

Mitcham General Cemetery
Draft
Management Plan
for consultation

City of Mitcham

EXECUTIVE SUMMARY

Mitcham General Cemetery is located at the base of the foothills of the Mount Lofty Ranges in the City of Mitcham. The cemetery, officially opened in 1854, has considerable heritage significance through the graves of famous early settlers, the architecture of its graves and its use in tracing family genealogies.

In addition to its heritage value, Mitcham General Cemetery is an important part of Mitcham's parks and gardens. As such, the cemetery has considerable potential not only as an historic site, but also as a place for passive recreation and should be upgraded and maintained accordingly. Every opportunity should be taken to promote the cemetery in this way.

To ensure the conservation and sustainability of the Cemetery, the City of Mitcham initiated the preparation of a Management Plan. The Management Plan addresses the following key issues:

- Preserving the heritage value of the cemetery.
- Improving the management, landscaping and maintenance of the cemetery.
- Identifying additional burial areas throughout the cemetery.
- Improving the operation and administration of the cemetery.

The Management Plan examines a wide range of issues involving physical works, monuments and graves, leases, historical records and administration activities associated with the management of the cemetery. A number of actions are proposed to address these issues.

Detailed operating plans involving a site management plan to integrate existing and future physical works and a maintenance management plan are proposed to address issues involving physical works.

In conjunction with these operating plans, the Cemetery Management Plan recommends the following actions:

- To undertake a comprehensive heritage survey.
- To establish a heritage graves data base.
- To prepare a monumental policy.
- To undertake a review of leases.
- To continue resourcing administration to ensure cemetery management responsibilities are met.

Additional resources are required to implement these proposed actions. The appointment of a project officer, initially for a twelve-month period, is recommended to undertake and coordinate the Action Plan.

ACKNOWLEDGEMENTS

This Management Plan is an initiative of the City of Mitcham and has been prepared with the support and assistance of the Mitcham Cemetery Sub-committee (previously the Advisory Committee), Council staff and consultants.

The Mitcham Cemetery Sub-committee was established by the Engineering and Environmental Services Committee to develop a Management Plan for the ongoing operation of the cemetery.

Thanks are due to all of the following:

Mitcham General Cemetery Sub-committee

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Cr Catherine Hart - Council representative

Cr Nanette Lawson - Council representative

Cr Chris Adcock - Council representative

Maggie Ragless - Community Historian

Jeff Milde - Community representative

Rob Bonython - Community representative

Sue Scheiffers - Community representative (previously Council representative)

David Lloyd - Former Council representative on Advisory Committee

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1 INTRODUCTION

The Mitcham General Cemetery was officially opened in 1854 after Mitcham residents successfully petitioned the colonial government to grant land for burial purposes. As available land within the cemetery approached full utilisation in the 1930's, Mitcham and Unley Councils established a joint controlling authority to purchase land along Goodwood Road to establish and operate Centennial Park Cemetery. Centennial Park opened in 1938 and continues to serve the wider Adelaide community today.

Over the past 50-60 years since the opening of Centennial Park, the Mitcham General Cemetery has had limited use. Consequently, the annual income has been minimal and Council has undertaken the maintenance of the site within its annual budgets. Some deterioration of the cemetery site and infrastructure has occurred and upgrading works are currently under way involving the rotunda, drainage, roads and footpaths.

The Mitcham General Cemetery has substantial heritage value through the graves of famous early settlers, the architecture of its monuments and graves and its use in tracing family genealogies.

2 MANAGEMENT PLAN

This Management Plan has been prepared by the City of Mitcham to ensure the conservation and sustainability of the Mitcham General Cemetery.

The Management Plan outlines proposals and guidelines to effectively restore, improve, protect, maintain and manage the cemetery.

3 KEY ISSUES

The key issues addressed in the Management Plan include:

1. Preserving the heritage value of the cemetery.
2. Improving the management, landscaping and maintenance of the cemetery by:

- The repair and restoration of gravesites, headstones and pathways damaged by water ingress and erosion.
 - Infrastructure improvements throughout the cemetery with the construction of water table drains, sub-surface drains and paved pathways.
 - Enhancing the amenity of the cemetery through design features including landscaping, shelters, seating, signage and an information bay.
3. Identifying additional burial areas throughout the cemetery.
 4. Improving the operation and administration of the cemetery.

4 SITE DESCRIPTION

Mitcham General Cemetery is located at the base of the foothills of the Mount Lofty Ranges in Section 884 of Adelaide, City of Mitcham. The cemetery is bounded by Blythewood Road to the north, Old Belair Road to the west and south and medium density housing to the east.

Within the Mitcham Cemetery boundary there are three separately owned cemeteries. These are:

- Mitcham General Cemetery – owned and administered by the City of Mitcham.
- Anglican Cemetery – owned and administered by the Anglican Church.
- The Sisters of St Joseph Cemetery – owned and administered by the Sisters of Joseph.

The Mitcham General Cemetery is divided into 6 sections. Refer to Figure 1 - Appendix A.

