

OLD PARLIAMENT HOUSE AND CURTILAGE

HERITAGE MANAGEMENT PLAN 2008–2013



— OLD —
PARLIAMENT
HOUSE

Alive

Cover Image:
Fireworks, Canberra Festival, 1996
Source:
National Library of Australia.



Australian Government

Notice of the making of the Old Parliament House and Curtilage Heritage Management Plan

Pursuant with s324S(3) and s341S(3) of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the Commonwealth and National Heritage management principles, notice is given that the Heritage Management Plan for Old Parliament House and Curtilage, King George Terrace, Parkes ACT 2600 has been made.

The Heritage Management Plan has been prepared in accordance with the requirements of the EPBC Act relating to a Commonwealth Heritage Listed and National Heritage Listed place. It provides a management and administrative framework to ensure that all the heritage values are identified, well managed, interpreted and made available for community appreciation and enjoyment. Through zones, which support the policies and strategies, the plan provides a framework for assessment and approval of proposed uses or actions against the heritage values. This will ensure effective use and appropriate actions that protect and interpret the heritage values. The Plan's development has included an extensive process of consultation with Old Parliament House staff, heritage experts, a range of key stakeholders including the Old Parliament House Governing Council and the general public.

The Plan has been assessed by the Australian Heritage Council who provided advice to the former Minister for the Environment and Water Resources (now the Minister for the Environment, Heritage and the Arts). The Minister determined the plan to be consistent with the EPBC Act and the Commonwealth and National Heritage management principles. Members of the Australian Heritage Council described the plan as a model for other institutions to follow.

Old Parliament House is one of the most significant heritage buildings in Australia. Opened in 1927, it was designed by John Smith Murdoch, the first Commonwealth Government architect, as the first purpose-built home of Australia's federal parliament. Old Parliament House is also of major architectural and design significance, being one of the primary examples in Australia of the Inter-War Stripped Classical style, and contains a large collection of fittings and furnishings specially designed as an integral part of the building. Old Parliament House is a substantial building containing some 500 rooms; including formal Parliamentary Chambers with associated executive offices, Parliamentarians' rooms and functional support spaces. Its National and Commonwealth heritage values are expressed in a complex overlay and manifest in the fabric, collections, history and intangible associations.

The Old Parliament House and Curtilage Heritage Management Plan can be viewed www.oph.gov.au

David Borthwick
Secretary

Department of the Environment, Water, Heritage and the Arts

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— OLD —
PARLIAMENT
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Governing Council foreword

The Old Parliament House and Curtilage Heritage Management Plan 2008-2013 has been prepared in accordance with the requirements of the *Environment Protection and Biodiversity Conservation Act 1999* relating to a Commonwealth Heritage Listed and National Heritage Listed place and provides a framework for managing the heritage values of Old Parliament House. Its development has included an extensive process of consultation with Old Parliament House staff, heritage experts, a range of key stakeholders including the Governing council itself, and the general public.

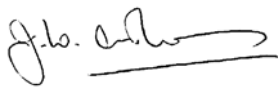
The Plan has been assessed by the Australian Heritage Council, who advised the former Minister for the Environment and Water Resources, who determined it to be consistent with the *Environment Protection and Biodiversity Conservation Act 1999* and the Commonwealth and National Heritage Management Principles.

Old Parliament House is one of the most significant heritage buildings in Australia. Home of the Commonwealth Parliament from 1927 until 1988, it was the setting for many of the major decisions and events that shaped modern Australia. Its role and importance in Australian political and social history of the 20th century is unparalleled.

Old Parliament House is also of major architectural and design significance, being one of the primary examples in Australia of the Inter-War Stripped Classical style, and containing a large collection of fittings and furnishings specially designed as an integral part of the building.

I am proud to have been associated with Old Parliament House for much of my life, from spending portions of my childhood in and around it as the son of a Member of Parliament, to my own service as an MP and Minister, and to my current involvement as the Chairman of the Old Parliament House Governing Council. I consider that Old Parliament House is a splendid and appropriate addition to the Commonwealth and National Heritage Lists.

I believe that this Plan provides the appropriate level of management and transparency to protect the heritage values of Old Parliament House and on behalf of the Old Parliament House Governing Council I commend the efforts of all involved in its development.



The Rt Hon J D Anthony, AC CH
Chairman
Old Parliament House Governing Council
March 2008

Acknowledgements

The Minister for the Environment, Heritage and the Arts acknowledges the development of this draft Heritage Management Plan by staff at Old Parliament House and the National Capital Authority, and is grateful to all those organisations and individuals who have contributed. A special thank you is given to members of the Old Parliament House Governing Council and the Old Parliament House Expert Advisory Panel for assisting with the development of the plan and for their invaluable comments and suggestions on the preliminary draft material. Thank you also to members of the community who attended information sessions or provided comment, and to the staff who made a valuable contribution to the preparation of this plan.

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Department of the Environment, Water, Heritage and the Arts

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Executive summary

On 20 June 2006, the Prime Minister, the Hon John Howard MP, announced the addition of Old Parliament House and Curtilage to Australia's National Heritage List. The assessment of the heritage values demonstrated that Old Parliament House and Curtilage had met eight of the nine National Heritage List criteria. Old Parliament House and Curtilage had previously been included in the Commonwealth Heritage List in 2004 and is a significant feature in the Commonwealth Heritage Listed Parliament House Vista.

Old Parliament House was opened in 1927. It was designed by John Smith Murdoch the first Commonwealth Government architect, as the first purpose built home of Australia's federal parliament. It is one of the foundation government buildings from the early development of the national capital under the Griffin Plan. Old Parliament House is a substantial building containing some 500 rooms; including formal Parliamentary Chambers with associated executive offices, Parliamentarians' rooms and functional support spaces. Its National and Commonwealth heritage values are expressed in a complex overlay and manifest in the fabric, collections, history and intangible associations.

Old Parliament House is a Commonwealth owned property. From July 1996 to November 2007 it was administered by the Department of Communications, Information Technology and the Arts. It is currently administered by the Department of the Environment, Water, Heritage and the Arts; the curtilage area is administered by the National Capital Authority. Old Parliament House and Curtilage is a heritage site and museum with a primary focus to provide a Gallery of Australian Democracy. The heritage values of the site are expressed through an array of interpretation, exhibition, online, education, research, and commercial activities and events available to the public 364 days a year. The Gallery of Australian Democracy theme will be developed through the course of this plan and will be incorporated into all the existing activities and public spaces in the site, including the spaces to be vacated by the National Portrait Gallery in late 2008 and in the Australian Prime Ministers Centre in the House of Representatives Wing.

This Heritage Management Plan satisfies the Department of the Environment, Water, Heritage and the Arts and the National Capital Authority's obligations under the Environment Protection and Biodiversity Conservation Act 1999 for Old Parliament House and Curtilage. Assisted by heritage consultants and an expert advisory panel, the plan was written by Old Parliament House staff for the Minister for the Environment, Water, Heritage and the Arts.

The assessment of heritage values and the Statement of Heritage Significance in this plan draw on research undertaken for previous management plans and heritage analyses. The heritage values tables are drawn from the National and Commonwealth Heritage Listings.

The plan provides a management and administrative framework ensuring all the heritage values are identified, well managed, interpreted and made available for community appreciation and enjoyment. It will act as a companion to Old Parliament House managers and staff for daily use, underpinning and informing management decisions. Through zones, which support the policies, the plan provides a framework for assessment and approval of proposed uses or actions against the heritage values. This will ensure effective use and appropriate actions that protect and interpret the heritage values. This framework also provides opportunities for ongoing community involvement.

Under the plan there will be ongoing monitoring, reporting, and where appropriate or necessary, improvement of the condition of the listed heritage values of Old Parliament House and Curtilage.

During the life of this plan there will be an increase in conservation, interpretation, education, political scholarship and outreach programs associated with the place and an increase in publicly available spaces by fifty per cent through progressively opening the lower floor of the North West Wing and the House of Representatives Wing.

This plan replaces the Old Parliament House Conservation Management Plan 2000; it will remain in place for five years and will be reviewed and updated as required.



Sunrise, 1974.
Photographer:
Barbara Smith
Source:
In the Picture Exhibition,
Old Parliament House
Collection

Making this plan

Background

This plan has been developed in accordance with the National Heritage List and Commonwealth Heritage List Regulations (10.01C and E, and 10.03B and 10.03D) under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). The process for developing the plan involved an internal Old Parliament House project team and working group, Expert Advisory Panel workshops, expert advice from heritage consultants, consultation with key stakeholders and informal public consultation. The policies in this Heritage Management Plan draw on and replace those developed in the Conservation Management Plan 2000¹ for Old Parliament House and Curtilage and subsequent updates to those policies prepared in 2003² and 2005³.

Expert advisory panel

An Expert Advisory Panel was established to provide independent, objective, expert advice on the heritage values of the place and key elements of the plan, such as the heritage value mapping, zone development and policies. The Expert Advisory Panel brought together experts in the fields of historic and natural heritage management, building project management, history, architecture, curatorship and statutory frameworks. In 2006 the Expert Advisory Panel met on eight occasions on a monthly basis and comprised:

- Dr Jane Lennon AM – Chair, Old Parliament House Governing Council member, Australian Heritage Council member
- Mr Alistair Henchman – Director, Southern Parks and Wildlife Division, NSW Department of Environment & Conservation
- Ms Ann Toy – Senior Curator, NSW Historic House Trust
- Ms Kate Cowie – General Manager, Content and Programs, Old Parliament House
- Dr Michael Pearson – Director, Heritage Management Consultants Pty Ltd
- Mr Steven Fox – Manager, Museum Enhancement Program, National Museum of Australia
- Mr Gregor Manson – General Manager, Heritage and Property, Old Parliament House
- Mr Michael Perryman – Manager, Building Services and Projects, Old Parliament House
- Mr Michael Richards – Manager, Research and Collection Development, Old Parliament House
- Mr Duncan Marshall – Heritage Consultant
- Mr Peter Moffitt – Senior Architect, The Fathom Group
- Mr Colin Trinder – Director, Defence Environment and Impact Management

¹ Pearson, Michael, Betleridge, Margaret, Marshall, Duncan, O'Keefe, Brendan, and Young, Linda. 2000, *Old Parliament House Conservation Management Plan* unpublished report for the Department of Communications, Information Technology and the Arts. (See Appendix K)

² Pearson, Michael and Marshall, Duncan, 2003 *Updated Policies and Strategies for the Old Parliament House Conservation Management Plan 2000*, unpublished report prepared for the Department of Communications, Information Technology and the Arts. (See Appendix K)

³ Godden Mackay Logan Pty Ltd, 2005, *Draft Heritage Management Plan for Old Parliament House*, unpublished report for the Department of Communications Information Technology and the Arts. (See Appendix K)

Internal Working Group

The Working Group comprised senior Old Parliament House staff who monitored the project and the plan development, ensured all elements developed were consistent with the Old Parliament House administrative and corporate frameworks, and ensured all staff were informed and consulted during the plan's development. The Working Group included the following staff:

- Kate Cowie – General Manager, Content and Programs
- Gregor Manson – General Manager, Heritage and Property
- Mike Perryman – Manager, Building Services and Projects
- Sandy Clugston – Manager, Communications and Visitor Programs
- Michael Richards – Manager, Research and Collection Development
- Erni Rauter – Manager, Business and Governance

Consultation with key stakeholders

Meetings were undertaken with representatives from the Historic Heritage Management Branch of the Department of the Environment, Water, Heritage and the Arts to provide updates on the project and plan development and to seek confirmation that the planning approach would satisfy legislative requirements. Meetings were also undertaken with representatives from the National Capital Authority to ensure a single plan was developed for the areas in the National and Commonwealth Heritage listings; the plan was developed in a manner consistent with proposals for the Parliament House Vista management plan.

Public consultation

There are legislative requirements for formal public consultation in the making of the Heritage Management Plan: for National Heritage listed places under Section 324S (6) of the EPBC Act and for Commonwealth Heritage listed places Section 341S (6) of the EPBC Act.

The results of the Old Parliament House public consultation at the exposure draft stage are summarised in Appendix G.

Project team

The project of preparing this plan was undertaken by managers and staff responsible for heritage at Old Parliament House. The team members were:

- Ree Kent – Project Manager
- Jennifer Franklin – Project Officer
- Megan Rogers – Consultation Officer

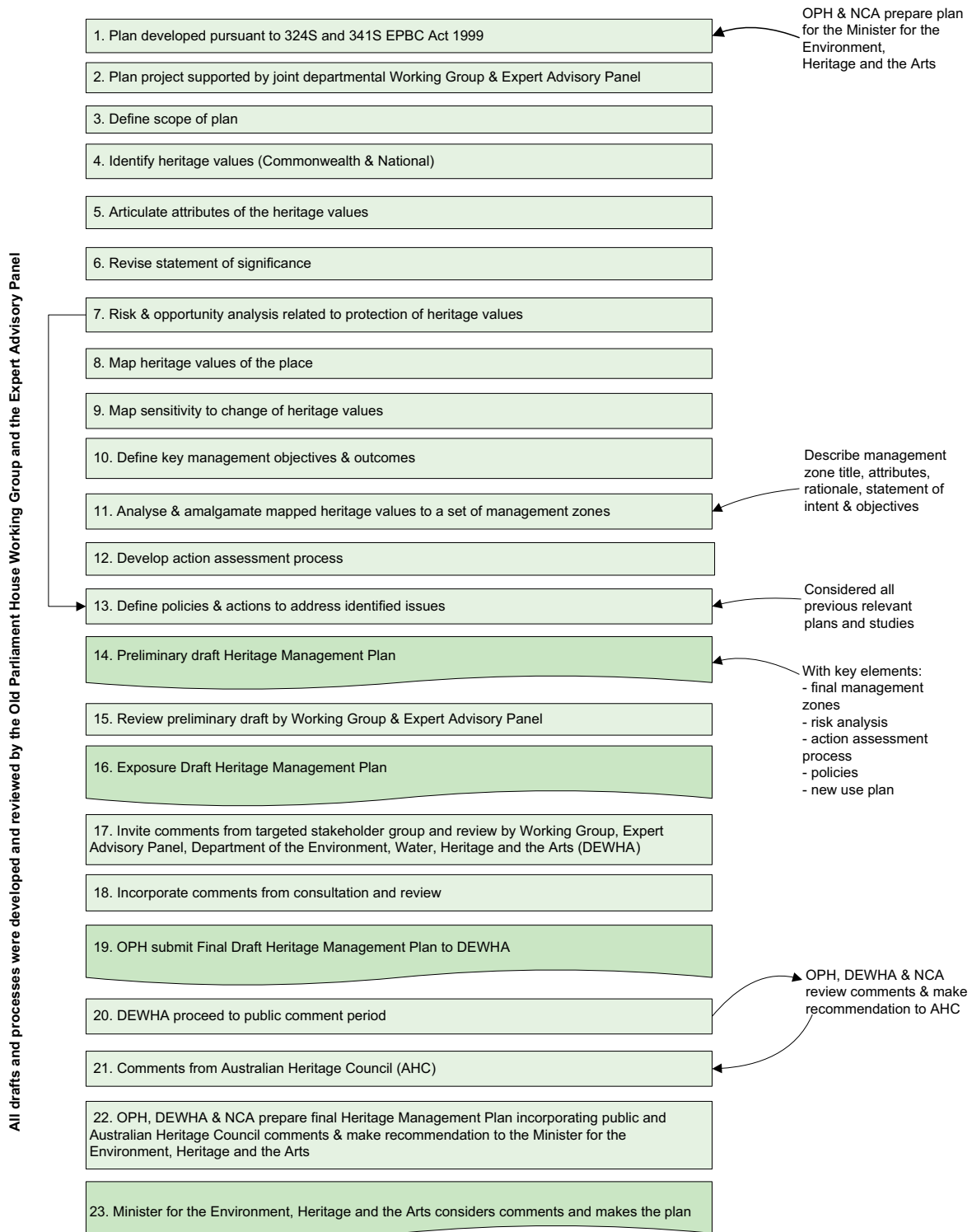
A summary of the process followed is shown in Figure 1.



Rear view of Old Parliament House, 2004

Source: Old Parliament House Collection

Figure 1: Process to develop this plan



Description of the plan

The Old Parliament House Heritage Management Plan is divided into four parts:

PART A—CONTEXT (Chapters 1-4)

Part A of the plan provides background information about the place and presents an overview of the heritage values, obligations and constraints from which the core principles and policies are derived.

1. Introduction - Describes the purpose and scope of the plan, core principles and desired outcomes that will underpin the management of the place.
2. Description - Contains information about the place including the location boundaries, physical description and summary history.
3. Heritage values - Includes a summary statement of heritage significance, heritage attributes and condition and an analysis of the risks and opportunities that are attached to the heritage values.
4. Management framework - Describes the context and setting at international, national and local level including key legislation that applies to the place.

PART B—MANAGEMENT (Chapters 5-7)

Informed by the heritage values, their condition and related risks and opportunities, Part B of the plan outlines policies, strategies and zones. The processes for action assessment, plan implementation, reporting and monitoring are fully articulated.

5. Policies - A set of policies that will assist implementation of the core principles and protection of the heritage values.
6. Zones - Provides the methodology behind the development of the zones and corresponding statements of intent and objectives. The zones are a management tool developed from the mapped heritage values and the core principles.
7. Implementation and review - Describes the mechanisms for implementation and review, the decision making processes to be applied to action proposals, and an overview of the existing and potential uses of the place.

PART C—IMPLEMENTATION TOOLS (Chapters 8-11)

Part C consists of schedules that provide further detail and practical resources for plan implementation, undertaking action, proposal development and assessment and describes the permitted actions in detail.

PART D—APPENDICES

Part D contains detailed information in relation to the matters addressed in Parts A and B of the plan including a glossary, list of heritage studies and a bibliography.



Front view of Old
Parliament House, 2003
Source: Old Parliament
House Collection

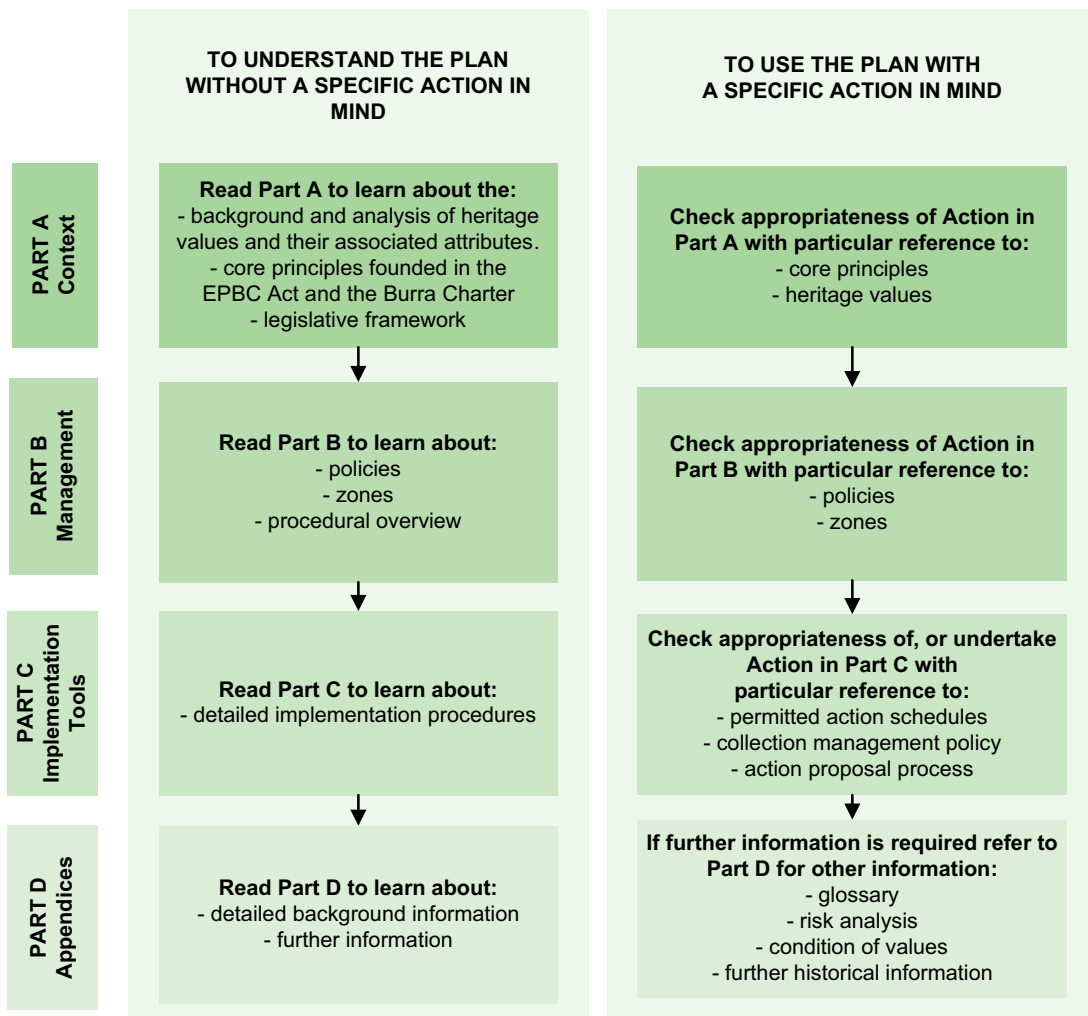
How to use this plan

The Old Parliament House Heritage Management Plan is an interactive decision making tool to assist managers to make informed decisions about potential use, actions and activities in and on the place. The plan provides sound evidence and analysis of the heritage values, core principles and clear legislative requirements, which in turn inform the policies. The policies are the cornerstone of the document. They determine the way Old Parliament House will conserve, record, interpret, use, change, monitor, communicate and research the heritage values.

The Old Parliament House Heritage Management Plan is an interactive computer based resource and tool for users to make informed proposals for potential use, actions and activities in and on the place. This tool navigates through the zones which reflect the mapped values of the place and the policies.

In addition to encouraging an understanding of the heritage values and policies, the interactive computerised version of the Heritage Management Plan provides a guide for the user through the process required to undertake an action. A hard copy is also available. Figure 2 shows how various sections of the plan may be used by different groups.

Figure 2: Understanding and using this plan





A

Part A – Context



1. Introduction

Purpose and scope of plan

The Old Parliament House Heritage Management Plan is a document required by legislation that outlines how the place will be managed in the years ahead. The scope of this plan is dictated by the requirements for: National Heritage listed places under Section 324S of the EPBC Act and Schedules 5A and 5B of the *Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1)*; Commonwealth Heritage listed places under Section 341S of the EPBC Act and Schedules 7A and 7B of the *Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1)* (see Appendix A); and is guided by the Australia International Council on Monuments and Sites (ICOMOS) Burra Charter (Appendix E).

This is the fifth management plan written for Old Parliament House and replaces the Conservation Management Plan 2000 (amended in 2003). Once the plan has been made by the Minister for the Environment, Heritage and the Arts, no action may be undertaken in or on the place except in accordance with the plan.

This plan aims to accommodate many of the needs and aspirations that people have for the place and to facilitate their enjoyment and appreciation of the heritage values in a sustainable way. To this end, management is directed at maintaining many areas of the place in its pre-1988 physical form. Decisions concerning the management of use and proposed changes are to be based on an understanding of the heritage values, their sensitivity to change and the results of research, rather than anecdotal evidence.

The plan will remain in force until such time that a new plan is adopted.

A building for the nation

Australian democracy values political and social rights and active citizenship for all. It separates legislative, executive and judicial powers and provides a framework for an inclusive society. Much that is now the essence of democratic practice worldwide has strong roots in Australia—the secret ballot, votes for women, salaried parliamentarians, and the principle of constitutional change by majority vote.

Old Parliament House provides the physical connection with the long tradition of parliamentary democracy in Australia. It speaks of ideas of democratic leadership, the right to argue and dissent, and the orderly succession of governments through the democratic process. It is a place in which people can reflect on and be proud of the Australian achievement.

