

HERITAGE COUNCIL OF WESTERN AUSTRALIA

and



as tenants in common

HERITAGE AGREEMENT

**Newspaper House Group
And
Perth Technical College**

**123-137 St George's Terrace
Perth**

TABLE OF CONTENTS

Part 1	Definitions & Interpretation	
1.1	Definitions	Page 3
1.2	Interpretation	Page 5
Part 2	Commencement, Duration and Scope of this Agreement	
2.1	Commencement and duration of this Agreement	Page 6
2.2	Scope of this Agreement	Page 6
Part 3	Development and Conservation	
3.1	Conservation Plan	Page 6
3.2	Conservation Works	Page 7
3.3	Development	Page 7
3.4	Maintenance	Page 7
3.5	Conservation Consultant	Page 7
3.6	Reporting	Page 7
3.7	Insurance	Page 8
3.8	Compliance with Statutes	Page 8
Part 4	Council's Rights of Entry and Powers of Inspection	
4.1	Council's rights of entry and powers of inspection	Page 9
Part 5	Default	
5.1	Events of default	Page 9
5.2	Rights and remedies of Council	Page 9
5.3	Land and Place at risk of Owner	Page 10
5.4	Interest on overdue money	Page 10
Part 6	Notices	
6.1	Form of notices	Page 10
6.2	Address for notices	Page 11
Part 7	General	
7.1	Variation to be in writing	Page 11
7.2	Governing Law	Page 11
7.3	Further assurances	Page 11
7.4	Extension of time by Council	Page 11
7.5	Costs	Page 11
The Schedule		Page 12
Execution		Page 13
Certification		Page 16

HERITAGE AGREEMENT

Newspaper House Group and Perth Technical College 123-137 St George's Terrace, Perth

THIS AGREEMENT is made on the 3rd day of October 2008 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]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] as tenants in common, of [REDACTED]
[REDACTED] (together 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; to facilitate development that is in harmony with cultural heritage values; and to promote public awareness and knowledge of Western Australia's cultural heritage.
- B. The Owner is the registered proprietors of the Land as tenants in common.
- 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 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*;

"this 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 the Conservation Works, the date within 12 months after the Effective Date of this Agreement;
- (b) in the case of "Short-term Works" as described in the Conservation Works, the date within 2 years after the Effective Date of this Agreement; and
- (c) in the case of "Medium-term Works" as described in the Conservation Works, the date within 5 years after the Effective Date of this Agreement; and

“Construction Period” means:

- (a) the period commencing on the Effective Date and expiring on the relevant Construction Completion Date; or
- (b) any longer period agreed between the Council and the Owner of the Place in writing;

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

“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]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] as tenants in common are 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 and has the same meaning as in the Act;

"Significant Fabric" means those parts of the Fabric specified in Item 2 of the Schedule;

"Use" means the functions of the Place as well as the activities and practices that may occur at the Place;

and

words and expressions having defined meanings in the Act, unless otherwise defined in this clause, have the meanings so defined in the Act.

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 rules of construction apply to the disadvantage of a party on the basis that that party was responsible for the preparation of 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); and
- (f) a reference to any thing is a reference to the whole and each part of it.

PART 2
COMMENCEMENT, DURATION AND SCOPE OF THIS AGREEMENT

2.1 Commencement and Duration of this Agreement

- (a) This Agreement is conditional upon the Minister for Heritage
 - (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 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

- (a) 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.
- (b) 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.

- (c) The Owner will ensure that, within six months of the Effective Date, the Conservation Policy section of the Conservation Plan will be revised and updated to reflect the current development by a qualified conservation consultant appointed pursuant to Clause 3.5.

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

- (a) 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.
- (b) Without limitation to clause 3.4(a), the Owner shall undertake the Maintenance.

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) Reports to be Prepared by Consultant

All reports required in this clause 3.6 shall be in writing and prepared on behalf of the Owner by the consultant appointed pursuant to clause 3.5, or such other person with the necessary skills and experience that is approved in writing by the Council.

(b) Reports to be Acceptable to Council

- (i) The Council shall consider all reports provided to it under this clause 3.6 and provide written notice to the Owner within 21 days of receipt of the report, indicating whether the report is acceptable or whether the report requires further information, detail, explanation or such other clarification as is reasonably required by the Council.
- (ii) In the event that the Council requires further information, detail, explanation or other clarification, the Owner shall ensure that a revised report is provided within 21 days of receipt of written notice from the Council, or within such other reasonable period nominated in writing by the Council.

(c) Annual Reports

The Owner must ensure that a proper, detailed and comprehensive written report is provided to the Council on a date which is 12 months after the Effective Date, and thereafter on every anniversary of the Effective Date during the currency of the Agreement. The report must set out the following information:

- (i) the Maintenance and other activities which the Owner has undertaken pursuant to clause 3.4 since the Effective Date, or the date of the previous report, as the case may be;
- (ii) the Conservation Works which the Owner has undertaken since the Effective Date or the date of the previous report, as the case may be;
- (iii) the Development and other activities which the Owner has undertaken, if any, pursuant to clause 3.3 since the Effective Date, or the date of the previous report, as the case may be; and
- (iv) the condition and state of the Significant Fabric at the time of writing the report.

(d) Reports on Conservation Works

The Owner must ensure that a proper, detailed and comprehensive written report which sets out the Conservation Works that have been undertaken since the date of any report provided pursuant to clause 3.6(c) is provided on the following dates:

- (i) not later than 30 days after the "Urgent Works" as described in the Conservation Works are completed;
- (ii) not later than 30 days after the "Short-term Works" as described in the Conservation Works are completed; and
- (iii) not later than 30 days after the "Medium-term Works" as described in the Conservation Works are completed.

3.7 Insurance

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.

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

- (a) An Event of Default occurs if:
 - (i) 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 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 Council to effect compliance; or
 - (ii) 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 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 on its behalf by any attorney, director or secretary, or solicitor of such Party;
- (c) is sufficient, in the case of the Owner's obligations under clause 3.5, if executed by the relevant consultant appointed pursuant to clause 3.4;
- (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 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) in the case of prepaid post, on the second day after the date of posting;
 - (ii) in the case of facsimile, on receipt of a transmission report confirming successful transmission;
 - (iii) in the case of email, on receipt of a delivery confirmation confirming successful delivery; and

(iv) in the case of delivery by hand, on 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 Phone: (08) 9221 4177
PO Box 6201 Fax: (08) 9221 4151
East Perth WA 6892
Attention: Manager, Conservation & Assessment

(b) the **Owner**:

Attention: _____ Mobile: _____

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 the Council's costs and expenses 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**
Newspaper House Group and Perth Technical College, 123-137 St. George's terrace, Perth, 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 is described in Annexure A.
- Item 3: Conservation Policy**
The Conservation Policy is described in Annexure B.
- Item 4: Land**
That portion of Lot 201 on Deposited Plan 57173 labelled "Z" being part of the land comprised in Certificate of Title Volume 2695 Folio 150 as is defined in Heritage Council of Western Australia Survey Drawing No. 2112 prepared by Staffanoni Ewing & Cruikshank Pty Ltd.
- Item 5: Conservation Plan**
Newspaper House Group 123-137 St George's terrace, Perth WA 6000 (3 vols) prepared by Noel Bell Ridley Smith & Partners Architects, January 2002.
- Item 6: Conservation Works**
The schedule of works described in Annexure C.
- Item 7: Maintenance**
The schedule of maintenance activities described in Annexure D.

EXECUTED AS A DEED



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

A handwritten signature in dark ink, appearing to be 'Ian Baxter', written over a horizontal line.

Ian Baxter
DIRECTOR

A handwritten signature in dark ink, appearing to be 'Gerald Gauntlett', written over a horizontal line.

Gerald Gauntlett
CHAIR

EXECUTED by [REDACTED]
accordance with Section 127 of the Corporations Act:

A solid black rectangular box redacting a signature.

Signature of authorised person

DIRECTOR

Office held

A solid black rectangular box redacting a name.

Name of authorised person

A solid black rectangular box redacting a signature.

Signature of authorised person

DIRECTOR

Office held

A solid black rectangular box redacting a name.

Name of authorised person

EXECUTED by [REDACTED] in
accordance with Section 127 of the Corporations Act:

[REDACTED]
Signature of authorised person

DIRECTOR
Office held

[REDACTED]
Name of authorised person

[REDACTED]
Signature of authorised person

DIRECTOR
Office held

[REDACTED]
Name of authorised person

EXECUTED by [REDACTED] in
accordance with Section 127 of the Corporations Act:

[REDACTED]
Signature of authorised person

DIRECTOR
Office held

[REDACTED]
Name of authorised person

[REDACTED]
Signature of authorised person

DIRECTOR
Office held

[REDACTED]
Name of authorised person

EXECUTED by [REDACTED] in
accordance with Section 127 of the Corporations Act:

[REDACTED]
Signature of authorised person

DIRECTOR
Office held

[REDACTED]
Name of authorised person

[REDACTED]
Signature of authorised person

[REDACTED]
Office held

[REDACTED]
Name of authorised person

EXECUTED by [REDACTED] in
accordance with Section 127 of the Corporations Act:

[REDACTED]
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Signature of authorised person

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[REDACTED]
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Name of authorised person

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Signature of authorised person

DIRECTOR
Office held

[REDACTED]
Name of authorised person

**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 3rd day of October 2008.



Minister for Local Government; Heritage; Citizenship and Multicultural Interests

Annexure A

Significant Fabric

The Significant Fabric is defined in Section 4 of the Conservation Plan (vol. 1) pp 49-68.

Annexure B

Conservation Policy

The Conservation Policy is defined in Sections 6, 7 and 8 of the Conservation Plan (vol. 1) pp 84-114. The parties agree that, within six months of the Effective Date, this section of the Conservation Plan will be revised and updated to reflect the current development.

Annexure C

Part 1: Newspaper House

Short-term Works (to be completed within two years)

EXTERNAL FABRIC

North Façade

1. Carefully clean rendered façade and carefully remove all paint so as to avoid damage to wall. Test a section for paint removal and ensure that non-abrasive methods are employed
2. Inspect and repair rendered facade with matching coloured render of detail and texture to match existing. Epoxy repair of terra cotta plinth where damaged.
3. Refinish plinth where damaged to exactly match existing.
4. Repair open cracks and provide render finish to an approved standard to all exposed sill areas, cornices and parapets.
5. Removal all later steel bolts etc and repair.
6. Investigate lintel cracking on top floor and repair.
7. Remove all exposed service conduits to the street facade.
8. Repair signage support rods for future enamelled metal signage.
9. Retain and repair notice board panels.
10. Steel windows to be repaired or replaced to match the original configuration of double casements with a highlight panel over, divided into a total of 20 panels for upper and 20 panels for lower windows.
11. Investigate replacement of original or reconstructed Coat of Arms to roof parapet.
12. Remove later infill shop fronts for replacement with new entry doorways, subject to Heritage Council approval..

East Façade

13. Repair and painting of cement rendered facade.
14. Repair or replacement of existing fenestration in accordance with the re-development proposal.
15. Removal of all surface mounted service conduits.

South Façade

17. Remove intrusive fabric effecting new façade as per development application..

Note: The west facade of Newspaper House is concealed against the adjoining Royal Insurance building.

Roof

18. The roof should be reclad with new corrugated metal roofing and associated rainwater goods. Repair roof structure as required.
19. Remove all redundant or existing mechanical service units.
20. Check and repair flashings to perimeter walls.
21. Provide new concealed storm water disposal system.
22. Provide insulation to roof.

INTERNAL FABRIC

Ground Floor

23. Implement a preferred option following consultation with Heritage Council regarding the reconstruction of the Arcade to its original form.
24. Repair existing flooring to original pattern and finish.
25. Shops to be stripped and refitted for new tenancies subject to Heritage Council approval.
26. Refurbish existing access stair to all floors with terrazzo treads and risers. Repair as necessary and re-polish terrazzo flooring on each landing and lift lobby. The basement lift door could be used as a pattern for other lift details.

First Floor

27. Retain and repair basic structure and permanent finishes, strip out later tenancy fit out including any asbestos or other dangerous materials.
28. Install new integrated services ready for commercial tenancy subject to Heritage Council approval.
29. Repair or replace steel windows and repair or replace existing terrazzo sills to match original detail.

Second Floor

30. Retain and repair basic structure and permanent finishes, strip out later tenancy fit out including any asbestos or other dangerous materials.
31. Install new integrated services ready for commercial tenancy subject to Heritage Council approval.
32. Repair or replace steel windows and repair or replace existing terrazzo sills to match original detail.
33. Remove later enclosure of southern verandahs.

