



# **Goulburn Mulwaree Council**

## **GENERAL CEMETERY MASTER PLAN**

Adopted by Council on 21 March 2006 Minute No. 06/155  
Effective from 29 March 2006

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## 1. LOCATION

The Goulburn General Cemetery is located at the north east corner of Gorman Road and Sydney Road, North Goulburn. The surrounding land largely forms part of the Mount Grey bushland area with rural residential opposite (refer **Figure 1 – Locality Plan**).

## 2. SHORT HISTORY

The Goulburn General Cemetery opened in 1903 following the closure of the Mortis Street Cemetery. The General Cemetery had various denominational sections i.e. –

- Church of England
- Presbyterian
- Methodist
- Baptist
- Salvation Army
- Seventh Day Adventist
- Latter Day Saints

In addition to the denominational sections there is a non-sectarian section, pauper burials, lawn section and Soldiers Memorial area.

There is no Roman Catholic section due to the St Patrick's Cemetery (now Kenmore Cemetery) off Middle Arm Road.

The site was originally designed and laid out with the major avenues intersecting at the Lynchgate with large pine trees planted at its surrounds.

The Lynchgate gatehouse is a Federation brick structure with Gothic arch windows and wooden fretwork detailing. The Lynchgate is at the head of the large Church of England section and would have acted as the main entrance. The gatehouse is now centrally located within the Cemetery grounds.

The major avenues are named after significant local persons associated with the cemetery i.e. –

- Bert Gabriel Drive – local grave digger
- RJ Sidney Craig Avenue – local funeral director
- Clyde Walker Drive – Goulburn Base Hospital Director, Methodist lay preacher
- Stephen Tazewell Place – local historian

The War Memorial section is also a place of remembrance with an Australian flag surrounded by rosemary bushes.

Goulburn Mulwaree Council now operates the cemetery as a non-denominational burial facility.

In April 1998 the Catholic Church transferred ownership of the cemetery to the Goulburn City Council for ongoing management and operation. The Church retained ownership of the Chapel and the immediate surrounding burial ground area. Council renamed the cemetery to Kenmore Cemetery to reflect the change of ownership and its operation as a non-denomination burial facility.

### 3. MONUMENTS OF INTEREST

The Cemetery contains a variety of monument styles.

Marble monuments with Calvary Crosses (1905 – 1930) and some stelae (1907 – 1920's) are near the Lynchgate.

Wooden Roman and Celtic Crosses have been used throughout all periods of the Cemetery's use while the small concrete sarcophagi are restricted to the 1930's.

Extensive use of rough-hewn granite for kerbing, large desks and crosses are present in the Church of England section dated from the 1930's and 1940's. Most adjoin the lawn cemetery area.

The Columbarium (dedicated as the Helen Gulson Memorial Wall) is from the 1960's.

The Cemetery contains 41 war graves of those who died of wounds, illness or during training in Goulburn.

The earliest burial is of Fanny Amps, 9 September 1904 in the Church of England section.

Other notable monuments are listed in Appendix 1.

### 4. CURRENT LAYOUT

The current layout (refer **Figure 2 – Current Layout**) is strongly influenced by the historic sections and their grid orientation along with the central east-west drainage line.

The Lynchgate is centrally located in the southern portion of the site at the intersection of Bert Gabriel Drive and RJ Sidney Craig / Clyde Walker Drives.

The main entrance drive is now adjacent to the central drainage line.

The grid layout continues to be a strong theme in the northern portion of the site but could be better unified with the older sections.

## 5. AIMS & OBJECTIVES

The purpose of this Master Plan is to:

- Develop an overall plan for the ongoing Management of the Cemetery.
- Ensure future development of the site respects the historic significance of the existing Cemetery.
- Provides for alternate burial arrangements to the traditional grave and headstone (eg lawn cemetery area & memorial walls) as well as retaining the monument sections.

## 6. SITE ANALYSIS

The site of the Cemetery has been long established and is relatively isolated from the City at the northern periphery. The Mount Gray Reserve and bushland area restricts any expansion of the Cemetery. The vegetation now “encroaches” into the cemetery grounds presenting some restriction to the use of the site itself. The centrally located drainage line and historic sections of the cemetery further constraint the site use.