Old Parliament House was fundamental to the development of Canberra—the opening of Parliament heralded the symbolic birth of the nation's democratic capital. Parliament is a place where political conflict is

inevitable. Old Parliament House stands for the right to argue and dissent, and for the seven peaceful changes of government that took place during the years in which Parliament sat in the building. These values exemplify the theme of building the Australian nation - creating an Australian democracy.

Old Parliament House is a nationally significant heritage place and is one of a select group of places on the National Heritage List.

On 20 June 2006, the Hon John Howard MP, Prime Minister of Australia, stated that:

Old Parliament House will always be an important part of our political history with its rich collection of original furniture, art and memorabilia helping to illustrate the story of Australia's political customs and functions ... it is appropriate that this place of outstanding significance to our nation receives Australia's most prestigious heritage recognition.

Old Parliament House is also recognised on the Commonwealth Heritage List (22 June 2004), the Register of the National Estate (1987), the National Trust of Australia's (ACT) Register and the Royal Australian Institute of Architects' Register of Significant Twentieth Century Architecture.

To most people, the significance of a place arises from a combination of many qualities such as social, and historical, and other values derived from these. However, management and statutory obligations require explicit information about each value and its attributes to ensure important values can be conserved and management efforts can be targeted and prioritised.



Duke and Duchess of York in the Senate Chamber for the opening of Parliament House, 1927

Photographer: William Mildenhall.

Source: Mildenhall Collection, National Archives of Australia

Core principles

The key principle that forms the foundation of this Heritage Management Plan is the imperative to integrate conservation and interpretation of the heritage values with keeping the place relevant and vital. Directly or indirectly, the policies in this plan are aimed at achieving this core principle. The provisions of this plan are also based upon recognition of a broad range of uses and social value linked to these uses.

The core principles developed for this plan are intended to build upon the various conservation initiatives established by previous conservation management plans for the place and meet the management principles and management plan requirements for Commonwealth and National Heritage listed places.



House of Representatives Courtyard Garden, 2002.
Source: Auspic, Old Parliament House Collection

The management policies, strategies and objectives contained in this plan are based on these principles:

- **Integrity of the place** - recognition that the integrity of the heritage values and their attributes are managed through appropriate use, maintenance and change
- **Conservation principles** - acknowledgement that the Burra Charter guides the management of the heritage values of the place
- **Complexity of heritage values** - recognition that a key consideration in management decision making should be the complexity of the heritage values and attributes
- **Limits of acceptable change** - acknowledgement that all actions and uses of the place result in some degree of impact and identify the need to manage physical and social impact within thresholds that minimise change / deterioration
- **Community involvement** - recognition that the public has a right to participate in the decision-making processes concerning the place. This principle acknowledges the connections between individuals, families, communities and organisations to the place and events that occurred during the life of Parliament in the place
- **Education** - recognition that the role of education may extend beyond enhancing people's understanding and appreciation of the values of the place to engendering a sense of personal responsibility for their protection
- **Interpretation** - recognition of the necessity to interpret heritage values of the place for their enhancement and longevity
- **Research** - acceptance of the key role of research in identifying and understanding the heritage values and attributes of the place
- **Adaptive management** - acceptance that the Heritage Management Plan policies should be adjusted and refined based on the results of research, monitoring and performance evaluation outcomes; and
- **Transparency and accountability** - recognition that the decision-making processes, monitoring, lessees, and other authorities operating in Old Parliament House, should be open to public scrutiny and accountability.

Key outcomes

The implementation of the policies in this plan seek to achieve the conservation of the heritage values through the following outcomes:

Conservation

Conservation of heritage values through:

- protecting, monitoring and maintaining the condition of the heritage values
- implementing the Burra Charter principles
- implementing recognised collection management principles
- appropriate mechanisms for maintenance; and
- mitigating risks through the policies.

Zones

Through the use of zones, demonstrate a mechanism for sound ongoing heritage management practices by:

- instilling a respect for the heritage values of all areas of the place through a zoning approach in accordance with the statements of intent and objectives for each zone.

Decision making

Compliant mechanisms for decision making through:

- implementing a robust and transparent, day to day internal process based on the heritage values of the place; and
- undertaking research prior to actions to ensure informed decisions are made.

Documentation and reporting

Appropriate records are kept of actions, public reporting of implementation plan and trends in the condition of heritage values through:

- reporting against the implementation plan
- keeping records of actions in a database
- monitoring and reporting annually; and
- assessing the condition of the heritage values of the place every five years.

Interpretation and communication

Appropriate interpretation and communication of the heritage values of the place will be achieved through:

- facilitating interpretation of spaces in appropriate zones
- integrating public education, interpretation programs and facilities to assist people to understand, appreciate, enhance and protect the heritage values of the place through the development of the Gallery of Australian Democracy
- on-going promotional activity

- developing and completion of a sound Interpretation Plan 2008–2013
- developing and maintaining a management partnership with relevant government agencies
- developing and maintaining a process for community involvement; and
- implementing a conflict resolution process.

Use and access

The public will have access to the place, and will be kept informed about and will have a voice in the proposed use of the place through:

- implementing mechanisms to facilitate safe public access and use for the purposes of interpretation, education and social activities as set out in the zones
- facilitating access to a plan of current uses; and
- providing a forum for consultation on proposed future uses.

Acquisitions, disposals and leasing

Industry standards and statutory requirements will be met through:

- the appropriate provisions for the management and monitoring of leasing arrangements; and
- protecting heritage values with appropriate processes should sale, purchase, disposal or leasing of the place (or parts of the place) or items related to or of the place occur.

Human impact

Manage the impacts of use and change through:

- monitoring change and modifying use if necessary to minimise change to fall within acceptable limits; and
- implementing mechanisms for orientation for users to increase awareness of heritage values and minimise impact on them.

Environmental management

Engender sound environmental practices through:

- appropriate environmental stewardship principles by demonstrating an understanding and willingness to assist with the care and protection of the broader environment
- ensuring consistency with Parliament House Vista Management Plan and National Capital Plan
- mechanisms to protect the place and its environmental envelope; and
- processes for business continuity and disaster management.

2. Description

Location

Australia and the Australian Capital Territory

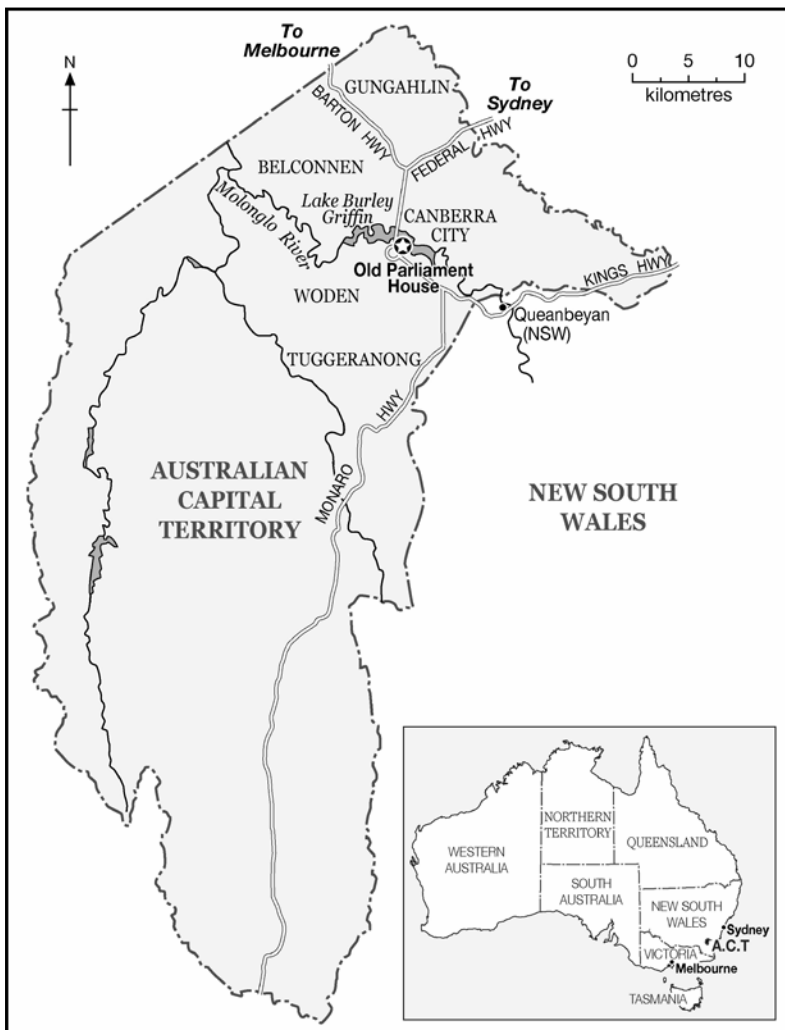
Old Parliament House is situated in Canberra in the Australian Capital Territory which is surrounded by New South Wales (NSW), Australia. Canberra is 150km inland from the coast, 287km from Sydney, and 660km from Melbourne. Canberra is the seat of the Australian Federal Government.

Old Parliament House is in the suburb of Parkes, bounded by King George Terrace to the north, Queen Victoria Terrace to the south and Parliament Square to the East and West.

Parliamentary Triangle

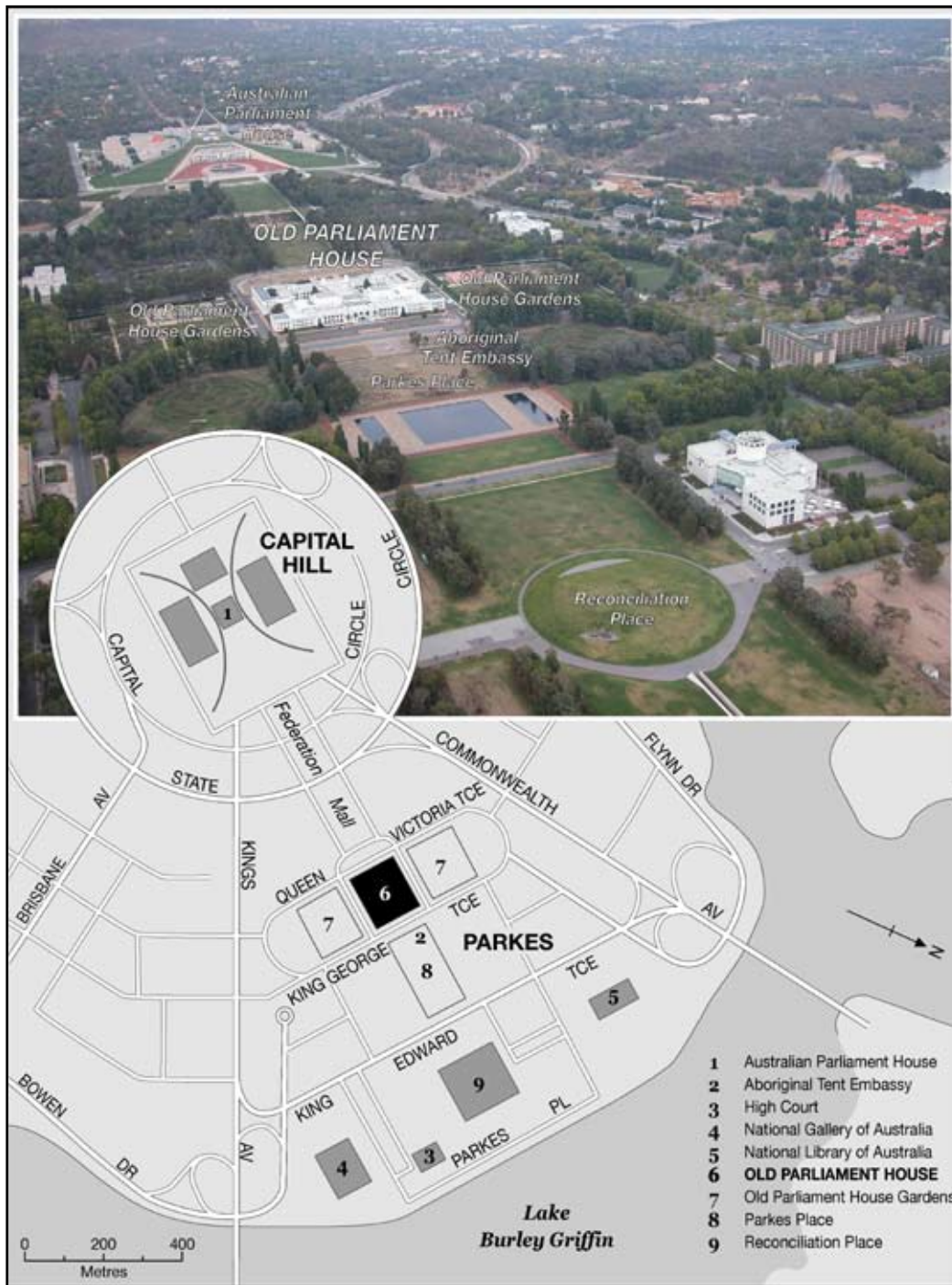
There are a number of important relationships between the building and its wider setting. Old Parliament House sits in an important and extensive landscape stretching between Mount Ainslie and Capital Hill. As a result, Old Parliament House has a strong relationship to Parkes Place, which is the area between it and Lake Burley Griffin and includes the reflection ponds and components of the National Rose Gardens. It has a strong relationship with the flanking Senate and House of Representatives Gardens which were integral to the social development of the place and were private gardens frequently used by parliamentarians and their families during the time Old Parliament House was a functioning parliament.

Figure 3:
Maps of Australia and the Australian Capital Territory



Old Parliament House has an historical and architectural relationship to the former two Secretariat buildings (East Block and West Block) and there is a relationship to the Aboriginal Tent Embassy located on King George Terrace. The encircling roads and garden areas immediately adjacent to the building are part of the practical and significant curtilage of the building.

Figure 4:
Aerial photograph and map showing the location of Old Parliament House

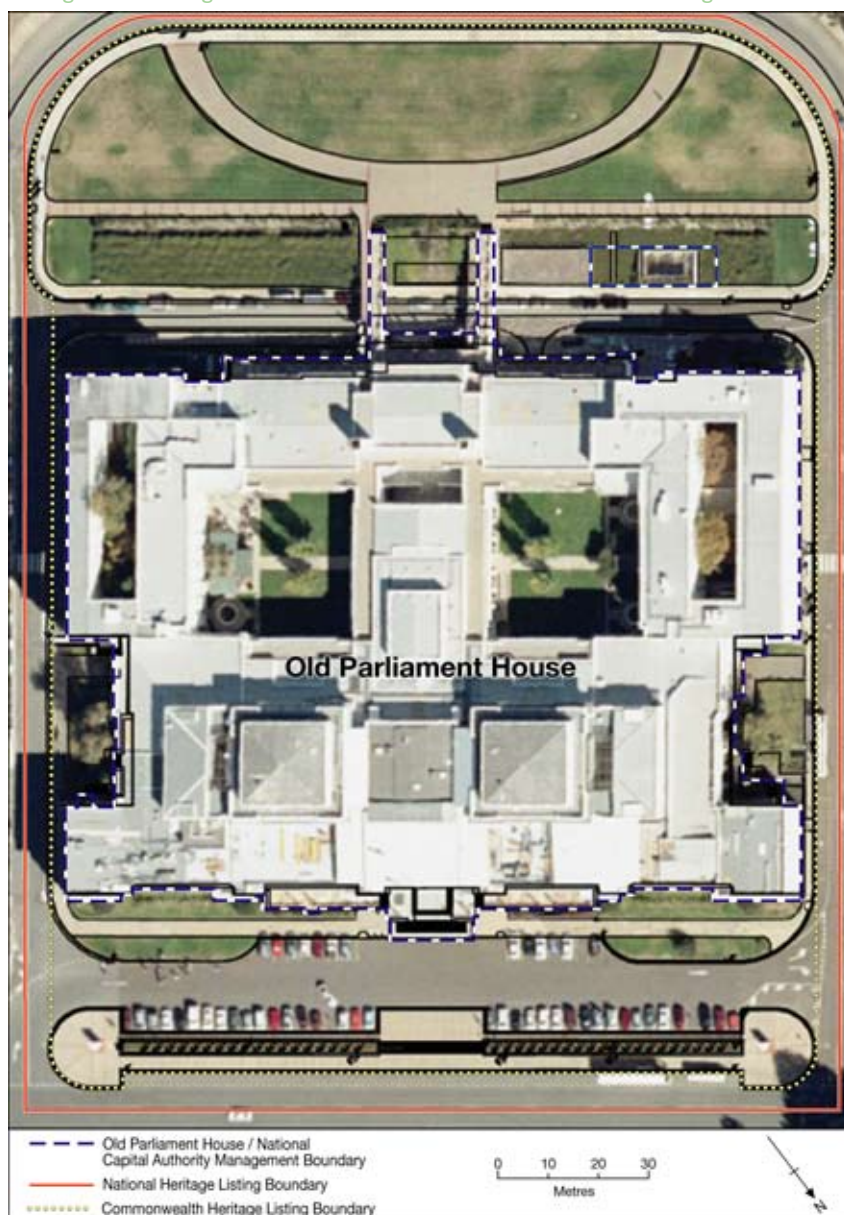


Boundaries

This plan includes the building and its contents to the outer edges of the built structure, the internal gardens and the surrounding area to the central line of the surrounding roads. The various management and legal boundaries within this area are outlined below and in Figure 5.

1. Old Parliament House boundary administered by DEWHA: all elements contained within and on the exterior walls and to the ground level steps. The National Capital Authority administered area: all roads, gardens and footpaths from the ground level steps or exterior walls of Old Parliament House outwards.
2. National Heritage List boundary: 'About 2.5ha, King George Terrace, Parkes, comprising the area bounded by the centre lines of King George Terrace, Queen Victoria Terrace and Parliament Square, and including all of Sections 39, 42, 43 and 50 Parkes.'¹
3. Commonwealth Heritage List boundary: 'About 2.5ha, comprising that area bounded by King George Terrace, Queen Victoria Terrace and Parliament Square, Parkes.'²

Figure 5:
Management and legal boundaries of Old Parliament House and Curtilage



¹ From www.environment.gov.au

² From www.environment.gov.au

Physical

The Building and its Collections (movable items)

Old Parliament House is a large three storey rendered brick building with the main floor on the intermediate level. The strong horizontal pattern of the white painted main façade is symmetrical and features four original bays with arched bronze windows, verandahs and balconies enclosed with glass and end bays which are stepped forward, creating a rhythm of stepped cornices and parapets. The balanced masses of the Senate and House of Representatives Chambers rise above the surrounding offices and other rooms.³

The building has strong symmetrical planning based around a number of major spaces. The major axis through the building, aligned with the Land Axis of the Parliamentary Triangle, features a series of spaces—King’s Hall, Parliamentary Library and the Dining Rooms. The cross-axis features the Senate and House of Representatives Chambers which are placed symmetrically either side of King’s Hall. All of these spaces are on the main or intermediate level. Surrounding these spaces are many smaller meeting rooms, offices and other service areas which are placed on the lower ground, main and upper floors.

There are two enclosed courtyards located between the North Wing of the building and the South Wing. Dining Rooms are features of the South Wing. A vestige of the Library courtyard also survives as a link between the larger courtyards. The original flat concrete and membrane roofs have been covered with low pitched metal roofs.

Old Parliament House has undergone many changes over its life (see plans in Appendix ix D). There have been major additions to the building on both sides, front and back (the southeast, southwest, northeast and northwest Wings), which contain many offices and meeting rooms. These have generally maintained the construction, external finish, height and rhythm of the façade but have changed the mass of the building. These extensions house the Prime Minister’s Office and President of the Senate’s Suite. Other changes include the enclosure of verandahs and balconies. There have also been changes to, and loss of, original finishes in many rooms, though not the major spaces.

Major interior spaces of architectural interest include: King’s Hall, Library, Senate Chamber, House of Representatives Chamber, Dining Rooms and Bar, Senate Opposition Party Room, Speaker’s Office, Clerk of the Senate’s Office, Leader of the Government in the Senate’s Office, Prime Minister’s Office, Cabinet Room, and the President of the Senate’s Suite. The interiors feature impressive Tasmanian blackwood finishes.

The contents of Old Parliament House include furniture, signs, light fittings, carpets, office furnishings and equipment. Many of these items have been retained in their original location. Significant among the collection are items presented to Provisional Parliament House to mark the opening of the building in 1927 and the large collection of original furniture and fittings specifically designed for the building and installed in 1927. Subsequent additions to the original collection document important stages in the adaptation of the building to meet the ever increasing demands of accommodating more members and their staff. This process continued until the relocation of the Australian Parliament to the new Parliament House, where new furniture and fittings were provided.

The collection of contents in Old Parliament House also includes fittings and fabric which have become disassociated from their original location or function.

Old Parliament House is an example of Inter-War Stripped Classical style architecture. Key features of the style displayed by the building include: symmetrical façade, division into vertical bays indicating classical origins, vestigial classical entablature, simple surfaces and spandrels between storeys subdued to emphasise verticality. Some of the 1927 interior furnishings include: timber wall panelling; division clocks; feature carpets in the Chambers and feature rubber and parquet flooring in the Lobbies; built in sink, coat and locker cupboards and bookshelves. Some of the interior features added during the refurbishments and extensions in the 1970s include: timber wall and ceiling panels; roped wallpaper; and built-in desk units.

The building is surrounded by garden areas, footpaths, car-parking and roads. The garden areas are generally either rose gardens or lawn.

To the north or front of the building is an area sometimes called the forecourt comprising a wide internal roadway with parking on either side and garden areas adjacent to the building. This area is separated from King George Terrace by a garden bed, retaining wall and footpath. Between the forecourt and King George Terrace, at either end, are two modern rendered masonry pillars which display information signs about Old Parliament House.

3 This description is based on Lennon, Marshall, O’Keefe and Pearson 1999.

Landscape

The central area of Canberra is an extensive cultural landscape comprising buildings, roads, parks and a lake. The area is designated for parliamentary and national capital uses.⁴

The major features of the area include: the current Parliament House with its gardens and paved areas, State Circle road cutting (geological feature), Old Parliament House and gardens, East and West Blocks, John Gorton Building (formerly Administrative Building), National Gallery of Australia, High Court of Australia, National Science and Technology Centre, National Library of Australia, Treasury Building, National Rose Gardens, King George V Memorial, Aboriginal Tent Embassy, Parkes Place, Reconciliation Place, Australian War Memorial, the Central Basin of Lake Burley Griffin, the series of memorials along Anzac Parade, Aspen Island and the Carillon, King's Park, HMAS Canberra Memorial, Merchant Navy Memorial, Blundell's Cottage, Commonwealth Park, Regatta Point exhibition building and restaurant, Captain Cook Memorial water jet, the National Police Memorial, extensive mature plantings and avenues of trees such as those along Anzac Parade, and the Peace Park and lakeshore promenade.

The area also includes fountains, roads, car parks, landscaped areas, a restaurant, kiosk and the residence of the Catholic Archbishop.

The central national area has a strong sense of symmetry based on the Land Axis. Parliament House, Old Parliament House and the Australian War Memorial are located on the axis. In addition, the landscape features of Federation Mall, Parkes Place (the landscape feature not the roads) and Anzac Parade are also located on the axis. These places form part of the Parliament House Vista, a place on the Commonwealth Heritage List. Other major features in the area are generally balanced about the axis such as: East and West Blocks, the gardens of Old Parliament House, the eastern and western parts of the National Rose Gardens, Administrative and Treasury Buildings, the National Gallery/High Court group and the National Library/National Science and Technology Centre group, as well as the Carillon and Captain Cook Memorial water jet. The road system also generally reflects the symmetrical planning of the area based on the Land Axis.

Summary history

The architect of Old Parliament House and the politicians and public servants who supervised and advised him planned a building which would meet the needs of the Commonwealth Parliament for at least fifty years; they largely succeeded even though major changes to the use of parts of the building began within a few years, and within a decade overcrowding had become an issue. The building proved to be adaptable and always remained hospitable, even though the number of users soared well past what had been predicted and the nature of their work changed in ways that were unimaginable in the 1920s. The complex interplay of space and function with consistent and changing uses of spaces at Old Parliament House, mirrors the rich political and parliamentary history of Australia between 1927 and 1988. Largely intact and with a well-documented history, Old Parliament House is a unique artefact of Australian twentieth century political heritage.