5 HISTORICAL BACKGROUND

(extract from: Dr Rob Nicol (2000; p2-3)

Mitcham has an early and distinctive place in the history of the European settlement of South Australia. The land was first surveyed in 1837 and the village of Mitcham was laid out in 1840. The area became an important source of vegetables, fruit, dairy products and building stone for the rapidly expanding city of Adelaide. In January 1853 a public

meeting of Mitcham residents successfully pushed for the development of a District Council. When it was proclaimed on 12 May 1853 it became the first District Council in South Australia.

Public expressions of civic responsibility also gave Mitcham an early place in cemetery development in South Australia. Mitcham residents petitioned the colonial government in June 1853 for a grant of land for burial purposes. Spokesman, the Reverend Edward Burnett argued that it was a serious inconvenience and source of expense to the Mitcham settlers that their closest cemetery was the one on Adelaide's West Terrace. Burnett and his supporters also hoped to bring a greater sense of dignity to burial processes. West Terrace Cemetery had already become a source of public scandal. "I am bound to add" wrote Burnett, "from my own knowledge of the unseemly practices in reference to the burial of the dead which are now resorted to, my conviction of the great urgency of the want which the petition seeks to have supplied".

The Mitcham petitioners were granted four acres for burial purposes, half to be vested in a trust for the use of the Established United Church of England and Ireland (Anglican) and the other half in a trust for members of other religious denominations. The grants were dated 2 April 1854 and the first trustees of the General Cemetery were prominent Baptists, the Rev. William Finlayson, the Rev. Thomas Playford and Mr George Prince Esquire. The Anglican Cemetery was vested in the Bishop of Adelaide.

The first burials had already taken place in the new cemeteries before the grants were gazetted. In September 1853 Mary Oldham, aged 32 was buried in the Anglican Cemetery and on 3rd November 1853, William Heath, aged 27, was buried in the General Cemetery. The General Cemetery trustees appointed local schoolteacher and carpenter Thomas Mugg as the first curator. Mugg retained the position for 22 years. The first cemetery burial plot leases were issued on 22nd June 1854, to William Finlayson, George Prince, Peter Cumming and Thomas Mugg.

The original layout of the General Cemetery was quite ambitious with 375 numbered double plots set out in three circles and two surrounding rectangles. Extensive areas were reserved for planting and for a central feature. The layout may have been taken from a plan book and would have been best suited for a level site. It also failed to optimise burial capacity. On the steep hillside site at Mitcham, modifications and then extensive alterations to the layout were introduced. Half the circle was in fact developed on a grid pattern and within the surviving semi-circle the internal carriage drives were developed as burial plots along with a number of the areas originally allowed for planting. In the 20th century, with the pressure mounting to provide additional burial space, the cemetery was considerably extended. Ten adjacent lots each measuring 150ftx60ft were purchased from H.A. Carman in 1926. There were further small additions and in 1936 another four and a half acres were purchased from Thomas Gabrielson. It was not until 1940 that approval was granted for this to be used for burials. A detailed analysis and

history of the original layout and the extension should be included in Stage 111.

Management of the cemetery remained in a relatively small number of hands. After 22 years of service, Thomas Mugg was succeeded as curator by Johannes Beecken. After four years Beecken was succeeded by his son C.J. Henry Beecken, who served from 20th November 1880 for 36 years. From 1916 to the present, six curators have overseen operations at the cemetery – C Stanley, H.D. Gregory, H.A. Stewart, Jeff Milde, John Mullins and Alison Panazzolo.

The original Trust was a self-appointing Trust. The original three trustees were succeeded in 1886 by John Gardiner, Edward Overbury and John Playford, again all Baptists. They remained in place until 1913 when the S.A. Baptist Union and Alfred Allen assumed trusteeship. Subsequently, the trustees became embroiled in considerable public debate as they sought to extend the cemetery. In 1937, for example, a Mitcham Council meeting was confronted by a deputation of ten ratepayers protesting against further extension and a petition signed by over 400 ratepayers and residents supporting extension. There was also strong opposition from the proponents of the newly established Centennial Park Cemetery who even made an unsuccessful takeover bid for the General Cemetery. Council approval in 1940 for the extension of the burial area was a fact contingent on acceptance by the trustees that this would be the final expansion and on a complete reorganisation of the management of the cemetery. After World War 11 there were protracted negotiations between the trustees and Mitcham Council, but it was not until 1954 that control of the cemetery was finally transferred to the Council.

6 SITE AMENITY AND LANDSCAPING

Mitcham General Cemetery should be regarded not only as a place of burial but also a place of significant heritage value and an important part of Mitcham's parks and gardens. As such, the cemetery has considerable potential not only as a historic site, but also as a place for passive recreation and should be upgraded and maintained accordingly. Every opportunity should be taken to promote the cemetery in this way.

6.1 Roads and Pathways

The construction of conduits, drains and paved pathways throughout the cemetery to relieve waterlogging, surface run off problems and to

gradually bring a measure of uniformity to the pathways, has commenced and should be extended.

6.1.1 Vehicle Access

Vehicle access for burials, monumental masons, visitors and maintenance staff into the cemetery is from:

- Old Belair Road – western entrance adjacent to section C.
- Barr Street.
- Blythewood Road – northern entrance adjacent to the 'old' section.
- Old Belair Road – maintenance access into section E.