Third Floor

34. Retain and repair basic structure and permanent finishes, strip out later fittings and platforms and suspended ceiling. Remove all asbestos and other dangerous materials.
35. Install new integrated services ready for commercial tenancy subject to Heritage Council approval.
36. Replace steel windows and repair or replace existing terrazzo sills to match original detail.
37. Remove later enclosure of southern verandahs.

Annexure C

Part 2: Newspaper Hall

Urgent Works (to be completed within 12 months)

1. Ground floor ceiling - Secure roof and windows to prevent more water entering into building, and check condition of structural steel beams. Replace damaged fibrous plaster ceiling to match existing detail. Take cast of plaster cartouche and make up replacements to match original.
2. Mezzanine space M.6 - The former Boardroom has High significance. The south wall has been partly demolished, and structural steel and render and set plaster finish have been exposed and damaged in SE corner. Water is flowing directly into the space, resulting damage to the polished timber wainscot, plaster finishes and timber parquetry floor. Priority is to ensure space is secure from water ingress and pigeon infestation.

Short-term works (to be completed within two years)

3. Remove all loose building rubbish throughout the building including basements.
4. Carefully catalogue and store off site in a secure storage facility loose machinery and equipment - that was not originally part of the former use of this space but associated with Newspaper production - for potential future interpretation strategy use.
5. Continue current programme of pest inspections and pest control to eliminate vermin.
6. Permanently weatherproof Newspaper Hall on its southern face and at roof level and ensure all roof water is collected and disposed of into existing stormwater service.
7. Temporarily glaze damaged windows and provide security barriers at lower levels.
8. Secure Newspaper Hall against vandalism and break-ins.
9. The roof should be sealed with a waterproofing membrane and associated rainwater goods installed. Repair roof structure as required.
10. Check and repair flashings to perimeter walls.

Medium-term Works (to be completed within five years)

EXTERNAL FABRIC

Façades

11. Remove all exposed service conduits and equipment and make good wall surfaces prior to the installation of any cladding.
12. Repair or replace windows to match originals and seal against window reveals. Repair roof-lantern and associated glazing.

INTERNAL FABRIC

Ground Floor

13. Generally - Original space completed as part of the now demolished building to the south of site. This space was subsequently modified and Art Deco decoration added c1934. Remove later partitioning to recover original spatial configuration.
14. Windows - Reconstruct damaged window sashes to match original, including frames, comes, patera, glass type, etc.

15. Cornice - Replace damaged area of cast fibrous plaster cornice to match existing. Repair or replace damaged sections of the moulding containing the uprights. Re-lamp or re-light with new integrated lighting including free standing up lighting.

Walls

16. North – Retain, conserve and re-glaze doors and repair clock. Re-polish joinery to original finish. (NOTE: protect during demolition works and construction.)
17. Retain and conserve metal railing in central bay (adjacent to stairs on mezzanine).
18. Retain and conserve terrazzo panelled wainscot.
19. Retain and conserve timber panelled wainscot.
20. East - Retain and conserve existing stair in NE corner
21. Remove later partitions adjacent to east wall, patch damaged joinery or terrazzo to match existing.
22. Steel windows in poor condition, replace rather than repair, reglaze with obscured glass or etched panels (view to side/rear of lane boundary fence and next building - not attractive outlook)
23. Retain and conserve timber panelled wainscot.
24. Remove redundant services and all surface mounted conduits / cables.
25. South - Retain and conserve timber panelled wainscot. Remove later infill walls under mezzanine balcony. Remove redundant services and surface mounted conduits / cables, including pneumatic document transfer system.
26. West - Retain and conserve timber and terrazzo panelled wainscot.
27. Evidence of severe water damage through wall in N section, investigate and make necessary repairs to match original materials and finishes.
28. Retain and preserve cast terrazzo skirting.
29. Floors - Remove and discard carpet. Remove vinyl or linoleum finish if removal can be done without damaging timber parquetry. Retain and conserve or recover and relay hardwood timber parquetry, subject to further investigation and consultation with the Heritage Council.
30. Fixtures and Fittings - Retain and conserve polished timber counter, record details and condition for future reference and adaptation in new development. Retain original/early timber and glass partitions, record details to assist in design of future fit out. Fabricate two new wall sconces to match existing. Replace glass spheres to suit light fitting (check old illustrations for the correct shape) Retain and preserve existing original stairs (handrails, balustrades, treads and risers)
31. Take paint scrapes on site to determine the original decorative scheme if possible, otherwise provide new decorative scheme to suit the architectural character of the space in c1934. (Paint rendered finish to resemble stone, and paint set plaster finish to suit evidence.

Mezzanine

Note: Refer attached plans excerpted from the Conservation Plan for room numbers

Space M.1 (former office)

32. Ceiling - Replace existing painted acoustic tiles with flush plaster, replace fluorescent light fittings as part of integrated services installation.
33. Cornice - Repair painted timber batten.
34. Picture Rail - Repair painted timber.

35. Skirting - Repair painted timber.

Walls

36. North - Repair and repaint.

37. East - Repair or replace two steel windows as necessary. Replace broken glass. Repair and paint walls.

38. South - Retain and repair light weight partition subject to eventual planning.

39. West - Retain and conserve two polished timber doors (half-glazed). Replace glass panel in each door and fanlight. Replace missing hardware.

40. Floor - Remove and discard carpet. Retain and conserve original timber parquetry floor finish.

Space M.2 (former office)

41. Ceiling - Replace existing painted acoustic tiles with flush plaster, replace light fittings as part of integrated services installation.

42. Retain and conserve painted timber cornice.

43. Picture Rail - Retain and conserve polished timber picture rail.

Walls

44. North - Painted lightweight partition, retain and repair subject to final planning.

45. East - Remove unsound render and repair with render and set to match adjacent, paint. Repair or replace two steel windows in poor condition, remove A/C unit from windows and construct new windows to match original.

46. South - Repair and repaint original masonry wall with render and set finish. Retain and conserve door. Replace hardware to match original.

47. West - Repair and repaint original masonry wall with render and set plaster finish. Remove electrical cupboard and duct, make good wall and joinery. Remove cupboard and make good.

48. Skirting - Retain and conserve painted timber skirting.

49. Floor - Remove and discard carpet. Retain and conserve original timber parquetry finish.

Space M.3 (former office)

50. Ceiling - Replace existing painted acoustic tiles with flush plaster, replace light fittings as part of integrated services installation.

51. Cornice - Retain and conserve painted timber cornice.

52. Picture rail - Retain and conserve polished timber picture rail on N, S and W walls. (Note: No picture rail on East wall.)

Walls

53. North - Masonry, render and set plaster finish, painted. Repair and repaint incised dado mould.

54. East - Remove unsound render and repair with render and set to match adjacent. Repaint. Repair 1 no. steel window to original condition.

55. South - Repair and repaint original masonry wall with render and set plaster finish and incised dado mould. Retain and conserve 1no. polished timber door, replace glass panel.

56. West -. Repair and repaint original masonry wall with render and set plaster finish.

57. Skirting - Retain and conserve original polished timber skirting.
58. Floor - Remove and discard carpet. Retain and conserve timber parquetry floor. Upgrade joinery as required.

Space M.4 (former kitchen lobby)

59. Ceiling - Replace existing painted acoustic tiles with flush plaster. Retain and conserve existing painted timber cornice detail. Replace existing light with new fitting as part of integrated services installation.

Walls

60. Generally (North, South, East & West) Repair and repaint masonry with render and set coat. Retain and re-polish North and South polished timber doors.
61. Floor - Remove vinyl tiles in poor condition over timber parquetry. Retain and conserve timber parquetry.

Space M.5 (former kitchen)

62. Ceiling - Remove existing painted acoustic tiles and replace with flush plaster. Retain existing painted timber batten cornice.

Walls

63. North - Repair and repaint masonry wall with render and set coat and incised dado mould.
64. East - Repair and repaint masonry wall with render and set coat and incised dado mould. Replace 1no. steel window.
65. South - Repair and repaint masonry wall with render and set coat and incised dado mould.
66. West - Repair and repaint masonry wall with render and set coat and incised dado mould. Replace missing door leaf with door to match existing details or door recovered from demolition.
67. Floor - Remove vinyl tiles and repair parquetry flooring.
68. Fittings - Remove existing stainless steel sink unit and cupboard unit located adjacent to S wall and make good.

Space M.6 (former boardroom)

69. Ceiling - Retain and conserve coffered fibrous plaster ceiling, repaint. Remove 2 later ceiling light boxes and repair damaged areas of ceiling. Install new sympathetic lights.
70. Retain 6 sprinkler heads as part of integrated fire services. Boxed beams (completing coffering) around the perimeter of the room are used in lieu of a cornice.

71. Walls

72. North - Retain and conserve original masonry wall with rendered and painted finish. Retain and conserve polished timber wainscot and skirting. Retain and conserve polished timber door including frame, architrave, leafs, glazing, copper comes and patera with bronze patina, original hardware.
73. East - Retain and conserve original masonry wall with painted rendered finish. Retain and conserve polished timber wainscot and skirting. Carefully clean and repair timber panelling damaged by spray paint or water to match existing. Consult a structural engineer about damage to the steel frame or the building (now exposed in the SE corner). Repair structural column. Replace missing/damaged panelling and skirting in SE corner. Retain and conserve original polished timber chimney piece and mantle, fender, tile fireplace and hearth. Provide new clock to suit opening in panelling, if

possible based on documentary evidence. Remove spray paint from ceramic tiles and re-grout.

74. South - Retain and conserve original masonry wall with painted rendered finish. Retain and conserve polished timber wainscot and skirting. Replace timber panelling damaged by spray paint or water to match existing. Replace missing/damaged panelling and skirting. Conserve steel windows. Remove A/C ducts.
75. West - Retain and conserve original masonry wall with painted rendered finish. Retain and conserve polished timber wainscot and skirting. Clean timber panelling damaged by spray paint or water to match existing. Consult a structural engineer about movement in wall resulting in severe cracking. Remove unsound render, replace render and mark out in ashlar courses to match adjacent wall finish, repaint.
76. Skirtings - Retain and conserve polished timber skirting. Replace missing sections to match profile and finish of adjacent.
77. Floor - Replace missing or damaged sections of original timber parquetry in herringbone pattern. Retain and conserve sound parquetry finish. Salvage timber pieces for future reuse where possible.

Space M.7 (former stair hall)

78. Generally - This space is only partly accessible, and the south wall has been demolished. The space should be secured as a priority against water and pigeons. It has some significance and should be repaired and reconstructed to match original details.

Space M.8 (former office)

79. Generally - This space has high significance. The south wall has been partly demolished. Ensure the building is secured against water and pest infestation and is structurally stable.
80. Ceiling - Retain and conserve fibrous plaster ceiling. Replace missing section, salvage the loose plaster panel in the space for future reuse or reference.
81. Cornice - Retain and conserve decorative fibrous plaster cornice. Repair damaged section adjacent to east wall.

Walls

82. North - Retain and conserve masonry wall with polished timber panelling to door height. Retain and conserve timber door leaf, frame, architrave and glazed fanlight.
83. East - Retain and conserve masonry wall with polished timber panelling to door height.
84. South - Retain and conserve original masonry wall with polished timber panelling to door height. Replace 1no. steel window to match original. Remove window coverings.
85. West - Retain and conserve masonry wall with polished timber panelling to door height.
86. Skirting - Retain and conserve original polished timber skirting.
87. Floor - Retain and conserve original polished timber parquetry and border.
88. Fittings and Fixtures - Retain and conserve 2 chrome and glass cylinder wall lights on south wall.

Space M.9 (former office no. 7)

89. Ceiling - Retain and conserve fibrous plaster ceiling, repaint.
90. Cornice - Retain and conserve coved fibrous plaster cornice.

Walls

91. North - Retain and conserve masonry walls with render and set finish, repaint. Retain and conserve polished timber wainscot. Retain and conserve 1no. door, including leaf, frame, architrave, glazed fanlight, hardware.
92. East - Retain and conserve masonry walls with render and set finish, repaint. Retain and conserve existing polished timber wainscot, replace missing section to match existing.
93. South - Retain and conserve masonry walls with render and set finish, repaint. Construct new polished timber wainscot to match existing in space.
94. West - Retain and conserve masonry walls with render and set finish, repaint. Construct new polished timber wainscot to match existing in space. Retain and conserve 1 half-glazed door, including leaf, frame, architrave, hardware.
95. Skirting - Retain and conserve polished timber skirting.
96. Floor - Remove and discard carpet. Retain and conserve original timber parquetry finish.
97. Fittings and Fixtures - Remove later timber cupboards adjacent to South and West walls and replace with new timber panelling to match existing.

