

# SCHEDULE OF CONSERVATION WORKS

*Former Roche Facility*

100 South Creek Road

Cromer



Job No. 8851  
July 2020

**Heritage 21**  
CULTURAL BUILT HERITAGE IN THE 21ST CENTURY

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### Acknowledgement of Country

Heritage 21 wishes to acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and community. We pay our respects to them and their cultures; and to elders both past and present.

Cover page: Former Roche Facility, facing towards Buildings 02 & 07. (Source: Heritage 21, 02 July 2020)

The following table forms part of the quality management control undertaken by Heritage 21 regarding the monitoring of its intellectual property as issued.

Issue	Description	Date	Written	Reviewed	Issued
1	Draft report (D1) issued for comment.	09.07.2020	LS	PR	LS
2	Report issued (RI).	10.07.2020	LS	PR	LS

## 1.0 INTRODUCTION

### 1.1 Background & Purpose

This Schedule of Conservation Works ('SCW' or 'report') has been prepared by Heritage 21 on behalf of EG Funds Management, in response to a request for additional information regarding the conservation of heritage items within the subject site, located at 100 South Creek Road, Cromer ('the site').

This report is considered to satisfy the record of deferral for DA2019/1346 issued by Sydney North Planning Panel on 26 June 2020. The reason for deferral given by the Panel was regarding the additional information required regarding the conservation of heritage items. This includes:

*The Panel is required under c.5.10 (10) to be satisfied that (b) "the proposed development is in accordance with a heritage management document that has been approved by the consent authority" and (c) "The consent to the proposed development would require that all necessary conservation work identified in the heritage management document is carried out..."*

*Consequently, an addendum to the Heritage Management Document (Conservation Management Plan prepared by Heritage 21 dated May 2019) which provides a schedule of "all necessary conservation work" should be completed as soon as possible and submitted to Council for assessment."*

This Schedule of Conservation Works ('SCW') serves as an addendum report to the Conservation Management Plan prepared by Heritage 21, dated May 2019. As such, the SCW will outline the required conservation actions to buildings proposed to be retained, including Buildings 01, 02, 06, the hexagonal tower, the internal courtyard and the existing cottage facing Inman Road (05).

In addition to the SCW which details current (corrective) heritage works required, there will also need to be ongoing maintenance work for all of the heritage assets on the site including extensive landscaping maintenance. The implication of this is that the annual maintenance costs will be in addition to the immediate rectification and conservation costs of the heritage assets discussed in this report.

### 1.2 Site Identification

The subject site is located at 100 South Creek Road, Cromer, also referred to in this report as the 'Former Roche Site', 'the site' and 'the subject site'. As depicted in Figure 1 below, the site is located on the northern side of South Creek Road, its eastern and western boundaries abutting Inman Road and Campbell Avenue. Additionally, it is legally described as Lot 1, Deposited Plan (DP) 1220196 and falls within the boundaries of the Northern Beaches Local Government Area (LGA).



Figure 1. Aerial view of the site, which is highlighted in yellow (Source: NSW Land and Property Information, 'SIX Maps', n.d., <http://maps.six.nsw.gov.au/>.)

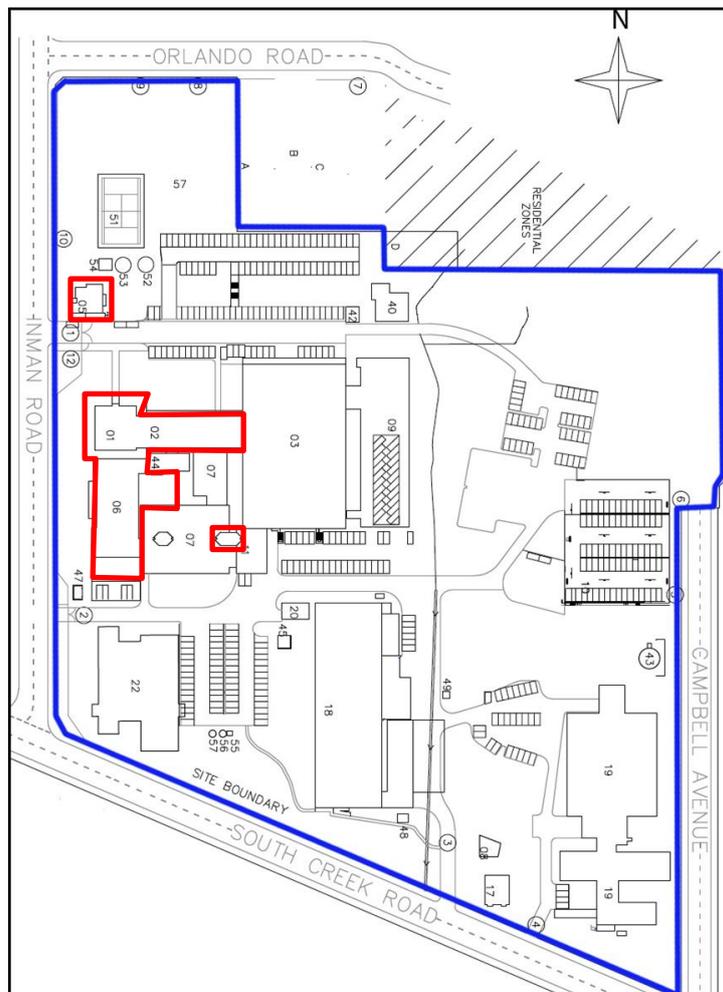


Figure 2. Existing Site Plan, identifying current building numbers. Buildings to be retained per the proposal, and the focus of this report are outlined in red.

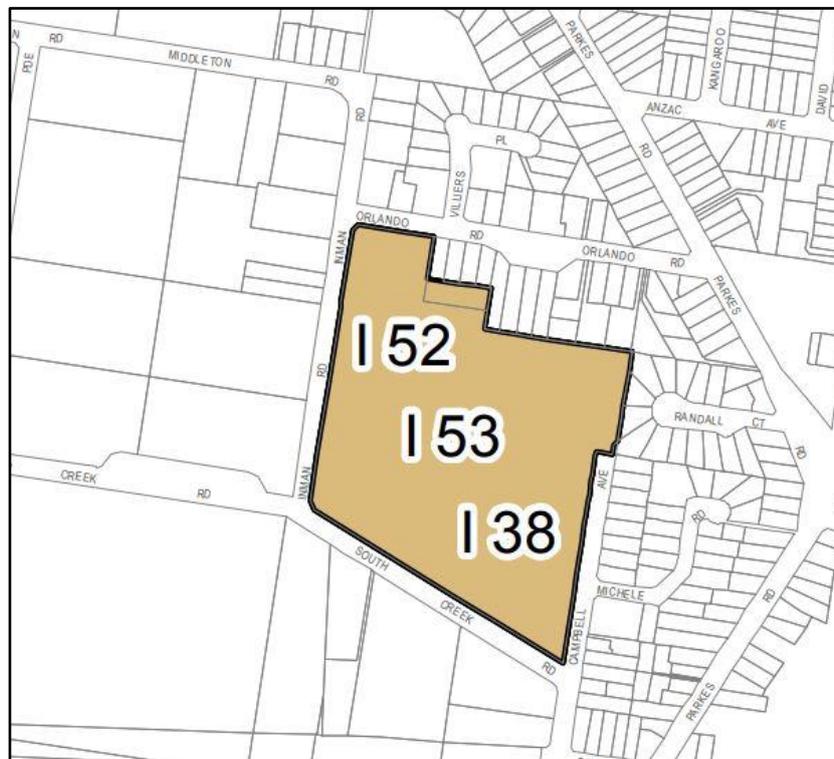
### 1.3 Heritage Context

#### 1.3.1 Heritage Listings

As depicted in Figure 2 below, the subject site is listed as an item of environmental heritage in Schedule 5 of the Warringah Local Environmental Plan 2011 ('WLEP'). However, the site is **not** listed on any other statutory or non-statutory lists or registers.

The details of the site's listings have been provided below:

Item name	Address	Significance	Item no
Roche Building	100 South Creek Road	Local	152
Givaudan-Roure Office	96 South Creek Road	Local	153
Trees	Campbell Avenue	Local	138



**Figure 3.** Detail from Heritage Map HER\_009. The subject site is outlined in black and heritage items, are marked brown. (Source: NSW Legislation Online, <https://legislation.nsw.gov.au>)

The subject site is **not** located within the boundaries of any Heritage Conservation Area's ('HCA') under the WLEP 2011.

### 1.3.2 Established Significance

The following Statement of Significance has been extracted from the Conservation Management Plan produced by Heritage 21 in May 2019.

*Parts of the subject site demonstrate heritage significance on a number of levels. The Aboriginal rock art sites on and around the site provide evidence of cultural activities which took place on the land before European occupation. The European occupation of the site includes a mixture of inter-war, post-war and late twentieth century buildings.*

*The Roche Complex, notably the presentation of Buildings 1, 6 and the hexagonal tower (B11) demonstrate an industrial complex in the late twentieth century International Style in a substantial landscaped setting.*

*It is historically significant reflecting the 1956 industrial rezoning of the Dee Why West area, which combined with the post-war population increase in the area providing a workforce, resulted in the construction of many factories including Roche. The Complex was important in Roche's research, development and distribution of drugs and associated products, with a focus on the pharmacological potential of the Australian marine environment between 1974 and 1981 by Roche's Research Institute of Marine Pharmacology.*

*The landscaped setting demonstrate Roche's occupation of the site from 1962 until recently, with an emphasis placed by Roche on the well-being of its workers by providing gardens, trees and recreational areas. This includes the creation of the internal courtyard, which was developed as a common open space with recreational facilities following the construction of additional buildings after 1972.*

*The hexagonal tower of Building 11 demonstrates landmark qualities, particularly as views to the site are characterised by the towers, with the main views to these towers from Inman Road and South Creek Road.*

*The interiors of the subject buildings have been altered extensively by consecutive alterations and refurbishments.*

*The interwar cottage (B17) is a rare survivor of the residential character of the area prior to the industrial rezoning. Together with its garden and the trees in the eastern section of the site, the late 1920s cottage represent the interwar-era occupation of the site. The cottage and garden date back to Stephen Suruvsov's occupation, a gardener from Russian descent, while the trees in the eastern section of the site appear to date back to a 'botanical garden' created by Ronald Smyth King between the 1920s and early 1950s. Even though the cottage exterior*

*is fairly intact, most of its interior was removed during its conversion to offices in 1975 and during a later refurbishment. The building was used as an office for Givaudan (also called Givaudan-Roure), a perfume company owned by Roche.*

*Some other buildings and structures on the site are of moderate heritage significance. The post-war cottage in the north-western section of the site (Building 5) dates back to the Sekulich family who worked the land as market gardens between 1949 and 1962, reflecting the rural character of the area.*

*The trees in the eastern section of the site are not individually rare, however this mixed planned collection of trees, the majority of which may have been planted as a botanical garden, in the Dee Why area is rare. The mixed trees in the eastern/south-eastern section of the site are associated with occupation by Smyth King and Suruvsov from the 1920s onwards. The pine trees in the eastern/south-eastern section of the site are associated with occupation by Baylis and/or Hirsch around the turn of the 19<sup>th</sup>-20<sup>th</sup> Century. These trees offer a softening effect on the industrial character of the site.*

*Although it is outside the scope of this report to assess the archaeological potential of the site it is possible that there may be archaeological remnants both of indigenous and non-indigenous nature. For what concerns the historic remnants, these relate to two areas: the north-west corner and the south-east corner of the site.*

#### **1.4 Contributory Elements**

During a site inspection undertaken by Heritage 21 on 2 July 2020, the following contributory elements were identified:

- Envelope of Buildings 01, 02 & 06, in addition to the terrazzo stair cases and aluminium window frames;
- Cottage 05 facing Inman Road, including curved masonry walls, timber window frames and sandstone;
- The hexagonal tower; and
- Soft landscaping including the internal courtyard, flagpoles and the garden setting.

The above items will be included in the Schedule of Conservation Works in Section 4.0 of this report.

#### **1.5 Authors**

This report has been prepared by Lauren Schutz and overseen by Paul Rappoport of Heritage 21, heritage consultants.

## 1.6 Limitations

- It is beyond the scope of this report to locate or assess potential or known archaeological sub-surface deposits on the subject site or elsewhere.
- It is beyond the scope of this report to assess items of movable heritage.
- Heritage 21 has only assessed aspects of the subject building/place that were visually apparent and not blocked or closed or to which access was barred, obstructed or unsafe on the days of the arranged inspection.
- This report relies solely on secondary sources. Primary research has not been included in this report, other than the general assessment of the physical evidence on site.
- This report is based upon an assessment of existing original fabric that is to remain and be maintained. Any new works are beyond the scope of this report.
- This report addresses the non-indigenous historical development of the subject property and does not assess Indigenous associations with the place, which is deemed to be beyond the scope of this report.

## 1.7 Copyright

Heritage 21 holds copyright for this report. Any reference to or copying of the report or information contained in it must be referenced and acknowledged, stating the full name and date of the report as well as Heritage 21's authorship.

## 2.0 PHYSICAL DESCRIPTION

### 2.1 Setting

The subject site is located at 100 South Creek Road, Cromer (Lot 1 / DP 1220196). The site is bound by South Creek Road to the south and Inman Road to the west. The north-western corner of the site is bound by Orlando road to the north, with the boundary stepping down towards Campbell Avenue, which forms the majority of its eastern boundary.<sup>1</sup>

Land to the south, north and north-west of the site include industrial buildings, while land to the east and north-east includes low-density residential dwellings. Many of the dwellings are post-war detached houses on relatively large allotments in landscape settings. Land to the west and south-west includes Inman Park (across Inman Road) and Cromer Park (across South Creek Road). Also to the west is the Northern Beaches Secondary College (Cromer Campus).

The site includes a considerable number of trees, especially in the eastern half of the site, but also along most of the site's boundary. The trees in the eastern section of the site are heritage-listed in the Warringah Local Environmental Plan 2011 (L38). The south-eastern section of the site includes the gardens surrounding the heritage-listed cottage (B17), with a majority of non-native species: Figs, Pines, Camphor Laurels, Turpentine, Agonis species, Melaleuca species, Willows, Brush Box, Coral Trees, Elms, Planes, Jacarandas, Magnolias, Tree Ferns and Eucalypts.

### 2.2 The Roche Complex, Buildings 1, 2, 6 & the Hexagonal Tower

Building 1 was part of the three buildings constructed first by Roche in 1963-1964. Built to the ideas of the modern movement and International style, the building uses cubic volume and straight lines set in steel, glass and concrete especially suited to the industrial use of the building. Large curtain walls embedded within overhanging flat-slab roofs, the building retains its austere and minimal visual appearance, so particular to the ideas of corporate modernism popular at the time. Internally, the building utilizes clear and solid lines to reinforce the ideas of rectilinear form with the use of plane surfaces, devoid of any ornamentation. Open plan and fluid spaces are interspaced with functional elements such as staircases. Large curtain windows bring in natural light, creating a harmony between appearance and function.

Building 2 includes a large canopied flat slab roof suspended over glass curtain walls. The single storey off-form concrete building features a large open plan interior.

Building 6 is an extension to Building 1 with deep-set ground floor walls, elevating the entire structure off the ground. The flat slab functional roof together with the long horizontal windows create the illusion of volume over mass. Open internal layouts devoid of massive load bearing walls remove movement constraints, thus improving circulation, ventilation and illumination.

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<sup>1</sup> Heritage 21, Conservation Management Plan – 100 South Creek Road, Cromer, May 2019.

Constructed in reinforced concrete with flat slab roofing, the five-story tower (Building 11) uses large window bands along its southern elevation to relate to the form and style of adjacent buildings. Along the eastern and western façade large precast concrete sandwich panels create a single minimal box elevation. Internally, exposed services, large open plan rooms and a mix of modern materials echo the industrial use of the facility. The minimal features and naturally illuminated rooms provide an uncluttered feel to the spaces.



Figure 4. View to Building 1 from within the subject site, facing south-east.



Figure 5. View to Buildings 2, 7 & 11 from within the subject site, facing south-east.



Figure 6. View to the side elevation of Building 6 from Inman Road, facing north-east.



Figure 7. View to the subject site from Inman Road, facing east. Note Building 05 on Inman Road and the landmark qualities of Building 11.

The interior of the buildings are defined by later addition office fit outs, including partitions and associated services.



Figure 8. View to the interior of the lobby of Building 1.



Figure 9. View to the interior of office spaces within Building 6.



Figure 10. View to the interior of a meeting space within Building 2.



Figure 11. View to the interior of Level 11.

### 2.3 Building 5

Building 5 is a single storey brick cottage, situated on Inman Road and directly adjacent to the Inman Road entrance to the site. With a sandstone base, the cottage is accessible by a ramp to the eastern elevation and stairs to the western elevation. With a terracotta tile hipped roof, the openings comprise of a combination of timber and aluminium framed windows, and timber doors.



Figure 12. View to the primary elevation of Building 5, facing east.



Figure 13. View to the rear, eastern elevation of Building 5, facing south-west.

The interior of the cottage comprises of offices, meeting rooms and bathroom facilities. Remnant features include curved masonry walls, architraves and skirting and timber cabinets.



Figure 14. View to the interior of the enclosed verandah.



Figure 15. View to the interior of a meeting room.



Figure 16. View to the internal kitchen fit out.



Figure 17. View to the internal corridor. The red arrows indicate the curved masonry walls.

### 3.0 PROPOSED DEVELOPMENT

#### 3.1 Description of Proposal

From the set of drawings provided by SBA Architects, dated 12 November 2019, it is understood that the proposal would include the following:

- Demolition of Buildings 03, 07, 09, 11, 18, 22, 44 and structures 20, 45, 46, 48;
- The retention of Buildings 01, 02, 06, the hexagonal tower, the internal courtyard and the existing cottage facing Inman Road (05);
- Construction of 11 warehouse units;
- Construction of an underground carpark and self-storage facility;
- Use of the existing cottage (B05) as a café;
- Use of Buildings 02 and 06 for commercial office; and
- Retention of soft landscaping, with the introduction of additional soft landscaping.

#### 3.2 Drawings

Specific details of the proposed development are shown in drawings by SBA Architects dated 12 November 2019, received by Heritage 21 on 1 November 2019. These are partly reproduced below at small scale for reference purposes; the full-size drawings accompanying the application should be referred to for any details.

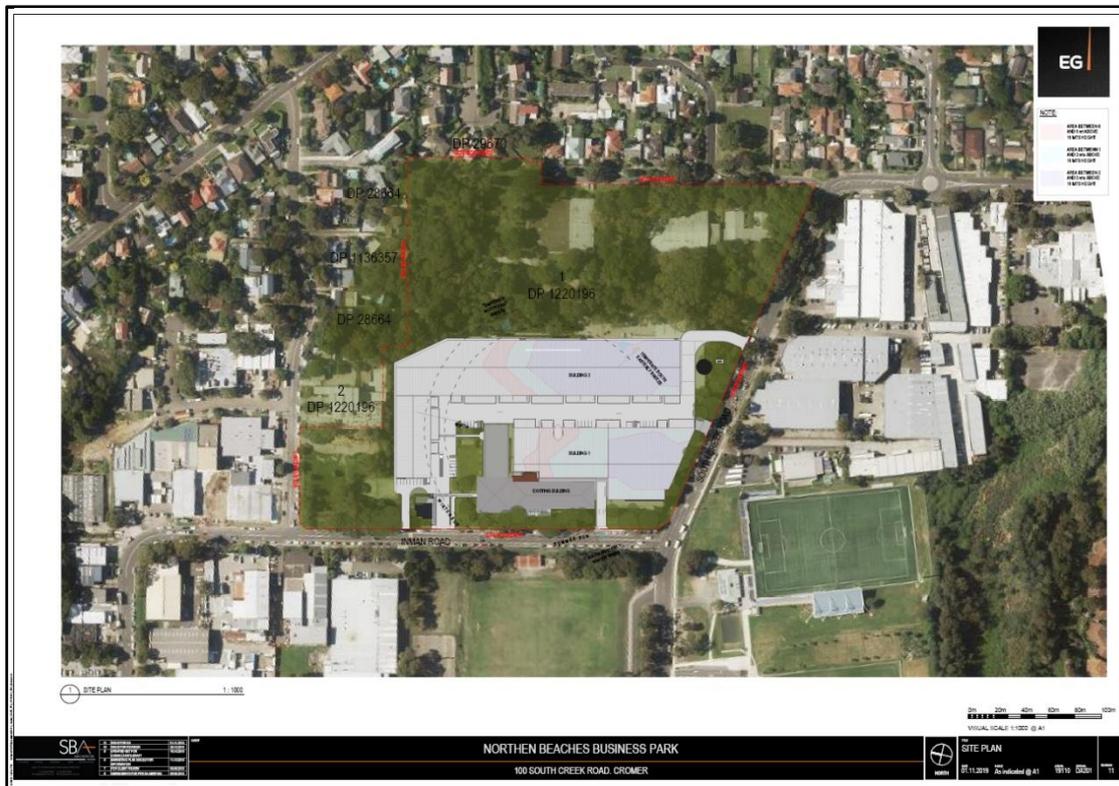


Figure 18. Proposed Site Plan.

