary beneficiaries (under the will) or all of the next of kin (in case of an intestacy) and they may be numerous. The beneficial shares which belong to each residuary beneficiary or next of kin may in turn be further fragmented among their beneficiaries or next of kin who may not even know of their inherited rights.

4. Regardless of what may happen to the beneficial ownership of the Burial Right, the legal title to it will remain vested in the Legal Personal Representative until transferred to the persons beneficially entitled to it and he/she will be the only person legally entitled to authorise a burial in the grave or conservation work on the monumentation.

6.1.5 Relatives' rights in practice

Determining the legal ownership of Burial Rights to an old grave may be a difficult task for descendants (or others) wishing to undertake conservation. Determining the beneficial ownership may be a near-impossible task.

Often, if interested descendants can establish that they personally own some beneficial share in the Burial Right and that reasonable steps have been taken to advise other beneficial owners, the controlling authority will allow work to proceed.

6.2 What can you do? – legislation

6.2.1 Local government planning regulations

Most cemeteries are zoned "Special Use (Cemetery)" under current environmental planning legislation. This zoning affords the cemetery statutory protection against other uses or development on the site.

Many cemeteries are identified as "items of heritage significance" in the relevant Council's Local Environmental Plan (LEP). The inclusion of a cemetery within the "heritage schedule" of a LEP (or a subsidiary Development Control Plan) identifies it as an area of heritage importance which is to be conserved. This usually requires specific approval by the local Council for any work other than routine maintenance, whether or not the Council is the actual controlling authority for the cemetery.

6.2.2 Health requirements

The Department of Health controls exhumations under legislative authority. Its general practice since 1906 has been to refuse exhumation requests from seven days after burial until seven years later.

The Health Department's major interest in any work at older cemeteries is how the work affects the burials. In cases where no disturbance occurs (eg. roadwork

6.2.3 NSW Heritage Act

The Heritage Act 1977 constituted the Heritage Council of New South Wales, which is a broadly based statutory body. It gives advice and makes recommendations to the Minister for Planning on matters affecting environmental heritage, and on the implementation of the NSW Heritage Act. The Council is serviced by the NSW Heritage Office, which operates within the Department of Planning.

For the purposes of the Heritage Act, the term "environmental heritage" describes those buildings, works, relics or places of historic, scientific, cultural, social, archaeological, architectural, natural or aesthetic significance for the State of New South Wales.

The Act is concerned with all aspects of conservation ranging from the most basic protection against indiscriminate damage and demolition of buildings and sites, through to restoration and enhancement.

6.2.4 Conservation Instruments

"Conservation instruments" comprise various kinds of orders or constraints under the Heritage Act. They are imposed by the Minister for Planning (usually on the recommendation of the Heritage Council).

Conservation instruments include Interim Heritage Orders or inclusion of an item on the State Heritage Register. They control the following activities:

Demolition of buildings or works

Damaging or despoiling relics, places or land, or moving relics

Excavation of any land to expose or move relics

Development of land on which buildings, works or relics are situated

Alteration of the buildings, works or relics

Displaying of any notice or advertisement

Removal, damaging or destroying of any trees.

Where the National Trust considers that a cemetery is under threat from unsympathetic works, or from neglect, it may apply to the Heritage Council for an appropriate conservation instrument.

A person intending to carry out any of the above activities on land affected by a conservation instrument must first advise the Heritage Council and obtain its approval before submitting an application to a local Council.

6.2.5 Relics

The term "relic" under the Heritage Act "means any deposit, object or material evidence: (a) which relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) which is 50 or more years old."

Section 139 of the Heritage Act prohibits a person from disturbing or excavating any land on which the person has discovered or exposed a relic, except in accordance with an excavation permit.

As well, a person must not disturb or excavate any land knowing or having reasonable cause to suspect that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed unless the disturbance or excavation is carried out in accordance with an excavation permit.

Such an excavation permit may be granted by the Heritage Council on application, but not if the relic is subject to an interim heritage order made by the Minister or a listing on the State Heritage Register.

The Heritage Council may create exceptions to this Section, and has published certain "Standard Exemptions" relating to cemetery monuments, which can be found under "Development" on their website http://www.heritage.nsw.gov.au/14_index.htm . Such "exempt" works must still be notified to the Department of Planning for approval in all cases.

Where the National Trust considers that a significant cemetery feature is under threat it will refer the matter to the Heritage Council where appropriate.

