

2.1 GUILDFORD HERITAGE PRECINCT MASTER PLAN

Ward: (Midland/Guildford Ward) (Asset Management)

Disclosure of Interest: Nil

Authorised Officer: (Executive Manager Operations)

Cr Johnson disclosed an interest affecting impartiality in Item 2.1 of Part B - Guildford Heritage Precinct Master Plan by virtue of being a member of the Swan Guildford Historical Society, the Guildford Association, Transition Town Guildford, his daughter attends Guildford Primary School and a regular visitor to the Guildford Library.

KEY ISSUES

- Guildford was established in 1829 as a market town and an inland Port to serve the agricultural hinterland. It is one of only two towns in the Perth metropolitan area to be classified as a historic town by the National Trust.
- The City appointed a team of consultants to prepare a Master Plan for the Heritage Precinct in Guildford, focussing on areas of tourism, museum space, architectural issues and landscaping.
- The extent of the Master Plan encompassed the buildings, landscape and parks, located either side of Meadow Street in Guildford, extending from Helena Street in the south and Swan Street to the north.
- The Master Plan focuses on adaptive re-use and conservation works in order to activate the precinct as a community asset and visitor attraction whilst preserving the City's heritage assets.
- Upon issue of the approved Master Plan, an Implementation Plan is proposed to be prepared with the recommendations programmed and costs estimated for completion.

It is recommended that the Council approve the Master Plan prepared by NBD Marketing on 17 February 2016, subject to the modifications recommended by City staff as outlined in this report. It is also recommended that the CEO be authorised to issue the final version of the Master Plan and use the information to prepare a Implementation Plan for consideration as part of Council's future business planning and budgeting processes.

BACKGROUND

In November 2014, the City appointed NBD Marketing to prepare a Master Plan for the Guildford Heritage Precinct.

A number of interpretation plans, heritage studies and surveys have been prepared for these heritage buildings in the past. This previous work has generally been undertaken on an individual building basis only. Recommendations from these reports were considered as part of the master planning process.

The recommendations of the draft Guildford Heritage Precinct Master Plan (GHPMP) were presented to a Council Briefing on 12 April 2016 accompanied by a site tour.

DETAILS

In November 2014, the City appointed NBD Marketing to prepare a Master Plan for the Guildford Heritage Precinct.

The intention of preparing a Master Plan for the Guildford Heritage Precinct was to deliver a clear vision and implementation plan to manage a consolidated restoration and plan for development of the precinct as a whole. The Master Plan focussed on the buildings, sites and streetscapes owned by and vested in the City of Swan that are located on Meadow Street in Guildford including Stirling Square.

The buildings include:

- Guildford Courthouse and Gaol (former);
- Hamersley House (former police quarters No.2);
- Police Quarters No. 1, (Village Potters);
- Guildford Mechanic's Institute;
- Taylor's Cottage;
- Swan Guildford Historical Society (SGHS) Storage Shed;
- Guildford Town Hall and Library;
- Commissariat Store and Quarters (former); and
- Guildford Fire Station and House.

The Master Plan focussed on adaptive re-use and conservation works in order to:

- Activate the Meadow Street Heritage Precinct as an outstanding community asset and visitor attraction; and
- Help preserve the City of Swan's heritage assets.

The consultants did make a recommendation (No.8 in table below) for the Swan Valley Visitor Centre to be moved out of the Guildford Courthouse into the former Police Quarter's #1. This recommendation has not been supported as the location of the SVVC was the subject of another item for Council consideration at which it was resolved to plan for a new SVVC at Taylor Park.

City staff propose the recommendations from the Master Plan be retained, considered or rejected within the final issue of the Master Plan as referred in Table 1 below;

No.	Master Plan recommendations	Staff recommendation and comment
1	The Mechanics Institute be re-purposed to include a Café and hospitality function.	Agree in principle subject to retaining availability for community group functions and meetings. Retain
2	Stirling Square be developed for activation including children's play, market and picnic areas.	Agree in principle with the exception of the proposal for water play facilities which are not recommended. Retain
3	Spring Reserve be developed for activation including basketball, skating and bike activities.	This recommendation is not supported as it adds no value to the Master Plan. Reject
4	Creation of a cultural precinct with outdoor spaces between the Town Hall, Council Chambers and Garrick Theatre.	Agree in principle subject to the City managing bookings for the precinct. Retain
5	Develop simple interpretation of the Fire Station and residential house.	Agree with this recommendation. Retain
6	Develop an Aboriginal Interpretation space at Stirling Square.	Agree with this recommendation. Retain
7	The Guildford Potters be moved out of the former Police Quarter's #1, possibly to the rear of the kindergarten building. (Subject to the Kindergarten moving out of their current building)	Agree in principle and recommend this recommendation be considered if the kindergarten moves out of their current building. If the Village Potter's are moved the City will be expected to assist them find an alternative location. Consider
8	Swan Valley Visitors Centre (SVVC) be relocated into the former Police Quarters #1.	This was the subject of another Council item and is therefore not considered within this item. Council have recently resolved to plan for a new Visitor Centre on Taylor Park. Reject
9	SGHS continue using the Police Quarters #2, Gaol, Taylors Cottage buildings, Rear of Gaol and Polices Quarters#2 space.	Agree with this recommendation. Retain

10	The Courthouse is used by the SGHS for education and museum purposes.	Agree in principle; however the recommendation is dependent upon the future relocation of the SVVC to Taylor Park. Consider
11	An addition/ new entry is added to the former Police Quarters #1 and internal refurbishment of the interior is completed for SVVC relocation.	Building modifications could be considered but Council have since resolved to plan for a new SVVC at Taylor Park. Consider
12	The sheds and pottery making buildings behind Police Quarters #1 be removed.	This recommendation was based on the SVVC being relocated to this building. Council have since resolved to plan for a new SVVC at Taylor Park. However, the removal of the sheds and pottery making buildings should be considered if the Village Potter's are relocated in the future. Consider
13	SGHS retains Hamersley House for work, administration, and storage functions.	Agree with this recommendation. Retain
14	Heritage Hub plan development including: Courthouse Yard, the "Backyard", the "Dig", Heritage Square, prisoner's yard, Gaol forecourt and other developments.	Agree with this recommendation. Retain
15	The Town Hall continues to operate as a community function space and upgrades of services are completed.	Agree with this recommendation. Retain
16	Guildford Library is relocated to the Kindergarten building in the long term. (Subject to the Kindergarten moving out of their current building)	Agree in principle and recommend this recommendation be considered if the kindergarten moves out of their current building. Consider
17	Guildford Library be adapted to include "compatible uses" in the short term.	Agree with this recommendation. Retain
18	Demolish the existing storage shed and replace it with a larger shed at the rear of Hamersley House.	Agree with this recommendation, subject to further analysis and consultation with the SGHS. Retain

19	Schedule of conservation works to be undertaken in both the short and long terms, arising from the existing Conservation Plans.	Agree with this recommendation. Retain
20	Schedule of additional required heritage buildings conservation and maintenance works.	Agree with this recommendation. Retain
21	Place marker/signage strategy.	Agree with this recommendation, subject to further analysis and detail being provided. Retain
22	A new rail crossing be provided to connect Spring Reserve to Guildford.	This recommendation is not supported as the Public Transport Authority has made it clear that this is not possible. Reject
23	Create centralised access pathway from Stirling Square into the heritage hub.	Agree with this recommendation. Retain
24	Providing additional car parking and access pathways along the southern boundary of Stirling Square.	This recommendation is not supported as car parking is being addressed as part of the Guildford Parking Strategy. Reject
25	Large visual elements and interpretation signage proposals.	Agree with this recommendation, subject to further analysis and detail being provided. Retain

Table 1: Master Plan Recommendations

Following the issue of the final Master Plan, NBD Marketing with the assistance of City staff will prepare an Implementation Plan. The Implementation Plan will prioritise each of the recommendations; provide indicative cost estimates, program for completion and potential partners or funding opportunities.

CONSULTATION

The Guildford Heritage Precinct Master Plan (GHPMP) involved an external engagement process which included meetings with the community, external stakeholders, local user groups and residents. Key stakeholders who have been consulted with include the Garrick Theatre, Guildford Association, Guildford Village Potters and Swan Guildford Historical Society.

City staff conducted extensive community engagement during the development of the draft master plan over several months. Findings from this engagement were collated by City staff and provided to NBD Marketing. Consultation was also undertaken by NBD Marketing as part of their services and is described within their background analysis for the Master Plan. The findings from both consultation processes were considered and used to inform the Master Plan recommendations.

ATTACHMENTS

Meadow Street Heritage Precinct Master Plan, NBD Marketing, 17 February 2016

STRATEGIC IMPLICATIONS

The endorsement and adoption of this Master Plan for the community aligns with the following items in the Strategic Community Plan:

B2.1.1 – Continue to improve asset management practices;

B2.1.2 – Maintain and protect heritage; and

E3.1.2 – Support our heritage tourism hubs for future generations.

STATUTORY IMPLICATIONS

Heritage of Western Australia Act, 1992.

FINANCIAL IMPLICATIONS

Actual costing of recommendations within the Master Plan will be developed as part of the Implementation plan to be developed by NBD Marketing with City staff. The elements of this plan will be considered by Council as part of future business planning and budget processes.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That the Council resolve to:

- 1) Approve the Guildford Heritage Precinct Master Plan (prepared by NBD Marketing on 17 February 2016) subject to the modifications recommended by City staff as outlined in this report.
- 2) Authorise the CEO to revise and issue the final version of the Guildford Heritage Precinct Master Plan.
- 3) Authorise the CEO to prepare an Implementation Plan for the Guildford Heritage Precinct Master Plan for consideration as part of Council's future business planning and budgeting processes.

MOTION that the Council resolve to:

- 1) Approve the Guildford Heritage Precinct Master Plan subject the modifications recommended by the City staff outlined in this report and with the following further modifications:
 - a. To retain the Mechanics Institute as it currently is, as a community meeting room for hire and to reject the recommendation (No 1) to turn the Mechanics Institute into a café/wine bar.
 - b. For the Guildford Potters to continue in Police Quarters #1. To reject the recommendations (No 7, 11, and 12) to consider moving the Guildford Potters and demolishing their pottery.
 - c. To retain the Guildford Library and Guildford Kindergarten in their current locations and to reject recommendation No 16.
 - d. To consider the use of compatible uses for the Guildford Library while retaining it as a Library. To therefore amend item 17 to "consider".
 - e. Retain parking for Garrick Theatre and amend Item 4 to "reject".
- 2) Authorise the CEO to revise and issue the final version of the Guildford Heritage Master Precinct Plan.
- 3) Authorise the CEO to prepare an Implementation Plan for the Guildford Heritage Precinct Master Plan for consideration as part of Council's future business planning and budgeting proposals.
- 4) Record the reasons for changing the staff recommendation as follows:
 - a. The community consultation does not appear to have resulted in material changes to the report that reflects community use of the precinct.
 - b. Guildford is growing and we need to balance the community use of the heritage precinct with the visitor experience. The report seems overly focused on visitors.

- c. The Mechanics Institute is a hall that can accommodate 50 people and is used regularly by many community groups. It was built in 1865 as a meeting room for public education and continues in active and regular use for the same purpose today as is evidenced by the number of active community groups in the area. There is no need for any significant change. There is no shortage of cafés or wine bars or pubs in Guildford.
- d. The Guildford Potters is a successful community organisation that has been in this location for 35 years. It provides for artistic expression, pottery classes and community engagement for women of all ages and culture. The potters wish to stay where they are.
- e. The Guildford Library has been there for many years and continues to be well used by the community, especially young families and older people.
- f. The Guildford Primary School is growing and its catchment is growing and does not have room for a kindergarten on its current site. The school has no plans to move the kindergarten.
- g. The Garrick Theatre will not be operational without car parking available.

(Cr Johnson – Cr Henderson)

FORESHADOWED MOTION

In the event of the motion being defeated Cr Lucas foreshadowed that he would move to defer this matter to a future Ordinary Meeting of Council.

RESOLVED (7/6) TO:

- 1) Approve the Guildford Heritage Precinct Master Plan subject the modifications recommended by the City staff outlined in this report and with the following further modifications:
 - a. To retain the Mechanics Institute as it currently is, as a community meeting room for hire and to reject the recommendation (No 1) to turn the Mechanics Institute into a café/wine bar.
 - b. For the Guildford Potters to continue in Police Quarters #1. To reject the recommendations (No 7, 11, and 12) to consider moving the Guildford Potters and demolishing their pottery.
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 - d. To consider the use of compatible uses for the Guildford Library while retaining it as a Library. To therefore amend item 17 to “consider”.
 - e. Retain parking for Garrick Theatre and amend Item 4 to “reject”.
- 2) Authorise the CEO to revise and issue the final version of the Guildford Heritage Master Precinct Plan.

- 3) Authorise the CEO to prepare an Implementation Plan for the Guildford Heritage Precinct Master Plan for consideration as part of Council's future business planning and budgeting proposals.
- 4) Record the reasons for changing the staff recommendation as follows:
 - a. The community consultation does not appear to have resulted in material changes to the report that reflects community use of the precinct.
 - b. Guildford is growing and we need to balance the community use of the heritage precinct with the visitor experience. The report seems overly focused on visitors.
 - c. The Mechanics Institute is a hall that can accommodate 50 people and is used regularly by many community groups. It was built in 1865 as a meeting room for public education and continues in active and regular use for the same purpose today as is evidenced by the number of active community groups in the area. There is no need for any significant change. There is no shortage of cafés or wine bars or pubs in Guildford.
 - d. The Guildford Potters is a successful community organisation that has been in this location for 35 years. It provides for artistic expression, pottery classes and community engagement for women of all ages and culture. The potters wish to stay where they are.
 - e. The Guildford Library has been there for many years and continues to be well used by the community, especially young families and older people.
 - f. The Guildford Primary School is growing and its catchment is growing and does not have room for a kindergarten on its current site. The school has no plans to move the kindergarten.
 - g. The Garrick Theatre will not be operational without car parking available.

For: Crs Haynes, Henderson, Johnson, McCullough, Parasiliti, Trease and Williams

Against: Crs Bailey, Färdig, Kovalevs, Lucas, McDonnell, Wainwright

Volume 2
Meadow Street Heritage Precinct
Master Plan

Presented 17 February 2016 by
nbd marketing

in conjunction with
Publik, REALM Studios and Palassis Architects

Prepared for
City of Swan



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Executive Summary

The City of Swan appointed the team lead by NBD Marketing and comprising Publik, REALM Studios and Palassis Architects to prepare a Master Plan for the Meadow Street Heritage Precinct .

The Plan aims to focus on adaptive re-use and conservation works in order to:

- activate the Meadow Street Heritage Precinct as an outstanding community asset and visitor attraction; and
- to help preserve the City of Swan's heritage assets.

Vision

The vision for the Master Plan is for Guildford to be widely known as a premier hospitality, recreation and heritage tourism destination in itself and as the gateway to the unmissable Swan Valley tourism region.

Goals

Activate- encouraging pedestrian movement and visitor access to the precinct and beyond the precinct to the whole of Guildford.

Invigorate- Capitalise on the extensive and valuable collection of highly significant heritage buildings and their unique in situ position within Guildford to create a heritage tourism attraction and visitor hospitality and recreation precinct.

Optimise- wherever possible encourage re-use of existing heritage buildings that are already being maintained by the City of Swan, to contribute to the invigoration and activation as described above, whilst optimising conservation and management costs to minimise additional financial impost on ratepayers.

Motivate- raise awareness of the significant history of Guildford and win advocates for the conservation and ongoing activation of Guildford



through appropriate reuse of heritage places and spaces, activities and educational programs.

Celebrate- Bring this unique and valuable townscape alive, through increased use, visitation and appreciation, commercial and community activity and regular community, education and tourism events.

Master Plan Summary

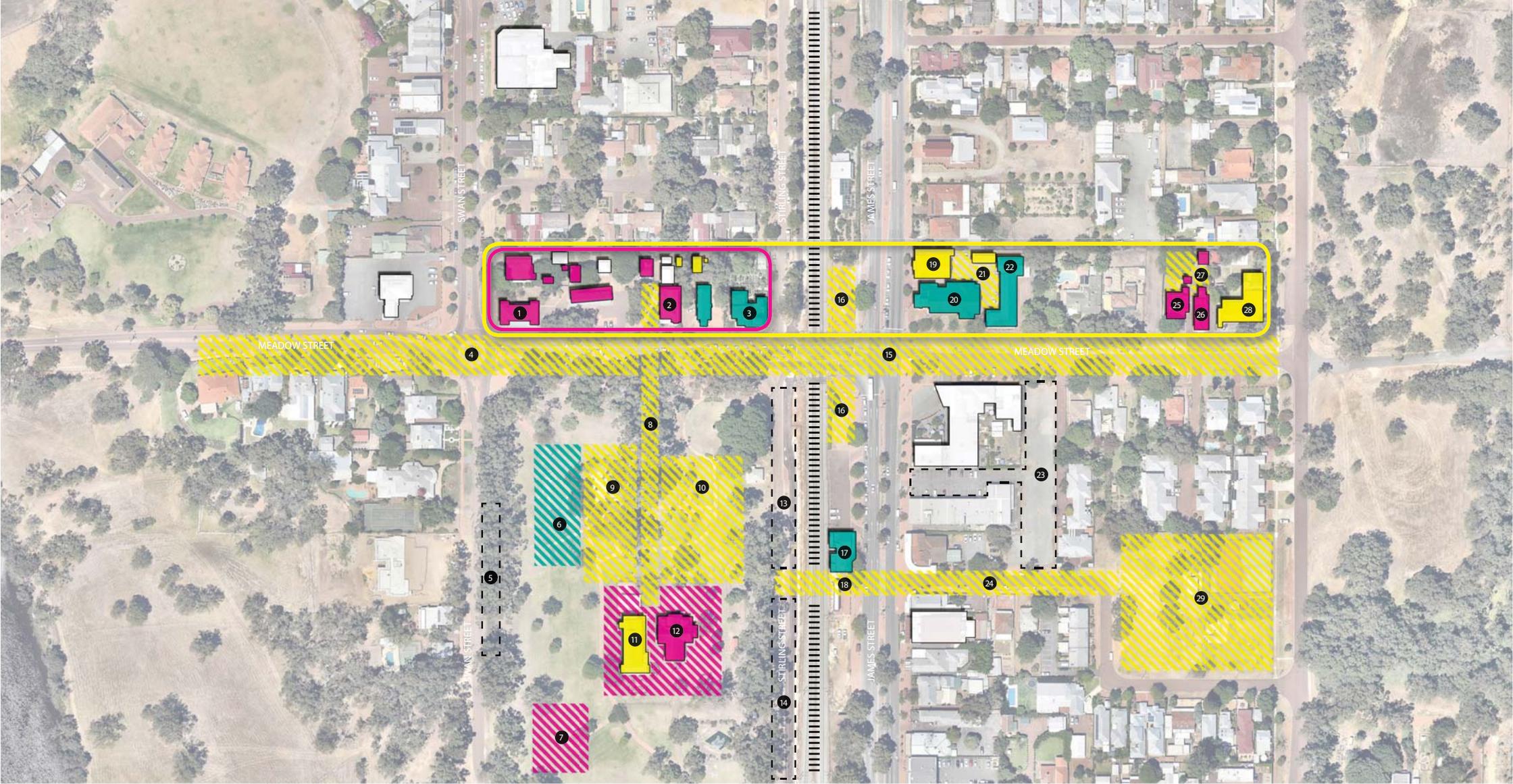
The Master Plan recommends that the Visitor Centre be relocated to the former Police Quarter's #1, thereby opening up the Courthouse for use by the Swan Guildford Historical Society for education and museum display purposes, as well as office and work spaces at the northern end. Further museum display and interpretive opportunity exists in the Gaol and Gaol yard and education spaces are in the Courthouse, rear of Hamersley House and Gaol yard. A range of activation strategies are recommended throughout Guildford, but specifically a café and hospitality is recommended in the Mechanic's Institute.

The Master Plan recommends a new building addition/new entry to Police Quarters #1 (currently Guildford Potter's) on the north side of the building as part of the Visitor Centre relocation and some refurbishment to the interior of the original building including removal of walls to open up spaces for retail activity.

