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

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

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

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

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

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.

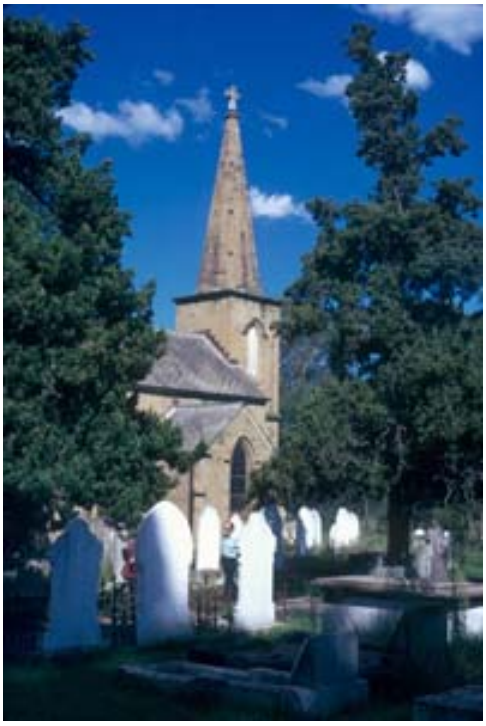
Lawn cemeteries are now common in general cemeteries

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.

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....

.... 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.).

(a)

(b)

(c)

Standard plans for cemeteries as recommended by the Lands Department:

(a) As recommended, Oulgegong 1875

(b) Variant to account for local demographics, Rylstone 1868

(c) Standard plan doubled in size for larger town, Oulgong 1873

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 ....

.... 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

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

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.

PART TWO - WHAT

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

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

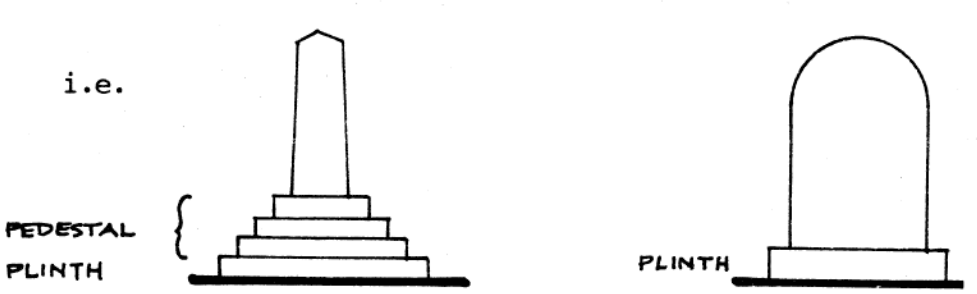
The heyday for funerary sculpture was the late 19th century, however sculpture continued to be regularly commissioned up until the 1920s. During this period, large monuments were all about height and visibility. The most common motifs depicted in sculpture were urns, angels and allegorical figures.

A "high Victorian" monument

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

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

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

PART TWO - WHAT

Iron monuments are often found in mining areas ....

.... sometimes very ornate ....