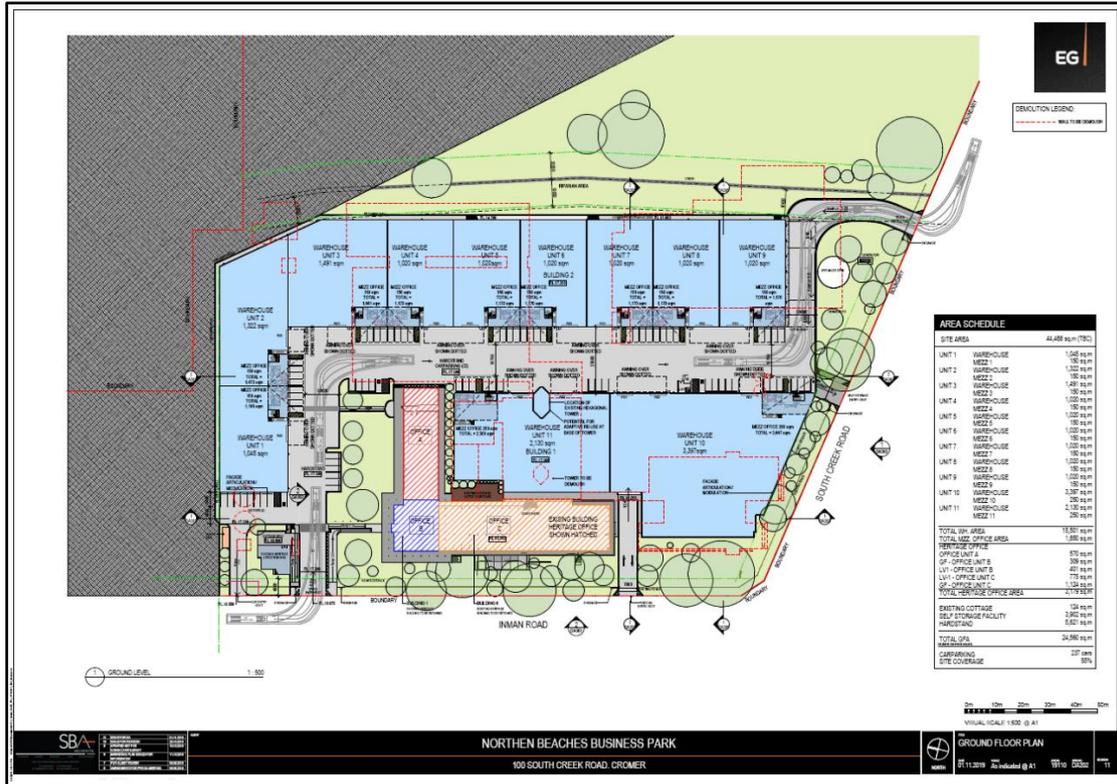


Figure 19. Proposed Industrial Development, Ground Floor Plan.

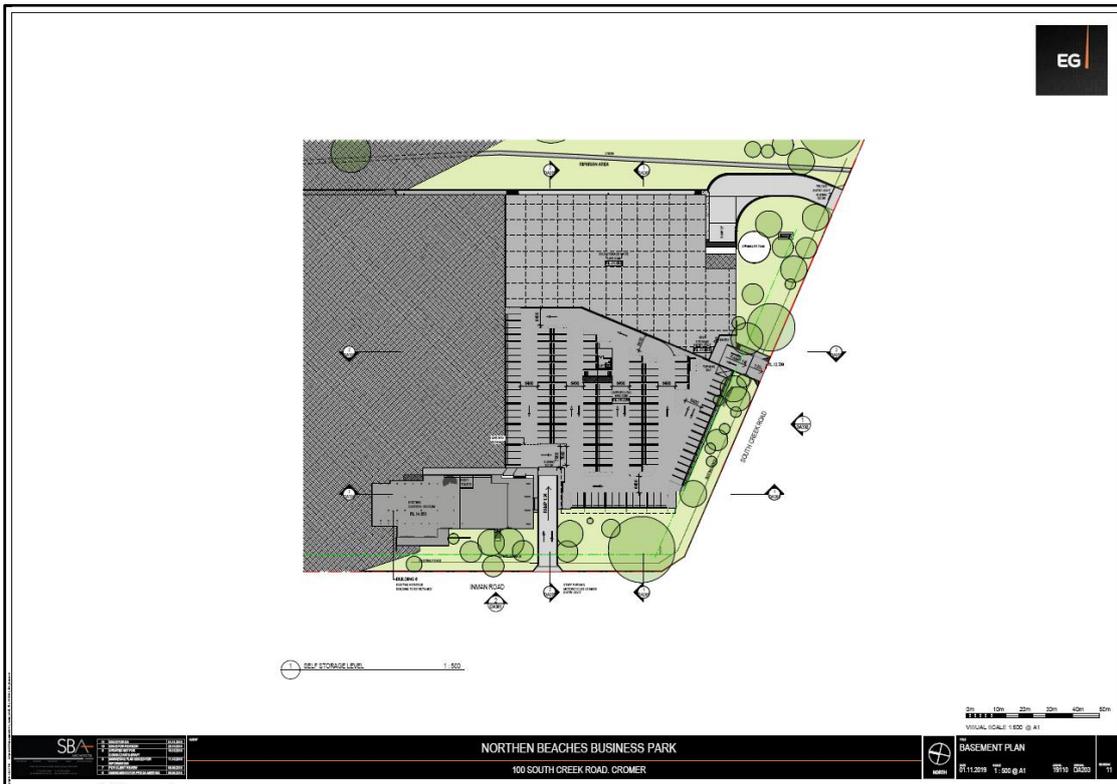


Figure 20. Proposed Industrial Development, Basement Plan.

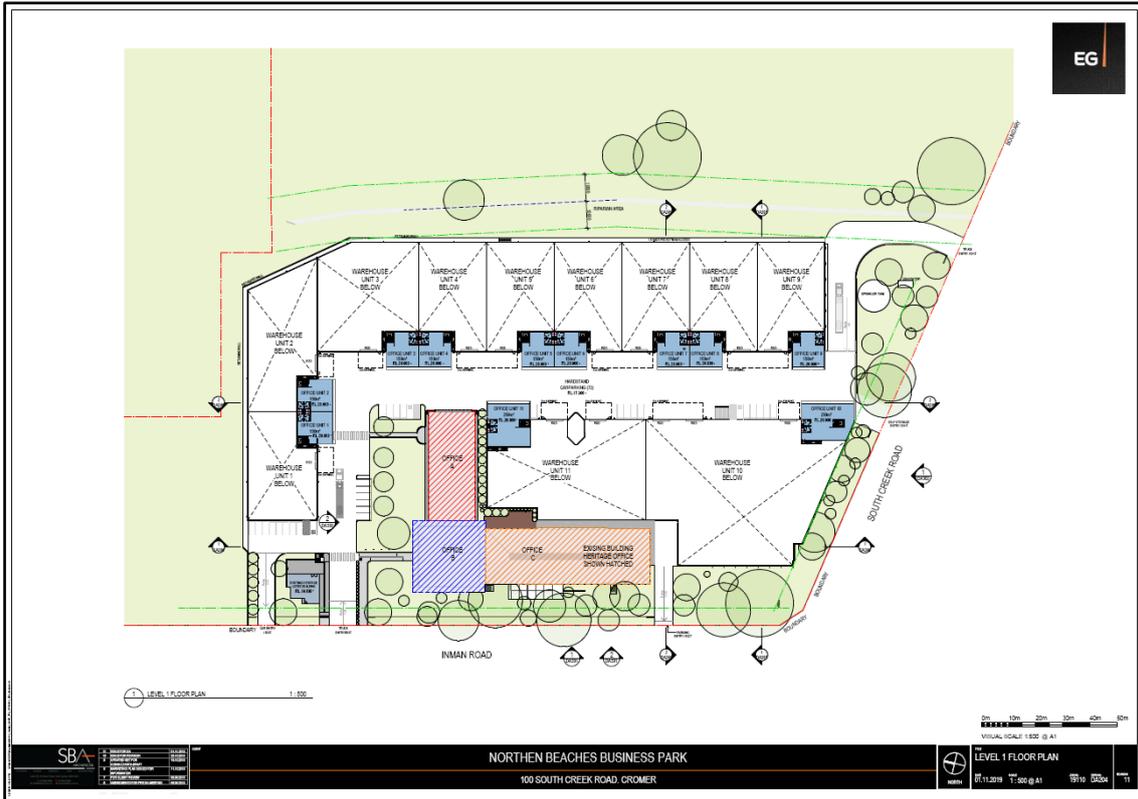


Figure 21. Proposed Industrial Development, Level 1 Plan.

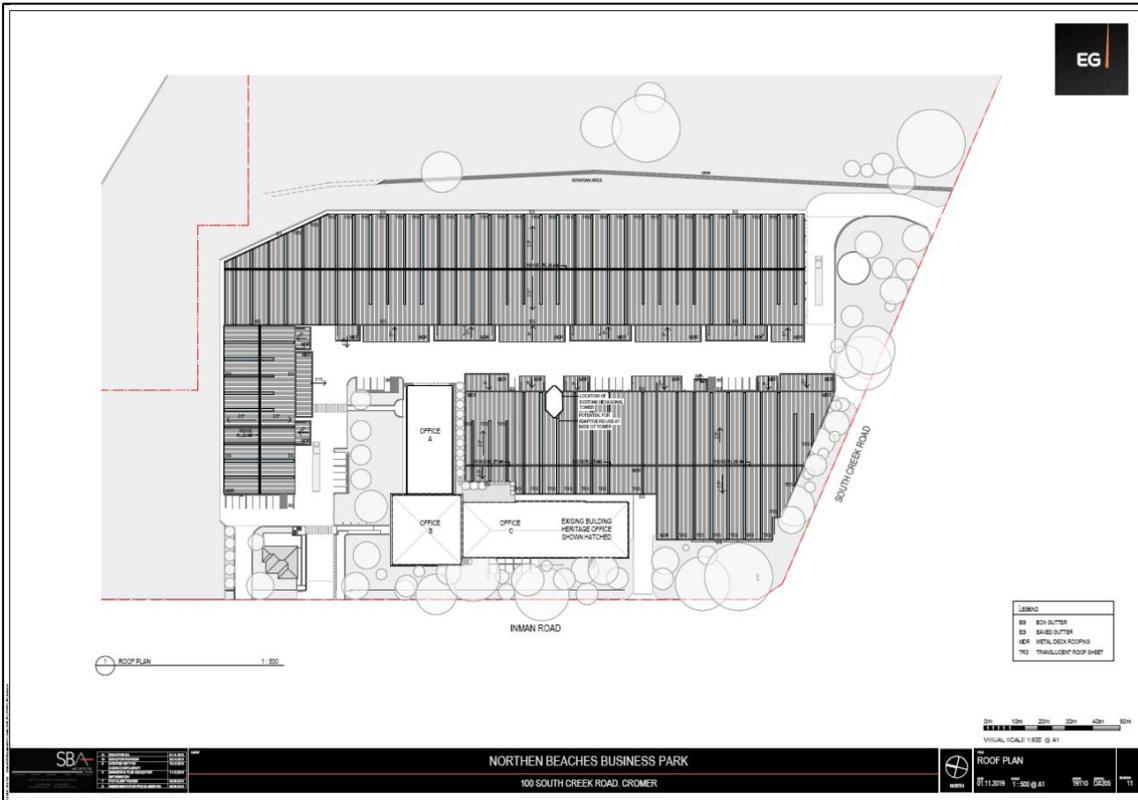


Figure 22. Proposed Industrial Development, Roof Plan.

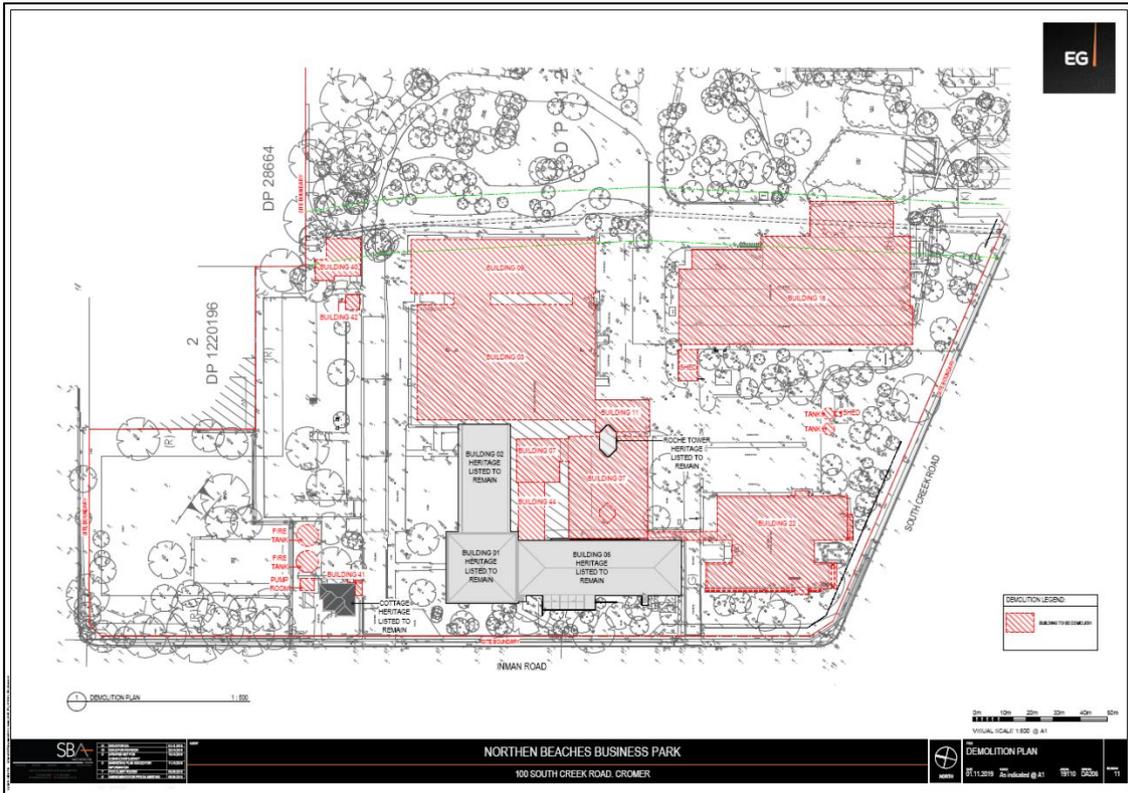


Figure 23. Proposed Industrial Development, Demolition Plan.

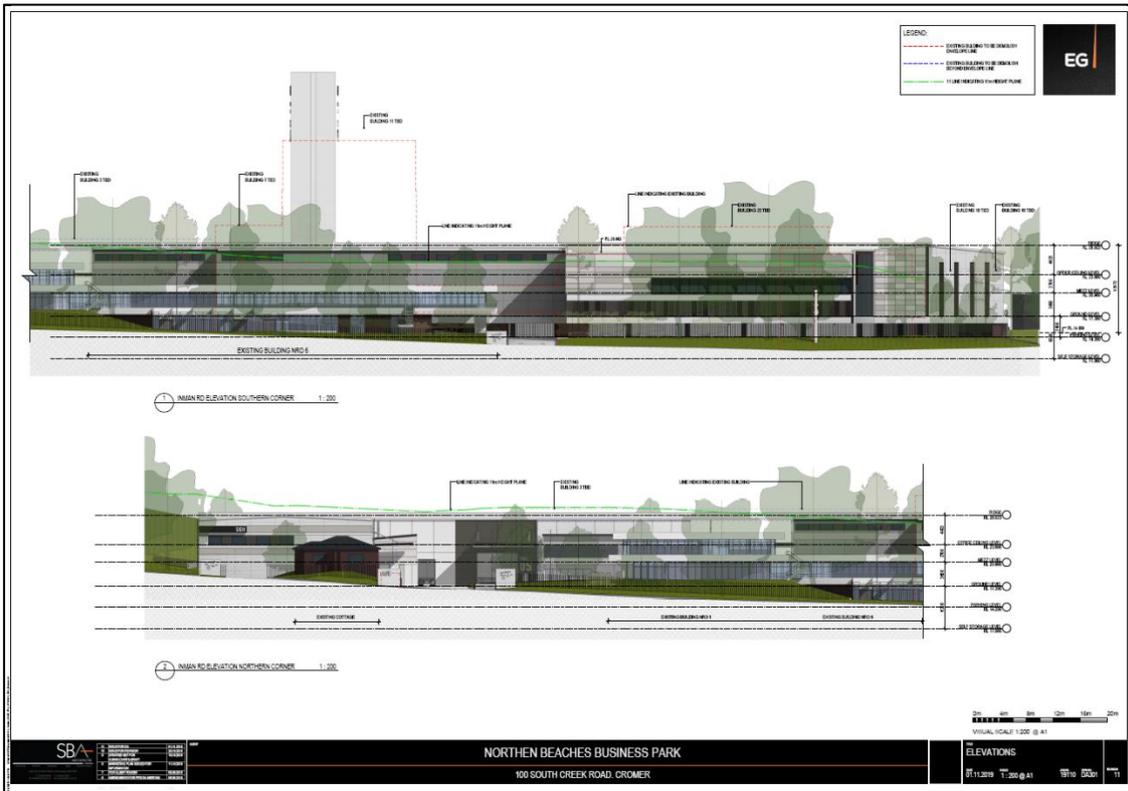


Figure 24. Proposed Industrial Development, Elevations 1.

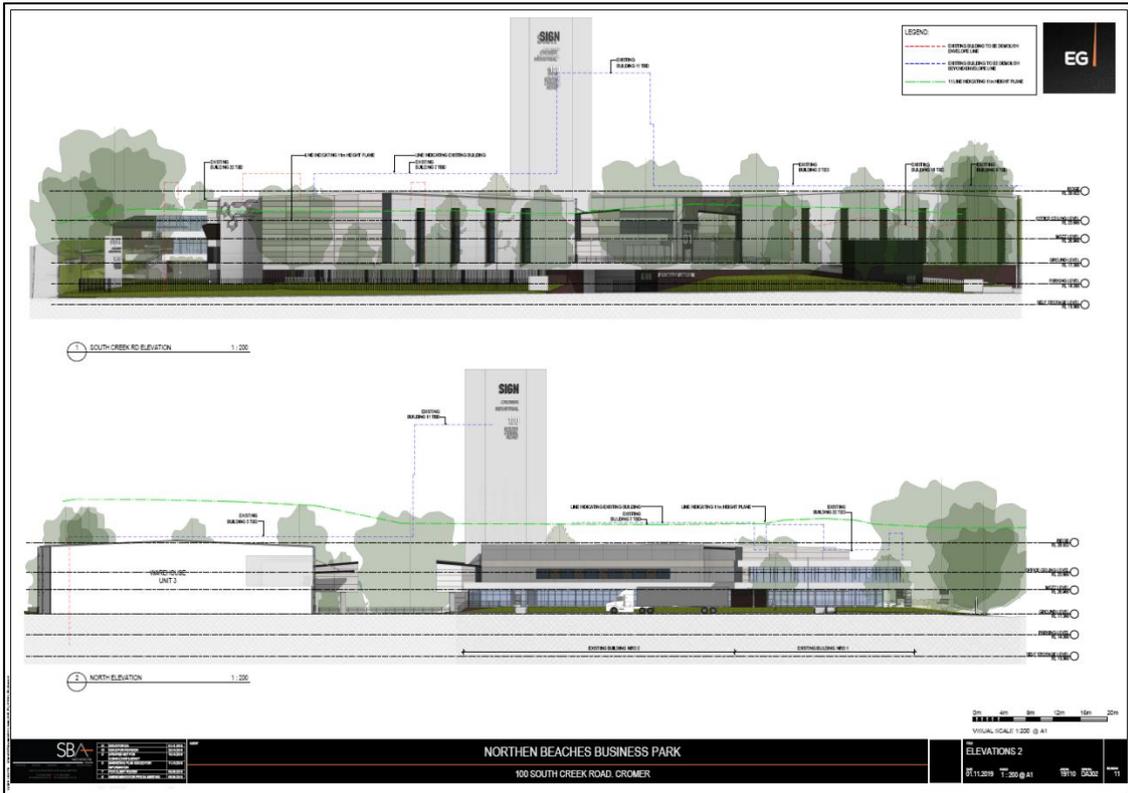


Figure 25. Proposed Industrial Development, Elevations 2.