With vehicular access available in both Barr Avenue and Blythewood Road, the need for full vehicular access through the centre of the cemetery is questionable. This is particularly so as the central roadway is very narrow and provides only minimal parking. In addition, the central roadway has a tight intersection with the road running alongside the Catholic section leading down to Blythewood Road. Damage to the grave adjacent to this intersection and to the bollard placed there to protect it, is evident. The reconstruction of the rotunda and the extension of the verandah paving beyond the eaves will make the negotiation of the internal roadway beyond this point more difficult, particularly given the increased use of stretched vehicles as hearses.

The reduction in the width of internal roadways to create additional landscaping areas will enhance amenity as well as absorb some surface water run-off. The reduction in width will also make parking impractical, as there will be insufficient room for two vehicles to pass.

As coffins have to be *carried* along the narrow north/south pathways, the exclusion of vehicles from the cemetery should not impact on funeral directors. Utilisation of nearby streets for parking, together with the provision of a parking bay reserved for the hearse and two mourning cars immediately inside the Belair and Blythewood Road entrances, should be considered.

Restricted access to the cemetery to all but pedestrian traffic will not be a new occurrence as it is quite common throughout Europe as well as in a number of Australian cemeteries including Karrakatta Cemetery in Western Australia and Rookwood Cemetery in Sydney.

Vehicle access into the centre of the cemetery via the western and northern entrance should be controlled and limited to Council's maintenance vehicles. Hearses, mourning cars, monumental masons and gravedigger's vehicles should be permitted subject to approval. Visitors to the cemetery can choose to park along Old Belair Road, Barr Street and Blythewood Road.

Action

- Vehicle access into the centre of the cemetery via the western and northern entrance to be restricted to Council's maintenance vehicles. Hearses, mourning cars, monumental masons and gravedigger's vehicles to be permitted subject to approval.

6.1.2 Pedestrian Access

The majority of the Mitcham General Cemetery is set out in a grid pattern with the burial plots oriented in an east-west direction and rows in a north-south direction. The rows are defined and provide footpath access to the burial plots. The exception to this is a portion of the 'old' section of the cemetery that is set out in semi-circles.

The footpaths in the 'old' section of the cemetery were constructed of concrete slabs with interconnecting paths constructed of concrete slurry or rubble. The concrete paths in this section are in very poor condition. An annual footpath upgrade program has been established with the most degraded concrete paths being replaced with grey block pavers.

Bitumen footpaths were constructed in sections A, B, C and D approximately 15 to 20 years ago. These footpaths are in reasonable condition and maintenance work is undertaken annually to remove trip zones and failed sections. Footpaths in section E were predominantly constructed of concrete slurry. These footpaths are in a fair to poor state due to cracking, rutting and scouring. The repair of these footpaths is to be undertaken where practical and replaced on completion of the footpath upgrading program within the 'old' section. To reduce runoff from Section E investigate the feasibility of providing grassed footway area between graves.

With vehicle restrictions in place, the two promenade areas can be established in the centre of the cemetery and in the 'old' section. The promenade areas are to be paved and landscaped providing the main pedestrian thoroughfare and link to footpaths in the cemetery. The central promenade area is under construction and the paving theme should be continued into the other promenade areas.

Refer to Figure 2 - Appendix A for the location of promenade areas.

Action

- Continue to replace the concrete path in the 'old' section with grey pavers.
- Complete the construction of the promenade areas and landscape.
- Maintain bitumen footpaths in sections A, B, C and D.
- Repair footpaths in section E and replace in future. Investigate the feasibility of grassed footpath areas.

6.2 Stormwater and Seepage

The Mitcham General Cemetery was established in 1854. The site included land subject to waterlogging with mid-slope seeps running for all or much of the year. The combination of water overflows, saturated soil conditions and the presence of reactive clay soils, have caused considerable structural damage to graves and pathways within the 'old' section and, to a lesser extent, section E of the cemetery.

The major physical problems associated with the cemetery site relate to:

- Control of stormwater run-off and overflows.
- Water coming to the surface (from seeps) at several points within the 'old' section of the cemetery.
- Surface water erosion of some of the gravesites and pathways.

Water management is of prime importance to the management of the site to protect its current position, to prevent future deterioration and to allow further improvements including possible expansion of burials. Refer to Figure 3 - Appendix A for the location of water related problems.

Drainage works have recently been undertaken to control surface water run-off and overflows by installing a main drain from the rotunda to Blythewood Road and along the promenade areas. Surface water overflows, erosion and seepage problems should be addressed and included in these works.

Action

- Continue to address the surface water run-off and seepage problems through the construction of water table drains and sub-surface drains.
- Address the problem of surface water run-off and erosion of some of the gravesites and pathways with the construction of paved pathways in the 'old' section and the two promenade areas.

6.3 Water Reticulation System

The water reticulation system is required to provide for:

- Irrigation of landscaping.
- Taps for floral tributes and washing.