.... or simple, like this wrought example

PART TWO - WHAT

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

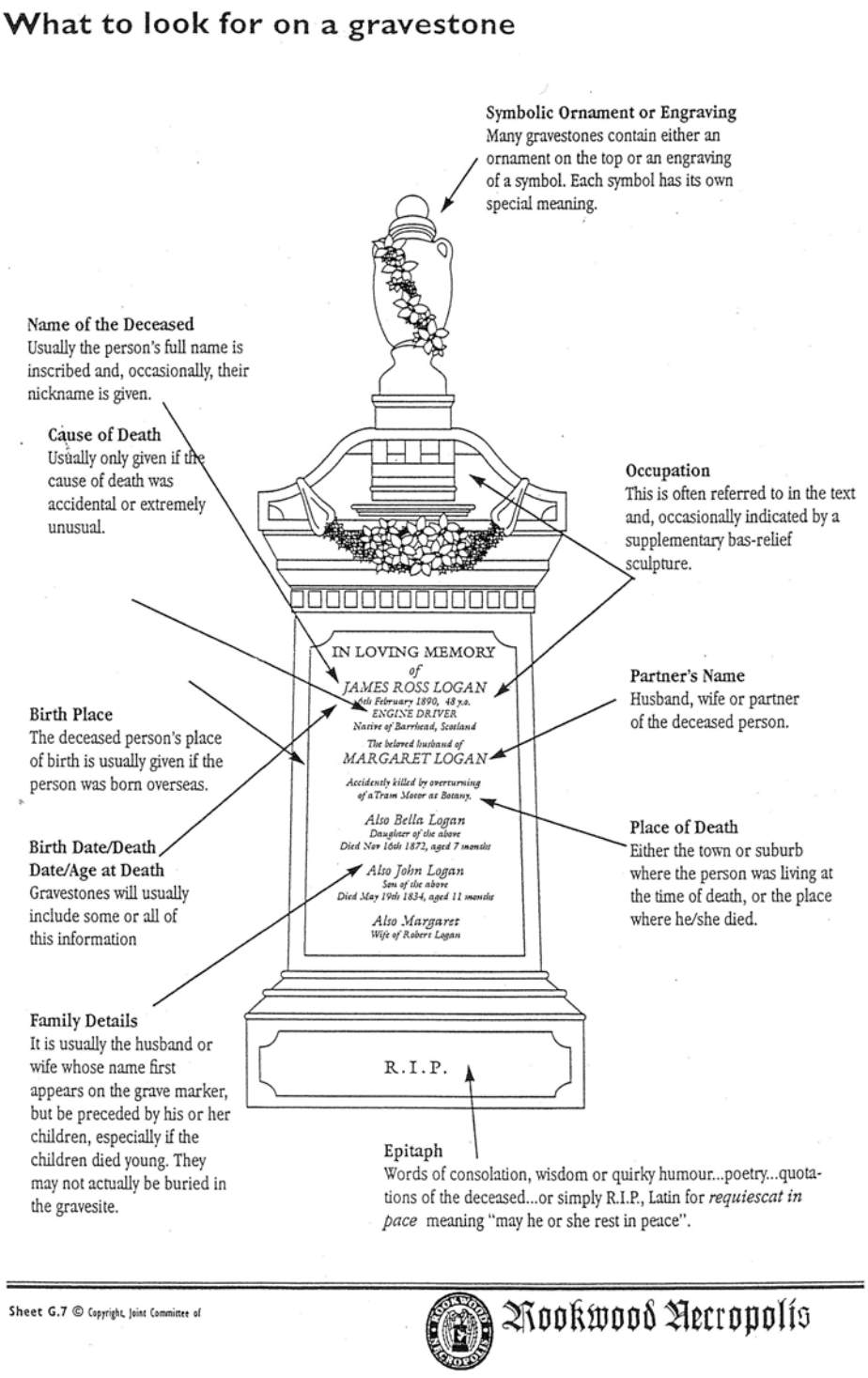
The inscription on a monument has a variety of heritage values, including genealogical significance, social and historical significance, and artistic and technological significance.

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.

PART TWO - WHAT



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

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

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.

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.

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

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.

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

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

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

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

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

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.

PART TWO - WHAT

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:

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

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)*

GUIDELINES FOR CEMETERY CONSERVATION

PART TWO - WHAT

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:

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.