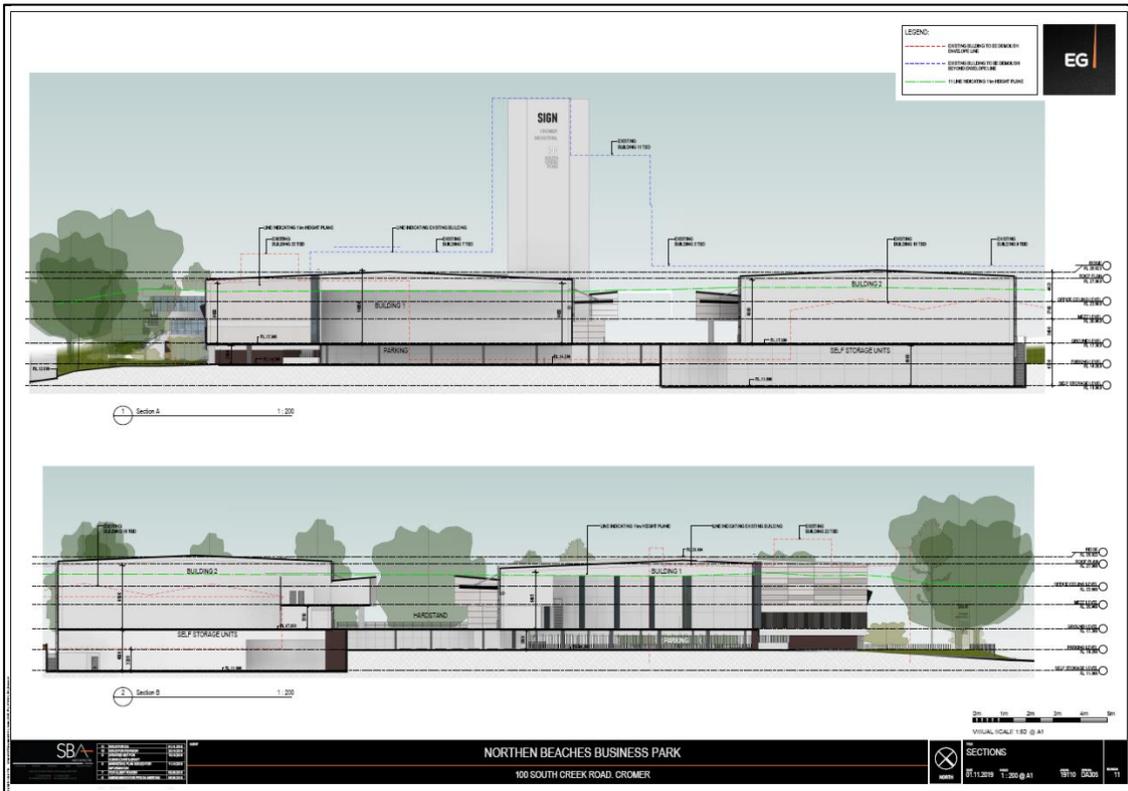


Figure 26. Proposed Industrial Development, Sections 1.



Figure 27. Proposed Industrial Development, Sections 2.

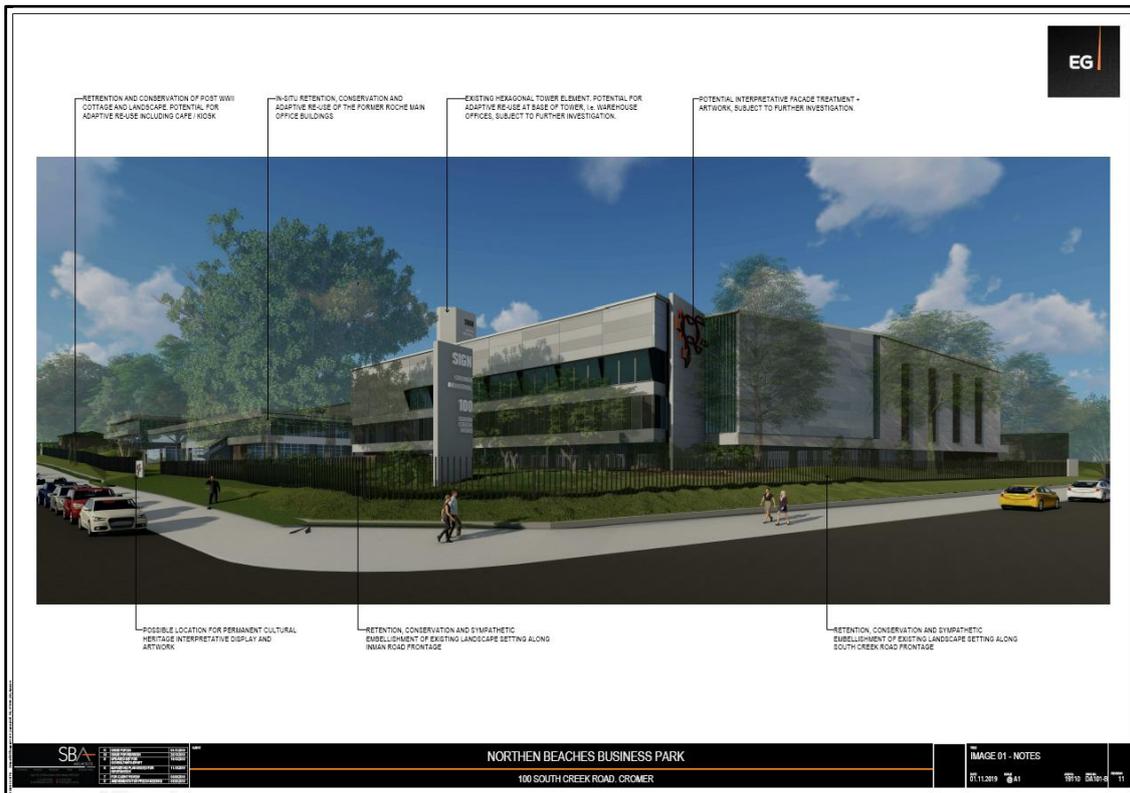


Figure 28. Proposed Industrial Development, Perspective View 1.

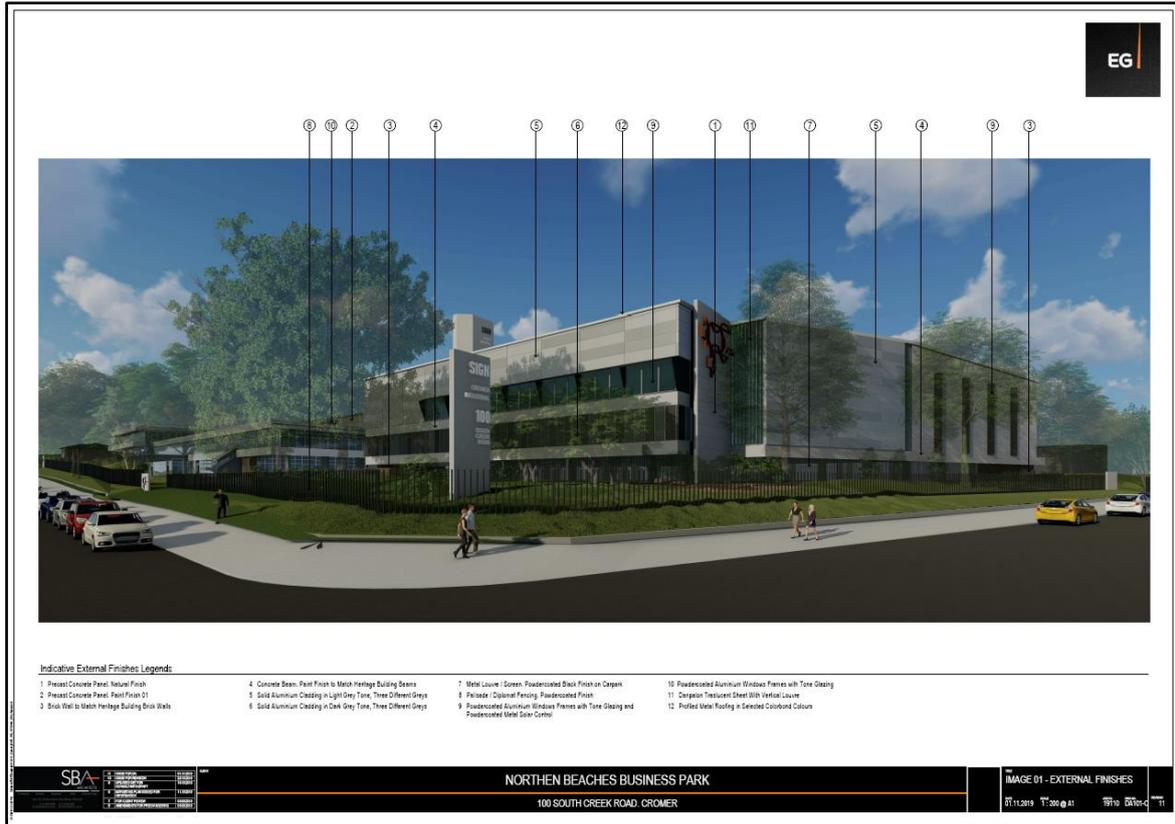


Figure 29. Proposed Industrial Development, Perspective View 1 – External Finishes.



Figure 30. Proposed Industrial Development, Perspective Views 2.



Figure 31. Proposed Industrial Development, Perspective Views 2 - Notes.



Figure 32. Proposed Industrial Development, Perspective View 3.

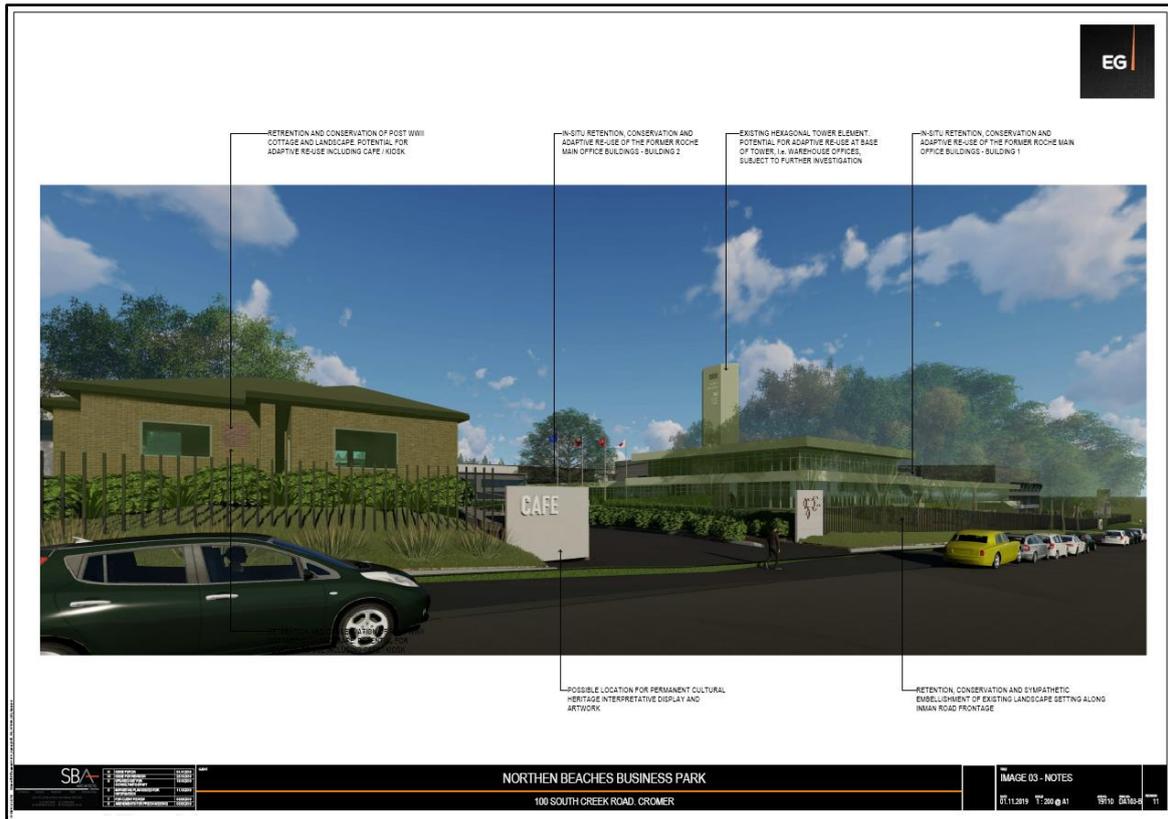


Figure 33. Proposed Industrial Development, Perspective View 3 - Notes.



Figure 34. Proposed Industrial Development, Perspective View 4.



Figure 35. Proposed Industrial Development, Perspective View 6.



Figure 36. Proposed Industrial Development, Perspective View 7.



Figure 37. Proposed Industrial Development, Perspective View 8.

## 4.0 METHODOLOGY

### 4.1 Outline

The following Schedule of Conservation Works investigates each element of the subject building, both externally and internally, starting from the top (roof/ceiling) and working down towards the floor. Each element is described, and its condition and significance individually assessed with general conservation recommendations, as well as repair methodologies then provided.

While care and maintenance of all the components would be ideal – and indeed is the responsibility of the owner of any heritage place – it may not always be financially feasible to undertake these works all at once. In such circumstances, Heritage 21 recommends that priority be given to those components which are assessed as being of the highest levels of significance and which display the lowest conditions.

This Schedule of Conservation Works should be read in conjunction with the Conservation Management Plan, written by Heritage 21, dated May 2019 and the Statement of Heritage Impact prepared by Heritage 21, dated November 2019.

**Note** – The images in Section 4.0 below were all taken by Heritage 21 onsite inspections undertaken on 2 July 2020, 7 February 2018 and 3 September 2018.

### 4.2 General Principles

This SCW recommends that the following general ‘Conservation Philosophy’ guide all decisions impacting heritage fabric at the place, be it permanent or temporary work:

- All work should be undertaken in accordance with the principles of Australia ICOMOS, *The Burra Charter*, 2013.
- All work to the remaining historic and/or significant fabric of the place should involve the least possible level of physical intervention. Options for repair or partial replacement of any fabric should be investigated as a preferred outcome. Replacement material should be like-for-like (except in exceptional circumstances or when substantial conservation benefits are offered).
- All work to the place should be informed by a respect for existing historical and/or significant fabric.
- Traditional techniques and materials are preferred for the conservation of historic and/or significant fabric. In some circumstances modern techniques, detailing or materials which offer substantial conservation benefits may be appropriate.
- The use of modern materials and techniques is supported for temporary protection works.

- Specialists carrying out investigative works should have proven experience assessing similar projects.
- All work should be carried out by professionals and/or contractors with appropriate levels of experience and knowledge of traditional construction skills and materials applicable to the place.
- Where fabric is to be removed (in order to be replaced or made good) or demolished (intrusive fabric), it is to be removed employing hand demolition only. No machines are to be used to remove and demolish fabric. Further, the protection of significant existing fabric is to be ensured at all times during the removal and/or demolition of fabric.
- A Heritage Architect should be engaged to periodically monitor the works on site, give necessary advice and sign off upon conclusion.
- It is recommended that the heritage architect be notified upon discovery of any unknown element. Such an element shall require a heritage significance assessment. All professional tradesmen should be made aware of this protocol prior to commencing work.
- It is outside the scope of this report to address any new fabric or any existing or new services to be installed at the subject site. However, it should be noted that good ongoing maintenance and care of these other, non-significant elements is crucial to the integrity and condition of the subject site as a whole. As such, a plan should be designed and implemented by suitably-qualified persons for the proper maintenance of such elements.
- If in doubt, seek expert advice.
- Prior to the commencement of any work, consideration shall be given to the development of temporary protection measures that would identify potential risks and outline methodologies to negate any physical impact on significant fabric located in the vicinity of the area of works on the subject site. This is to be prepared by a suitably qualified contractor and implemented prior to the works to be monitored by the architect and followed by all tradespeople involved.

**Note:** Care should be taken where work is being undertaken to or in the vicinity of heritage fabric and a keen eye should be kept out for revealed original fabric and/or detailing. Should concealed fabric be uncovered, a Heritage Consultant should be notified immediately to advise further action.

### 4.3 Maintenance

Maintenance is defined by *The Burra Charter* as “the continuous protective care of the fabric and setting of a place.”<sup>2</sup> Regular expenditure on simple maintenance works is cost effective in the long term, as problems are identified and treated early, negating the need for expensive major works.

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<sup>2</sup> Australia ICOMOS, ‘The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance’ (Australia ICOMOS, 2013), <http://australia.icomos.org/publications/charters/>.

According to the *Maintenance Series* of publications available online through the NSW Office of Environment & Heritage website, there are three maintenance categories:

**Corrective maintenance: improve the condition**

- This is work necessary to return an element to a stable condition or bring a building to an acceptable standard.
- Where funding is not presently available for corrective maintenance, planned maintenance should recurrently be carried out to stabilise the condition and prevent further deterioration.

**Planned maintenance: maintain the condition**

- This is recurring work carried out in order to prevent predictable deterioration and failure of building components, such as cleaning of gutters.
- Planned maintenance should aim to maintain a stable condition of fabric in the long term after corrective maintenance has been carried out where necessary.

**Emergency corrective maintenance: respond to unexpected damage**

- This is work that is not predictable and is required to be carried out immediately for reasons of health, safety or to prevent rapid deterioration of the structure if not performed.
- Emergency corrective maintenance is excluded from the maintenance guidelines provided in this report. A response system detailing who is responsible for urgent repairs should be prepared and implemented by the owners.

This Schedule of Conservation Works will outline corrective/planned measures only.

## 4.4 Significance Assessment

### 4.4.1 Significance Grading

The methodology used to assess the heritage significance of elements is based on NSW Office of Heritage directive, the *NSW Heritage Manual: Assessing Heritage Significance* (2001), which determines five grades of significance (see Table 1). This system can be used as a planning tool as the various grades of significance generate different requirements for retention and conservation of individual spaces.

Table 1. SIGNIFICANCE GRADING KEY		
SIGNIFICANCE GRADING	EXPLANATION	CONSERVATION ACTIONS/COMMENTS
<b>EXCEPTIONAL</b>	Rare or outstanding element directly contributing to an item's local and State significance.	<i>Loss or alteration of these elements would detract from the heritage significance of the place.</i>
<b>HIGH</b>	High degree of original fabric. Demonstrates a key element of the item's significance. Alterations do not detract from significance.	<i>Elements identified as High should generally be retained, restored and conserved in situ. Minor intervention into fabric including adaption and alteration as defined by The Burra Charter is permissible provided that the level of significance of each element is retained giving preference to changes which are reversible.</i>
<b>MODERATE</b>	Altered or modified elements. Elements with little heritage value, but which contribute to the overall significance of the item.	<i>Building fabric and relationships which are supportive of the overall significance of the item and have some heritage value, but do not make an important or key contribution to the identified heritage values of the place. A greater level of intervention is permissible. Adaption and alteration is permissible provided that it protects the identified heritage values of the place.</i>
<b>LITTLE</b>	Alterations detract from significance.  Difficult to interpret.	<i>Includes fabric which distracts from the heritage value of the item or fabric related to unsympathetic alteration. These are components generally of neutral impact on the significance of the place.  These elements are generally not regarded as essential to the major aspects of significance of a building or place. Both retention and removal are acceptable options. Any major interventions to the item are best confined to the areas where the fabric is of little significance.</i>

<b>INTRUSIVE</b>	Damaging to the item’s heritage significance.	<i>Includes elements and features which adversely affect the significance of the place. Removal of these elements would directly increase the overall heritage value of the item.</i>
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#### 4.4.2 Condition Grading

Based on the same guidelines described in Section 2.4.1 above, the condition of individual fabric and elements can also be graded in terms of condition, of which are also five grades (see Table 2 below).

<b>Table 2. CONDITION GRADING KEY</b>	
<b>CONDITION GRADING</b>	<b>EXPLANATION</b>
<b>VERY GOOD</b>	Little or no deterioration.
<b>GOOD</b>	Stable fabric unlikely to require much attention in the next 5 years other than regular inspections and maintenance as required.
<b>FAIR</b>	Fabric of less stable integrity requiring monitoring in the next 5 years. Likely to require sundry repairs/conservation.
<b>POOR</b>	Fabric identified as having lost its essential structural integrity on the basis of observed deterioration. Likely to require essential maintenance and repair in the immediate to medium term.
<b>VERY POOR</b>	Fabric requiring immediate attention due to its observed dilapidation.