In both instances, the main supply could be provided to sections A, B, C, D and the 'old' section by placing the new main immediately adjacent to the water table beneath the garden beds to one side of the new central promenade. This relocation will enable the current main to be

decommissioned and this land to be given over to new gravesites for immediate sale.

The decommissioned main will disconnect existing services to section E.

Action

- Install a new main immediately adjacent to the water table beneath the garden beds to one side of the new central promenade.
- Reconnect water main to section E of the cemetery.

6.4 Fencing and Entrance Gates

The post, rail and mesh fence recently erected along the Belair Road boundary of the cemetery is an appropriate style for the era of the cemetery. It is an unobtrusive form of fencing that provides excellent vision into the cemetery for security purposes.

Wrought iron entrance gates of modest proportions would best suit the proportions of the cemetery. They would provide access for hearses and monumental masons to the unloading areas at both Belair and Blythewood Roads.

Action

- Continue with post, rail and mesh fencing along the unfenced portion of the cemetery.
- Erect wrought iron entrance gates for security and to better control access by vehicle traffic.

6.5 Public Conveniences

As the number of visitors to the cemetery is expected to be relatively low, only limited public conveniences need to be provided. An environmentally friendly, single, unisex facility with disabled access is recommended. The siting of the facility is dependant on access to water and sewers. The undeveloped area adjacent to Barr Street is ideally suited for the facility.

Action

- Construct an environmentally friendly, single, unisex toilet facility with disabled access located in the undeveloped area adjacent Barr Street.

6.6 Landscaping

The original ambitious design of the Mitcham General Cemetery was never brought to fruition. The combination of a difficult site and low levels of income and expenditure ensured a far more utilitarian and pragmatic approach to layout and planting. Some existing native vegetation would have been retained and individual grave planting of bulbs, roses, periwinkle creepers and flowers were left to individual families. In addition, as the community became established, the cemetery curator/trustees would have instituted a limited planting program.

Pinus and Cupressus spp. planted in lines along the boundaries of the cemetery are a prominent feature and form part of the heritage of the site.

Special considerations for the choice of plants for the cemetery include:

- Tolerance to drought.
- Ease of maintenance.
- Historic suitability.

A detailed planting scheme should be developed by an appropriately qualified and experienced landscape architect in consultation with a qualified historian. To ensure the long term success of the scheme, its implementation and continued supervision should be conducted under the direction of Council's horticultural staff.

Plantings should predominantly take the form of perimeter or boundary plantings with groups or single specimen trees planted within the cemetery to add interest. (Refer to Appendix B for the preliminary list of plants suitable for use in the cemetery).

Action

- Prepare a landscape master plan in consultation with a suitably qualified and experienced landscape architect and historian, to ensure the historical significance of the cemetery is appropriately reflected in the design.

6.7 Public Shelters, Seating, Signage and Information

6.7.1 Public Shelters

While space restrictions would prevent public shelters from being located within the burial areas of the cemetery, they could be incorporated as part of any development of the information bay and undeveloped area adjacent to Barr Street. In keeping with the existing structure, a gazebo similar in style to the rotunda would be appropriate.

Action

- Construct an information bay/public shelter in the vicinity of public conveniences.

6.7.2 Seating

Seating could be provided within selected landscaped areas throughout the cemetery.

The proposed gazebo and seating will provide rest areas within range of all sections of the cemetery, all with spectacular views across the city from Brighton to the hills.

Action

- Provide seating at selected locations within the cemetery and offer it to families for memorialisation.

6.7.3 Signage

Only minimal signage is necessary to advise visitors of telephone contact numbers for general inquiries and for location of graves.

The current sign that includes the date the cemetery was established, the operators of the cemetery (Mitcham Council) and contact phone numbers, is adequate.

To assist visitors in locating graves, section signs of complimentary design to the existing cast bollards should be erected and the existing path numbers on white marble should be retained.

A notice located in the rotunda or shelters in the reserve informing visitors that plans, historical notes, self-guided walks, etc. are available at the Council Office and City Library is also recommended.

Action

- Erect section signs of complimentary design to the existing cast bollards and retain current path numbers on white marble to assist visitors in locating graves.
- Place a notice in the rotunda or shelters in the reserve to inform visitors that plans, historical notes, self-guided walks, etc. are available at the Research Centre, Council Office and Libraries.

6.7.4 Information

With the removal of the old sheds and toilet block, the opportunity exists for the development of a specific information bay. The design should be in keeping with the character to the rotunda.

Action

- Construct an information bay compatible in style to the rotunda with seating, information, signs and landscaping.

7 NEW DEVELOPMENT

Mitcham General Cemetery has operated on a limited basis over the past 40 years. Thirty-five new leases have been granted over the past 40 years with a few burials undertaken each year on existing leases. Centennial Park Cemetery on Goodwood Road serves the local and the wider community.

From time to time inquiries are received from residents and funeral directors regarding the availability of burial sites and memorial sites for cremated remains in the Mitcham General Cemetery. Within the existing boundary of the cemetery, the opportunity exists for burial sites to be made available and to establish memorial sites for cremated remains. The income generated from these sites could be used to fund improvements in the cemetery site.

1. Additional Burial Areas

Additional burial areas are available at various locations throughout the Cemetery.