The site analysis of the constraints is shown in **Figure 3**.

## 7. MASTER PLAN OBJECTIVES

The objectives for the development of a Cemetery Master Plan are based on balancing:

- Retention of the heritage values.
- Developing the vacant portion of the site to meet changing community and industry demands.
- Providing for future expansion of the cemetery grounds to meet long term community needs.
- Provide on site facilities to provide for visitors to the cemetery.

## 8. MASTER PLAN ACTIONS

The objectives for the development of the Cemetery Master Plan are based on:

- Retention and enhancement of the heritage values
- Developing the vacant portions of the site to meet community and industry demands

In June 1996 Council commissioned a Conservation Management Plan for the site. This Plan largely reflects the above objectives and sets out guidelines and actions for three identifiable precincts i.e. –

- Southern Precinct
- Drainage Reserve
- Northern Precinct

### **Northern Precinct**

Actions for the Northern Precinct include –

- (i) Strengthening the legibility of the precinct's grid layout and hierarchy of pathways/accessways.
- (ii) Extend major driveway/avenue on east-west axis of Cemetery.
- (iii) Removing Cemetery refuse areas and strengthening native tree and grass plantings on northern boundary.
- (iv) Protect Prostrate Geebung habitat from vehicular access, and continue maintenance by means of appropriate picket fencing or a landscaped buffer which might include plaques.
- (v) Extending plantings of Radiata Pines for replacement plantings with a Conifer Species, progressively along the Gorman Road (southern) frontage.
- (vi) Screen (or relocate) Columbaria with appropriate landscaping and/or symbolic evergreen plantings.
- (vii) Remove existing inappropriate plantings and develop thematic/symbolic plantings to reinforce layout.

### **Drainage Reserve Precinct**

Actions for the Drainage Reserve Precinct include –

- (i) Strengthening the reserve as a “green wedge/corridor” by reinforcing / expanding the areas of existing native vegetation.
- (ii) Relocating/regrouping/screening the existing prefabricated workman's sheds.
- (iii) Architectural treatment of the toilet block to be more sympathetic to the recognised character of the site.
- (iv) Provide additional gazebos to define the perimeters of the precinct and to provide visual formation to the Cemetery's main accessway of pathways.
- (v) Construct entrance gateway, and realign entrance road to create a more formal and dignified tree-lined approach/driveway, possibly planting rows of pine trees along either side.
- (vi) Providing required parking spaces screened by trees.

### **Southern Precincts**

Actions for the Southern Precinct include –

- (i) Reinforcing the significance and visual quality of the major axial avenues / driveways.
- (ii) Reinforce existing symbolic plantings on avenues and major pathways.
- (iii) Partially resurfaced Bert Gabriel Driveway with gravel and terminate southern end of avenue with gazebo.
- (iv) Resurface/repair minor accessways in appropriate materials and detailing to reinforce hierarchical grid.
- (v) Remove inappropriate uses/materials from the central Lynchgate and provide the timber gateways.
- (vi) Reinstate steel/picket fencing from Lynchgate along the north-south axis (along the Bert Gabriel Drive) to Bus Shelter.
- (vii) Refurbish Bus Shelter and consider possible appropriate adaptive re-use options for shelter, including museum.

The Cemetery Master Plan is depicted in **Figure 4 – Master Plan**

## 9. MAINTENANCE

While the Master Plan provides guidance for ongoing capital improvements at the site, to ensure the cemetery continues as a place for remembrance of the deceased and somber reflection site maintenance is essential. The following table details the maintenance activities and standards.