Space M.10 (former office/secretary office)

98. Generally - Check structural stability of south wall. Ensure space is secure from water ingress, pest infestation.
99. Ceiling - Retain and conserve fibrous plaster ceiling, repaint. Retain and conserve coved fibrous plaster cornice. Retain and conserve timber cornice on North, East, and West walls. Remove paint finish and reinstate polished finish to match elsewhere in building.
100. Walls (North, East, South and West) - Retain and conserve masonry walls with render and set coat, and repaint. Retain and conserve incised dado mould. Retain and conserve 1 door in east wall, including half-glazed door leaf, frame and architrave. Retain and conserve 1 door in north wall, including timber-framed fully glazed door leaf, frame, architrave, fanlight. Retain and conserve 1 door in west wall, including leaf, frame and architrave. Reconstruct 1 new door leaf to suit opening and to match detail of original elsewhere on site.
101. Skirtings - Retain and conserve timber skirting on North, East, and part South walls. Remove paint finish and reinstate polished finish to match elsewhere in building. Reconstruct missing sections of skirting to South and West walls to match existing.
102. Floor - Remove and discard carpet. Retain and conserve original timber parquetry floor finish.

Space M.11 (former executive office no. 5)

103. Ceiling - Retain and conserve fibrous plaster ceiling. Remove and replace 3 fluorescent light fittings as part of integrated services installation. Retain and conserve coved plaster cornice.

Walls

104. North - Retain and conserve masonry walls with render and set finish. Retain and conserve polished timber panelling to door height including 1no. cupboard and door. Retain and conserve 1 main entry door, including frame, architrave, door leaf, fanlight and 1 half-glazed door, including frame, architrave, door leaf.
105. East - Retain and conserve masonry walls with render and set finish. Retain and conserve polished timber panelling and door.

106. South - Note: South wall is partly demolished. Consult structural engineer to monitor movement in structure. Ensure space is secured against weather, pest infestation. Retain and conserve masonry walls with render and set finish. Retain and conserve polished timber panelling. Repair or replace 1 steel window to match original. Retain or remove cupboard as required.
107. West - Retain and conserve masonry walls with render and set finish. Retain and conserve polished timber wainscot.
108. Skirting - Retain and conserve polished timber skirting. Remove and replace later metal skirting installed to the face of West, South, and part East walls, and replace with new timber skirting to match original.
109. Floor - Remove and discard carpet. Repair or reinstate parquet flooring.

Space M.12 & Space M 15 (air locks)

110. Ceiling - Remove later suspended plasterboard ceiling with flush plaster ceiling. Replace 1 incandescent light as part of an integrated services installation. Remove 1 exhaust fan. Maintain 1 access panel.
111. Walls (North, south East and West) - Remove later ceramic wall tiles from skirting to ceiling. Refit in a sympathetic fashion using contemporary fittings.

Space M.13 & Space M.16 (lavatories)

112. Ceiling - Remove later suspended plasterboard ceiling with flush plaster ceiling. Replace 1 incandescent light as part of an integrated services installation.
113. Walls (North, South East and West) - Remove later ceramic wall tiles from skirting to ceiling. Refit in a sympathetic fashion using contemporary fittings.

Space M.14 (former office no. 34)

114. Ceiling - Remove-painted acoustic tiles and replace with flush plaster ceiling. Replace fluorescent lights as part of an integrated services installation. Remove surface mounted conduits, and install new concealed services where possible. Retain and conserve existing painted timber batten.

Walls

115. North - Masonry walls with render and set finish, incised dado
116. mould. Replace or repair existing steel window into light well.
117. East - Masonry walls with render and set finish, incised dado mould. Retain and repair 1 door and fanlight.
118. South - Consult structural engineer regarding full height crack in south wall (near west corner). Remove unsound render, replace render and set to match existing.
119. West - Repair existing lightweight partition, with painted plasterboard finish or remove subject to planning.
120. Skirting - Retain and conserve painted timber skirting to south wall. Remove ducted metal skirting to North, West and part of East wall, and replace with timber skirting to match original
121. Floor - Remove and discard carpet. Retain and conserve original timber parquet finish.

Space M.17 (kitchen)

122. Ceiling - Retain and conserve later plasterboard ceiling, and repaint. Replace existing fluorescent light fitting with new lights.

123. Walls (North, South and East) - Retain and conserve masonry walls with render and set coat, painted finish. Remove ceramic wall tile wainscot, and make good damaged finish.
124. West - Retain and conserve masonry walls. Remove ceramic wall tile finish (to ceiling), and repair render and set coat finish. Replace 1 steel window, remove 1 Venetian blind and fill holes and prepare for painted finish. Replace or relocate fuse box.
125. Floor - Remove and discard vinyl tiles, provided they can be removed without damaging substrate.
126. Fittings and Fixtures - Remove 1 bench unit and stainless steel sink, and repair wall finishes to match original finish.

Space M.18 (western stair well) & Space M.25 (eastern stair well)

127. The stairs are of terrazzo construction and are an integral part of the character of the Newspaper Hall. Conservation work should include removal of spray paint, repair and re-polishing of terrazzo surfaces and refinishing of handrails.
128. Retain and conserve walls and ceiling.

Space M.19, M.20, M.21. M.23. M.24 (former offices and stores)

129. Spaces on the northern side of the Mezzanine Gallery are generally less significant having been small offices with lightweight partitions and store-rooms. The upper corridor, Space M.22, is a later modification to link the building at this level back to Newspaper House. (See below) Conservation works in these areas are to be carried out in accordance with adaptation for new uses following approval by Heritage Council..

Space M.22 (upper corridor)

130. This space was created to allow a later connection between the gallery mezzanine of the Newspaper Hall back to Newspaper House. This is to be demolished and a new glazed area to be constructed.

Space M.26 (Open Gallery)

131. The open gallery space giving access to the mezzanine level rooms is an important part of the spatial character of the Newspaper Hall. Repair and conservation of the balustrade to its original detail is important. Retention of the character of the outer walls and joinery of the mezzanine rooms is also important. Finishes generally as for Newspaper Hall.

Annexure C

Part 3: Royal Insurance Building

Short-term Works (to be completed within two years)

1. Remove all loose building rubbish and equipment from all areas of the building including carpets and damaged areas.
2. Continue current programme of pest inspections and pest control to eliminate vermin.
3. Make roof weathertight and ensure all roof water is collect and disposed of into existing stormwater system.
4. Temporarily glaze all broken windows and provide security barriers to lower level windows.
5. Implement continued basic maintenance and security monitoring.
6. Paint all exposed wrought iron to St Georges Terrace façade with rust inhibiting coatings.
7. Repair glazed to upper panes of bronze shopfronts.
8. Remove rusting bolts from first floor balconies and check drains.

Medium-term works (to be completed within five years)

EXTERNAL FABRIC

North Façade

9. Clean, treat for rust, repair and repaint or replace damaged steel framed windows and doors. Remove air conditioning units. Replace broken glass panes and repair hardware. Seal frames against window reveals.
10. Clean back, treat for rust, repair and repaint wrought iron balustrades and stair railings. Re-gild monograms. Remove former fixings in granite and repair using epoxy repairs. Repair marble stair cladding replacing missing and damaged sections.
11. Remove later metal fixings from balconies and repair, clear gutters.
12. Conserve copper-foil glazing and bronze shop fronts. Retain and re-lamp existing hanging lamp. Retain and repair existing notice board panels. Re-pave basement light well and re-clad walls to light well. Strip, repair and re-finish front doors. Inspect and carry out repairs to sandstone facade using epoxy repairs and waterproof exposed stone sills. Demolish attic level extension and reconstruct original parapet details in stone to match existing. Weatherproof cornice with lead sheeting.
13. Reinstall original flag standards presently on the roof.
14. Carefully clean all stonework and rake all loose and open joints and repoint.

East & West Façades

15. Remove all surface mounted services, patch and repaint rendered walls
16. Demolish attic floor levels and reconstruct parapet.
17. Repair and repaint steel-framed windows, re-glaze as necessary.
18. Seal windows against reveals.

South Façade

19. Demolish southern facade in accordance with approved application above ground floor level and reconstruct in accordance with the re-development proposal.

Roof

20. Demolish all of later additions leaving only the service access and lift tower and reconstruct a roof platform with a trafficable surface.
21. Remove all roof coverings, repair structure, recover all roofs.

INTERNAL FABRIC

Note: Refer attached plans excerpted from the Conservation Plan for room numbers

Basement

22. The basement level of the building contains significant spaces to the front of the building and spaces at the rear of the building of lesser significance. Retain and conserve the shop entry stair and lift details. New tenancy fit outs are subject to Heritage Council approval.

Ground Floor

Space G.1 (Entrance lobby)

23. Generally - This space has high significance. This space was constructed as part of the original building, but has been altered. There have been changes to the door configuration, the marble panelling and the air lock. The air lock should be redesigned as part of the design of the new scheme. White marble panelling should be replaced as necessary to provide an even colour throughout. (Note: the original marble has discoloured and may be difficult to clean/match)
24. Ceiling - Replace new plasterboard ceiling with detailing to match original.
25. Cornice - Retain and conserve cornice step and coved profile
26. Walls - North - Retain and conserve original door and fanlight.
27. East - Retain and conserve masonry wall and full height marble panelling. Replace patched or damaged marble panels where necessary, with matching marble.
28. South - Retain and conserve original arched opening, including run plaster architrave and reveals, cast plaster consoles, and marble panelling. Replace patched or damaged marble panels where necessary, with matching marble.
29. West - Retain and conserve masonry wall and full height marble panelling. Replace patched or damaged marble panels where necessary, with matching marble.
30. Skirting - Retain and conserve original marble skirting with splayed detail.
31. Floor - Remove vinyl tiles make good or replace with sympathetic flooring. Investigate substrate, and preserve terrazzo floor if present.

Space G.2 (Lift Lobby)

32. This space has high significance, significance may be recovered if intrusive items are removed.
33. Ceiling - Retain and conserve rendered and set coat finish to the soffit of the concrete slab.
34. Cornice - Retain and conserve stepped and coved cornice.

Walls

35. North - Retain and conserve original masonry wall, render and set coat, painted finish. Retain and conserve marble wainscot. Retain and conserve original arched opening, including run plaster architrave and reveals, cast plaster consoles, and marble panelling.
36. East - Demolish later aluminium and glass infill screen wall between two columns. Repair damage to render and set finish to structural columns.
37. South - Carefully remove existing door and fanlight unit, label and store for possible reuse. Restore original arched opening to match existing archway in north wall.
38. West - Retain and restore original lift shaft and stairwell. Retain and conserve original copper details. Remove intrusive elements on stairway.
39. Skirting - Retain and conserve original splayed marble skirting.
40. Floor - Remove vinyl tiles and make good or replace with sympathetic material.

Spaces G.3. G.3A. G.3B. G7 (former offices)

41. Generally - Remove later partitions and recover original space. Make good original details. Patch and prepare walls for painting in historically appropriate colours. This space will have high significance after the removal of internal partitions, and recovery of original space and restoration of original features.
42. Ceiling - Remove later suspended acoustic tile ceiling. Retain and conserve original coffered fibrous plaster ceiling and decoration. Repair where necessary.
43. Cornice - Remove later set plasterboard border. Retain and conserve original decorative cornice.
44. Walls - North - Retain and conserve masonry wall with render and set coat, paint finish. Retain and conserve original window assemblies, timber panelling, glass, glazing bars.
45. East - Retain and conserve masonry wall with render and set coat, paint finish. Retain and repair timber panelling.
46. South - Demolish later timber and glass partition. Retain and conserve light well section of masonry wall with render and set coat, paint finish. Replace 1 steel window to match original. Retain and conserve marble window sills.
47. West - Demolish later timber and glass partition from last 2 bays, south end. Demolish later aluminium and glass partition from middle bay (adjoining Space G.2 - Lift Lobby). Retain and conserve masonry wall with render and set coat, repaint. Retain and conserve window assembly at northern end.
48. Skirting - Retain and conserve original timber skirting.
49. Floor - Remove and discard carpet finish. Retain and conserve original timber parquetry floor.
50. Other - Riser adjacent to west wall should be relocated/made compliant with BCA requirements.

Spaces G.4, G6 & G6a (former offices)

51. These spaces have lesser significance. Adaptation of space and fabric permitted. It is intended in the current application to remove this section of the building entirely. Recover any materials capable of re-use and store pending restoration of other spaces.

