

**COPY**

**HERITAGE AGREEMENT**

between

**HERITAGE COUNCIL OF WESTERN AUSTRALIA**

---

and

[REDACTED]  
[REDACTED]

in respect of

**SERGEANT'S QUARTERS,  
ALBANY COURT HOUSE COMPLEX**

(HCWA Place No. 51)

## TABLE OF CONTENTS

<b>Part 1</b>	<b>Definitions &amp; Interpretation</b>	
1.1	Definitions	Page 3
1.2	Interpretation	Page 5
<b>Part 2</b>	<b>Commencement, Duration and Scope of this Agreement</b>	
2.1	Commencement and duration of this Agreement	Page 5
2.2	Scope of this Agreement	Page 5
<b>Part 3</b>	<b>Development and Conservation</b>	
3.1	Conservation Plan	Page 6
3.2	Conservation Works	Page 6
3.3	Development	Page 6
3.4	Maintenance	Page 6
3.5	Conservation Consultant	Page 6
3.6	Reporting	Page 6
3.7	Insurance	Page 7
3.8	Compliance with Statutes	Page 7
<b>Part 4</b>	<b>Council's Rights of Entry and Powers of Inspection</b>	
4.1	Council's rights of entry and powers of inspection	Page 8
<b>Part 5</b>	<b>Default</b>	
5.1	Events of default	Page 8
5.2	Rights and remedies of Council	Page 8
5.3	Land and Place at risk of Owner	Page 9
5.4	Interest on overdue money	Page 9
<b>Part 6</b>	<b>Notices</b>	
6.1	Form of notices	Page 9
6.2	Address for notices	Page 10
<b>Part 7</b>	<b>General</b>	
7.1	Variation to be in writing	Page 10
7.2	Governing Law	Page 10
7.3	Further assurances	Page 10
7.4	Extension of time by Council	Page 10
7.5	Costs	Page 10
<b>The Schedule</b>		Page 11
<b>Executed as a Deed</b>		Page 12
<b>Certificate</b>		Page 13
<b>Annexures</b>		Page 14

# HERITAGE AGREEMENT

## Sergeant's Quarters, Albany Court House Complex, 35 Collie Street, Albany

**THIS AGREEMENT** is made on the 22<sup>nd</sup> day of June 2009 between the following parties:

1. **HERITAGE COUNCIL OF WESTERN AUSTRALIA** a corporate body established pursuant to the *Heritage of Western Australia Act 1990*, of 108 Adelaide Terrace, East Perth, Western Australia 6004 (the "Council"); and
2. [REDACTED] of 87 Spencer Street, Albany, Western Australia 6330 (the "Owner").

### RECITALS:

- A. The Council's objects are to identify, conserve and, where appropriate, enhance those places which are of significance to the cultural heritage of Western Australia; facilitate development that is in harmony with the cultural heritage; and promote public awareness and knowledge of Western Australia's cultural heritage.
- B. The Owner is the Registered Proprietor of the Land.
- C. The Place has been identified as being of cultural significance, and is entered in the Register of Heritage Places on a permanent basis pursuant to the Act.
- D. The Council and the Owner wish to enter this Agreement to provide for the conservation of the Place so as to retain its cultural heritage significance for present and future generations.

### AGREEMENT:

The Parties agree with each other as follows:

## PART 1 DEFINITIONS & INTERPRETATION

### 1.1 Definitions

In this Agreement, unless the contrary intention appears:

"**Act**" means the *Heritage of Western Australia Act (WA) 1990*;

"**Agreement**" means this Agreement as it may from time to time be varied as permitted by its terms;

"**Conservation Plan**" means the Conservation Plan in respect of the Place described in Item 5 of the Schedule, as may from time to time be varied with the prior written approval of the Council;

"**Conservation Policy**" means the policy specified in Item 3 of the Schedule;

"**Conservation Works**" means the works specified in Item 6 of the Schedule;



**“Construction Completion Date”** means:

- (a) in the case of **“Urgent Works”** as described in Item 6 of the Schedule, the first anniversary of the Effective Date;
- (b) in the case of **“Short-term Works”** as described in Item 6 of the Schedule, the second anniversary of the Effective Date;
- (c) in the case of **“Medium-term Works”** as described in Item 6 of the Schedule, the fifth anniversary of the Effective Date; and
- (d) in the case of **“Long-term Works”** as described in Item 6 of the Schedule, the tenth anniversary of the Effective Date.