The Mechanic's Institute could be split into two different building uses:
- Commercial café / hospitality at the rear of the building and function space or small bar at the front of the building

The Town Hall continues to operate as a community space with the intention that upgrades to make the space more comfortable (ie heating / cooling. Insulation / new entry door) will increase community use.

A range of strategies are recommended to facilitate visitor movement and activity. The following two schematics provide a summary of the key building outcomes.



MEADOW STREET MASTER PLAN

SURROUNDING LANDSCAPE PLAN



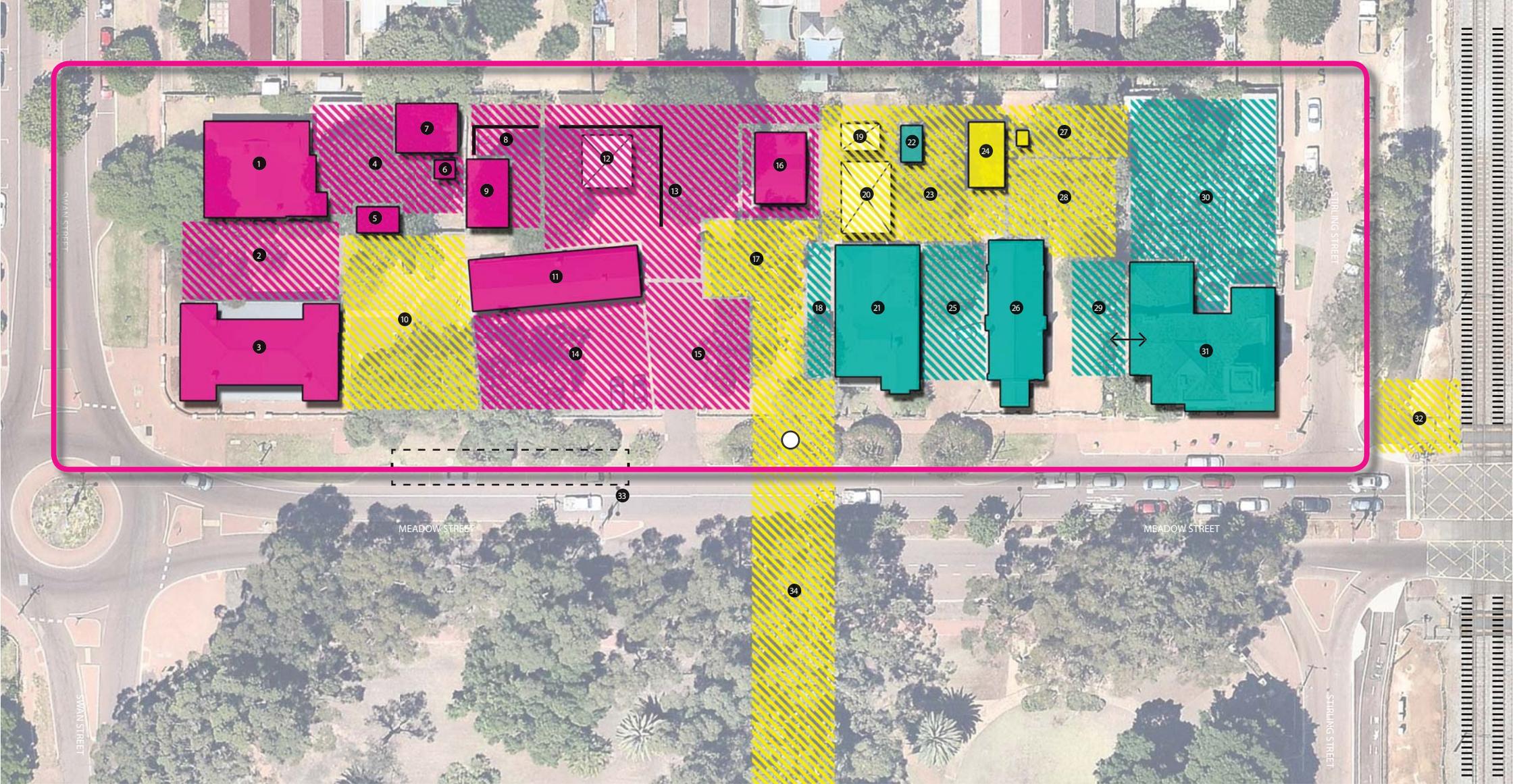
- Community Spaces
- Commercial/Community Spaces
- Interpretation/Education Spaces
- Community Buildings
- Commercial/Community Buildings
- Interpretation/Education Buildings
- Railway Line
- Heritage Hub
- Proposed Car Parking Area
- Site/Study Area

- ① Courthouse - *Traffic Calming - Widened Pedestrian Crossing & Bike Lane*
- ② Visitors Centre
- ③ Post Office
- ④ Upgrade Intersection - *Traffic Calming - Widened Pedestrian Crossing & Bike Lane*
- ⑤ Incorporate Additional Parking within Verge - *Potential*
- ⑥ Weekend Marketspace
- ⑦ Indigenous Interpretation Space - *Outdoor Learning & Story Play*
- ⑧ New Pedestrian Axis between Visitors Centre & Church

- ⑨ Picnic Area - *Seating, BBQ Facilities & Umbrellas*
- ⑩ Children's Nature Playground - *Water Play*
- ⑪ Church Hall - *Community Functions*
- ⑫ St. Matthews Anglican Church - *Upgraded Forecourt*
- ⑬ Upgrade Car Parking Facilities
- ⑭ Upgrade Car Parking Facilities
- ⑮ Upgrade Intersection - *Traffic Calming - Widened Pedestrian Crossing & Bike Lane*
- ⑯ Area for Potential Activation - *Enhanced Pedestrian Connection & Significant Public Art Piece*
- ⑰ Alfred's Kitchen - *Upgraded Forecourt*

- ⑱ New Pedestrian Road & Railway Crossing
- ⑲ Former Council Chambers - *Library, Community Space, Pottery Association Retail Space*
- ⑳ Town Hall - *Enhanced Community Use, Function Space, With Interpretation Opportunity*
- ㉑ Courtyard - *Outdoor Gallery*
- ㉒ Former Commissariat Store - *Garrick Theatre Retained With Upgraded Forecourt*
- ㉓ Upgrade Carparking Facilities
- ㉔ Bank Street - *Connective Streetscape - Public Art & Furniture*

- ㉕ Fire Station - *Retain Existing Use, Interpretation Opportunity*
- ㉖ Fire Station - *Potential Fire Services Educational Space, Interpretation Opportunity*
- ㉗ Fire Station Yard - *Outdoor Educational Space*
- ㉘ Future Re-purposed Kindergarten - *New Library, Shared Community Work & Study Space*
- ㉙ Upgrade Spring Reserve - *Urban Play Area, Skating Area & Basketball Court*



MEADOW STREET MASTER PLAN | HERITAGE HUB PLAN



- Community Spaces
- Commercial/Community Spaces
- Interpretation/Education Spaces
- Community Buildings
- Commercial/Community Buildings
- Interpretation/Education Buildings
- Railway Line
- Reinstated Gaol Yard Wall
- Proposed Set Down Area
- Buildings To Be Removed/Relocated
- Heritage Hub
- Arrival/Orientation Point

- 1 Police Quarters #2 (Hammersley House) - SGHS Administration/Storage
- 2 Courthouse Yard - Education & Possible Undercover Activity Space
- 3 Courthouse - Museum, Reinterpreted Courthouse Education & Activity
- 4 The 'Backyard' - Domestic Education Activity
- 5 Storage Shed - To Be Retained
- 6 The 'Woodhouse' - 'Hard Labour' Activity
- 7 Storage Shed - To Be Retained
- 8 The 'Dig' - Archeological Discovery Site - Walkways Over

- 9 Existing Shelter - To Be Retained
- 10 Heritage Square - Family Area
- 11 Gaol - Museum, Prison Education & Activity - New Entrance TBC
- 12 Toilet Block - To Be Removed
- 13 Prisoner's Yard - Prison Activity Space & Orientation Space
- 14 Gaol Forecourt - Archeological Interpretation Site
- 15 Stables - Archeological Interpretation Site (Including Service Vehicle Access)
- 16 Taylor's Cottage - Upgraded 'Cottage' Landscape
- 17 Central Square - Meeting Point
- 18 Police Quarters #1 (Potters) - New Visitors Centre Annex - Arrival Area

- 19 Storage Shed - To Be Removed
- 20 'Kilns' - To Be Removed
- 21 Police Quarters #1 (Potters) - New Visitors Centre
- 22 Former Washhouse - To Be Retained
- 23 Flexible Space - External Police Interpretation Space TBC
- 24 Toilet Block - To Be Retained
- 25 Mechanic's Yard - Outdoor Bar Seating
- 26 Mechanic's Institute - Cafe/Small Bar
- 27 Pétañque Yard - Sporting Activity Space
- 28 Convict Square - Community Activity Space
- 29 Poste - Outdoor Cafe Seating

- 30 Poste - Garden Centre & Cafe
- 31 Post Office - Future Mixed-Use
- 32 Depot Crossing - Enhanced Pedestrian Connection & Interpretation Of Former Convict Depot
- 33 Group Bus Set Down/Pick Up Area
- 34 Park Pedestrian Axis - Provide improved at grade pedestrian crossing including median refuge and potential raised zone with contrasting materiality. Car parking to be reconfigured.

Meadow Street Master Plan

Vision

The vision for the Master Plan is for Guildford to be widely known as a premier hospitality, recreation and heritage tourism destination in itself and as the gateway to the unmissable Swan Valley tourism region.

Goals

Activate- encouraging pedestrian movement and visitor access to the precinct and beyond the precinct to the whole of Guildford.

Invigorate- Capitalise on the extensive and valuable collection of highly significant heritage buildings and their unique in situ position within Guildford to create a heritage tourism attraction and visitor hospitality and recreation precinct.

Optimise- wherever possible encourage re-use of existing heritage buildings that are already being maintained by the City of Swan, to contribute to the invigoration and activation as described above, whilst optimising conservation and management costs to minimise additional financial impost on ratepayers.

Motivate- raise awareness of the significant history of Guildford and win advocates for the conservation and ongoing activation of Guildford through appropriate reuse of heritage places and spaces, activities and educational programs.

Celebrate- Bring this unique and valuable townscape alive, through increased use, visitation and appreciation, commercial

and community activity and regular community, education and tourism events.

Principles¹

The master plan will:

- Seek to conserve and interpret existing buildings for their original uses where possible and not introduce incompatible uses where possible.
- Seek to retain the spaces surrounding buildings where those spaces provide context to the heritage significance of buildings or the precinct.
- Encourage the engagement of visitors with the significance of Guildford and the SGHS collection through appropriate interpretation of buildings and themed interpretation of the collection in appropriate locations.
- Recommend appropriate re-use of buildings where the use is consistent with heritage conservation of the building, the heritage and original use of the building and will contribute to the achievement of the goals described for this project.
- Respect the significance of the SGHS collection, the buildings and the precinct, whilst pursuing the goals to Activate, Invigorate, Optimise, Motivate and Celebrate.

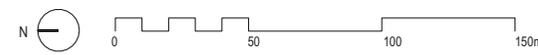
Approach

The master plan pursues a holistic approach incorporating an appreciation of broader opportunities and impacts beyond the heritage precinct to provide a wider contextual analysis of Guildford and the role of the heritage precinct within it.

¹ Australia ICOMOS Burra Charter, 2013, Principles for Places of Cultural Significance; Interpretation, Practice Note, Australia ICOMOS, Version November 2013



SITE PLAN 1:2000 @ A3



CLIENT City of Swan	DRAWING NAME Location Plan	PROJECT NUMBER 2014058
PROJECT Meadow Street Heritage Precinct - Master Plan	DATE 17/02/2016	DWG NUMBER D-01
		REVISION B

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Surrounding Landscape Intent

The overarching design objective is to unify Guildford as a single place by integrating various functions within the town. Developing hubs within Guildford that strengthen existing qualities is one way in which to do this. The approach will be to;

- Incorporate the Swan River; The river has long been an important factor in Guildford’s development. Reconnecting the town to the river, and activating its edge in the process, is a key goal for the landscape master plan.
- Activate under-utilised or vacant buildings; Numerous buildings owned by the City of Swan are, or will be in the near future, vacant or underutilised. Activating these buildings and adjacent areas through landscape works and further facilities can in turn support internal uses.
- Promote mixed use activities and co-operative use of space; A recent trend has been towards ‘pop-ups’ and shared tenancies. This can provide a much more rich and diverse experience for visitors and residents alike.
- Improve streetscapes and pedestrian connectivity; Numerous transport corridors dissect the town. Providing clear, legible and inviting streetscapes can increase pedestrian traffic and activate a much wider area of the town.
- Provide appropriate facilities to all in community; In particular youth facilities within Guildford have been lacking. To encourage more family and youth activity and involvement within Guildford play spaces, movable seating and barbecue areas could be incorporated into a landscape master plan.
- Create flexible spaces that can be used for a variety of activities and events; Numerous user groups require different types and scales of space. Spaces developed within the landscape master plan should be flexible to support these wide range of events and user groups.



The Mantle (Co-Op), Fremantle



Youth Plaza (Activated), Fremantle



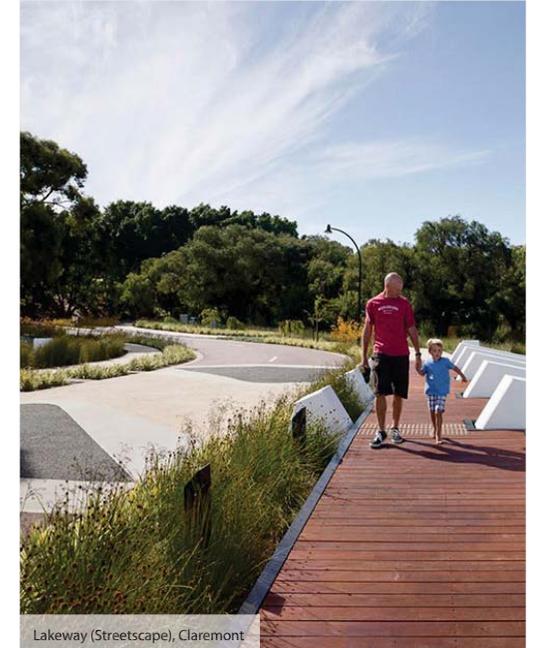
KickStart Youth Hub (Co-Op), Perth



Youth Plaza (Activated), Fremantle



Terra Nova (Play Space), Canada



Lakeway (Streetscape), Claremont



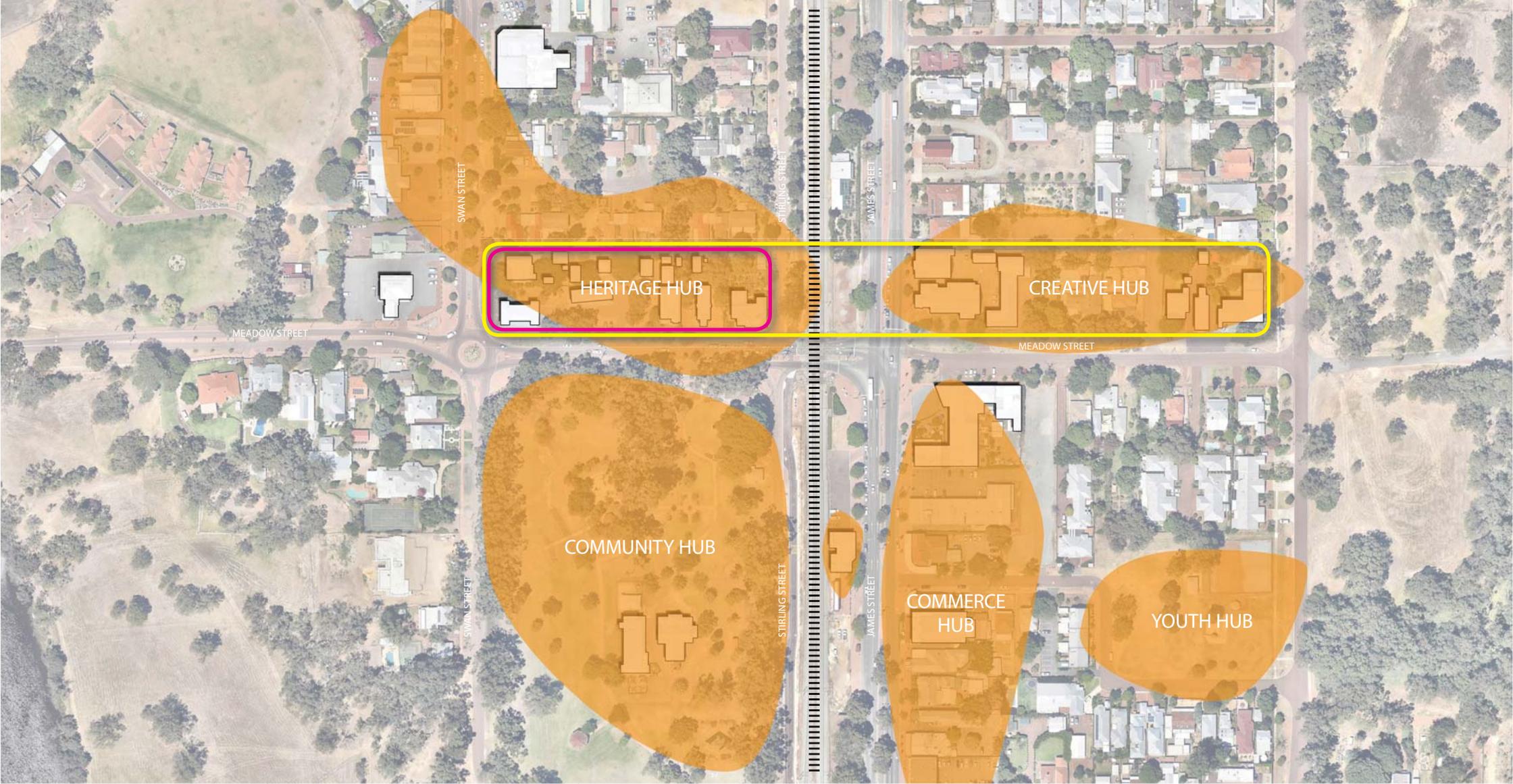
Saone Banks (Riverside Activation), France