Although planning for Australia's new capital began in 1912, infrastructure work had hardly commenced when World War I began. Burdened by huge war debts, Billy Hughes' post-war government needed to move to Canberra quickly and cheaply, and therefore decided to build a 'Provisional House'. The design task went to John Smith Murdoch, Chief Architect in the Department of Works. Discussion of his first proposal by the Parliamentary Standing Committee on Public Works in 1923, with evidence from a wide range of experts, including the presiding officers of the day, is a key document for understanding how Parliament functioned at the time.

Construction began in 1923 and was completed in 1927. Five million bricks made at the Yarralumla brickworks went into the building, along with 2 000 tons of cement. Australian timbers were used, coming from every Australian state except South Australia. Construction cost £644 600, and another £250 000 was spent on fit-out: a substantial sum, but not much more than the £478 449 allocated in the 1926-27 budget for the costs of running Parliament for one year.

Although Murdoch included offices for the Ministry, it was planned to locate the Prime Minister's principal office and the Cabinet Room, along with a small nucleus of staff from major departments, in a separate building known as the Secretariat (now West Block). This was a temporary measure pending construction of an Administration Building, which would house most of the public service when it moved from Melbourne. The Depression made these plans redundant, and the major move of public servants did not begin until the 1950s. Hence, over subsequent decades, ministers and their staff stayed in the building, becoming a major source of overcrowding as Parliament House also became the heart of executive government in Australia. It was probably the political tensions of the Depression years however which induced Prime Minister James Scullin to also leave the Secretariat for his small suite at

Erection of the original Aboriginal Tent Embassy, 1972
Source: Newspic.



4 This description is based on Marshall, 1995.

Parliament House; cramped it might have been, but it was close to the Labor Party Room and the chambers. Every subsequent Prime Minister has worked in similar close proximity.

Other significant changes also followed the election of the Scullin Government in 1929. The defeated Country Party moved out of the Third Party Room on the Government side of the House of Representatives into the Opposition Party Room in the Senate, the room was divided, and two senior ministers and their staff moved in. The erstwhile party room later became the office of the Deputy Prime Minister. Whether in government or not, the Country Party and its successors operated from the Senate Opposition lobby from then on. As a result, in about 1938 when the Senate Club became the Senate Opposition Party Room, tacit recognition that the ideal of senators meeting across party lines to represent the interests of their states was waning in the face of the party system.

Although pressure on accommodation grew through the 1930s with complaints that the party rooms were unsuitable working spaces for backbenchers, it was the growth of government during the Second World War which produced the first major additions. Two-storey wings were added to each side in 1943, principally to provide ministerial accommodation but also with a few offices for private members and senators. This broke the connection between the internal garden courts and the rose gardens on either side of the House. Meanwhile, conversions of verandahs and loggias into offices continued. The building had reached 'saturation point', the Serjeant-at-Arms reported in 1940, and the wings only provided momentary respite. In 1948 a further floor was added to the new wings and they were extended. One factor in this expansion was growth in the number of parliamentarians in 1948, which for the first time took the size of the parliament beyond what had been predicted in the 1920s. Because parliamentarians had individual seats, the chambers themselves became crowded with seats and desks. Demand for offices meant that even though two new outer wings were added to the 1940s extensions in 1965 (House of Representatives) and 1970 (Senate), many backbenchers were forced to share their tiny rooms with each other and with their staff. In 1970 four rooms even had three Members sharing them.

These issues, the constant growth in the size of ministerial staff, and the substantial cost of maintaining an ageing building, revived the question of a permanent Parliament House after 1956. An extension of the north wing of the building in 1972 created only a modest new Prime Minister's suite along with a larger Cabinet Room and new accommodation downstairs for the Treasurer, where Hansard had previously been located. Matching works gave the President of the Senate a small new suite and created a large committee room downstairs, in constant use as the Senate committee system grew: it also provided space for press conferences. Security also became an issue in the 1970s. Blast screens

over some windows and a new security-screened entry under the front steps were stop-gaps, and the need for new communications facilities created further problems. Secure wiring of an ageing building in which much of Australia's defence, foreign policy and security decisions were made was difficult, and the media crowding into a warren of shabby rooms on the top floor of the building also needed new facilities. In 1983 Prime Minister Bob Hawke laid the foundation stone for a new Parliament House, which the Queen opened in 1988. After 61 years, much as had been predicted in the 1920s, the time had come for Old Parliament House to move into a new era of its eventful history.

A full history can be found in Appendix D.



Her Majesty Queen Elizabeth, the Queen Mother, with Prime Minister Robert Menzies at the state ball in Kings Hall in 1958

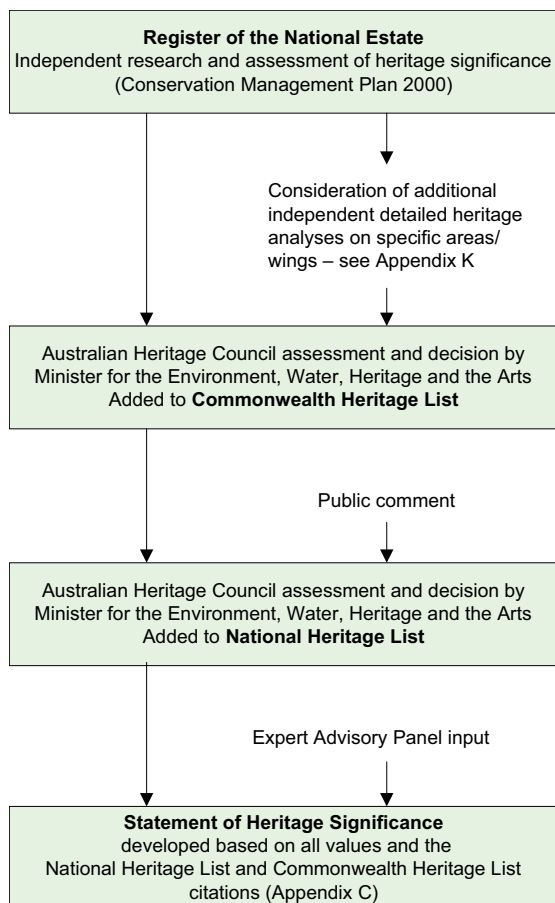
Source: National Archives of Australia

3. Heritage Values

Method of assessment

The extensive research on the political, social and construction history of Old Parliament House (see Appendix D) provided a comprehensive body of work from which several Statements of Significance have been developed.⁵ These statements of significance, along with the analysis of the heritage values for the National Heritage List and the Commonwealth Heritage List, formed the basis for the current Summary Statement of Heritage Significance. Figure 6 shows the process to assess the heritage values.

Figure 6:
Process for assessing the heritage values of Old Parliament House



Summary Statement of Heritage Significance

Old Parliament House has outstanding heritage values shaped by its pivotal role in the political and social history of Australia and is an important place in the evolution of Australian democracy (Criterion A). Old Parliament House possesses outstanding heritage values related to its history, design, location, collection of movable items, social values and associations.

As the original location of the Commonwealth Parliament in Canberra, Old Parliament House symbolises and reflects the development of Australia as a nation, and was the first purpose-built home for the Australian Parliament (Criterion A). Old Parliament House was witness to 61 years of Australian legislature, with a myriad of associated events. It was also central to the development of Canberra, the opening of Parliament heralding the symbolic birth of the nation's capital (Criterion A). It has become a national icon, symbolic of the Commonwealth Government in Australia, and of Canberra itself, for many generations of Australians (Criterion A).

The building occupies a prominent and strategic location at the southern end of the main Land Axis of Walter Burley Griffin's city design, and contributes to the planned aesthetic qualities of the Parliamentary Triangle (Criteria D & E). Its setting, primarily the gardens, circling roads and parking areas were integral to the style and use of the place (Criteria E and G).

Old Parliament House was intimately associated with the course and pattern of the nation's political, social and historical development from its opening in 1927 until 1988 (Criterion A). The Chambers of the House of Representatives and the Senate and Kings Hall have been the venues for significant events in the shaping of Australia's democratic history and traditions (Criterion A). The layout of each chamber provides an insight into the workings of the Australian Parliament (Criterion A). Apart from serving as the seat of Commonwealth Parliament, the building bears witness to the demands of accommodating the executive arm of government within the legislature's sphere, making it rare among parliamentary buildings in Australia and in other parts of the western world (Criterion B).

Old Parliament House represents a significant creative achievement. Although intended as a provisional structure, it was designed as a simple yet dignified building, endowed with appropriate aesthetic and formal qualities for its location and function (Criterion E). Old Parliament House is exemplary of the Inter-War Stripped Classical style of architecture and is the most prominent instance of the work of the Commonwealth's first government architect, John Smith Murdoch (Criteria D, F & H).

The design of the building, with its complementary fixtures and fittings including Australian timber panelled walls, raked galleries, Australian timber and leather furniture, suspended light fittings, high coffered ceilings, parquet floors, skylights and

⁵ Pearson, M, Betteridge, M, Marshall, D, O'Keefe, B, & Young, I. 2000 Old Parliament House Conservation Management Plan 2000, prepared for the Department of Communications, Information Technology and the Arts and subsequent studies (Appendix K).

clerestory windows, demonstrates the customs and functions of the Commonwealth Parliament (Criteria D, E, & F). The former Members' Private Dining Room contains the remains of rare 1927 hand-painted wall features (Criterion B). The furniture and internal fabric of Old Parliament House reflect the everyday use of the building for 61 years and the hierarchical nature of parliamentary staffing practices (Criterion A). Research to date indicates that the furniture in Old Parliament House is part of a rare, intact surviving record of heritage fabric comprising both furniture and documentation (Criterion B). The significant collection comprises: original documentary evidence including plans; photographs; and files that are directly related to the design, construction, changes and use, provide important historical research information (Criterion C). Specific spaces of the building are directly linked with events that shaped Australia's political and social history, and have strong associations with prominent Australians, including prime ministers and parliamentarians who served between 1927 and 1988 (Criterion A & H).

Many surviving parliamentarians, support staff and media representatives have strong associations with the building and its contents (Criterion G). Its choice as the venue for important recent events, such as the Constitutional Convention 1998, also indicates its contemporary social value (Criterion G). The ongoing relationship with the Aboriginal Tent Embassy, established in 1972, is unique in western democracy (Criterion B). The entrance, as a venue for many demonstrations, reflects the role of protest in the history of Old Parliament House (Criterion A).

The use of Australian materials and labour in the building of Old Parliament House and the manufacture of its contents contributes to the promotion of a sense of national identity (Criterion A). This national identity is complemented with the inclusion in the collection of the President of the Senate's Chair, presented by the Dominion of Canada, and the Speaker's Chair, presented by the United Kingdom Branch of the Empire Parliamentary Association, as indicative of the relationships that bind the Commonwealth of Nations (Criterion A).

For these reasons, Old Parliament House has outstanding heritage values that consolidate its place in Australia's political and social history.



The joint sitting of both houses of the Australian Parliament in the House of Representatives Chamber, 1974
Source: National Library of Australia

Table of values and attributes

When listing a place on the Commonwealth or National Heritage List, the Australian Heritage Council makes an assessment of the place and advises the Minister for the Environment, Water, Heritage and the Arts of the values that the place holds. Places on the National Heritage List have demonstrated to have values rated as outstanding against the criteria; places on the Commonwealth Heritage List are places managed by the Commonwealth and have shown to have values rated as significant against the criteria.

This table shows how the attributes of the place - either tangibly in the physical fabric or intangibly in the associations and uses - support the National and Commonwealth Heritage Listed Values of Old Parliament House (refer to the Glossary in Appendix L). The text is taken from the citations published by the Department of the Environment, Water, Heritage and the Arts at the time of the listings (see Appendix C for citations).

National heritage listed values	Commonwealth heritage listed values
<p>Criterion A—Events, Processes</p> <p>Old Parliament House as the Provisional Parliament House was the first purpose-built home for the Australian Parliament. It was central to the development of Australia as a nation from its opening in 1927 until the opening of the new Parliament House in 1988 and demonstrates Australia's [parliamentary] political process.</p> <p>Old Parliament House is a site that has provided a physical focus for events that reflect Australian democratic values, and political and social rights. It also stands for the right to argue and dissent, and reflects the orderly succession of governments through the democratic process, as reflected by the seven changes of government that took place during the years in which Parliament sat in the building.</p> <p>The building set the pattern of combining the functions of the executive arm of government and the legislative function in the one building. This commenced with the provision of ministerial offices at the design stage followed by Prime Minister James Scullin moving Cabinet meetings into the building in 1930-31. These actions initiated the major expansion of the building to house both the legislative and executive functions of government, a pattern that continued in the design of Parliament House.</p> <p>The North Wing has historic importance as the main venue for parliamentary functions from 1927-88. The Senate Chamber, House of Representatives Chamber, and King's Hall are highly significant as venues for the debates, petitions and votes associated with 61 years of Australian legislature.</p> <p>Old Parliament House is an important place in the story of the creation of the Australian democracy and has associations with several related defining events. Landmark political events associated with the building included legislation in 1942 adopting the Statute of Westminster 1931 and the declaration of War in 1941. The building was also the place of 61 years of national legislation shaping Australian society, the extension of the voting age to 18 year olds in 1973, and the establishment of new political parties such as the Democratic Labor Party in 1950s, the Australian Democrats in 1977 and the Liberal Party of Australia in 1944-45.</p> <p>Old Parliament House saw the growth of Commonwealth responsibility for Aboriginal affairs. Key events included the Bark Petition sent by the Yirrkala community to the House of Representatives in August 1963 protesting bauxite mining in Arnhem Land, and the Referendum in 1967 that overwhelmingly supported Commonwealth power to legislate for Aboriginal people. Amongst other developments, the Referendum result led to the Aboriginal Land Rights (Northern Territory) Act 1976, proclaimed on Australia Day 1977. With the new responsibilities arising from the 1967 Referendum, the Commonwealth Parliament became the focus of Aboriginal political protest. The siting of the Aboriginal Tent Embassy outside Parliament House in 1972 was a part of this protest.</p>	<p>Australia's first Federal Parliament building was designed as the grandest element and central focus of a fully planned capital city.</p> <p>Old Parliament House is a place of outstanding heritage values related to its history, design, landscape context, interiors, furnishings, courtyards and gardens, collection of movable items, social values and associations.</p> <p>As the original focus of the Commonwealth Parliament and Government in Canberra, Old Parliament House is intimately associated with the political history of Australia, and the development of Canberra as the capital of Australia, from its opening in 1927 until the opening of the new Parliament House in 1988. The Old Parliament House was the second home of the Parliament which was located in the Victorian Parliament House in Melbourne from Federation in 1901 until 1927, and was the first purpose-built home for the Australian Parliament.</p>

National heritage listed values	Commonwealth heritage listed values
<p>The front façade of Old Parliament House and the immediate grassed area to its north have been the scene of numerous events, gatherings, protests and demonstrations. Significant events included the formal opening of the Provisional Parliament House in 1927 and the address by the former Prime Minister, Gough Whitlam, on the front steps of the building after his dismissal by the Governor-General, Sir John Kerr, in November 1975.</p> <p>Old Parliament House, in particular King's Hall and Chambers, has been the venue of important ceremonial events including the public mourning for the deaths of Prime Minister John Curtin in 1945 and former Prime Minister Ben Chifley in 1951; state receptions held in honour of Queen Elizabeth II in 1954 and 1963; and events associated with Royal visits in 1927, 1935, 1945, 1954, 1963, 1974 and 1977.</p> <p>Old Parliament House has a richness of internal fabric and collections that convey the way in which parliamentary functions were conducted and the everyday use of the building. In particular these features include the purpose-designed furniture and furnishings that maintained their original setting and purpose for over sixty years.</p> <p>King's Hall and the Chambers have features that reflect both the austerity of the time and a dignified formality. These features include the decorative skylights, elegant pendant lights, and parquet flooring, as well as the high ceilings accentuated by the raked galleries, the timber wall panelling, and the extensive, restrained and subtle decoration. The Hall features bas-relief busts of prominent personalities (related to Federation, the judiciary and of the first Parliament in 1901) on its colonnades, and portraits of former Prime Ministers as well as a statue of King George V. The Chambers demonstrate (through their fabric, furnishing and objects) the growth of Parliament over 61 years, including the evolution of communications technology applied to the reporting of parliamentary debates and events to all Australians.</p> <p>Significant furniture of Old Parliament House includes the John Smith Murdoch designed furniture and fittings; the HMAS Australia table; the Country Party Table (Murdoch's original cabinet table from West Block) and the Cabinet table (used by the Whitlam, Fraser and Hawke Cabinets). Furniture items which underlie the significance of Australia's role initially as a member of the British Empire and later as a member of the Commonwealth of Nations include the President of the Senate's Chair (presented by the Dominion of Canada) and the Speaker's Chair (presented by the United Kingdom Branch of the Empire Parliamentary Association). Furniture and fittings designed or purchased for the extension or alterations to the building, including those items associated with the Senate and House of Representative Wings and the President of the Senate and Prime Minister's suites are of particular value.</p> <p>Old Parliament House has a rare record (documented in the Old Parliament House) which is made up of both furniture and a variety of documents related to the furniture. The documents include initial design concepts, specifications, quotes and detailed drawings for manufacture.</p> <p>The Old Parliament House Library is of heritage significance, in particular, the remaining features of the original library and the later additions or changes to the library up to and including the 1958 extension are of value.</p>	<p>Old Parliament House was the venue for and witnessed both the course and pattern of the nation's political, social and historical development through the major part of the life of the Commonwealth to date. The movable items associated with the building are also intimately associated with these events. Apart from serving as the seat of Commonwealth Parliament, the building bears witness to the physical encroachment of the executive arm of government into the legislature's proper sphere. This was the primary cause for the extensive additions and modifications that had to be made to the building. These additions and modifications are manifested in such elements as the southeast and southwest wings, the northeast and northwest front pavilions, and a great number of internal changes.</p> <p>The relocation of the Parliament to Canberra was the focus of an intense period of development of the nation's capital. The opening of Parliament heralded the symbolic birth of Canberra as the capital. The intended importance of Old Parliament House is reflected in its design, its prominent siting in the landscape of the Parliamentary Triangle, and in the treatment of the areas around Old Parliament House, particularly the Senate and House of Representatives Gardens, and the National Rose Gardens.</p>

National heritage listed values	Commonwealth heritage listed values
<p>Criterion B—Rarity</p> <p>Old Parliament House is uncommon in that it housed both the legislative and executive functions of government. This is reflected in the construction of the House of Representatives (southeast) and the Senate (southwest) Wings, the front pavilions and in a great number of internal changes.</p> <p>The House of Representatives Wing provides extensive and relatively intact evidence of the accommodation provided for Members and Ministers at various periods and the working conditions of parliamentarians and staff over the period 1943-88.</p> <p>The former Members' Private Dining Room contains the remains of the 1927 hand-painted wall features. These decorative features are rare. They are the only examples of these features in the building and are also rare within the ACT.</p> <p>There are important records of both furniture and its documentation relating to initial design concepts, specifications, quotes and detailed drawings for manufacture.</p>	<p>Among parliamentary buildings in Australia and in other parts of the western world, Old Parliament House is an uncommon place in that it eventually housed both the legislative and executive functions of government.</p> <p>Research carried out to date suggests that the furniture in Old Parliament House is part of a rare, intact surviving record comprising both furniture and documentation. The documentation (held by others) relates to initial design concepts, specifications, quotes and detailed drawings for manufacture of items.</p>
<p>Criterion C—Research (National only)</p> <p>Old Parliament House has a significant collection of documents which are associated with the place. This collection is an important source of historical information. The documents include plans, photographs and files that are directly related to the design, construction, use, and alteration of the Chambers and King's Hall. An inventory of the collection is documented in Old Parliament House.</p>	N/A
<p>Criterion D—Principal characteristics of a class of places</p> <p>Old Parliament House is a primary example of the Inter War Stripped Classical style of architecture. This style was dominant in Canberra's government architecture of the 1920s-1940s. It is also an example of how this style was varied in Canberra during the 1920s-1940s. This style variation was a major stylistic feature of Federal Capital Architecture in Canberra.</p> <p>The Inter War Stripped Classical style of architecture was varied to include the influence of Garden City ideals. In the case of Old Parliament House, this included courtyards with loggias and pergolas, verandahs, internal courtyards and adjacent gardens. Despite these influences the central stylistic expression of the building remained its classical orderliness.</p> <p>The characteristics of the building's style and their expression in Old Parliament House's exterior and interior, are due to the design work of the Commonwealth's first government architect, John Smith Murdoch. Murdoch's design is modest, embracing classical symmetry and forms, having balanced masses with projected bays with arched bronze framed windows. The architectural detail between the storeys (spandrels) also emphasises the verticality of the elevations.</p> <p>Old Parliament House and its curtilage also forms the central feature of a precinct. This precinct includes the two Secretariat buildings (East and West Blocks), the Old Parliament House Gardens, Constitutional and Magna Carta Places and the National Rose Gardens. There is some commonality in the design of early buildings within this precinct. This precinct reflects a period when there was an increase in Commonwealth Government power and an increase in the public's interest in Canberra.</p>	<p>Old Parliament House is a good example of the Inter-War Stripped Classical style of architecture. The building reflects the embracing of classical symmetry and forms without the adoption of the full classical vocabulary and in this way it expresses a modest but refined architectural style. Key features of the style displayed by the building include: symmetrical facade, division into vertical bays indicating classical origins, vestigial classical entablature (being the horizontal decoration towards the top of the walls including the cornice), simple surfaces and spandrels (the panel between the top of a window on a lower level and the bottom of a window on a higher level) between storeys subdued to emphasise verticality.</p>

National heritage listed values	Commonwealth heritage listed values
<p>The essential character and symmetry of Old Parliament House have remained intact despite several substantial additions. The design of the building and its layout, its curtilage spaces and its interior rooms all demonstrate the customs and functions of the Commonwealth Parliament.</p> <p>The building's Chambers reflect the roles of the House of Representatives and the Senate. The seating arrangements particularly indicate the formal and adversarial nature of debate. The Public and Press Galleries illustrate the nature of public and press access to formal Parliamentary processes. This access is further demonstrated by the spaces allocated to the recording of Parliamentary sittings. The presence of Executive Government staff indicate the major involvement of the Executive in the processes of Parliament in Australia.</p> <p>The House of Representatives Wing comprises two blocks constructed in three phases: 1943, 1949 and 1965. The Senate Wing comprises two blocks and these were constructed in three phases: 1943, 1949 and 1972. These building Wings retain much of their internal layout and some fittings. They are an unusual physical record of the difficult working conditions of parliamentarians, staff and press representatives over the period 1943-88.</p> <p>Early surviving interiors of the building include King's Hall, the Library, Senate Chamber, House of Representatives Chamber, Dining Rooms, Senate Opposition Party Room, Ministerial Party Room, Clerk of the Senate's Office, Member's Bar, Senate Government Party Room and Leader of the Government in the Senate's Office.</p> <p>King's Hall and the Chambers are important for reflecting the austerity of the times and the building's style. The rooms tend to be simple spaces with little decoration and have subtle and repeated classical references. For example, the use of Greek key patterning is evident in the Chambers and in the external metal and rendered balustrades. Some of the rooms have a certain grandeur resulting from generously proportioned spaces with clerestory windows. The use of timber for wall or ceiling panelling and furniture also distinguishes some rooms. These variations in interior detail highlight the hierarchy of parliament.</p> <p>The importance given to the Parliamentary Library as a source of information for Parliament is demonstrated by its position within the building. The key positional features are its location on the central axis of the building, its close proximity to both Chambers and its access to and from King's Hall. Its designated importance is also demonstrated by the design and fit-out of the Library rooms which feature extensive timber panelling and fittings. These fittings were normally reserved for high-status spaces such as the Chambers, the Party Rooms, and office holders' rooms.</p> <p>The building is also of interest for surviving features consistent with, if not influenced by, Garden City ideals. These features include the courtyards with loggias and pergolas and the courtyards with verandahs. These features express aspects of the garden city principles and in particular the typical linking of internal spaces with the landscape setting. The adjacent Senate and House of Representatives gardens are a part of this landscape setting. These gardens have been substantially redeveloped but they contain the original garden layout.</p>	<p>The essential character and symmetry of Old Parliament House have remained intact despite several substantial additions. The design of the building and its spaces, and the movable items associated with its operations demonstrate the customs and functions of the Commonwealth Parliament. The divisions within Parliament and the hierarchical system of government are reflected in the categories and styles of both the rooms and furniture available to individuals of different status.</p>

National heritage listed values

Criterion E—Aesthetic characteristics

Old Parliament House is an iconic national landmark that has a major role in the symbolic physical representation of **democracy in the Parliamentary Triangle**. This **landmark importance** has been strengthened by the setting and design of the new Parliament House building. These two buildings are read together as part of the land axis vista and they are also a part of the **planned aesthetic qualities of the Parliamentary Triangle**.