**“Damage”** means losses, costs, damages, liabilities, expenses, actions, suits or claims of any kind;

**“Development”** means the development or use of the Place, including:

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the Land;
- (b) the carrying out on the Land of any excavation or other works;
- (c) any act or thing that is likely to change the character of the Place or the external appearance of any building;
- (d) any act or thing that would constitute an irreversible alteration of the Significant Fabric; and
- (e) a material change in the Use of the Place;

**“Effective Date”** means the date on which this Agreement is certified by the Minister pursuant to Section 32(1) of the Act;

**“Event of Default”** is defined in clause 5.1;

**“Fabric”** means all the physical material of the Place including, but not limited to:

- (a) components, fixtures, contents and objects, including those that are temporarily removed for repair, safekeeping, exhibition or other purposes;
- (b) building interiors, sub-surface remains and excavated material; and
- (c) natural material such as the landform, vegetation, streams, soil and rock.

**“Land”** means the land described in Item 4 of the Schedule;

**“Maintenance”** means the continuous protective care of the Significant Fabric as specified in Item 7 of the Schedule;

**“Minister”** means the Minister responsible for the administration of the Act;

**“Owner”** means:

- (a) subject to clause 2.2(d), [REDACTED], for so long as [REDACTED]; [REDACTED] is the registered proprietor of the Land; and
- (b) the Owner or Owners of the Land from time to time, as the expression “owner” is defined in the Act;

**“Place”** means the place described in Item 1 of the Schedule;

**“Register”** means the Register of Heritage Places as defined in the Act;

**“Significant Fabric”** means the elements of Fabric specified in Item 2 of the Schedule; and

**“Use”** means the functions of the Place as well as the activities and practices that may occur at the Place.

## **1.2 Interpretation**

In this Agreement, unless the contrary intention appears:

- (a) a reference to any statute, regulation, proclamation, ordinance or by-law includes all statutes, regulations, proclamations, ordinances or by-laws varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and by-laws issued under that statute;
- (b) a covenant or agreement by more than one person binds, and is enforceable against, those persons jointly and each of them severally;
- (c) no rule of construction applies to the disadvantage of a party on the basis that the party was responsible for drafting this Agreement or any part of it;
- (d) a reference to this Agreement or any other document or instrument includes the Agreement, document or instrument (as the case may be) as varied or replaced, notwithstanding any change in the identity of the parties;
- (e) a reference to the Owner doing or refraining from doing anything includes a reference to the Owner causing a person to do, or causing a person to refrain from doing, that thing (as the case may be);
- (f) a reference to any thing is a reference to the whole and each part of it; and
- (g) words and phrases having defined meanings in the Act, unless otherwise defined in this Agreement, have the meanings so defined in the Act.

## **PART 2 COMMENCEMENT, DURATION AND SCOPE OF THIS AGREEMENT**

### **2.1 Commencement and Duration of this Agreement**

- (a) This Agreement is made pursuant to Section 29 of the Act and is conditional upon the Minister
  - (i) being satisfied that this Agreement is necessary for the purposes of, and complies with, the Act; and
  - (ii) certifying that fact upon each executed copy of this Agreement.
- (b) This Agreement commences on the Effective Date and shall be of permanent effect unless terminated with the written consent of the Council.

### **2.2 Scope of this Agreement**

- (a) This Agreement:
  - (i) applies to the Land and the Place;
  - (ii) binds the Land and the Place; and
  - (iii) binds the Owner.
- (b) All of the obligations of the Owner under this Agreement dealing with development or use of the Land or any part of the Land or the conservation or care of any building, natural feature or other object on the Land are covenants made pursuant to section 29(10) of the Act and are intended to run with the Land.
- (c) The rights and obligations of the Owner under this Agreement are not assignable by the Owner without the prior written consent of the Council, which consent shall not be unreasonably withheld.



- (d) Subject to clause 2.2(e), on the person who is at the time the Owner (“**Outgoing Owner**”) transferring the whole of that person's interest in the Place to another person, the Outgoing Owner is released from all personal liability under this Agreement. For the avoidance of doubt, this clause 2.2(d) operates only to release the Outgoing Owner personally and does not release, vary or otherwise affect the obligations of the Owner under, or in connection with, this Agreement.
- (e) The provisions of clause 2.2(d) will not apply in respect of any liability or claim which arose prior to the date of registration of the transfer of the whole of the interest of the Outgoing Owner to another person.