Space G.5 (corridor)

52. This space has no significance. Adaptation of space and fabric permitted. Retain demolished materials for reuse.
53. Ceiling - Retain northern section of fibrous plaster ceiling. Demolish southern section of acoustic tiled ceiling and replace with plaster ceiling to match original.
54. Walls - North – Retain in place, salvage door/ fanlight assembly, including door leafs, frame architrave, fanlight sash, glass, hardware, for future use. Restore original arched opening to match original.
55. East - Demolish later timber and glass partition. Relocate riser adjacent to wall or make compliant with BCA requirements. Retain and conserve 1no. door/fanlight assembly, including door leafs, frame architrave, fanlight sash, glass, hardware.
56. South - Area previously demolished in section intended for further demolition.
57. West - Retain and conserve masonry wall, render and set coat. Conserve steel windows in section to be retained.
58. Skirting - Restore timber skirting to west and south walls to match original (by providing new upper section of composite timber skirting to match profile of original).
59. Floor - Remove and discard carpet finish. Retain and conserve as much original timber parquetry floor as possible. Salvage timber blocks for future use.

Spaces G.7. G.8. G.8A. G.8B (former offices)

60. Generally - This space will have high significance after recovery of original space and restoration. Remove later partitions and recover original space.
61. Ceiling - Remove later suspended acoustic tile ceiling. Retain and conserve original coffered fibrous plaster ceiling and decoration. Repair where necessary.
62. Cornice - Remove later set plasterboard border. Retain and conserve original decorative cornice.
63. Walls - North - Retain and conserve original window assemblies, including timber panelling, glass, glazing bars.
64. East - Retain and conserve original masonry wall and render and set finish.
65. South - Retain and conserve original masonry wall and render and set finish. Replace 1 steel framed window
66. West - Retain and conserve original masonry wall and render and set finish.
67. Skirting - Retain and conserve original timber skirting.
68. Floor - Remove and discard carpet finish. Retain and conserve original timber parquetry floor.

Stair Well and Lift Core

69. Generally - Retain and conserve painted concrete stairs and brass handrail. Remove later lift shaft wall and check condition of original cage lift enclosure and investigate potential for restoration.
70. Walls - Retain and conserve original plaster and stone finishes to stair well. Remove later timber dado, and repair original painted dado. Repair steel framed windows and window glazing, Repair marble sills.

First Floor

Space 1.1 (Lift Lobby)

- 71. Generally - This space has high significance.
- 72. Ceiling - Retain and conserve original render and set finish to underside of slab. Remove fluorescent lights, and install appropriate fittings.
- 73. Cornice - Retain and conserve original cornice.
- 74. Walls - North - Retain and conserve masonry and render and set finish. Demolish later timber and glass partition.
- 75. East - Retain and conserve masonry and render and set finish. Retain 2 half-glazed doors. Remove duct.
- 76. South - Retain and conserve masonry and render and set finish. Remove partition.
- 77. West - Retain and conserve masonry and render and set finish.
- 78. Floor - Remove and discard vinyl floor tiles, and repair original hardwood parquetry flooring.
- 79. Other - Remove fire extinguisher and repair damage to render and set, prepare surface for painting. Restore original wire caged lift shaft. Restore lift car, lift doors, landing doors. Restore marble treads and risers of lower section of stair-case. Restore and re-finish handrail.

Spaces 1.2, 1.2A, 1.2B, 1.2C, 1.2D, 1.2E (former office)

- 80. Generally - Demolish later partitions to recover the heritage significance of the space.
- 81. Ceiling - Remove acoustic tiles and restore original ceiling.
- 82. Walls (North, East, South, West) - Retain and conserve masonry and render and set finish.
- 83. Skirting - Retain and conserve timber skirting, remove paint provided substrate material is not damaged. Floor - Remove and discard carpet. Repair parquetry floor or patch to receive new finish.
- 84. Other - Retain and conserve balconies, including cantilevered granite, handrails, balustrades. Repaint metal in original colour scheme. Investigate metal fixings into granite slabs and remove.

Space 1.3 (former air lock/Men's lavatory) and Space 1.4 (former air lock/Women's lavatory)

- 85. Generally - Lavatory facilities in the building do not meet current standards and need to be refitted in a sympathetic manner subject to new tenancy requirements.
- 86. Ceiling - Soffit of concrete slab. Remove fluorescent light, and replace with more appropriate lighting.
- 87. Walls - North, East, South, West - Repair masonry with render and set coat as necessary. Salvage half-glazed door and door leaf for future use (including glass and signage 'MENS').
- 88. Skirting - Repair or replace damaged cast terrazzo cove.
- 89. Floor - Note floor steps up between air lock and WCs. Repair or replace in situ terrazzo finish and concrete slab as necessary.
- 90. Other - Remove exhaust ducts and surface mounted services in space and provide new services, as part of a new service strategy for the proposed design.

Space 1.5 (former office)

91. This space at the rear of the building has lesser significance and part of the area is proposed to be demolished. The fabric is of a basic nature and can be refurbished in a variety of ways without affecting the significance of the place.

Second, Third & Fourth Floors

Lift Lobbies

92. Lift lobbies at all levels are considered to have heritage significance. Repair and recover original detail. See notes for Space 1.1 above.

Front offices

93. These spaces are considered to have lesser significance. See notes for space 1.2 above, these areas are generally capable of adaptation for new uses provided existing detailing and architectural character are retained.

Former lavatories

94. See notes for spaces 1.3 & 1.4 above. These spaces are designated as having lower levels of heritage significance, and can be adapted for sympathetic contemporary use.

Rear offices

95. See notes for Spaces 1.5 above. These spaces are designated as having low levels of heritage significance, and can be adapted or demolished.

Fifth Floor

96. Space on the fifth floor is intrusive and is recommended for demolished. The roof area should be reconstructed including stone parapet and flag poles to street facades.

Annexure C

Part 4: Western Australia Trustees Executor and Agency Building

Short-term Works (to be completed within two years)

1. Clear out all building rubbish and equipment from all areas of the building including carpets and damaged ceiling areas.
2. Continue current programme of pest inspections and pest control to eliminate vermin.
3. Carefully collect and store loose parquetry for possible re-use.
4. Make roof weathertight and ensure all roof water is collected and disposed of into existing stormwater system.
5. Make southern temporary wall weathertight.
6. Temporarily glaze all broken windows and provide security barriers to all ground level openings.
7. Undertake continuing basic maintenance and security monitoring.
8. Paint St Georges Terrace windows and exposed wrought iron for temporary weatherproofing purposes.

Medium-term Works (to be completed within five years)

EXTERNAL FABRIC

North Façade

9. Clean, repair, prime and repaint all timber windows to original heritage colour. Replace all sash cords and weights, Seal frames against window reveals as required. Re-glaze as required. Clean back, remove rust, treat and repaint all wrought iron elements.
10. Inspect overhanging cornice for structural stability of detailed elements, if required repair using epoxy repair techniques. Retain existing integral building signage on fascia panels. Repair and reinstate original flag mast currently at roof level.
11. Removal all metal fixings from stonework and repoint.
12. Carefully clean all stonework and rake all loose and open joints and repoint.

West Façade

13. Demolish projecting stair and make good with matching window openings.
14. Remove exposed service pipes and make good. Patch render and paint (including signage.) Repair window frames, sills and re-glaze as required.
15. Seal windows against reveals, replace sash cords and weights and repaint in heritage colour.
16. Retain and repair original rain water heads and install new down pipes.
17. Modify basement openings to suit redevelopment proposal for lower courtyard area.

South Façade

18. Demolish southern facade in accordance with development application. .

East Façade

19. Remove exposed services, make good render and repaint.

20. Seal windows to reveals, repair timber frames and sills. Re-glaze as necessary, replace sash cords and weights, and repaint in heritage colour.

Roof

21. Demolish later additions down to original roof level, reconstruct front section and lift overrun/plant area in sympathetic character. Provide simple accessible trafficable roof surface with new characteristic wrought iron balustrades set back from perimeter walls.

INTERNAL FABRIC

Basement

Space B.1 (Former office, Door No.1)

22. Generally - Investigate the property for termite activity, and institute a program of pest eradication.
23. Ceiling - Retain and conserve render and set underside of concrete slab. Replace 2 fluorescent lights with new lights of appropriate design.
24. Walls (North, West, South, East) - Conserve render and set masonry walls and painted dado. Retain and conserve existing painted timber picture rail to W, S and E walls. Retain and conserve existing half-glazed door and fanlight.
25. Skirting - Retain and conserve painted timber skirting. Replace north skirting to match original.
26. Floor - Remove and discard existing carpet finish from concrete slab.
27. Other - Check purpose of pipe adjacent to the west wall. Remove and relocate services.

Space B.2 (Strong Room)

28. Generally - Space was not accessible. It is anticipated that the space should be retained and adapted subject to new uses identified for space. Retain and conserve strong room door.

Space B.3 (Strong Room)

29. Generally - Space was not accessible. Retain and adapt subject to new uses identified for space. Retain and conserve strong room door.

Space B.4 (Former office)

30. Ceiling - Retain and conserve render and set underside of concrete slab. Replace 2 fluorescent lights with new lights of appropriate design.
31. Walls (North, West, South, East) - Conserve render and set masonry walls and painted dado. Retain and conserve existing painted timber picture rail to W, S and E walls. Retain and conserve existing half-glazed door and fanlight in south wall. Retain and conserve 2 original vents and 1 metal vent on west wall.
32. Skirting - Retain and conserve painted timber skirting. Replace north skirting (eaten out by termites)
33. Floor - Remove and discard existing carpet finish from concrete slab, and prepare for new finish.
34. Other - Demolish 1 partition wall and 1 sink unit and cupboard, and make good. Retain and conserve 2 windows in north elevation, timber sills and apron moulds and splayed masonry sills.

Ground Floor

35. Generally - Retain and conserve the stairwell and lift, front facade and adapt spaces to suit requirements of new occupant. Remove all later partitions to recover original spaces. Spaces may be adapted to suit user requirements. Remove A/C ducts. Retain original finishes in front offices. Remove later partitions and counters.
36. Ceiling - Retain and conserve original coved ceiling. Remove later ceiling tiles, reinstate original ceilings.
37. Picture rail - Retain and conserve polished timber picture rail. New picture rails to match detail and finish.
38. Walls - Remove wallpaper finishes, repair plaster finish and repaint. Retain and conserve polished timber dado, window and door joinery. Retain and conserve original door and window hardware. Re finish all joinery. Recover joinery in southern bays for reuse where possible. Check windows, replace broken or missing glass, sash cords and weights, and hardware. Repair damaged window sashes to light well.
39. Skirting - Retain and conserve polished timber skirting, and replace missing sections to match.
40. Floor - Remove carpet, repair parquet floors, make good substrate to accommodate new finish.

Stairwell

41. Generally - Retain and conserve marble panelling, ironwork, polished timber rails and capping. Repair leadlight panels in stair well window. Fire enclose/ isolate electrical boards. Investigate smoke separation of lift from front tenancy.

First Floor

42. Generally - Retain and conserve the stairwell and lift, front facade and adapt spaces to suit requirements of new occupant. Remove all later partitions to recover original spaces. Spaces may be adapted to suit user requirements. Adapt lavatory areas to suit user requirements. Remove A/C ducts. Retain original finishes in front offices. Remove later partitions and counters.
43. Ceiling - Retain and conserve original coved ceiling. Remove later ceiling tiles.
44. Picture rail - Retain and conserve polished timber picture rail. New picture rails to match detail and finish.
45. Walls - Removed wallpaper finishes, repair plaster finish and repaint. Retain and conserve polished timber dado, window and door joinery. Retain and conserve original door and window hardware. Re finish all joinery. Recover joinery in southern bays for reuse in the building. Check windows, replace broken or missing glass, sash cords and weights, and hardware. Repair damaged window sashes to light well. Strong room doors to be removed.
46. Skirting - Retain and conserve polished timber skirting, and replace missing sections to match.
47. Floor - Remove carpet and repair parquet floors.

Stairwell

48. Generally - Retain and conserve panelling, ironwork, polished timber rails and capping. Repair leadlight panels in stair well window. Fire enclose/ isolate electrical boards. . Investigate stair separation from lift lobby on all upper floors.

Second Floor

49. Generally - Retain and conserve the stairwell and lift, front facade and adapt spaces to suit requirements of new occupant. Remove all later partitions to recover original spaces. Spaces may be adapted to suit user requirements. Adapt lavatory areas to suit user requirements. Remove A/C ducts. Retain original finishes in front offices.

50. Ceiling - Retain and conserve original coved ceiling. Remove ceiling tiles.
51. Picture rail - Retain and conserve polished timber picture rail. New picture rails to match detail and finish.
52. Walls - Removed wallpaper finishes, repair plaster finish and repaint. Retain and conserve polished timber dado, window and door joinery. Retain and conserve original door and window hardware. Re finish all joinery. Recover joinery in southern bays for reuse in the building. Check windows, replace broken or missing glass, sash cords and weights, and hardware. Repair damaged window sashes to light well.
53. Skirting - Retain and conserve polished timber skirting, and replace missing sections to match.
54. Floor - Remove carpet and parquet floors, and make good substrate to accommodate new finish.