Old Parliament House is a major component of public and familiar views of Canberra. In particular, Old Parliament House is appreciated for its **crisp lines, stark white colour, pronounced vertical patterns and classical form**. It makes a major contribution as a **viewpoint towards the Australian War Memorial and in the other direction to Parliament House**. The building is highly valued by the Australian community. This value is reflected in the **popularity of its image**, as documented in countless **tourist and other imagery**. These popular images include those made since the construction of Parliament House, completed in 1988. These post 1988 images of Old Parliament House are enhanced by the presence of Parliament House.

Commonwealth heritage listed values

The **Old Parliament House** is an important landmark in Canberra, Australia's national capital. It is part of the significant **cultural landscape of the Parliamentary Triangle**, partly reflecting Griffin's design which placed the Government Group of buildings in this corner of the Triangle. This scheme represents in physical form on the ground the conception of **the principal components of parliamentary government** - the legislative, executive and judicial - the strict separation of these components and the hierarchical relationship between them. Old Parliament House is highly significant as an integral part of this scheme and, standing near the apex of the Triangle, symbolises the **primacy of parliament or the legislature over the other two components**.

The building also occupies a **prominent and strategic location** at the southern end of the main Land Axis of Griffin's city design, and contributes to the planned aesthetic qualities of the Parliamentary Triangle. The axis is arguably the pivotal feature of the design. The Old Parliament House is one of four buildings sited on the axis. The other buildings being the **Australian War Memorial**, Anzac Hall and the current Parliament House. Accordingly, the Old Parliament House makes a major contribution as a viewpoint towards the Australian War Memorial which, together with the reverse view, are some of the most important views in the planned city. Its landmark status was recognised and enhanced by the design and siting of **New Parliament House** which integrated the building as part of the terminal feature of the North South vista along the Land Axis.

The success of the building in fulfilling this landmark role is due in part to its **stark white colour and symmetry, its privileged siting on the Land Axis and the open landscaping between the building and the lake**. The role of the Old Parliament House as a national icon is reinforced by its central location in the nation's capital.



Prime Minister Bob Hawke and Paul Keating in the Prime Minister's Suite

Photographer: Robert McFarlane

Source: Department of the House of Representatives

National heritage listed values

Commonwealth heritage listed values

Criterion F—Creative or technical achievement

Old Parliament House is a significant landmark in Canberra. It is a major component of Walter Burley Griffin's designed landscape of the Parliamentary Triangle which was designed to hold the principal components of parliamentary government. In particular the Griffin design sought to demonstrate the **strict separation of the legislative, executive and judicial components of government and the hierarchical relationship between them**. Old Parliament House demonstrates a high degree of achievement in combining built features into a designed landscape to achieve an aesthetic purpose.

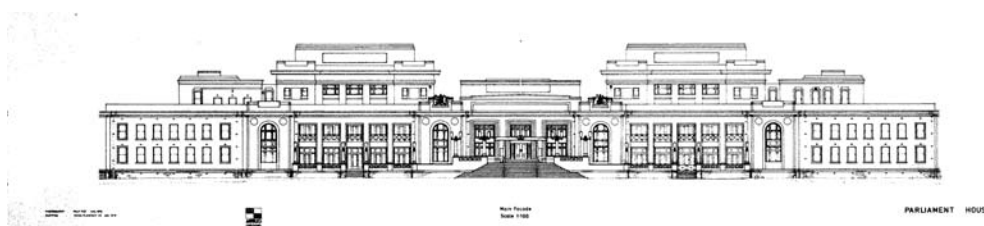
Erected at the base of the former Camp Hill on the main Land Axis, Old Parliament House **symbolised the primacy of Parliament (or the legislature) over the executive arm of government**. In this way the building contributed to the **planned democracy symbolism of the Parliamentary Triangle** now fulfilled with the construction of Parliament House on Capital Hill. This new Parliament House upholds Griffin's design intention and embraces the **Old Parliament House as an integral feature of the Land Axis vista**.

The success of Old Parliament House as a landmark is also due in part to its **modest scale and aesthetic qualities, and the open landscaping and gardens between the building and the lake**. Intended as a provisional structure, Old Parliament House was deliberately designed as a simple yet dignified building possessing appropriate exterior aesthetic and formal qualities for its use and location.

It is a significant component of the designed vista along Canberra's Land Axis. The Land Axis is one of Griffin's main city design components which sets the order of the **Federal Capital's design**.

Although manifesting building failures in the past, with a constantly leaking roof, Old Parliament House demonstrates a high degree of achievement in combining built features **into the designed landscape** to achieve an aesthetic purpose.

Old Parliament House also represents a significant creative achievement. Intended as a provisional structure but occupying such a prominent location, it was deliberately designed as a **plain yet dignified structure** so that it possessed appropriate aesthetic and formal qualities for its location, but not to such an extent that it would enhance the possibility of the building becoming a permanent fixture in the landscape.



Sketch, front elevation of Old Parliament House, circa 1976
Source: Old Parliament House collection

National heritage listed values

Criterion G—Social value

Specific rooms and spaces within the building are directly associated with events that shaped the political and private lives of prominent individuals in Australia's political and social history. Many of the former parliamentarians' **support staff and media representatives** retain strong associations with the building and its contents.

The importance of Old Parliament House to the **Australian community** was demonstrated when organisations and individuals rallied to support the retention of the place when it was threatened with demolition in the 1970s.

Commonwealth heritage listed values

Old Parliament House has been a **strong symbol of Commonwealth Government in Australia**, and of Canberra itself, **for many generations of Australians**. While its original function has shifted to the current Parliament House, the earlier building remains an important and familiar feature because of **the memories of its former role, its new roles in the public realm**, and its **major contribution to the most familiar views in Canberra**, from and to the building along the Land Axis. Elements of the building that particularly reflect this value are the **front façade, the entrance portico, King's Hall and the Chambers**. The façade of the building is significant as a widely recognised symbol of Commonwealth Parliament and Government from 1927 to 1988. The façade is also important as the backdrop for media interviews, protests and other events associated with the Parliament and Government. These events include the **establishment of an Aboriginal Tent Embassy** in nearby Parkes Place in January 1972 and the address by Prime Minister Whitlam on the **front steps** of the building after his sacking by the Governor-General, Sir John Kerr, in November 1975.



The Farmers' Demonstration of 1985 was the largest held at the front of Old Parliament House and expressed farmers' anger about the impact of government policies on the rural sector

Photographer: Michael Jensen

Source: In the Picture Exhibition, Old Parliament House Collection

National heritage listed values	Commonwealth heritage listed values																																																																																					
<p>Criterion H—Significant people</p> <p>Old Parliament House has an important association with many people, particularly national politicians. Prime Ministers of Australia who served their term in Old Parliament House include:</p> <table border="0"> <tr><td>Stanley Bruce</td><td>from</td><td>29/10/1922</td><td>to</td><td>22/10/1929</td></tr> <tr><td>James Scullin</td><td>from</td><td>22/10/1929</td><td>to</td><td>6/1/1932</td></tr> <tr><td>Joseph Lyons</td><td>from</td><td>6/1/1932</td><td>to</td><td>7/4/1939</td></tr> <tr><td>Earle Page</td><td>from</td><td>7/4/1939</td><td>to</td><td>26/4/1939</td></tr> <tr><td>Robert Menzies</td><td>from</td><td>26/4/1939</td><td>to</td><td>29/8/1941</td></tr> <tr><td>Arthur Fadden</td><td>from</td><td>29/8/1941</td><td>to</td><td>7/10/1941</td></tr> <tr><td>John Curtin</td><td>from</td><td>7/10/1941</td><td>to</td><td>5/7/1945</td></tr> <tr><td>Frank Forde</td><td>from</td><td>6/7/1945</td><td>to</td><td>13/7/1945</td></tr> <tr><td>Ben Chifley</td><td>from</td><td>13/7/1945</td><td>to</td><td>19/12/1949</td></tr> <tr><td>Robert Menzies</td><td>from</td><td>19/12/1949</td><td>to</td><td>26/1/1966</td></tr> <tr><td>Harold Holt</td><td>from</td><td>26/1/1966</td><td>to</td><td>19/12/1967</td></tr> <tr><td>John McEwen</td><td>from</td><td>19/12/1967</td><td>to</td><td>10/1/1968</td></tr> <tr><td>John Gorton</td><td>from</td><td>10/1/1968</td><td>to</td><td>10/3/1971</td></tr> <tr><td>William McMahon</td><td>from</td><td>10/3/1971</td><td>to</td><td>5/12/1972</td></tr> <tr><td>Gough Whitlam</td><td>from</td><td>5/12/1972</td><td>to</td><td>11/11/1975</td></tr> <tr><td>Malcolm Fraser</td><td>from</td><td>11/11/1975</td><td>to</td><td>11/3/1983</td></tr> <tr><td>Bob Hawke</td><td>from</td><td>11/3/1983</td><td>and continued beyond 1988 when Federal Parliament moved to the new building.</td><td></td></tr> </table> <p>Prominent individuals associated with the Wings include Senator Neville Bonner AO, the first Aboriginal parliamentarian elected in 1972, and Dame Enid Lyons and Senator Dorothy Tangney, the first women elected in 1943.</p> <p>The building is the most prominent example of the work of the Commonwealth's first government architect, John Smith Murdoch.</p>	Stanley Bruce	from	29/10/1922	to	22/10/1929	James Scullin	from	22/10/1929	to	6/1/1932	Joseph Lyons	from	6/1/1932	to	7/4/1939	Earle Page	from	7/4/1939	to	26/4/1939	Robert Menzies	from	26/4/1939	to	29/8/1941	Arthur Fadden	from	29/8/1941	to	7/10/1941	John Curtin	from	7/10/1941	to	5/7/1945	Frank Forde	from	6/7/1945	to	13/7/1945	Ben Chifley	from	13/7/1945	to	19/12/1949	Robert Menzies	from	19/12/1949	to	26/1/1966	Harold Holt	from	26/1/1966	to	19/12/1967	John McEwen	from	19/12/1967	to	10/1/1968	John Gorton	from	10/1/1968	to	10/3/1971	William McMahon	from	10/3/1971	to	5/12/1972	Gough Whitlam	from	5/12/1972	to	11/11/1975	Malcolm Fraser	from	11/11/1975	to	11/3/1983	Bob Hawke	from	11/3/1983	and continued beyond 1988 when Federal Parliament moved to the new building.		<p>As the home of the Commonwealth Parliament from 1927 until 1988, Old Parliament House is significant for its associations with Commonwealth Governments, Oppositions, political parties, individual politicians and the press. Specific rooms and spaces within the building are directly associated with events that shaped the political and private lives of prominent individuals in Australia's political and social history. Many of the surviving parliamentarians, support staff and media representatives feel strong associations with the building and its contents.</p> <p>Old Parliament House is also significant as the most prominent example of the work of the Commonwealth's first government architect, John Smith Murdoch. To a lesser extent, it is significant as an example of the work of the Chief Architect of the Department of the Interior, Edwin Henderson, who devised the scheme for adding the southeast and southwest wings in their original two-storey form.</p>
Stanley Bruce	from	29/10/1922	to	22/10/1929																																																																																		
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Mapped values

In order to strengthen heritage management at Old Parliament House this Heritage Management Plan development included a values mapping process. This involved an analysis of how the identified heritage values are embodied in different aspects of the place, its setting and its fabric. The analysis resulted in a series of maps which illustrate where the different values are located in the place and, importantly, where a wide range of values overlap. In addition to the mapping process, this analysis also considers how robustly the identified values are embodied in the place and the fabric. This concept has been termed the 'sensitivity of the values to change'⁶. Areas with a high sensitivity to change are those areas where even a small level of change has the potential to impact on the heritage values. These areas are likely to be ones with a high level of intact fabric which demonstrates, for instance, a range of technical and creative values and historical associations. On the other hand, areas with a low sensitivity to change are those where the values can tolerate a higher level of change without detrimental impact. These may be areas where the values are not so strongly embodied in the extant fabric. The mapped values are outlined on the following pages.

Following the mapping of the values areas were grouped together, on the basis of the values embodied and their level of sensitivity to change, to form Zones. The Zones are a management tool designed to assist in the action assessment process by delivering a quick overview of the values which need to be managed in a particular area and their level of sensitivity to any proposed changes. The Zones are set out in Chapter 6.



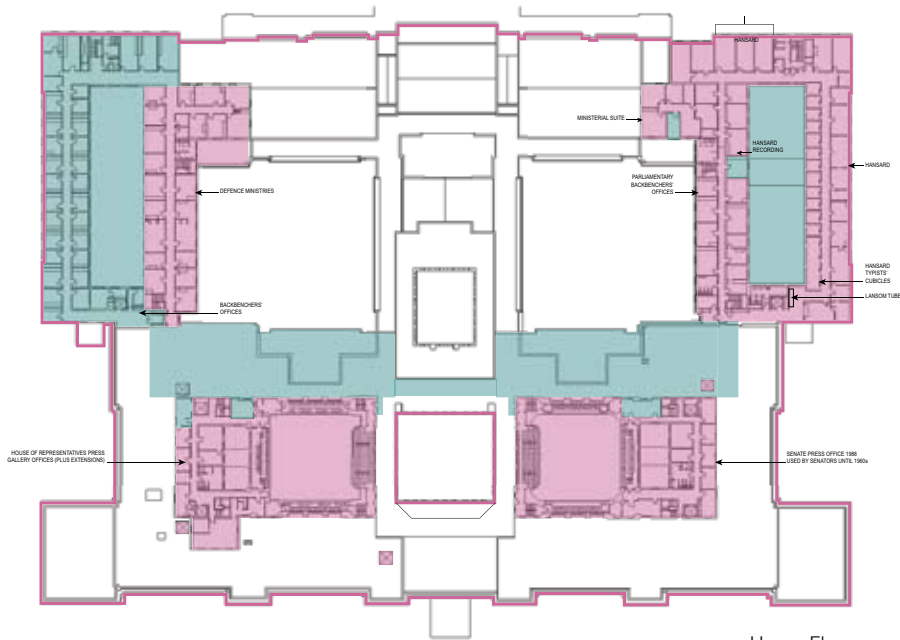
Government Party Room

Photographer: Auspic

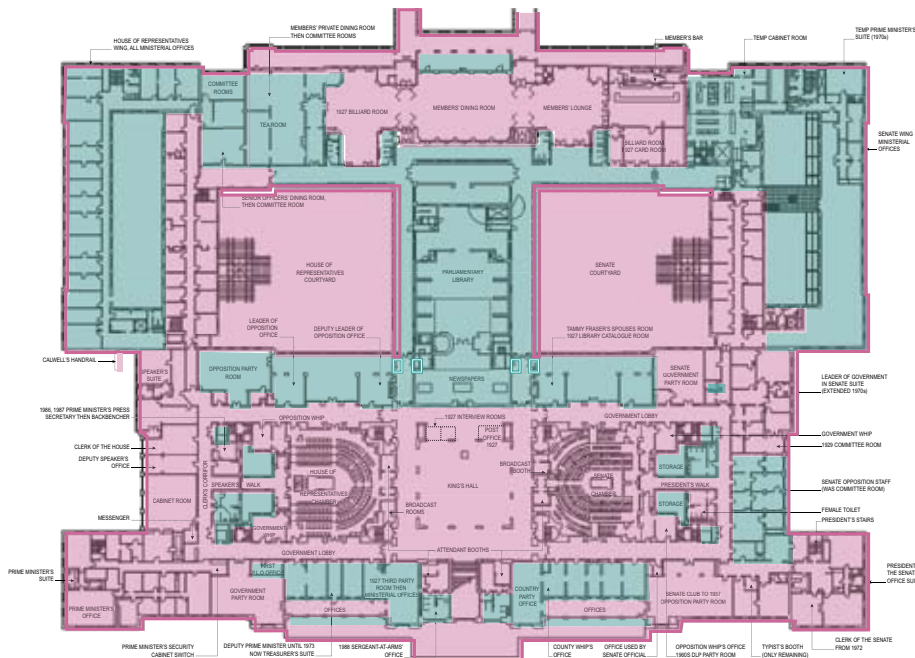
Source: Old Parliament House Collection

6 See Glossary for definition of high and low sensitivity to change.

Criterion A: History



Upper Floor



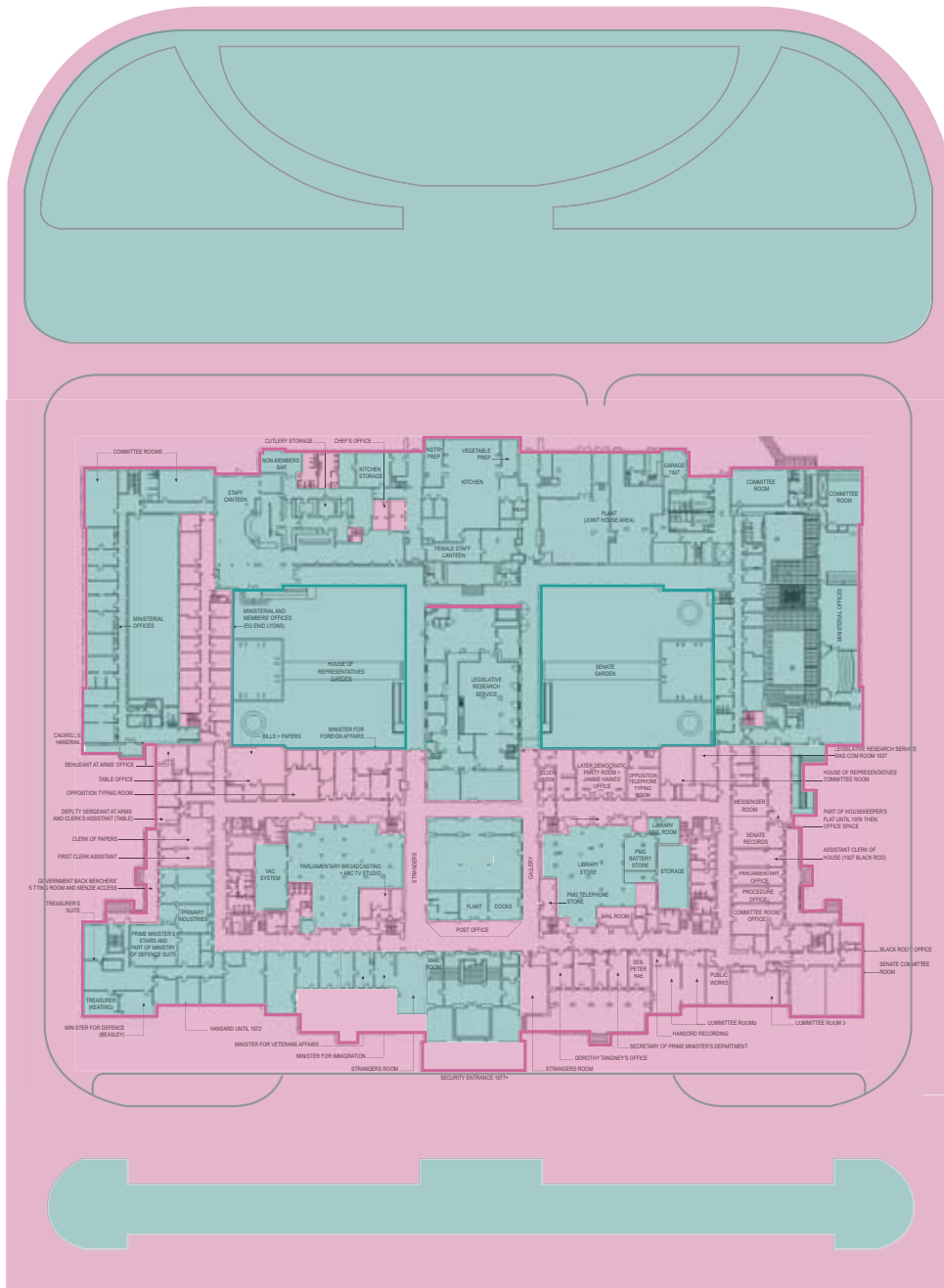
Main Floor

- High sensitivity to change
- Low sensitivity to change
- Criterion not represented

