

- 2.6 **Control of physical intervention in the fabric**
The conservation policy should include provisions for the control of physical intervention. It may:
- (a) specify unavoidable intervention;
 - (b) identify the likely impact of any intervention on the cultural significance;
 - (c) specify the degree and nature of intervention acceptable for non-conservation purposes;
 - (d) specify explicit research proposals;
 - (e) specify how research proposals will be assessed;
 - (f) provide for the conservation of significant fabric and contents removed from the place;
 - (g) provide for the analysis of material;
 - (h) provide for the dissemination of the resultant information;
 - (i) specify the treatment of the site when the intervention is complete.

- 2.7 **Constraints on investigation**
The conservation policy should identify social, religious, legal or other cultural constraints which might limit the accessibility or investigation of the place.

- 2.8 **Future developments**
The conservation policy should set guidelines for future developments resulting from changing needs.

- 2.9 **Adoption and review**
The conservation policy should contain provision for adoption and review.

3.0 **DEVELOPMENT OF CONSERVATION POLICY**

- 3.1 **Introduction**
In developing a conservation policy for the place it is necessary to assess all the information relevant to the future care of the place and its fabric. Central to this task is the statement of cultural significance. The task includes a report as set out in Section 5.0. The contents of the report should be arranged to suit the place and the limitations of the task, but it will generally be in three sections:
- (a) the development of a conservation policy (see 3.2 and 3.3);
 - (b) the statement of conservation policy (see 3.4 and 3.5);
 - (c) the development of an appropriate strategy for implementation of the conservation policy (see 4.0).

- 3.2 **Collection of information**
In order to develop the conservation policy sufficient information relevant to the following should be collected:

- 3.2.1 **Significant fabric —**
Establish or confirm the nature, extent, and degree of intactness of the significant fabric including contents (see Guidelines to Burra Charter: Cultural Significance).

- 3.2.2 **Client, owner and user requirements and resources —**
Investigate needs, aspirations, current proposals, available finances, etc., in respect of the place.

- 3.2.3 **Other requirements and concerns —**
Investigate other requirements and concerns likely to affect the future of the place and its setting including:
- (a) federal, state and local government acts, ordinances and planning controls;
 - (b) community needs and expectations;
 - (c) locational and social context.

- 3.2.4 **Condition of fabric —**
Survey the fabric sufficiently to establish how its physical state will affect options for the treatment of the fabric.

- 3.2.5 **Uses —**
Collect information about uses, sufficient to determine whether or not such uses are compatible with the significance of the place and feasible.

- 3.2.6 **Comparative information —**
Collect comparative information about the conservation of similar places (if appropriate).

- 3.2.7 **Unavailable information —**
Identify information which has been sought and is unavailable and which may be critical to the determination of the conservation policy or to its implementation.

- 3.3 **Assessment of information**
The information gathered above should now be assessed in relation to the constraints arising from the statement of cultural significance for the purpose of developing a conservation policy. In the course of the assessment it may be necessary to collect further information.

- 3.4 **Statement of conservation policy**
The practitioner should prepare a statement of conservation policy that addresses each of the issues listed in 2.0, viz.:
- fabric and setting;
 - use;
 - interpretation;
 - management;
 - control of intervention in the fabric;
 - constraints on investigation;
 - future developments;
 - adoption and review.

The statement of conservation policy should be cross-referenced to sufficient documentary and graphic material to explain the issues considered.

- 3.5 **Consequences of conservation policy**
The practitioner should set out the way in which the implementation of the conservation policy will or will not:
- (a) change the place including its setting;
 - (b) affect its significance;
 - (c) affect the locality and its amenity;
 - (d) affect the client, owner and user;
 - (e) affect others involved.

4.0 IMPLEMENTATION OF CONSERVATION POLICY

Following the preparation of the conservation policy a strategy for its implementation should be prepared in consultation with the client. The strategy may include information about:

- (a) the financial resources to be used;
- (b) the technical and other staff to be used;
- (c) the sequence of events;
- (d) the timing of events;
- (e) the management structure.

The strategy should allow the implementation of the conservation policy under changing circumstances.

5.0 THE REPORT

5.1 Introduction

The report is the vehicle through which the conservation policy is expressed, and upon which conservation action is based.

See also Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports.

5.2 Written material

Written material will include:

- (a) the statement of cultural significance;
- (b) the development of conservation policy;
- (c) the statement of conservation policy;
- (d) the strategy for implementation of conservation policy.

It should also include:

- (a) name of the client;

- (b) names of all the practitioners engaged in the task, the work they undertook, and any separate reports they prepared;
- (c) authorship of the report;
- (d) date;
- (e) brief or outline of brief;
- (f) constraints on the task, for example, time, money, expertise;
- (g) sources (see 5.4).

5.3 Graphic material

Graphic material may include maps, plans, drawings, diagrams, sketches, photographs and tables, clearly reproduced.

Material which does not serve a specific purpose should not be included.

5.4 Sources

All sources used in the report must be cited with sufficient precision to enable others to locate them.

All sources of information, both documentary and oral, consulted during the task should be listed, whether or not they proved fruitful.

In respect of source material privately held, the name and address of the owner should be given, but only with the owner's consent.

5.5 Exhibition and adoption

The report should be exhibited and the statement of conservation policy adopted in accordance with Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports.

GUIDELINES TO THE BURRA CHARTER: PROCEDURES FOR UNDERTAKING STUDIES AND REPORTS

These guidelines for the preparation of professional studies and reports were adopted by the Australian national committee of the International Council on Monuments and Sites (Australia ICOMOS) on 23 April 1988. They should be read in conjunction with the Burra Charter.