Salamanca Markets (Heritage Activation), Hobart



Klyde Warren Park (Day/Night Activation), USA

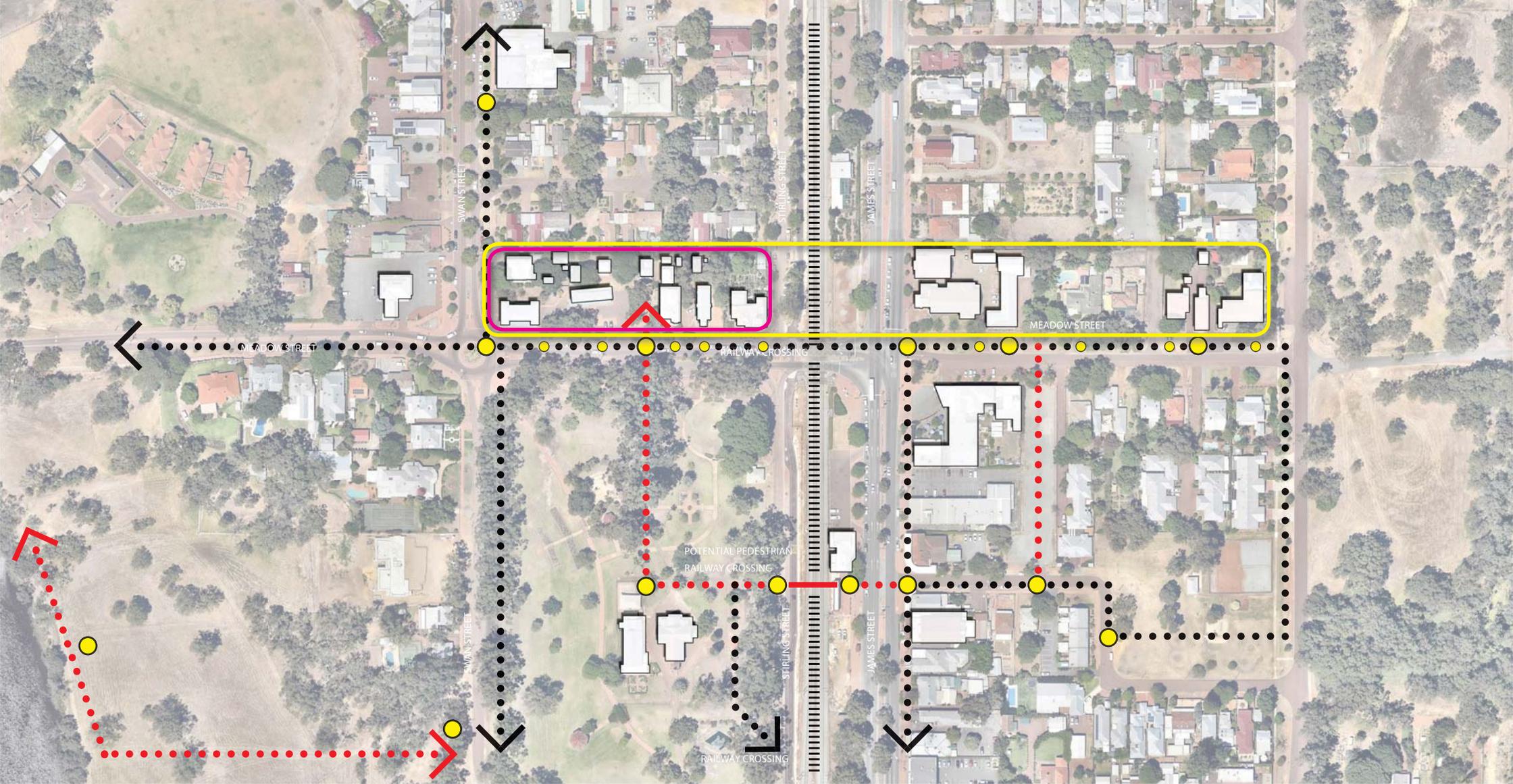


MEADOW STREET MASTER PLAN

SURROUNDING LANDSCAPE THEMATIC



- |||| Railway line
- Landscape Activity Hub
- Heritage Hub
- Site/Study Area



MEADOW STREET MASTER PLAN | SURROUNDING LANDSCAPE LINKS



- |||| Railway line
- Major Directional Marker
- Minor Interpretation Marker
- Existing Major Pedestrian Routes
- New Major Pedestrian Routes
- Heritage Hub
- Site/Study Area

Heritage Hub Intent

The overarching design objective is to activate and make accessible the core 'Heritage Area' or 'Hub' taking advantage of the underlying historic qualities of the site and the intimate knowledge and skills of the SGHS. The approach will be to:

- Incorporate archeological discovery; A wealth of archeological activity has occurred on site with some still accessible. This could potentially be incorporated into the landscape master plan, sensitively displayed and utilised for educational activity.
- Facilitate community play and events; Part of the site is currently used by a number of community groups. The master plan for the area should support this with more flexible facilities and encourage further activities to take place.
- Develop outdoor classrooms; A growing trend is for outdoor 'hands-on' educational activities. Potential gardens and spaces throughout the site could be developed to facilitate this.
- Include retail and hospitality uses in some buildings; Undeniably a mixture of functions helps to activate a site. Including retail uses that showcase local produces and artists is one way in which some buildings might begin to take on a new vibrancy.
- Integrate a visitors centre; An important objective for the landscape master plan is to designate a site for a visitors centre servicing Guildford and the Swan Valley Region.
- Facilitate outdoor events; Daytime and nighttime activation is crucial in creating a sense of place. Spaces developed within the landscape master plan should be flexible to support a wide range of events and user groups.
- Develop an appropriate landscape character; Any landscape treatment of the site should be developed with respect to the uniqueness of the site and not conflict with any present user groups or the buildings themselves.



Big Dig (Archeology), Sydney



Petanque Courts, Margaret River



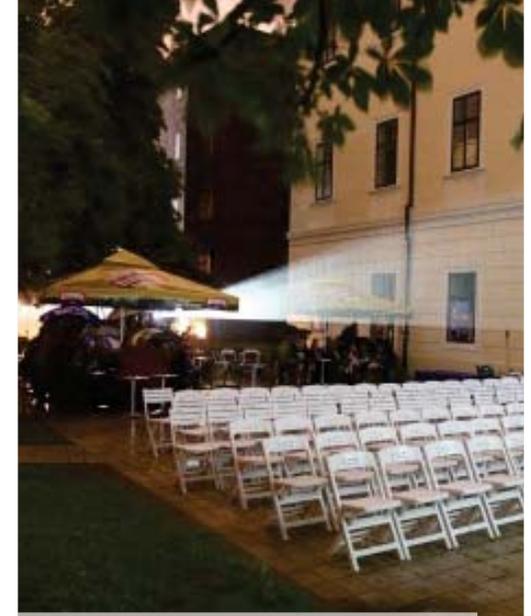
Elizabeth Farm (Gardens), Sydney



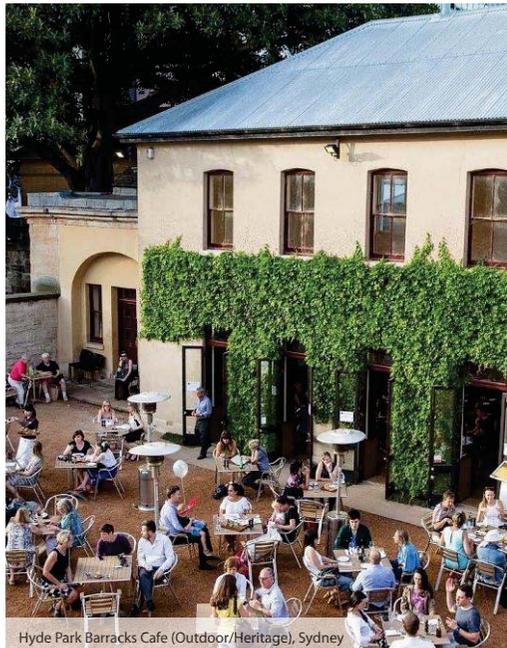
Rocks Museum (Retail), Sydney



Domkyrkoforum Visitor Centre (Heritage Area), Sweden



Ljetno Kino Gradec (Outdoor Heritage Cinema), Croatia



Hyde Park Barracks Cafe (Outdoor/Heritage), Sydney



Elizabeth Farm Living Museum (Workshops/Education), Sydney



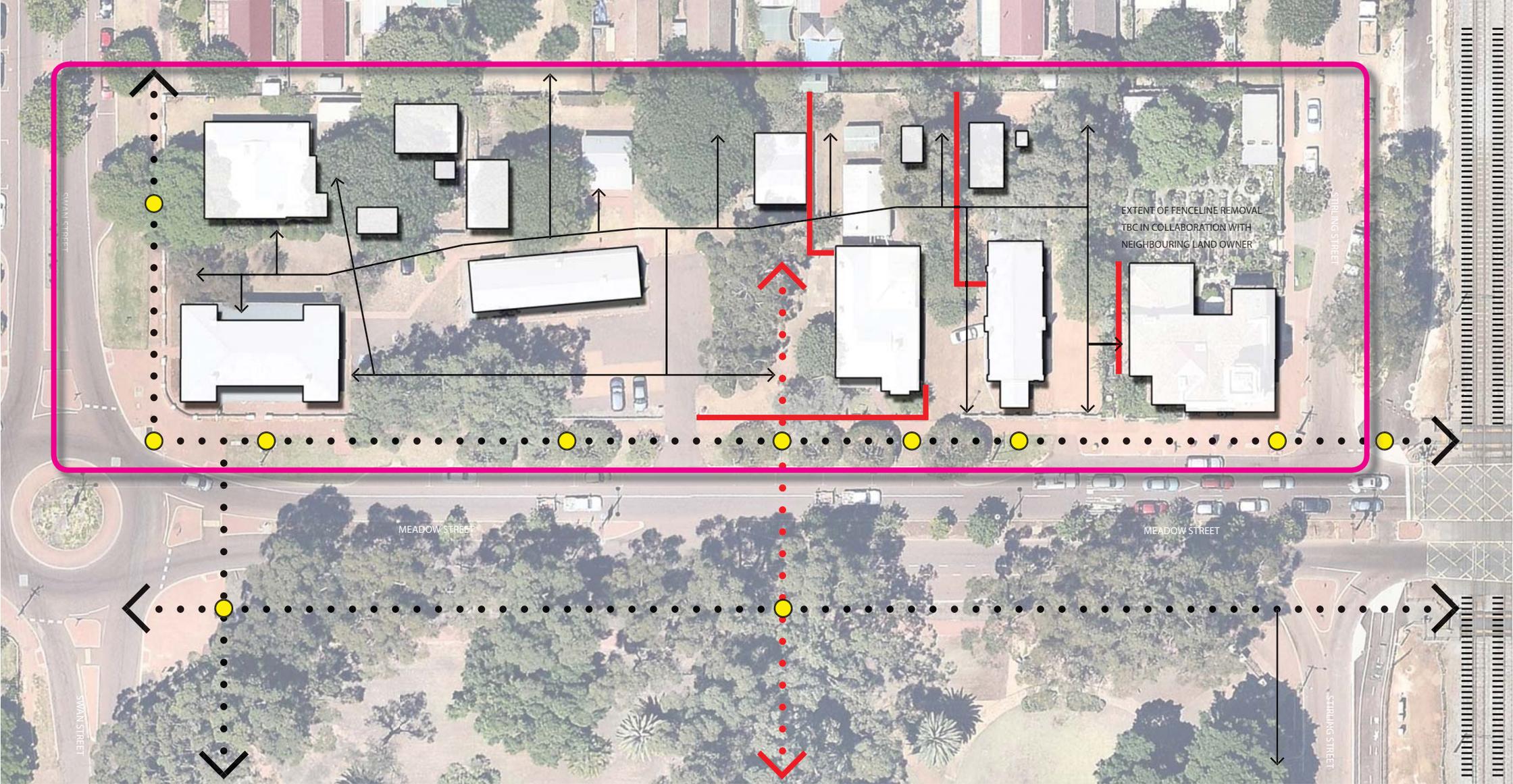
Korenmarkt (Activated/Heritage Square), Belgium



MEADOW STREET MASTER PLAN | HERITAGE HUB THEMATIC



- |||| Railway line
- Orange shape Landscape Activity Space
- Pink square Heritage Hub



EXTENT OF FENCELINE REMOVAL
TBC IN COLLABORATION WITH
NEIGHBOURING LAND OWNER

MEADOW STREET MASTER PLAN | HERITAGE HUB LINKS



- |||| Railway line
- Proposed Directional & Place Marker
- to form repeating elements along
Eastern side of Meadow Street to
form visual axis connecting north
and south ends of the precinct.
- Heritage Hub
- Existing Major Pedestrian Routes
- Future Major Pedestrian Routes
- ←→ Minor Pedestrian Routes
- Fencelines To Be Removed

The Master Plan

Summary

The Master Plan recommends that the Visitor Centre be relocated to the former Police Quarter’s #1, thereby opening up the Courthouse for use by the Swan Guilford Historical Society (SGHS) for education and museum display purposes, as well as office and work spaces at the northern end. Further museum display and interpretive opportunity exists in the Gaol, Gaol yard and education spaces are in the Courthouse, rear of Hamersley House and Gaol yard. A range of activation strategies are recommended throughout Guildford, including a café and hospitality in the Mechanic’s Institute.

The Master Plan recommends a new building addition/new entry to Police Quarters #1 (currently Guildford Potter’s) on the north side of the building as part of the Visitor Centre relocation and some refurbishment to the interior of the original building including removal of walls to open up spaces for retail activity. Refer to Concept Designs chapter for the concept for this addition.

The Mechanic’s Institute could be split into two different building uses:

- Commercial café / hospitality at the rear of the building. -This has the potential to tie in with Post Office future mixed use.
- Function space or small bar at the front of the building

The Town Hall continues to operate as a community space with the intention that upgrades to make the space more comfortable (ie heating / cooling. Insulation / new entry door) will increase community use.

Advantage	Disadvantage
Activates centre of precinct, pulling people in and around, encouraging them to embrace heritage and museum spaces as well as tourism experience. Police Qtr #1 as Visitor Centre will act as a single site entry and create a point of interest to the site. The new entry/addition will open out and look onto the Gaol/Courthouse and Stirling Square serving as an activation point for the entire heritage experience.	Potter’s pottery activity removed from Gallery space and relocated elsewhere.
Keeps tourists within precinct.	
Links centre of precinct where Visitor Centre will be located to Stirling Square and broader town of Guildford through creation of centralised access pathway from Stirling Square and new rail crossing.	
SGHS activity expanded into Courthouse and Mechanics Institute. SGHS activity continues in Police Qtr’s #2, Gaol, Taylor’s Cottage, Rear of Gaol, Rear of Police Qtr’s #2	
Mechanics could be commercial café and/or wine bar and could incorporate continued community activity and interpretation to reflect the building’s heritage.	
Brings commercial operator into precinct (Café in Mechanic’s)	
Heritage educational activities undertaken by SGHS take place in Courthouse.	
Activates existing buildings in precinct and southern Meadow St.	
Cost effective due to reuse of existing, already maintained buildings.	

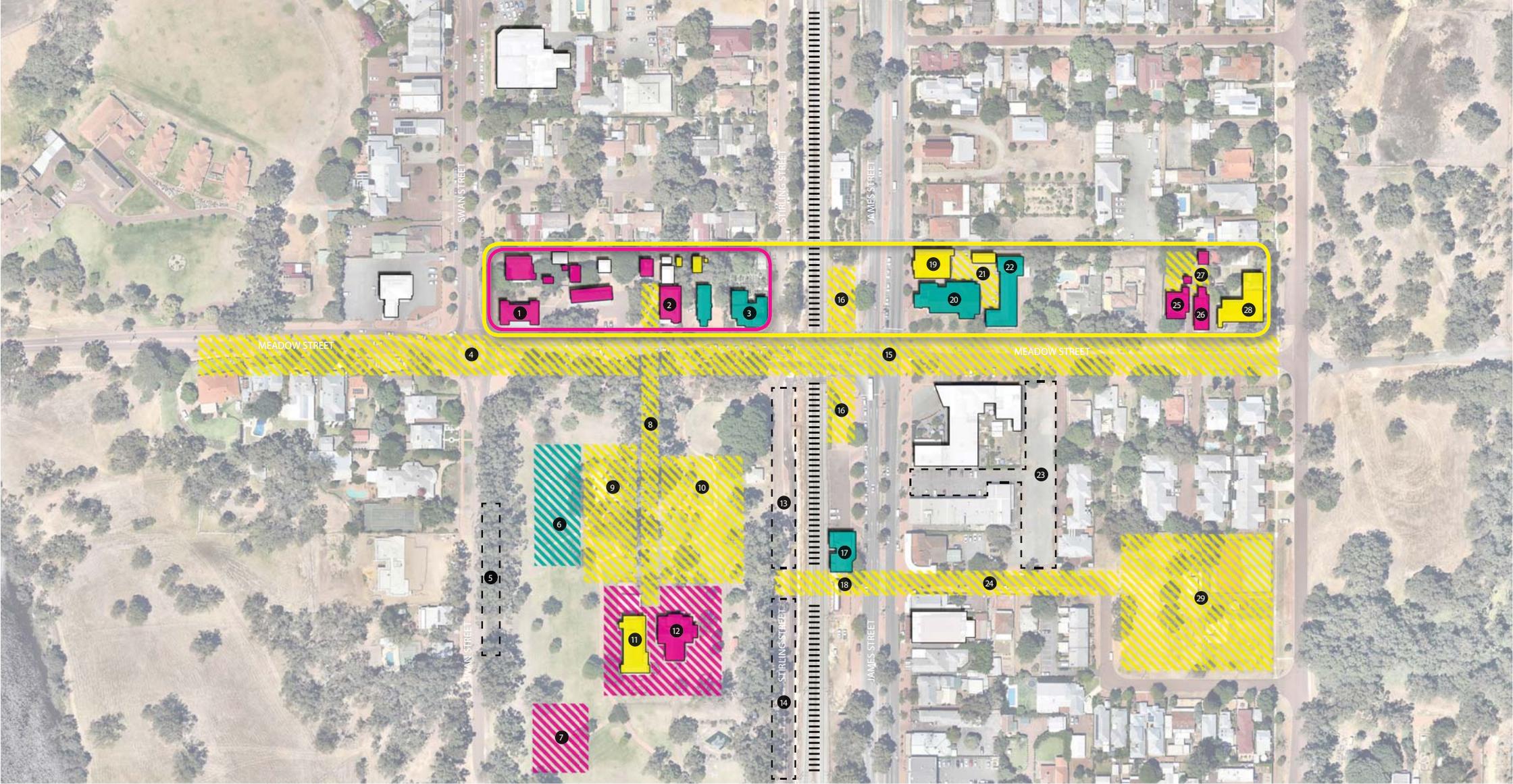
Master Plan Assumptions

The Master Plan includes the following assumptions:

1. This Master Plan recommends the Guilford Library should be relocated to the (re-purposed) kindergarten building on the Southern end of Meadow St in the longer term because opportunity exists to create an improved facility in a landscaped environment, In the short to medium term the City has determined that the Library will remain in the Council Chambers and improvements to the current facility could provide community benefits. Some compatible uses could include:
 - Provision of a section dedicated to Guildford history, heritage and restoration subjects,
 - Introduction of a coffee shop/café,
 - Improved IT services and connectivity,
 - Provision of space and services (such as a 3d printer) for a business start-up/incubator space,
 - Local art/gallery space,
 - After hour venue for clubs and activities.
 - Guildford potter retail activity,
2. The assumption that Guildford Potter's pottery (making) activity will be relocated out of the Meadow Street Heritage Precinct. The City will assist the Guildford Potters to find a new venue for their pottery making activities (since their lease at the Police Qtrs No. 1 will come to an end as a result of this Master Plan). Guildford Potter's retail sales activity could be co-located with a Gallery to include display of other local artists' work within the Guildford Library in the short-medium term, in a repurposed Council Chambers in the longer term or within the retail space of the Swan Valley Visitor Centre.
3. One possible location for relocation of Guildford Pottery (making) work would be the rear of the Kindergarten, when the lease of the kindergarten ends.
4. This Master Plan recommends the removal of the sheds and pottery making buildings behind Police Quarter's #1.
5. Activation strategies for Stirling Square including children's play area, market area, picnic area.
6. Improved connectivity from Spring Reserve to Guildford includes creation of new railway crossing.
7. Activation strategies for Spring Reserve include basketball court, skating or bike areas (subject to community support).
8. Creation of centralised access pathway from Stirling Square into Precinct, running in a line from St Matthews church towards the Police Quarter's No.1 (which is to be the Visitor Centre). This will create a focused access and orientation point into the precinct and encourage movement around precinct.
9. Additional car parking along the southern boundary of Stirling Square with formalized access pathways and new rail crossing to make pedestrian movement around Guildford and from Guildford to the precinct easier and making the precinct more accessible from commercial area across to Stirling Square.
10. Creation of a cultural precinct with outdoor spaces between Town Hall, Council Chambers and Garrick Theatre. Removal of car parking, reorientation and relocation of entries to all three buildings to focus activity and accessible entry into buildings within central cultural precinct. Closing off of southern access into Garrick Theatre and create outdoor wine bar/ hospitality /function area. A drawing describing this proposal is contained within the Concept Designs chapter.
11. Retention of current uses of Garrick Theatre and Fire station. An upgraded forecourt for Garrick Theatre on northern side of former Commissariat building is recommended to link into cultural precinct and Town Hall/Council Chambers buildings.
12. SGHS retains Hamersley House as a work space, administration space and possible storage space, pending a professional assessment of the environment for storage conditions.
13. The storage shed currently to the rear of Hamersley House is removed and a newly constructed and larger shed to be built in the same location.

14. Where a building is indicated to include interpretation, but no other use is identified this means that only interpretation signage is recommended to be placed outside the building for the public and walkers to be able to read about the history of that particular building. It does not infer that any further interpretation is included and it does assume that the building's existing use will continue.

15. Existing Kindergarten at southern end of Meadow St has a lease until 2019. When the lease expires, as previously described it is recommended that the Guildford Library be relocated there. The pottery making activity of the Guildford Potters could also be located here.