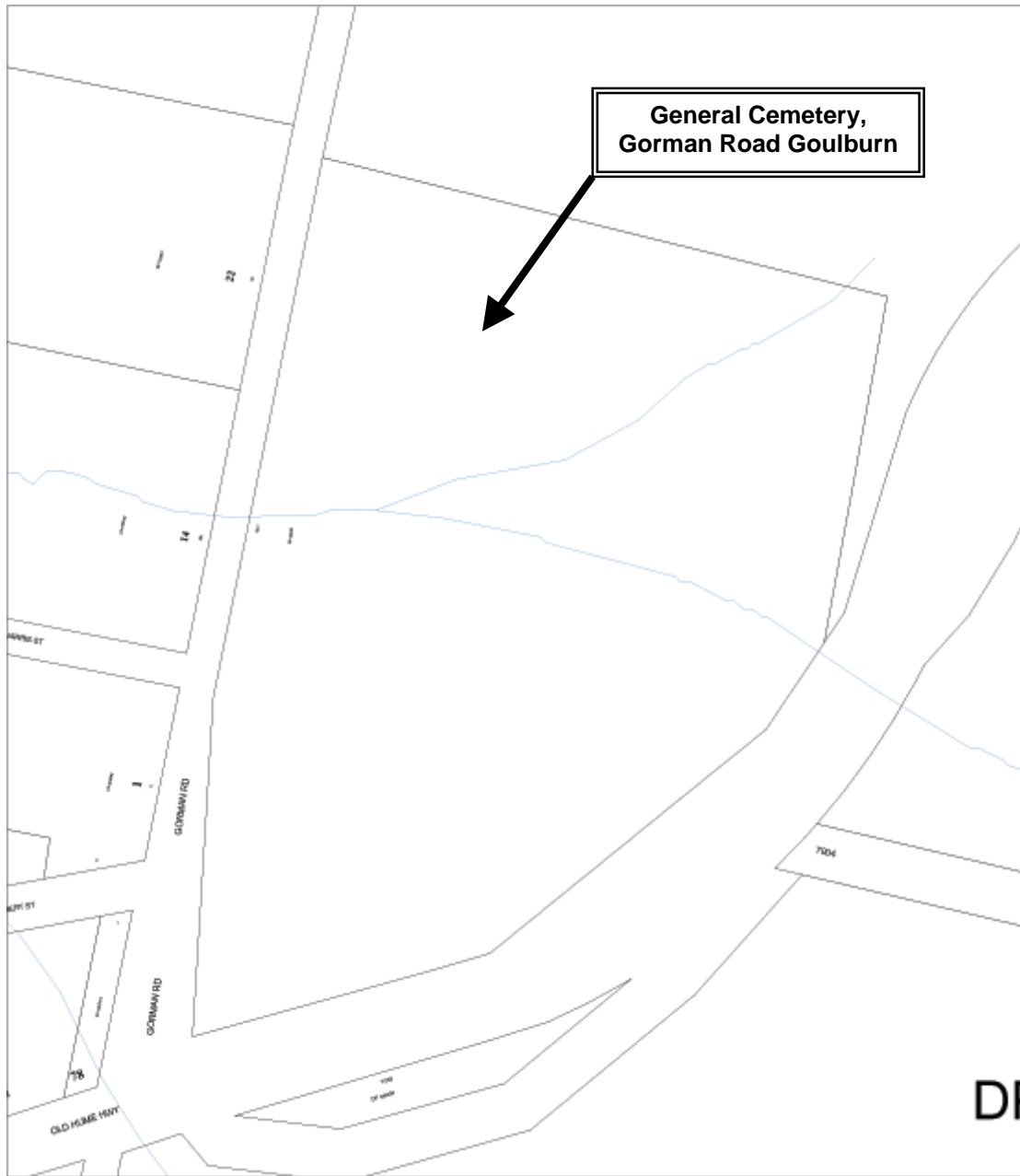
ACTIVITY	MAINTENANCE STANDARD
Landscaping	<ul style="list-style-type: none"> <li>◆ Planting as per Council landscaping standards.</li> <li>◆ Maintain plant guards during establishment period.</li> <li>◆ Maintain appropriate watering regime during establishment period.</li> <li>◆ Replacement with similar or same species to maintain planting theme.</li> </ul>
Mowing	<ul style="list-style-type: none"> <li>◆ Twice monthly during growing season</li> <li>◆ Trim around all beams, monument sites, accessway site boundaries.</li> <li>◆ Additional mowing as needed around Christmas and Mothers Day</li> <li>◆ Remove hazards as per Council Policy (refer attachment)</li> </ul>
Lawn Maintenance	<ul style="list-style-type: none"> <li>◆ As per "Policy for the Management and Maintenance of Lawn Cemeteries"</li> </ul>
Weed Spraying	<ul style="list-style-type: none"> <li>◆ Application of weed sprays to manufacturers specifications</li> <li>◆ Spray around each monument site with herbicide (minimum twice yearly)</li> <li>◆ Control noxious weeds</li> </ul>
Toilet cleaning	<ul style="list-style-type: none"> <li>◆ To public toilet standards for parks</li> </ul>
Headstones/ monuments	<ul style="list-style-type: none"> <li>◆ Ongoing responsibility of the families of the deceased</li> <li>◆ Council to treat as private property and only maintain if invited and on fee for service basis.</li> <li>◆ All work to be carried out by qualified tradesmen.</li> </ul>
Beams	<ul style="list-style-type: none"> <li>◆ Construction of beams in lawn cemetery areas as demanded</li> <li>◆ Maintenance as per "Policy for the Management and Maintenance of Lawn Cemeteries"</li> </ul>
Rubbish collection	<ul style="list-style-type: none"> <li>◆ Removal of rubbish weekly</li> </ul>