### **PART 3 DEVELOPMENT AND CONSERVATION**

#### **3.1 Conservation Plan**

The parties acknowledge that the Conservation Plan is the primary guiding document for the conservation and future use of the Place and should be read in conjunction with this Agreement as an essential reference document. For the avoidance of doubt, all express obligations on the Owner in this Agreement which are derived from the Conservation Plan are described in the Annexures.

#### **3.2 Conservation Works**

The Owner must undertake the conservation of the Place in accordance with the Conservation Policy and is required to carry out the Conservation Works, by the Construction Completion Date.

#### **3.3 Development**

The Owner shall not:

- (a) carry out any Development; or
- (b) without prejudice to the generality of clause 3.3(a), do or permit to be done anything on or in relation to the Place which adversely affects the cultural heritage significance or characteristics of the Place; or
- (c) sub-divide or make application to sub-divide the Land;

except as permitted by clause 3.2 or as otherwise approved in advance in writing by the Council.

#### **3.4 Maintenance**

The Owner shall ensure that the Significant Fabric, as restored and adapted with the approval of the Council, is kept in a proper, safe and sound standard of repair and condition in all respects, in accordance with the Conservation Policy.

#### **3.5 Conservation Consultant**

The Owner must appoint a consultant approved in advance in writing by the Council to supervise the Conservation Works and any Development of the Place or other action which requires the approval of the Council under clause 3.3.

#### **3.6 Reporting**

- (a) All reports required in this clause shall be prepared on behalf of the Owner by the consultant appointed pursuant to clause 3.5, or such other person with the necessary skills approved in writing in advance by the Council.

- (b) The Owner must ensure that a proper, detailed and comprehensive written report describing the completed Conservation Works is provided within 30 days after the Construction Completion Date of each category of Conservation Works (i.e., "Urgent Works", "Short-term Works", "Medium-term Works" and "Long-term Works", respectively).
- (c) The Owner must ensure that a proper, detailed and comprehensive written report is provided to the Council within 60 days after receipt of a written request from the Council for a report describing
  - (i) all Conservation Works, Maintenance, or Development activities which the Owner has undertaken pursuant to this agreement since the later of the Effective Date or the date of any previous report;
  - (ii) the condition of the Significant Fabric at the time of the report; and
  - (iii) any other matters regarding the conservation of the Place as specified in the written request;
 provided that no more than one such report shall be required within any 12-month period.
- (d) In the event that the Council requires further information, detail, explanation or other clarification beyond that provided in a submitted report, the Council will notify the Owner in writing of the particular information required and the time in which the Owner is to provide that information, which shall not be less than 30 days from the date of receipt of the written notice from the Council.
- (e) The Owner's failure to provide any report or additional information required under this Clause 3.6 shall constitute an Event of Default.

### **3.7 Insurance**

- (a) The Owner will maintain an insurance policy with a reputable insurance company approved in advance in writing by the Council, sufficient to enable full and proper replacement, reinstatement or restoration of the Significant Fabric in the case of damage or destruction and provide a copy of such a policy and a Certificate of Currency to the Council. In the event of damage or destruction the Owner shall, using monies recovered from its insurance policy and its own monies, fully and properly replace, reinstate or restore the destroyed or damaged fabric.
- (b) In the event of a dispute between the parties as to whether replacement, reinstatement or restoration of the Significant Fabric is practical and feasible, following an occurrence of damage to or destruction of the Place, prior to seeking any legal remedies the parties will attempt to resolve the dispute through good faith negotiation and, if necessary, informal mediation facilitated by a neutral mediator acceptable to all parties to the dispute. The parties will each bear their own costs associated with any such negotiation or informal mediation.

### **3.8 Compliance with Statutes**

The provisions of this Agreement are in addition to the Act and any other written laws and nothing in this Agreement removes, limits or modifies the obligations on the Owner to comply with all relevant statutory and other requirements in connection with the Development of the Land, and the Owner is responsible for obtaining all approvals consents and licences required for Development of the Land, including planning approvals and building licences, from all relevant bodies and authorities including the local authority.