Stairwell

55. Generally — Retain and conserve panelling, ironwork, polished timber rails and capping. Repair leadlight panels in stair well window. Fire enclose/ isolate electrical boards. Investigate stair separation from lift lobby on all upper floors.

Lavatories

56. Generally — These spaces are original but have low significance.
57. Recover joinery and partitions etc for potential reuse.

Third Floor

58. Generally - Retain and conserve the stairwell and lift, front facade and adapt spaces to suit requirements of new occupant
59. Ceilings - Remove later ceiling, make good original ceilings.
60. Picture rail - Retain and conserve polished timber picture rail. New picture rails to match detail and finish.
61. Walls - Removed wallpaper finishes, repair plaster finish and repaint. Retain and conserve polished timber dado, window and door joinery. Retain and conserve original door and window hardware.
62. Skirting - Retain and conserve polished timber skirting, and replace missing sections to match.
63. Floor - Remove carpet and make good substrate to accommodate new finish.

Rear offices

64. Generally - Remove later partitions to recover original spaces.
65. Repair and reglaze window to light well.

Central corridor

66. Generally - Remove all later partitions to recover original spaces. Spaces may be adapted to suit user requirements. Adapt lavatory areas to suit user requirements. Remove A/C plant on west rear side.
67. Ceiling - Retain and conserve original coved ceiling.
68. Walls - Repair damaged plaster near light well. Retain and conserve timber panelling, skirting and rail, picture rail, and original doors. Re finish all joinery. Recover joinery in two most southern bays for reuse in the building. Check windows, replace broken or missing glass, sash cords and weights, and hardware. Repair damaged window sashes to light well.

69. Floor - Remove carpet and parquet floors, and make good substrate to accommodate new finish.

Stairwell

70. Generally - Retain and conserve panelling, ironwork, polished timber rails and capping. Repair leadlight panels in stairwell window. Fire enclose/ isolate electrical boards
71. Third Floor (Mezzanine) level toilets
72. Generally - These spaces are original but not significant.
73. Recover joinery and partitions etc for potential reuse
74. Fourth Floor
75. Generally - No significant fabric. Strip out northern spaces for refit, demolish southern section and construct new roof terrace. Repair water damage to east side near light well.

Annexure C

Part 5: Perth Technical School (fmr)

Short-term works (to be completed within two years)

1. Continue current programme of pest inspections and pest control to eliminate vermin.
2. Repair broken lead lights and windows to original details.
3. Check electrical installation for safety.
4. Check roof to prevent water ingress.

Medium-term works (to be completed within five years)

EXTERNAL FABRIC

North Façade

5. Repair and repaint existing timber joinery in appropriate heritage colours following paint scrapes. Seal window frames against stone reveals.
6. Repoint small areas of brickwork where required.
7. Repoint all open stone joining and especially at roof and parapet level and re-set apex stones.
8. Clean all facades including tower. Install new appropriate light fittings.
9. Note: St Georges Terrace footpath falls towards building increasing the potential for affecting the limestone base of the building and creating damp problems in the excavated basement areas. The later trees and planting is intrusive but is not the responsibility of the owner of the site. An approach to Council regarding the setting of the building should be made in conjunction with the Development Application for the buildings adaptation for a new use. Remove / redesign garden beds to prevent damage to stone plinth, remove trees following Council approval. Note: Landscaping to St Georges Tce shall be submitted under a separate Development Application.

East & South Façades

10. Repair and repaint existing timber windows in appropriate heritage colours following paint scrapes. Seal window frames against stone reveals.
11. Cut down basement windows to allow door access to proposed lower courtyard in accordance with re-development proposals.
12. Repoint small areas of brickwork where required.
13. Strip paint from painted stone on eastern facade.
14. Repoint all open stone joining, especially at roof and parapet level and re-set apex stones.
15. Remove all surface mounted conduits.
16. Remove intrusive bird proofing and seal against access of birds and vermin.
17. Remove graffiti and strip paint from rendered bands.

Roof

18. Check over roof for loose and broken tiles, repoint ridges. Check valleys for leaks and replace if necessary. Reconstruct missing roof ventilators in accordance with surviving evidence. Repoint chimneys.

19. Check flashings to chimneys and parapets and repair as necessary. Block off chimney vents and secure chimney tops. Check tower roof and flashings and repair as necessary to keep watertight. Install appropriate rainwater outlets and overflows. Check all gutters, rainwater heads and downpipes and repair or replace as necessary.
20. Clean down, patch and repaint exposed eaves in appropriate heritage colours following paint scrapes.

INTERNAL FABRIC

Basement

Space B.1 (Lower Hallway)

21. Generally - This area is a continuation of the main circulation space and has some significance. It should be carefully treated to continue the character of the upper floors.
22. Ceiling - Retain and conserve existing plaster ceiling and coffered beams, and repaint.
23. Cornice - Retain and conserve timber moulding, repaint.
24. Walls - Lower wall - Retain and conserve rendered and plastered finish with dado integral with wall. Repaint in historically appropriate colour scheme. Investigate damp along rear wall, repair and repaint.
25. Upper wall - Retain and conserve plaster finish, and repaint in historically appropriate colour scheme. Repair wall vents to match original.
26. Retain and conserve original windows, replace missing hardware, check over and replace sash weights and cords as necessary. Retain and conserve original doors. Provide water seal to external doors to prevent water ingress. (Repair half glazed door under stair and retain for future use. Clean out storage area and seal off underside of stair)
27. Floor - Remove vinyl tiles, and prepare concrete substrate for new finishes. (Note: electrical services trench located along western wall).
28. Main stair - Retain and conserve original stair and landing. Repair and restore original finish, including finish to treads. Modern timber partitions under stair and along walls to be removed. Remove all surface mounted services.

Space B.2 (Electrical Switch Enclosure)

29. Generally - Retain and conserve timber case, door and cornice. Adapt existing space subject to planning and regulations. Retain for reuse in accordance with integrated services strategy implementation if possible. Repair and re-polish - new glass to match original adapt for new use.

Space B.3 (Sub Floor Store) and Space B.4 (Sub Floor Store)

30. Generally - Fabric in space can be repaired or adapted to suit user requirements. (Note B.3 and B.4 are interconnected but not linked to other areas)
31. Ceiling - Exposed timber framing for floor over, can be modified to achieve required fire rating.
32. Walls - Painted brick walling - extreme damp affectation. Retain 4no. hardwood support columns pending use, may be replaced with brick or steel piers. Retain and conserve original 4-panel half glazed door. Replace glass as necessary, and replace hardware to match original. Remove later timber shelving.
33. Floor - Stepped concrete floor can be adapted.

Space B.5 (Sub floor Store) This space was not accessible for inspection.

Space B.6 (Store) & Space B.7 (Chemical Store Room) (co-joined areas)

34. Generally - No significant fabric: repair and adapt for new uses.

35. Outer wall concealed behind asbestos cement clad wall along terrace side. Adapt timber ceiling to meet fire rating requirements.

36. Retain and repair original 4 panel access door, replace hardware, repaint. Replace modern steel framed stair.

Space B.8 (Studio)

37. Generally - No significant fabric, repair and adapt for new uses.

38. Ceiling — Retain and conserve boarded v-jointed partition with ovolo cornice, and steel beams boxed in to support rooms above. Walls - Remove cladding and inspect condition of masonry wall. Make good for new finish.

39. Retain and conserve double hung window, replace missing hardware and glass. Repaint. Retain and conserve original doors, including frames, leafs, architraves, glazing and hardware.

40. Floor - Patch concrete floor for new finish.

Space B.9 (Latrines)

41. Generally - Original latrines now toilets - part accessible from outside only. The area is divided with later unsympathetic timber partitions. There is no significant fabric, the space and its fabric can be repaired and adapted for new uses.

Space B.10 (Bicycle Shelter)

42. Generally - There are no significant finishes or features. Strip out fabric and refit subject to proposed planning for Development Application. Consult structural engineer to advise on repair of cracked walls.

Space B.11 (Dark Room)

43. Generally - This space has no significant fabric, and can be repaired and adapted for new uses.

Space B.12 (Classroom)

44. Generally - This space has no significant fabric, and can be repaired and adapted for new uses.

Space B.13 (Classroom)

45. Generally-This space has no significant fabric, and can be repaired and adapted for new uses.

Space B.14 (Corridor)

46. Generally - This space has no significant fabric, and can be repaired and adapted for new uses.

Ground Floor

Space T.1 (Wind Lock)

47. This space is formed by a Jarrah enclosure with timber roof and leadlight glazed panels and doors.

48. Ceiling - Remove fluorescent fittings and install new sympathetic fittings.

49. Walls -Timber skirting panelling and coffered ceiling - condition poor- trench polished, clean and wax finish. Where doors damaged repair to match existing.

50. Stained glass - Important Art Nouveau glass with both textured and coloured glass - some broken panels - repair and clean.
51. Inner Doors -Spring loaded with modern door closers, hardware missing source and replace with suitable replacements, push/pull plates and handles /replace glass with original design. Remove fixed timber reveal to inner face. Repair damaged timber with indents and re-polish to match original. Outer Doors -Repair damaged panels, reinstate leadlight side panels to match original. Replace or refurbish hardware and fittings, repaint in heritage colours.
52. Floor - Retain and conserve original tessellated tiles with border. Replace missing tiles. Clean and seal.

Space T.2 (Main Hall and Stair)

53. Ceiling - Repair damaged sections of ceiling. Repair access panel and timber trim adjacent to access hole. Remove existing fluorescent lighting and replace with sympathetic fittings in accordance with an integrated service strategy for the building.
54. Cornice - Repair or replace existing cornice.
55. Picture rail - Retain and conserve timber picture rail.
56. Walls - Repair plaster finishes, including dado mould, frieze and upper wall where damaged, remove surface mounted services and fittings and make good. Repaint. Repair cracked arched opening, make good and repaint. Chase services into wall where possible.
57. Retain and conserve leadlight windows. Retain and conserve doors, including frames, leafs, architraves. Replace missing glass and hardware to match original.
58. Skirting - Retain and conserve original rendered skirting.
59. Floor - Remove carpet and repair original flooring ready for new finish.
60. Other - Retain and conserve Jarrah timber stair. Protect during any demolition or construction works. Remove later linoleum finish to treads and risers.

Space T.3 (Former Office)

61. Generally - Original configuration intact - condition very good.
62. Ceiling - Retain and replace later fibrous plaster ceiling, and repaint. Remove fluorescent lighting and replace with sympathetic fittings.
63. Cornice - Retain and conserve existing cornice.
64. Picture rail - Retain and conserve timber picture rail, repaint.
65. Walls - Retain and conserve existing plaster finishes, including dado mould, upper walls and frieze, and paint in historically appropriate colours. Remove surface mounted services and conceal new services in accordance with an integrated service strategy. Retain and conserve original doors in space. Repair damaged elements and replace missing doors to match original doors. Restore opening and door to Space T.4 subject to final plan for adaptation. Retain and conserve original timber double hung windows, including frames, sashes, glass, hardware, sash cords and weights. Repaint.
66. Skirting -Retain and conserve existing timber skirting.
67. Floor - Remove carpet and linoleum finishes to expose timber floor for polishing or future carpet.
68. Other - Retain and conserve existing timber chimneypiece, restore hearth. Block flue to prevent the lighting of fires in the building.

Space T.4 (Former Office)

69. Condition as original, except for cornice and ceiling. Refer to works shown for Space T.3.

Space T.5 (Strong Room)

70. Space was not accessible for inspection. Repair strong room door pending adaptive re-use.

Space T.6 (Former Drawing Room)

71. Generally – Remove later partitions to recover the original volume. Finishes generally as for T.3 and T.4

72. Ceiling - Art Nouveau pressed metal with coloured beams and trim etc. Retain, repair and repaint. Remove fluorescent light and make good.

73. Walls – Remove chalkboards and associated fittings, retain original plaster finishes, repair plaster and repaint. Remove surface mounted services in accordance with integrated services strategy implementation. Relocate electrical sub-board in accordance with integrated services strategy. Repair wall vents. Repair entry doors and floor springs, replace missing glass and hardware. Retain, conserve double hung sashes with transom and hopper highlight (lead light) and replace sash cords and sash pulls etc.