Not to scale



Criterion A: History



Lower Floor
to National Heritage
List Boundary

Not to scale



High sensitivity to change

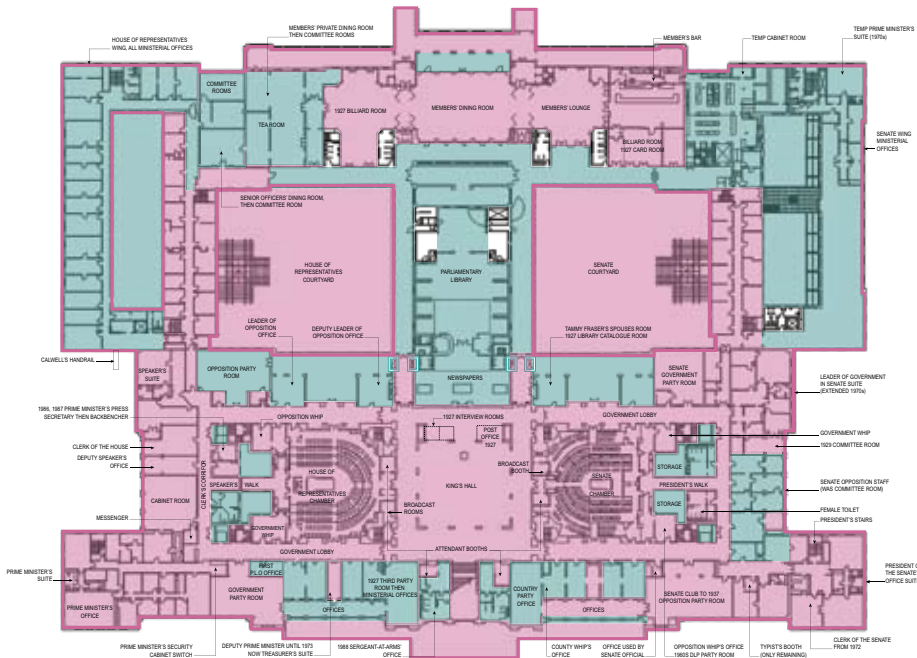
Low sensitivity to change

Criterion not represented

Criterion B: Rarity



Upper Floor



Main Floor

Not to scale

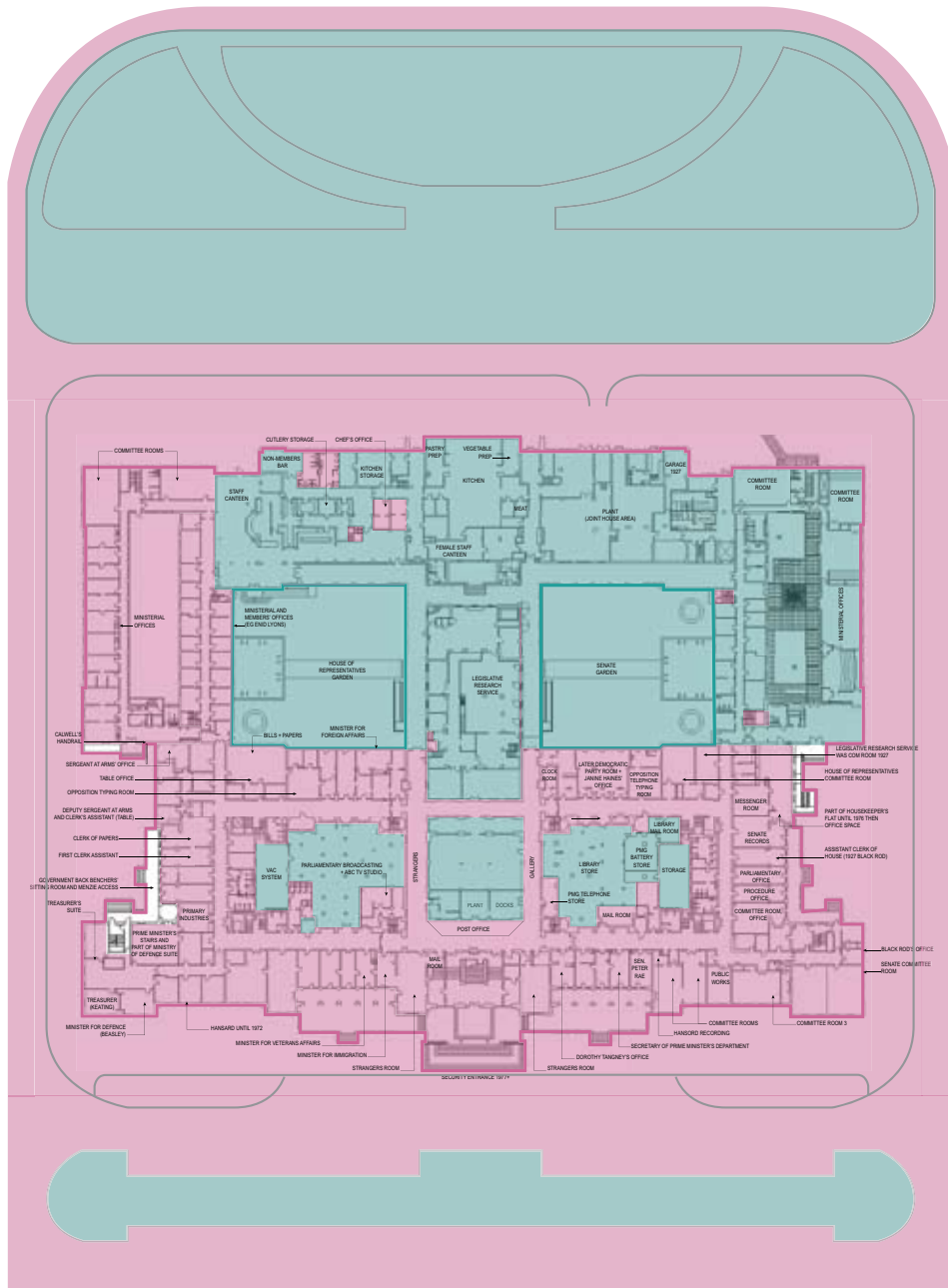


High sensitivity to change

Low sensitivity to change

Criterion not represented

Criterion B: Rarity



Lower Floor
to National Heritage
List Boundary

Not to scale



High sensitivity to change

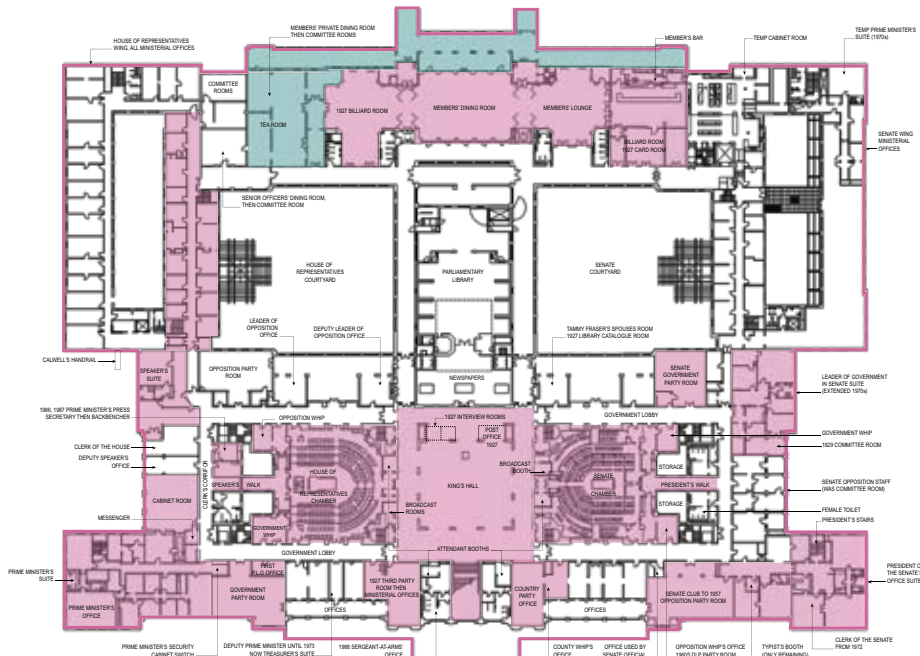
Low sensitivity to change

Criterion not represented

Criterion C: Research Potential



Upper Floor



Main Floor

High sensitivity to change

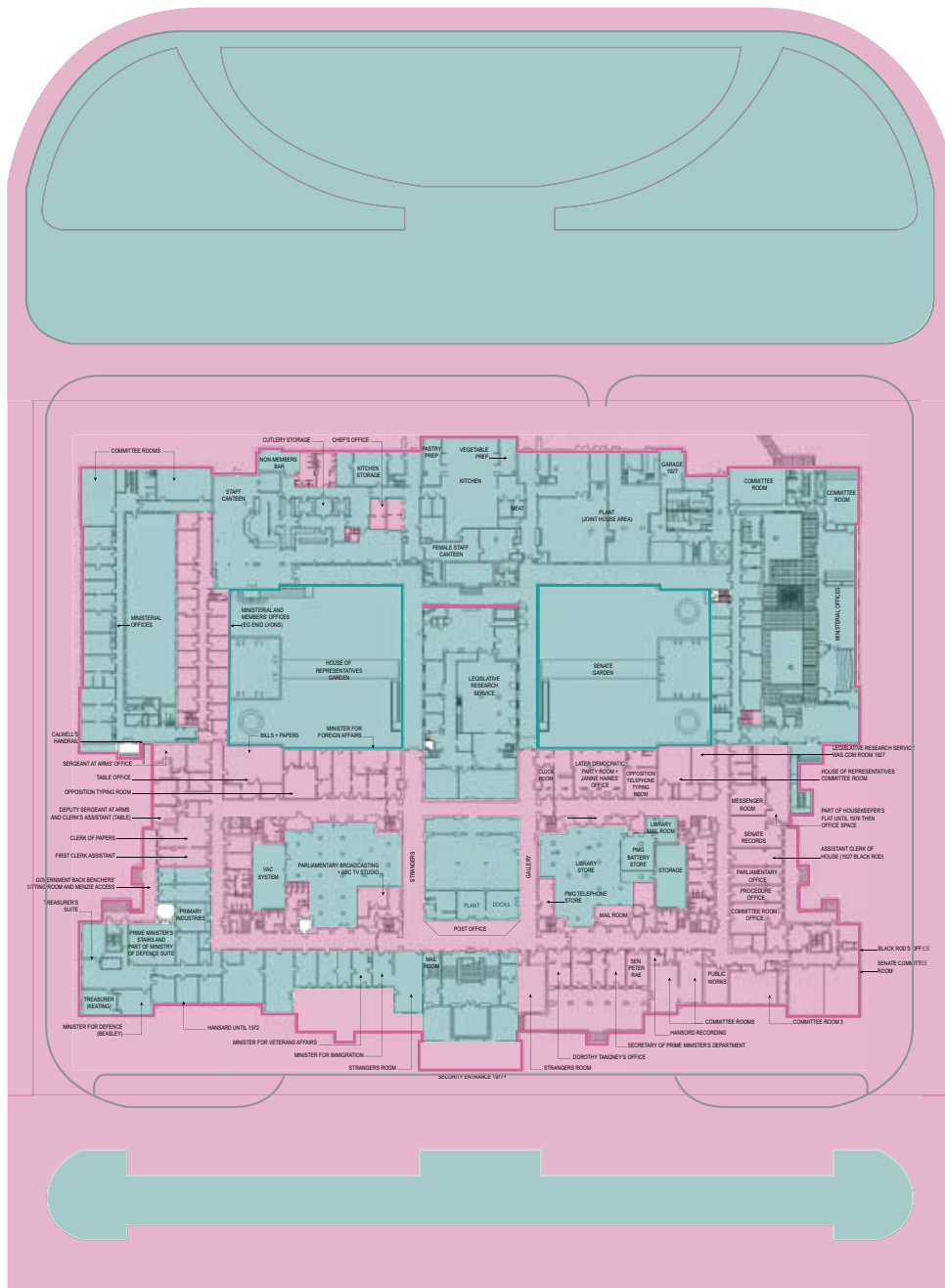
Low sensitivity to change

Criterion not represented

Not to scale



Criterion C: Research Potential



Lower Floor
to National Heritage
List Boundary

Not to scale

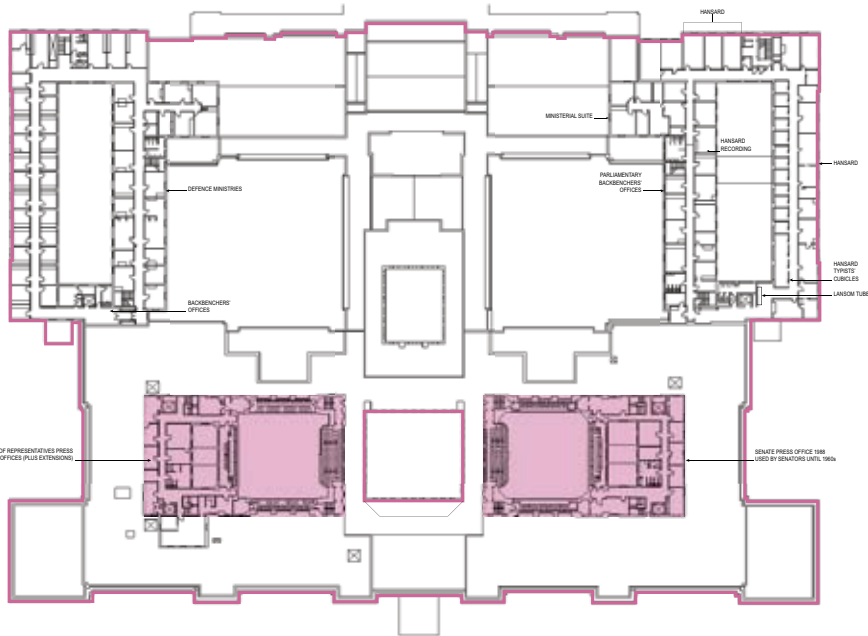
High sensitivity to change

Low sensitivity to change

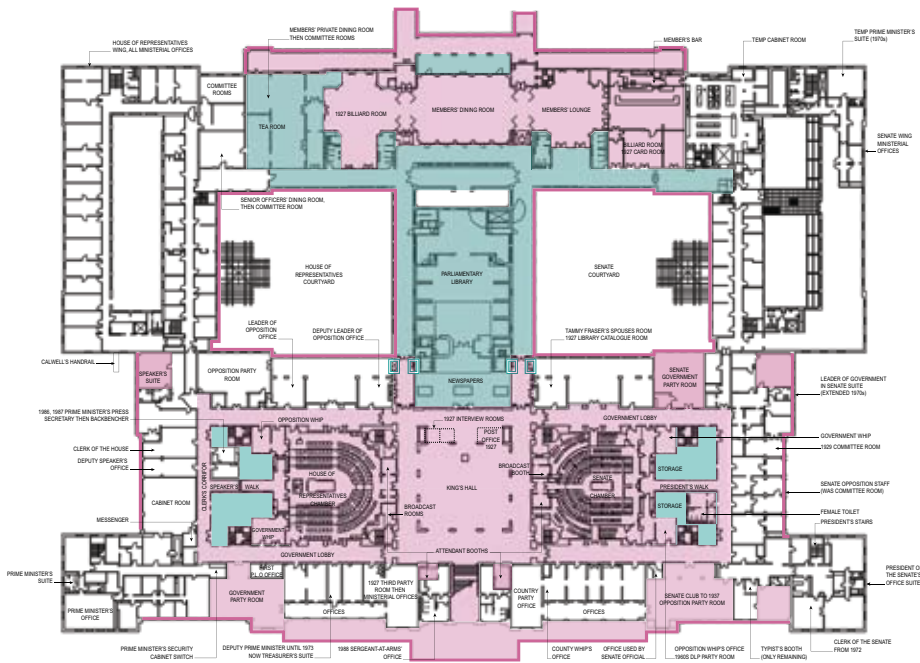
Criterion not represented



Criterion D: Characteristic



Upper Floor



Main Floor

Not to scale

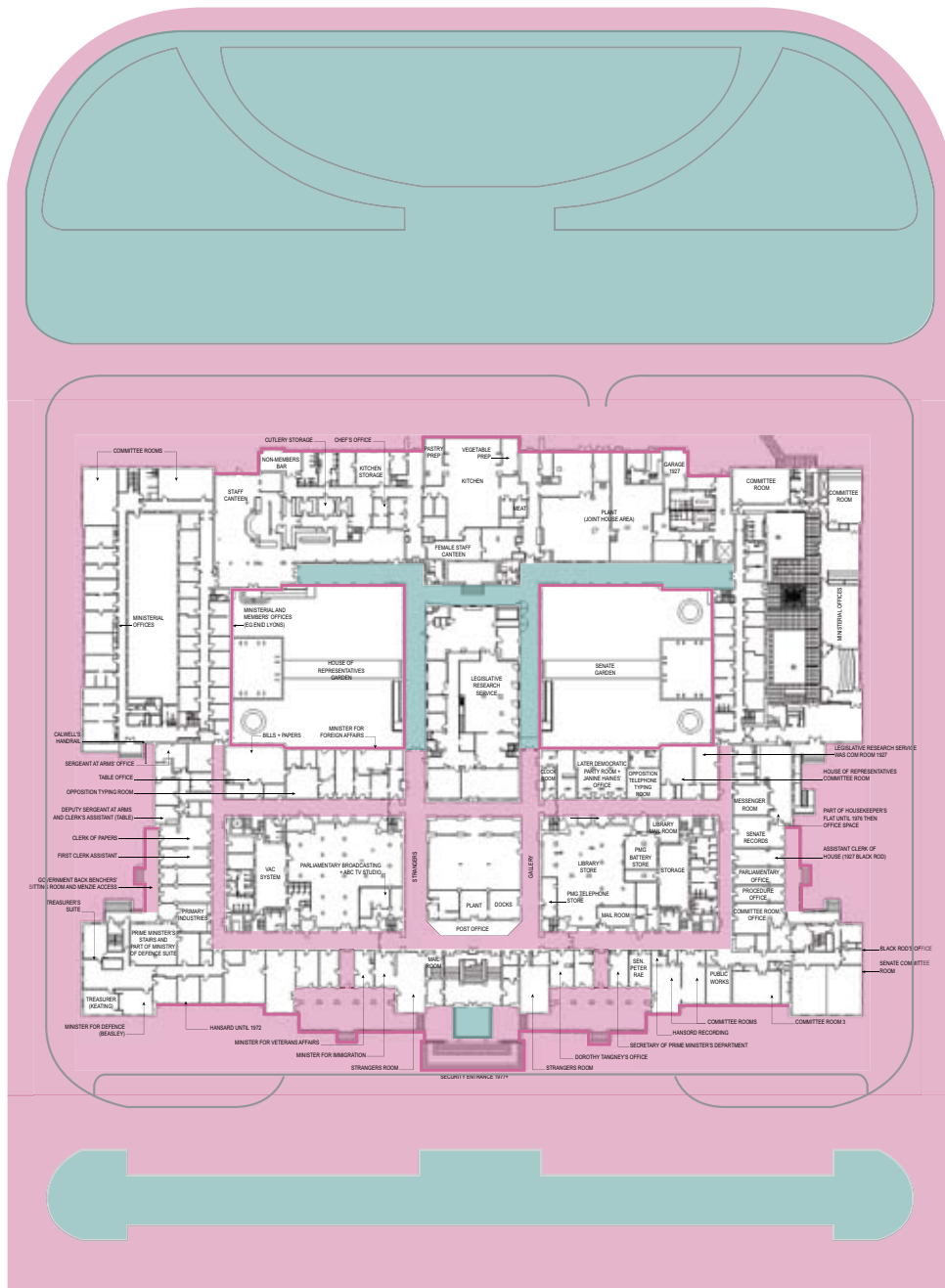
High sensitivity to change

Low sensitivity to change

Criterion not represented



Criterion D: Characteristic



Lower Floor to National Heritage List Boundary

Not to scale

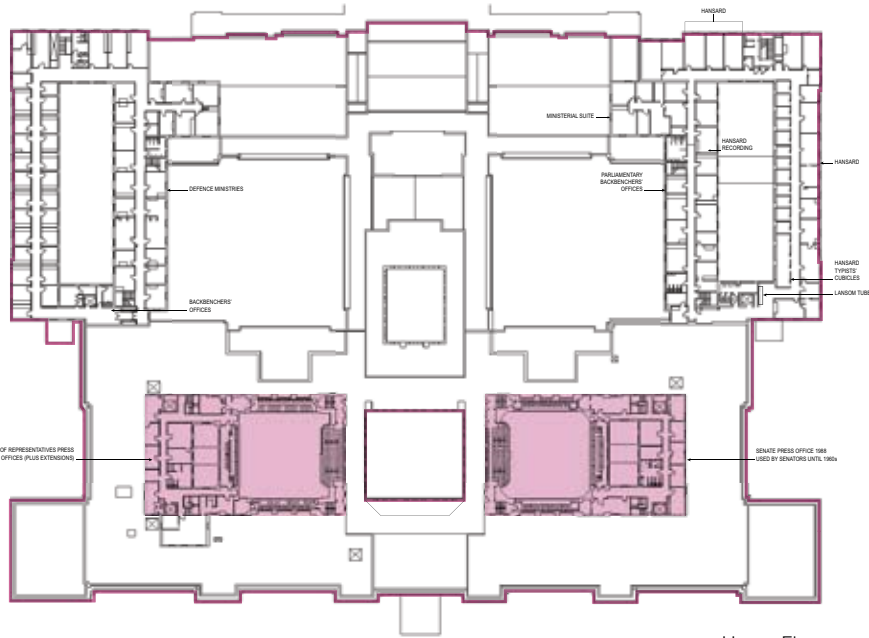
High sensitivity to change

Low sensitivity to change

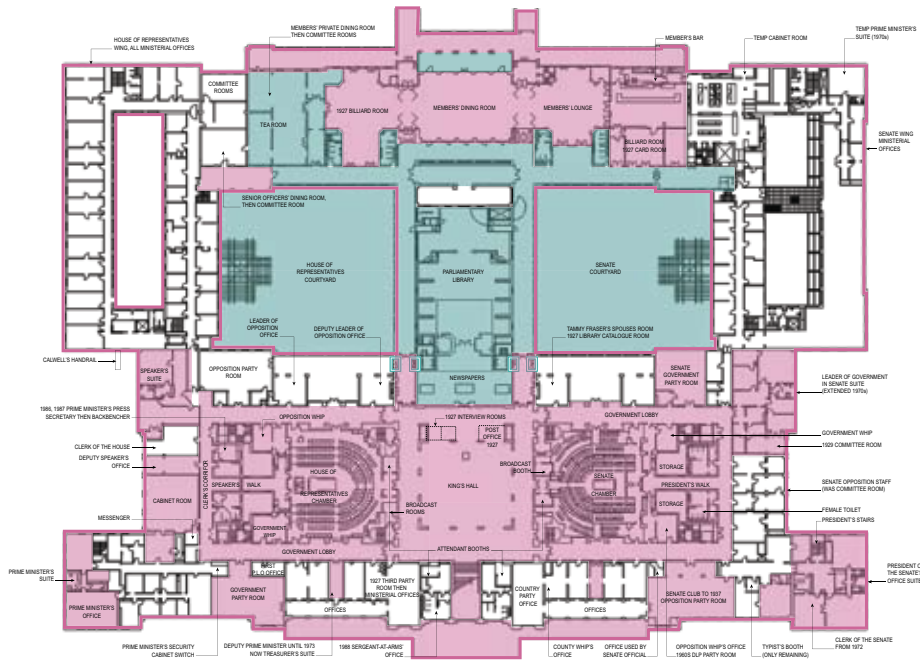
Criterion not represented



Criterion E: Aesthetic



Upper Floor



Main Floor

Not to scale

High sensitivity to change

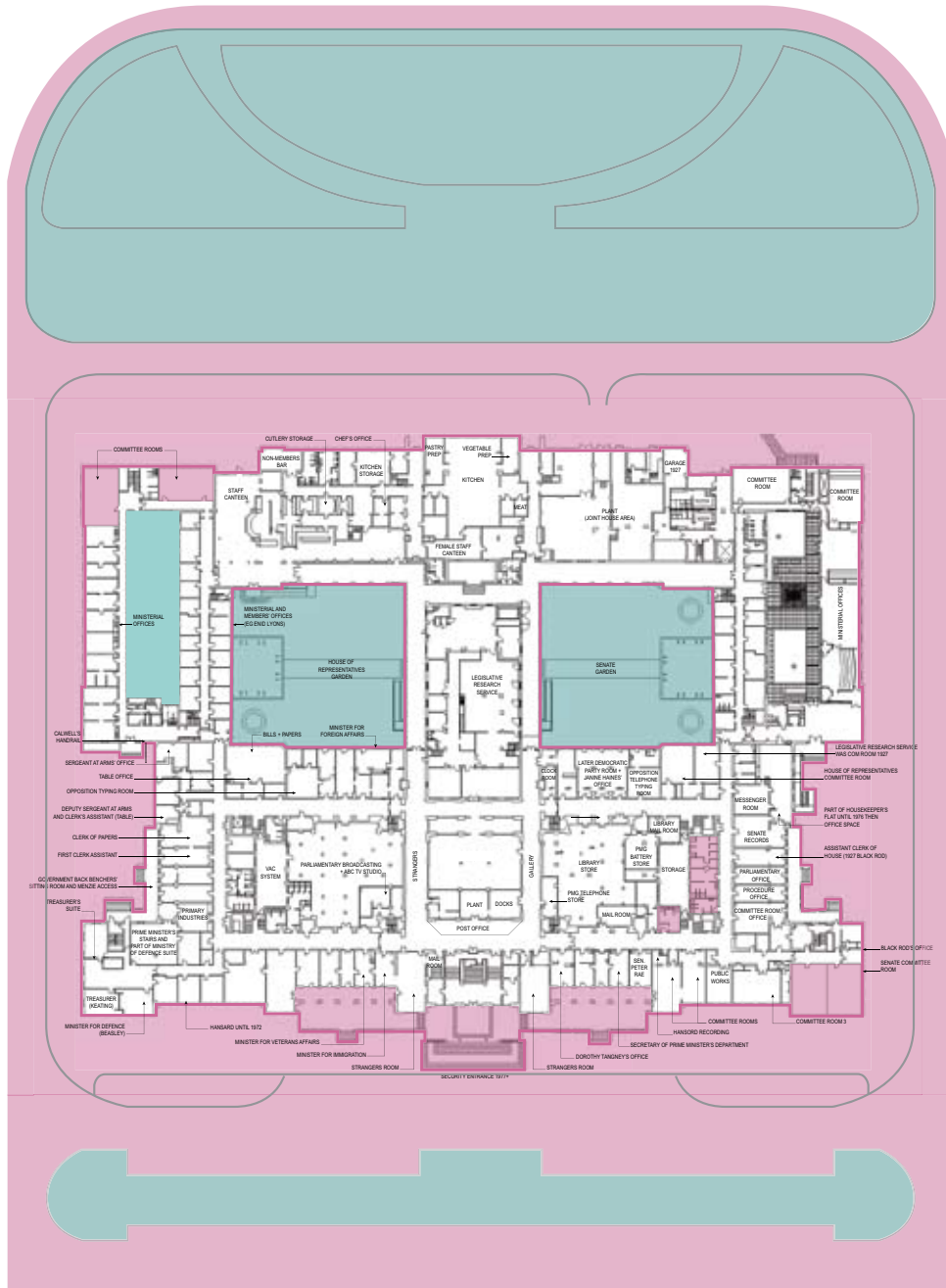
Low sensitivity to change

Criterion not represented



Criterion E: Aesthetic

Parliamentary Vista



- High sensitivity to change
- Low sensitivity to change
- Criterion not represented