**PART 4**  
**COUNCIL'S RIGHTS OF ENTRY AND POWERS OF INSPECTION**

**4.1 Council's rights of entry and powers of inspection**

- (a) Subject to clause 4.1(b) the Council shall, through its nominated representative or nominated officer from time to time, have the power to enter the Place at reasonable times, and on reasonable prior notice, for any purpose related to the provisions of this Agreement, including without limitation to inspect the Place with a view to ensuring compliance with the provisions of this Agreement.
- (b) Subject to clause 4.1(c), the Council will comply with any reasonable requirement imposed by the Owner for the purpose of exercising the rights of the Council under clause 4.1(a).
- (c) The Owner must do all things necessary to enable the Council to exercise its rights of inspection as set out in clause 4.1(a), including without limitation, ensuring that reasonable access is provided to all parts of the Place and ensuring access to and use of any facility at the Place which is necessary to facilitate inspection.

**PART 5**  
**DEFAULT**

**5.1 Events of default**

An Event of Default occurs if:

- (a) the Owner is in breach of, or does not comply with, any of its obligations under this Agreement and the breach or non-compliance continues for 30 business days, or such longer period as is reasonable for rectification having regard to the nature of the breach or non-compliance, after receipt of written notice from the City or the Council to effect compliance; or
- (b) the Owner repudiates or commits a fundamental breach of this Agreement.

**5.2 Rights and remedies of Council**

In the event any Event of Default occurs, the Council shall be entitled to exercise any one or more of the following powers:

- (a) through its agents, contractors or employees enter the Place and take such actions as are in the Council's opinion necessary to rectify the Event of Default (including attending to any construction or other works) together with or separately from;
- (b) any rights and remedies which may be available to the Council at law or in equity together with or separately from;
- (c) the rights, powers and remedies available to the Council under the Act,

and nothing in this Agreement limits or prejudices or shall hinder the exercise by the Council or the Minister or any other person of any of the rights, powers or remedies available to the Council, the Minister or that person under the Act if an Event of Default occurs, or any other event occurs which is a breach of any provision of the Act.



### 5.3 Land and Place at risk of Owner

- (a) The Land and the Place shall remain at the risk of the Owner in all respects, notwithstanding any provisions in this Agreement dealing with the Development or maintenance of the Land or the Place. Without limitation, all Development and maintenance of the Land or the Place shall be conducted entirely at the risk of the Owner and the Owner shall, subject to clause 5.3(b), indemnify and keep indemnified and save harmless the Council, the Minister, the State of Western Australia and any of their respective servants or agents (each an 'Indemnified Party') against all Damage incurred or suffered by any of them arising from or in connection with the Development, maintenance or occupation of the Land or the Place by the Owner or any person acting through, on behalf of, or under the direction of the Owner.
- (b) The indemnity provided by the Owner in clause 5.3(a) shall be reduced proportionately to the extent that it can be shown any Damage has been caused by a negligent or deliberately malicious act or omission by an Indemnified Party.

### 5.4 Interest on overdue money

If the Owner becomes liable to pay any amount of money to the Council pursuant to this Agreement or arising from any matter the subject of this Agreement, the Owner shall pay to the Council interest on that amount from and including the due date for payment of the amount to but excluding the actual date of payment of that amount. The interest is to be paid on demand by the Council, is to be calculated on daily balances, and is to be at the rate then payable on judgment debts pursuant to the provisions of the *Supreme Court Act (WA) 1935*.

## PART 6 NOTICES

- 6.1 Any notice, report or other communication which must be given, served or made under or in connection with this Agreement:
- (a) must be in writing in order to be valid;
  - (b) is sufficient if executed by the Party giving, serving or making the notice, or if executed on such Party's behalf by any officer, director, attorney or solicitor having the authority to so act for such Party;
  - (c) is sufficient, in the case of the Owner's obligations under clause 3.6, if executed by the relevant consultant appointed pursuant to clause 3.5;
  - (d) will be deemed to have been duly served, given or made in relation to a person if it is delivered or posted by prepaid post to the address, or sent by facsimile or sent by email to the address of that person identified in clause 6.2 or at such other address or number as is notified in writing by that person to the other Parties from time to time; and
  - (e) will be deemed to be served, given or made:
    - (i) if delivered by hand, on delivery;
    - (ii) if sent by prepaid post, on the second day after the date of posting;
    - (iii) if sent by facsimile, on receipt of a transmission report confirming successful transmission; and
    - (iv) if sent by email, on receipt of confirmation of successful delivery.