## 10. REFERENCES

Wyatt, Ransome T. 1972 The History of Goulburn N.S.W Sydney, Landsdowne Press, (First published 1941)

Masterplan Consultants Pty Ltd 1996, Conservation Management Plan – Goulburn Cemeteries

**FIGURE 1 – LOCALITY**





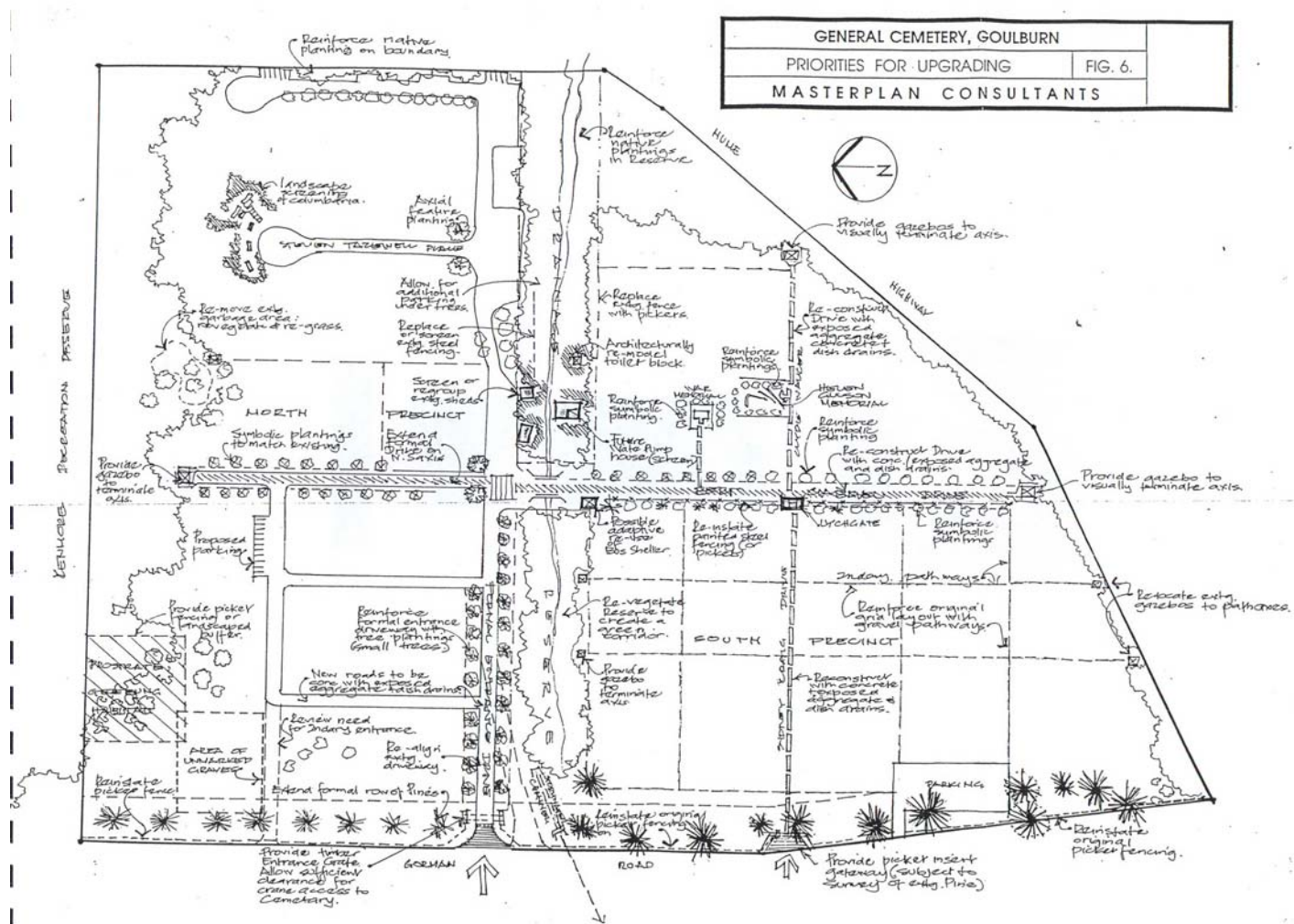
**FIGURE 2 – CURRENT LAYOUT**



**FIGURE 3 – SITE ANALYSIS**



**FIGURE 4 – MASTER PLAN**



## APPENDIX 1 – NOTABLE MONUMENTS

<b>Church of England Section</b>		
<b>Description</b>	<b>Name(s)</b>	<b>Date</b>
Marble column	Fanny Apps	9 Sept 1904
Granite monument	James Turner Ellen May Turner Infant son Ewan Turner	26 Feb 1931 20 Jan 1942 11 Feb 1932 26 Dec 1963
Sandstone Roman cross and sandstone grave	Richard Charles Nugent Kelly Edith Kelly	11 Oct 1935 1924
Small rectangular headstone with Chinese characters		
White painted concrete kerb and desk with marble tablet	Emma Rosina Cunningham George Arundel Allan Cunningham	30 Jun 1933 5 Aug 1936
Red terrazzo slab and desk with red granite tablet	Herbert Lander	5 July 1947
Marble cherub writing on a scroll	Marcy Painter Allie Maree Painter Joseph Painter Martha Matilda Painter	28 Feb 1919 23 Feb 1937 21 March 1939 18 Sept 1954
Square schist tile on concrete slab, rough granite kerb and desk	Hugh Read Harold Read Ethel Read	24 Jan 1930 21 Dec 1930 6 Mar 1958