## 5.0 GENERAL RECOMMENDATIONS

The following section provides general conservation recommendations. The general recommendations mentioned below pertain to all works undertaken at the site and are widely accepted as best practice heritage asset management.

### 5.1.1 New Fabric (including building services)

It is outside the scope of this report to address any new fabric or any existing or new services to be installed at the subject site. However, it should be noted that good ongoing maintenance and care of these other, non-significant elements is crucial to the integrity and condition of the subject site as a whole. As such, a plan should be designed and implemented by suitably-qualified persons for the proper maintenance of such elements.

### 5.1.2 Tradespersons

It is recommended that all work be carried out by suitably qualified conservation professionals and tradespeople with relevant qualifications and proven experience with heritage buildings. If the appointment of individual tradespersons or companies changes during the conservation works, any subsequent appointments should rely on the same basis.

### 5.1.3 The Burra Charter

All conservation works are to be carried out in accordance of the principles of *The Burra Charter* and in particular with Article 3:

*Conservation is based on a respect for the existing fabric, use, associations and meanings. It requires a cautious approach of changing as much as necessary but as little as possible.*

All heritage trade experts involved are to apply this principle when removing and replacing significant heritage fabric and limit replacements to what is necessary as required by the condition of this element.

### 5.1.4 National Trust Ethical Principles for Heritage and Conservation

All conservation works are to be undertaken per the principles outlined by the National Trust (NSW) for all heritage professionals:<sup>3</sup>

1. *to give full, appropriate weight to the protection, conservation and enhancement of the heritage of NSW, with preservation of significance as the fundamental objective;*

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<sup>3</sup> National Trust (NSW), <https://www.nationaltrust.org.au/advocacy-nsw/principles-nsw/>

2. *to acknowledge that the heritage of NSW includes both statutory listings at the local, state, national and international level and non-statutory places listed on key non-statutory lists and that the heritage of NSW also includes any item, place, object, or material evidence that could be considered, in a professional opinion, to be suitable for listing;*
3. *to give full and appropriate weight in Heritage Impact Statements to the protection and conservation of an item, place or object, not just observe minimal statutory requirements;*
4. *to ensure that, where Conservation Management Plans endorsed by an approval authority are in place, policies and recommendations are consistent with the CMP, unless substantial information and assessment, also endorsed by the authority, indicates an update and amendment is justified;*
5. *to make certain that heritage assessments are as accurate as possible with regard to listings and documented history, follow appropriate guidelines and are independent, impartial and unbiased.*
6. *to only make recommendations and provide advice within the scope of their experience and expertise and fulfil an overriding duty to assist the public rather than their client.*
7. *to recognize that “local heritage significance” means that an item has significance to a local area and that it may be rare and of high significance.*
8. *to follow the concept that the identification, conservation, continuing use and presentation of heritage is both in the public interest and a fundamental component of the public interest.*

#### **5.1.5 Unknown Elements**

It is recommended that the heritage architect be notified upon discovery of any unknown element. Such an element shall require a heritage significance assessment. All professional tradesmen should be made aware of this protocol prior to commencing work.

#### **5.1.6 Elements with Little or intrusive significance**

Elements identified as intrusive or with little significance may be removed or replaced with more sympathetic solutions without any damage to significant fabric. All removal requires prior written approval from appointed heritage architect/specialist.

### 5.1.7 Demolition and Fabric Removal

Where fabric is to be removed (in order to be replaced or made good) or demolished (intrusive fabric), it is to be removed employing hand demolition only. No machines are to be used to remove and demolish fabric. Further, the protection of significant existing fabric is to be ensured at all times during the removal and/or demolition of fabric.

## 6.0 SCHEDULE OF CONSERVATION WORKS

Buildings 01, 02, 05, 06, the hexagonal tower and internal courtyard are to be retained per the proposal, detailed in the Statement of Heritage Impact written by Heritage 21 in November 2019.

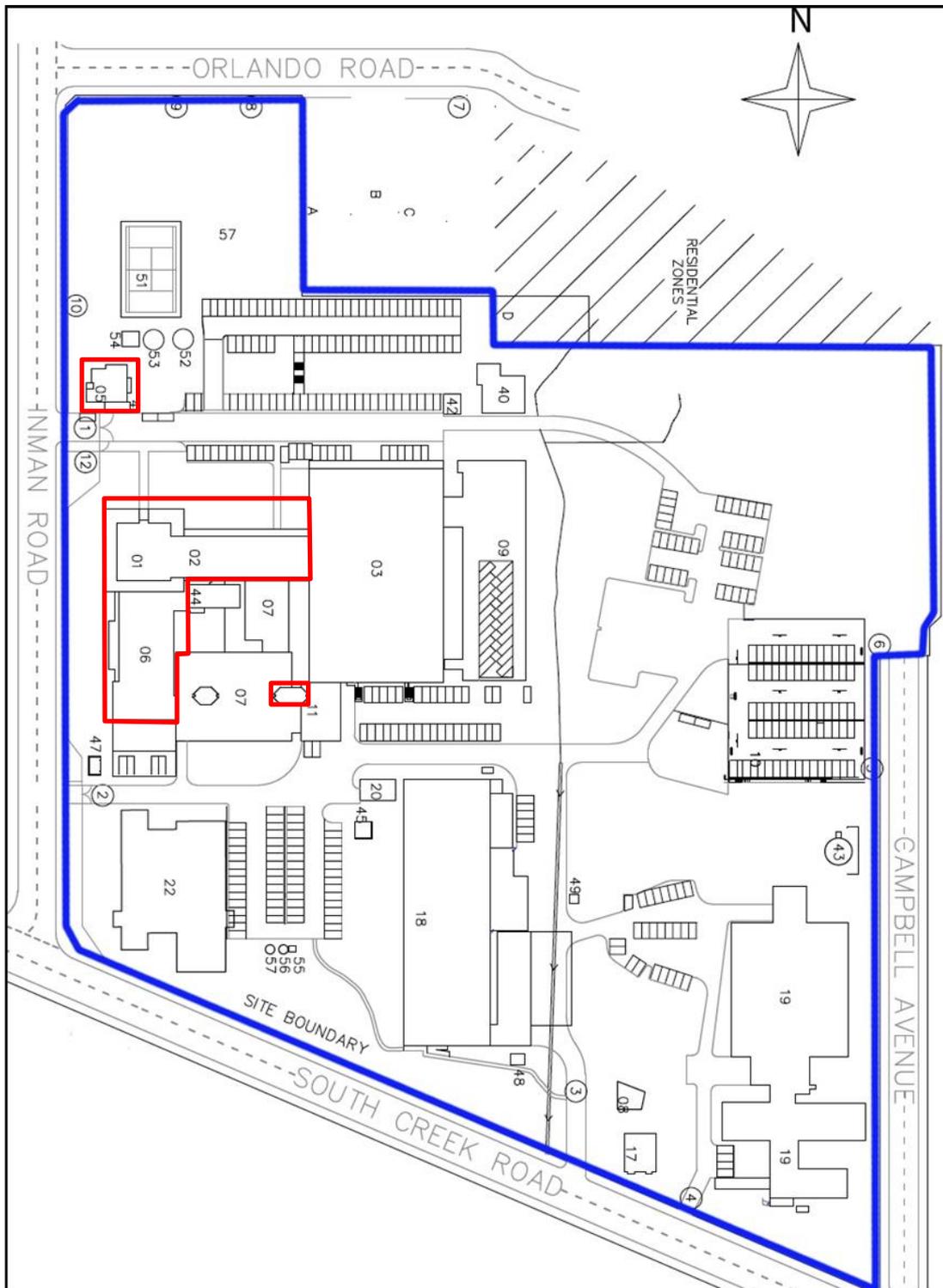


Figure 38. Buildings 01, 02, 05, 06 and the hexagonal tower are outlined in red above and addressed below. (Source: Mark Up by Heritage 21, July 2020)

## 6.1 B1 – External Works

### 6.1.1 Roof Structure

<b>DESCRIPTION</b>	The flat roof of Building 1 comprises Colorbond sheeting.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	Fair condition, access to the roof would be required.				
<b>VISUAL SURVEY</b>					
					
<p>Figure 39. View to Building 1 from within the site, facing south-east.</p>			<p>Figure 40. Close-up view to Building 1, primary facade.</p>		
<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>				
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain and conserve roof forms, materials and pitch;</li> <li>• Conserve and retain original timber beams, rafters and purlin where possible. Engage a structural engineer and pest exterminator to assess and advise respectively as to structural soundness and pest control;</li> <li>• Conserve and retain original timber eaves, fascia and bargeboards;</li> <li>• New elements and materials used for the conservation works are to match existing details in all respects;</li> <li>• Key maintenance objective for the roof is to keep roof planes free of debris – good practice is to regularly sweep lower angle sections and to periodically clean upper roof section; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>				
<b>Colorbond</b>	<ul style="list-style-type: none"> <li>• Periodically inspect for condition. Undertake repairs quickly (physical damage, oxidation, loose or missing fixings, separation washers, galvanic reactions etc.); and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>				
<b>Rainwater Goods</b>	<ul style="list-style-type: none"> <li>• Retain original rainwater goods;</li> <li>• A hydraulic engineer is to inspect and review all broken and deteriorated gutters, headers and downpipes as necessary. In case of insufficiency, a new drainage plan is to be developed subject to the appointed heritage</li> </ul>				

	<p>architect’s specification in relation to construction, fixing, sizing, materials, placement and reversibility;</p> <ul style="list-style-type: none"><li>• Downpipes which do not comply with current standards and/or are damaged are to be removed and replaced with complying downpipes;</li><li>• Where gutters and downpipes are to be removed, the original profiles and shapes are to be reinstated;</li><li>• Where downpipes are to be replaced, they are to be located in a way to minimise visual disruption of the façade;</li><li>• Ensure that gutters, rainwater heads, downpipes and the roof are all of the same metal. Do not mix electrolytically non-compatible metals;</li><li>• Ensure all gutters, rainwater heads and downpipes are clear of leaves or other debris;</li><li>• Ensure stormwater drainage complies with current standards;</li><li>• Rainwater goods are to be in accordance with AS 3500 Plumbing and Drainage and AS/NZS 2311; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.1.2 Walls

<b>DESCRIPTION</b>	The walls of Building 1, constructed 1963-64, comprise off-form concrete.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				
<b>VISUAL SURVEY</b>					
					
<p>Figure 41. View to Building 1 from within the site, facing south-east.</p>			<p>Figure 42. Close-up view to Building 1, primary facade.</p>		
					
<p>Figure 43. Close-up view to ground floor of Building 1, facing east.</p>					
<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>				
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Original concrete is to be retained and made good;</li> <li>• The works to be carried out under the approval should in general, involve the least possible level of physical intervention to significant fabric.</li> <li>• Designer/architect to provide details of changes to concrete walls to appointed Heritage Architect for approval.</li> <li>• The heritage architect is to carry out intermediate and final inspection of the work as it ensues.</li> </ul>				

6.1.3 Fenestration

<b>DESCRIPTION</b>	The aluminium framed windows extend across the northern elevation. Double swing glass doors provide access to the reception area.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				

**VISUAL SURVEY**



Figure 44. Close-up view to Building 1, primary facade.



Figure 45. Close-up view to ground floor of Building 1, facing east.



Figure 46. Close-up view to ground floor of Building 1, facing south.



Figure 47. Close-up view to glass entrance swing doors, facing south-east.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> <li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.1.4 Landscaping

<b>DESCRIPTION</b>	Soft-landscaping includes hedges, trees and plantings within an established layout. Flagpoles, installed in 1977, remain in situ and are intrinsically linked to the established landscaping.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, well maintained despite the vacancy of the site.				

**VISUAL SURVEY**



Figure 48. View to Building 1, facing south-west.



Figure 49. View towards Building 1, facing east.



Figure 50. View to soft landscaping, including flag poles, facing north-east, within the subject site.



Figure 51. View to the soft landscaping surrounding Building 1, facing east from Inman Road.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• The advice of a suitably qualified arborist with heritage experience is to be obtained to ascertain the species of trees within the landscape. Native trees are to be retained and conserved;</li> <li>• An appropriate landscaped area within the subject site is to be retained as it is considered significant to the heritage significance of the site. The advice of a Landscape Architect is to be obtained with regards to the required landscaped area surrounding the building;</li> <li>• Where a native tree is to be removed due to decay, it is to be replaced with the same species of tree; and</li> </ul>

	<ul style="list-style-type: none"><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"><li>• Flag poles are to be retained in situ and maintained, per the metal specifications outlined in Section 6.1.3 above; and</li><li>• Regular maintenance schedule to be established with the soft landscaping.</li></ul>

## 6.2 B1 - Internal Works

### 6.2.1 Structure

<b>DESCRIPTION</b>	Steel framed structure for the two-storey rectangular building, constructed 1963-1964.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				
<b>VISUAL SURVEY</b>					
					
<p><b>Figure 52.</b> View to the interior of Building 1 ground floor, facing south-east.</p>			<p><b>Figure 53.</b> View to the interior of Building 1 ground floor, facing north-east towards the first floor.</p>		
					
<p><b>Figure 54.</b> View to the interior of the ground floor lobby, facing north-east.</p>			<p><b>Figure 55.</b> View to the interior of the first floor, facing north-east.</p>		
<b>ELEMENT</b>		<b>CONSERVATION ACTION</b>			
<b>General Recommendations</b>		<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> <li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree.</li> </ul>			

	<ul style="list-style-type: none"><li>• Where corrosion is found, it is important to remove the cause of corrosion. If not possible, the mildest cleaning agent available is to be used, followed by a reversible sealant;</li><li>• Where rust is found, it is to be removed by a Heritage metalworker in accordance with pertinent AS standards. Heritage metalworker is to treat rust throughout with rust inhibitor and a paint equivalent to red oxide paint (red oxide paint contains lead and should not be used); and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"><li>• Regular inspections to be undertaken by structural engineer regarding the structural integrity of the building, and to undertake works necessary to remove or prevent any structural failures.</li></ul>

6.2.2 Ceiling & Walls

<b>DESCRIPTION</b>	Internal walls comprise of plasterboard and glass, the ceilings comprise of plasterboard and suspended ceiling tiles.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	<b>FAIR</b>	POOR	VERY POOR
	Generally good condition, little signs of deterioration, general signs of wear and tear.				

**VISUAL SURVEY**

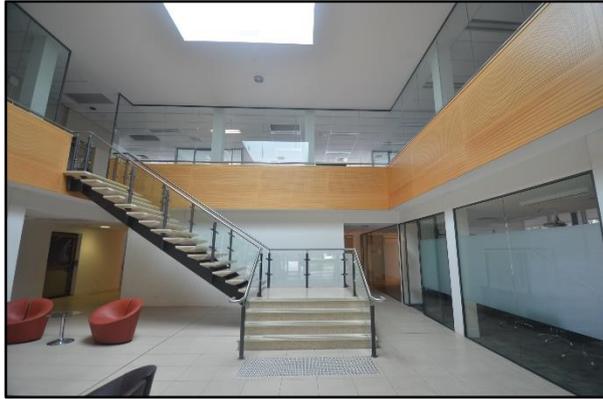


Figure 56. View to interior of Building 1 ground floor, facing south-east.



Figure 57. View to interior of Building 1 ground floor, facing north-east towards the first floor.

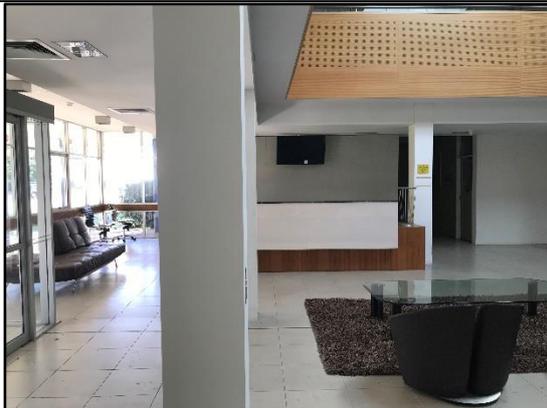


Figure 58. View to interior of the ground floor lobby, facing north-east.



Figure 59. View to the interior of the first floor, facing north-east.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Removal of plasterboard and glass partitions permissible, in order to change the existing layout;</li> <li>• Plasterboard ceilings encouraged, the use of suspended ceiling tiles is discouraged; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.2.3 Openings

<b>DESCRIPTION</b>	Openings within Building 1 include aluminium framed windows along the exterior, a skylight within the foyer and internal timber and glass doors.				
	<b>Aluminium Window Frames</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				
	<b>Internal Timber &amp; Glass Doors</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition.				

**VISUAL SURVEY**

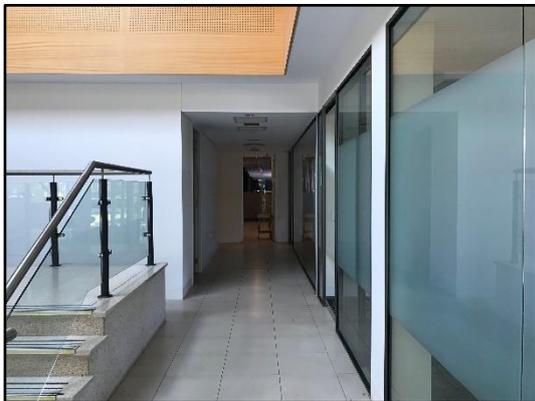


Figure 60. View to internal glass partitions and doors through the ground floor, facing south-east.



Figure 61. View to existing aluminium framed windows within Building 1.



Figure 62. View to the interior of level 1 of Building 1, facing north-west. Note the internal glazing, timber door and the aluminium framed windows.



Figure 63. View to existing windows, facing north-west.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> </ul>

	<ul style="list-style-type: none"><li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.2.4 Flooring

<b>DESCRIPTION</b>	Concrete floor structure, with flooring finishes comprising of carpet, tiles and floating floorboards. Likely introduced within the internal renovations undertaken in 2006.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 64. View to the interior of Building 1 ground floor, note the tiling.



Figure 65. View to the interior of Building 1 ground floor, note the floating floorboards.



Figure 66. View to the interior of Building 1 ground floor, note the tiling.



Figure 67. View to the interior of the Building 1 first floor, note the carpeting.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain the original floor structure and conserve in situ;</li> <li>• Check structural stability of floor structure in consultation with a registered structural engineer. Allow to replace elements as directed by the structural engineer;</li> <li>• Limit repairs only to members which are structurally unsound or dangerous;</li> <li>• Where damage to fabric is small (less than 5mm), infill is not necessary;</li> <li>• Intrusive flooring may be removed and replaced with a sympathetic flooring;</li> </ul>

	<ul style="list-style-type: none"><li>• Where flooring is to be replaced, the advice of a Heritage Architect is to be obtained before the commencement of works;</li><li>• Where tiling has been damaged, it is to be repaired; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.2.5 Stairs

<b>DESCRIPTION</b>	Internal stair, comprising of terrazzo, metal handrails and glass side railing.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 68. View to the interior of Building 1 ground floor, facing south-east.

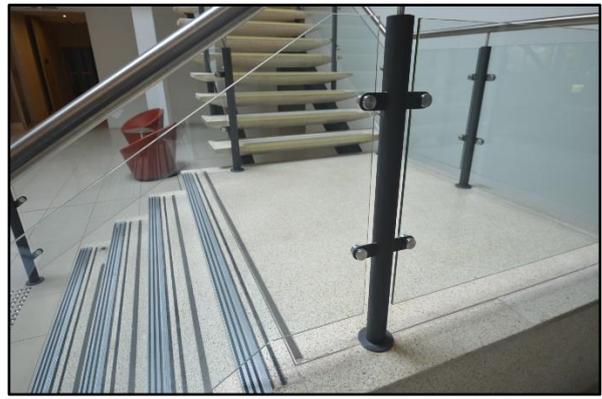


Figure 69. Close-up view of the internal terrazzo stair.

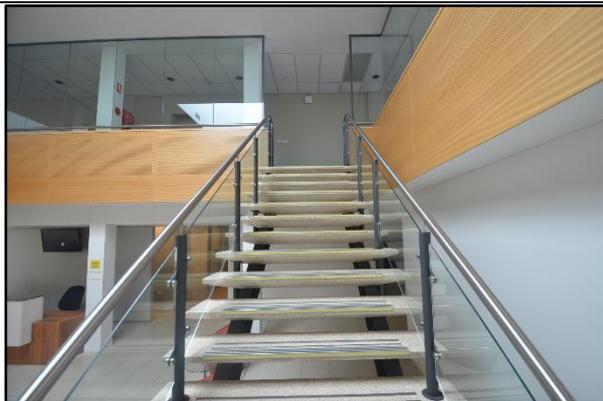


Figure 70. View to the internal stair, facing north-east, towards level one.