74. Skirting - Repair and repaint timber skirting.

75. Floor - Remove carpet and linoleum finishes to expose timber floor for polishing or future carpet.

76. Other - Replace missing elements of chimney piece to match details of chimneypieces in adjoining rooms.

Space T.7 (Former Class Room)

77. Generally - Remove later timber partitions to recover the original volume. Repairs generally as for Space T.6, but also include the removal of WC pans, partition walls and later ceiling. Retain and conserve existing intact chimneypiece, block chimney flue.

Space T.8 (Former Teachers Office)

78. Generally - this space may have originally been designed as a connection to a future building. Repairs generally as for T.7

79. Ceiling - Retain and conserve the existing ceiling with hand run reeded cornice and coffered beam. Repair where necessary and repaint in historically appropriate colours.

80. Walls - Retain and conserve original timber framed wall to corridor.

Space T.9 (Former Staff Office)

81. Generally - Repairs generally as for Space T.3.

Space T. 10 (Former Staff Office)

82. Generally - works generally as for Space T9.

Space T. 11 (Former Store)

83. Generally - works generally as for Space T.3.

84. Separating wall and joinery original but door removed otherwise good. Replace door with detail to match original.

Space T. 12 (Corridor)

85. Ceiling - Tape and set cracks in original lath & plaster for painting.
86. Remove fluorescent lighting for future sympathetic lighting.
87. Cornice - Retain and conserve original plaster cornice.
88. Picture rail - Retain and repaint timber picture rail.
89. Walls - Retain and conserve existing plaster finishes, including dado mould, upper walls and frieze, and paint in historically appropriate colours. Remove surface mounted services and conceal new services in accordance with an integrated service strategy. Replace later damaged wall vents. Remove wall junction boxes and make good. Relocate electrical mains in accordance with integrated service strategy and make good. Fire hydrant riser at far end - disconnect riser pipe for potential relocation in association with integrated services strategy implementation.
90. Skirting - Timber, painted, possible damage below distribution board. Repair and repaint.
91. Floor - Timber carpet over linoleum. Remove and expose timber for polishing or future carpet.
92. Other - Main Stair/Lower landing: Retain and conserve original timber double hung windows, including frames, sashes, glass, hardware, sash cords and weights. Repaint. Patch cracking in wall plaster above and below window. Replace wall lights as part of an integrated services strategy and make good.

First Floor

Spaces 1.1. 1.1A. 1.1B

93. Generally, remove partition walls to recover the original volume.
94. Ceiling - Later ceiling (Plasterboard or fibrous plaster). Retain and conserve existing access holes and doors. Remove fluorescent light fittings and install sympathetic new lights.
95. Cornice - Remove existing later cornice and replace with new cornice to match detail of that in corridor
96. Walls - North - Retain and conserve existing oriel window. Fill holes with lime-based plaster and prepare for painting. Remove existing curtain track fittings, fill holes and prepare for painting. Retain and conserve original hardware (casement slide and catch). Replace broken glass and metal comes where necessary. Retain and conserve timber picture rail
97. West - Patch holes in plaster and prepare for painting. Retain and preserve incised dado line in plaster. Repair crack above arched opening to corridor. Patch four holes in wall, repair timber picture rail. Remove later wall scone light fitting, patch holes and prepare for painting.
98. South (Stair landing) - Check stability of wall (cracking around perimeter to all four corners of window). Remove unsound plaster finish, replaster to match adjacent and paint. Retain and conserve original leadlight window, including glass, comes, timber frame, timber sashes, reveals, architraves, corner blocks, sill). Check sashes and put in working order (replace weights and sash cords). Remove later light scone from timber window frame, fill holes and prepare for painting. Relocate light switch and backing plate from wall. Repair damaged plaster and prepare for painting.
99. East - Remove later wall scone, repair damaged plaster and prepare for painting. Remove A/C duct and repair wall. Remove surface mounted conduit and GPO. Repair dado and prepare for painting.

100. Skirting - Retain and conserve original timber. Retain and conserve original plaster skirting adjacent to stair landing. Existing quad moulding at floor junctions are not significant.
101. Floor – Replace missing boards, retain and conserve timber boards. Prepare and refinish. Retain and conserve trap door.
102. Other – Remove sink adjacent to west wall and seal plumbing connections. Repair nearby water damage to floor.

Spaces 1.2A (formerly A209) and 1.2B (formerly A207)

103. Ceiling - Retain and conserve v-jointed boarded ceiling. Retain and conserve original pressed metal vents. Remove two electric fans and fluorescent light fittings. Make good timber. Remove one later plaster vent
104. Cornice - Retain and conserve timber cornice. Patch where damaged following removal of partition wall.

Walls

105. North - Retain and conserve two window units, repair box frame windows and put in working order (weights, sash cords). Replace sash lifts and catches to match original. Preserve two Art Nouveau vents. Preserve two other non original vents. Remove surface mounted conduits and wall mounted GPOs, chase new services into the wall or conceal behind timber skirting. Relocate GPOs to skirting. Check timber service duct in North West corner and conserve if necessary, but services should be relocated as part of the new service strategy for the whole building. Remove three curtain rail brackets and fill. Prepare surface for painting.
106. East - Remove one notice board and repair holes in plaster. Replaster section of wall currently hidden behind notice board, and continue incised dado line along wall, to match adjacent. Remove surface mounted conduit from wall and provide new services chased into the wall. Relocate two double GPOs and provide new timber backing plates
107. South - Retain and conserve one Art Nouveau vent. Retain repair and paint chimney breast in room. Retain repair and paint two doors/fanlights. Replace two missing door leafs and missing glass to match originals elsewhere in building. Remove surface mounted conduits.
108. West – Remove surface mounted conduits.
109. Skirting - Retain and conserve original timber skirting.
110. Other - Retain v-jointed boarded wall around former circular stair in South West corner. Remove coat hook backing board (so that door to room can open fully to 90 degrees). Remove carpet, retain and conserve original timber floorboards for polish or new carpet.
111. Floor – Remove carpet, retain and conserve timber floor. Prepare and refinish.

Space 1.3 (formerly A 206)

112. Generally - Repair existing door, use as template for replacement doors throughout building.
113. Ceiling - Retain and conserve v-jointed timber boards. Remove fluorescent lights and electric fan. Retain and conserve pressed metal ceiling vent and timber mouldings.
114. Cornice - Retain and preserve timber cornice.

115. Walls (North, East, South, West)- Retain and conserve original wall finishes, repaint. Retain and repair original window, replace missing hardware. Check weights and sash cords - replace as necessary. Preserve wall vents. Remove redundant services, fixtures and fittings and repair wall finishes. Retain and conserve existing chimneypiece. Close chimney off internally. Retain and preserve doorleaf and frame. Retain and preserve timber picture rail.

116. Skirting - Retain and preserve original timber skirting.

117. Floor - Remove carpet, retain and preserve timber floor boards for polish or future carpet.

Space 1.4 (formerly A205)

118. Generally - Replace missing door leaf and glass in fanlight.

119. Ceiling - Retain and preserve v-jointed timber ceiling. Retain pressed metal vents. Remove fluorescent light fittings, and replace with new lights of an appropriate style. Remove later fans.

120. Cornice - Retain and preserve original timber cornice.

Walls

121. North - Retain and preserve two Art Nouveau vents. Remove notice boards and make good. Check cracking below window, allow to remove plaster and replace with new plaster to match adjacent. Retain and preserve window and frame, repair hardware. Remove six Venetian blind brackets, fill holes and prepare surface for painting.

122. East - Retain and conserve two original windows. Remove one later wall vent.

123. South – Remove 1 blackboard and 1 notice board and repair holes in plaster. Remove coat hooks (none original) and timber backing board from wall, fill holes and prepare surface for painting.

124. West – Remove 1 notice board and repair holes in plaster. Remove 1 heater unit. Retain and conserve original chimneypiece, seal off chimney internally (open fires not to be allowed in building). Install new fire surround.

125. Skirting - Retain and conserve original timber skirtings.

126. Floor - Remove carpet. Retain and conserve original timber floor for polish or future carpet.

Space 1.5

127. Generally - Space is early, possibly original.

128. Ceiling - Retain and conserve original v-jointed timber ceiling. Remove one fluorescent light.

129. Cornice - Retain and conserve original timber ovolo moulding

130. Walls

131. North – Partition wall, conserve ovolo mould located in NW corner (matches cornice). Remove 1 timber bracket. Fill holes, prepare for painted finish

132. East - Partition wall, conserve pending final development application. Retain and conserve 1 Art Nouveau wall vent. Remove rows of coat hooks and replace hooks with hooks similar to originals.

133. South - Retain 1 Art Nouveau wall vent. Replace later door with traditional door subject to final plan. Remove surface mounted conduit, and provide new services chased into wall and relocate double GPO on new timber backing plate.

134. West - Retain 1 Art Nouveau wall vent. Conserve original door frame and architrave. Replace door leaf to match existing elsewhere on site.

135. Skirting - Retain and conserve original timber skirting.

136. Floor - Remove linoleum. Retain and conserve timber floor boards for polish or future carpet.

Space 1.7

137. Generally - Room appears to have been created later after door to studio (south side) was removed - note skirting matches original.

138. Ceiling - Retain and conserve v-jointed timber boards. Remove one fluorescent light fitting.

139. Cornice - Retain and conserve timber ovolo mould.

Walls

140. North - Prepare surface for paint finish. Previous repairs should be made good. NOTE evidence of previous dado should be retained, but may be painted over/concealed.

141. East - Extensive cracking to plaster above and below window, remove unsound plaster and replaster to match adjacent area. Replace four sash lifts and two locks on windows. Repair windows, replace weights and sash cords as necessary. Repair/insert piece lower section of RHS stile.

142. South - Fill five holes, prepare surface for paint finish. Remove surface mounted conduits, provide new services chased into walls.

143. West - Retain or remove subject to final plans.

144. Skirting - Painted timber, not original profile, replace to match original details.

145. Floor - Remove carpet. Retain and conserve floor boards for polish or future carpet.

Space 1.8A

146. Ceiling - Retain and conserve boarded timber ceiling and tent-form ceiling at eastern end (western end continues into adjacent rooms). Retain and conserve 1 pressed metal vent. Make good joinery.

147. Cornice - Retain and conserve original (deep) timber cornice.

148. Picture Rail - Retain and conserve original timber picture rail.

Walls

149. North - Retain and conserve plaster finish and associated trims. Replace existing door (frame, leaf and architrave) to match existing as nominated with new frame, architrave, door leaf fanlight, skirting blocks, etc. Reuse salvaged pieces of joinery where possible.

150. East - Retain and conserve existing wall and finishes and associated trims. Remove 1 stainless steel sink and cupboard unit. Remove 1 notice board and make good.

151. South - Retain and conserve plaster finish and associated trims. Remove notice boards. Fill holes and prepare plaster surface for paint finish. Retain and conserve chimneypieces and hearth. Remove panel blocking fireplace, block chimney internally (open fires not to be allowed in building). Install new fire surrounds.

152. Skirting - Retain and conserve original timber skirting and make good.

- 153. Floor - Remove and discard carpet. Retain and conserve original floor boards for polish or future carpet.
- 154. Other Features - Fluorescent lights are hung from steel supports located immediately above picture rail - remove lights and steel frame and provide new lights in space in accordance with service strategy.

Space 1.8B (formerly A202)

- 155. Ceiling - Retain and conserve boarded timber ceiling, and two metal vents. Remove one fan. Remove nine light fittings. Remove one heater.
- 156. Cornice - Retain and conserve original cornice on N and S walls.
- 157. Picture rail - Retain and conserve timber picture rail.

Walls

- 158. North - Remove notice board and make good. Remove surface mounted conduits and make good. Modify existing door frame to provide inward opening door, rehang existing door.
- 159. East - Demolish partition wall and make good adjoining surfaces.
- 160. South - Retain and conserve two original windows. Repair South East window, reattach apron mould. Replace one pane of broken glass. Replace twelve sash lifts.
- 161. West - Demolish partition wall and make good adjoining surfaces.
- 162. Skirting - Retain and conserve original skirting adjacent to N and S wall.
- 163. Floor - Remove and discard carpet. Retain and conserve original timber floor for polish or future carpet.

Space 1.8C (formerly A201)

- 164. Generally - Remove surface mounted conduits, and chase new services into walls.
- 165. Ceiling - Retain and conserve v-jointed timber boards.
- 166. Cornice - Retain and conserve timber cornice from N, W and S walls.
- 167. Picture rail - Retain and conserve original timber picture rail N, W and S walls.