6.2 The details of each Party for the purposes of giving notice are as follows:

(a) the **Council**:

Heritage Council of Western Australia

PO Box 6201

East Perth WA 6892

Phone: (08) 9221 4177

Fax: (08) 9221 4151

Email: heritage@hc.wa.gov.au

ATTENTION: Manager, Conservation & Assessment

(b) the **Owner**:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## PART 7 GENERAL

### 7.1 Variation to be in writing

No variation of this Agreement will be effective unless in writing and executed by the Council and the Owner.

### 7.2 Governing Law

This Agreement is governed by the Laws of the State of Western Australia and the parties submit to the jurisdiction of that State.

### 7.3 Further assurances

Each party shall do all things and execute all further documents as are necessary to give full effect to this Agreement.

### 7.4 Extension of time by Council

The Council may, at the Council's discretion and by written notice to the Owner, extend any time period for performance by the Owner of any of its obligations under this Agreement.

### 7.5 Costs

(a) The Owner shall pay or reimburse the Council on demand for all costs and expenses incurred by the Council in relation to:

- (i) the exercise or enforcement by the Council of any right, power or remedy under this Agreement, at law, in equity or otherwise; and
- (ii) any act or omission by the Owner causing Damage to the Council, including (without limitation) the Council's legal costs and expenses.

(b) Each party shall pay all its own legal costs and expenses in relation to the preparation, execution and stamping of this Agreement.



## THE SCHEDULE

**Item 1: Place**

The former Sargeant's Quarters within the *Albany Court House Complex*, 35 Collie Street, Albany, and consists of:

- (a) the Land;
- (b) all buildings, structures and works on the Land from time to time; and
- (c) any thing in connection with the Land, entered or deemed to be entered in the Register.

**Item 2: Significant Fabric**

The Significant Fabric of the Place is identified in Sections 6.1, 6.2, 6.3 and 6.6 of the Conservation Plan at pp 151-154 and 163-164, and Sections 8.1 and 8.4 at pp 175-176 and pp 187-189.

**Item 3: Conservation Policy**

The Conservation Policy for the Place is described in Section 9 of the Conservation Plan at pp 193-217.

**Item 4: Land**

Lot 20 on Deposited Plan 36946, being the whole of the land contained in Certificate of Title Volume 2574 Folio 94.

**Item 5: Conservation Plan**

*Albany Courthouse Precinct Conservation Plan* prepared May 2002 by David Heaver and Associates for the Department of Housing and Works on behalf of the Department of Justice.

**Item 6: Conservation Works**

The schedule of works described in Annexure A.

**Item 7: Maintenance**

The schedule of maintenance activities described in Annexure B.

EXECUTED AS A DEED

For the Owner, [REDACTED]

[REDACTED]

In the presence of:

[REDACTED]  
Signature of witness

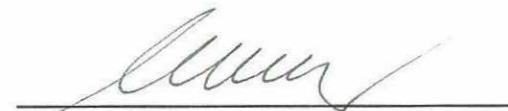
[REDACTED]  
Print name and occupation of witness

For the Council:



THE COMMON SEAL of the HERITAGE COUNCIL OF WESTERN AUSTRALIA is affixed in the presence of:

  
\_\_\_\_\_  
Stephen Carrick  
A/DIRECTOR

  
\_\_\_\_\_  
Marion Fulker  
CHAIRPERSON



**CERTIFICATE UNDER SECTION 32  
OF THE HERITAGE OF WESTERN AUSTRALIA ACT (WA) 1990**

I, The Hon. G M (John) Castrilli, MLA, Minister for Local Government; Heritage; Citizenship and Multicultural Interests, hereby certify that this Agreement is necessary for the purposes of, and complies with, the *Heritage of Western Australia Act (WA) 1990*.

Dated the 22<sup>nd</sup> day of June 2009.



Minister for Local Government; Heritage; Citizenship and Multicultural Interests

## **Annexure A**

### **Conservation Works**

#### **Urgent Works – to be completed within one year of the Effective Date**

1. Assess and rectify any damage to roof framing.
2. Replace flashings to chimney.
3. Replace all deteriorated or lost gutters and downpipes to the perimeter of the building, and direct stormwater away from the base of the walls.
4. Retain a qualified pest control contractor to inspect for termites and treat as necessary.
5. Retain a qualified contractor to inspect floor structure and repair or restump as required.
6. Repair pointing and cracking in exterior brick walls. Repaint rendered masonry.
7. Repair and repaint weatherboards at rear of structure.
8. Repair and repaint exterior surfaces of timber sash windows and flyscreen framing. Repair or replace torn flyscreens.
9. Retain a qualified conservation consultant to investigate and specify remedial works for damp bricks at base of west walls of Bedroom 2 and Living Room and east wall of Bedroom 3/Dining Room.
10. Retain a qualified conservation consultant to investigate and specify remedial works for spalling to plaster and efflorescence caused by dampness in west walls of Bedrooms 1 and 2, Living Room and Verandah and east wall of Bedroom 3/Dining Room.
11. Retain a qualified conservation consultant to investigate subsidence of rear enclosed verandah and specify necessary repairs.