Figure 71. Close-up view to the internal terrazzo stair.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Original staircases and their original balusters and handrails are to be retained and conserved;</li> <li>• New carpet runner may be installed on the stairs after submission to appointed heritage architect for approval prior to its installation; and</li> <li>• New carpet installed on staircase to be 450mm away from stair edge on the balustrade side; and</li> <li>• Non-original timber or concrete staircases, including balusters and handrails may be removed and replaced with a period appropriate staircase.</li> </ul>
	<ul style="list-style-type: none"> <li>• Conserve and retain terrazzo elements and make good where necessary;</li> </ul>

<p><b>Terrazzo</b></p>	<ul style="list-style-type: none"> <li>• Where terrazzo is damaged and is in need of repair, it is to be repaired by a mason with experience in heritage masonry;</li> <li>• All surfaces are to be free of loose material or any contaminants before the commencement of works;</li> <li>• Chips and holes to terrazzo are to be filled with UV stable, white epoxy with pigment added to match as close as possible with the Portland cement. Existing holes are to be filled with similar aggregates that match the stone in colour. The hole is to be filled above the finished floor level to allow for the epoxy to be grinded down flat when hardened;</li> <li>• Where terrazzo is to be cleaned, vacuum and sweep the terrazzo to remove loose grit from the surface. Scrub a small area using a light solution of stone cleaner suitable for terrazzo. Terrazzo should be cleaned using a soft brush or broom to work the solution into the pores of the tile and grout. Continue to complete small areas until the entire surface has been scrubbed. The solution is to be left to soak for several minutes, then scrub again. When the solution has lifted out the dirt, remove the liquid and dirt using an old towel or clean, dry mop. Pour clean water over the surface to rinse. Use a clean cloth or mop to soak up any water, do not leave the surface to dry naturally;</li> <li>• Unpainted elements are not to be painted; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Additional Considerations</b></p>	<ul style="list-style-type: none"> <li>• Stair must be assessed for NCC Compliance and by an access consultant.</li> </ul>

6.2.6 Fittings, Fixtures and Electrical

<b>DESCRIPTION</b>	Lighting comprises of fluorescent light fixtures.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				
<b>VISUAL SURVEY</b>					
					
<p><b>Figure 72.</b> View to the interior of Building 1 ground floor, facing south-east.</p>			<p><b>Figure 73.</b> Close-up view the internal terrazzo stair.</p>		
<b>ELEMENT</b>		<b>CONSERVATION ACTION</b>			
<p><b>General Recommendations</b></p>		<ul style="list-style-type: none"> <li>Fitting of new electrical installations should have regard for the historic fabric of the place and avoid unnecessary damage. Careful planning is needed to avoid the unsightly exposed runs of cabling, internally and externally. No chasing into walls will be allowed. All new services are to be wall-mounted and not chased into the historic fabric; and</li> <li>Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>			

### 6.3 B2 – External Works

#### 6.3.1 Roof Structure

<b>DESCRIPTION</b>	The flat roof of Building 2 comprises Colorbond sheeting.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	Fair condition, access to the roof would be required.				

#### VISUAL SURVEY



Figure 74. View to Building 2 from within the site, facing south-east.



Figure 75. View to Buildings 1 & 2, primary facade.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain and conserve roof forms, materials and pitch;</li> <li>• Conserve and retain original timber beams, rafters and purlin where possible. Engage a structural engineer and pest exterminator to assess and advise respectively as to structural soundness and pest control;</li> <li>• Conserve and retain original timber eaves, fascia and bargeboards;</li> <li>• New elements and materials used for the conservation works are to match existing details in all respects;</li> <li>• Key maintenance objective for the roof is to keep roof planes free of debris – good practice is to regularly sweep lower angle sections and to periodically clean upper roof section; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Colorbond</b>	<ul style="list-style-type: none"> <li>• Periodically inspect for condition. Undertake repairs quickly (physical damage, oxidation, loose or missing fixings, separation washers, galvanic reactions etc.); and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Rainwater Goods</b>	<ul style="list-style-type: none"> <li>• Retain original rainwater goods;</li> <li>• A hydraulic engineer is to inspect and review all broken and deteriorated gutters, headers and downpipes as necessary. In case of insufficiency, a new drainage plan is to be developed subject to the appointed heritage</li> </ul>

	<p>architect’s specification in relation to construction, fixing, sizing, materials, placement and reversibility;</p> <ul style="list-style-type: none"><li>• Downpipes which do not comply with current standards and/or are damaged are to be removed and replaced with complying downpipes;</li><li>• Where gutters and downpipes are to be removed, the original profiles and shapes are to be reinstated;</li><li>• Where downpipes are to be replaced, they are to be located in a way to minimise visual disruption of the façade;</li><li>• Ensure that gutters, rainwater heads, downpipes and the roof are all of the same metal. Do not mix electrolytically non-compatible metals;</li><li>• Ensure all gutters, rainwater heads and downpipes are clear of leaves or other debris;</li><li>• Ensure stormwater drainage complies with current standards;</li><li>• Rainwater goods are to be in accordance with AS 3500 Plumbing and Drainage and AS/NZS 2311; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.3.2 Walls

<b>DESCRIPTION</b>	The walls of Building 2, constructed 1964, comprise off-form concrete.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				

**VISUAL SURVEY**



**Figure 76.** View to Building 2, facing south-east. (Source: Heritage 21, 7 February 2018)



**Figure 77.** View to Building 2, facing towards Building 1. (Source: Heritage 21, 7 February 2018)



**Figure 78.** Close-up view to ground floor of Building 2, facing south-east. (Source: Heritage 21, 7 February 2018)



**Figure 79.** Close-up view to the rear elevation of Building 2, obstructed by Building 44. (Source: Heritage 21, Conservation Management Plan, Section 4.6)

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Original concrete is to be retained and made good;</li> <li>• The works to be carried out under the approval should in general, involve the least possible level of physical intervention to significant fabric.</li> <li>• Designer/architect to provide details of changes to concrete walls to appointed Heritage Architect for approval.</li> <li>• The heritage architect is to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

### 6.3.3 Fenestration

<b>DESCRIPTION</b>	Aluminium glazed windows along the northern elevation of the building. Single entrance door to the building, in-keeping with the aluminium glazing.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	<b>MODERATE</b>	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				

**VISUAL SURVEY**



**Figure 80.** Close-up view to Building 2, primary facade. (Source: Heritage 21, 7 February 2018)



**Figure 81.** Close-up view to ground floor of Building 2, facing south-east. (Source: Heritage 21, 7 February 2018)

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> <li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

### 6.3.4 Landscaping

<b>DESCRIPTION</b>	Soft-landscaping includes low lying bushes and grass. In-keeping with the soft landscaping that extends across Building 1.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, well maintained despite the vacancy of the site.				

#### VISUAL SURVEY



Figure 82. View to Building 2, facing south-west.



Figure 83. View towards Building 1, facing east.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• The advice of an arborist is to be obtained to ascertain the species of trees within the landscape. Native trees are to be retained and conserved;</li> <li>• An appropriate landscaped area within the subject site is to be retained as it is considered significant to the heritage significance of the site. The advice of a Landscape Architect is to be obtained with regards to the required landscaped area surrounding the building;</li> <li>• Where a native tree is to be removed due to decay, it is to be replaced with the same species of tree;</li> <li>• The existing grassed area and setback should be retained; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

## 6.4 B2 - Internal Works

### 6.4.1 Structure

<b>DESCRIPTION</b>	Steel framed structure for the two-storey rectangular building, constructed 1964.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	<b>MODERATE</b>	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				

#### VISUAL SURVEY



Figure 84. View to the interior of Building 2, facing south-east.



Figure 85. View to the interior of Building 2, facing north.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> <li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree.</li> <li>• Where corrosion is found, it is important to remove the cause of corrosion. If not possible, the mildest cleaning agent available is to be used, followed by a reversible sealant;</li> <li>• Where rust is found, it is to be removed by a Heritage metalworker in accordance with pertinent Australian Standards. Heritage metalworker is to treat rust throughout with rust inhibitor and a paint equivalent to red oxide paint (red oxide paint contains lead and should not be used); and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"> <li>• Regular inspections to be undertaken by structural engineer regarding the structural integrity of the building, and to undertake works necessary to remove or prevent any structural failures.</li> </ul>

6.4.2 Ceiling & Walls

<b>DESCRIPTION</b>	Internal walls comprise of plasterboard, the ceilings comprise of plasterboard and suspended ceiling tiles.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 86. View to the interior of Building 2 ground floor, facing south-east.

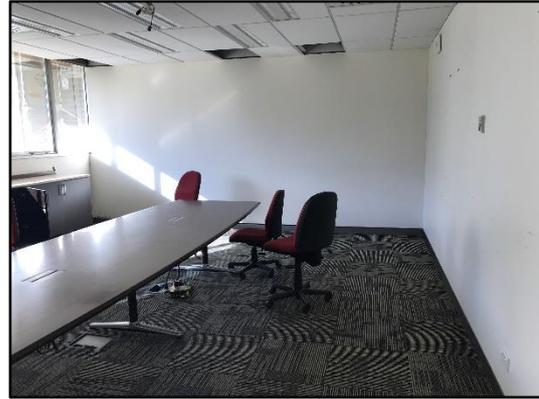


Figure 87. View to the interior of Building 2 ground floor, facing north-east towards the first floor.



Figure 88. View to interior of Building 2 ground floor.



Figure 89. View to interior of Building 2 ground floor.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Removal of plasterboard and glass partitions permissible, in order to change the existing layout;</li> <li>• Plasterboard ceilings encouraged, the use of suspended ceiling tiles is discouraged; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.4.3 Openings

<b>DESCRIPTION</b>	Aluminium framed openings, in addition to a combination of timber and glass doors.				
	<b>Aluminium Framed Openings</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				
	<b>Internal Timber &amp; Glass Doors</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition.				

**VISUAL SURVEY**



Figure 90. View to the interior of ground floor, Building 2, facing north.



Figure 91. View to the interior of Building 2.



Figure 92. View to the interior of Building 2.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> </ul>

	<ul style="list-style-type: none"><li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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#### 6.4.4 Flooring

<b>DESCRIPTION</b>	Concrete floor structure, with flooring finishes comprising carpeting, tiles and floating floorboards. Likely introduced within the internal renovations undertaken in 2006.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

#### VISUAL SURVEY



Figure 93. View to the interior of Building 2 ground floor, note the tiling.



Figure 94. View to the interior of Building 2 ground floor, note the carpeting.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain the original floor structure and conserve in situ;</li> <li>• Check structural stability of floor structure in consultation with a registered structural engineer. Allow to replace elements as directed by the structural engineer;</li> <li>• Limit repairs only to members which are structurally unsound or dangerous;</li> <li>• Where damage to fabric is small (less than 5mm), infill is not necessary;</li> <li>• Intrusive flooring may be removed and replaced with a sympathetic flooring;</li> <li>• Where flooring is to be replaced, the advice of a Heritage Architect is to be obtained before the commencement of works;</li> <li>• Where tiling has been damaged, it is to be repaired; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

### 6.4.5 Fittings, Fixtures and Electrical

<b>DESCRIPTION</b>	Lighting comprises of fluorescent light fixtures.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				
<b>VISUAL SURVEY</b>					
					
Figure 95. View to the interior of Building 2.			Figure 96. View to the interior of Building 2.		
<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>				
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>Fitting of new electrical installations should have regard for the historic fabric of the place and avoid unnecessary damage. Careful planning is needed to avoid the unsightly exposed runs of cabling, internally and externally. No chasing into walls will be allowed. All new services are to be wall-mounted and not chased into the historic fabric; and</li> <li>Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>				

## 6.5 B5 – External Works

### 6.5.1 Roof Structure

<b>DESCRIPTION</b>	Single-storey cottage with a terracotta tile hipped roof and Colourbond gutters and downpipes.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	<b>MODERATE</b>	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, further inspection would be required. Various gutters and downpipes, all in good condition.				
VISUAL SURVEY					
					
<p><b>Figure 97.</b> View to Building 5 from Inman Road, facing north-east.</p>			<p><b>Figure 98.</b> View to Building 5, primary façade, facing east.</p>		
					
<p><b>Figure 99.</b> Close-up view towards the primary façade of Building 5, facing north-east.</p>			<p><b>Figure 100.</b> View to the southern elevation of Building 05, facing north from within the subject site.</p>		
ELEMENT	CONSERVATION ACTION				
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain and conserve roof forms, materials and pitch;</li> <li>• Conserve and retain original timber beams, rafters and purlin where possible. Engage a structural engineer and pest exterminator to assess and advise respectively as to structural soundness and pest control;</li> <li>• Conserve and retain original timber eaves, fascia and bargeboards;</li> <li>• New elements and materials used for the conservation works are to match existing details in all respects;</li> </ul>				

	<ul style="list-style-type: none"> <li>• Key maintenance objective for the roof is to keep roof planes free of debris – good practice is to regularly sweep lower angle sections and to periodically clean upper roof section; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Terracotta Tiles</b></p>	<ul style="list-style-type: none"> <li>• An experienced tiler with experience in heritage roofing is to inspect the roofing for damage where necessary;</li> <li>• Terracotta roof tiles are to be retained. Where roofing material has deteriorated beyond repair, it is to be stripped and fixed. However, where roof structures are old, but sound, they are not to be renewed or straightened beyond the necessary for safety and watertightness;</li> <li>• Heritage tiler is to look for tiles ‘cocking’ or standing up, indicating a defect in the roof structure underneath. The tiler is also to look for decay of the tiles, showing as a deposit of red dust on top of the ceiling;</li> <li>• Where tiles are to be replaced, they are to be secured to the roof at intervals by nails or copper wire to prevent wind movement;</li> <li>• Ensure that the roof has sarking and R3.5 roof insulation throughout;</li> <li>• Ensure flashings and capping are firmly in position and are not cracked, corroded or perished;</li> <li>• Where capping is to be replaced, it is to be made to match the tiles and pointed up in mortar;</li> <li>• Where flashing is damaged, it is to be replaced with Copperised lead. Do not mix electrolytically non-compatible metals; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Timber</b></p>	<ul style="list-style-type: none"> <li>• Timber is to be protected with protective material during demolition and conservation works to other fabric;</li> <li>• Timber elements are to be retained and conserved;</li> <li>• Where repairs are required to timber, works are to be taken in situ using the geometric splicing method. This includes removing the entire thickness of the damaged area and geometrically splice in a matching section exactly to the thickness, shape, profile, form and species of the original timber;</li> <li>• If the element is structurally unsound, unstable, subject to white ant and/or dry rot, either partially or fully replace applying the Burra Charter principle “to remove as much as necessary but as little as possible”. Timber elements are to be repaired as necessary, by introducing as little new fabric as is needed. If decayed timber needs to be removed to form a splice or patch repair, take off just enough timber to allow an effective repair. Always fit the new material to the profile of the existing. Any structurally unsound works are to be flagged with the structural engineer before the commencement of any works;</li> <li>• Works are to be undertaken by a suitably-qualified carpenter with heritage experience;</li> </ul>

	<ul style="list-style-type: none"> <li>• Where damage to fabric is small (less than 5mm), infill is not necessary; and</li> <li>• All works, and repairs are to be undertaken in accordance with the National Timber Framing Code (AS 1684).</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Rainwater Goods</b></p>	<ul style="list-style-type: none"> <li>• Reinstate galvanised rainwater goods, remove all Colorbond;</li> <li>• A hydraulic engineer is to inspect and review all broken and deteriorated gutters, headers and downpipes as necessary. In case of insufficiency, a new drainage plan is to be developed subject to the appointed heritage architect’s specification in relation to construction, fixing, sizing, materials, placement and reversibility;</li> <li>• Downpipes which do not comply with current standards and/or are damaged are to be removed and replaced with complying downpipes;</li> <li>• Where gutters and downpipes are to be removed, the original profiles and shapes are to be reinstated; New gutters are to be age appropriate and compatible;</li> <li>• Where downpipes are to be replaced, they are to be located in a way to minimise visual disruption of the façade;</li> <li>• Ensure that gutters, rainwater heads, downpipes and the roof are all of the same metal. Do not mix electrolytically non-compatible metals;</li> <li>• Ensure all gutters, rainwater heads and downpipes are clear of leaves or other debris;</li> <li>• Ensure stormwater drainage complies with current standards;</li> <li>• Rainwater goods are to be in accordance with AS 3500 Plumbing and Drainage and AS/NZS 2311.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Capping and Flashing</b></p>	<ul style="list-style-type: none"> <li>• Ensure flashings and capping are firmly in position and are not cracked, corroded or perished; and</li> <li>• Where flashing is damaged, it is to be replaced with Copperised lead.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.5.2 Walls

<b>DESCRIPTION</b>	Single-storey brick cottage, set upon a sandstone plinth. Ventilation grilles comprise of terracotta.				
	<b>Masonry Walls &amp; Ventilation Grilles</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	The brickwork is in good condition, with little signs of deterioration. Ventilation grilles are in good condition, no sign of deterioration.				
	<b>Sandstone Plinth</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	FAIR	<b>POOR</b>	VERY POOR
	The sandstone is in poor condition, with evidence of efflorescence, due to the existing concrete slab and concrete stairs.				

**VISUAL SURVEY**



Figure 101. View to the western elevation of Building 05 from within the site, facing east.



Figure 102. Close-up view of brickwork and sandstone, facing east.



Figure 103. Close-up view of brickwork and sandstone of the southern elevation, facing north. A ventilation grille is outlined in blue.



Figure 104. View to the northern elevation of Building 05, facing east from within the subject site.



Figure 105. View towards the eastern elevation of Building 05, facing west.



Figure 106. View towards the southern elevation of Building 05, facing north-east.