Monuments	John Longueville Charteris Alice Reid Charteris Doll Charteris	12 April 1908 12 Feb 1937 17 Nov 1969
Marble angel	Henrietta Steele	4 Sept 1929
Marble obelisk	Walter Pauley Mary Ann Pauley	15 Aug 1916 23 Oct 1931
Black granite column	Alfred A Mitchell	11 May 1913
Marble scroll	Emily Ann Stephen Benjamin Lloyd Stephen	15 Feb 1915 17 Mar 1917
Marble Celtic cross	Christopher George Barlow	30 Aug 1915
Marble 'Rock of Ages' monument	Mary Ann Cooper	18 May 1913
Marble draped pedestal with flaming urn	William Henry Thomas Hollis Amy Hollis Stanley Ross Hollis Alan Hollis Annie Hollis	16 Oct 1911 11 Sept 1889 6 July 1901 14 Dec 1949
Marble Gothic stele	Herbert August Beeling	22 Jan 1923
Marble Celtic cross	Fredk W McDonnell Annette Caroline McDonnell	9 April 1923 4 March 1969
Marble Gothic stele	Austin Harry Horton Barker Thomas Percy Barker	10 Feb 1910 10 May 1901
White marble angle and urns	Wayne Anthony Greaves Sidney James Llewellyn Ohlenschlager	13 Sept 1958 13 Sept 1958
Timber cross with white marble plaque	J Atkinson	23 Mar 1937
Sandstone monument with swan	Cecil James Morphett	1964
<b>Infant Graves</b>		
<b>Description</b>	<b>Name(s)</b>	<b>Date</b>
Cement desk	Phillip Desmond Fenwick	4 Jan 1951
Black tiled cross on white ground	Carol Beryl Gallacier	19 Nov 1942
Cement cross wit rose	Matthew Costello	14 Oct 1979