MEADOW STREET MASTER PLAN

SURROUNDING LANDSCAPE PLAN



 Community Spaces

 Railway Line

 Commercial/Community Spaces

 Heritage Hub

 Interpretation/Education Spaces

 Proposed Car Parking Area

 Community Buildings

 Site/Study Area

 Commercial/Community Buildings

 Interpretation/Education Buildings

① Courthouse - *Traffic Calming - Widened Pedestrian Crossing & Bike Lane*

② Visitors Centre

③ Post Office

④ Upgrade Intersection - *Traffic Calming - Widened Pedestrian Crossing & Bike Lane*

⑤ Incorporate Additional Parking within Verge - *Potential*

⑥ Weekend Marketspace

⑦ Indigenous Interpretation Space - *Outdoor Learning & Story Play*

⑧ New Pedestrian Axis between Visitors Centre & Church

⑨ Picnic Area - *Seating, BBQ Facilities & Umbrellas*

⑩ Children's Nature Playground - *Water Play*

⑪ Church Hall - *Community Functions*

⑫ St. Matthews Anglican Church - *Upgraded Forecourt*

⑬ Upgrade Car Parking Facilities

⑭ Upgrade Car Parking Facilities

⑮ Upgrade Intersection - *Traffic Calming - Widened Pedestrian Crossing & Bike Lane*

⑯ Area for Potential Activation - *Enhanced Pedestrian Connection & Significant Public Art Piece*

⑰ Alfred's Kitchen - *Upgraded Forecourt*

⑱ New Pedestrian Road & Railway Crossing

⑲ Former Council Chambers - *Library, Community Space, Pottery Association Retail Space*

⑳ Town Hall - *Enhanced Community Use, Function Space, With Interpretation Opportunity*

㉑ Courtyard - *Outdoor Gallery*

㉒ Former Commissariat Store - *Garrick Theatre Retained With Upgraded Forecourt*

㉓ Upgrade Carparking Facilities

㉔ Bank Street - *Connective Streetscape - Public Art & Furniture*

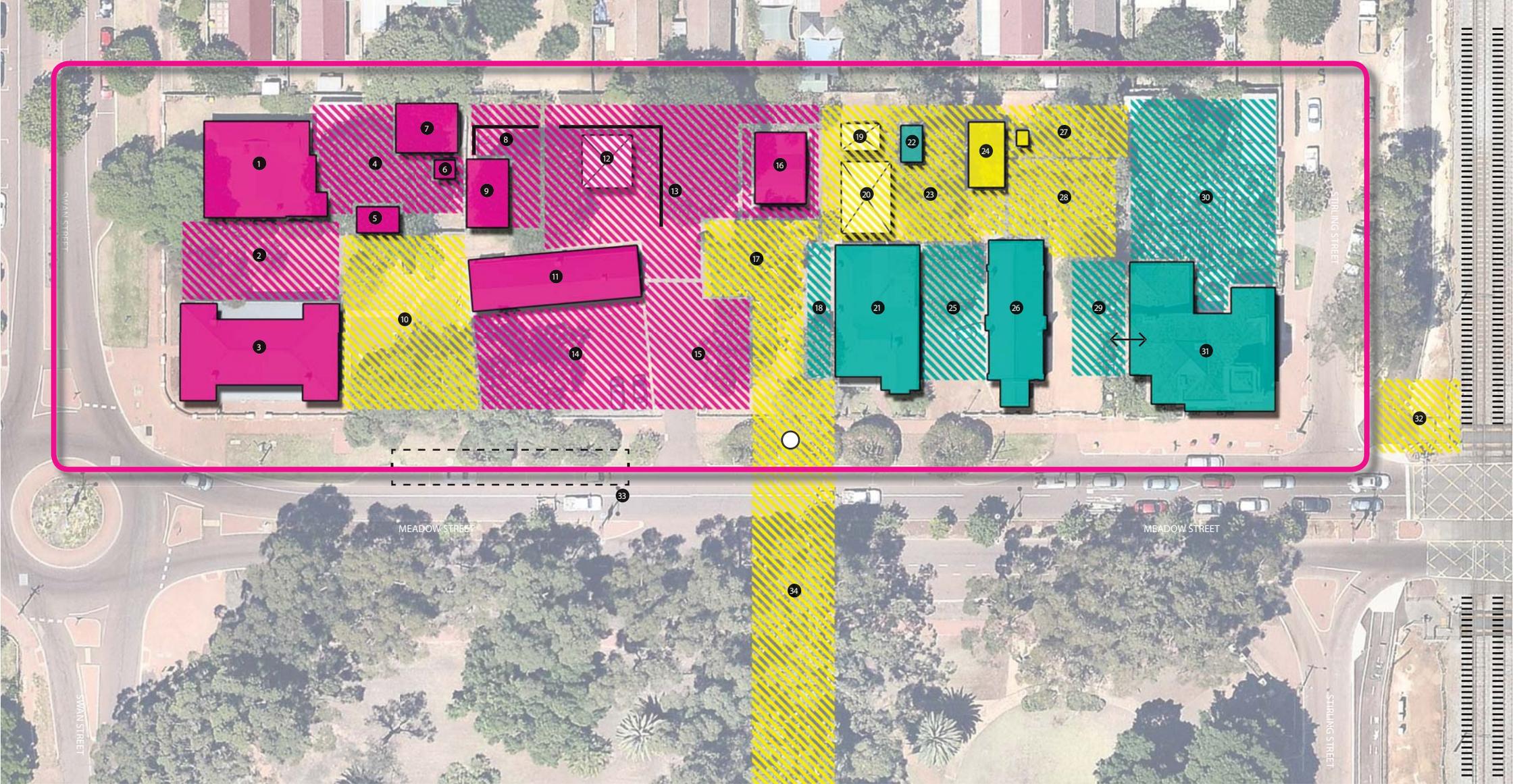
㉕ Fire Station - *Retain Existing Use, Interpretation Opportunity*

㉖ Fire Station - *Potential Fire Services Educational Space, Interpretation Opportunity*

㉗ Fire Station Yard - *Outdoor Educational Space*

㉘ Future Re-purposed Kindergarten - *New Library, Shared Community Work & Study Space*

㉙ Upgrade Spring Reserve - *Urban Play Area, Skating Area & Basketball Court*



MEADOW STREET MASTER PLAN | HERITAGE HUB PLAN



- Community Spaces
- Commercial/Community Spaces
- Interpretation/Education Spaces
- Community Buildings
- Commercial/Community Buildings
- Interpretation/Education Buildings
- Railway Line
- Reinstated Gaol Yard Wall
- Proposed Set Down Area
- Buildings To Be Removed/Relocated
- Heritage Hub
- Arrival/Orientation Point

- 1 Police Quarters #2 (Hammersley House) - SGHS Administration/Storage
- 2 Courthouse Yard - Education & Possible Undercover Activity Space
- 3 Courthouse - Museum, Reinterpreted Courthouse Education & Activity
- 4 The 'Backyard' - Domestic Education Activity
- 5 Storage Shed - To Be Retained
- 6 The 'Woodhouse' - 'Hard Labour' Activity
- 7 Storage Shed - To Be Retained
- 8 The 'Dig' - Archeological Discovery Site - Walkways Over

- 9 Existing Shelter - To Be Retained
- 10 Heritage Square - Family Area
- 11 Gaol - Museum, Prison Education & Activity - New Entrance TBC
- 12 Toilet Block - To Be Removed
- 13 Prisoner's Yard - Prison Activity Space & Orientation Space
- 14 Gaol Forecourt - Archeological Interpretation Site
- 15 Stables - Archeological Interpretation Site (Including Service Vehicle Access)
- 16 Taylor's Cottage - Upgraded 'Cottage' Landscape
- 17 Central Square - Meeting Point
- 18 Police Quarters #1 (Potters) - New Visitors Centre Annex - Arrival Area

- 19 Storage Shed - To Be Removed
- 20 'Kilns' - To Be Removed
- 21 Police Quarters #1 (Potters) - New Visitors Centre
- 22 Former Washhouse - To Be Retained
- 23 Flexible Space - External Police Interpretation Space TBC
- 24 Toilet Block - To Be Retained
- 25 Mechanic's Yard - Outdoor Bar Seating
- 26 Mechanic's Institute - Cafe/Small Bar
- 27 Pétañque Yard - Sporting Activity Space
- 28 Convict Square - Community Activity Space
- 29 Poste - Outdoor Cafe Seating

- 30 Poste - Garden Centre & Cafe
- 31 Post Office - Future Mixed-Use
- 32 Depot Crossing - Enhanced Pedestrian Connection & Interpretation Of Former Convict Depot
- 33 Group Bus Set Down/Pick Up Area
- 34 Park Pedestrian Axis - Provide improved at grade pedestrian crossing including median refuge and potential raised zone with contrasting materiality. Car parking to be reconfigured.

Summary of Building Uses in Master Plan

Building	Desired uses/outcomes									
	VC	Museum	Education	Interp	SGHS admin & work	SGHS storage	Commercial-café	Function-hospitality	Library	Community - potters retail & gallery
Police Qtr #2 (Hamersley House)					*	*				
Courthouse		*	*	*	*					
Gaol		*	*	*						
Toilet										
Gaol Yard		*	*	*						
Storage Shed						*				
Taylor's Cottage			*	*						
Police Qtr # 1 (Potter's building)	*									
Mechanics Institute				*			*	*		
Post Office				*			*			
Town Hall				*				*		
Former Council Chambers				*					*	*
Commissariat Store and Quarters				*						
Fire Station and residential house				*						

Museum & Interpretation Recommendations

Interpretation Themes

Guildford's rich history provides fertile ground for the creation of a heritage tourism attraction in the Meadow Street Heritage Precinct.

Since the region's traditional owners inhabited the area long before Captain James Stirling and his crew arrived in 1829, the stories start many thousands of years before the first European settlement of the area.

More recently, Guildford's heritage significance is linked to its role as one of the first three settlements of the Swan River Colony and its continuing streetscape which still reflects the original town planning design and buildings.

The following recommended interpretive themes aim to tell these important stories to visitors in a range of ways throughout the Guildford Heritage Precinct.

Aboriginal Culture - traditional owners

- Life and story of the area
- The river
- Life before Captain James Stirling arrived
- Aboriginal foods and culture
- Impact of European settlement

Why Guildford

- Why the area was selected and settled in 1829
- Captain James Stirling's arrival
- What was the area like on arrival?

Guildford's Growth

- What was the development plan for the area?
- First buildings
- Law and order
- Growth of the river port and market town
- Life in the new town
- Who were the early settlers?

Farming and Agriculture

- Why traditional farming (wheat & sheep) didn't last
- The transition from traditional farming to current agriculture

Multiculturalism

- Migrant contributions to the area
- Why they came
- Grapes and wine making
- Food culture

Guildford's transformation to today

- Town development
- The rail line
- The Swan River today
- Food, wine and tourism - Valley of Taste

Interpretation Recommendations

Courthouse

Current Use:

Swan Valley Visitor Centre and SGHS exhibition display area.

Proposed Use:

Relocate the Swan Valley Visitor Centre, making the Courthouse available for a combined SGHS Museum and Education Centre for the SGHS to expand their existing exhibition and education programs.

Comments:

The courthouse is a significant part of Guildford's history and the building's original heritage should be internally highlighted and interpreted.

Although significant, a reproduction of a courthouse display would not have enough strength as a stand-alone visitor attraction. Nor is it a good use of precious space within a precinct that has limited good, useable interior space.

The courthouse can be arranged as a flexible, combined use space, providing the SGHS with a partial courthouse arrangement to interpret the building, a dedicated museum space to complement the existing exhibition and a versatile area to conduct education programs.

The SGHS can utilise the part-courthouse set-up to develop education programs focused on law and order themes, engaging students through role play activities of real or fictional court cases.

The museum area could be located along the back wall (south), displaying objects in large conservation grade showcases. Accompanying interpretive panels and furniture could be made mobile and arranged within the area so they can be cleared for alternative room uses. Utilising the back area of the room will also connect and complement the existing SGHS exhibition within the three rear rooms.

The education area could be located on the east side of the room, close to the convict entry door allowing education programs to spill out of the building into the outdoor space between the courthouse and Hamersley House. An outdoor education area could also be developed on the veranda and lawn area. This area also links directly with domestic life programs that could be run in the backyard of Hamersley House.

Mobile education program storage and display units could be developed to allow the internal education space of the courthouse to be cleared for alternative uses. Mobile units would also allow the SGHS the freedom to take their programs outside, into the precinct and activate the site or take their programs into schools and other offsite locations.

SGHS administration, Curatorial and some services could also relocate to the current Visitor Centre Manager's office to provide more space within Hamersley House.

SGHS volunteers can utilize the existing courthouse kitchen for tea breaks, meetings, etc.

A flexible courthouse arrangement with mobile furniture could also be utilized for small conferences, presentations and volunteer meetings.

Police Quarters #2 - Hamersley House

Current Use:

SGHS administration, object storage and accessioning

Proposed Use:

Remain as SGHS work area, storage and accessioning.

Comments:

The SGHS and Curator are following good conservation and storage practices and have managed well to make good use of the current building and conditions.

The SGHS should engage a specialist conservation consultant to technically review, test and assess the current conditions of the storage areas within Hamersley House. This will enable them to gain an exact, evidence-based understanding of the current conditions to determine if they are suitable to store the collection and how they may improve the conditions, if required.

Relocating SGHS administration and Curatorial office to the courthouse along with increased object display opportunities within the courthouse and other possible areas within the precinct, will provide more room within Hamersley House for workspace and storage.

The Hamersley House backyard, along with the existing washhouse and woodshed, should be developed further to form a typical backyard of the period and utilized for education programs and interpretation activities, focusing on domestic backyard life.

Some of the backyard interpretive activities should be designed as permanent features within the yard so they are accessible to general visitors rather than only being brought out during education programs. Some interpretive suggestions include; children's games of the era, motion triggered wood chopping and oral history audio in the woodshed, a bed sheet with direct print interpretation and images hanging from the Hills Hoist, etc.

Backyard activation and activities would change the current restricted access feeling and encourage visitors into the space.

SGHS Exterior Storage Facility

Current Use:

SGHS Object Storage (large objects)

Proposed Use:

Retain existing exterior storage building

Comments:

The current exterior storage building is well maintained and organized by the SGHS team and Curator to maximize the space, although the conditions are not controlled to house the more delicate objects.

The current storage is at capacity and unable to house the items that have been removed from the old gaol. A sea container has been used to accommodate the additional storage requirements.

The preference is to retain and improve conditions within Hamersley House and the exterior storage shed as the main SGHS collection storage and works area. However, it is suggested that after the SGHS have relocated staff and administration, and some objects for display from storage into the newly proposed multiuse courthouse building, if the SGHS still require additional storage a new purpose built storage facility (twice the size of existing) could be located in a similar location to the existing exterior storage shed.

The SGHS should engage a specialist conservation consultant to technically review, test and assess the current conditions of the exterior storage shed. This will enable them to gain an exact, evidence-based understanding of the current conditions to determine if they are suitable to store the collection and how they may be improved, if required.

The best method of object storage is having objects on display (with regular rotation) so they can be shared with the community. Additional object storage, although limited, could be incorporated into the base of showcases within the newly proposed multi-use courthouse. Pull-out draw showcases can also provide good, safe storage and display opportunities for many objects within a limited space.

Gaol

Current Use:

SGHS exhibition space

Proposed Use:

Gaol specific exhibition

Comments:

The SGHS is in the process of removing non-gaol related objects and transforming the building into a gaol specific exhibition.

The gaol's small confined spaces should be utilized to develop an interactive experience for the visitor. Engaging their senses to experience the unique conditions of life in the gaol and how it would have felt, such as smell, isolation, the cold of winter and roasting heat of the harsh summer. For example this could be done by combining the authentic prison cell with simple audio interaction devices to emphasise and dramatise stories including simple audio of wind whistling through a hidden speaker system throughout the building. Other sounds could be added and controlled to play in different sections of the gaol at various times such as the faint voice of a prisoner talking to himself in the end cell or bursts of shouting from prisoners in other areas.

Interpretation should share historic personal stories of prisoners, staff and life in the gaol, explaining the building's construction, original form, various rooms and uses, etc. The interpretation should also share Aboriginal incarceration stories.

Interactive candle light (battery operated) night tours of the gaol could be developed, exploring possible ghost or bushranger stories.

Retaining the rear access into the gaol exercise yard will enable visitors to move freely through the confined space and into the exercise yard to emphasise the connection between both areas.

Gaol Exercise Yard

Current Use:

Not in Use

Proposed Use:

Interpret as original gaol exercise yard

Comments:

Remove existing toilet block.

Reinstate part, section or all of the wall at height to give the visitor a true understanding of scale and boundary. Reinstatement of the wall should be in line with the overall master planning of the surrounding area, with consideration to access, entry into the gaol, visitor flow, security and also drawing attention to the area from a distance.

Interesting, small interpretation panels could be staggered and set into the wall at varying heights and locations, incorporating possible gaol break out, attempted break out or possible break in stories.

Audio elements could also be incorporated into the yard area or within the wall at low volume so the visitor would need to place their ear close to the wall to hear the story (if only the walls could talk).

Develop interactive activities similar to those proposed for the backyard of Hamersley House. Get the visitors working on tasks influenced by the manual jobs the prisoners or guards may have had to do in the yard.

Outdoor seating with possible interpretation should be incorporated under the tree as a contemplation point within the precinct.

Former Stables

Current Use:

Not in use

Proposed Use:

Interpretation

Comments:

The former stables were an integral part of the courthouse and gaol operations and should be brought to the attention of the visitor.

A simple stylised outline, footprint or impression of the building's original size and location should be highlighted, along with interpretive information incorporated into the landscaping or ground surface treatment.

The interpretive element could take the form of a large, full size sculptural horse or cut out, standing within the building's original ground outline, providing the visitor with an immediate visual understanding of what the original building was. Interpretation could be incorporated onto the horse form. This area is quite central and would need to be considered in relation to the overall proposed master planning of the surrounding area.

Taylor's Cottage

Current Use:

SGHS interpretation and display

Proposed Use:

Retain and upgrade interpretation

Comments:

The cottage is not in its original location, and as the original location is not available for relocation, it should remain.

The cottage is a good representation of a building of its era and provides the visitor with a good understanding of a home of its period.

Improving the surrounding landscape and closer connection with other proposed master planning improvements will increase the cottage's visibility and raise its profile within the heritage precinct.

Produce new and expand existing interpretation to emphasis domestic life through domestic activities, possible old cleaning methods, role-play or dress up. Many of these activities may need to be supervised by SGHS volunteers during education activities but some could be offered unsupervised.

The outhouse toilet could be used for comical audio interactive to engage and interpret how the toilets were emptied, how often they were emptied, etc. , such as "Lift the rear hatch to find out what's inside". An education activity of students handling buckets (with realistic smell) from the rear of the toilet could be developed to demonstrate the process.

A further recommendation is to record local histories of mature Guildford people's memories or stories of domestic life growing up in Guildford, comparing domestic life between childhood and now.

Police Quarters #1 - Village Potters

Current Use:

Guildford Potters - studio and retail

Proposed Use:

Swan Valley Visitor Centre

Comments:

As the Visitor Centre may be one of the first major welcoming points for visitors to the heritage precinct, it would be advisable for the visitor

centre to contain a small interpretive exhibition, introducing the history of the area and the Police Quarters #1 building's original history.

The Visitor Centre may be able to utilise some of the SGHS precious objects within secure showcasing to enhance the display and help tell the story.

This exhibition should also direct visitors to "discover more" by visiting the other buildings and locations within the precinct.

Mechanic's Institute

Current Use:
Community use

Proposed Use:
Commercial - café or wine bar

Comments:
The café or wine bar could be branded and themed around the building's original purpose and use as a community space.

Visual interpretation panels/signage could be located around the room, incorporating large historic images of the building, community groups and Guildford. This will give the patrons an understanding and insight into the building's origins.

Opportunities and space would also exist to incorporate interpretive elements outside of the building, providing visitors an understanding of the building's origins and history without being obligated to visit the café/wine bar.

Should the Mechanic's Institute incorporate a café/wine bar there are further interpretive opportunities linking with the region's heritage in wine making and food production. This also links with Tourism Australia's current marketing theme which promotes Australia as a Food and Wine destination called "Restaurant Australia".

The commercial option of a café or wine bar would still provide a degree of community use, linking back to the building's original purpose. Objects on display would be shared with the community linking back to the building's original heritage and the region's heritage with wine making and agriculture/food production. Community groups would still have the opportunity to meet at the venue, particularly if the leasing agreement with the City and the new occupants stipulated such.