ELEMENT	CONSERVATION ACTION
<p><b>General Recommendations</b></p>	<ul style="list-style-type: none"> <li>• Remove any vegetation if found. Mortar joints where vegetation is found should be repointed so as to reduce the risk of further growth;</li> <li>• Original masonry is to be retained and made good where necessary;</li> <li>• Existing damage to brickwork or mismatched later infill is to be retained as is, in order to communicate the history of the building to future users;</li> <li>• Make good will only occur where the masonry poses a risk to the structure or to the building’s users, as well in excepted cases where previously discussed with a qualified Heritage Consultant;</li> <li>• Unpainted and unrendered masonry surfaces are not to be painted over or rendered;</li> <li>• Avoid the use of waterproof or water repellent paints as they can trap water in the substrate, accelerating deterioration;</li> <li>• Where masonry is to be removed, it is to be removed using hand demolition only and it is to ensure the protection of existing fabric;</li> <li>• When repairing masonry material, the replacement should match the original fabric as closely as possible in colour grain, bedding durability, porosity, and chemical composition;</li> <li>• Works are to be carried out by a suitably-qualified tradesperson with experience in heritage masonry, under the guidance of heritage architect;</li> <li>• Do not use acid to clean masonry, surfaces should only be cleaned to remove harmful substances and to reveal deterioration. Low pressure methods with water spray and soft natural bristle brushes should be used;</li> <li>• Efflorescence: A moisture meter should be used to investigate the presence of dampness. Where necessary, Cocoon, a poulticing medium by Westox should be applied to the surface to remove the presence of salts and water damage before any pointing work is undertaken;</li> <li>• Maintain existing damp proof courses and flashings, unless they are ineffective and need to be replaced;</li> </ul>

	<ul style="list-style-type: none"> <li>• External sills on timber windows are particularly vulnerable to weathering. Sills should have sufficient outward slope to shed rainwater. There should always be a ‘drip’ – a small groove underneath the front edge of the sill – running the full width of the window to prevent water running back underneath the sill and causing wood rot or masonry dampness;</li> <li>• Avoid the use of electric saws or pneumatic hammers to prevent the destabilisation of fabric; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Brickwork</b></p>	<ul style="list-style-type: none"> <li>• Painted and rendered masonry is to be retained, if paint it is to be removed due to damage, it is to be done using the Peel-Away system, in accordance with the manufactures specifications and pertinent AS standards;</li> <li>• Where brickwork is to be repainted, age-appropriate colour schemes are to be applied;</li> <li>• Existing saw cuts from prior chasing of wiring and services into the brick wall is to be retained, as it forms part of the history of the building and fabric;</li> <li>• Where the face of a brick is damaged and needs to be replaced, the brick is to be removed. In the first instance, the tradesperson undertaking the work is to inspect the rear face of the brick for damage. If the rear face is deemed to be in good condition, the brick is to be re-laid using the rear face at the façade. If the rear face is also damaged, a new brick of matching colour should be used as a replacement;</li> <li>• Make good will only occur where the masonry poses a risk to the structure or to the building’s users, as well in excepted cases where previously discussed with a qualified Heritage Consultant.</li> <li>• Obtain advice of a Structural Engineer in relation to shifted/out of alignment brickwork. Where brickwork is to be returned to original position, consideration may be given to the limited relaying of brickwork. Note – details of any repair or stabilisation works specified by the Structural Engineer should be reviewed by a Heritage Consultant;</li> <li>• When repairing masonry material, the replacement should match the original fabric as closely as possible in colour grain, bedding durability, porosity, and chemical composition;</li> <li>• Repointing brickwork is needed where mortar joints have deteriorated. While evidence of age to mortar joints is acceptable, re-pointing of some sections of the walls may be necessary;</li> <li>• Maintain existing damp proof courses and flashings, unless they are ineffective and need to be replaced;</li> <li>• Where holes are to be introduced to brickwork for the introduction of pipes as part of wall wetting external sprinklers, minimise the number of</li> </ul>

	<p>bricks to be damaged. Ensure that no heavy machinery is to be used for the introduction of the wall wetting sprinkler system.</p> <ul style="list-style-type: none"> <li>• If brick is identified as the only feasible substrate for fixing new fabric, in the first instance the possibility of fixing into the mortar joints should be considered. Fixing to the brick face itself should be seen as a ‘last resort’ option.</li> <li>• Where fixing would be required to brick or mortar, any fixings used should be of a non-ferrous material, and as few penetrations as possible should be made to the brick in order to minimise damage; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Sandstone</b></p>	<ul style="list-style-type: none"> <li>• Conserve and retain sandstone elements;</li> <li>• Remove any vegetation if found. Mortar joints where vegetation is found should be repointed so as to reduce the risk of further growth;</li> <li>• Unpainted masonry surfaces are not to be painted over;</li> <li>• Original sandstone elements are to be retained and made good where necessary;</li> <li>• Where sandstone has been painted, paint is to be removed using non-intrusive methods. Advice should first be sought from a suitably-qualified mason with experience dealing with heritage sandstone. In any case, paint removal should be undertaken with extreme care, beginning with the least invasive techniques;</li> <li>• Where sandstone is damaged and is in need of repair, the sandstone is to be repaired by a mason with experience in heritage masonry;</li> <li>• All overhanging elements are to have a drip-groove to allow proper drainage; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Mortar &amp; Pointing</b></p>	<ul style="list-style-type: none"> <li>• If mortar is in poor condition, check if this is related to leaks in gutters, downpipes, or other drainage;</li> <li>• Repointing is needed where mortar joints have deteriorated. While evidence of age to mortar joints is acceptable, re-pointing of some sections may be necessary;</li> <li>• All repointing must be completed with lime-based mortar;</li> <li>• Mortar mix should match the existing to avoid detrimental interaction. Weak lime mortars are appropriately flexible and porous;</li> <li>• Sandstone mortar mix should comprise of a 1:2:9 ratio, cement, lime and sand.</li> <li>• Mortar mix should match the existing to avoid detrimental interaction. Weak lime mortars are appropriately flexible and porous. New mortars are to be weaker than the material they bind to allow for water movement.</li> <li>• Where repointing/brick replacement is to occur, all loose pointing material is to be removed, joints cleaned and repointed with a mix</li> </ul>

	<p>specified by Westox, who is to be engaged to test the existing mortar and provide exact specifications for matching mortar for repointing;</p> <ul style="list-style-type: none"><li>• Where repointing works are being undertaken, the joints are not to be feathered – clear lines of mortar are required between each individual brick where repointing is undertaken.</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
<b>Ventilation Grilles</b>	<ul style="list-style-type: none"><li>• Original vents are to be retained; and</li><li>• Replace all uncharacteristic wall vent covers with new to suit period. Prepare and paint in accordance with heritage colour scheme;</li><li>• Unpainted vents are not to be painted;</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>

6.5.3 Fenestration

<b>DESCRIPTION</b>	Combination of timber framed and aluminium framed windows. The timber framed windows includes double hung sash windows. Later addition timber doors provide access within the eastern and southern elevations.				
	<b>Timber Window Frames</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	The timber window frames are in fair condition, with little signs of deterioration.				
	<b>Aluminium Window Frames &amp; Timber Doors</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	The aluminium window frames are in good condition, with little signs of deterioration. The timber doors are in good condition, with general signs of wear and tear.				

**VISUAL SURVEY**



Figure 107. View to the western elevation of Building 05 from within the site, facing east.



Figure 108. Close-up view of southern elevation, facing north-east.



Figure 109. View to the northern elevation, with timber framed double hung sash windows.



Figure 110. View to the primary entrance within the western elevation.



**Figure 111.** View towards the southern elevation of Building 05, facing north-west from within the subject site.



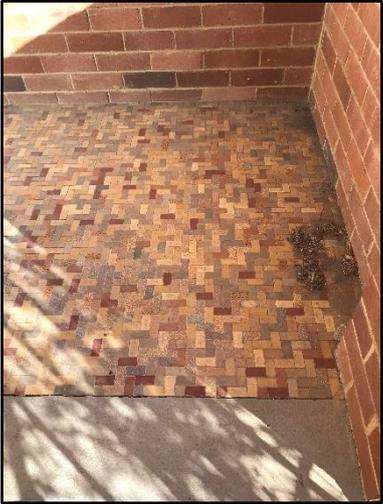
**Figure 112.** View towards the eastern elevation of Building 05, facing south-west.

ELEMENT	CONSERVATION ACTION
<p><b>General Recommendations for Timber</b></p>	<ul style="list-style-type: none"> <li>• A qualified heritage carpenter is to inspect all existing timber elements and determine condition of each element including the window frames and door frames;</li> <li>• The works to be carried out under the approval should in general, involve the least possible level of physical intervention to significant fabric;</li> <li>• Timber is to be protected with protective material during demolition and conservation works to other fabric;</li> <li>• Original timber elements are to be retained, conserved and made good in situ;</li> <li>• Where repairs are required to timber, works are to be taken in situ using the geometric splicing method. This includes removing the entire thickness of the damaged area and geometrically splice in a matching section exactly to the thickness, shape, profile, form and species of the original timber;</li> <li>• If the element is structurally unsound, unstable, subject to white ant and/or dry rot, either partially or fully replace applying the Burra Charter principle “to remove as much as necessary but as little as possible”. Timber elements are to be repaired as necessary, by introducing as little new fabric as is needed. If decayed timber needs to be removed to form a splice or patch repair, take off just enough timber to allow an effective repair. Always fit the new material to the profile of the existing. Any structurally unsound works are to be flagged with the structural engineer before the commencement of any works;</li> <li>• Where damage to fabric is small (less than 5mm), infill is not necessary;</li> <li>• All new sections of timber introduced into original components are to be date stamped;</li> <li>• Sand all repaired and sound timber elements to timber substrate and prepare for repainting in accordance with the paint manufacturer’s specifications and AS 2311. Colours to be chosen in consultation with the heritage architect;</li> </ul>

	<ul style="list-style-type: none"> <li>• If required, repolish to match the surrounding timber.</li> <li>• Works are to be undertaken by a suitably-qualified carpenter with heritage experience; and</li> <li>• All works, and repairs are to be undertaken in accordance with the National Timber Framing Code (AS 1684).</li> <li>• Where timber is to be repainted, previous layers of paint are not to be removed;</li> <li>• Where timber is to be repainted, paint scraping should be undertaken to ascertain original colour. Retain or replace (optional) original colour scheme after appropriate approvals have been granted;</li> <li>• The advice of a Heritage Architect is to be obtained and a colour scheme appropriate to the architectural style and period of the building is to be chosen; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Doors and Windows</b></p>	<ul style="list-style-type: none"> <li>• A qualified heritage carpenter is to inspect all existing timber elements and determine condition of each element including doors, door frames, architraves, and other timber elements;</li> <li>• Original timber windows, doors, and all their elements including any decorative glazing, transoms, side lighting, are to be retained and made good;</li> <li>• Intrusive elements that are intact may be retained. Where intrusive elements are to be removed, they are to be replaced with a more sympathetic and age appropriate profile and material, this includes the aluminium window framing, to be reinstated with timber window frames;</li> <li>• Retain and conserve timber window and door frames in situ. Make good where necessary;</li> <li>• Where the infill between window frame and brickwork has failed, existing mortar is to be removed and gaps are to be re-pointed. Plastic-based products are not to be introduced;</li> <li>• Inspect doors to check that they open freely, and hinges and locks are lubricated and working effectively. Also check that the lock and the strike plate are aligned so that the door closes properly;</li> <li>• Repairs must match existing in material, size and profile. Replacement doors and windows should be like for like;</li> <li>• All doors, windows and shutters to be eased and counterweights and sash boxes checked to ensure that the upper and lower sashes slide fully up and down. They are to be repaired as necessary;</li> <li>• Repaint timber surfaces periodically (every five years at least); and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Door &amp; Window Hardware</b></p>	<ul style="list-style-type: none"> <li>• Investigate working order of original hardware, retain and restore to working order;</li> </ul>

	<ul style="list-style-type: none"> <li>• Polish all original hardware;</li> <li>• Reconstruct or restore if necessary, with period appropriate hardware or sympathetic and compatible simple contemporary hardware;</li> <li>• Remove any non-original and intrusive window and door hardware;</li> <li>• All hardware to doors and windows must match the period of the building and chosen in consultation with heritage architect. For example, genuine brass and not brass plated products are to be used for window and door hardware in late Victorian residences.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Glazing</b>	<ul style="list-style-type: none"> <li>• Where glazing panels are damaged, they are to be replaced to Australian Standards; and</li> <li>• Any damage to glazing or putty is to be undertaken in-situ.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Painting</b>	<ul style="list-style-type: none"> <li>• Where paint colour scheme is not original, paint scraping should be undertaken to ascertain original colour. Retain or replace (optional) original colour scheme after appropriate approvals have been granted; and</li> <li>• Where timber is to be repainted, previous layers of paint are not to be removed.</li> <li>• If lead in the paint has been discovered by the industrial hygienist, the paint is to be removed in situ using a combination of previously approved non-invasive cleaning methods, after consultations with the appointed Heritage Architect. The timber elements are not to be immersed in any form of acid bath or undergo abrasive treatments. Where lead paint is to be removed, the removal is to be carried out in accordance with AS/NZS 4361.2:2017. All necessary precautions are to be taken to remove the residue from the site in accordance with EPA guidelines. Where necessary, the timber elements are then to be repainted according to colour scheme.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"> <li>• Reinstate hardwood timber framed (painted) windows and remove the aluminium framed windows; and</li> <li>• Reinstate period appropriate timber panelled doors, with design advice provided by heritage consultant.</li> </ul>

6.5.4 Access

<b>DESCRIPTION</b>	Concrete stair with period appropriate metal balustrade to the primary western elevation, with tiling on the front porch structure. The rear of the building, eastern elevation, is accessed with a concrete ramp and metal balustrade.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	<b>MODERATE</b>	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
<b>CONDITION</b>	The access ramp is in fair condition. The concrete stair to the western elevation is in fair condition but is contributing to the efflorescence of the sandstone plinth. The tiling is in good condition and is early, if not original, fabric.				
<b>VISUAL SURVEY</b>					
					
<p><b>Figure 113.</b> View to the western elevation of Building 05 from within the site, facing east.</p>			<p><b>Figure 114.</b> Close-up view of stair access to the western elevation.</p>		
					
<p><b>Figure 115.</b> View to the front porch tiling.</p>			<p><b>Figure 116.</b> View to the primary entrance within the western elevation.</p>		
<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>				
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Original tiling is to be retained and conserved on site;</li> <li>• Where original tiling has been damaged, it is to be repaired. Where repair is not possible, it is to be replaced with a period appropriate tile;</li> </ul>				

	<ul style="list-style-type: none"><li>• When replacing tiling, the advice of a heritage architect is to be obtained. Replaced tiling is to be period appropriate and match the colour scheme of the appropriate time period; and</li><li>• Tiled walls with little or intrusive significance may be removed.</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"><li>• Retain the design of the existing balustrade along the stair which provides access to the building along the western elevation;</li><li>• The stairs to the western elevation should be redesigned, in order to ensure NCC compliance and to ensure a minimum 150 mm separation from the sandstone plinth;</li><li>• The design and upgrades to be overseen by a suitably qualified heritage architect.</li></ul>

6.5.5 Landscaping

<b>DESCRIPTION</b>	Soft landscaping surrounding the existing cottage comprises mature trees, plantings and a grassed area.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Landscaping well maintained and mature plantings appear to be in good condition.				

**VISUAL SURVEY**



Figure 117. View towards Building 05, facing north-east from Inman Road.



Figure 118. View to southern elevation, facing east within the site.



Figure 119. View to the soft landscaping within the site, situated along Inman Road, facing south-east.



Figure 120. View to the southern elevation of Building 05, note the mature trees and plantings.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• The advice of an arborist is to be obtained to ascertain the species of trees within the landscape. Native trees are to be retained and conserved;</li> <li>• An appropriate landscaped area within the subject site is to be retained as it is considered significant to the heritage significance of the site. The advice of a Landscape Architect is to be obtained with regards to the required landscaped area surrounding the building;</li> <li>• Where a native tree is to be removed due to decay, it is to be replaced with the same species of tree; and</li> </ul>

	<ul style="list-style-type: none"><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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## 6.6 B5 – Internal Works

### 6.6.1 Ceilings

<b>DESCRIPTION</b>	Plasterboard ceilings throughout, including early plasterboard. Suspended ceiling tiles in the meeting rooms.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, further inspection would be required.				

#### VISUAL SURVEY



Figure 121. View to the interior of the enclosed verandah, facing north-west. Note the early plasterboard.



Figure 122. View to the interior of Building 05. Note the plasterboard.



Figure 123. View to the interior of the corridor. Note the plasterboard.



Figure 124. View to the interior of room in use as a storage space. Note the suspended ceiling tiles.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain and conserve original ceilings;</li> <li>• Engage an expert plasterer to assess the condition of the plaster ceilings and cornices on a room by room basis and identify causes (s) of failure (damp or structural failure). Decisions regarding the viability of repairs, wholesale replacement or a combination of both need to be made under the guidance of the appointed heritage architect;</li> <li>• Where ceilings/cornices are damaged, they are to be made good;</li> </ul>

	<ul style="list-style-type: none"> <li>• Where surfaces are patchy, remedial action to be taken if required and monitor for further deterioration;</li> <li>• Decorative plaster ceiling pendants, roses to be retained and made good.</li> <li>• Intrusive elements may be removed;</li> <li>• Prepare and paint in accordance with approved heritage colour scheme;</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Early Plasterboard</b>	<ul style="list-style-type: none"> <li>• Where plasterboard ceiling is not original, remove and reinstate original;</li> <li>• An industrial hygienist is to investigate the ceilings for presence of asbestos;</li> <li>• Where asbestos is found on site, it is to be removed in accordance with pertinent Australian authority's guidelines and standards as well as in accordance with EPA regulations;</li> <li>• All asbestos is to be removed from site prior to any consecutive trades commencing. Upon removal, the industrial hygienist is to return to site and certify (after testing) that the asbestos has been removed. Only at that point shall consecutive trades commence on site; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Cornices</b>	<ul style="list-style-type: none"> <li>• Only use cornices that represent the interwar period;</li> <li>• Where cornices are to be replaced, they are to be reinstated to match original profiles;</li> <li>• Where cornices are to be removed due to excessive damage or where they are not original, they may be removed and replaced with age appropriate and more sympathetic cornices to suit period. Ensure uniformity within the building;</li> <li>• Prepare and paint in accordance with approved heritage colour scheme;</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Non-original uncharacteristic light fixtures to be removed and replaced with more sympathetic to suit the period;</li> <li>• Non-original uncharacteristic light switches and power points to be removed and replaced with more sympathetic switched to suit period; and</li> <li>• Fitting of new electrical installations should have regard for the historic fabric of the place and avoid unnecessary damage. Avoid the use of historical recreations. Careful planning is needed to avoid the unsightly exposed runs of cabling, internally and externally. No chasing into walls will be allowed. All new services are to be wall-mounted and not chased into the historic fabric.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.6.2 Walls

<b>DESCRIPTION</b>	Combination of masonry walls, plasterboard and curved masonry walls.				
	<b>Masonry Walls</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				
	<b>Plasterboard Walls</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Fair condition, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 125. View to the interior of the enclosed verandah, facing north-west. Note the masonry walls.

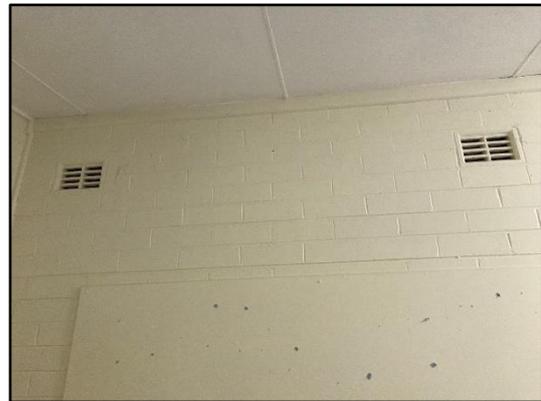


Figure 126. View to the interior of the enclosed verandah, facing south-east.



Figure 127. View to the interior of office space with plasterboard walls, facing north-east.



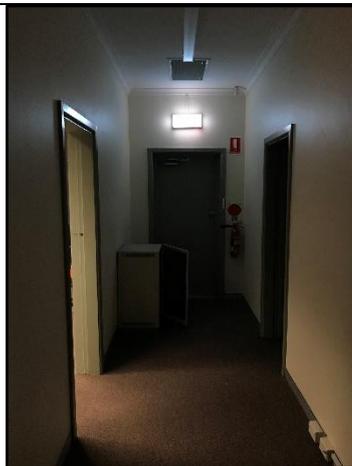
Figure 128. View to the interior of office space with plasterboard walls, facing south-west.



**Figure 129.** View to the interior of meeting room, note the plasterboard walls.



**Figure 130.** View to the interior of room in use as a storage space. Note the plasterboard walls.



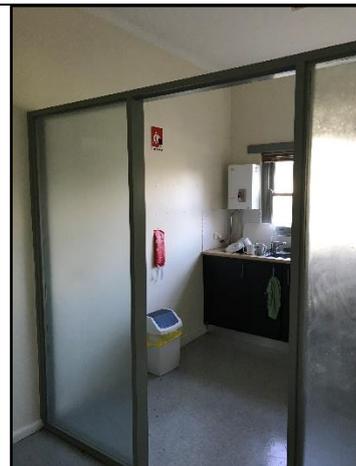
**Figure 131.** View to the interior of office space with plasterboard walls, facing north-east.