PART TWO - WHAT

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

PART TWO - WHAT

GRAVE DESCRIPTION CARD Page of

2. MONUMENT DESCRIPTION

Main Monument	Style
	Materials
	Inscription(s) (main monument & elsewhere)
	Stonemason
	Special Features
Remarks	
Recorded by	Date:

PART TWO - WHAT

GRAVE DESCRIPTION CARD Page of

3. CONDITION

Photographs (list, & location reference)	Stability (lean and/or looseness and/or poor bedding to base):	
	Physical condition of materials (displacement or cracking of stone, bending of iron etc.)	
	Weathering (flaking or spalling stone, rotting timber, rusting iron, flaking paint etc.)	
	Condition of inscriptions (legibility, missing lead lettering)	
	Threats:	
	Recommendation for repair: Recommend a short cut process i.e. stitch fracture by method 1, degree of urgency B	
	Recommended by	Date:

PART TWO - WHAT

4. What needs to be done?

4.1 Assessing where you want to go

Apart from having a complete description of the cemetery, it is necessary before work commences to understand the value of the site and decide the aims of conservation.

The heritage values of a cemetery are essentially the matters of significance within the various categories outlined in Part 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.

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

PART TWO - WHAT

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.

PART THREE - HOW

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

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

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;

(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 <u>not</u> 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.

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

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,

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.

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

PART THREE - HOW

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

PART THREE - HOW

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.

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

PART THREE - HOW

Security matters

Where a stone has one or two pieces broken off it is important to maintain them until repair is possible. If the pieces are too large for vandals to lift they should be laid on the grave plot, face up, preferably on a bed of coarse sand, and sloping to shed water.

If smaller, the pieces may be stored, preferably locked up on site, and always in very clearly labelled boxes under cover.

In cases where monuments have been shattered, severely damaged or are missing pieces, so that re-erection over the grave is considered impractical, it is still desirable that the fragments are retained within the cemetery. Fragments may, in such circumstances, be attached to a wall or slab of appropriate design, incorporating material sympathetic to the cemetery.

If it is believed that the broken-off stub is a public danger due to sharp edges or the possibility of tripping visitors, its position should be marked, eg with a star picket with cap.

Details of the original location of the fragments should be documented prior to removal and re-erection. This information should be recorded on the wall or slab, as well as being lodged with the relevant authority and local interest group (such as the local historical society, Local Studies Library, or National Trust). The supporting structure should shed rainwater effectively, so as to minimise rising damp and the weathering of monument pieces. The use of mortar or cement should be minimised, and no iron or steel dowels (except stainless steel) should be used in attaching broken fragments. No such work should be undertaken without professional advice.

Repair options

Thick monuments with simple breaks can be pinned and glued using appropriate stainless steel or non-ferrous (non-corroding) alloy dowels, generally set in a selected cold-setting resin. (Standard Araldite, for example, is not suitable.) It is important to avoid iron or most iron alloys or steel, as these will rust, expand, and break the monument.

There may also be a problem in use of resins in sandstone and marble, as it prevents moisture migration in the stone. It is therefore undesirable in situations where the stone is subject to rising damp, especially if it shows any signs of natural weathering.

PART THREE - HOW

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

PART THREE - HOW

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

PART THREE - HOW

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.

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

PART THREE - HOW

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

PART THREE - HOW

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.

PART THREE - HOW

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

PART THREE - HOW

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!)

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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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		+		

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CLIMBERS AND RAMBLERS - (also see ROSA sp.)

Botanical Name	Common Name	E	D/S	GP
HARDENBERGIA violacea		+		+
KENNEDIA rubicunda	Dusky Coral Pea	+		+
LONICERA sp.	Honeysuckle		+	+
TECOMARIA capensis	Cape Honeysuckle	+		

GROUND COVERS, BULBS AND GRASSES

Botanical Name	Common Name	E	D/S	GP
AMARYLLIS belladonna	Naked Ladies, Bella Donna		+	+
CAPE BULBS – Freesia (White only)			+	+
Ixia maculata			+	+
Watsonia			+	+
HIPPEASTRUM amaryllis	Hippeastrum		+	+
LILIUM candidum	Madonna Lily		+	+
NARCISSUS jonquilla	Jonquil		+	+
OXALIS bowiei		+		+
SUCCULENTS incl Agave sp.		+		+
Aloe sp.		+		+
Echeveria sp.		+		+
Sedum sp.		+		+
THEMEDA australis	Kangaroo Grass (or other native grasses)	+		+
VINCA major	Periwinkle (can be invasive in bushland)	+		*