The café/wine bar owners may be encouraged to hold and develop community events, meetings, educational workshops/lectures or other local engagement opportunities, thereby continuing the original community-based use of the building, at the same time transforming the Mechanics institute into the new community meeting space and encouraging greater community engagement.

The café or wine bar could be branded and themed around the building's community heritage and the region's food and wine heritage. This could be assisted with visual interpretative panels/signage around the room, incorporating large historic images of the building, community groups and Guildford, giving the patrons an understanding and insight into the building's origins during their visit.

There may also be opportunity to design and arrange a café/wine bar around existing community uses. For example, The bocce club may be able to use the grounds of the building to play, making for an interesting experience for café/wine bar patrons.

Pedestrian Rail Crossing - Former Convict Depot Site

Current Use:
Rail crossing and fish van site

Proposed Use:
Interpret former Convict Depot

Comments:

The rail line forms a strong divide and visual barrier between both sides of Meadow Street, separating the heritage precinct.

Large visual leading elements, forms or structures are required along Meadow Street to connect both sides of the street over the rail crossing. Visual elements should be noticeable from a distance, possibly incorporate interpretation and instill an impression of movement to encourage visitor flow up and down the street.

Discrete interpretation signage should be incorporated within the train line crossing area to give the visitor an understanding of the original site of the convict depot before the train line. Possible locations include near the corner of the road (Post Office side), close to the fence of the pedestrian crossing or within the vacant lot where the fish van is currently located.

As this land overlaps between the Public Transport Authority and CoS with possible further restrictions associated with Main Roads approval and fish van leasing agreements, an exact suitable location for interpretation is difficult to determine.

Guildford Town Hall

Current Use:
Community use

Proposed Use:
Enhance Community Use/Function/hospitality space

Comments:
The function or hospitality space could be branded and themed around the building's original purpose as the town hall.

Visual interpretation panels/signage could be located around the room, incorporating large historic images of the building, community groups

and Guildford, giving the patrons an understanding and insight into the building's origins.

Due to the close proximity of the building to the main road there are minimal opportunities to incorporate interpretive elements around the outside of the building. The Meadow Street side of the building may be more feasible but still restrictive. However, simple interpretation of the building's origins and history should be developed and located on the exterior of the building.

Former Council Chambers

Current Use:
Library

Proposed Use:
To remain as the Library with expanded Community Use

Comments:
Interpretive opportunities are limited within and around this building. However, simple interpretation of the building's origins and history should be developed and located on the exterior of the building.

Commissariat Store and Quarters - Garrick Theatre

Current Use:
Garrick Theatre

Proposed Use:
Remain as Garrick Theatre

Comments:
The theatre is a long-time and well-respected institution of Guildford and should be retained as the Garrick Theatre.

Although partially hidden by the town hall, the Commissariat Store and Quarters is a significant part of the Guildford story and should incorporate additional interpretation, promoting its original history.

There is ample space outside and around the building to incorporate interpretation. The interior should also be considered, but may be restrictive due to the theatre arrangement. Possible available interior space should be discussed with the theatre management to determine if a suitable small area could be spared to tell the buildings story inside.

Fire Station and Residential House

Current Use:

FESA

Proposed Use:

FESA

Comments:

Interpretive opportunities are limited within and around this building due to no public access. However, simple interpretation of the building's origins and history should be developed and located on the exterior of the building, in a suitable location that does not interfere with FESA's access or operations.

Aboriginal Interpretation Space

Current Use:

Stirling Square

Proposed Use:

Aboriginal Interpretation Space

Comments:

Before Captain James Stirling established Guildford, the current location of Stirling Square was a significant meeting place for Aboriginal people. This area within Stirling Square would make an ideal location to form an outdoor interpretive exhibition on local Aboriginal culture and story.

The exhibition could take shape as a series of sculptural, interpretive post elements arranged in a circular meeting formation, symbolic of the traditional origins of the location.

Activation Summary

Desired Use	Preferred Location	Recommendation
Accommodation	Police Qtr #2 Requires least re-working.	Don't proceed due to good existing community use of building
Kayak trail & hire	Riverside	Proceed with consultation with indigenous stakeholders
Markets	Stirling Square or Fishmarket	Investigate feasibility at both locations.
Community garden	Stirling Square or Fishmarket	Investigate feasibility at both locations
Bike /Challenge park/	Spring Reserve	Possibly not supported by community
Skate Park and Basketball court	Spring Reserve	Possible not supported by community
Children's Play- Water Play	Stirling Square	Investigate feasibility.
Café and al fresco	Post Office - Owner's supportive? Or Mechanics	Pursue as per Master plan
Shared office space	Chambers; Town Hall; Mechanics	Future use for Council Chambers
Outdoor Pop up movies, theatre/ performance space	Around/adjacent to existing toilet (southern) Behind mechanics	Not supported by community. Pursue in Town Hall
Gallery/Retail	Potters; Town Hall; Chambers	Pursue as per Master plan - Council Chambers long term
Meeting conference space, functions weddings, yoga	Town Hall	Upgrades and improve acoustic and thermal performance of Town Hall as per Master Plan
Music, Performance, arts, indoor movies, silent movies	Cultural Precinct - Town Hall	Upgrades and improve acoustic and thermal performance of Town Hall as per Master Plan
Hospitality	Mechanics Institute; Town Hall; Council Chambers	Pursue as per Master plan in Town Hall and Mechanics
Pop up bar (events)	Both suitable under different conditions	Pursue as per Master plan in outdoor spaces
Rehearsal/workshop space	Kindergarten near Fire Station currently let & recommended as Library	Investigate long term potential if library not located here.
High profile Chef /Brand Restaurant	Potter's Building; Mechanic's Institute; Hamersley House; Riverside location	Possible alternative to Community Space/Cafe space in Mechanic's Institute

Degustation Culinary Event	Courthouse; Town Hall; Mechanics Institute	Investigate feasibility for Town Hall/Mechanics
Food and Wine Festival	Stirling Square	Investigate feasibility
Indigenous Bush Tucker Tours	Riverside	Investigate feasibility
Petanque	Heritage Precinct	Retain
Interpretive educational activity	Heritage Precinct, Courthouse	Pursue as per master plan.

Heritage and Conservation

CONSERVATION WORKS

Each building in the Meadow Street Heritage Precinct has been considered by Palassis Architects to ascertain the scope of necessary and other recommended conservation works. The results are:

1. Heritage Buildings Conservation Works Audit: A desktop audit of current Conservation Plans for each place, to determine the recommended works to be done in the short term, long term and other desirable works. This audit also considers the City of Swan's Heritage Buildings Conservation Plan.
2. Heritage Buildings Conservation Works Audit (Additional Works): A desktop audit of additional works outlined in the City of Swan's RFQ (30/10/14) and Maitland Consulting's report '*Mechanics Institute Structural Report*'.

These audits have been updated as per new information from on site inspections completed for all buildings, including additional works or works that have already been completed. The audits contain the following categories of information and are colour coded for clarity:

- red: indicates confirmation of works is required by the City of Swan due to the status of works being unclear or where works have been commissioned without reference to the Conservation Plans;
- black: indicates works yet to be done and considered and documented by Palassis Architects as part of the Master Plan;
- blue: indicates works to be considered by the consultant team as part of the Master Plan; and
- green: indicates works that have recently been completed and inspected on site by Palassis Architects.

For current Conservation Works Audits refer Appendix 1, Volume 2.

MAINTENANCE WORKS

Conservation Works include regular maintenance and checks, as heritage fabric can often deteriorate quickly as a result of weather, damp, various site conditions, or sometimes due to the construction methods.

Some of the maintenance issues that would need to be considered for the buildings in the Meadow Street Heritage Precinct are:

- Brickwork is to be checked for damage and damp, and mortar joints are to be checked for required re-pointing. In many cases brick walls have been constructed with no cavity or damp-proof coursing and rising damp has affected the buildings;
- Doors and windows require servicing and repairs when necessary;
- Evidence of rising damp externally and internally requires regular checking;
- Timber structures need to be maintained and checked for termite damage, weathering and rotting;
- Stormwater drainage including gutters, downpipes, sumps need to be checked and cleaned regularly;
- Generally inspecting the structural integrity of the buildings including sub-floor structures such as footings, foundations and basements; and
- Inspecting any damage or maintenance required as part of the use of the buildings.

These ongoing maintenance issues have also been included in the Conservation Works Audits (Appendix 1, Volume 2).

Concept Designs:

The brief for the Master Plan requested concept designs for the following:

- a new museum quality display facility,
- new storage,
- new western entrance to Gaol,
- new toilet block

As there is no new toilet block proposed in the current draft, a concept design has not been prepared. The following discusses and provides the concepts for the remaining items.

New Museum Quality Display Facility

Designs for the Courthouse incorporating the key recommendation, which is for the Courthouse to perform the role of both Museum and Education facility.

New Storage

A vast range of new storage solutions are discussed in Volume 1 of this Plan. These include retaining Hamersley House for storage and increasing the amount of storage available by relocating offices into the Courthouse and/or Potter's building, increasing the amount of objects on display and creating storage solutions within showcases. However should more storage still be required, a new storage facility twice the size as the existing shed is recommended, to be located where the existing shed is, or against the eastern fence. The attached shows the new shed in the existing shed's location.

New Western Entrance to Gaol

The brief requested a new entry be designed at the front (western) side of the Gaol, with an emphasis on siting and volume rather than detailed designs. The consultant team has considered all of the impacts of locating the new entry at the front of Gaol as well as discussing the merits of alternative options. After consideration of all the documentary evidence, the Conservation Plan policies and consultation with the State Heritage Office, the consultant team recommends the entry be located

at the rear (eastern) side of the Gaol in an existing door opening to the Day Room.

Analysis of the documentary evidence indicates that the central portion of the building containing the kitchen and part of the corridor contains fabric from 1844 -53, from the previous partially demolished Gaol. Archival plans show this area would have contained cells and a circulation corridor running in an east-west direction and is unlikely to have been a major entry point to the Gaol. Creating a new entry in this area could misinterpret the former building footprint and use.

After consideration of the relevant conservation policies outlined in the Courthouse and Gaol (fmr) Conservation Plan (Heritage and Conservation Professionals, 2006, pages 83 - 92), creating a new western entrance would be contradictory to these policies. The policies outline the need for the Gaol to remain as the dominant building on the site with no new ancillary buildings to be attached. All original openings including those on the western side of the Gaol must be retained intact, with the non-original door opening to the Day Room (ca. mid 1900's) to remain with the doors replaced if required. Creating a new entry on the western side would interrupt the significant street frontage of the Gaol and would possibly involve the alteration of original fabric, thus having a negative heritage impact on the building.

Consultation with the State Heritage Office on the heritage impacts of the new Gaol entry dictates it should be located at the rear of the Gaol in the existing door opening to the Day Room, as this would have little impact on the physical fabric and significance of the building.

There are also some compliance and universal access requirements that favour the new Gaol entry to the rear (eastern side). The Australian Standards (AS) and the National Construction Code (NCC) require that new building works are universally accessible. The existing openings on the western side of the Gaol are between 200 and 300mm too short to meet the minimum 1980mm clear opening requirement (AS 1428.1).

Beyond these doors, internal narrow passage ways would also create difficulty for manoeuvring wheelchairs.

It is recommended to create a new Gaol entry at the rear (eastern) side of the building. This would give opportunity to create a universally accessible entry to the Gaol, complete with new weatherproof doors fitted to the existing opening. A concept design is provided below.

Cultural Precinct and New Annex to Visitor Centre

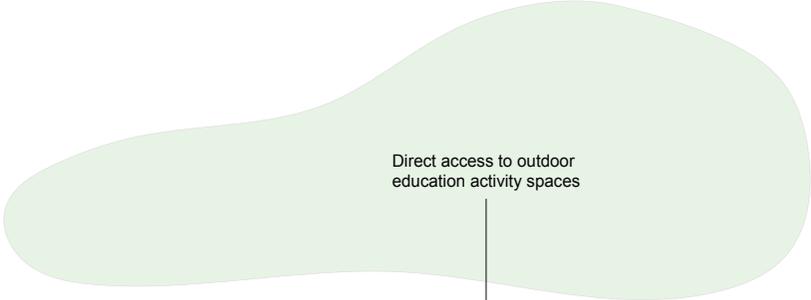
A Cultural Precinct is proposed to be developed in the spaces between the Town Hall, former Council Chambers and Garrick Theatre. This concept design is also provided below.

Former Police Quarters No. 1 Annex

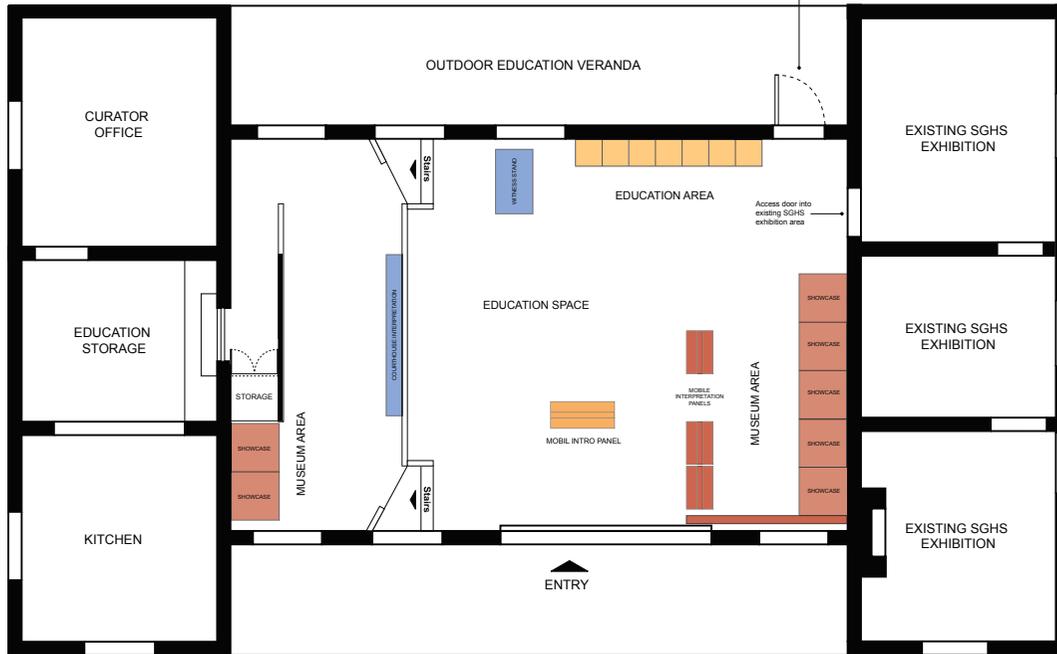
A proposed annex to be added to the Former Police Quarters No. 1, which is to become the Visitor Centre is provided in concept form.

Courthouse - SGHS Museum and Education Space

Close connection with backyard activity area of Hamersley House



Direct access to outdoor education activity spaces



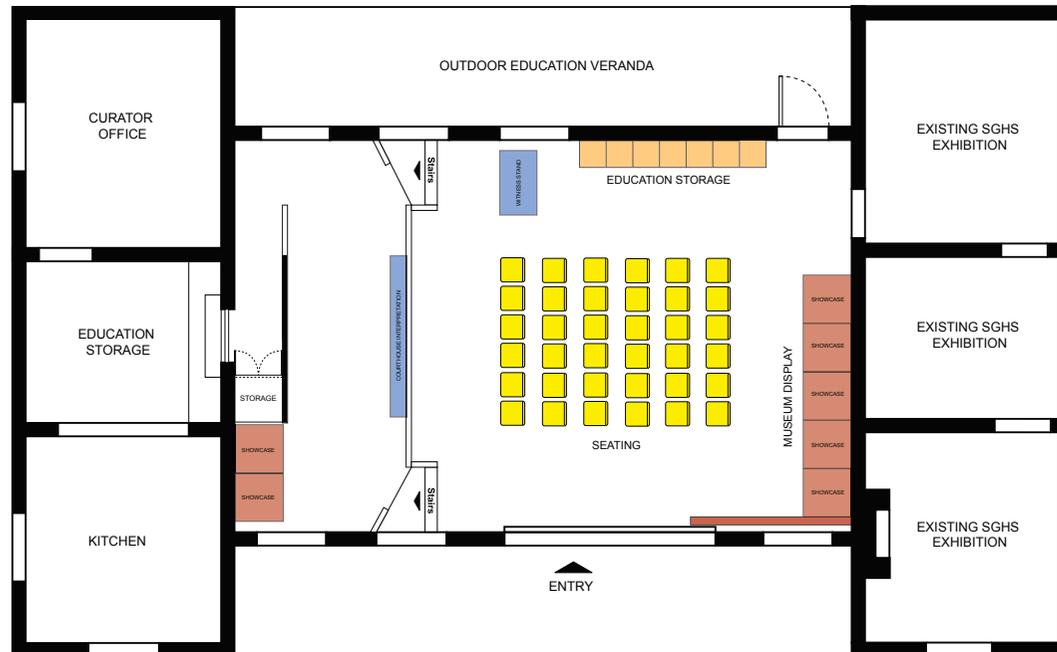
Tashco, Designcraft or similar quality showcases can be banked together to form one large showcase space or used individually depending on exhibition or object display requirements.



Close, front entry access from bus drop off point

PLAN
Guildford Courthouse
Scale 1:100

Courthouse - SGHS Museum and Education Space, Alternative Use.

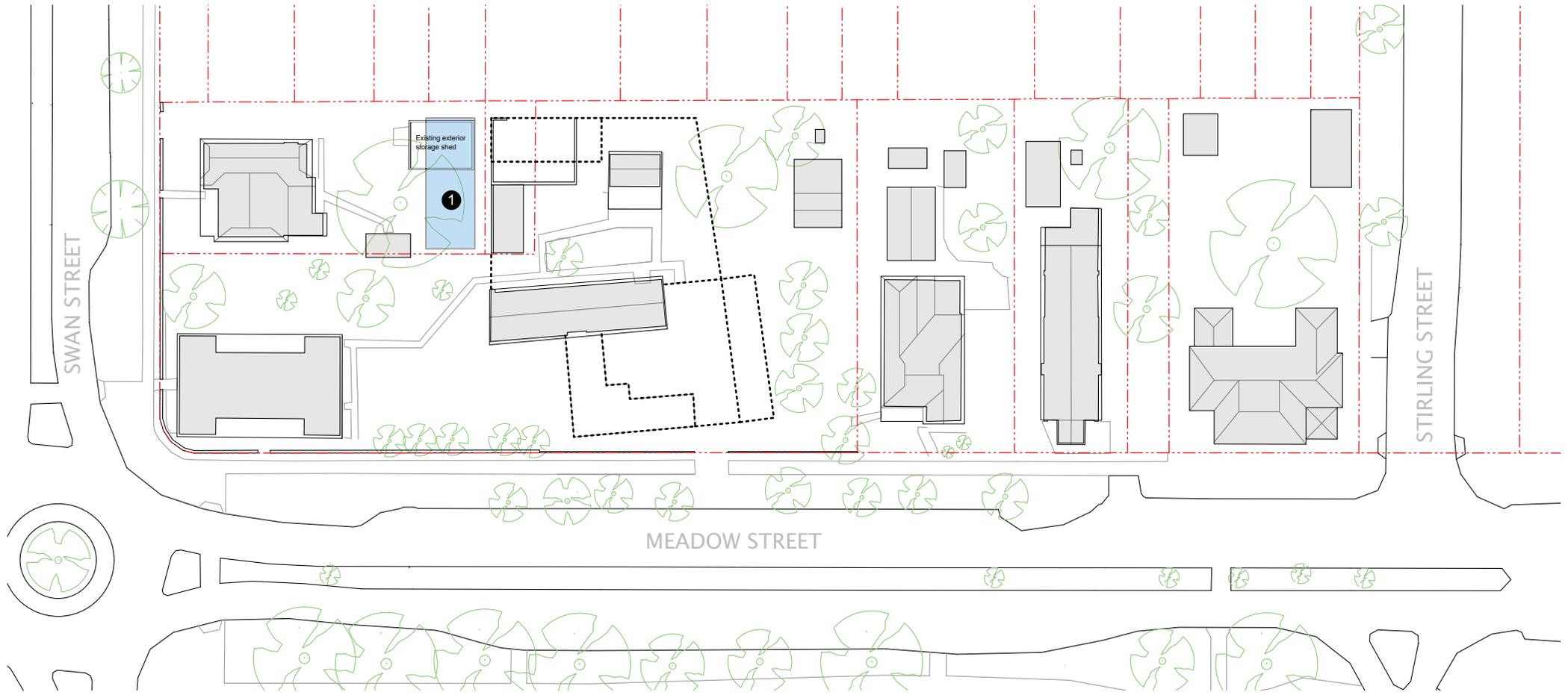


A versatile multi-use space will provide the SGHS the flexibility to arrange the room in a variety of formations.