**Figure 132.** View to the interior of office space with plasterboard walls, facing south-west.



**Figure 133.** Close-up view to curved masonry walls, note the alterations due to the installation of services.



**Figure 134.** View to the glass partition within the kitchen.

ELEMENT	CONSERVATION ACTION
<p><b>General Recommendations</b></p>	<ul style="list-style-type: none"> <li>• Original masonry is to be retained and made good where necessary;</li> <li>• Existing damage to brickwork or mismatched later infill is to be retained as is, in order to communicate the history of the building to future users;</li> </ul>

	<ul style="list-style-type: none"> <li>• Make good will only occur where the masonry poses a risk to the structure or to the building’s users, as well in excepted cases where previously discussed with a qualified Heritage Consultant;</li> <li>• Unpainted and un-rendered masonry surfaces are not to be painted over or rendered;</li> <li>• Avoid the use of waterproof or water repellent paints as they can trap water in the substrate, accelerating deterioration;</li> <li>• Where masonry is to be removed, it is to be removed using hand demolition only and it is to ensure the protection of existing fabric;</li> <li>• When repairing masonry material, the replacement should match the original fabric as closely as possible in colour grain, bedding durability, porosity, and chemical composition;</li> <li>• Works are to be carried out by a suitably-qualified tradesperson with experience in heritage masonry, under the guidance of heritage architect;</li> <li>• Do not use acid to clean masonry, surfaces should only be cleaned to remove harmful substances and to reveal deterioration. Low pressure methods with water spray and soft natural bristle brushes should be used;</li> <li>• Efflorescence: A moisture meter should be used to investigate the presence of dampness. Where necessary, Cocoon, a poulticing medium by Westox should be applied to the surface to remove the presence of salts and water damage before any pointing work is undertaken;</li> <li>• Maintain existing damp proof courses and flashings, unless they are ineffective and need to be replaced;</li> <li>• External sills on timber windows are particularly vulnerable to weathering. Sills should have sufficient outward slope to shed rainwater. There should always be a ‘drip’ – a small groove underneath the front edge of the sill – running the full width of the window to prevent water running back underneath the sill and causing wood rot or masonry dampness;</li> <li>• Avoid the use of electric saws or pneumatic hammers to prevent the destabilisation of fabric; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Brickwork</b></p>	<ul style="list-style-type: none"> <li>• Paint is to be removed from existing masonry walls, notably the original external wall, to be exposed following the demolition of the later addition verandah, it is to be done using the Peel-Away system, in accordance with the manufactures specifications and pertinent AS standards;</li> <li>• Existing saw cuts from prior chasing of wiring and services into the brick wall is to be retained, as it forms part of the history of the building and fabric;</li> </ul>

	<ul style="list-style-type: none"> <li>• Where the face of a brick is damaged and needs to be replaced, the brick is to be removed. In the first instance, the tradesperson undertaking the work is to inspect the rear face of the brick for damage. If the rear face is deemed to be in good condition, the brick is to be re-laid using the rear face at the façade. If the rear face is also damaged, a new brick of matching colour should be used as a replacement;</li> <li>• Make good will only occur where the masonry poses a risk to the structure or to the building's users, as well in excepted cases where previously discussed with a qualified Heritage Consultant.</li> <li>• Obtain advice of a Structural Engineer in relation to shifted/out of alignment brickwork. Where brickwork is to be returned to original position, consideration may be given to the limited relaying of brickwork. Note – details of any repair or stabilisation works specified by the Structural Engineer should be reviewed by a Heritage Consultant;</li> <li>• When repairing masonry material, the replacement should match the original fabric as closely as possible in colour grain, bedding durability, porosity, and chemical composition;</li> <li>• Repointing brickwork is needed where mortar joints have deteriorated. While evidence of age to mortar joints is acceptable, re-pointing of some sections of the walls may be necessary;</li> <li>• Maintain existing damp proof courses and flashings, unless they are ineffective and need to be replaced;</li> <li>• Where holes are to be introduced to brickwork for the introduction of pipes as part of wall wetting external sprinklers, minimise the number of bricks to be damaged. Ensure that no heavy machinery is to be used for the introduction of the wall wetting sprinkler system.</li> <li>• If brick is identified as the only feasible substrate for fixing new fabric, in the first instance the possibility of fixing into the mortar joints should be considered. Fixing to the brick face itself should be seen as a 'last resort' option.</li> <li>• Where fixing would be required to brick or mortar, any fixings used should be of a non-ferrous material, and as few penetrations as possible should be made to the brick in order to minimise damage.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Painting Finish</b></p>	<ul style="list-style-type: none"> <li>• Where painting finish is missing or damaged, it is to be made good;</li> <li>• Where paint finish is to be removed, it is to be removed using the Peel-Away system, in accordance with the manufactures specifications and pertinent AS standards; and</li> <li>• Employ the use of mineral based paints such as Murobond. Do not use acrylic paints due to the residual moisture in the walls; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

<b>Ventilation Grilles</b>	<ul style="list-style-type: none"><li>• Original terracotta vents and hoods are to be retained;</li><li>• Where vents are not in good condition or damaged, they are to be made good. Where vents are beyond repair, they are to be replaced matching original and existing vents;</li><li>• New elements and materials used for the conservation works are to match existing in all respects;</li><li>• Unpainted elements are not to be painted; and</li><li>• Where vents are to be painted, they are to be painted in accordance with heritage colour scheme.</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"><li>• Enclosed verandah to be reinstated as an open verandah, with the removal of the later addition plasterboard. Paint to be removed from the masonry wall.</li></ul>

6.6.3 Openings

<b>DESCRIPTION</b>	Timber and aluminium framed windows. Timber doors, with architraves and skirting.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 135. View to the interior of the corridor.



Figure 136. View to the bathroom door.



Figure 137. View to the interior of timber framed openings within the eastern elevation.



Figure 138. View to the interior of timber framed openings within the southern elevation.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• A qualified heritage carpenter is to inspect all existing timber elements and determine the condition of each as identified in the Schedule of Conservation Works;</li> <li>• The works to be carried out under the approval should in general, involve the least possible level of physical intervention to significant fabric;</li> <li>• Timber is to be protected with protective material during demolition and conservation works to other fabric;</li> <li>• Original timber elements are to be retained, conserved and made good in situ;</li> <li>• Where repairs are required to timber, works are to be taken in situ using the geometric splicing method. This includes removing the entire</li> </ul>

	<p>thickness of the damaged area and geometrically splice in a matching section exactly to the thickness, shape, profile, form and species of the original timber and date stamp each new element;</p> <ul style="list-style-type: none"> <li>• If the element is structurally unsound, unstable, subject to white ant and/or dry rot, either partially or fully replace applying the Burra Charter principle “to remove as much as necessary but as little as possible”. Timber elements are to be repaired as necessary, by introducing as little new fabric as is needed. If decayed timber needs to be removed to form a splice or patch repair, take off just enough timber to allow an effective repair. Always fit the new material to the profile of the existing. Any structurally unsound works are to be flagged with the structural engineer before the commencement of any works;</li> <li>• Where damage to fabric is small (less than 5mm), infill is not necessary;</li> <li>• All new sections of timber introduced into original components are to be date stamped;</li> <li>• Sand all repaired and sound timber elements to timber substrate and prepare for repainting in accordance with the paint manufacturer’s specifications and AS 2311. Colours to be chosen in consultation with the heritage architect;</li> <li>• If required, repolish to match the surrounding timber.</li> <li>• Works are to be undertaken by a suitably-qualified carpenter with heritage experience; and</li> <li>• All works, and repairs are to be undertaken in accordance with the National Timber Framing Code (AS 1684).</li> <li>• Where timber is to be repainted, previous layers of paint are not to be removed;</li> <li>• Where timber is to be repainted, paint scraping should be undertaken to ascertain original colour. Retain or replace (optional) original colour scheme after appropriate approvals have been granted;</li> <li>• The advice of a Heritage Architect is to be obtained and a colour scheme appropriate to the architectural style and period of the building is to be chosen;</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Doors and Windows</b></p>	<ul style="list-style-type: none"> <li>• A qualified heritage carpenter is to inspect all existing timber elements and determine condition of each element including doors, door frames, architraves, and other timber elements;</li> <li>• Original timber windows, doors, and all their elements including any decorative glazing, transoms, side lighting, are to be retained and made good. All doors are to be of the interwar period as indicated below;</li> </ul>

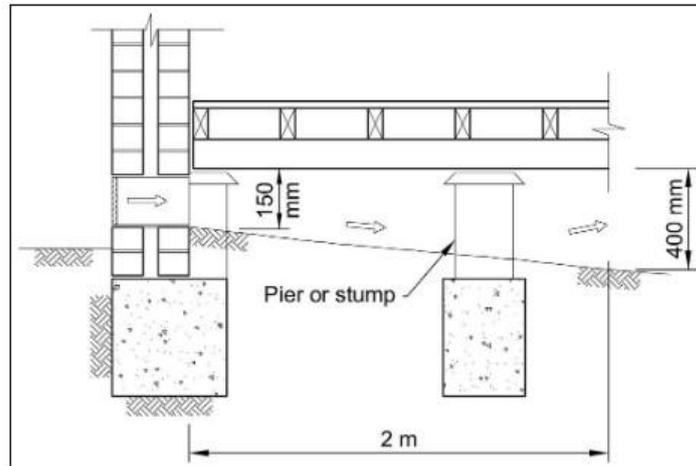
	 <ul style="list-style-type: none"> <li>• Retain and conserve timber window and door frames in situ. Make good where necessary;</li> <li>• Where the infill between window frame and brickwork has failed, existing mortar is to be removed and gaps are to be re-pointed. Plastic-based products are not to be introduced;</li> <li>• Inspect doors to check that they open freely, and hinges and locks are lubricated and working effectively. Also check that the lock and the strike plate are aligned so that the door closes properly;</li> <li>• Repairs must match existing in material, size and profile. Replacement doors and windows should be like for like;</li> <li>• All doors, windows and shutters to be eased and counterweights and sash boxes checked to ensure that the upper and lower sashes slide fully up and down. They are to be repaired as necessary;</li> <li>• Repaint timber surfaces periodically (every five years at least);</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Door and Window Hardware</b></p>	<ul style="list-style-type: none"> <li>• Investigate working order of original hardware, retain and restore to working order;</li> <li>• Polish all original hardware;</li> <li>• Reconstruct or restore if necessary, with period appropriate hardware or sympathetic and compatible simple contemporary hardware;</li> <li>• Remove any non-original and intrusive window and door hardware;</li> <li>• All hardware to doors and windows must match the period of the building and chosen in consultation with heritage architect. For example, genuine brass and not brass plated products are to be used for window and door hardware in late Victorian residences.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

<p><b>Glazing</b></p>	<ul style="list-style-type: none"> <li>• Where glazing panels are damaged, they are to be replaced to AS 1288-2006; and</li> <li>• Any damage to glazing or putty is to be undertaken in-situ. Note, the putty may contain lead – this is to be determined by a suitably qualified industrial hygienist;</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Painting Finish</b></p>	<ul style="list-style-type: none"> <li>• All existing painting is to be taken back to the timber substrate and prepared to receive new layers of paint including primer as directed by the manufacturer of the paint – check instructions on tin;</li> <li>• Where paint colour scheme is not original, paint scraping should be undertaken to ascertain original colour. Retain or replace (optional) original colour scheme after appropriate approvals have been granted; and</li> <li>• Where timber is to be repainted, previous layers of paint are to be removed;</li> <li>• Where removing lead paint from timber elements, the paint is to be removed in situ using a combination of previously approved non-invasive cleaning methods, after consultations with the appointed Heritage Architect. The timber elements are not to be immersed in any form of acid bath or undergo abrasive treatments. Where lead paint is to be removed, the removal is to be carried out in accordance with AS/NZS 4361.2:2017. All necessary precautions are to be taken to remove the residue from the site in accordance with EPA guidelines. Where necessary, the timber elements are then to be repainted according to the selected colour scheme.</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.6.4 Flooring

<b>DESCRIPTION</b>	Linoleum within the kitchen, carpet throughout the offices and board rooms. Terrazzo threshold at the rear entrance.				
	<b>Linoleum, Carpet &amp; Tiling</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				
	<b>Terrazzo Threshold</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				
<b>VISUAL SURVEY</b>					
					
Figure 139. View to the carpet within the corridor.			Figure 140. View to the linoleum and terrazzo threshold.		
					
Figure 141. View to the tiling in the main bathroom.			Figure 142. View to the carpet within the main corridor and linoleum in the kitchen.		
<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>				
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>Remove non-original carpets or vinyl matting to expose original flooring underneath;</li> </ul>				

- Reinstall suspended timber flooring throughout by removing all concrete slabs. Reinstall brick piers, ant caps, bearers and joists and adequately ventilate the subfloor area to each room in the building in accordance with Part 3.4.1 of the NCC (diagram below extracted from Part 3.4.1 of the NCC);



- Cleaning should be undertaken immediately if any spillage occurs on the floorboards;
- Timber floorboards are to be protected with protective material during demolition and conservation works to other fabric;
- Retain and conserve timber flooring and make good all blemishes. Check structural stability of floor structure in consultation with a registered structural engineer. Allow to replace elements as directed by the structural engineer;
- Damaged original floorboards are to be made good;
- Limit repairs only to members which are structurally unsound or dangerous;
- Where damage to fabric is small (less than 5mm), infill is not necessary;
- Keep original timber flooring exposed without adding carpets or vinyl. Inspect and assess structural integrity of timber floor. Note evidence of cupping, weakness, actual failure sagging, previous and current pest activity, etc;
- Base the timber specification for replacement flooring on the original timber floorboards, if exposed during the construction process;
- Works are to be undertaken in situ and by a suitably-qualified carpenter with heritage experience;
- Intrusive flooring may be removed and replaced with a sympathetic and period appropriate flooring;
- Where flooring is to be replaced, the advice of a Heritage Architect is to be obtained before the commencement of works;
- New elements and materials used for the conservation works are to match existing in all respects;

	<ul style="list-style-type: none"><li>• Retain all original bathroom tiling;</li><li>• Where tiling has been damaged, it is to be repaired;</li><li>• Where repairing is not possible, a Heritage Architect is to be consulted and a period appropriate tile is to replace damaged tile. Replacement tile is to be sourced from old tiles sourced from restoration shops and tile specialists or cut from modern tiles of similar finish into the shape required.</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.6.5 Fittings, Fixtures and Electrical

<b>DESCRIPTION</b>	Fluorescent lighting throughout, additional fixtures include fire services and air conditioning units.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 143. View to the fluorescent lighting within board room.



Figure 144. View to fluorescent lighting within main corridor.

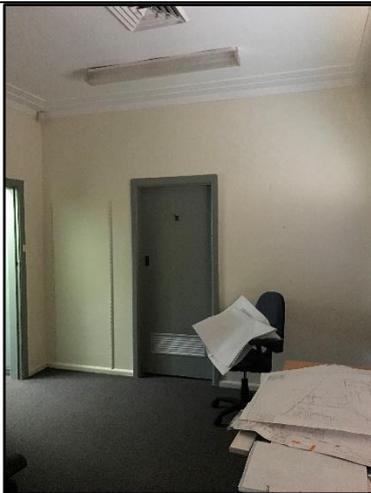


Figure 145. View to fluorescent lighting within main corridor.



Figure 146. View to lighting system within bathroom.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Non-original uncharacteristic light fixtures to be removed and replaced with more sympathetic to suit period;</li> <li>• Non-original uncharacteristic light switches and power points to be removed and replaced with more sympathetic switched to suit period; and</li> <li>• Fitting of new electrical installations should have regard for the historic fabric of the place and avoid unnecessary damage. Avoid the use of historical recreations. Careful planning is needed to avoid the unsightly exposed runs of cabling, internally and externally. No chasing into walls</li> </ul>

	<p>will be allowed. All new services are to be wall-mounted and not chased into the historic fabric; and</p> <ul style="list-style-type: none"><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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## 6.7 B6 – External Works

### 6.7.1 Roof Structure

<b>DESCRIPTION</b>	The flat roof of Building 6 comprises Colorbond sheeting.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	Fair condition, access to the roof would be required.				

#### VISUAL SURVEY



Figure 147. View to Building 6 from Inman Road, facing north-east.



Figure 148. Close-up view to Buildings & 6 from Inman Road, facing east.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>Retain and conserve roof forms, materials and pitch;</li> <li>Conserve and retain original timber beams, rafters and purlin where possible. Engage a structural engineer and pest exterminator to assess and advise respectively as to structural soundness and pest control;</li> <li>Conserve and retain original timber eaves, fascia and bargeboards;</li> <li>New elements and materials used for the conservation works are to match existing details in all respects;</li> <li>Key maintenance objective for the roof is to keep roof planes free of debris – good practice is to regularly sweep lower angle sections and to periodically clean upper roof section; and</li> <li>Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Colorbond</b>	<ul style="list-style-type: none"> <li>Periodically inspect for condition. Undertake repairs quickly (physical damage, oxidation, loose or missing fixings, separation washers, galvanic reactions etc.); and</li> <li>Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Rainwater Goods</b>	<ul style="list-style-type: none"> <li>Retain original rainwater goods;</li> <li>A hydraulic engineer is to inspect and review all broken and deteriorated gutters, headers and downpipes as necessary. In case of insufficiency, a new drainage plan is to be developed subject to the appointed heritage</li> </ul>

	<p>architect’s specification in relation to construction, fixing, sizing, materials, placement and reversibility;</p> <ul style="list-style-type: none"><li>• Downpipes which do not comply with current standards and/or are damaged are to be removed and replaced with complying downpipes;</li><li>• Where gutters and downpipes are to be removed, the original profiles and shapes are to be reinstated;</li><li>• Where downpipes are to be replaced, they are to be located in a way to minimise visual disruption of the façade;</li><li>• Ensure that gutters, rainwater heads, downpipes and the roof are all of the same metal. Do not mix electrolytically non-compatible metals;</li><li>• Ensure all gutters, rainwater heads and downpipes are clear of leaves or other debris;</li><li>• Ensure stormwater drainage complies with current standards;</li><li>• Rainwater goods are to be in accordance with AS 3500 Plumbing and Drainage and AS/NZS 2311; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.7.2 Walls

<b>DESCRIPTION</b>	Two-storey off form concrete walling with masonry along the ground floor elevation, along Inman Road.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				

**VISUAL SURVEY**



Figure 149. View to Building 6 from Inman Road, facing north-east.



Figure 150. Close-up view to Buildings & 6 from Inman Road, facing east.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Original concrete is to be retained and made good;</li> <li>• The works to be carried out under the approval should in general, involve the least possible level of physical intervention to significant fabric.</li> <li>• Designer/architect to provide details of changes to concrete walls to appointed Heritage Architect for approval.</li> <li>• The heritage architect is to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<b>Masonry</b>	<ul style="list-style-type: none"> <li>• Painted and rendered masonry is to be retained, if paint it is to be removed due to damage, it is to be done using the Peel-Away system, in accordance with the manufactures specifications and pertinent AS standards;</li> <li>• Where brickwork is to be repainted, age-appropriate colour schemes are to be applied;</li> <li>• Existing saw cuts from prior chasing of wiring and services into the brick wall is to be retained, as it forms part of the history of the building and fabric;</li> <li>• Where the face of a brick is damaged and needs to be replaced, the brick is to be removed. In the first instance, the tradesperson undertaking the work is to inspect the rear face of the brick for damage. If the rear face is deemed to be in good condition, the brick is to be re-laid using the rear face at the façade. If the rear face is also damaged, a new brick of matching colour should be used as a replacement;</li> </ul>

	<ul style="list-style-type: none"><li>• Make good will only occur where the masonry poses a risk to the structure or to the building's users, as well in excepted cases where previously discussed with a qualified Heritage Consultant.</li><li>• Obtain advice of a Structural Engineer in relation to shifted/out of alignment brickwork. Where brickwork is to be returned to original position, consideration may be given to the limited relaying of brickwork. Note – details of any repair or stabilisation works specified by the Structural Engineer should be reviewed by a Heritage Consultant;</li><li>• When repairing masonry material, the replacement should match the original fabric as closely as possible in colour grain, bedding durability, porosity, and chemical composition;</li><li>• Repointing brickwork is needed where mortar joints have deteriorated. While evidence of age to mortar joints is acceptable, re-pointing of some sections of the walls may be necessary;</li><li>• Maintain existing damp proof courses and flashings, unless they are ineffective and need to be replaced;</li><li>• Where holes are to be introduced to brickwork for the introduction of pipes as part of wall wetting external sprinklers, minimise the number of bricks to be damaged. Ensure that no heavy machinery is to be used for the introduction of the wall wetting sprinkler system.</li><li>• If brick is identified as the only feasible substrate for fixing new fabric, in the first instance the possibility of fixing into the mortar joints should be considered. Fixing to the brick face itself should be seen as a 'last resort' option.</li><li>• Where fixing would be required to brick or mortar, any fixings used should be of a non-ferrous material, and as few penetrations as possible should be made to the brick in order to minimise damage.</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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6.7.3 Fenestration

<b>DESCRIPTION</b>	Aluminium framed windows extend along the western elevation, situated along Inman Road.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				

**VISUAL SURVEY**



Figure 151. Close-up view to Building 06, facing north.



Figure 152. Close-up view to glazing of Building 06, facing south-east.