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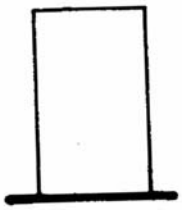
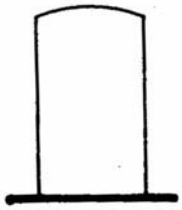
Appendix 4. Gravestone terminology

SUGGESTED TERMINOLOGY FOR GRAVESTONE STYLES

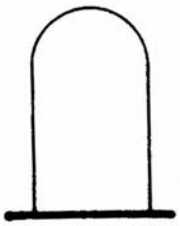
A. UPRIGHT SLABS/STELAE



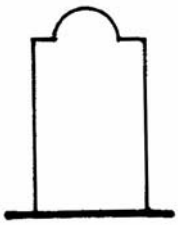
1. Rectangular



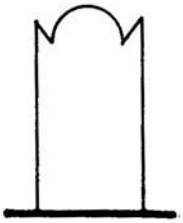
2. Cambered



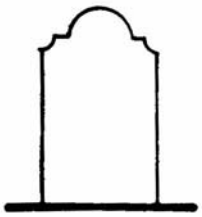
3. Semicircular



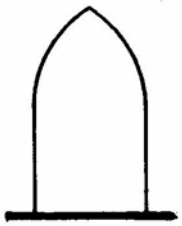
4. Semicircular with shoulders



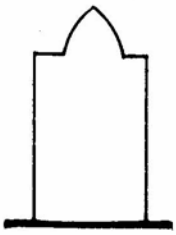
5. Semicircular with acroteria



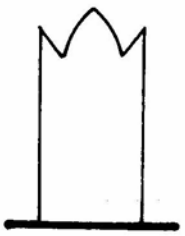
6. Semicircular with cut away shoulders



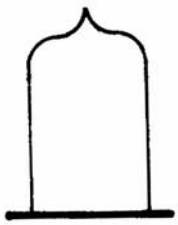
7. Gothic



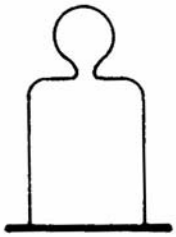
8. Gothic with shoulders



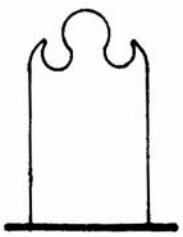
9. Gothic with acroteria



10. Ogee



11. Anthropomorphic



12. Anthropomorphic with peaked shoulders

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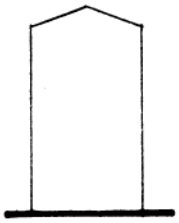
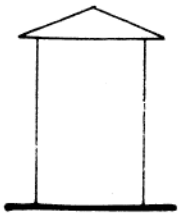
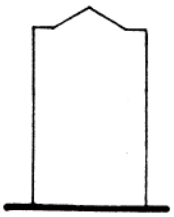