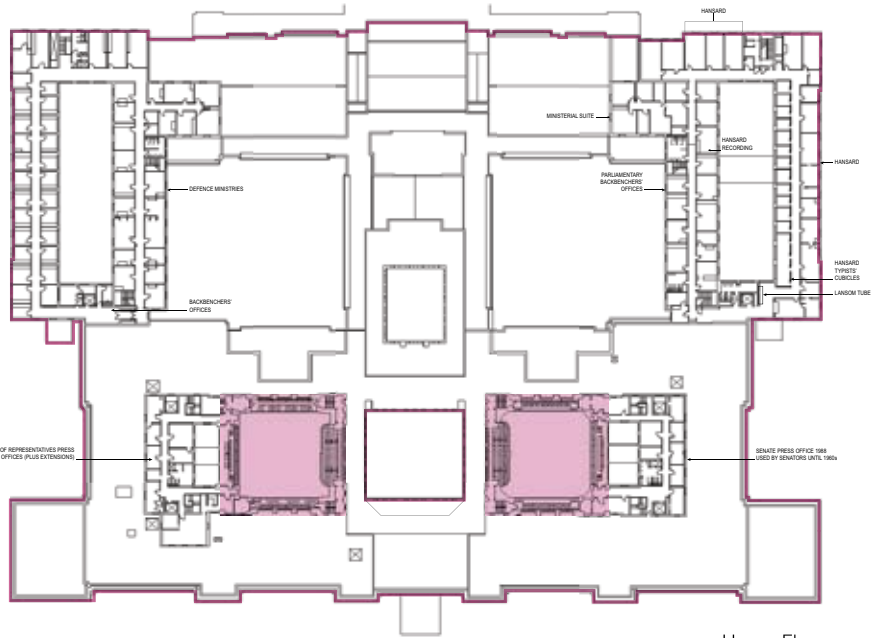
View to and from
Mt Ainslie

Lower Floor
to National Heritage
List Boundary

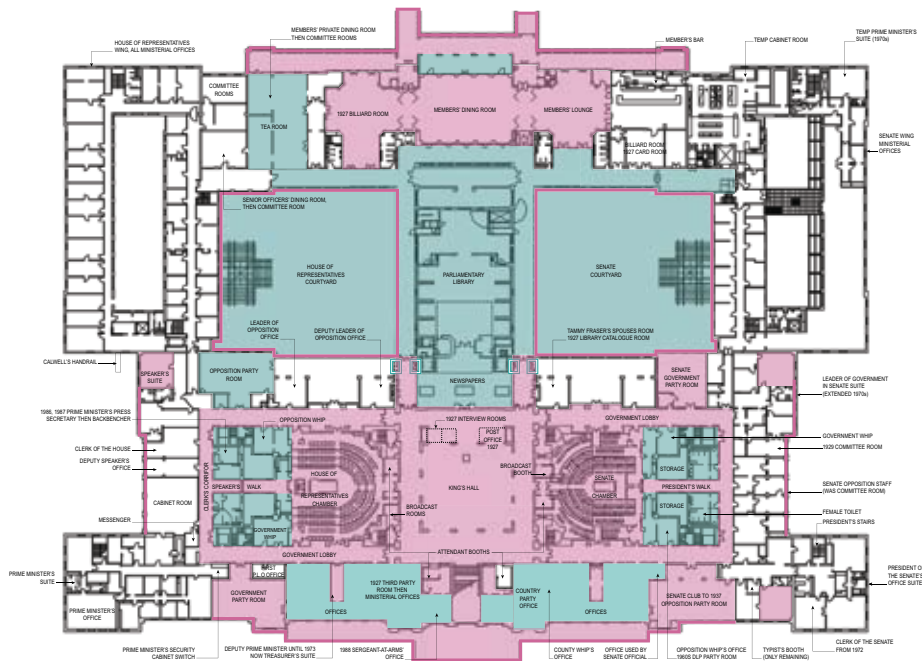
Not to scale



Criterion F: Technical



Upper Floor



Main Floor

Not to scale

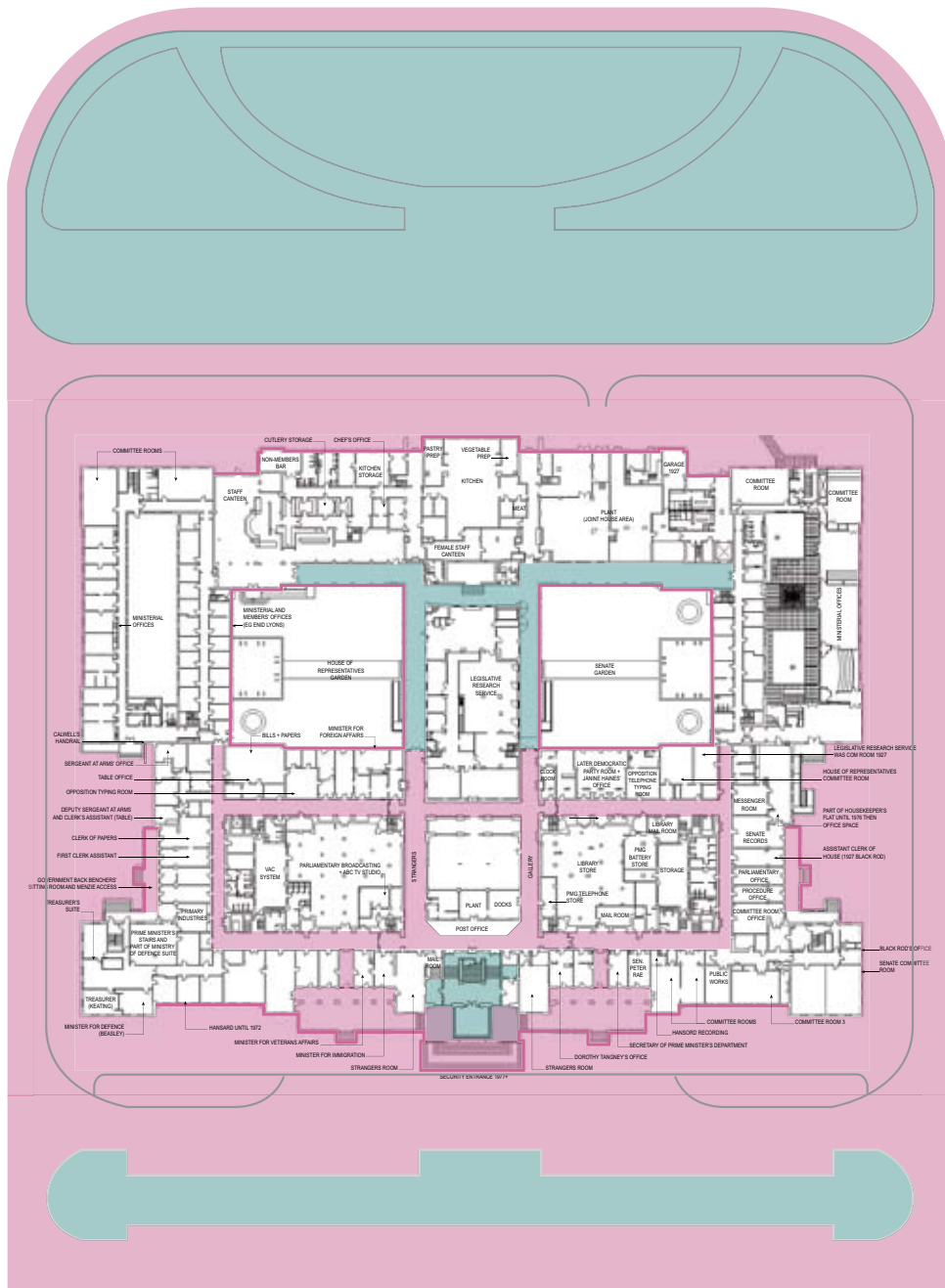
High sensitivity to change

Low sensitivity to change

Criterion not represented



Criterion F: Technical



Lower Floor
to National Heritage
List Boundary

Not to scale

High sensitivity to change

Low sensitivity to change

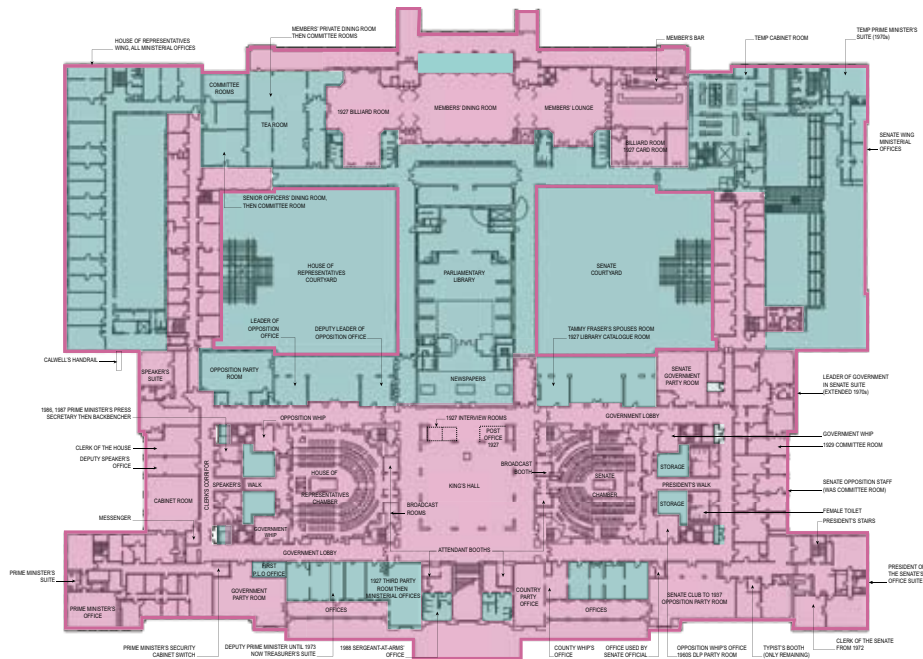
Criterion not represented



Criterion G: Social



Upper Floor



Main Floor

Not to scale

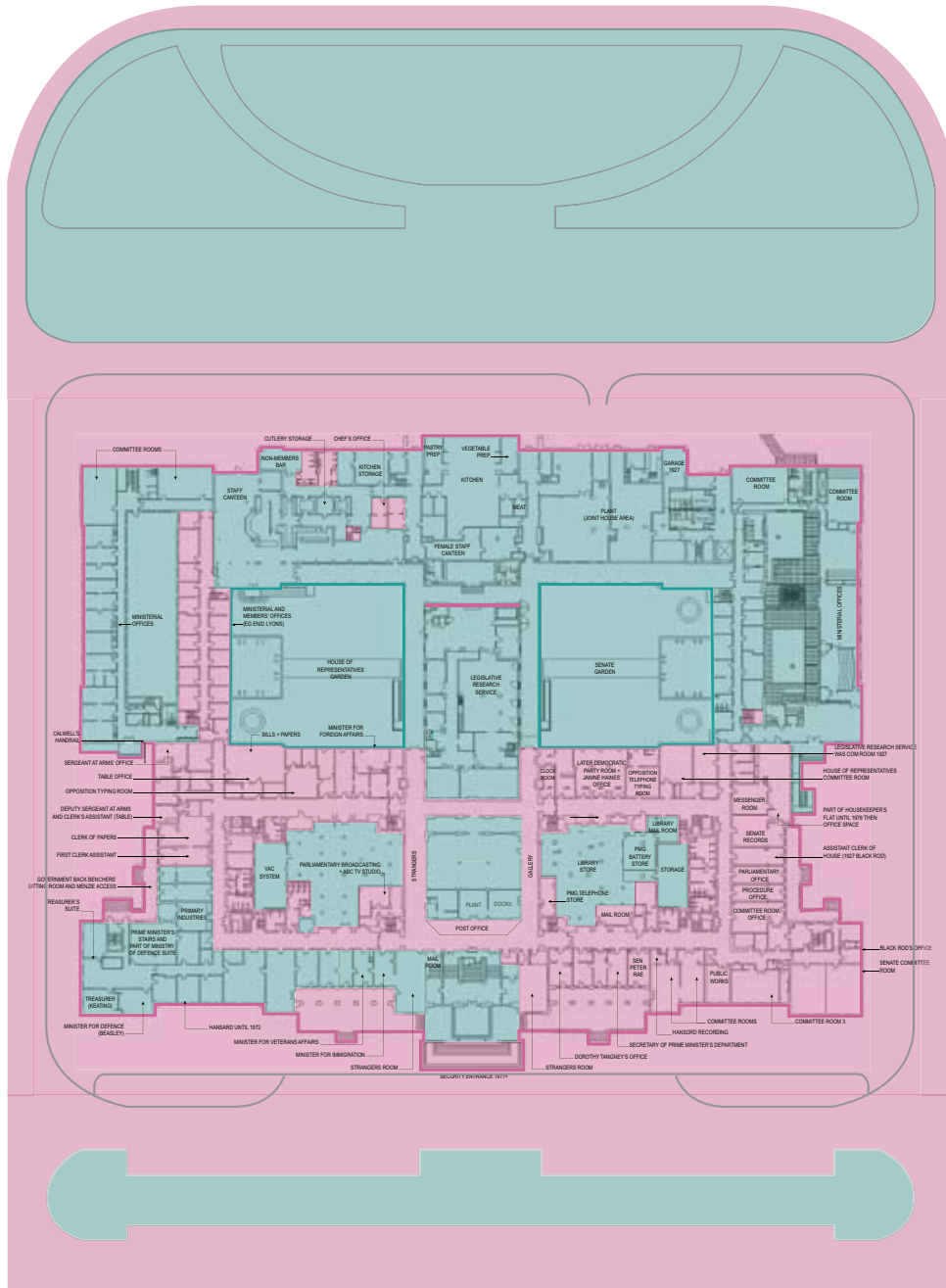
High sensitivity to change

Low sensitivity to change

Criterion not represented



Criterion G: Social



Lower Floor
to National Heritage
List Boundary

Not to scale



High sensitivity to change

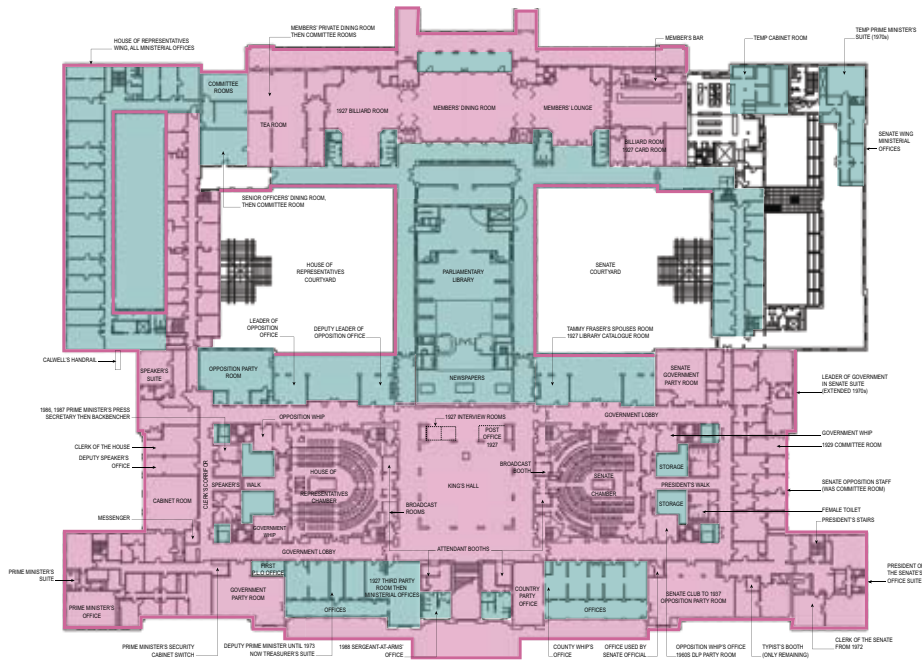
Low sensitivity to change

Criterion not represented

Criterion H: Significant People



Upper Floor



Main Floor

Not to scale

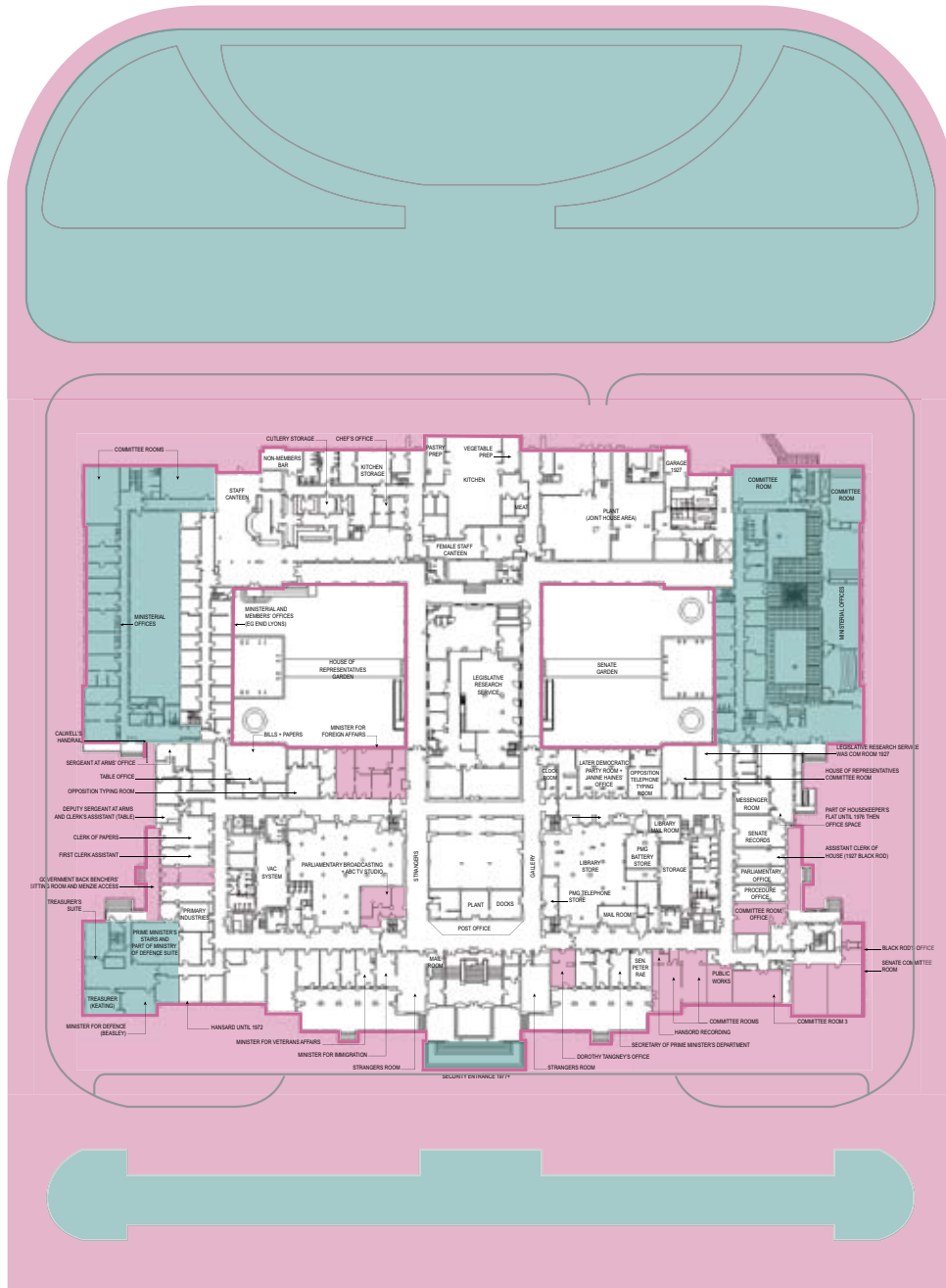


High sensitivity to change

Low sensitivity to change

Criterion not represented

Criterion H: Significant People



- High sensitivity to change
- Low sensitivity to change
- Criterion not represented

Lower Floor
to National Heritage
List Boundary

Not to scale



Risk analysis

Background

An analysis of the implications of the risks to the heritage values at Old Parliament House was undertaken as an important early step in the development of the Heritage Management Plan. Consultation was undertaken with a range of internal stakeholders. The views gathered provide different perspectives on the interaction of heritage management, maintenance and works and the promotional needs of the place. These views are synthesised in the Heritage Management Plan.

All of the heritage values embodied at Old Parliament House were considered in the risk analysis, including both the values represented in the physical form and fabric of the place, and the values embodied in a less tangible sense, such as the building's symbolic status. A risk matrix was developed for each of the National Heritage values, with the criteria for identifying the likelihood of each risk provided, together with ratings of the possible consequences (see Appendix H for risk matrix and full risk analysis). It is noteworthy that the risks identified for Old Parliament House tended to fall within an area of the matrix suggesting a generally moderate likelihood of risks occurring but a potential for extremely serious consequences should the risks be realised. This reflects the outstanding heritage values of Old Parliament House.

The purpose of the analysis was to identify the constraints operating at Old Parliament House with respect to effective conservation as well as those relating to possible future uses. By identifying the principal threats it was intended that Old Parliament House management could adopt proactive decision-making procedures that anticipated threats to heritage, rather than responding to them after the event.

The process of identifying the risks also had the effect of stimulating ideas in relation to future opportunities for Old Parliament House management to pursue in relation to the appropriate management of the place's heritage values.

Summary of identified risks

The risks to the identified values at Old Parliament House generally fall into two categories:

- risks to the fabric and form of the place
- risks to the less tangible values of the place.

The effects of risks to the fabric and form of the place tend to be measurable. They also tend to be the risks that are more readily identifiable in advance and therefore can be prevented. Examples of these risks include:

- fire, flood, theft, vandalism, natural disaster, terrorist attack etc
- inappropriate conservation work resulting in damage to heritage fabric

- inappropriate physical intervention (such as demolition or unsympathetic addition) of parts of Old Parliament House
- inappropriate use and/or inappropriate maintenance resulting in damage to heritage fabric
- the slow erosion of values through incremental change, culminating in major impacts on the place
- declining budgets and resources resulting in reduced and/or inadequate maintenance and monitoring.

The second category of risks relates principally to the less tangible values of Old Parliament House, and the need to ensure its ongoing use and the interpretation of its values to a wide audience. The risks identified in this regard include:

- a change of use to all or part of the place, or the carrying out of inappropriate activities (including inappropriate promotions) that results in a diminution of the symbolic values of Old Parliament House or a reduction in public access
- the failure to appropriately tell the stories of the place through ill-informed or ineffective interpretation
- the disengagement of important stakeholders (such as government and the public) from Old Parliament House as a result of failing to effectively communicate the place's heritage values or through inadequate consultation
- the reduction of Old Parliament House to a sterile and uninteresting environment rather than an active, living and engaging heritage place
- a privileging of some phases of the place's history over others as a result of a failure to appreciate its multi-layered heritage values
- a loss of important relationships between spaces, objects and people as a result of a failure to properly appreciate the significant associations at Old Parliament House.