Walls

- 168. North - Retain and conserve wall and finish, provide new door leaf. Remove notice board and make good.
- 169. East - Demolish existing later partition and make good adjoining fabric.
- 170. South - Retain and conserve chimneypiece. Retain and conserve window, check over and put in working order. Replace weights and sash cords as necessary. Remove and discard existing curtains. Replace/repair 1 Art Nouveau wall vent. Retain and conserve two later air vents. Remove one heater unit and make good.
- 171. West - Remove notice board and blackboard and make good.
- 172. Skirting - Retain and conserve original timber skirting adjacent to N, W and S wall.
- 173. Floor - Remove and discard carpet. Retain and conserve original timber floor for polish or future carpet.

Space 1.9 (corridor)

- 174. Ceiling - Original lath and plaster. Retain and conserve 2 ceiling vents. Remove 3 fluorescent light fittings and replace with more appropriate fittings.

175. Cornice - Retain and conserve original run plaster cornice. Replace missing section adjacent to south wall and repair where services have cut through (remove any intrusive services).

Walls

176. North - Remove 2 hooks, fill holes and prepare plaster surface for paint finish. Relocate telephone cable riser in accordance with integrated service strategy. Remove 1 Fire Hose Reel pipe and seal connection, fill holes in plaster and prepare surface for paint finish. Repair picture rail.
177. East - repair extensive damage to plaster in traditional materials.
178. South - Fill 11 holes, prepare surface for paint finish. Relocate fuse box in accordance with integrated service strategy. Remove bracket for Fire Extinguisher, fill holes, prepare surface for paint finish. Extensive cracking along top of wall, remove unsound plaster if necessary and replaster damaged area. Remove as little original plaster as possible.
179. West - Extensive damage to plaster over arched opening, possibly due to structural movement, continue to monitor movement under guidance from an engineer/architect. Remove unsound plaster, replaster or repair, prepare surface for painting.
180. Floor - Remove and discard carpet. Retain and conserve original floor boards for polish or future carpet.

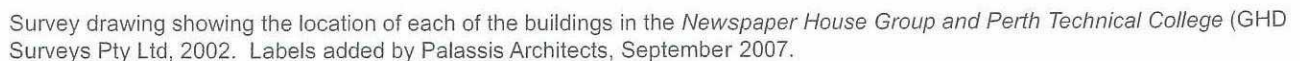
Space 1.10 (former stair to attic)

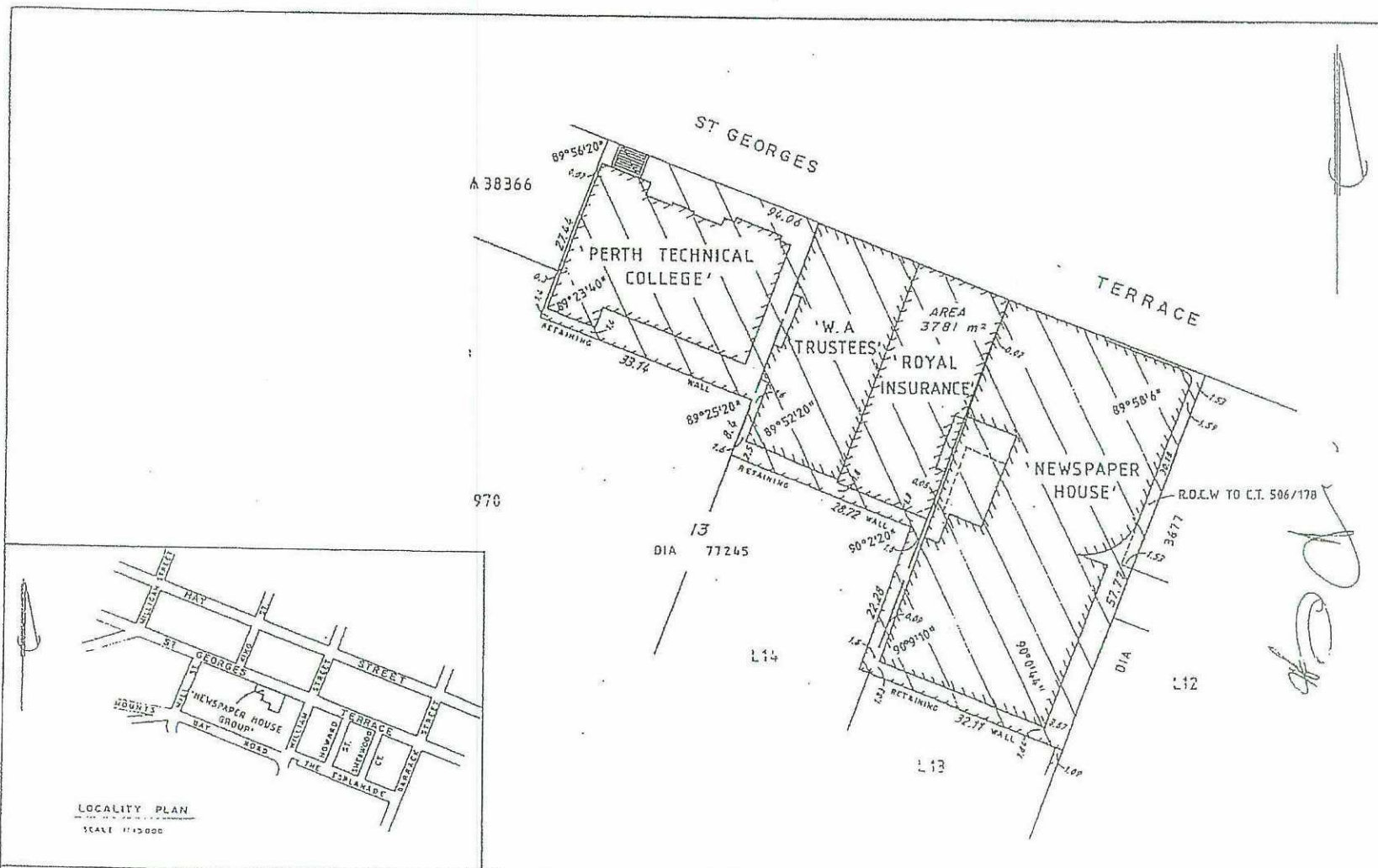
181. Generally - Construct new metal framed stair to suit space and evidence on site. Modify door and fanlight to open into space.
182. Currently no ceiling or cornice.

Walls

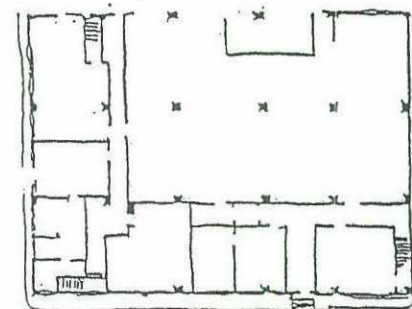
183. North, East - Retain and conserve original v-jointed timber boards (vertical), with painted finish.
184. South, West - Retain and conserve original, masonry with painted plaster finish.
185. Skirting - Retain and conserve timber quad mould.
- Floor - Retain and conserve original timber floor for polish or future carpet.

- The location of each of these buildings is shown on the plan below.

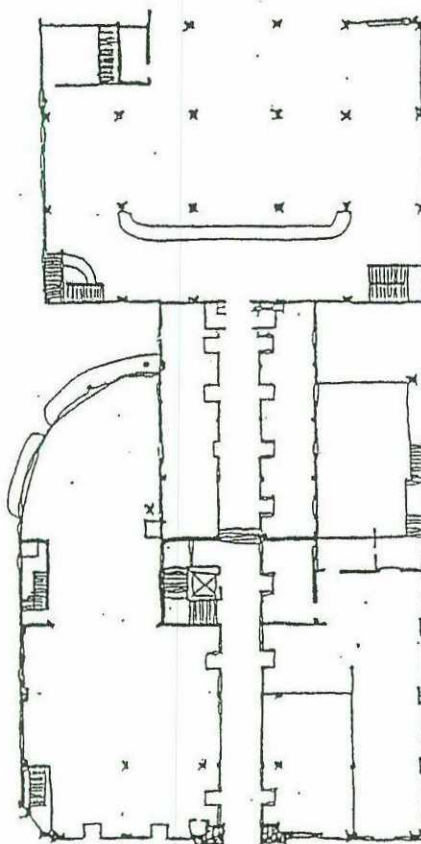




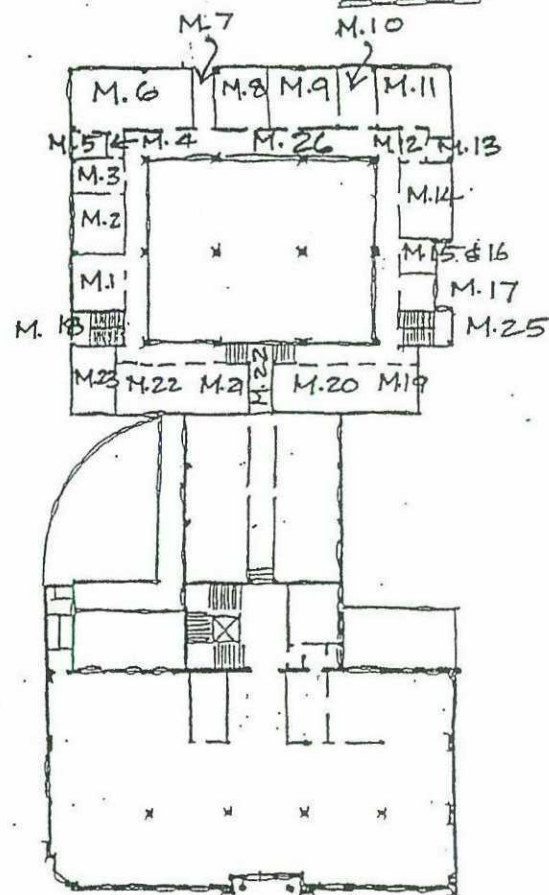
STEFFANONI, EWING & CRUICKSHANK PTY LTD 282 Rokeby Rd Subiaco W.A. 6008 & 119 Pinjarra Rd Mandurah W.A. 6210				<i>Licensed Surveyors</i>		PERTH Mandurah	Tel 1091381 8422 Fax 1091382 1197 Tel 1091535 4559 Fax 1091535 6513
Surveyed	M.A. MORRISON	I. Plan 8634 500 50:96	CLIENT	HERITAGE COUNCIL OF WESTERN AUSTRALIA			
Drawn	M.A.M. P.O.D.	Dings 77245	TITLE	PLAN SHOWING 'NEWSPAPER HOUSE GROUP' BUILDINGS - PERTH.			
Scale	1:750	Certificate of Title					
File	1060/96	Vol. 1063 fol. 207					
Date	22.3.96	Dep P.U.S. Ref					H.C.W.A. DWG. NO. 2112



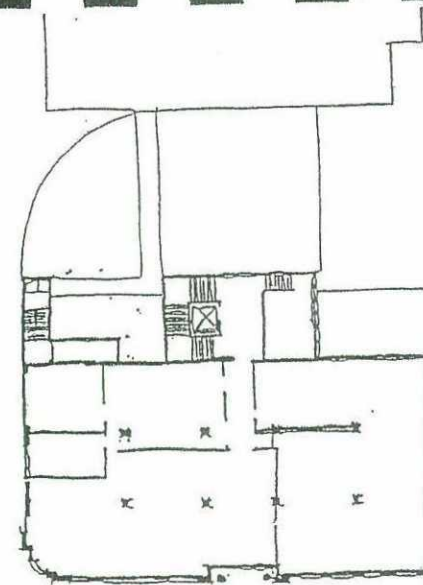
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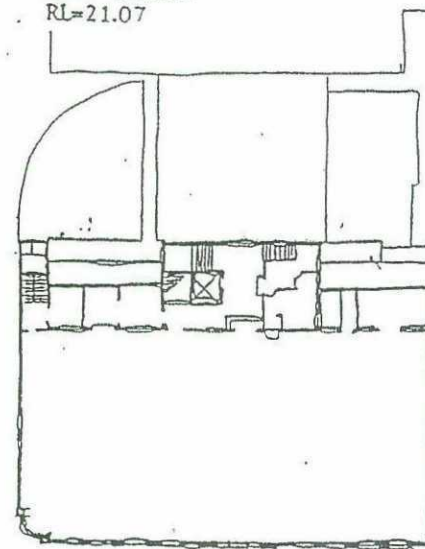
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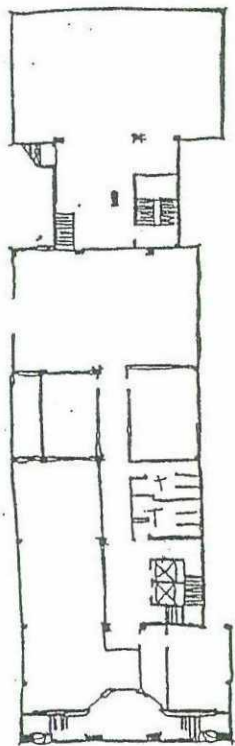
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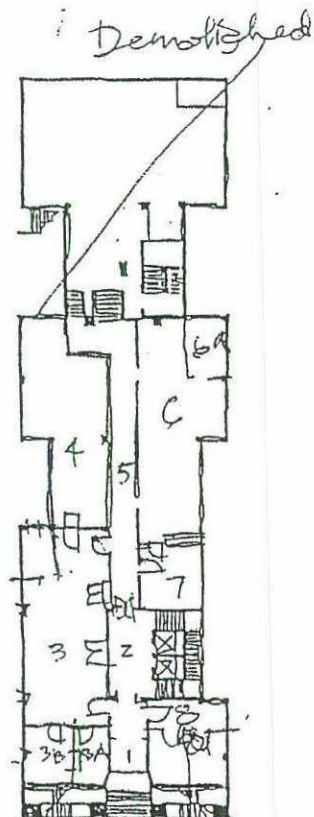