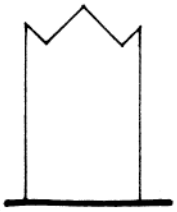
13. Gabled

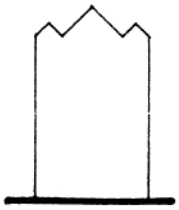


14. Pedimented

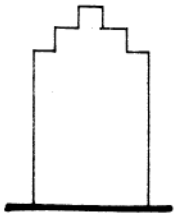


15. Gabled with shoulders

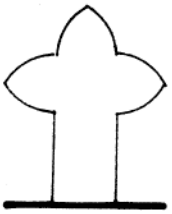




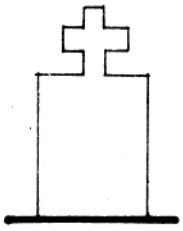
16. Gabled with peaked shoulders



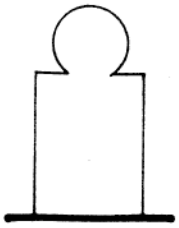
17. Stepped



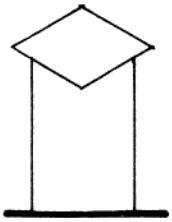
18. Cruciform



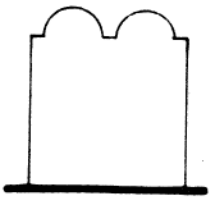
19. Cross surmount with shoulders



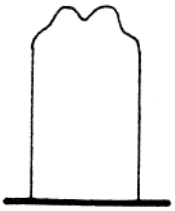
20. Circular surmount with shoulders



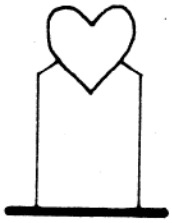
21. Diamond



22. Double



23. Stylised double



24.Miscellaneous e.g. Heart

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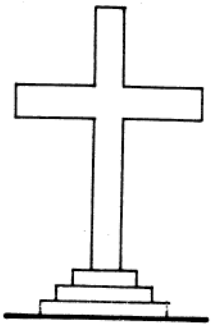
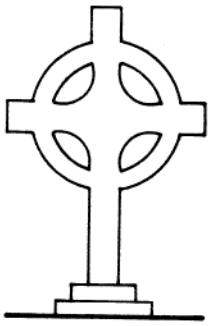
B. CROSSES

1. Circular Latin

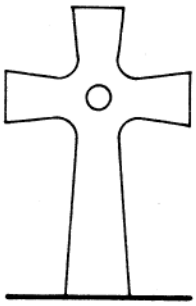
2.Rustic Latin



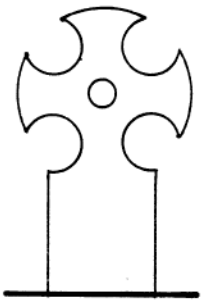
3. Roman/Latin
(with 3 steps - Calvary)



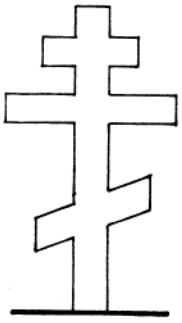
4.Celtic



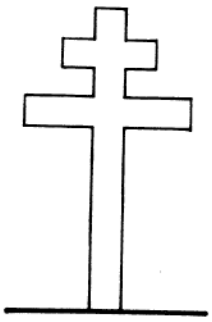
5. Saxon



6.Cornish



7. Eastern/Russian
Orthodox



8.Lorraine

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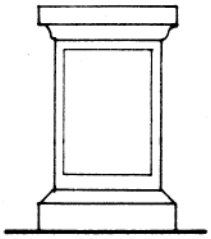
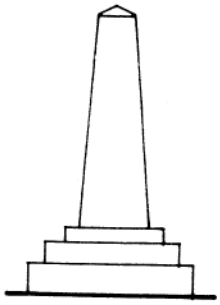
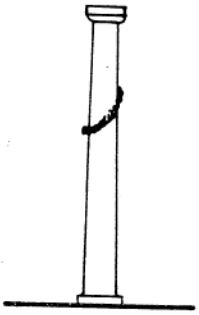
C. PILLARS



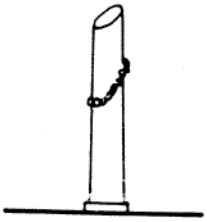
1. Pedestal
(Champhered base)