Reconstructed Country Party Room

Photographer: Auspic

Source: Old Parliament House Collection

Summary of identified opportunities

The risks to the heritage values of Old Parliament House are generally manageable through proper planning. In this regard, opportunities for the continued use of proven effective policy documents and the preparation of new policy documents (or the review of existing ones) have been identified, including a Disaster Management Plan, Interpretation Plan, Human Impact Management Program, and Education Learning Strategy. Opportunities exist for training and targeted recruiting to respond to such identified risks.

In relation to the management of risks to fabric and form, an opportunity for the streamlining and formalising of assessment processes in-house has been identified, and has been realised through the development of an action proposal form with associated assessment procedures applied through a single responsible committee.

Other opportunities for minimising identified risks relate to the promotion of the place in the mind of the public. In particular, the harnessing of its symbolic status, and by telling the story of Australian democracy and the place's history in an engaging and exciting manner will help minimise risks to some of the less tangible values of Old Parliament House. These types of activities will be carried out in partnership with other bodies as appropriate. They will need to be supported by an ongoing research program, which will also ensure that important associations between spaces, things and people are not lost.

It has been recognised that changes in use (including new tenants, functions, events and other activities) need not necessarily be regarded solely in terms of risk. New uses can also enhance the heritage values of Old Parliament House and provide opportunities for its improved ongoing community use, conservation and interpretation.

Management response

The outcomes of the risk analysis are manifested in the Heritage Management Plan at a number of levels. They have informed the design of the zones, statements of intent and the objectives devised to manage the heritage values within them. Similarly, they have informed the many policies contained within the Heritage Management Plan. Together, the objectives and policies (and the action framework developed to give them effect) proactively address the identified threats to Old Parliament House's heritage values. They establish an assessment procedure for all actions and provide clear direction in relation to conservation, consultation, interpretation, monitoring of works, training and general management. They also respond to the identified opportunities for improved heritage management by identifying steps that might be taken to more effectively tell the stories of the place while making appropriate use of its internal spaces and movable heritage without impact on heritage values.



A school group in the House of Representatives Chamber, 2002

Photographer: Heide Smith

Source: Old Parliament House Collection

Summary condition

Physical

Overall, Old Parliament House is in a sound physical state. Over the past five years the building has undergone conservation work and a series of mechanical service upgrades. These are outlined in Appendix J. Future actions required are outlined in the section on Trends, below. A summary of the physical condition of the exterior, interior and movable heritage is as follows:

- The façade of the building is in fair condition. In 2001, a survey of the external fabric was completed⁷. The results indicated that most of pre-1988 render was in need of stabilisation and major sections have delaminated. Old Parliament House management is investigating the most appropriate method for conserving these sections.
- The interior of the building is in good condition overall. The cause and rate of physical deterioration are determined and measures to ameliorate wear and tear are implemented through a human impact management program. Wiring is a blend of contemporary and old, with much of the pre-1950s areas being in Vulcanised India Rubber cabling which must be replaced to meet Australian fire safety standards.
- The movable heritage collection and building fabric is in good condition overall. The collection is in use for interpretive purposes on the main floor, in staff areas, on loan to other collecting institutions for exhibitions and to tenants within Old Parliament House. The remainder is stored throughout the building and off-site. The condition of the collection is monitored and improved in accordance with the Collection Management Policy (see Part C Chapter 10).

Condition and integrity of the values

An assessment of the condition and integrity of the heritage values of the place was undertaken based on the methodology outlined in Appendix J. This methodology was developed specifically for Old Parliament House, informed by the Expert Advisory Panel, and captures the complexity of analysing conditions of values, rather than fabric.

Based on the detailed assessment presented in Appendix J, in summary, Old Parliament House displays fair condition and a medium level of integrity.

It is recognised that such a general statement masks a much more variable story when considering individual elements and spaces. For example there are some elements in poor condition (e.g. the pendant lights in Kings Hall or the front entry canopy) or with low

integrity (eg the main floor in the southwest wing), while others are in good condition (e.g. the Prime Minister's Suite) and have high integrity (e.g. the Chambers).

In such a large and complex building it is important to recognise the range of conditions and integrity.

Trends

As there is no real benchmark of condition and integrity for Old Parliament House, it is very difficult to assess trends. The information supporting the assessments is a mixture of current and older information. However in many cases there has been no ongoing collection of data to allow comparisons over time to be made.

There has been an ongoing program of movable heritage conservation, building maintenance and upgrade works at Old Parliament House.⁸ A reasonable surmise is that this work has improved the condition of the place. The impact on integrity is more complex and less clear. Major works in recent years have been completed to the former Private Members Dining Rooms and Press Gallery accommodation on the upper floor and roof areas.

A series of condition or integrity issues are yet to be addressed. These will be included in the Capital Works Plan and include:

- stabilisation of the façade render and painting rectification works
- upgrading disabled access to the main floor function and public areas
- removal of asbestos from the House of Representatives Wing
- ongoing upgrades of emergency services
- conservation and refurbishment of the former main kitchen
- areas to be vacated by the National Portrait Gallery
- Press Gallery accommodation on the Senate side; and
- conservation of the collection, in particular, in the House of Representative and Senate Chambers.

The assessment may provide some benchmark of condition and integrity to enable trends to be considered in future years. However, the considerable date variation in the data used will still make this a difficult task to undertake in a meaningful way. It may be that a better benchmark is established in the intervening years before the next full condition of heritage values in five years.

⁷ Connell Wagner 2001, Old Parliament House, External Building Fabric Study, unpublished report prepared for the Department of Environment, Water, Heritage and the Arts.

⁸ See DCITA 2004

4. Management Framework

Background

The management framework for Old Parliament House and Curtilage is entirely Commonwealth with two parties administering the area; these are the National Capital Authority and the Department of the Environment, Water, Heritage and the Arts (DEWHA).

The place sits in a broader Commonwealth Heritage Listed area known as the Parliament House Vista of some 260 hectares administered by the National Capital Authority—and is adjacent to other important places, buildings and landscapes.

The place must be managed as a feature in the broader landscape, as well as an individual element with its own heritage values. The key relationships are determined by its symbolic place in the landscape together with the social and historic functions performed in the place over time that have a broader community appeal across Australia and internationally.

The role of management is to continue to express and maintain the heritage values of the place by ameliorating risks and maintaining the attributes of the place in its setting; and to interpret and communicate the values across the broader Australian community so the place continues to be alive and meaningful to the existence of the nation.

The management of the place is also guided by the Old Parliament House Governing Council. This council is an advisory body, appointed by the Minister for the Environment, Heritage and the Arts which meets several times a year and has overall responsibility for advising on the strategic directions for Old Parliament House.

Australian legislation

Environment Protection and Biodiversity Conservation Act 1999

The principal legislation governing the management of the Old Parliament House is the EPBC Act. Under this Act the Department of the Environment, Water, Heritage and the Arts is responsible for ensuring the protection of the National and Commonwealth heritage listed values pursuant to the Act. The key objectives of the Act relevant to Old Parliament House are to:

- provide for the protection of the environment, especially those aspects of the environment that are matters of national environmental significance
- provide for the protection and conservation of heritage; and
- promote a cooperative approach to the protection and management of the environment involving governments, the community, landholders and indigenous peoples.

The EPBC Act also identifies and defines the principle of ecologically sustainable development that should underpin management decision making and defines key heritage management principles.

In association with the EPBC Act, the Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1) inform the practice of meeting the Act's requirements. Relevant sections are: Schedules 5A and 5B for National Heritage listed places and Schedules 7A and 7B for Commonwealth Heritage listed places (see Appendix A).

Other government legislation relating to finance, native title, administration, security and health safety, disability access and building regulations influence and direct activities of management.

This plan sets in place a formal administrative process for the assessment and approval of actions for the day-to-day activities of Old Parliament House. Matters that require approval under the EPBC Act are to be referred to the Department of the Environment, Water, Heritage and the Arts.

Australian Capital Territory (Planning and Land Management) Act 1988

The *Australian Capital Territory (Planning and Land Management) Act 1988*, establishes the National Capital Authority (NCA), and requires the NCA to prepare and administer a National Capital Plan. The *National Capital Plan* defines Designated Areas and sets out detailed policies for land use and detailed conditions of planning, design and development within them. Works approval must be obtained from the National Capital Authority for all 'works' proposed within a Designated Area.

The Old Parliament House and Curtilage is part of the Parliamentary Zone, a Designated Area as defined in the *National Capital Plan*. Therefore all external 'works' require written approval from the National Capital Authority.

Parliament Act 1974

Works proposed in the Parliamentary Zone also require approval of both Houses of Federal Parliament. The Joint Standing Committee on the National Capital and External Territories may inquire into development proposals within the Parliamentary Zone and make recommendations for their approval. Specified works require approval from Parliament. In general, these provisions apply to external works, and matters of minor impact, including maintenance and repair which may be reported to the Joint Standing Committee.

Codes and guidelines

The management of Old Parliament House is further guided by a number of national and internationally recognised conservation guidelines, standards and codes of practice.

DEWHA and Old Parliament House

Old Parliament House Management Structure

Old Parliament House (with the National Portrait Gallery) is a division of DEWHA. Old Parliament House management is divided into two branches—Content and Programs, and Heritage and Property,—with an adjunct section for business and governance. The Content and Programs branch is responsible for exhibition development, communications, visitor programs, learning and scholarship. The Heritage and Property branch is responsible for building services, capital projects and heritage (full Organisational chart in Appendix F).

There are a number of documents that guide and inform the management of Old Parliament House and Curtilage. These include: the DEWHA Corporate Plan, the DEWHA Heritage Strategy, the Old Parliament House Corporate Plan, and annual Business Plan. These all lead to other relevant management documents. The relationship between these key management documents and the Heritage Management Plan is outlined in Figure 7. Relevant information from the DEWHA Corporate Plan, DEWHA Heritage Strategy and Old Parliament House annual Business Plan are outlined below.

DEWHA has a diverse portfolio. Reporting is based on outcome structures established by the Portfolio budget statements. Old Parliament House falls under Outcome 4 and Output 4.1 as follows:

Outcome 4

Development of a rich and stimulating cultural sector for all Australians.

Output 4.1

Policy advice, program management and agency support which promotes excellence in, preservation and maintenance of, and access to Australia's cultural activities, national cultural collections and buildings and Indigenous languages.

The DEWHA Heritage Strategy provides an agency wide approach to heritage planning to guide DEWHA's program to meet its obligations under the EPBC Act. The Old Parliament House and Curtilage Heritage Management Plan satisfies DEWHA's obligations under 341S of the EPBC Act for Commonwealth Heritage Listed properties and is a plan of the Minister for the Environment, Heritage and the Arts under 324S of the EPBC Act for National Heritage Listed properties.

Old Parliament House Vision (Corporate Plan)

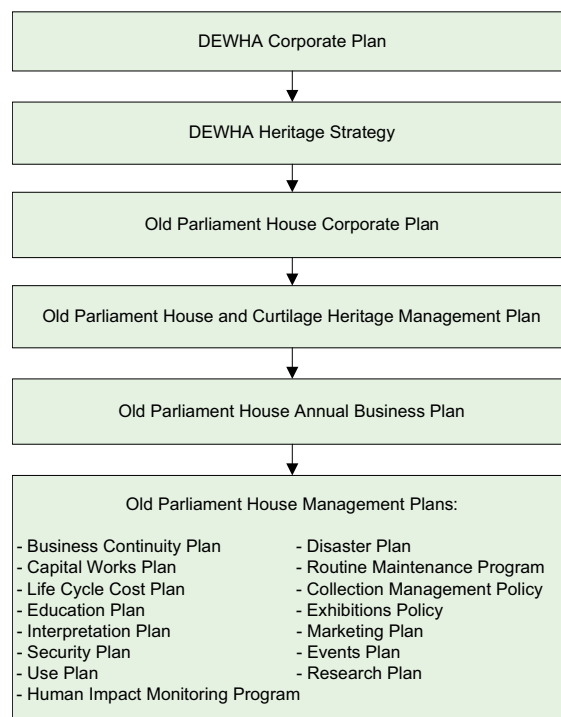
To conserve Old Parliament House as a symbol of Australian heritage and the home of parliamentary democracy and ensure that the people of Australia and international visitors are able to enjoy, appreciate and understand the building, its significance and contribution to the nation.

Old Parliament House Goals (Corporate Plan)

To achieve its vision, the management, staff, licensees, contractors and volunteers of Old Parliament House strive to:

- provide visitors with an educative and engaging experience that deepens understanding of Australia's democratic traditions, political and social history by interpreting the past to understand the present and explore the future
- optimise the heritage significance of the building and its collections by managing, conserving, interpreting, and presenting the heritage building and collections
- create and respond to increased visitor demand
- be regarded as a significant national Institution with a profile beyond Canberra
- sustain funding from government and increase funding from non-government sources; and
- implement governance arrangements, staffing capability and planning structures to effectively meet emerging demand.

Figure 7—Relationship between DEWHA and Old Parliament House management documents



National Capital Authority and the National Capital Plan

The key statutory planning document influencing the management of the Old Parliament House and Curtilage is the *National Capital Plan*, administered by the National Capital Authority.

The object of the *National Capital Plan* is to ensure that Canberra and the Australian Capital Territory are planned and developed in accordance with their

national significance. In particular, the plan seeks to preserve and enhance the special characteristics and those qualities of the National Capital which are of national significance. Areas of national significance are identified as 'Designated Areas', which include both 'National Land' (managed by the Commonwealth) and 'Territory Land' (managed by the ACT Government).

The plan describes the broad pattern of land use to be adopted in the development of Canberra and other relevant matters of broad policy. The plan also sets out detailed conditions for the planning, design and development of National Land.

Works within a Designated Area require written approval from the National Capital Authority and must meet these detailed conditions. Such works include:

- new buildings or structures
- relocation of or installation of new sculptures
- landscaping
- excavation
- tree felling; and
- demolition.

Community

Old Parliament House is one of a number of heritage listed properties in the region and one of many important buildings in the local environment. There are a number of organisations and partnerships that work together to foster an appreciation of, and improved management outcomes for, cultural heritage in the region. Old Parliament House maintains an active role in these organisations in order to pursue continuous improvement in the management of heritage properties and to enhance the capacity and skills of people involved in the management of heritage places within the region.

Old Parliament House management acknowledges that the community and particularly the volunteers and associates of the place contribute significantly to its living history and help keep the place alive. They are crucial to the informed interpretation and management of the place.

Potential Use Plan

The Potential Use Plan provides a process for developing the Heritage Management Plan and a framework for use of spaces in Old Parliament House. The Potential Use Plan has as its foundation the protection of the heritage values of the place, along with providing space for services, access for social activity, and opportunities for the presentation and interpretation of the heritage values.

The Potential Use Plan has been informed by specific elements in the Heritage Management Plan including the core principles, risk analysis, policies, and the zones, whilst considering change of use on the following (in order of priority):

- long term benefits for/impacts on the integrity of the heritage values of the place
- monitoring the impacts of change of use
- interpretation, exhibition and educational requirements
- corporate objectives and the impact on organisational functionality
- revenue opportunities and generation; and
- storage requirements.

It is important to note that Old Parliament House will work towards having a base level of interpretation in all areas, regardless of primary use.

Future uses may capture trends towards:

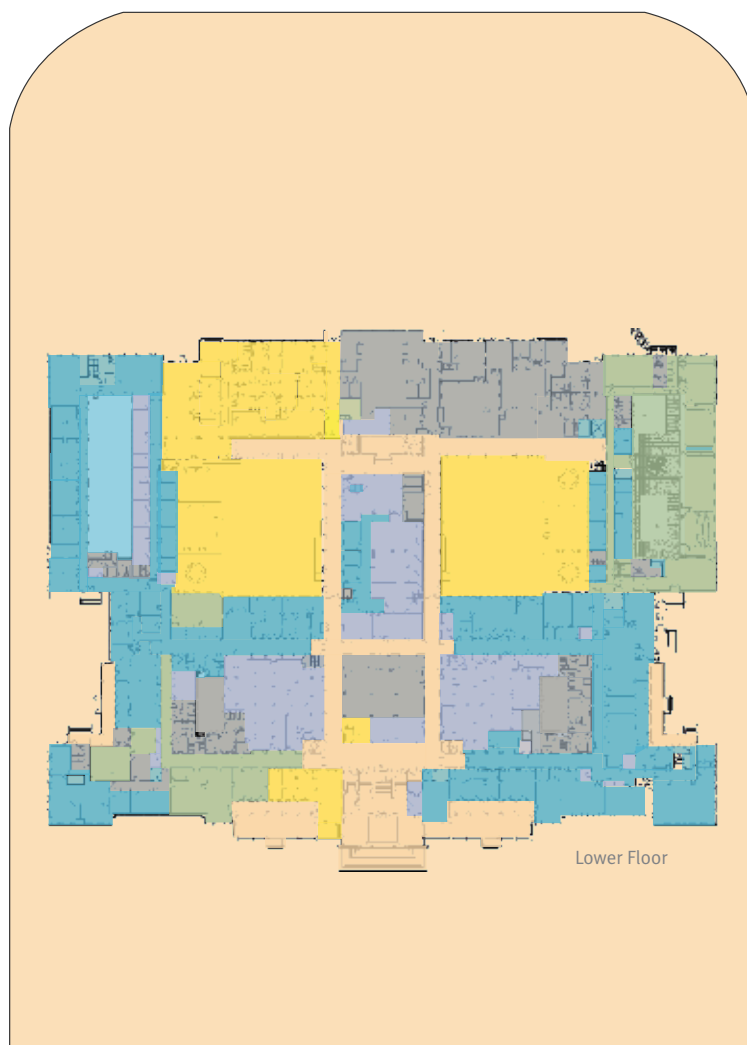
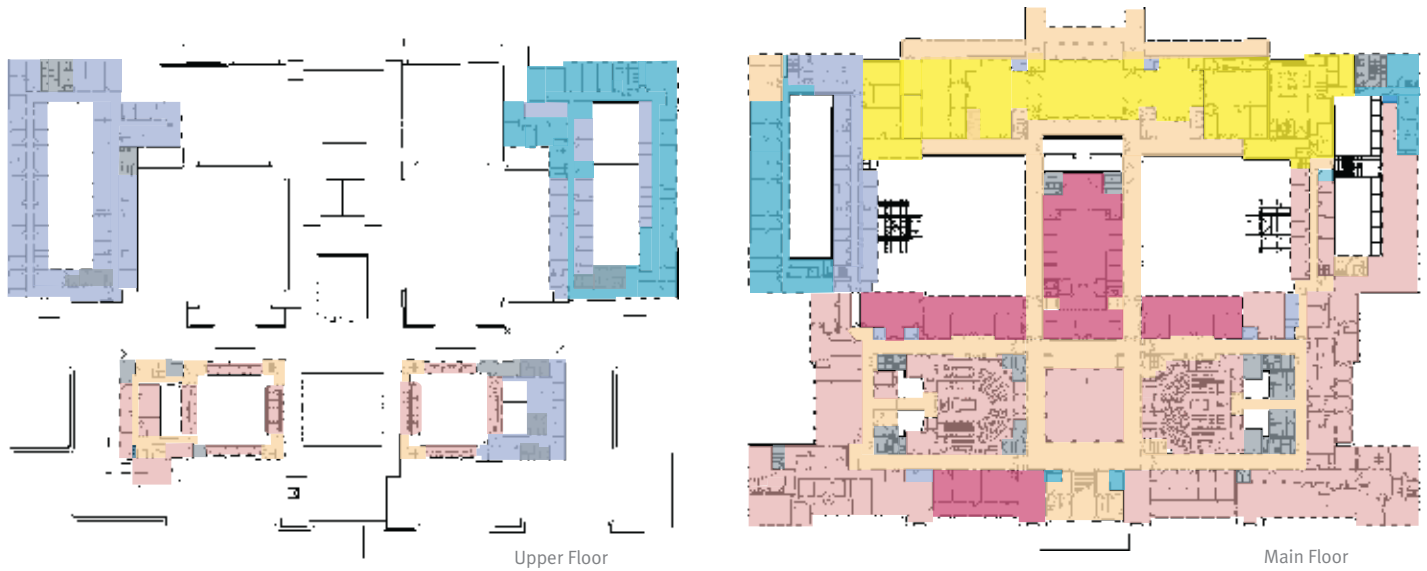
- more heritage interpretation
- more space for education uses
- less storage space; and
- less tenanted office space.

In order to achieve this Potential Use Plan, Old Parliament House management will develop interim use plans to ensure regular activities and safety are maintained during building and conservation works. Old Parliament House management will prepare a revised potential use plan annually for presentation to the Old Parliament House Governing Council for comment and advice, and for final endorsement by the appropriate officer.

Figures 8 and 9 outline the current and potential use plans, incorporating the requirements of known and potential activities in the place. These are:

- **Heritage Interpretation** – permanent and temporary displays using various techniques to interpret the heritage values (linked to public programs and education)
- **Temporary and Long Term Exhibitions** – associated with and functions of the heritage interpretation of Old Parliament House
- **Public Programs** – events, ongoing tours, exhibition/interpretation related activities
- **Education Facilities** – school tours, Old Parliament House holiday programs, life long learning
- **Storage** – for the collection
- **Support Services** – kitchens, plant rooms, lifts, stairs, light wells
- **Commercial and Public Facilities** – catering facilities (functions, fine dining, cafe, kitchen areas), retail outlet; and
- **Office Areas** – for Old Parliament House staff and tenants (existing and potential).

Figure 8: 2008 Use Plan



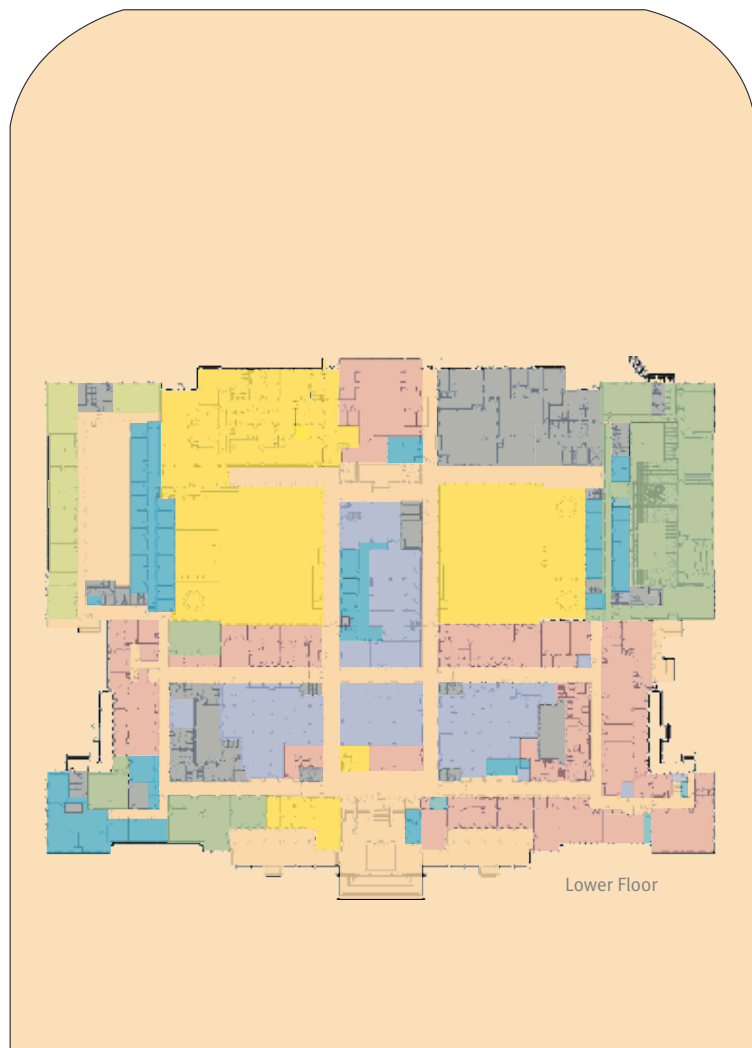
2008 Use Plan

- Heritage Interpretation
 - Galleries, Exhibitions
 - Commercial
shop/catering/kitchen
 - Education Areas
 - Education PM Centre
exhibition/office/study rooms
 - Public Circulation
& commercial courtyard areas
 - Office Areas
OPH staff/tenants/meetings
 - Storage Areas
Collection
 - Support Services
- ***Plant rooms/kitchens/
toilets/lifts/stairs/light wells

Public Access

Support & Services

Figure 9: 2013 Potential Use Plan



2013 Use Plan

- Heritage Interpretation
- Galleries, Exhibitions
- Commercial
shop/catering/kitchen
- Education Areas
- APMC Centre
office/study rooms
- Public Circulation
& commercial courtyard areas
- Office Areas
OPH staff/tenants/meetings
- Storage Areas
Collection
- Support Services
***Plant rooms/kitchens/
toilets/lifts/stairs/light wells

Public Access

Support & Services





B

Part B – Management





5. Policies

Background

The policies are derived from a consideration of:

- the heritage values of Old Parliament House
- the identified risks to those values; and
- the uses, constraints and opportunities affecting the place.