This arrangement illustrates how the room can be cleared to accommodate 30 plus chairs for multiple uses.

PLAN
Guildford Courthouse
Scale 1:100

SGHS Object Storage - Alternative

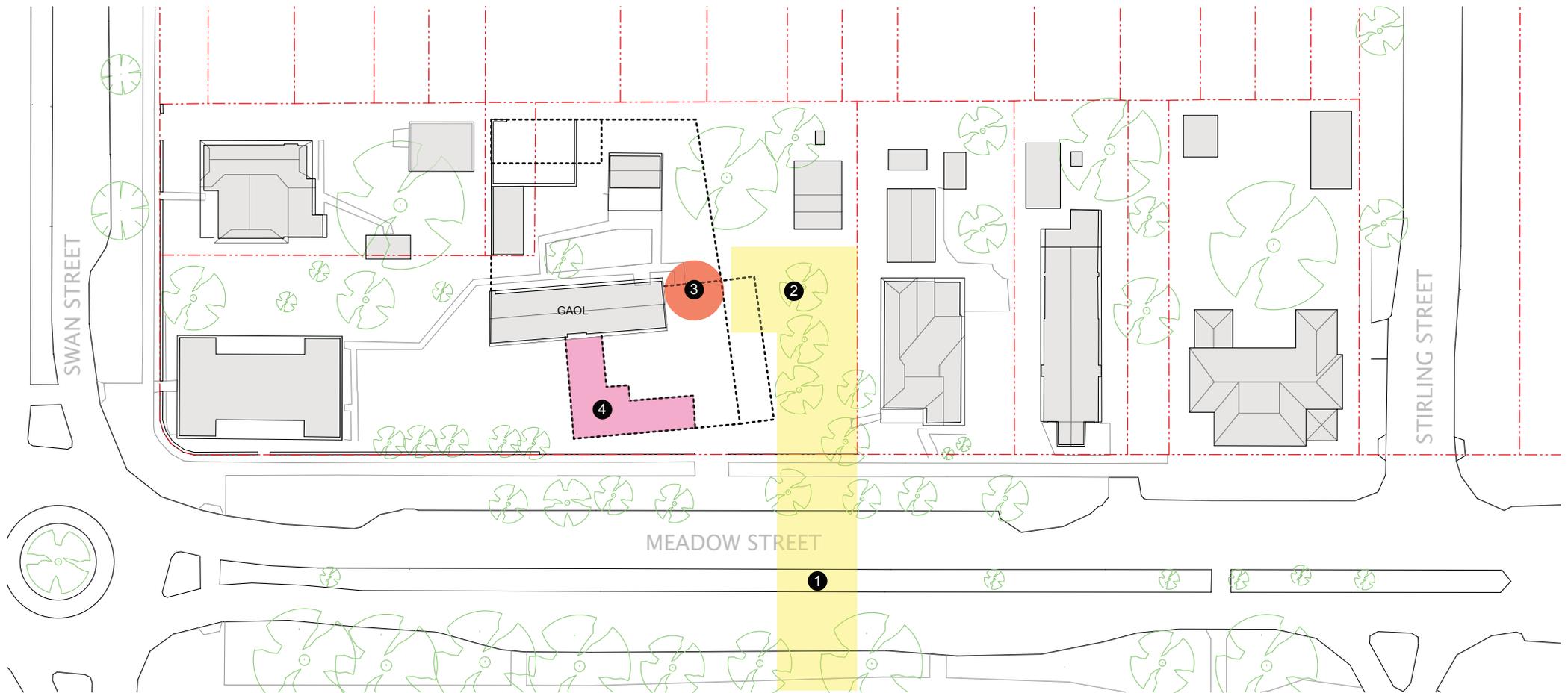


Guildford Heritage Precinct (North)

1:500

- 1 **New Object Storage Building** - Preference would be to improve conditions within the Police Quarters #2 (Hammersley House) and the existing exterior storage shed and retain as the main SGHS collection and works area. If the SGHS require additional storage than the proposed option, a new purpose built storage facility (twice the size as existing) could be built within a similar location.

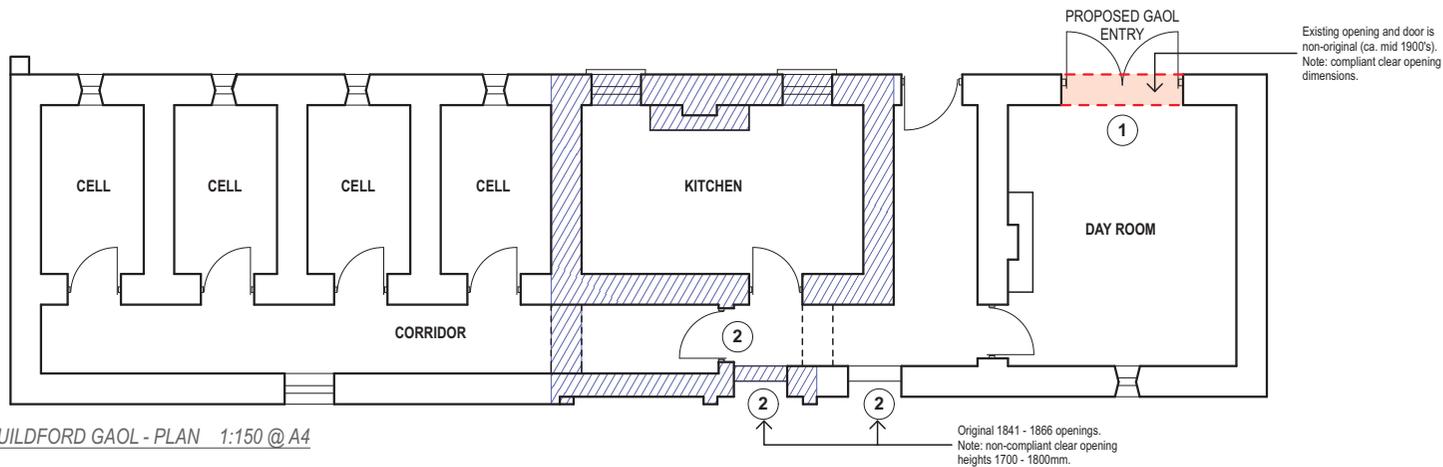
Gaol Entry



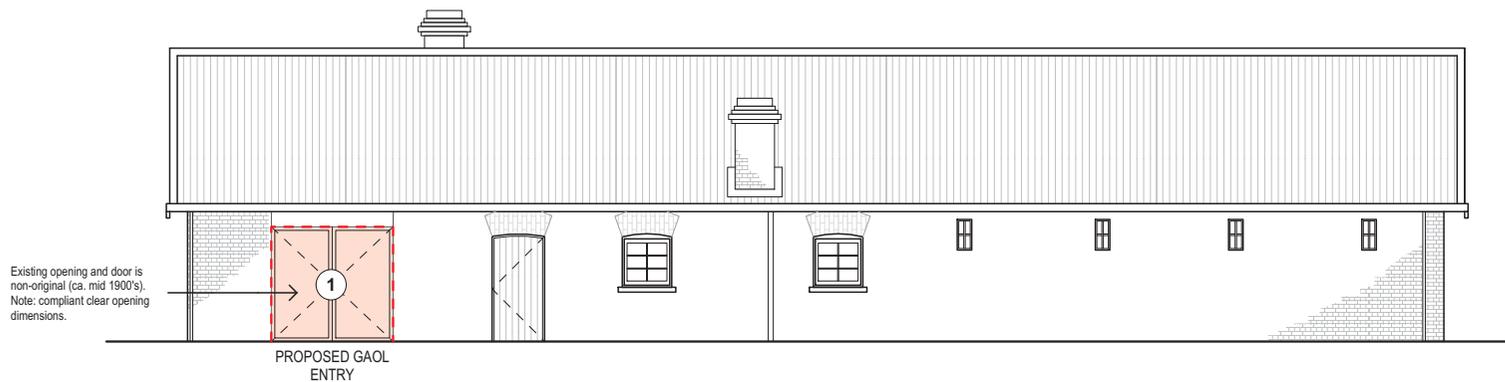
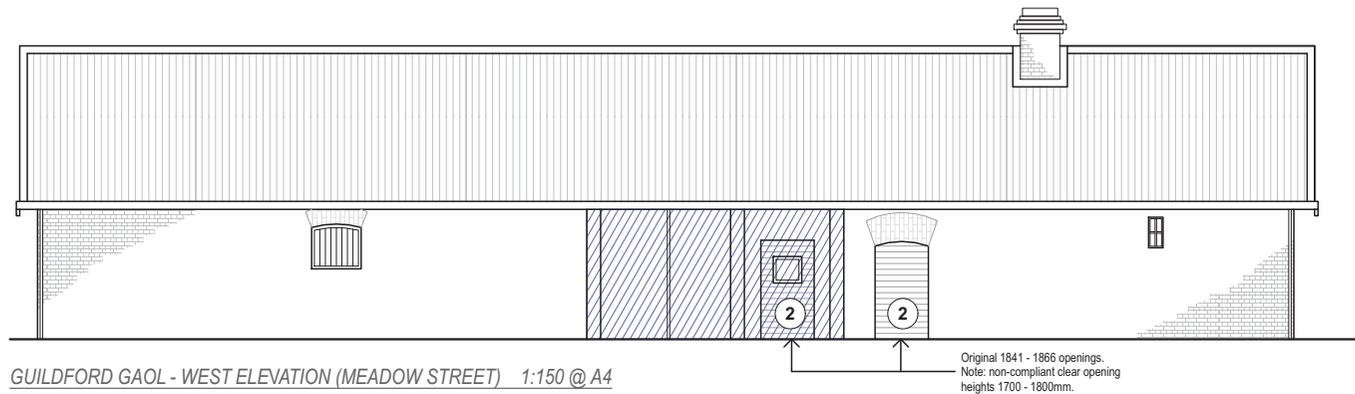
Guildford Heritage Precinct (North)

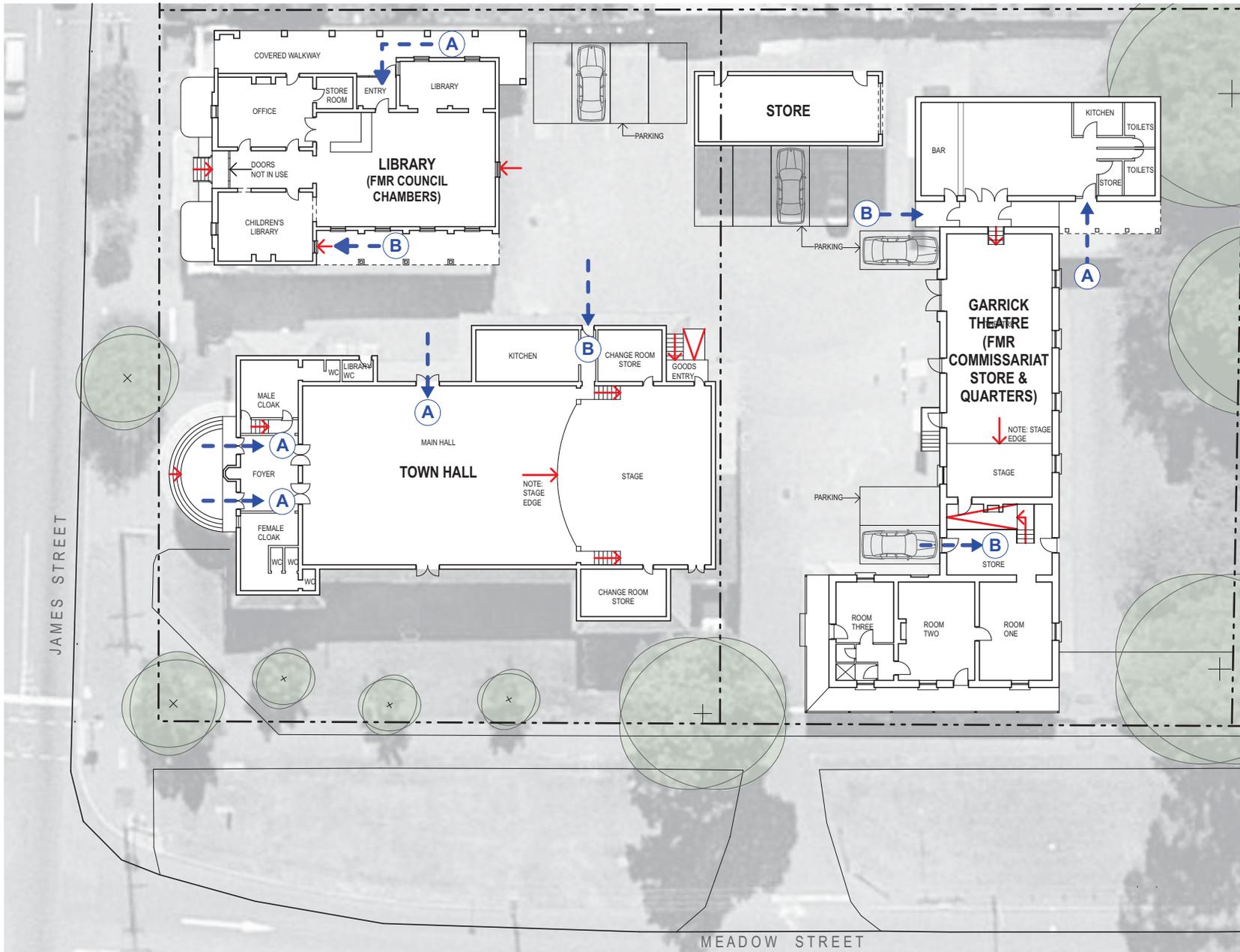
1:500

- 1 Park Pedestrian Axis** - Main central access into the Heritage Precinct and connection to Stirling Square.
- 2 Central Square** - Main central meeting point within the Heritage Precinct.
- 3 Gaol Entry (rear)** - Visual opportunity within this location directly located off the Central Square to raise visitor attention to the existing rear entry point of the 'Old Gaol'. Consideration to be given to the Gaol exercise yard wall reconstruction to improve and assist awareness and maintain clear access to entry point.
- 4 Gaol Forecourt** - Archaeological Interpretation site for the demolished section of the original Gaol building.



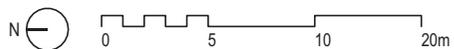
- KEY**
-  Constructed 1841 - 55
 -  Constructed 1866 - 67
 -  Location of proposed Gaol entry
 -  Proposed Gaol entry at existing universally accessible Day Room opening.
 -  Non compliant doors: clear opening heights 1700 - 1800mm





- KEY**
- Cadastral Boundary
 - > (A) Primary building access
 - > (B) Secondary building access
 - Level changes - step / stair
 - ∨ Level changes - ramp
 - ⊠ Platform lift (proposed)

GUILDFORD TOWN HALL, LIBRARY AND GARRICK THEATRE - EXISTING 1:250 @ A3

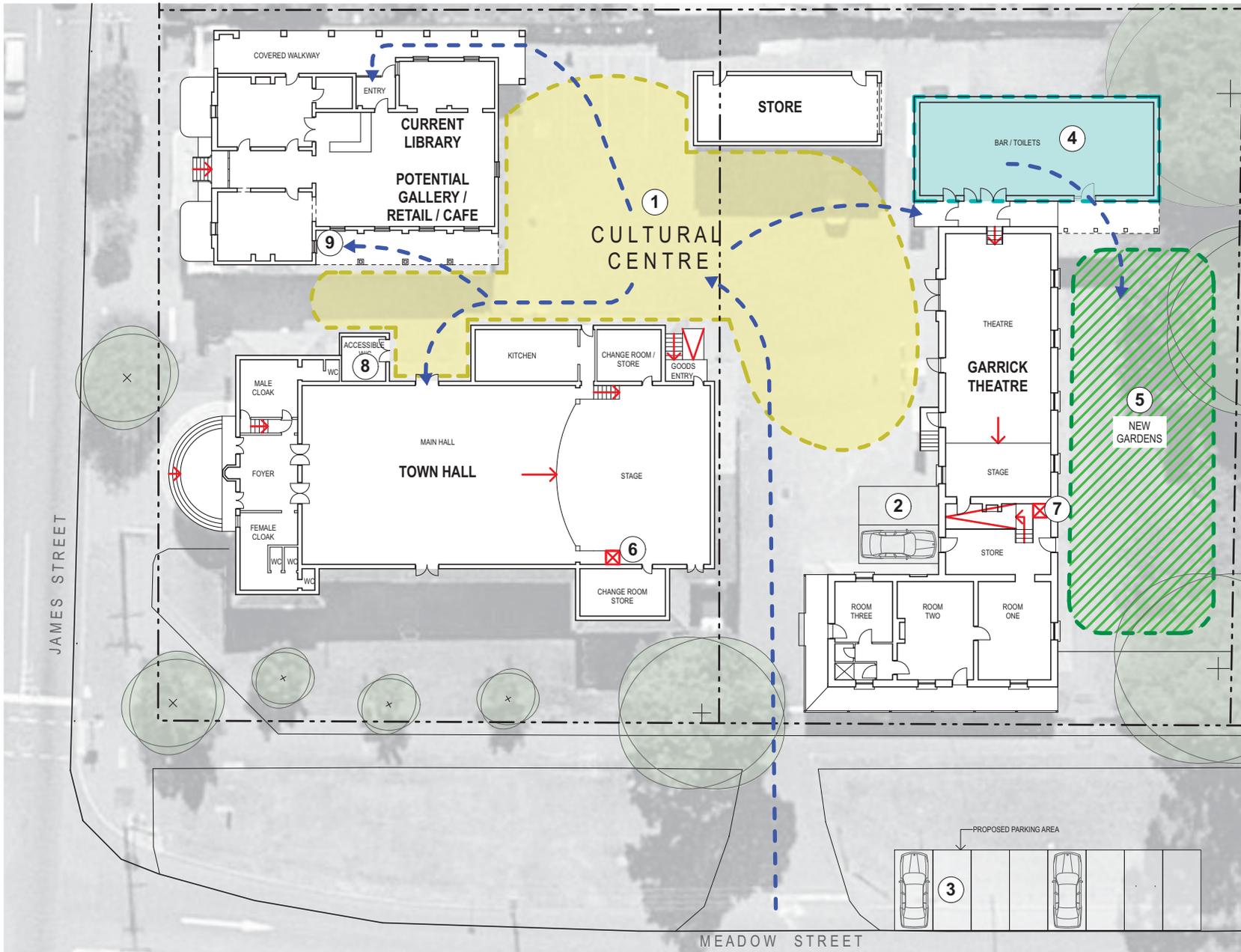


CLIENT City of Swan	DRAWING NAME Guildford Cultural Centre - Existing	PROJECT NUMBER 2014058
PROJECT MEADOW STREET HERITAGE PRECINCT	DATE 17/02/2016	DWG NUMBER D-10
		REVISION B

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ARCHITECTURE
HERITAGE

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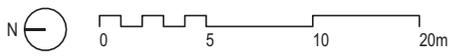
KEY

- Cadastral Boundary
- > (A) Primary building access
- > (B) Secondary building access
- Level changes - step / stair
- > Level changes - ramp
- ⊠ Platform lift (proposed)

PROPOSED WORKS NOTES

1. New pedestrian friendly 'Cultural Centre' courtyard.
2. ACROD permit parking & loading bay.
3. New parking area.
4. Fully refurbished entry bar & toilets.
5. Gardens developed for outdoor activities / picnic area
6. New platform lift to Town Hall stage area to replace existing stairs.
7. New platform lift in backstage area.
8. New accessible toilet / change room.
9. Improved entry to be at grade with surrounding landscape.