#### **Short-term Works – to be completed within two years of the Effective Date**

1. Repair cracks in interior plaster walls and ceilings.
2. Repair and repaint interior timber window frames in Bedroom 1.
3. Remove covers from vents in Hallway, Bedroom 3/Dining Room, Kitchen and Bathroom.
4. Remove boarding from fireplace surround in Bedroom 3/Dining Room.
5. Retain a qualified conservation consultant to inspect and specify necessary repair and repainting of exterior weatherboard cladding to Outside Laundry/Toilet.
6. Retain a qualified arborist to investigate root system of tree at base of south wall in relation to building footings and consult with Heritage Council staff on appropriate action.



**Medium-term Works – to be completed within five years of the Effective Date**

1. Replace Yale lock, knob and plate in Hallway if no longer needed.
2. Replace fireplace stove insert in Living Room.
3. Replace missing sash cord in double-hung window in Living Room.
4. Repair timber double-hung sash window in Bedroom 3/Dining Room.
5. Replace mosaic tile floor of Bathroom, Toilet and Outside Laundry/Toilet.
6. Retain a qualified conservation consultant to inspect and specify necessary repair and repainting of timber boards to toilet in Outside Laundry/Toilet.
7. Remove front verandah enclosure.

**Long-term Works – to be completed within 10 years of the Effective Date**

1. Replace chrome window closers in Bedrooms 1 and 2.
2. Replace bull-nose skirting to north wall of Kitchen with authentic profile.
3. Replace chrome knob and plate of Kitchen door with authentic hardware.
4. Replace aluminium window clips and window furniture in Kitchen with authentic hardware.
5. Replace Kitchen window sill tiles and window glazing with authentic materials.
6. Replace fluorescent lighting in Kitchen with fixture(s) appropriate to period.
7. Replace Kitchen stainless steel sink, bench, overhead cupboard, stove and hood if required.
8. Replace asbestos cement in walls and ceiling of Verandah, Bathroom and Toilet when the opportunity arises in conjunction with other repairs.
9. Replace interior wall finish, cornice and ceiling of Outdoor Toilet/Laundry when the opportunity arises in conjunction with other repairs.

## **Annexure B**

### **Maintenance**

The Programme below will form part of the maintenance regime for this place. The programme will be the responsibility of the Owner or the Owner's nominee. Should the property be sold the new proprietor shall nominate the person responsible for carrying out this maintenance schedule. The Heritage Council of Western Australia should be notified of any change of the person responsible.

This schedule is concerned with the significant heritage fabric and the presentation of the place. It does not aim to cover all the statutory requirements concerning plant and machinery. The required inspection of these items should form part of a broader more comprehensive schedule prepared by the proprietor or building manager.

This schedule should be regarded as provisional and should be adapted by mutual agreement to suit circumstance and experience. This schedule should be regarded as a minimum standard. The schedule should be adhered to in any period where the place is wholly or partially unoccupied.

It is not envisaged that structural monitoring will be required.

Should the place be subject to damage by fire, infestation, seismic or building activity or alteration of the foundation, an inspection of the building frame by a qualified structural engineer will be required and any recommendations implemented.

Provisional Periodic Maintenance Schedule:

As needed:

- Keep grass and other vegetation on the perimeter of the house trimmed short.
- Maintain ground levels around the building to ensure that the masonry dwarf wall of the verandah is visible by 300mm in the clear.

Annually:

- Sweep chimneys and clean fireplaces (if in use).
- Inspect house and outbuildings for termites and other potentially damaging pests; treat as necessary.
- Inspect exterior painted timber for deterioration; repaint as necessary.
- Clean gutters and downpipes for free flow, prior to winter.
- Inspect for rising damp or water penetration and repair immediately as necessary.

Five Yearly:

- Inspect metal roofing, fixings, wall flashings, box gutters and downpipes for corrosion and repair as necessary
- Inspect and repair external glazing as necessary.