- 64 single gravesites have recently been made available by the removal of the water reticulation main located four graves north of the Barr Avenue boundary.
- Section E burial plot layout includes a portion of land that is currently being used as open space and formed roadway between Section E and B. The 145 burial plots in the open space area can be utilised for burials. This would involve removal of bushes and trees and the construction of footpaths.
- Preliminary research of the cemetery records indicates that there are approximately 75 graves within the cemetery with no recorded burial. Further evaluation of cemetery records should be undertaken before these burial sites are made available for purchase.

2. Memorial Sites for Cremated Remains

The creation of memorial sites for cremated remains within both the vacant ground at the eastern end of the cemetery adjacent to sections B and E, and the open space area south of Barr Avenue, would enhance the amenity of these areas.

New landscaping and perhaps the introduction of some significant features as a focus for the memorials such as statuary would further enhance the area.

Figure 4 - Appendix A shows the location of the additional burial areas and memorial sites for cremated remains.

Action

- Prepare a concept plan including landscaping for additional burial areas and memorial sites for cremated remains.
- Undertake a detailed evaluation of the cemetery records to confirm the existence of vacant graves.
- Market the newly available grave sites.
- Investigate the most suitable means of developing, managing and marketing the additional areas including in-house opportunities, contracting out or joint ventures.

8 SITE MANAGEMENT AND MAINTENANCE

Sections 6 and 7 identified a number of key issues and actions relating to Site Amenity and Landscaping and New Development in the Mitcham General Cemetery. The actions identified are listed in the *Mitcham General Cemetery Action Plan* - refer Appendix C.

Sections 8, 9, 10 and 11 identify issues and actions relating to Site Management and Maintenance, Monuments and Graves, Licences/Leases and Operation and Administration of the Mitcham General Cemetery. These actions are also listed in Appendix C.

8.1 Site Management

Sections 6 and 7 identified a number of key issues and actions to be undertaken to the existing and future development of the cemetery. To ensure a coordinated and integrated approach is undertaken regarding site issues, a site management plan should be prepared. The plan is to define the extent of works, schedules and budgets.

Action

- Prepare a site management plan integrating actions associated with existing and future development of the cemetery.

8.2 Maintenance

Visitors commemorating Mothers and Fathers Day, Christmas, Easter, Anzac Day and family remembrances frequent the cemetery. Visitors also attend occasional burials or partake in heritage walks. The

presentation and image of the cemetery is directly linked to the maintenance work carried out.

Typically, maintenance activities are directed towards weed control, hedge, tree and shrub maintenance, rubbish removal, clean-up of paths, fences and the rotunda, prior to Mothers and Fathers Day, Easter, Christmas, Anzac Day etc. This work is carried out on a needs basis by Council's operation staff or by contractors.

To ensure that the Cemetery is maintained at a level that meets community expectations, a maintenance management plan should be prepared. The purpose of the management plan is to define routine maintenance activities, to determine the extent of work and responsibilities, to establish performance and work standards and to prepare a schedule of work activities and budgets.

Action

- Prepare a maintenance management plan.

9 MONUMENTS AND GRAVES

9.1 Significant Monuments and Graves

Mitcham General Cemetery reflects the social history of the local community as well as the broader community. This is an important part of its cultural significance. A preliminary survey has identified a wide range of monuments and graves of considerable historical interest and significance. These have been categorised to reflect the broad and varied heritage of the cemetery. The categories are as follows:

- Mitcham Cemetery Trustees and Curators/Mitcham Councillors.
- District pioneers.
- Members of Parliament.
- Clergymen.
- Services (Police, Fire and Military).
- Medical Officers.
- Merchants.
- Women
- Accidental deaths.
- Educators.
- Architectural/design significance.
- Miscellaneous.

A comprehensive heritage survey needs to be undertaken to complete these categories.

Action

- Complete a comprehensive heritage survey of significant monuments and graves.

9.2 New Memorials and Maintenance of Mitcham General Cemetery's Character

In order to retain the cemetery's existing character and minimise change to this through the introduction of new elements, the matters discussed below should be considered for inclusion in a set of monumental by-laws.

1. Any restoration or conservation work on monuments existing within the cemetery is to be effected applying principles of the ICOMOS Burra Charter.
2. Generally all monuments, whether a restoration of a monument by an existing licensee, re-use of a monument by a new licensee or completion of a new monument, should be constructed in accordance with the following specifications:
 - Foundation work to be in accordance with Australian Standards AS4204-1994 Headstone and Cemetery Monuments.
 - Where interment of cremated remains into a grave is effected, an inscription may be added to an existing headstone where space permits.
 - Where there is insufficient space remaining on an existing headstone for an inscription, a footstone of a design and material in keeping with the style of the headstone is to be used.
 - Materials used in the replication of existing monuments shall be the same as the original monument, or an alternative of the same or similar properties and appearance, a sample of which must be provided with the application for construction of the monument.
 - Any embellishments on the memorial should be of a non-ferrous nature.
 - While iron will be permitted for use in railings surrounding a grave (or graves), this must be capable of being dismantled and re-assembled to facilitate access to the site for the digging of the grave for the interment of cremated remains.