GUILDFORD TOWN HALL, LIBRARY AND GARRICK THEATRE - PROPOSED CULTURAL CENTRE 1:250 @ A3

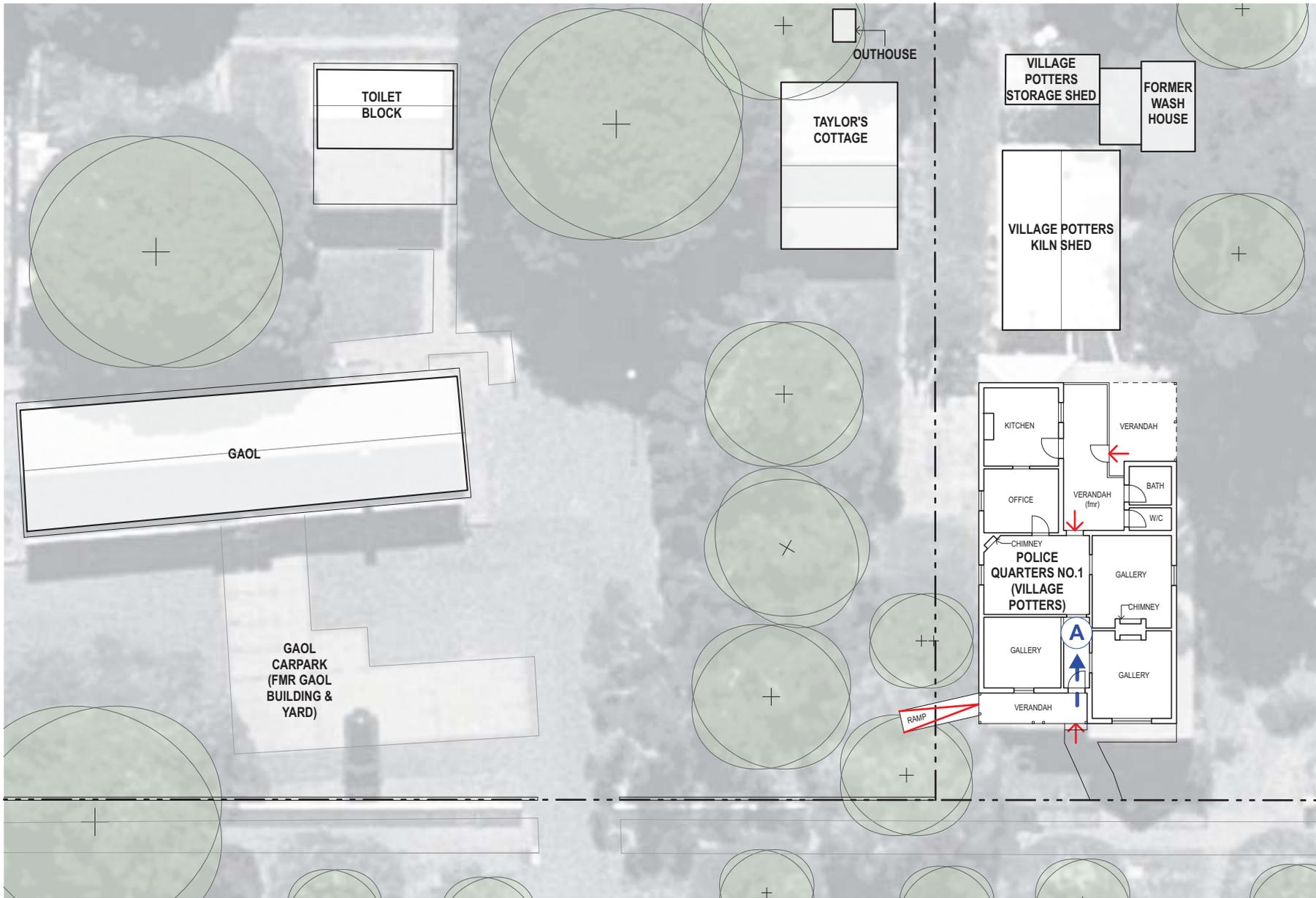


CLIENT City of Swan	DRAWING NAME Guildford Cultural Centre - Proposed	PROJECT NUMBER 2014058
PROJECT MEADOW STREET HERITAGE PRECINCT	DATE 17/02/2016	DWG NUMBER D-11
		REVISION B

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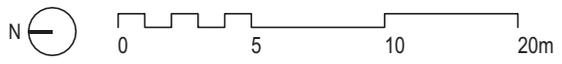
ARCHITECTURE HERITAGE

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- KEY**
- - - Cadastral Boundary
 - ➔ (A) Primary building access
 - ➔ (B) Secondary building access
 - ➔ Level changes - step / stair
 - Level changes - ramp
 - - - Demolished Elements

POLICE QUARTERS NO.1 - EXISTING VILLAGE POTTERS 1:200 @ A3

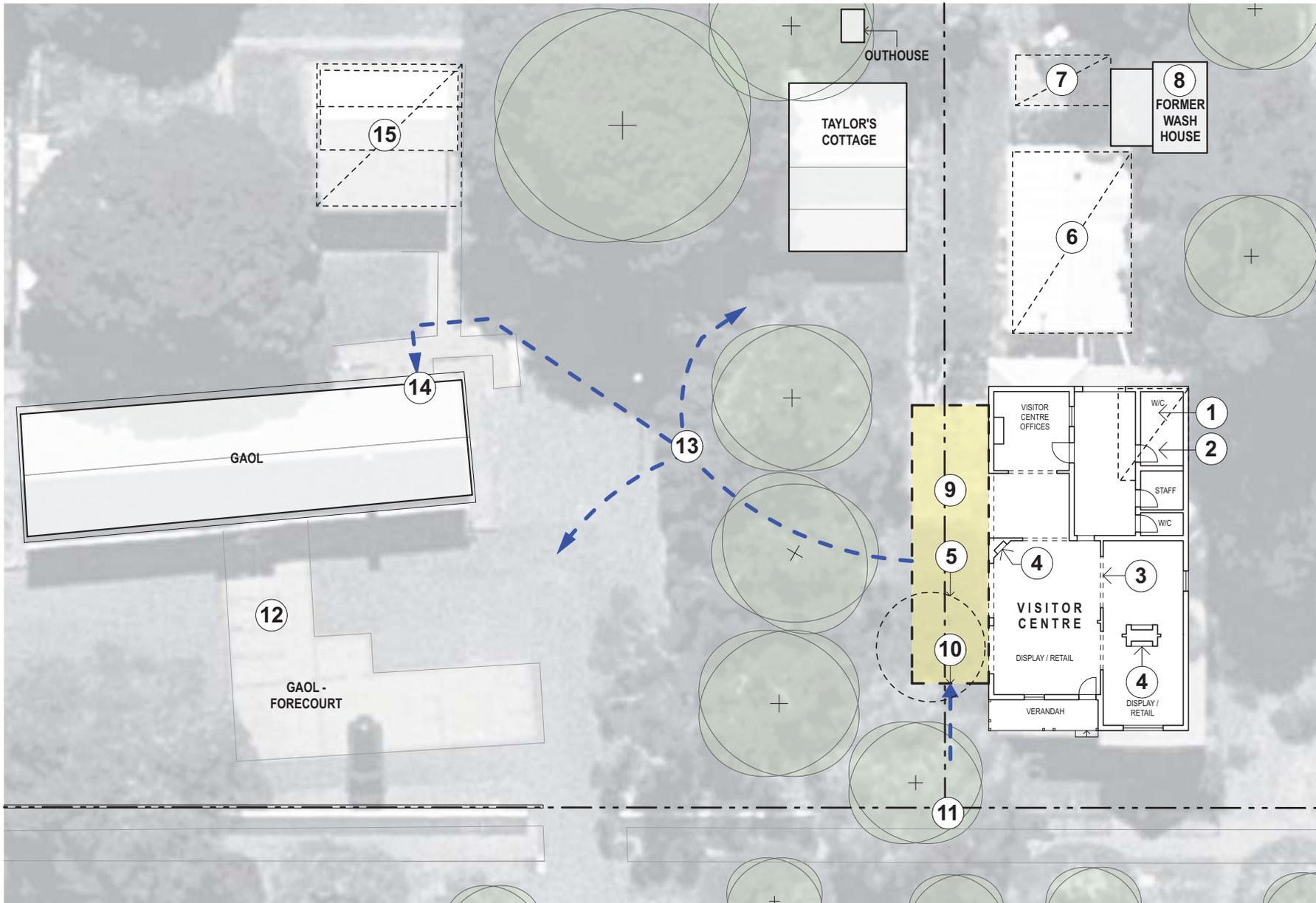


CLIENT City of Swan	DRAWING NAME Police Quarters No.1 - Existing	PROJECT NUMBER 2014058
PROJECT MEADOW STREET HERITAGE PRECINCT	DATE 17/02/2016	DWG NUMBER D-12
		REVISION B

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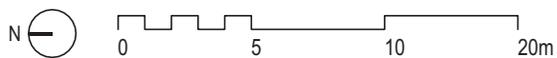
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- KEY**
- - - Cadastral Boundary
 - ➔ (A) Primary building access
 - ➔ (B) Secondary building access
 - ➔ (red) Level changes - step / stair
 - ➔ (red) Level changes - ramp
 - - - Demolished Elements

- PROPOSED WORKS NOTES**
1. Remove non-original verandah extension.
 2. New accessible toilet facilities.
 3. Widen openings internally.
 4. Retain existing chimneys.
 5. Remove existing tree.
 6. Remove kiln shed.
 7. Remove storage shed.
 8. Retain original wash house.
 9. Area for new Visitor Centre building.
 10. New accessible entry at grade with surrounding landscape.
 11. New pedestrian site entry from Stirling Square.
 12. New gaol forecourt & potential archaeological interpretation site.
 13. Access from new Visitor Centre to other historic attractions on the site.
 14. New entry doors to Gaol in existing opening.
 15. Remove toilet block.

POLICE QUARTERS NO.1 - PROPOSED VISITOR CENTRE 1:200 @ A3



CLIENT City of Swan	DRAWING NAME Police Quarters No.1 - Proposed Visitor Centre	PROJECT NUMBER 2014058
PROJECT MEADOW STREET HERITAGE PRECINCT	DATE 17/02/2016	DWG NUMBER D-13
		REVISION B

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Appendix 1 – Conservation Works Audits and Additional Works

HERITAGE BUILDINGS CONSERVATION WORKS AUDIT																		
Recommendations Arising from Existing Conservation Plans																		
Building	Document Ref.	Author	Date/Year	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By				
1	Guildford Courthouse (fmr)	Courthouse and Gaol CP	Heritage + Conservation Professionals	Jun-06														
					CH-1.0	Regular maintenance program:	Urgent (1-2yrs)	Jun-08	Operation									
					CH-1.0.1	Annual termite inspection										PAL to consider & record	PAL	
					CH-1.0.2	Annual check & clean gutters & DPS										PAL to consider & record	PAL	
					CH-1.0.3	Inspect & paint timber doors /windows as required			PPM/Defects Rectification							PAL to consider & record	PAL	
					CH-1.0.4	Brickwork inspect + repair			Works not allocated							PAL to consider & record	PAL	
				CH-1.0.5	General site repairs + maintenance			PPM/Defects Rectification				PAL to consider & record	PAL					
2	Gaol (fmr)	Courthouse and Gaol CP	Heritage + Conservation Professionals	Jun-06														
					G-1.0	Investigate program to alleviate rising damp	Urgent (1-2yrs)	Jun-08	Renewal									
					G-1.0.1	Consider removal of blue meta										PAL to consider & record	PAL	
					G-1.0.2	Remove loose render (internal walls)										Extent of removal & specification commissioned Nov-14 (see 30/10/14 RFQ from Alan Waking)	Not complete	CoS-AW/AB
					G-1.0.3	Check sub-floor ventilation										Design of new sub-floor ventilation commissioned Nov-14 (see 30/10/14 RFQ from Alan Waking)	Not complete	CoS-AW/AB
					G-1.0.4	Construct air drain										Design of air drains (typical) commissioned Nov-14 (see 30/10/14 RFQ from Alan Waking). Evidence of older airdrains deteriorating around Gaol walls.	Not complete	CoS-AW/AB
					G-1.0.5	Reinstate lime rich render (internal walls)										Specification for limewash (including preservation of prison graffiti) commissioned Nov-14 (see 30/10/14 RFQ from Alan Waking)	Not complete	CoS-AW/AB
					G-2.0	Review + repair external brickwork Prerequisite works: resolution of rising damp issues.	Less urgent (2-5yrs)	Jun-11	Renewal							Identification of (internal) bricks to be replaced commissioned Nov-14 (see 30/10/14 RFQ from Alan Waking)	Not complete	CoS-AW/AB
					G-2.0.1	Remove paint from west elevation			Works complete (TBC)								COMPLETE	PAL
					G-2.0.2	Restore + repaint with lime-wash finish where (former cell wall on West facade)			Renewal							Only if required to interpret original cell wall and to distinguish from other external walls.	PAL to consider & document as part of MP process	PAL
				G-3.0	Repair crack to vaulted ceiling Cell 1			Renewal				PAL to consider & document as part of MP process	PAL					
					Repair cracks to door heads and archways to Passage			Renewal				Specification for re-building of hallway arches incl removal of ex. steel structure, commissioned Nov-14 (see 30/10/14 RFQ from Alan Waking)	Not complete	CoS-AW/AB				
3	Police Qtrs No.1 (Village Potters)	Guildford Police Quarters (fmr) (Village Potters) CP	Heritage + Conservation Professionals	Jun-06														
					VP-1.0	Regular maintenance program:	Urgent (1-2yrs)	Jun-08	Works not allocated									
					VP-1.0.1	Annual termite inspection & treatment												
					VP-1.0.2	Annual check & clean gutters & DPS												
					VP-1.0.3	Check, repair & repaint doors /windows as required												
					VP-1.0.4	Monitor brickwork to ensure rate of deterioration not exacerbated by any factor												
					VP-1.0.5	General site repairs + maintenance												
					VP-2.0	Check & treat internal walls for evidence of rising damp	Less urgent (2-5yrs)	Jun-11	Works not allocated									
					VP-3.0	Monitor fretting brickwork N&S elevations & adjust ground levels to address this as required												
					VP-4.0	Check & repair or replace gutters & DPS as required. Replace PVC DPS w/ GI DPS. Provide additional DPS as required. Ensure all DPS drain to sumps connected to SW system			Works not allocated							30/10/14 RFQ from Alan Waking - works not yet commenced	CoS to confirm commissioned works	CoS-AW/AB
VP-5.0	Restore & paint external joinery			Works not allocated								PAL to consider & record	PAL					
VP-6.0	Review, repair & repaint external & external joinery as required	Long term (5-10 yrs)	Jun-16	Works not allocated							Partial repeat of Item VP-5.0	PAL to consider & record	PAL					
VP-7.0	Implement ongoing program of maintenance & repair										Repeat of Item VP-1.0	PAL to consider & record	PAL					
VP-8.0	Check & treat for termites & monitor rising damp & brick deterioration on annual basis. Check & clean gutters & DPS on regular basis										Repeat of Item VP-1.0	PAL to consider & record	PAL					

Building	Document Ref.	Author	Date/Year	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By
4	Police Qtrs No.2 (Hammersley House)	Hammersley House CP	Phillip Griffiths Architects	Oct-09										
				HH-1.0	LANDSCAPE									
				HH-1.01	Remove corrugated iron shed (refer comments box)	When no longer required	n/a	Renewal				CoS 01/06/12 HBRP incorrectly refers to corrugated iron fence instead of shed.	CoS to amend Heritage Building Conservation Plan spreadsheet to correct error	CoS- AB
				HH-1.02	Ensure watering regimes do not allow brickwork to front wall & building to be saturated	(immediate)	ongoing	Renewal					PAL to consider & record	PAL
				HH-1.03	Assess impact of render on front fence. If necessary remove render from front masonry fence, Repair & re-point brickwork and capping	Essential - within 2 yrs	Oct-11	Works complete				Works observed (LW) as being underway in August 2014	PAL to confirm at site inspection	PAL
				HH-1.04	Investigate original front gate designs and reconstruct			Renewal	Air drains commissioned Nov-14 (TBC)			30/10/14 RFQ from Alan Wakeling	CoS to confirm new gate design & est. date of completion	CoS-AB
				HH-1.05	Remove Jacaranda tree from front yard			Renewal					Consultant team to consider & document as part of MP process	REALM -DP
				HH-1.06	Design landscape plan for property based on early 20th century design and plantings	Desirable - medium term (say 2-5 yrs)	Oct-14	Operation					Consultant team to consider & document as part of MP process	REALM -DP
				HH-1.07	Implement elements of the landscape plan as resources allow	Optional - long term (say 5-10yrs)	Oct-19	Renewal					Consultant team to consider & document as part of MP process	REALM -DP
				HH-2.0	BUILDING									
				HH-2.01	Engage structural engineer with heritage expertise to inspect building and recommend strategy for repairs to cracking, together with a long term strategy for managing the structure in relation to its capacity to withstand reactive soil conditions. Implement recommendations	As soon as possible (say 1 year)	Oct-10	Operation				Has this been commissioned? CoS to confirm.	PAL to consider as part of MP process	PAL
				HH-2.02	Clean out gutters regularly & replace when present gutters fail with oggee profile gutters			Renewal					PAL to consider & record	PAL
				HH-2.03	Repoint brick plinth			Renewal					PAL to consider & record	PAL
				HH-2.04	Remove remainder of ivy from walls			Renewal					PAL to consider & record	PAL
				HH-2.05	Check over roof flashings & repair/replace if necessary			Renewal					PAL to consider & record	PAL
				HH-2.06	Replace broken wall vents to match original vents	Essential - within 2 yrs (say 1-2 years)	Oct-11	Renewal					PAL to consider & record	PAL
				HH-2.07	Re-rop, re-putty, repaint windows. All windows require servicing. Bottom sash of window to room 5 may need replacing.			Renewal					PAL to consider & record	PAL
				HH-2.08	When roof sheeting requires replacement, replace with custom orb CGI in short length sheets (Z600) and oggee profile gutters			Upgrade					PAL to consider & record	PAL
				HH-2.09	Repair cracking to plasterwork, brickwork, cornices and ceilings MUST OCCUR AFTER STRUCTURAL REMEDIAL WORKS			Renewal					PAL to consider & record	PAL
				HH-2.10	Fit weather seal to door of WC (Room 10)			Renewal					PAL to consider & record	PAL
				HH-2.11	Clean out wash house/woodshed (retain historic equipment related to building). Replace defective timber studwork & replace warped weatherboarding to west elevation & refix all loose boarding, replace roof sheeting, bargeboards fascias scotia & RW goods. Repaint on completion.			Renewal				To be considered in context of MP preferred options/outcomes	PAL to consider & record	PAL
				HH-2.12	Remove redundant services when no longer required. - Redundant water pipes on rear wall (outside kitchen).			Upgrade					PAL to consider & record	PAL
				HH-2.13	Ex. ceilings are stained & in poor condition. Consider replacing plasterboard ceilings with plasterglass (except those of kitchen (rm 6), enclosed verandah (rm 7) & store (rm 9). Replace coved cornices with cornices based on design from early 1900s , or L+P, according to evidence.	Desirable - medium term (say 2-5 yrs)	Oct-14	Works not allocated					PAL to consider & record	PAL