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1.0 Preface

These guidelines make recommendations about professional practice in the preparation of the studies and reports within the terms of the Burra Charter.

Attention is also drawn to the advice about ethical, procedural and legal matters provided in the practice notes issued by various professional bodies.

2.0 Agreements between client and practitioner

Before undertaking a study or report, the client and the practitioner should agree upon:

- (a) the extent of the task, for example, up to the preparation of a statement of significance, up to the preparation of a statement of conservation policy or up to the preparation of a strategy for implementation;
- (b) the boundaries of the place;
- (c) any aspect which requires intensive investigation;
- (d) the dates for the commencement of the task, submission of the draft report and submission of the final report;
- (e) the fee and the basis upon which fees and disbursements will be paid;
- (f) the use of any joint consultant, sub-consultant or other practitioner with special expertise;
- (g) the basis for any further investigation which may be required, for example, within the terms of 7.0 below or section 3.3 of Guidelines to the Burra Charter: Conservation Policy;
- (h) the representative of the client to whom the practitioner will be responsible in the course of the task;
- (i) the sources, material or services to be supplied by the client including previous studies or reports;
- (j) any requirements for the format or reproduction of the report;
- (k) the number of copies of the report to be supplied at each stage;
- (l) copyright and confidentiality;
- (m) how the authorship will be cited;

- (n) the condition under which the report may be published or distributed by the client, the practitioner or others;
- (o) the procedure for any required exhibition of the report;
- (p) the basis for comment upon the report and any consequent amendment;
- (q) the responsibility for effecting archival storage in accordance with Article 28 of the Burra Charter.

3.0 Responsibility for content of report

The content of the report is the responsibility of the practitioner. The report may not be amended without the agreement of the practitioner.

4.0 Draft report

It is useful for the report to be presented to the client in draft form to ensure that it is understood and so that the practitioner may receive the client's comments.

5.0 Urgent action

If the practitioner believes that urgent action may be necessary to avert a threat to the fabric involving, for example, stability or security, the practitioner should immediately advise the client to seek specialist advice.

6.0 Additional work

Where it becomes clear that some aspect of the task will require more investigation or more expertise than has been allowed within the budget or the terms of the agreement, the practitioner should advise the client immediately.

7.0 Recommendations for further investigations

In respect of major unresolved aspects of cultural significance, conservation policy or of strategies for implementation of conservation policy, recommendations for further investigation should be made only where:

- (a) the client has been informed of the need for such investigation at the appropriate stage and it has been impossible to have it undertaken within the budget and time constraints of the task;
- (b) further information is anticipated as a result of intervention in the fabric which would not be proper at this stage, but which will become appropriate in the future.

Such recommendations should indicate what aspects of cultural significance, conservation policy or implementation might be assisted by such study.

8.0 Exhibition and comment

The report for any project of public interest should be exhibited in order that interested bodies and the public may comment and reasonable time should be allowed for the receipt and consideration of comment. Where public exhibition is not appropriate, comment should be sought from relevant individuals, organisations and specialists.

9.0 Adoption and review of report

Recommendations should be made for the formal adoption of the report and for any subsequent review.

10.0 Further evidence

If after the completion of the report further evidence is revealed, for example, by intervention in the fabric or information from other sources, it is desirable for this evidence to be referred to the original practitioner so that the report may be amended if necessary.


11.0 Accessibility of information

All material relating to the cultural significance of the place should be made readily available to increase the common pool of knowledge. Publication by the client and/or practitioner should be encouraged.

APPENDIX A


PRECINCT A No Inventory Items

PRECINCT B

NAME OF ITEM: Pattern House and Store	
NO. 301	Map Ref.
Location: Precinct B	
Condition: Associated Item	
<p>Description: A large timber and steel framed commercial iron and steel shed, built in 1901, which was one of the earliest and largest of its kind in the area. It now houses a fruit and vegetable and iron and steel business, and is used as the main shop and store. It now houses a fruit and vegetable and iron and steel business, and is used as the main shop and store.</p>	
<p>STANDARD ASSESSMENT</p> <p>Architectural Value: 2/5</p> <p>Historic Association: 2/5</p> <p>Technological Importance: 2/5</p> <p>Structural Integrity: 4/5</p> <p>Integrative Ability: 3/5</p> <p>Social Significance: 2/5</p>	<p>INFORMATION</p> <p>REFERENCES</p>
<p>RECOMMENDATIONS</p> <p>Record</p>	<p>PHOTOGRAPHS</p> <p>R.A.W. 2/1/91</p>
	
<p>PREPARED BY: GORDON MACKAY PTY. LTD.</p> <p>DATE: May 1991</p>	

HERITAGE ASSESSMENT, 1990

BUILDING/STRUCTURE

NAME OF ITEM: Pattern Shop and Store	
No. B71	Map Ref:
Location:	Precinct B
Condition:	
Associated Items:	
Description: A large timber and steel framed corrugated iron and asbestos sheet clad, killion roofed building which was once used as the pattern shop and store. It now houses a front end leader and fork lift which are the last of the machines used on site.	
SIGNIFICANCE ASSESSMENT Aesthetic Value 2/5 Historic Association 2/5 Technological Importance 2/5 Structural Integrity 4/5 Interpretive Ability 2/5 Social Significance 2/5	INFORMANTS: REFERENCES:
RECOMMENDATION: Record	PHOTOGRAPHS: B & W: Slides:
	
Recorded By: D. Godden & J. Sheppard Date: May, 1990	