Action

- Prepare a monumental policy for all monuments in the cemetery.
- To ensure that the historical character of the cemetery is retained all monuments should where practicable be in keeping with current materials, styles and appearance of exiting monuments.

10 LICENCES/ LEASES

10.1 Cemetery Fees and Charges

The fee structure of \$1,000 for a single grave, \$2,000 for a double grave and \$4,500 for a family grave was reviewed and considered appropriate given the level of fees applicable at other metropolitan cemeteries. The fee structure should be reviewed annually.

Pending the development of memorials for cremated remains, the setting of any fees for garden plots or wall niches should not be predetermined, as the capital cost of any such developments cannot be anticipated at this stage. The level of fees should reflect the recovery of the capital and any other associated costs.

Action

- Review cemetery fees and charges annually according to the schedule.
- Determine the level of fees for cremation memorials when costing of specific developments are in hand.

10.2 Expired Licences/Leases

Preliminary assessment of records revealed a number of expired leases and leases due to expire in the near future. Also, no record of burials has been found for 75 graves within the cemetery. Some of these leases have expended 80% of their lease term. This raises a number of issues and required actions, including:

- Extension of expired licenses/leases- period of extension, method of notification, type of extension ie licence or lease.
- Number and time period of licences/leases which have expired or will expire in the near future.
- Re-use of graves if licence/lease is not extended.
- Ownership of licence/lease to Council after a licence has expired.

A number of expired licences/leases will occur in the 'old', historically significant section of the cemetery. Changes in ownership or re-use of graves will impact on the historical significance.

Action

- Prepare a licence/lease plan that includes expired licences/leases, licences/leases about to expire and the method of managing expiration, period of extension, ownership and re-use of graves. (see 10.3 below)

10.3 Re-use of Graves

Other than particular graves that may be placed on the Local Heritage Register for protection, any gravesite may be re-used after the issue of a licence to a third party.

Action

- Establish a database of heritage graves and cemetery areas. These graves are not to be re-used.
- Identify graves that may be re-used if licences/leases are not renewed.
- Establish criteria for grave re-use.

11 ADMINISTRATION AND OPERATION

Local Government General Cemetery Regulations requires Council to ensure cemetery records are current and day to day operations and client inquiries are dealt with expeditiously.

11.1 Administration

A person is required to be primarily responsibility for the administration of the cemetery to:

1. Ensure the following matters are dealt with promptly:
 - **Burials**
 - Burial bookings.
 - Co-ordination of grave digging.
 - Burial records.
 - **Cremated Remains**
 - Siting of name plates on coins and containers of cremated remains.
 - Placement bookings for cremated remains.
 - Ordering of plaques for cremated remains memorials, niches etc.
 - Attended placements of cremated remains.
 - **Licences**
 - Licence inquiries and extensions.
 - New licence sales for both graves and cremation memorials.
 - **General Information**
 - Grave and memorial locations.
 - General inquiries.

- Genealogical inquiries.
- Requests for monuments and issue of permits.
- Receipt of tradespersons accreditation application and renewal.

Administrative and curatorial duties are currently undertaken by the Technical Services Administration Assistant. In order to meet the requirements of the Local Government Cemetery Regulations, resourcing administration activities, either by Council staff or contract appointment, needs to continue.

2. Ensure current records are up-dated and placed in a form that is readily accessible in order that:
 - The extent of vacant graves can be clearly established.
 - Inquiries may be expeditiously dealt with.
 - Licence renewal notices may be mailed.
 - Pending licence expiry notices may be placed on graves.
 - Licences may be extended.

Records are kept in three different ways:

- Burial – this information is stored on a Dataease computer program database. This program is outdated, limited and not compatible with corporate computer systems.
- Lease – this information is obtained from lease books.
- Plot profile – information is available from 1850 to 1900. Work is currently under way from 1911 to 1920. Volunteers and casual staff undertake plot profile work under the supervision of the community historian.

Access to information is both difficult and time consuming.

To deal with all inquiries promptly, records should be kept in the form of a database that can be readily accessed. A computer software package to transfer and integrate all cemetery records to the computer should streamline administration of cemetery records and enable easy access to information.

Action

- Continue to resource administration activities of the cemetery.
- Review administrative systems and procedures.
- Investigate and cost a computer software package to transfer and integrate all cemetery records in order to streamline administration of cemetery records and enable easy access to information.
- Continue the plot profiling of burial sites.

11.2 Operation

The day to day operation of the cemetery involves a range of activities, including:

- Administration and curatorial duties.
- Site management and maintenance.
- Capital works and development of the cemetery.
- Research and evaluation of historical records.

These activities are generally undertaken by several staff on an 'ad hoc' basis. Procedures and systems that integrate all activities associated with the cemetery need to be established. Budget preparation, funding options and estimates to sustain operation activities of the cemetery should also be prepared.

Action

- Establish procedures and systems that integrate all activities associated with the cemetery.
- Investigate funding options and prepare budgets and estimates to undertake the actions described in the Action Plan.