6.3 What can you do? – conservation charters

6.3.1 Burra Charter

The International Council on Monuments and Sites (ICOMOS) was founded at a meeting in Warsaw in 1965. This UNESCO-based organisation comprises professional people around the world who are involved in the conservation of historic sites and places.

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In 1979 Australia ICOMOS set out to adapt ICOMOS' Venice Charter to Australian conditions. The resulting document, the Burra Charter, was adopted in 1981 and extensively revised in 1999. The Charter encompasses a number of ideas:

1. an acceptance of the general philosophy of the Venice Charter;
2. the need for a common conservation language throughout Australia;
3. an emphasis on the need for a thorough understanding of the significance of a place before policy decisions can be made;
4. the principle that significance is about both the physical aspects of a place and its associations, meanings, and related records.

In conformity with these principles it has been agreed that:

1. technical words or jargon be avoided and that where this was not possible, as in the types of conservation processes, definitions be standardised;
2. people for whom a place has meaning should be involved in the planning process.
3. conserving cultural significance involves three steps. Understanding "cultural significance" comes first, then development of policy, and finally management of the place in accordance with the policy.

The *Burra Charter* may be found at

http://www.icomos.org/australia/

or at

www.icomos.org/docs/burra_charter.html

6.3.2 Australian Natural Heritage Charter

In many cases the value of a cemetery lies partly in the presence of native plants, birds and animals. In such cases, the Australian Natural Heritage Charter (ANHC) of 1995 (revised 2001/02) should also be consulted.

This Charter has similar concepts and principles to the Burra Charter and defines similar values and approaches. For instance it recognises aesthetic, social and scientific value, as does the Burra Charter. However, the ANHC also recognises an additional aspect to significance, namely "existence value". This concept implies both the "life-support value" of natural systems, and the enrichment of human experience derived from the natural world.

Existence value and life-support value will rarely be central aspects of heritage significance of cemeteries, but the concepts imply a general caution against any change to a cemetery which will remove or degrade the richness of its natural life forms. Thus poisoning or excessive mowing of native grasses not only discourages birds and encourages eventual weed growth, but also makes the cemetery a less "human" place and so degrades its cultural value also.

The *Australian Natural Heritage Charter* is available in hard copy from the Australian Heritage Commission, or online at www.ahc.gov.au/publications/anhc.

Appendix 7. Organising a Friends Group

7.1 Starting up

To establish a Friends Group, the first steps are to consider what needs to be done and who may be interested.

Different cemeteries may have very different needs. At Cobar in western NSW, an early achievement was to work with Council to lay on town water to enable vegetation to be established. At Camperdown in inner Sydney some rare native grasses were found, and gentle weeding was combined with a "no-mowing" policy in the relevant area to improve the overall appearance. In many family cemeteries which have reverted to bush, regular maintenance has made a huge change which can be followed by a gradual program of careful clearing and masonry repairs.

In establishing a Friends Group there may be an obvious core of volunteers in the local church community or family history society. In some areas the core group will know everyone likely to be interested and simply invite them along. Relatives and descendants of those buried in the cemetery should be generally informed, perhaps through an article in the local newspaper. Depending on which organisations act as a social focus in the area it may be worth advising the Parents & Citizens, or Apex club, or even the volunteer fire brigade.

At an early stage the approval of the controlling authority needs to be obtained. For General Cemeteries this is usually the local Council, which may also assist with free meeting rooms etc.

7.2 Keeping up interest

A broad long-term aim should be formulated and some achievable short-term objectives listed, including the development of a conservation plan if there is not one.

It is important to move to some visible achievements. At the same time it is important not to rush in and replace valuable relics or kill rare plantings.

It is possible to achieve these ends and also set the scene for future good practice. For example an initial working bee to remove rubbish and common local weeds only can be combined with a preliminary mapping and descriptive operation to help define what is there and establish what is particularly valuable.

7.3 Next steps

The earlier work on objectives will need to be clarified in the form of a Conservation Management Plan (CMP), and may guide the formulation of a constitution. At the same

time, thought will be needed on means to raise funds and increase community interest. Local sponsorship may be sought from businesses, Council or service clubs.

Once the Friends Group is well established, issues such as insurance and possible tax deductibility need to be considered. Groups which affiliate with the Royal Australian Historical Society can take advantage of its group insurance scheme (contact (02) 9247 8001).

After this it is a matter of setting priorities for the various ideas which may have been suggested for the cemetery, and ensuring that actions taken are in accordance with the CMP and good conservation practice.