<b>Presbyterian Section</b>		
<b>Description</b>	<b>Name(s)</b>	<b>Date</b>
Marble Roman cross	Sarah Bailey Richard Bailey	10 Sept 1924 11 Oct 1916
Black Granite column with urn	Thomas McCaig Mary McCaig	5 Sept 1915 28 Jun 1920
Granite obelisk	James Thomas Lemon Pte James Leslie Lemon Harry Lemon Mary Jane Lemon Dorothy Lemon Sydney Lemon	21 Feb 1919 22 Apr 1918 11 Mar 1904 24 Aug 1951 17 Apr 1937 24 Nov 1959
Terrazzo grave with stele	Henry Edwards Williams Gertrude Margaret Williams	12 Oct 1942 22 Apr 1971
Black glass tablet	Rhonda Marie Cameron	18 Nov 1942
Marble stele with engraved cross	Thomas Frederick Sames	23 Jan 1906
<b>Methodist Section</b>		
<b>Description</b>	<b>Name(s)</b>	<b>Date</b>
Marble column	Jean Higgins Thomas Higgins	1 Nov 1906 14 Oct 1915
Marble stele	Lily Milton	18 Mar 1908
Monument	Almarachel Armstrong	29 Oct 1907
Angle	Henry Ernest Foyel	7 Aug 1913
Marble column with rose and dove	Robert William Jones Ellen Jones	30 Jan 1910 14 Mar 1945
Marble headstone	Albert A Kilepland Ivy Clarice Kilepland Marilyn G McDonald	1 Jan 1925 17 Sept 1956 22 Oct 144
Marble Roman Cross	Elizabeth Guymer Harry Lance Guymer F Guymer	18 Jan 1929 24 July 1910 29 Sept 1942
Marble stele	Eliza Grant Edward Grant	18 Dec 1910 4 Apr 1919
White marble cross	Colin Charles Henderson	14 Dec 1922
Red granite open book	Barbara Frances McGuigan Mary Ellen McGuigan	26 Feb 1949 26 Feb 1949
Bull nosed brick surround and paver infill	Francis Gulson Bessie Gulson	26 Mar 1927 3 July 1442
<b>Latter Day Saints Section</b>		
<b>Description</b>	<b>Name(s)</b>	<b>Date</b>
Concrete top and slate sides	Raymon Pool Nelson Bonnie Nelson	28 Oct 1968 17 Jun 1981
<b>Baptist Section</b>		
<b>Description</b>	<b>Name(s)</b>	<b>Date</b>
White painted wooden Roman cross	Ernest F Charles	15 May 1952



# Management and Maintenance of Lawn Cemeteries Policy

Adopted by Council on 21 January 2003  
Revised < > April 2006

This Guideline has been prepared in accordance with the relevant provisions Occupation Health  
and Safety Legislation

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# 1. INTRODUCTION

## *How to use this Policy*

Part 1 outlines the name of the policy, area to which this policy applies, purpose of the policy, aims and objectives, general principles, definitions, when a standard may be varied, other reference documents;

Part 2 sets out the responsibilities for lawn maintenance;

Part 3 sets out the responsibilities for the provision and maintenance of plaques; and

Part 4 outlines the restrictions for the placement of items in lawn cemeteries.

## 1.1 Name of this Policy

Policy for the Management and Maintenance of Lawn Cemeteries

## 1.2 Where this policy applies

This policy applies to all lawn sections of the Goulburn Cemetery located on the corner of Sydney and Gorman Roads, Goulburn and the Kenmore Cemetery Middle Arm Road, Goulburn.

This policy does not apply to the monumental sections of the cemeteries.

## 1.3 Purpose of this plan

To provide guidelines for the management and maintenance of Council controlled lawn cemeteries in Goulburn.

Council will consider the following factors when managing and carrying out regular maintenance of lawn cemeteries.

- ◆ The rights of the grantee.
- ◆ The health and safety of all people who work in and visit the lawn cemeteries.