Building	Document Ref.	Author	Date/Year	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By	
				HH-2.14	Consider replacing ceilings to kitchen (rm 6) & store (rm 9) with timber boarded ceilings to match store (rm 8)								PAL to consider & record	PAL	
				HH-2.15	Consider removing concrete floor, ceiling & stud framed wall to enclosed verandah area (rm 7). Reconstruct timber verandah.								PAL to consider & record	PAL	
				HH-2.16	Consider reconstructing original timber verandah to north elevation								PAL to consider & record	PAL	
				HH-2.17	Remove paint from face brick walls to enclosed verandah (rm 7)								PAL to consider & record	PAL	
				HH-2.18	Replace non-original 4-panel doors to corridor (rm 1) to match original, and door to kitchen (rm 6) with ledge and brace door to match original.								PAL to consider & record	PAL	
				HH-2.19	Monitor condition of roof mounted mast. Remove mast on roof when no longer safe to retain.								PAL to consider & record	PAL	
				HH-2.20	Remove flywire door to front entrance. Replace with Clearshield security door or otherwise approved, if replacement required.								PAL to consider & record	PAL	
				HH-2.21	Remove sliding door between kitchen (rm 6) and rm 4 & fit swing door							What type of door?	PAL to consider & record	PAL	
				HH-2.22	Reinstate missing details to gablets							Which details are missing?	PAL to consider & record	PAL	
				HH-2.23	Secure birdboards								PAL to consider & record	PAL	
				HH-2.24	Investigate original colour schemes to exterior & interior. Repair exterior & interior of bldg based on investigation if appropriate.							Could form part of education/community program?	PAL to consider & record	PAL	
				HH-2.25	Repair shelves to store (rm 8)							Dependent upon new use.	PAL to consider & record	PAL	
				HH-2.26	Remove redundant service piping to exterior walls: water pipes exterior rear kitchen wall.								PAL to consider & record	PAL	
				HH-2.27	Repair boarded ceiling to store (rm 8)								PAL to consider & record	PAL	
				HH-2.28	Open up fireplaces to rm 5. Fit new surround & reveal grano hearth								PAL to consider & record	PAL	
				HH-2.29	Remove brick fireplace to rm 2. Fit new surround to original detail & reveal grano hearth								PAL to consider & record	PAL	
				HH-2.30	Plan & implement interpretation in connection with interpretation of the precinct as a whole							Refer Interpretation Plan	Consultant team to consider as part of MP process	SIGNCODE-SW	
				HH-2.31	Inspect electrical services & re-wire if necessary	Optional - long term (say 5-10yrs)	Oct-19	Works not allocated						PAL to consider & record	PAL
				HH-2.32	Upgrade kitchen & bathroom facilities							Dependent upon new use.	PAL to consider & record	PAL	
				HH-2.33	Remove vinyl flooring to rms 3, 5 & 6. Make good & polish TFBs								PAL to consider & record	PAL	
				HH-2.34	Limewash walls to stores (rms 8 & 9)							Conflict with HH-2.33?	PAL to consider & record	PAL	
				HH-2.35	Reconstruct timber floor to store (rm 9)								PAL to consider & record	PAL	
				HH-2.36	Remove all window treatments. Replace with more sympathetic window treatments if necessary							Check existing & recommend better alternative	PAL to consider & record	PAL	
				H-2.37	Remove windows & grille door to east elevation of wash house. Replace weatherboards to window opening & fit sympathetic grille door to laundry opening if required.								PAL to consider & record	PAL	
5	Mechanics Institute (fmr)	Mechanics Institute CP	Heritage + Conservation Professionals	Jun-06											
				MI-1.0	Regular maintenance program	Urgent (1-2 yrs)	Jun-08	PPM/Defects Rectification							
				MI-1.0.1	Annual termite inspection & treatment			Operation					PAL to consider & record	PAL	
				MI-1.0.2	Annual leak checking & cleaning out of gutters & DPs			Operation					PAL to consider & record	PAL	
				MI-1.0.3	Inspect & paint doors & windows as required			PPM/Defects Rectification					PAL to consider & record	PAL	
				MI-1.0.4	Monitor brickwork deterioration			Operation					PAL to consider & record	PAL	
				MI-1.0.5	General repairs & maintenance of site & buildings - ongoing			PPM/Defects Rectification					PAL to consider & record	PAL	
				MI-2.0	Rising damp remediation. Consider:	Less Urgent (2-5 yrs)	Jun-11								
				MI-2.0.1	Removal & replacement render w/ lime rich render							WORKS COMPLETED	PAL to consider & record	PAL	
				MI-2.0.2	Construction of new air drains to N & S elevations ONLY IF SUFFICIENT UNDER-FLOOR VENTILATION			Air drains commissioned Nov-14 (TBC)				30/10/14 RFQ from Alan Waking. Works yet to commence.	CoS to confirm commissioned works	CoS-AB/AW	

Building	Document Ref.	Author	Date/Year	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By	
				MI-3.0	Re-point brickwork using soft [traditional lime] mortar (no cement) PREFERABLY TO OCCUR FOLLOWING RISING DAMP RECTIFICATION			Renewal				WORKS COMPLETED	PAL to consider & record	PAL	
				MI-4.0	Repair junction between porch & hall on west elevation, north & south sides of porch using flexible grout			Works not allocated				WORKS COMPLETED	PAL to consider & record	PAL	
				MI-5.0	Repair damage to lower section of stair balustrade			Renewal					PAL to consider & record	PAL	
				MI-6.0	Repair cracks to east interior at first floor level junction between cottage & hall			Renewal				WORKS COMPLETED	PAL to consider & record	PAL	
				MI-7.0	Review, repair & maintain exterior & interior joinery	Long Term (5-10 yrs)	Jun-16	Operation					PAL to consider & record	PAL	
6	Town Hall	Town Hall & Library CP	Heritage + Conservation Professionals	Jun-01	CP does not include schedule of prioritised works										
													PAL to consider & record	PAL	
7	Library (fmr Council Chambers)	Town Hall & Library CP	Heritage + Conservation Professionals	Jun-01	CP does not include schedule of prioritised works										
													PAL to consider & record	PAL	
8	Commissariat Store & Qtrs (fmr) (Garrick Theatre)	Commissariat Store & Quarters CP	Heritage + Conservation Professionals	Jun-06	CP does not include schedule of prioritised works										
													PAL to consider & record	PAL	
				GT-1.0	Regular maintenance program	Urgent (1-2 yrs)	Jun-08								
				GT-1.0.1	Annual termite inspection & treatment								PAL to consider & record	PAL	
				GT-1.0.2	Annual leak checking & cleaning out of gutters & DPs										
				GT-1.0.3	Inspect, repair & repaint doors/windows as required										
				GT-1.0.4	Monitor brickwork deterioration										
				GT-1.0.5	General repairs & maintenance of site & buildings - ongoing										
				GT-2.0	Restore internal fabric of Store	Less Urgent (2-5 yrs)	Jun-11						PAL to consider & record	PAL	
				GT-2.0.1	Remove timber paneling & inspect wall condition										
				GT-2.0.2	Remove concrete render from wall upper sections & allow walls to dry out										
				GT-2.0.3	Apply lime rich [traditional lime] render										
				GT-3.0	Remediate are of damp in back stage area adjacent to basins										
				GT-4.0	Review, repair & maintain exterior & interior joinery	Long Term (5-10 yrs)	Jun-16						PAL to consider & record	PAL	
				GT-5.0	Remove A/C unit from window (Room 1)							Check whether this redundant AC unit will be removed during AC upgrade proposed under additional works.	CoS to confirm removal	CoS - AW/AB	
				GT-6.0	Implement ongoing program of maintenance & repair							Repeat of Item GT-1.0	PAL to consider & record	PAL	
				GT-7.0	Check & treat for termites & monitor rising damp & brick deterioration on annual basis. Check & clean gutters & DPs on regular basis							Repeat of Item GT-1.0	PAL to consider & record	PAL	
9	Fire Station & House (fmr)	Guildford Fire Station & House CP	Palassis Architects	Nov-05	CP does not include schedule of prioritised works										
													PAL to consider & record	PAL	
				FS-1.0	Repair timber doors to west elevation OR reconstruct original timber bi-fold doors (station)	Urgent (6-12 mths)	Nov-06						COMPLETED	PAL to consider & record	PAL
				FS-2.0	Replace damaged/missing roof tiles to match ex. (house & station)								COMPLETED	PAL to consider & record	PAL
				FS-3.0	Repoint face brickwork incl chimneys. Rake out cement-rich mortar from previous repair (house & station)								COMPLETED. Note: mortar seems to be very hard suggesting cement rich content.	PAL to consider & record	PAL
				FS-4.0	Repair/repoint limestone footings (house)								COMPLETED	PAL to consider & record	PAL
				FS-5.0	Inspect/rectify stormwater drainage. Trim base of DPs/install open sumps. Install new soakwells where req'd (house & station)								New drainage system installed to front and part sides of Station and House. Some downpipes are dishchagin below new gravel, consider open sump. Some downpipes at rear of House still discharging onto ground.	PAL to consider & record	PAL
				FS-6.0	Excavate & re-grade ex. perimeter GLs to fall away from bldgs. Install strip drains if req'd								COMPLETED	PAL to consider & record	PAL
				FS-7.0	Replace damaged terracotta wall vents to S & W elevations (house)								COMPLETED	PAL to consider & record	PAL
				FS-8.0	Investigate & rectify cause of water damage to internal walls of sleep out enclosure (house)									PAL to consider & record	PAL

Building	Document Ref.	Author	Date/Year	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By	
				FS-9.0	Clean lichen from terracotta roof tiles, finials (house & station)	Immediate Action (1-2 yrs)	Nov-07					CoS Heritage Building Works schedule says to House only	PAL to consider & record	PAL	
				FS-10.0	Repair & re-paint external timber joinery (incl eaves lining, fascias, bargeboards, infill paneling)								COMPLETED	PAL to consider & record	PAL
				FS-11.0	Re-stump side verandah replacing structural sub-floor as req'd (house)								Carpenter to take off outer board and inspect. Watch and act, Some bricks may need to be re-mortared.	PAL to consider & record	PAL
				FS-12.0	Repair cracked interior plasterwork (walls & ceilings) particularly to Kitchen & Hall (house)								COMPLETED. Note: Some ceilings are sagging and some faint cracks are starting to appear to Kitchen, Memorabilia Room and Office in House. Some faint cracks in Appliance Bay in Station.	PAL to consider & record	PAL
				FS-13.0	Patch and repaint plaster finish to north wall of appliance bay (Fire Station) where new electrical switchboard has been installed								COMPLETED	PAL to consider & record	PAL
				FS-14.0	Clean brickwork to south wall (Fire Station) removing plant growth & any discolouration	Immediate Action (within 5 yrs)	Nov-10					COMPLETED	PAL to consider & record	PAL	
				FS-15.0	Develop new landscape scheme to enhance setting	Long Term Action (within 10 yrs)	Nov-15						Consultant team to consider as part of MP process	REALM-DP	
				FS-16.0	Resurface external sealed surfaces in conjunction with new landscape scheme taking care not to undermine subterranean drainage system								COMPLETED	Consultant team to consider as part of MP process	REALM-DP

HERITAGE BUILDINGS CONSERVATION WORKS AUDIT														
Additional Works														
City of Swan RFQ dated 30/10/14 (Alan Wakeling)														
Building				Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By
0 Not Building Specific														
					AIR DRAINS				Commissioned Nov-14 (TBC)				CoS to confirm original of works, extent & timing & which buildings	CoS-AW/AB
					Provide detailed air drain design & specification including connection points for existing DP's									
					CHIMNEYS				Commissioned Nov-14 (TBC)				CoS to confirm original of works, extent & timing & which buildings	CoS-AW/AB
					Provide specification to cap chimneys to prevent water ingress, provide sufficient ventilation & prevent vermin (brick built chimneys & chimneys with pots)									
1 Guildford Courthouse (fmr)														
					Repair/replacement cell floors including sub=floor structure to Cell 1 (TBC)				Commissioned Nov-14 (TBC)			Exact extent of works not clear from CoS brief.	CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Window tinting to S & W windows (specification)				Commissioned Nov-14 (TBC)			PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope - see comments	CoS-AW/AB
					Prepare an insulation additional solution to reduce solar gain through SW display window				Commissioned Nov-14 (TBC)			Exact extent of works not clear from CoS brief. PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope - see comments	CoS-AW/AB
					OTHER									
					Windows: most are cracking at joints. Repainting and servicing required.								PAL to consider & record	PAL
					Floor boards in lobby area: some have been cut and there is some movement.								PAL to consider & record	PAL
					Fire exit door to courtroom has small amount of quad moulding missing.								PAL to consider & record	PAL
					Floorboards in rear store area have gaps between .								PAL to consider & record	PAL
					Ceilings: some man-hole covers and high up services could be replaced so that colours are less obvious.								PAL to consider & record	PAL
					Exterior switchboard intrusive and in dangerous location. Re-locate to more secure sensitive area.								CoS to confirm full extent of works	CoS-AW/AB
					Exterior fire alarm moved to more discreet location.								CoS to confirm full extent of works	CoS-AW/AB
					Door to prisoners cell: repair exterior gap between door and building substructure to prevent vermin etc from entering the under-floor area.								PAL to consider & record	PAL
2 Gaol (fmr)														
					CHIMNEYS				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Investigate suitability of lighting fires in ex. fireplace. Provide vermin proof detail if agreed.									
					Design & specification for new infill wall over ex. double garage doors (returning internal appearance to original but preserving external appearance)				Commissioned Nov-14 (TBC)			PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope - see comments	CoS-AW/AB
					Specification to removal CGI ceiling to hall				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Specification for building up holes to wall above hall ceilings				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Remove timber over day room fireplace				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Make recommendation on removal of pane of glass over hallway barred window, new glass to prevent weather ingress?				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Chamfer kitchen door sill D6 to reduce trip hazard				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Replace drain covers over termite traps with C.I trafficable covers				Commissioned Nov-14 (TBC)				CoS to confirm origin of works, extent & timing	CoS-AW/AB
					Advise on proposal to render external brickwork that was originally internal				Commissioned Nov-14 (TBC)			PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope	CoS-AW/AB
					Alter low level retaining wall & create entrance paths to hallway door D7 and one of the existing corridor door D10 or D11				Commissioned Nov-14 (TBC)			PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope	CoS-AW/AB

Building	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By
3 Police Qtrs No.1 (Village Potters)											
		RFQ contains no additional works to this building									
		OTHER									
		Repair cracks to ceilings, walls and cornices particularly at door frames.								CoS to confirm full extent & timing of works	CoS-AW/AB
		Repair plaster and paint bowing out at chimney (rm 1 & 4).								CoS to confirm full extent & timing of works	CoS-AW/AB
		Replace fluoresent lights with more syopathic lights								CoS to confirm full extent & timing of works	CoS-AW/AB
		Consider removing and replacing rear extension and verandah								PAL to consider and record	PAL
		Replace carpet in rms 1,2, 3 & 4. Replace vinyl in kitchen rm 6				Commissioned Jan-15 (TBC)			PAL recommends placing these works on hold pending outcome of MP. Note: PAL has recommended to the CoS that floorboards underneath should be inspected for condition, and new floor coverings should not damage / penetrate boards.	CoS to confirm full extent & timing of works	CoS-AW/AB
4 Police Qtrs No.2 (Hammersley House)											
	30/10/14 RFQ	Alan Wakeling	Oct-14								
		Provide air drain layout & connection points to Hammersley House, GaoI, Potters & Mechanics Institute	Not identified			Commissioned Nov-14 (TBC)			Works not yet commenced.	CoS to confirm full extent & timing of works	CoS-AW/AB
		OTHER									
		Vent to store room leaking. Requires new flashing.								CoS to confirm full extent & timing of works	CoS-AW/AB
		Down pipe at rear of rm 7 discharges near footing. Amend to discharge to drain or other appropriate area.							Note: this downpipe may become redundant if rm 7 is demolished to restore original verandah.		
5 Mechanics Institute (fmr)											
		RFQ contains no additional works to this building									
		OTHER									
		Windows require servicing and re-painting internally								CoS to confirm full extent & timing of works	CoS-AW/AB
		Electrical services to be reviewed, upgraded / consolidated, and any redundant services removed.							Recommends works depend on MP outcomes	CoS to confirm full extent & timing of works	CoS-AW/AB
		Upgrade sumps to downpipes.							Recommend this is done after air-drain installation.	CoS to confirm full extent & timing of works	CoS-AW/AB
6 Town Hall											
		RFQ contains no additional works to this building									
		OTHER									
		Review acoustics.							Door and window seals, and insulation to stage area ceiling (Note: see below, stage ceiling).	CoS to confirm full extent & timing of works	CoS-AW/AB
		Stage area ceiling: insulate for better acoustics and climate control.							Part of acoustics review (Note: see acoustics above).	CoS to confirm full extent & timing of works	CoS-AW/AB
		Lights: Replace fluoresent lights in hall, upgrade lights to stage area.							PAL recommends	CoS to confirm full extent & timing of works	CoS-AW/AB
		Mechanical ventilation (cooling and heating) upgrade.							Remove bar heaters to main hall (dangerous and inefficient).	CoS to confirm full extent & timing of works	CoS-AW/AB
		Kitchen window shutters: manually held in open poition.							PAL recommends repairing.	CoS to confirm full extent & timing of works	CoS-AW/AB
7 Library (fmr Council Chambers)											
		RFQ contains no additional works to this building									
		OTHER									
		Verandah (west side). Consider removing aluminium insulation on underside.								CoS to confirm full extent of works	CoS-AW/AB
		Door and window frames inside are bowing inwards.							Watch and act if this gets worse	CoS to confirm full extent of works	CoS-AW/AB
		Safe / Store Room: cracks to some internal walls.							Watch and act if this gets worse	CoS to confirm full extent of works	CoS-AW/AB

Building	Item No.	Works Description	Urgency	Req'd By	CoS Budget Area	Scheduled Date	Date of Completion	Confirmed By	Comments	Action Req'd	Action By
8 Commissariat Store & Qtrs (fmr) (Garrick Theatre)											
		Renew/refresh existing gravel				Commissioned Nov-14 (TBC)			Works yet to commence	CoS to confirm full extent of works	CoS-AW/AB
		Employ mechanical services consultant to provide specification for installation of AC to FOH, auditorium & stage				Commissioned Nov-14			Works yet to commence. PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope	CoS-AW/AB
		Design soffit enclosure system for auditorium to improve energy efficiency				Commissioned Nov-14			Works yet to commence. PAL recommends placing these works on hold pending outcome of MP	CoS to consider removing from RFQ scope	CoS-AW/AB
		Check & advise if loft insulation is req'd to ceiling spaces				Commissioned Nov-14			Works yet to commence.	CoS to confirm full extent of works	CoS-AW/AB
		OTHER									
		Review electrical services				Commissioned Nov-14			Works yet to commence.	CoS to confirm full extent of works	CoS-AW/AB
		Review acoustics (door & window seals, and insulation etc)							Important for theatre use.	CoS to confirm full extent of works	CoS-AW/AB
		Remove sink in back store (back stage area)				Commissioned Nov-14			Works not yet commenced.	CoS to confirm full extent of works	CoS-AW/AB
		Original roof shingles on west facade covered with plastic roof sheeting. Consider removing.							PAL recommends	CoS to confirm full extent of works	CoS-AW/AB
9 Fire Station & House (fmr)											
		RFQ contains no additional works to this building									
		Lighting to Station (Appliance Bay) could be replaced to original detail.								CoS to confirm full extent of works	CoS-AW/AB
		Former Laundry in House has no fascia and birds etc can get in. Gap currently filled in with loose bricks. Permanent solution required.								CoS to confirm full extent of works	CoS-AW/AB
Mechanics Institute Structural Report (MCSE, July 2010)											
	1	Place signage stating max. permissible imposed loads on floors	1 (immediate)	By end 2010						PAL to consider & record	PAL
	2	Ensure stormwater from DPs does not spill directly to walls or can pond in any location	1 & 5 (immediate & ongoing)	By end 2010						PAL to consider & record	PAL
	3	Inspect, assess and remediate as required roof structures at time of roof sheeting replacement including tie to E & W walls	2 (at time of roof sheeting replacement)	TBA						PAL to consider & record	PAL
	4	Point up eroded brick joints & cracked joints exceeding 2mm wide	3 (within 2yrs)	By end 2013						PAL to consider & record	PAL
	5	Replace eroded bricks	3 (within 2yrs)	By end 2013						PAL to consider & record	PAL
	6	Place Hellfix reinforcement in walls as detailed in Section 4.3c	3 (within 2yrs)	By end 2013						PAL to consider & record	PAL
	7	Reinforce chimneys 3, 4 & 5 with SHS columns or tensioned cables	3 (within 2yrs)	By end 2013						PAL to consider & record	PAL
	8	Remove concrete caps on chimneys & replace on new mortar bed	3 (within 2yrs)	By end 2013						PAL to consider & record	PAL
	9	Inspect, assess & remediate as required:								PAL to consider & record	PAL
		Timber roof structures	4 (every 10yrs)	By end 2020							
		Floor structures	4 (every 10yrs)	By end 2020							
	10	Monitor imposed loads on floors to ensure maximum permissible loads are not exceeded	5 (ongoing/as req'd)	Ongoing						PAL to consider & record	PAL