11.3 Coordinate Action Plan

A number of key issues and actions have been identified in Sections 6, 7, 8, 9 and 10 of the Management Plan. These are summarised in Appendix C.

To ensure an integrated approach to the management of the cemetery, the Action Plan should be implemented in a coordinated way. Due to limited staff resources and expertise, it is recommended that a project officer be appointed, initially be for a twelve month period, to coordinate the Action Plan.

Action

- Secure adequate resources to implement the Action Plan.

APPENDIX A

APPENDIX B

**PRELIMINARY LIST OF PLANTS SUITABLE FOR USE IN THE
MITCHAM GENERAL CEMETERY**

Endemic Species: (Plants forming original vegetation of area)

| | |
|--|---------------|
| <i>Eucalyptus leucoxylon</i> var "Rosea" | 'SA Blue Gum' |
| <i>Alocasuarina verticilata</i> | 'Sheoak' |
| <i>Callitrus pressii</i> | 'Native Pine' |
| <i>Callistemon citrinus</i> | 'Bottlebrush' |

Native Trees (Indigenous to Australia)

| | |
|------------------------------|------------------|
| <i>Pittosporum undulatum</i> | 'Native Daphne' |
| <i>Eugenia smithii</i> | 'Lily Pilly' |
| <i>Agonis flexuosa</i> | 'Willow myrtle' |
| <i>Lagunaria patersonii</i> | 'Pyramid Tree' |
| <i>Tristania conferta</i> | 'Queensland Box' |

| | |
|--------------------------|---------------|
| <i>Tristania laurina</i> | 'Weeping Box' |
|--------------------------|---------------|

Introduced Trees (Exotic).

| | |
|-------------------------------|---------------------|
| <i>Calodendron capensis</i> | |
| <i>Cupressus sempervirens</i> | 'Italian cyprus' |
| <i>Cupressus glabra</i> | 'Greek cyprus' |
| <i>Taxus baccata</i> | 'Irish Yew' |
| <i>Arbutus unedo</i> | 'Irish Strawberry' |
| <i>Eleagnus angustifolia</i> | 'Russian Olive' |
| <i>Metrosideros excelsior</i> | N2. Christmas Tree' |
| <i>Quercus ilex</i> | 'Holm oak' |
| <i>Sophora japonica</i> | 'Pagoda Tree' |
| <i>Gleditsia triacanthus</i> | 'Honey locust' |
| <i>Washingtonia filifera</i> | 'Fan Palm' |
| <i>Phoenix senegalensis</i> | 'Senegal Palm' |

Shrubs:

| | |
|--|------------------|
| Cotoneaster serotina | 'Cotoneaster' |
| Tecomaria capensis | 'Tecoma' |
| Euonymus japonicus | 'Spindle Bush' |
| Myrtus communis | 'Myrtle' |
| Genista monospermapendula' | 'Weeping Broom' |
| Acocanthera oblonifolia | 'Winter sweet' |
| Buxus sempervirons | 'English Box' |
| Photinia glabra 'rubra' | 'Photinia' |
| Ligustrum lucidum | 'Glossy Privet' |
| Ligustrum ovalifolium 'aureamarginatum' | 'Golden Privet' |
| Coleonema diosma | 'Diosma' |
| Wisteria sinensis | 'Wisteria' |
| Rosmarinus officinalis | 'Rosemary' |
| Lavendula spica, L. Dentata | 'Lavender' |
| Vinca minor, V. Major | 'Perriwinckle' |
| Agapanthus africanus | 'Love Lily' |
| Amaryllis beladonna | 'Baladonna Lily' |
| Irish sp. | 'Iris' |
| Pelargonium sp. | 'Geraniums' |
| Rosa sp. | 'Roses' |

Climbing Roses:

| | | |
|--------|-----|----------------------|
| White: | R.X | Leavigata |
| | R. | Silver moon |
| | R. | Filicete et perpetue |
| Cream: | R | Devoniensis |
| | R. | Alberic Barrier |
| | R. | Mme. Alfred Carriere |
| | R. | Canina |

| | | |
|----------|------|----------------------|
| Yellow.. | R.X. | Fortuneana |
| | R. | Gloire de Dijon |
| | R. | Banksia lutea |
| | R. | Souv de Mme. Boulet |
| Pink: | R. | Pink perpetue |
| | R. | Cecile Brunner |
| | R. | Souv de fa Malmaison |
| Red: | R. | Crimson rambler |
| | R. | American pillar |
| | R. | Ramona |
| | R. | Dortmund |

Shrub Roses..

| | | |
|--------------|----|--------------------------|
| White: | R. | Frau Karl Druski |
| | R. | Alba semi plena |
| | R. | Mme. Hardy |
| | R. | Centifolia Muscosa alba |
| Cream/Yellow | R. | Golden Moss |
| | R. | Gabriel Noyelle |
| | R. | Gardenia |
| | R. | Desperes a fleur Journes |
| Pink: | R. | Mme. Cochet |
| | R. | La France |
| | R. | Mme. Pierre Oger |
| | R. | Celeste |
| | R. | May Queen |
| Red: | R. | Prince Camile de Rohan |
| | R. | Mme. Abel Chatenay |
| | R. | Charles de Mills |
| | R. | Magnifica, |