## **1.4 Aims and objectives of this policy**

The aims of this policy are:

- ♦ To ensure that Goulburn retains a high standard, safe and well maintained lawn cemeteries.
- ♦ To provide information to enable visitors to assist Council to ensure guidelines and suitable standards are met.
- ♦ To clearly identify restrictions that apply to grantees and visitors to the lawn cemeteries.
- ♦ To outline Councils responsibility in the care and maintenance of lawn cemeteries.

## **1.5 Definitions**

**Grantee:** The person named on the certificate for the Burial Right.

# **2. LAWN CEMETERY MAINTENANCE**

The Council is responsible for the care and maintenance of lawn cemetery graves. The quality of care will be determined by the Council and may vary from time to time.

## **2.1 Lawn Maintenance**

The Council will ensure that:

- ♦ It maintains, preserves and repairs the lawn areas.
- ♦ It provides turf to new graves as soon as is practicable once interments or burials are completed for a row/beam.
- ♦ It conducts regular inspections and removes items that after assessing the risk pose a hazard to health and safety.
- ♦ No headstone, statue or other structure is erected or constructed over a grave in a lawn section.
- ♦ No items are placed on lawns including the planting of trees plants or other shrubs other than by Council at its absolute discretion.
- ♦ No items are placed on concrete mowing strips other than cut fresh flowers and fabric artificial flowers in the vases provided.

## **2.2 Beam Maintenance**

The Council will ensure that:

- ♦ it provides suitable beams for the placement of plaques in all lawn areas.
- ♦ no items are placed on beams other than plaques.
- ♦ it maintains, preserves and repairs the beams as required.
- ♦ it conducts regular inspections and removes items that after assessing the risk pose a hazard to health and safety.

### **3. PLAQUES**

The supply of plaques to lawn cemetery graves can be obtained direct from suppliers, through a funeral director or via Council. The type, size and style will be determined by the Council and may vary from time to time. Plaques show signs of natural ageing that should not be confused with faulty workmanship.

Return Serviceman's plaques supplied by the Department of Veterans Affairs may be placed on the beams provided that they are not at a double grave site.

Council allows the placement of the Rising Sun and other war emblems on plaques with the consent of the Department of Veterans Affairs.

A variety of flat relief emblems may be placed on plaques. These can be viewed at the Council Customer Service Centre.

At a double grave site a book style plaque is recommended to commemorate both deceased persons. If one person is a Returned Serviceman then the placement of a Rising Sun emblem on the relevant "page" of the plaque is permitted with the permission of the Department of Veteran Affairs.

For grave sites occupied by members of the one family additional plaques may be placed between the commemorative plaques.

#### **3.1 Council responsibility**

The Council shall:

- ◆ Place over each grave in the Lawn Sections, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of payment and written instructions from the grantee, a memorial plaque, supplied by the Council, of a standard, size and type as determined by the Council.
- ◆ Conduct regular inspections and remove items that after assessing the risk pose a hazard to health and safety.

#### **3.2 Grantee responsibility**

The Grantee will:

- ◆ Be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a plaque in a lawn cemetery.
- ◆ Be responsible for all costs associated with the provision of the plaque.
- ◆ Provide plaque wording instructions to the Council within 18 months of burial.

## **4. ITEMS ON GRAVES**

The placement of vases, ornaments, glass jars ceramic containers and statues, metal containers and other miscellaneous items are prohibited from all lawn cemeteries other than those listed in 4.1. For occupational health & safety reasons such items will be removed without notice.

### **4.1 Exemptions**

Some items that do not pose a risk to health and safety may be placed in lawn cemeteries. They are limited to:

- ◆ Prior to the laying of turf
  - ◆ Small soft toys and ornaments, and
  - ◆ Wreaths and flowers.

After the laying of turf

- ◆ Low relief items that do not have sharp edges and are fixed to the plaque. Cemetery staff will provide guidance on suitable items, and
- ◆ Council approved vases.

### **4.2 Council responsibility**

The Council will conduct regular risk assessments and remove all items that pose a risk to safety. Items that are removed will be stored for a period of one month and may be collected from the cemetery office located at the General Cemetery off Gorman Road, Goulburn.

Items that deteriorate and become unsightly will be removed at the discretion of the cemetery staff.