2. Obelisk
(Stepped base)



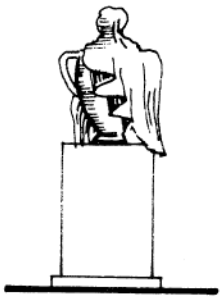
3. Column



4. Broken Column

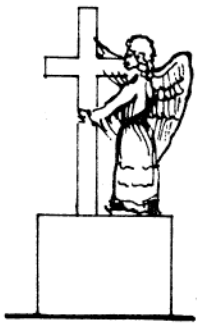
D. SCULPTURES

1. Urn



2. Draped Urn

3. Angel



4. Composite - Angel and Cross

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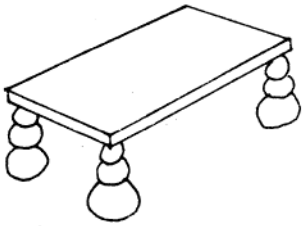
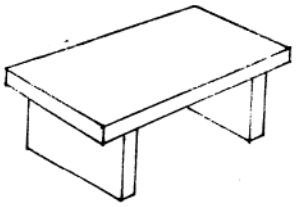
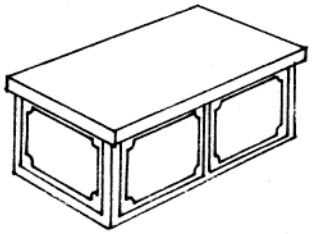
E. HORIZONTAL SLABS



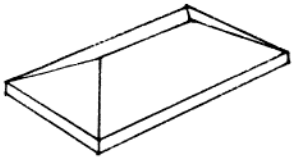
1. Table



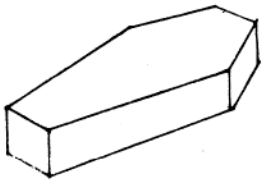
2. Table



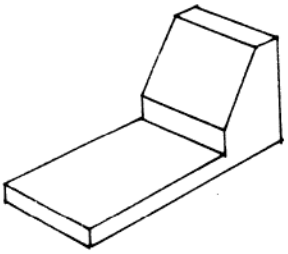
3. Altar



4. Sarcophagus

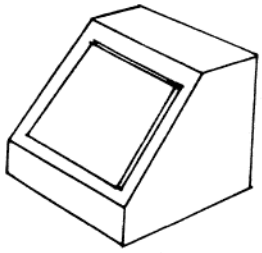


Coffin

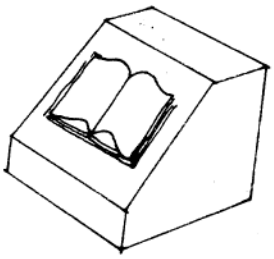


6. Slab and desk

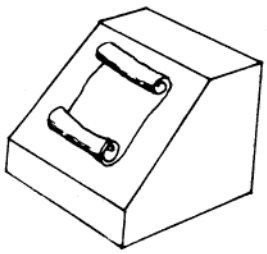
Desk Decoration:



i) Tablet



ii) Book



iii) Scroll

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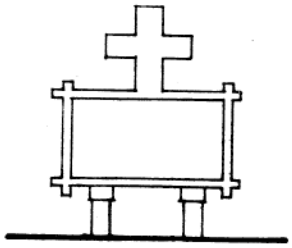
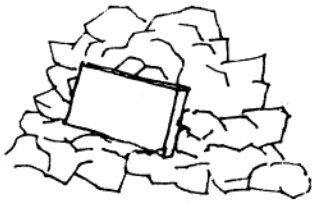
F. MISCELLANEOUS

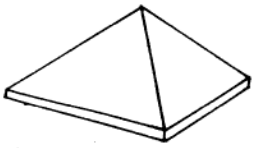


1. Iron 'Etna'

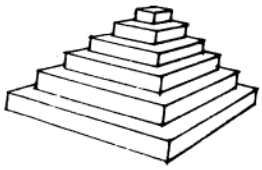
2. Cairn



3. Rustic pedestal



4. Pyramid

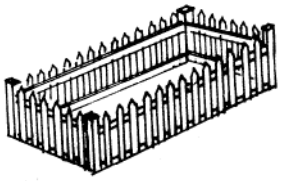


5. Stepped Pyramid

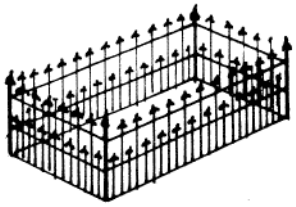
G. SURROUNDS

These are usually distinguished by material and motif.