Geraniums: (Pelargonium sp.)

| | |
|--------------|-------------|
| White/Mauve: | Fraicheur |
| | Mme. Rozane |

| | |
|----------|--|
| Pink: | Cymbric Achievement Barbara Hope General Wolsely |
| Red: | Mars Aldenham Dr. Leon Petit |
| Orange: | Flame General French O.K Holmes |
| Foliage: | Mrs Henry Fox (tricolour leaves) Freak of nature Mountains of snow |

APPENDIX C

MITCHAM GENERAL CEMETERY ACTION PLAN

A) SITE MANAGEMENT AND MAINTENANCE

1. SITE MANAGEMENT

- Prepare a site management plan that integrates the following actions associated with the existing and future development of the cemetery.

1.1. Site Amenity and Landscaping

Roads and Pathways

(a) Vehicle Access

- Vehicle access into the centre of the cemetery via the western and northern entrance to be restricted to Council's maintenance vehicles. Hearses, mourning cars, monumental masons and gravedigger's vehicles are permitted subject to approval.

(b) Pedestrian Access

- Continue to replace the concrete path in the 'old' section with grey pavers.
- Complete the construction of the promenade areas and landscape.
- Maintain bitumen footpaths in sections A, B, C and D.
- Repair footpaths in section E and replace in future. Investigate the feasibility of grassed footpath areas.

Stormwater and Seepage

- Continue to address the surface water runoff and seepage problems through the construction of water table drains and sub-surface drains.
- Address the problem of surface water runoff and erosion of some of the gravesites and pathways with the construction of paved pathways in the 'old' section and the two promenade areas.

Water Reticulation

- Install new main immediately adjacent to the water table beneath the garden beds to one side of the new central promenade.
- Reconnect water main to section E of the cemetery.

Fencing and Entrance Gates

- Continue with post, rail and mesh fencing along the unfenced portion of the cemetery.
- Erect wrought iron entrance gates for security and to better control access by vehicle traffic.

Public Conveniences

- Construct an environmentally friendly, single, unisex toilet facility with disabled access located in the undeveloped area adjacent Barr Street.

Landscaping

- Prepare a landscape master plan in consultation with a suitably qualified and experienced landscape architect and historian to ensure the historical significance of the cemetery is appropriately reflected in the design.

Public Shelters, Seating, Signage and Information

(1) Public Shelters

- Construct an information bay/public shelter in the vicinity of the public conveniences.

(2) Seating

- Provide seating at selected locations within the cemetery and offer it to families for memorialisation.

(3) Signage

- Erect section signs of complimentary design to the existing cast bollards and retain current path numbers on white marble to assist visitors in locating graves.
- Place a notice in the rotunda or shelters in the reserve informing visitors that plans, historical notes, self-guided walks, etc. are available at the Research Centre, Council Office and Libraries.

(4) Information

- Construct an information bay compatible in style to the rotunda with seating, information, signs and landscaping.

1.2 New Development

- Prepare a concept plan including landscaping for additional burial areas and memorial sites for cremated remains.
- Undertake a detailed evaluation of the cemetery records to confirm the existence of vacant graves.
- Market the newly available graves.
- Investigate the most suitable means of developing, managing and marketing the additional areas including in-house opportunities, contracting out or joint ventures.

2. MAINTENANCE

- Prepare a maintenance management plan.

B) MONUMENTS AND GRAVES

1. SIGNIFICANT MONUMENTS AND GRAVES

- Complete a comprehensive heritage survey of significant monuments and graves.

2. NEW MEMORIALS AND MAINTENANCE OF MITCHAM GENERAL CEMETERY'S CHARACTER

- Prepare a monumental policy for all monuments in the cemetery.
- To ensure that the historical character of the cemetery is retained all monuments should where practicable be in keeping with current materials, style and appearance of existing monuments.

C) LICENCES/LEASES

1. CEMETERY FEES AND CHARGES

- Review cemetery fees and charges annually according to the schedule.
- Determine the level of fees for cremation memorials when costing of specific developments are in hand.

2. EXPIRED LICENCES/LEASES

- Prepare a licence/lease plan that includes expired licences/leases, licences/leases about to expire and the method of managing expiration, period of extension, ownership and re-use of graves (see 3 below).

3. RE-USE OF GRAVES

- Establish a database of heritage graves and cemetery areas. These graves are not to be re-used.
- Identify graves that may be re-used if licences/leases are not renewed.
- Establish criteria for grave re-use.

D) ADMINISTRATION AND OPERATION OF THE CEMETERY

1. ADMINISTRATION

- Continue to resource administration activities of the cemetery
- Review administrative systems and procedures.
- Investigate and cost a computer software package to transfer and integrate all cemetery records in order to streamline administration of cemetery records and enable easy access to information.
- Continue the plot profiling of burial sites.

2. OPERATION

- Establish procedures and systems that integrate all activities associated with the cemetery.
- Investigate funding options and prepare budgets and estimates to undertake the actions described in the Action Plan.

3. COORDINATE ACTION PLAN

- Secure adequate resources to implement the Action Plan.