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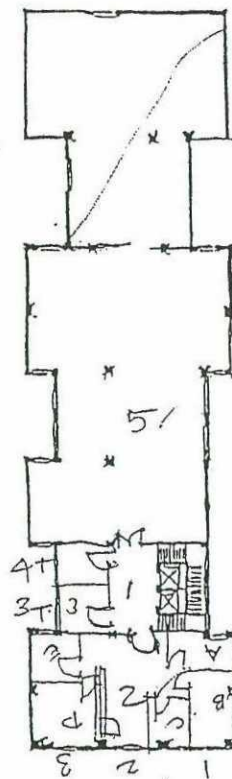
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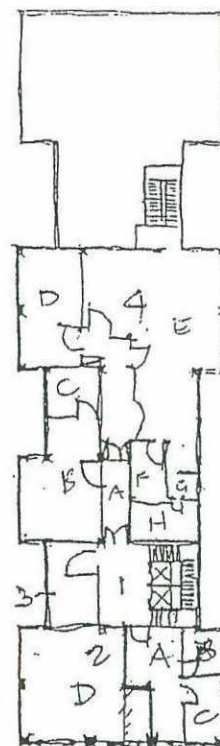
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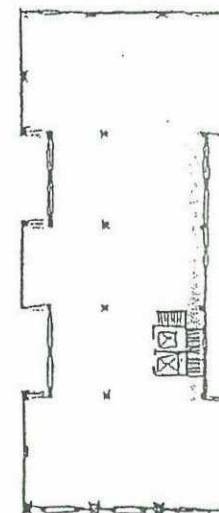
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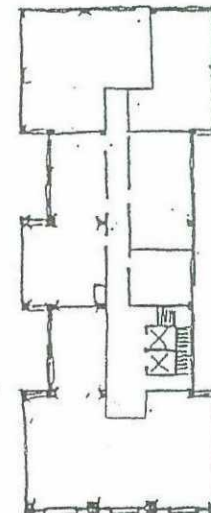
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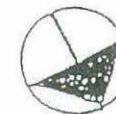
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3.



4th FLOOR
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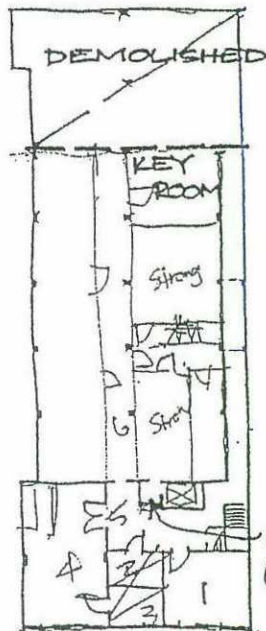


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ROYAL INSURANCE BUILDING

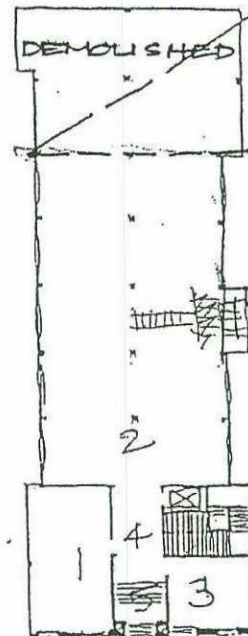


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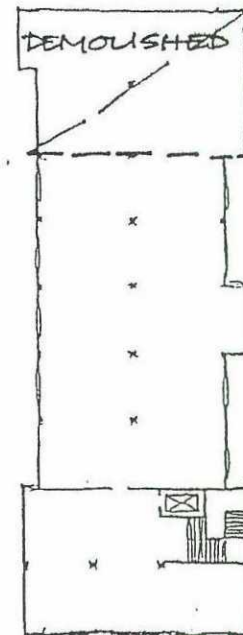
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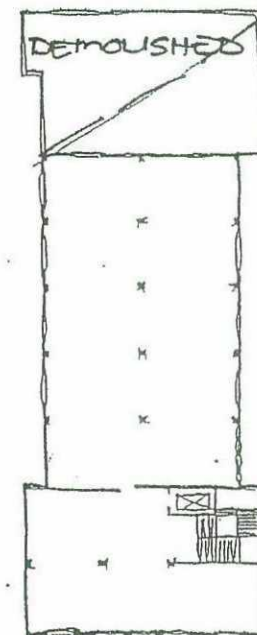
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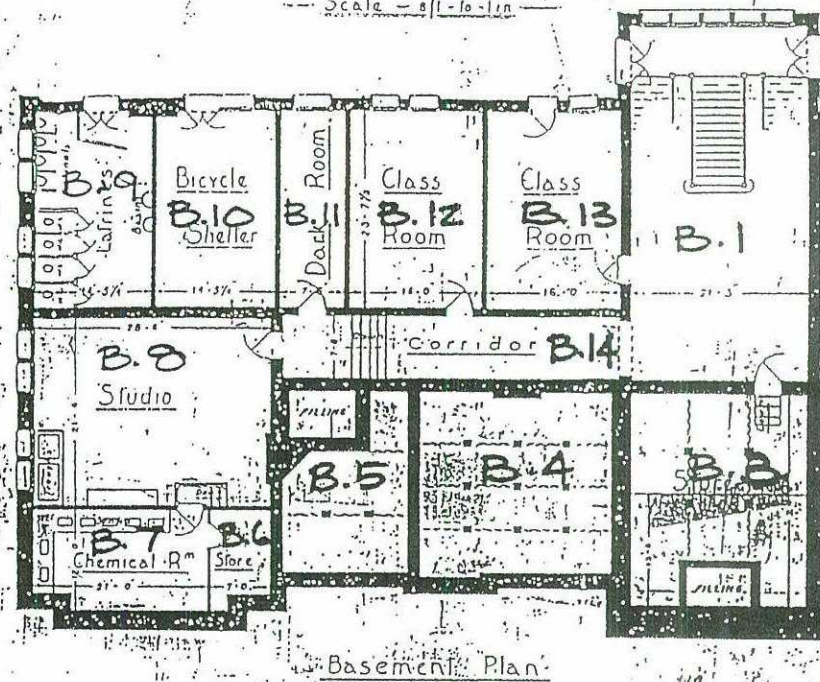
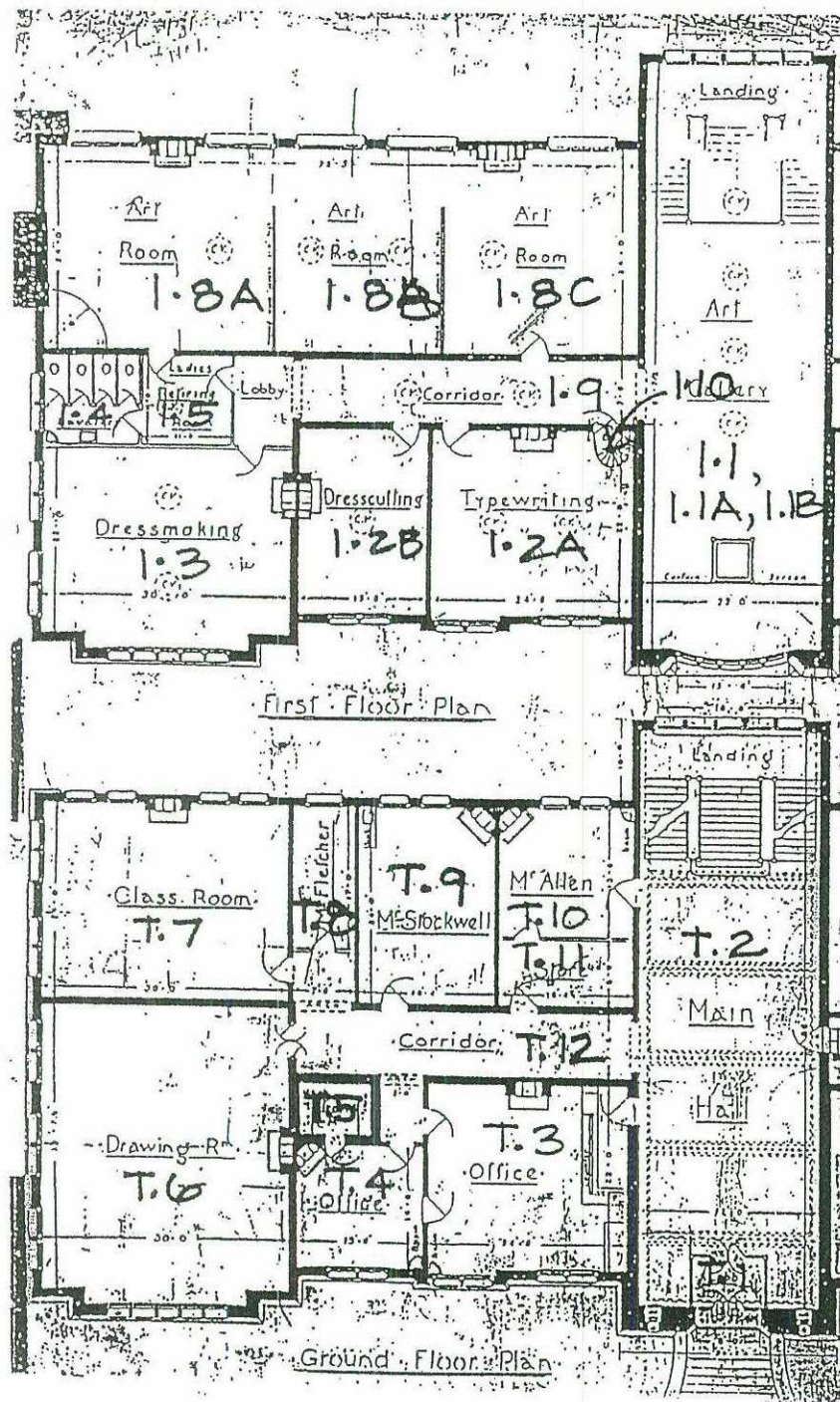
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D.



2nd FLOOR
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3rd FLOOR
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4th FLOOR
RL=31.40

WA TRUSTEE Co.



Annexure D

Maintenance Program

Maintenance of the place includes informed supervision of minor and major works and vigilant attention to security in order to reduce the deterioration and protect the place from the risk of fire, vandalism and theft.

The following maintenance program is to be carried out by the owners of the place. Any repairs should be undertaken in accordance with the conservation policies and with appropriate specialist advice from professionals skilled in conservation work.

Weekly

Ask cleaners to report any defects they note, including broken windows or hardware, leaks in the roof, falling pieces of masonry, wood dust from termites, etc.

Check all fire fighting equipment and detection devices are in operational order and ensure all points of egress remain clear

Check doors and windows are locked

Change defective light bulbs and fuses and attend to minor faults in the electrical system

Quarterly

Inspect for termites and other vermin and treat as necessary

Inspect roof cladding, flashings and rainwater goods, repair as necessary. Ensure that all gutters are free of debris and check that gutters and downpipes flow freely.

Check all electrical fittings, switchboards, etc. for safety reasons

Check all plumbing services for leaks

Clean all light fittings

Check joinery and paint finishes for deterioration and repair damaged elements. Clean windows and painted surrounds

Check doors for closing and locking and all means of escape

Annually

Rod all rainwater and soil drainage systems

Inspect masonry for cracks, signs of movement or moisture

Check door/window hardware. Oil locks and hinges

Ensure that ground levels adjacent to walls have not been built up higher than vents or damp proof courses

7-year cycle

Painting Programme

- windows, doors, exterior joinery, downpipes etc
- glazing system repairs prior to painting

15-year cycle

Masonry repair programme

30-year cycle

Major roof repair/replacement