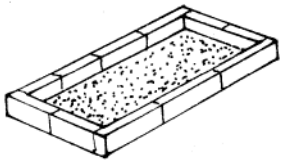
Examples:	Cast iron	Wood	Arrowheads
	Wrought iron	Concrete	Fler de Lys
	Stone	Brick	Floral Motif



i) Timber Picket



ii) Iron Picket



iii) Stone

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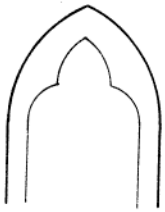
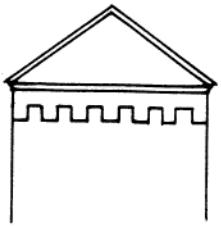
H. EMBELISHMENT

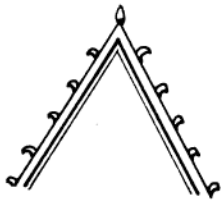
Architectural terms should generally be used.



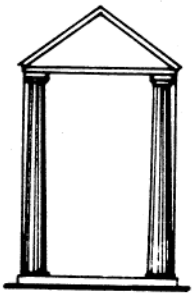
i) Cusps



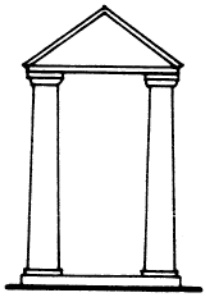
ii) Dentils



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

16. Growth of mosses, lichens and fungus on monuments

17. Growth of disruptive vegetation on masonry

18. Damage by cattle and horses to monuments

GUIDELINES FOR CEMETERY CONSERVATION

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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.

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.

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.

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.

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.

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7.4 List of known Cemetery Friends' Groups

The following table lists some Friends' Groups believed to be currently active, with references to web pages in which the Groups have recently been cited

LOCATION	NAME AND REFERENCE
Castle Hill	Friends of Castle Hill Cemetery www.baulkhamhills.nsw.gov.au/community_services_facilities/cemetary.aspx
Castlereagh	Friends of Castlereagh (Anglican) Cemetery www.penrithcity.nsw.gov.au/index.asp
Deniliquin	Friends of Deniliquin Cemetery www.deniliquin.local-e.nsw.gov.au/files/4663/File/Min120406.pdf
Galong	Friends of Galong Cemetery www.stclement.com.au/cemetery.htm
Gore Hill	Friends of Gore Hill Cemetery P.O.Box 155 Lindfield 2070
Mays Hill	Friends of Mays Hill Cemetery www.mayshillcemetery.org
Newtown	Friends of Camperdown Cemetery www.cadigalwangal.com.au/index.php
Noraville	Friends of Noraville Cemetery. (in formation) www.wyong.nsw.gov.au/services/Cemetery_activities.html
Parramatta	Friends of All Saints Cemetery (Parramatta) www.parracity.nsw.gov.au/neighbourhood/parkcommit.html
Prospect	Friends of Saint Bartholomew's Church and Cemetery. www.blacktown.nsw.gov.au/.../july-06/become-a-friend-of-saint-bartholomews-and-enjoy-a-piece-of-history.cfm
Rookwood	Friends of Rookwood Inc. www.strathfieldhistory.org.au/Rookwood.htm
Temora	Friends of Temora Shire Cemeteries www.temora.nsw.gov.au/community/1099/1130.html
Waverley	Friends of Waverley Cemetery www.waverley.nsw.gov.au/cemetery/friends.htm
Wilberforce	Friends of Wilberforce Cemetery www.hawkesbury.net.au/community/hfhg/October2003.html

Such groups are often affiliated with the Royal Australian Historical Society or the Society of Australian Genealogists. Their websites are respectively

www.rahs.org.au
www.sag.org.au