Figure 153. View to Building 06, facing north-east.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> <li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.7.4 Landscaping

<b>DESCRIPTION</b>	Soft-landscaping includes mature trees and grass.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	Fair condition, well maintained despite the vacancy of the site. Significant mature trees line the Inman Road elevation.				
<b>VISUAL SURVEY</b>					
					
<p><b>Figure 154.</b> View to Building 06, facing north-east from Inman Road.</p>			<p><b>Figure 155.</b> View towards Building 06, facing east from Inman Road.</p>		
<b>ELEMENT</b>		<b>CONSERVATION ACTION</b>			
<b>General Recommendations</b>		<ul style="list-style-type: none"> <li>• The advice of a suitably qualified arborist with heritage experience is to be obtained to ascertain the species of trees within the landscape. Native trees are to be retained and conserved;</li> <li>• An appropriate landscaped area within the subject site is to be retained as it is considered significant to the heritage significance of the site. The advice of a Landscape Architect is to be obtained with regards to the required landscaped area surrounding the building;</li> <li>• Where a native tree is to be removed due to decay, it is to be replaced with the same species of tree; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>			
<b>Additional Considerations</b>		<ul style="list-style-type: none"> <li>• Regular maintenance schedule to be established with the soft landscaping.</li> </ul>			

## 6.8 B6 - Internal Works

### 6.8.1 Structure

<b>DESCRIPTION</b>	Steel framed structure for the two-storey rectangular building, constructed 1969, as an extension to Building 01.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				
<b>VISUAL SURVEY</b>					
					
<p><b>Figure 156.</b> View to the interior of Building 06, first floor, facing towards Inman Road.</p>			<p><b>Figure 157.</b> View to the interior of Building 06 first floor, facing south-west.</p>		
					
<p><b>Figure 158.</b> View to the interior of Building 06, ground floor, former cafeteria.</p>			<p><b>Figure 159.</b> View to the interior of Building 06, ground floor, former cafeteria.</p>		
<b>ELEMENT</b>		<b>CONSERVATION ACTION</b>			
<b>General Recommendations</b>		<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> <li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree.</li> </ul>			

	<ul style="list-style-type: none"><li>• Where corrosion is found, it is important to remove the cause of corrosion. If not possible, the mildest cleaning agent available is to be used, followed by a reversible sealant;</li><li>• Where rust is found, it is to be removed by a Heritage metalworker in accordance with pertinent AS standards. Heritage metalworker is to treat rust throughout with rust inhibitor and a paint equivalent to red oxide paint (red oxide paint contains lead and should not be used); and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"><li>• Regular inspections to be undertaken by structural engineer regarding the structural integrity of the building, and to undertake works necessary to remove or prevent any structural failures.</li></ul>

6.8.2 Ceiling & Walls

<b>DESCRIPTION</b>	Internal walls comprise of plasterboard. The ceilings comprise of plasterboard and suspended ceiling tiles.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 160. View to the interior of the first floor of Building 06, office space.



Figure 161. View to the interior of Building 06, including a kitchen fit out.



Figure 162. View to the interior of the ground floor level of Building 06, former cafeteria.



Figure 163. View to the interior of the ground floor level of Building 06, former cafeteria, facing towards Inman Road.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Removal of plasterboard and glass partitions permissible, in order to change the existing layout;</li> <li>• Plasterboard ceilings encouraged, the use of suspended ceiling tiles is discouraged; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.8.3 Openings

<b>DESCRIPTION</b>	Aluminium framed windows, in addition to a combination of timber and glass doors.				
	<b>Aluminium Window Frames</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, little signs of deterioration.				
	<b>Internal Timber &amp; Glass Doors</b>				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition.				

**VISUAL SURVEY**



Figure 164. Close-up view to interior of aluminium framed windows in Building 6, western elevation.



Figure 165. Close-up view to interior of aluminium framed windows in Building 6, eastern elevation.



Figure 166. View to the interior of Building 6 office space, with internal glass partitions.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain original metal elements;</li> <li>• Only missing or unsound elements are to be formed, or recast and replaced;</li> <li>• Maintain protective coatings on ferrous metals;</li> </ul>

	<ul style="list-style-type: none"><li>• Do not alter the colour, texture, tone or patina of a metal through inappropriate cleanings. It is important to note that all metal cleaners are abrasive to a degree; and</li><li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li></ul>
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### 6.8.5 Flooring

<b>DESCRIPTION</b>	Concrete floor structure, with flooring finishes comprising carpeting, tiles and floating floorboards. Likely introduced during the internal renovations undertaken in 2006.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

#### VISUAL SURVEY



Figure 167. View to the interior of Building 6 first floor, carpet throughout.



Figure 168. View to the interior of Building 6 ground floor, note the floating floorboards.

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Retain the original floor structure and conserve in situ;</li> <li>• Check structural stability of floor structure in consultation with a registered structural engineer. Allow to replace elements as directed by the structural engineer;</li> <li>• Limit repairs only to members which are structurally unsound or dangerous;</li> <li>• Where damage to fabric is small (less than 5mm), infill is not necessary;</li> <li>• Intrusive flooring may be removed and replaced with a sympathetic flooring;</li> <li>• Where flooring is to be replaced, the advice of a Heritage Architect is to be obtained before the commencement of works;</li> <li>• Where tiling has been damaged, it is to be repaired; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

6.8.6 Internal Stair

<b>DESCRIPTION</b>	Internal circular stair, comprising of terrazzo and timber handrails.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

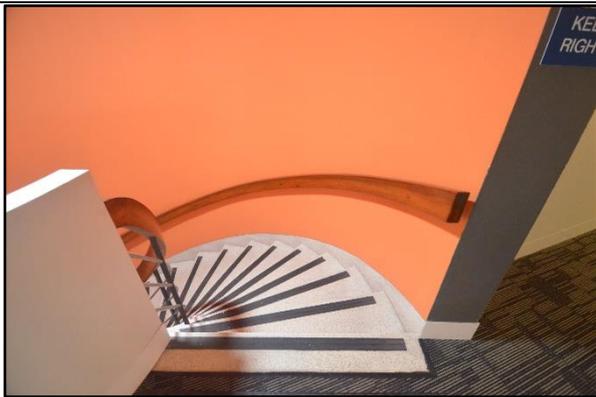
**VISUAL SURVEY**



**Figure 169.** View overlooking the internal circular terrazzo stair within Building 6.



**Figure 170.** View overlooking the internal circular terrazzo stair within Building 6.



**Figure 171.** View to the internal stair, close-up of the terrazzo and timber handrail.



**Figure 172.** View towards the internal stair from the ground floor and timber panelling.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>• Original staircases and their original balusters and handrails are to be retained and conserved;</li> <li>• New carpet runner may be installed on the stairs after submission to appointed heritage architect for approval prior to its installation; and</li> <li>• New carpet installed on staircase to be 450mm away from stair edge on the balustrade side; and</li> <li>• Non-original timber or concrete staircases, including balusters and handrails may be removed and replaced with a period appropriate staircase.</li> </ul>
	<ul style="list-style-type: none"> <li>• Conserve and retain terrazzo elements and make good where necessary;</li> </ul>

<p><b>Terrazzo</b></p>	<ul style="list-style-type: none"> <li>• Remove any vegetation if found. Mortar joints where vegetation is found should be repointed so as to reduce the risk of further growth;</li> <li>• Where terrazzo is damaged and is in need of repair, it is to be repaired by a mason with experience in heritage masonry;</li> <li>• All surfaces are to be free of loose material or any contaminants before the commencement of works;</li> <li>• Chips and holes to terrazzo are to be filled with UV stable, white epoxy with pigment added to match as close as possible with the Portland cement. Existing holes are to be filled with similar aggregates that match the stone in colour. The hole is to be filled above the finished floor level to allow for the epoxy to be grinded down flat when hardened;</li> <li>• Where terrazzo is to be cleaned, vacuum and sweep the terrazzo to remove loose grit from the surface. Scrub a small area using a light solution of stone cleaner suitable for terrazzo. Terrazzo should be cleaned using a soft brush or broom to work the solution into the pores of the tile and grout. Continue to complete small areas until the entire surface has been scrubbed. The solution is to be left to soak for several minutes, then scrub again. When the solution has lifted out the dirt, remove the liquid and dirt using an old towel or clean, dry mop. Pour clean water over the surface to rinse. Use a clean cloth or mop to soak up any water, do not leave the surface to dry naturally;</li> <li>• Unpainted elements are not to be painted; and</li> <li>• Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>
<p><b>Additional Considerations</b></p>	<ul style="list-style-type: none"> <li>• Stair must be assessed for NCC Compliance and by an access consultant.</li> </ul>

6.8.7 Fittings, Fixtures and Electrical

<b>DESCRIPTION</b>	Lighting comprises of fluorescent light fixtures.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	HIGH	MODERATE	<b>LITTLE</b>	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	<b>GOOD</b>	FAIR	POOR	VERY POOR
	Good condition, general signs of wear and tear.				

**VISUAL SURVEY**



Figure 173. View to the interior of Building 6.

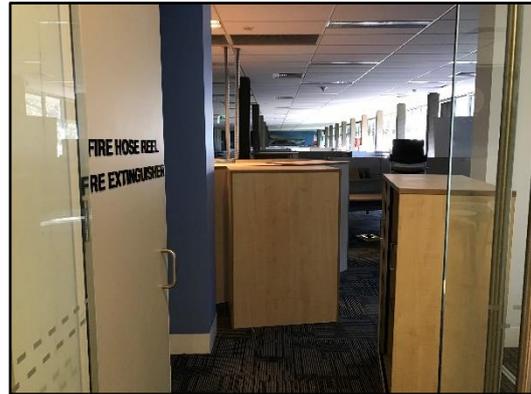


Figure 174. View to the interior of the offices within Building 6.

<b>ELEMENT</b>	<b>CONSERVATION ACTION</b>
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>Fitting of new electrical installations should have regard for the historic fabric of the place and avoid unnecessary damage. Careful planning is needed to avoid the unsightly exposed runs of cabling, internally and externally. No chasing into walls will be allowed. All new services are to be wall-mounted and not chased into the historic fabric; and</li> <li>Allow the heritage architect to carry out intermediate and final inspection of the work as it ensues.</li> </ul>

### 6.9 Internal Courtyard

<b>DESCRIPTION</b>	Internal courtyard situated between Buildings 01, 02, 06, 44 & 07. Although the space has been reduced in scale, it became a common open space for employees with the installation of timber benches and a pizza oven.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	Fair condition despite the vacancy of the site.				

**VISUAL SURVEY**



Figure 175. Overlooking the internal courtyard, view from Building 06, facing east.



Figure 176. View to the internal courtyard, facing north-east.

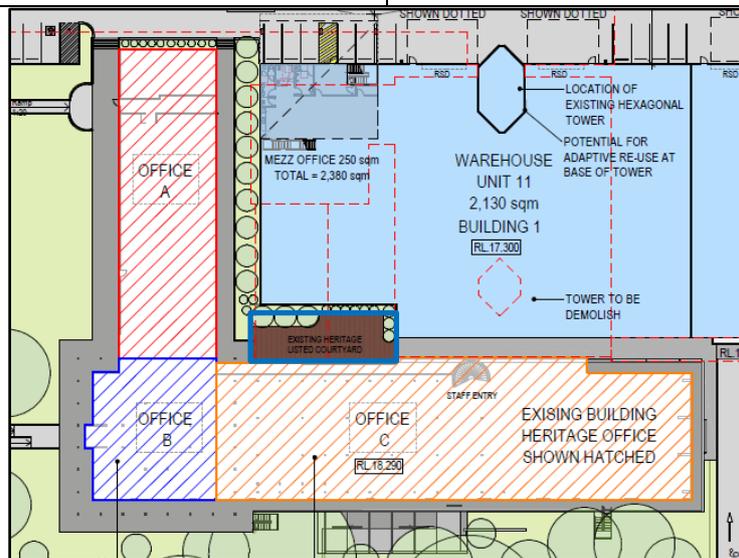


Figure 177. Proposed demolition plan, the section of the courtyard to be retained is outlined in blue. (Source: SBA Architects, November 2019)

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>Retain an internal courtyard space. Although alterations may be made to the existing scale and form, maintaining open space for employees within the site is imperative and respects the heritage significance of the complex;</li> </ul>

	<ul style="list-style-type: none"><li>• Retention of fabric not necessary, the awning, tiling, timber seating and pizza oven are of little significance;</li><li>• The internal courtyard should comprise of soft landscaping and social features, such as timber seating. If appropriate, additional features, such as a pizza oven or BBQ; and</li><li>• Elements outlined within an interpretation strategy should be incorporated into the internal courtyard, such as interpretive panels, tiling with inlays.</li></ul>
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## 6.10 B11 Hexagonal Tower – External Works

### 6.10.1 Structure

<b>DESCRIPTION</b>	The hexagonal tower of Building 11 comprises a steel structure, with concrete walls and a concrete flooring system.				
<b>SIGNIFICANCE</b>	EXCEPTIONAL	<b>HIGH</b>	MODERATE	LITTLE	INTRUSIVE
<b>CONDITION</b>	VERY GOOD	GOOD	<b>FAIR</b>	POOR	VERY POOR
	Fair condition.				

#### VISUAL SURVEY

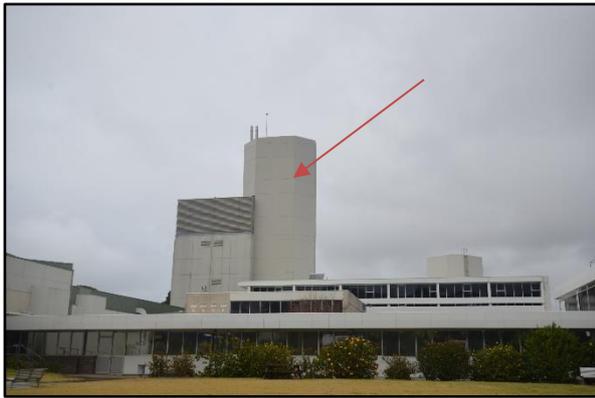


Figure 178. View to Building 11, indicated by the red arrow, from within the subject site.



Figure 179. View towards the subject site, from Inman Road, facing east.

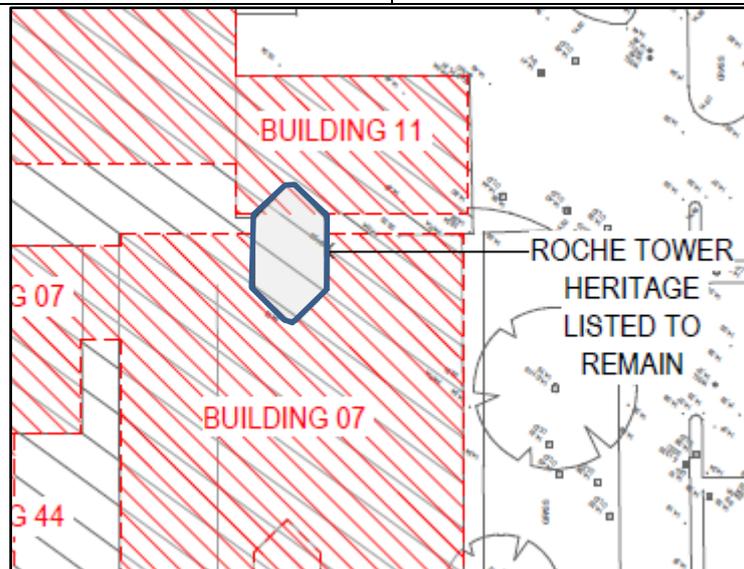


Figure 180. Proposed demolition plan, the hexagonal tower to be retained is outlined in blue. (Source: SBA Architects, November 2019)

ELEMENT	CONSERVATION ACTION
<b>General Recommendations</b>	<ul style="list-style-type: none"> <li>Retain existing hexagonal tower;</li> <li>Potential to adaptively re-use the base of the tower to be guided by heritage architect, following structural report by engineer to outline the detailing for maintaining the structural integrity of the tower;</li> </ul>

	<ul style="list-style-type: none"><li>• Engage a lighting consultant, to provide an appropriate lighting scheme for the tower, to enhance the prominence and landmark qualities of the tower;</li><li>• Waterproofing of tower to be undertaken in conjunction with relevant improvement works following a close inspection of the structure;</li><li>• Inspection to be undertaken regarding existing structure, to ensure no signs of cracking or movement;</li><li>• Structural engineer to provide guidelines for regular maintenance of the tower following demolition and construction works within the site, including a cyclical maintenance schedule; and</li><li>• Ensure the tower is incorporated into the implementation of the comprehensive interpretation strategy developed for the site. May include reinstating a logo on the tower.</li></ul>
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## 7.0 CONCLUSION & RECOMMENDATIONS

### 7.1 Conclusion

This Schedule of Conservation Works, notably Section 6.0 above and the recommendations outlined below in Section 7.2, is to be read in conjunction with the Conservation Management Plan for 100 South Creek Road, Cromer by Heritage 21 dated May 2019. Heritage 21 is satisfied that the request for additional information has been adequately addressed, that the documents would adequately ensure the protection of significant fabric and spaces and that the proposal would respect the heritage significance of the subject site. Ongoing maintenance work for all of the heritage assets on the site including extensive landscaping maintenance will also be required. Heritage 21 would recommend the undertaking of a costed SCW by a quantity surveyor, in addition to the development of a maintenance plan.

### 7.2 Recommendations

Heritage 21 would recommend, in conjunction with the conservation actions outlined in Sections 6.0 above, the following:

- All works are to be undertaken in conjunction with an appointed, suitably qualified heritage consultant. This includes detailing for all alterations required, guidance for demolition and construction works and the undertaking of regular inspections throughout, in addition to a final sign-off;
- Structural engineering report for the hexagonal tower, to ensure retention in situ and appropriate reinforcement during the construction and demolition process on the site. Detailing to be provided to a suitably qualified heritage architect to ensure that the detailing would not detract from the significance of the site, would ensure the retention of the tower in situ and would ultimately allow for the adaptive reuse of the base of the tower;
- Maintenance of the soft landscaping to be undertaken regularly, under the guidance of a suitably qualified heritage landscaping expert. Maintenance schedule to be developed;
- Comprehensive interpretation strategy to be implemented throughout the subject site, in order to convey the historical importance of the subject site;
- An industrial hygienist needs to be engaged to assess the subject buildings for the existence of hazardous materials including asbestos and lead in the paint, lead dust in the roof cavity of the cottage etc. The industrial hygienist is to recommend appropriate methods for removing hazardous materials;
- NCC Compliance assessment to be undertaken with all buildings, to ensure that all buildings satisfy the standards. Detailing to be developed in conjunction with a heritage consultant, in order to ensure that the relevant upgrades required would not detract from the significance of the site, nor require the removal of significant fabric;
- Fire consultant to assess the required fire upgrades to all relevant buildings, to ensure that all buildings satisfy the standards. Detailing to be developed in conjunction with a heritage

consultant, in order to ensure that the relevant upgrades required would not detract from the significance of the site, nor require the removal of significant fabric;

- Access consultant to undertake an assessment of the buildings, to ensure that all buildings satisfy the standards. Detailing to be developed in conjunction with a heritage consultant, in order to ensure that the relevant upgrades required would not detract from the significance of the site, nor require the removal of significant fabric;
- Electrical assessment of all buildings, to ensure that all buildings satisfy the AS 3000 standards. Detailing to be developed in conjunction with a heritage consultant, in order to ensure that the relevant upgrades required would not detract from the significance of the site, nor require the removal of significant fabric;
- Temporary Protection Plan to be prepared by suitably qualified heritage consultant for all buildings to ensure the protection of significant fabric during all demolition and construction works. Copies of the report are to be distributed to all workers within the site;
- Temporary Protection Plan concerning the archaeological remnants within the site to be undertaken by a suitably qualified archaeologist, in order to ensure the protection of the archaeological remains throughout all the works;
- Repointing of Building 05 to be undertaken;
- Sandstone plinth to be reinstated at Building 05. Separation to be established between sandstone and concrete, with at least 150 mm of pervious gravel;
- Additional works to be undertaken to Building 05 include, but are not limited to;
  - The installation of additional insulation;
  - The reinstating of timber window frames and removal of aluminium window frames. Putty to be assessed for presence of lead;
  - The reinstating of hardwood timber floorboards;
  - Upgrades to the suspended timber floor system, including relevant required upgrades to the piers and ant caps;
  - Reinstating of period appropriate timber doors, per Section 6.6 above;
  - Reinstating of period appropriate architraves and skirting, per Section 6.6 above;
  - Removal of concrete stair to the western elevation, to ensure the separation from the sandstone of at least 150mm. New balustrade to match style and form of existing. Detailing to be developed in conjunction with a heritage consultant;
  - Reinstating galvanised gutters and downpipes, removing Colorbond;
  - The enclosed verandah is to be removed and reinstated as an open verandah. Once removed, the paint should be removed from the original, external wall and reinstated as a face brick wall.
- Throughout the site, the paint should be tested for lead and removed per the methodology outlined in Section 6.6.2.
- Throughout the site, glazing should be upgraded to satisfy AS 1288-2006.
- Significant fabric throughout the site should remain, and or be incorporated within the interpretation strategy, including the flagpoles, to be retained in situ, and the Valium bas reliefs, to be incorporated within the site.

- Lighting consultant to be engaged regarding the potential to light the tower at night, in-keeping with the prominence of the tower; and
- Regular updates to be made to the Conservation Management Plan, written by Heritage 21 in May 2019. Regular updates should be made every 5 years, however due to the extent of changes proposed, further changes to the Conservation Management Plan would be required prior to 2024.

Finally, Heritage 21 recommends that this SCW be costed by a quantity surveyor together with the annual maintenance works for the heritage assets as well as the ongoing landscaping maintenance works as required.

## 8.0 SOURCES

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