The policies and specific tasks form a framework for the management of the heritage values of Old Parliament House in their socio/cultural, commercial and environmental context. See Appendix I for the rationales and commentaries supporting the policies.

The policies inform the zones and their statements of intent and objectives (see Zones, Chapter 6). The zones enact the intent of the policy framework in relation to the conservation and management of the different areas of the building which embody the diverse aspects of the heritage values.

There are eight key policy areas:

1 Conservation

This policy provides the framework for the physical conservation of the heritage values of Old Parliament House for making decisions about conservation work, conservation management activities and undertaking ongoing research.

2 Management Approach

This policy provides the framework for assessing and making robust decisions about action proposals.

3 Documentation and Monitoring

This policy provides for the recording of change at Old Parliament House and for monitoring and evaluating the performance of the Policies.

4 Communication and Interpretation

This policy provides for consultation with community and stakeholders and the interpretation and promotion of the heritage values of the place.

5 Existing and Future Uses

This policy provides the framework for the continuation or cessation of existing uses and the facilitation of new uses.

6 Access, Security, Plant and Services

This policy provides for the conservation of the heritage values of Old Parliament House in the context of facilitating access, security requirements, plant and services.

7 Acquisitions, Disposals and Leasing

This policy provides direction for accessioning, de-accessioning, leasing and other forms of disposal or acquisition of parts of Old Parliament House, including movable heritage.

8 Environmental Management

This policy provides for the co-ordination of heritage management and sound environmental management.



Front of Old Parliament House
Source: National Archives of Australia

1 Conservation

Old Parliament House management must conserve the heritage values of the place in accordance with the EPBC Act and the ACT (Planning and Land Management) Act 1988. Old Parliament House management will recognise and adopt the official heritage values and statements of significance as a basis for management of the place through: applying the Burra Charter; employing competent heritage managers and advisors; undertaking appropriate research and assessment prior to making decisions which may impact upon heritage values; and seeking funds to manage the place based upon a nil decline in the condition of heritage values.

Conservation Approach

		Specific tasks
1.1 Principal management documents	<p>1.1.1 The heritage values of Old Parliament House must be conserved and managed in accordance with the Heritage Management Plan and the Burra Charter.</p> <p>1.1.2 Old Parliament House management must review and update the Heritage Management Plan every five years or as necessary and annually report on its implementation as specified in the EPBC Amendment Regulations 5A (10.01C) and 7A (10.01E).</p>	<p>Consult the Heritage Management Plan and Burra Charter in relation to all proposed Actions.</p> <p>Review other Old Parliament House planning and management documents to be consistent with this Heritage Management Plan.</p> <p>Review and update the Heritage Management Plan as necessary and every five years.</p>
1.2 Conservation Processes	<p>1.2.1 Conservation, maintenance, preservation, restoration, reconstruction and adaptation works (as defined by the Burra Charter) must be carried out in accordance with the Burra Charter. The respective need for conservation, preservation, restoration, reconstruction and adaptation must be determined by reference to Old Parliament House's heritage values and their sensitivity to change.</p>	<p>Provide a program to upgrade and update statements of value for individual spaces within the zones based on an assessment of priority needs.</p> <p>Prepare an annual prioritised heritage research and assessment program to achieve this, informed by the risk analysis and condition of values assessment.</p>
1.3 Specific elements of the conservation processes	<p>1.3.1 Conserve, protect and maintain all heritage fabric (attributes of the values) of the building pertaining to the functions and occupation of Parliament including:</p> <ul style="list-style-type: none"> a the existing external and internal fabric, spaces, objects and servicing; b the interwar, stripped classical architectural style, symmetrical style, form, massing and details of the building in its open vista setting; and c all rooms of design, architectural and functional interest and their juxtapositions. 	

Conservation Approach

		Specific tasks
1.4 Retention of fabric in situ	<p>1.4.1 Heritage building fabric (pre 1988) must be retained in situ commensurate with its heritage values and sensitivity to change, unless precluded by legislative requirements, health and safety considerations, threat of vandalism or theft, and/or severely deteriorated condition.</p> <p>1.4.2 Any proposal to remove fabric to protect it from threats of deterioration, theft or vandalism will be an Action which must be assessed.</p> <p>1.4.3 A representative sample of insitu fabric must be retained where feasible.</p> <p>1.4.4 Traditional techniques and materials for the conservation of fabric of heritage value must be preferred, except where modern techniques and materials offer substantial conservation benefits (Burra Charter, Article 4).</p>	<p>Develop floor covering conservation schedule.</p> <p>Review and implement the recommendations of the Engineering Heritage Study.</p>
1.5 Removing heritage fabric	<p>1.5.1 Where fabric of heritage value is removed as a result of an Action, which has been assessed following the procedures contained in the Heritage Management Plan, this must be preceded by, and carried out with, appropriate documentation and monitoring.</p> <p>1.5.2 All removed fabric must be assessed and protected in accordance with its heritage values.</p> <p>1.5.3 All removed fabric which is assessed as possessing heritage value must be stored on site, as far as possible (Burra Charter, Article 33).</p> <p>1.5.4 In situ evidence of removed fabric of heritage value must be retained where this is consistent with the heritage values of the place.</p> <p>1.5.5 New/replacement fabric must be labelled and discernable as such on close inspection.</p>	<p>Ensure all removed fabric is documented and stored appropriately.</p>
1.6 Intrusive fabric	<p>1.6.1 Intrusive fabric must be removed where to do so does not cause greater adverse impact on heritage values than its retention (for example through damage to heritage fabric) unless:</p> <ul style="list-style-type: none"> a it plays an essential role in the operation or management of the place; or b its retention is necessary to maintain operational or safety standards. <p>1.6.2 Intrusive fabric is fabric which detracts from, or diminishes, the heritage values of the place. For example, post 1988 fabric.</p>	<p>Prepare a plan to identify, remove and remediate intrusive elements. The plan will identify priorities (for example post 1988 additions) to enhance the interpretation of Old Parliament House heritage values.</p>
1.7 Protection of the setting	<p>1.7.1 The setting will be protected by:</p> <ul style="list-style-type: none"> a maintaining the relationship with the adjacent House of Representative Gardens and Senate Gardens b ensuring the Parliament House Vista is unimpeded by works on Old Parliament House c ensuring no additions or extensions are made to the external boundaries (elevations and roof) of the building and its curtilage; and d conserving and protecting views to and from Old Parliament House. 	

Conservation Approach

		Specific tasks
<p>1.8 Conserving the layered history of Old Parliament House</p>	<p>1.8.1 Wherever possible the conservation of one 'layer' of the Old Parliament House story should not compromise the conservation and interpretation of other 'layers'. Maintenance or capital work must be undertaken in accordance with the identified heritage values of the layers.</p> <p>1.8.2 Where maintenance or capital work or physical intervention in the building has the potential to expose earlier, hidden layers of fabric, this work will be assessed using the procedures in this Heritage Management Plan.</p> <p>1.8.3 Such Actions may be approved with appropriate conditions which ensure that:</p> <ul style="list-style-type: none"> a the work is undertaken by an appropriate person; and b the heritage value of the newly revealed fabric is assessed and is subsequently managed in line with this Heritage Management Plan. 	



Conservation and reconstruction of the hand painted wall features in the Members' Private Dining Room, 2003
Source: Old Parliament House Collection

Treatment Approach

		Specific tasks
<p>1.9 Treatment of specific components of the building fabric</p>	<p>1.9.1 All treatment of components must be carried out in accordance with the corresponding Permitted Action Schedule or seek approval of approach via an Action Proposal Form (see Chapter 8).</p> <p>1.9.2 A cleaning program must be implemented in accordance with the Housekeeping Permitted Action Schedule.</p> <p>1.9.3 The treatment of specific components of the building should be carried out as outlined below. This is not an exhaustive list of treatments, but rather a specific list of key components.</p> <p>a The roof line must remain below the height of the parapet line. The roof cladding and structure should be repaired where feasible, or modified and replaced as necessary.</p> <p>b Where feasible, pre-1988 floor fabric should be conserved, with appropriate finishes. Sample areas of rubber flooring should be retained in use and on display where their ongoing conservation can be achieved. Where rubber or parquet floor materials are unserviceable and it is intended to lay new and different floor coverings (eg carpet in place of rubber), consideration should be given to methods of laying new floor coverings on top of old which might maximise conservation of the earlier flooring. Every effort should be made to conserve in situ at least a sample of original flooring treatments if more extensive conservation is not feasible. If flooring has been assessed by Action Committee for removal due to poor condition, then a replica must be considered the most appropriate alternative (see also policies 1.4.1 and 1.5.5).</p> <p>c Ceilings in spaces with high individual heritage value should be retained at their existing height or reconstructed to the height that reflects their significance. In other areas existing lowered ceiling heights may be retained if needed to conceal mechanical or electrical services.</p> <p>d Evidence of former colour schemes should be researched and documented to the highest standard of heritage practice.</p> <p>The colour schemes applied to the exterior or interior spaces of heritage value in Old Parliament House should be based on a documented former scheme.</p> <p>Painting of interior spaces in sympathetic but non-historical new colours is an acceptable component of adaptation to new uses where the level of sensitivity to change allows, and where interpretation of the building is not a primary function of the space.</p>	<p>Research and develop a palette of colours appropriate to different spaces and components of the place for repainting and maintenance work.</p>

Treatment Approach

		Specific tasks
e	Frequent painting of pre-1988 surfaces for exhibition purposes should be discouraged or other techniques used, to retain pre-1988 architectural textures. Painting exhibition messages on pre-1988 walls should not be undertaken.	Develop and implement a Permitted Actions Schedule for painting and the preparation of exhibition spaces.
f	Skylights should be maintained to allow natural light to enter the building.	Monitor and modify if necessary, the UV and visible light levels from the skylights
g	The external fabric of the building should be stabilised using the most effective conservation techniques.	Seek conservation expertise to review the exterior fabric report (Connell Wagner 2001) with particular attention to experimental and non-traditional works recommendations.



Parliamentary Library

Photographer: Auspic

Source: Old Parliament House Collection

Movable Heritage (Collections)

1.10 Conservation and management of movable heritage and collections	<p>1.10.1 The Old Parliament House Collection Management Policy must be the principal guide for decisions about the collection (Part C, Chapter 10).</p> <p>1.10.2 Old Parliament House management must be guided by the AICCM Code of Practice, the ICOM Code of Ethics for Museums and the Museums Australia (MA) Code of Ethics.</p> <p>1.10.3 Access and use of collection items must be balanced against the conservation, care and security of the items to ensure their long term conservation and survival (Collection Management Policy 6.2).</p> <p>1.10.4 Acquisitions to the collection are encouraged where they contribute to and enhance the heritage values of Old Parliament House (Collection Management Policy 3).</p> <p>1.10.5 All items offered to OPH for inclusion in the collection, whether purchased or donated, must be recommended by the OPH Acquisition Committee to the Delegate for approval before becoming a part of the OPH collection (NB this does not include the purchase of Resource material such as books or journals) (Collection Management Policy 3.3).</p> <p>1.10.6 All items must be accessioned to international standards and recorded in a database (Collection Management Policy 4).</p> <p>1.10.7 Storage must be made available on site as far as practicable as a priority to ensure security, environmental management and monitoring.</p> <p>1.10.8 Old Parliament House may permit off-site loans for conservation management and exhibition in accordance with the Collection Management Policy.</p> <p>1.10.9 Old Parliament House must develop a Memorandum Of Understanding with the owners of items which contribute to the heritage values of the place but are not owned by Old Parliament House.</p>	<p>Specific tasks</p> <p>Update and implement the Collection Management Policy to be consistent with the Heritage Management Plan.</p> <p>Complete the movable heritage database and link it to this Heritage Management Plan.</p> <p>Complete outstanding accessioning.</p> <p>Reassess the depreciation value and conservation requirements of the collections.</p> <p>Implement standards of AICCM Code of Practice, ICOM Code of Ethics for Museums and the Museums Australia (MA) Code of Ethics.</p> <p>Review the collection storage facilities at Old Parliament House to provide an appropriate on site environment for storage of movable heritage.</p> <p>Update and implement the Storage Plan.</p> <p>Develop a schedule of items which contribute to the heritage values of Old Parliament House but are not owned by Old Parliament House.</p>
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Collections staff assessing the condition of movable items in storage

Source: Old Parliament House Collection

Movable Heritage (Collections)

		Specific tasks
<p>1.11 Use of original items of movable heritage</p>	<p>1.11.1 The use of original items of movable heritage in display, interpretation, exhibition etc may be considered where adequate safeguards for their physical security can be provided.</p> <p>1.11.2 The use of original items (for example furniture) in general office operations must be encouraged unless;</p> <ul style="list-style-type: none"> a the continued use would adversely impact on the heritage values of the items or place; or, b where precluded by health and safety considerations. <p>1.11.3 Replicas may be used for interpretive purposes where original furniture, fittings etc don't exist or the intended interpretive use would jeopardise the conservation of original pieces. Replicas must be labelled and discernible as such on close inspection.</p>	<p>Actively protect items of movable heritage in use or in storage from damage during works that may physically impact on them.</p>



The dining room in the President of the Senates' Suite is part of the 1970s extensions to the North Wing featured here with a selection of the 1970s furniture collection purchased for the new suite

Source: National Archives of Australia Series A6180/2 date: 27-8-1973

Qualifications and Expertise

		Specific tasks
1.12 Heritage expertise	<p>1.12.1 Old Parliament House must maintain a staff solely responsible for heritage.</p> <p>1.12.2 Only appropriately competent people may:</p> <ul style="list-style-type: none"> a provide advice to Old Parliament House personnel with respect to the carrying out of heritage conservation works b determine the appropriateness of Proposed Actions in heritage terms c certify heritage assessments or assess Proposed Actions; and/or d supervise or carry out conservation work. <p>1.12.3 Senior heritage staff must be able to demonstrate competence and experience in heritage matters.</p> <p>1.12.4 Competent direction and supervision must be maintained at all stages, and any changes should be implemented by people with appropriate knowledge and skills (Burra Charter, Article 30).</p> <p>1.12.5 Relevant Old Parliament House staff must have access to conservation-focussed periodic in-service training.</p> <p>1.12.6 All staff and tenants must attend heritage awareness training on induction.</p> <p>1.12.7 Where requisite in-house skills or knowledge are not available, external consultants must be engaged to provide the skills or knowledge.</p> <p>1.12.8 Old Parliament House may maintain an Expert Advisory Panel in order to provide expert advice, peer review and support to Old Parliament House staff.</p> <p>1.12.9 Old Parliament House may seek advice from the DEWHA Heritage Division.</p>	<p>Develop a schedule of heritage competencies required for all Old Parliament House staff positions.</p> <p>Review the existing skills base at Old Parliament House and engage in targeted training and recruiting if necessary.</p> <p>Establish and implement a continuous improvement and training program focussed on heritage conservation and management.</p> <p>Prepare and maintain a training competencies database for Old Parliament House staff and volunteers</p> <p>Maintain a panel of heritage, conservation and interpretation consultants.</p> <p>Establish the Expert Advisory Panel. Draft clear Terms of Reference for the Panel.</p> <p>Convene regular, well planned meetings of the Panel to provide advice, peer review and support on issues as required by Old Parliament House staff.</p>
1.13 Training	<p>1.13.1 Old Parliament House management must pursue an active and ongoing training program for all new and existing staff, and contractors where relevant, which reflects the content and intent of the Heritage Management Plan and which is responsive to the changing needs of the place and new technologies.</p>	<p>Undertake ongoing research program in order to document and prepare Statements of Value for all spaces in Old Parliament House.</p>

Research

		Specific tasks
1.14 Research	<p>1.14.1 Old Parliament House management must conduct ongoing research into the heritage values of the place.</p> <p>1.14.2 Old Parliament House management must prepare a public schedule of priority research areas to encourage research activity into areas that will assist in the management of heritage values.</p> <p>1.14.3 Old Parliament House management must maintain and expand the oral history program.</p> <p>1.13.4 Old Parliament House management must maintain and expand the room by room/area and movable collection research and documentation.</p> <p>1.14.5 Old Parliament House management may facilitate research through partnerships with tertiary institutions.</p> <p>1.14.6 Old Parliament House management must store research data in a sustainable and permanent form and make it publicly available, subject to the requirements of security and privacy, where this is culturally appropriate.</p> <p>1.14.7 Old Parliament House management must maintain a Reference Collection of highly significant items of movable heritage and examples of common movable items in good condition, for research and conservation purposes (Collection Management Policy 7).</p>	<p>Undertake ongoing research program in order to document and prepare Statements of Value for all spaces in Old Parliament House.</p> <p>Review and where necessary update the Education Policy to ensure integration with the research aims of Old Parliament House.</p> <p>Identify and publish priority research areas.</p> <p>Develop and implement a list of heritage studies required in priority order.</p> <p>Prepare priorities for the oral history program.</p> <p>Investigate the provision of funding assistance for research by external parties (eg university students) where the research is beneficial to the management of the heritage values at Old Parliament House.</p> <p>Identify relevant archival material in the possession of government departments, agencies or other institutions which is relevant to Old Parliament House. Assess risks to the archival material and where under threat seek their return to Old Parliament House.</p> <p>Maintain and extend as needed the Reference Collection of movable heritage.</p>
1.15 Managing research impacts	<p>1.15.1 'Disturbance of significant fabric for study, or to obtain evidence, should be minimised. Study of the place by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on conservation of the place, or to obtain important evidence about to be lost or made inaccessible' (Burra Charter, Article 28).</p> <p>1.15.2 Research in Old Parliament House must be considered an Action requiring the assessment of an Action Proposal Form, unless specifically permitted in the Building Fabric Investigation Permitted Actions Schedule.</p>	<p>Develop and implement Research Permitted Actions Schedule.</p>

Archaeology and Flora

		Specific tasks
1.16 Potential archaeology	<p>1.16.1 Ground disturbance must be preceded by an archaeological assessment and, where archaeological potential is identified, carried out in accordance with the assessment's recommendations for archaeological heritage management.</p> <p>1.16.2 Archaeological assessments must be undertaken by a competent archaeologist.</p> <p>1.16.3 A competent archaeologist shall supervise any ground disturbance in areas identified as being archaeologically sensitive.</p>	<p>Prepare an archaeological sensitivity zoning study for Old Parliament House.</p>
1.17 Flora species	<p>1.17.1 Old Parliament House management must liaise with the National Capital Authority to develop and implement a plan to protect and propagate flora species of heritage value in order to maintain the heritage values of the gardens and plantings at Old Parliament House.</p> <p>1.17.2 Old Parliament House management must prepare a program for the maintenance of the gardens in the curtilage area.</p>	<p>In consultation with the National Capital Authority, prepare a study which identifies plant species of heritage value and provides recommendations for the conservation of their genetic material, preferably off site for security reasons.</p> <p>Implement recommendations from the South East Wing Courtyard Garden study.</p> <p>Develop and implement a program for the maintenance of the gardens.</p>



The House of Representatives Wing Courtyard Garden, 2005
Source: Old Parliament House Collection

2 Management Approach

Old Parliament House management must maintain a cross organisational committee to ensure the protection of heritage values through robust participatory management, decision making procedures and the assessment of action proposals and manage tenders and contracts through appropriate application of the EPBC Act and other relevant legislation and codes.

Management Mechanisms

		Specific tasks
2.1 Actions Committee	<p>2.1.1 Old Parliament House management must establish a committee to make recommendations about Action proposals made up of at least the managers responsible for the following functional areas:</p> <ul style="list-style-type: none"> a building services and capital works b heritage conservation and collection management c events, activities and public programs; and d exhibitions and interpretation. <p>2.1.2 A log of recommendations made by the committee and decisions made by the delegate must be kept. All committee deliberations and recommendations must be minuted.</p> <p>2.1.3 The committee will meet regularly to:</p> <ul style="list-style-type: none"> a oversee the routine maintenance program and the carrying out of a cyclical maintenance program b oversee the program for capital works, maintenance and repairs, informed by heritage considerations and the risk-based resource allocation program c resolve conflict arising from action proposals and permitted action schedules d assess all Action proposals including events, exhibitions and interpretation, proposed maintenance and repair, against heritage values, and make recommendations as to the viability and appropriateness in heritage terms of proposed Actions; and e consider and review reports and programs. 	<p>Establish the Actions Committee.</p> <p>Draft clear Terms of Reference for the committee including conflict resolution protocols.</p>
2.2 Assessment of proposals	<p>2.2.1 Unless they are permitted actions, all proposals for works, conservation and other activities are Actions requiring assessment and approval.</p> <p>2.2.2 All proposals, including those for new uses, must include an assessment of the heritage values sensitivity to change as outlined in the Action Proposal Form and Mapped Values.</p> <p>2.2.3 Actions must be assessed and certified following the procedures established in the Action Proposal Form unless specified in Permitted Action Schedule.</p> <p>2.2.4 Action Proposal Forms must be certified by a competent person and approved by a delegated officer.</p>	<p>Maintain and update a schedule of delegations for heritage decision making with appropriate competencies required of the delegates.</p> <p>Develop an on-line Action Proposal Form with links to relevant data including the zones and Room by Room Statements of Value.</p> <p>Formally delegate responsibility for assessing and managing Action proposals to appropriately competent staff.</p>

Management Mechanisms

		Specific tasks
2.3 Permitted Actions	<p>2.3.1 Permitted Actions are Actions that will not have an adverse impact on the heritage values. These must be undertaken in accordance with the scheduled guidelines without the need for an Action proposal (<i>see Chapter 9 for permitted action schedules</i>).</p> <p>2.3.2 Actions may be added to Permitted Action Schedules if determined to have no adverse impact on the heritage values by the Actions Committee.</p>	<p>Develop and implement schedules for Permitted Actions.</p> <p>Review and monitor effectiveness of Permitted Action Schedules.</p>
2.4 Zones	2.4.1 Policies must be enacted through the implementation of zones.	Review and monitor effectiveness of zoning approach.
2.5 Works programs	2.5.1 Old Parliament House management must maintain a Capital Works Plan, a Routine Maintenance Program and a Cyclical Maintenance Program, based on the Life Cycle Cost Plan, consistent with this Heritage Management Plan.	<p>Review and implement the Capital Works Plan and the Cyclical Maintenance Program to address (but not limited to):</p> <ul style="list-style-type: none"> • asbestos removal in SE Wing. <p>Review and implement air conditioning requirements.</p>

Contracts and Tenders

		Specific tasks
2.6 Conservation safeguards in contracts and tenders	<p>2.6.1 Ensure the work methods are consistent with the conservation of the heritage values of Old Parliament House. In general, contracts must ensure that:</p> <ol style="list-style-type: none"> contractors are appropriately trained and supervised for work in a heritage building contractors are appropriately attired during works (for example white gloves or soft soled shoes in some circumstances) proposed work methodologies are reviewed by Old Parliament House Actions Committee prior to commencement of works Old Parliament House management has access to the work place in order to supervise, monitor and direct works as necessary A risk assessment is undertaken and proof of heritage induction training is provided prior to commencement of works; and Old Parliament House management can terminate the contract on reasonable grounds, including failure to observe acceptable standards of conservation work. 	<p>Review and, where necessary, update existing Standard Terms and Conditions for Old Parliament House works contracts.</p> <p>Engage a competent independent site supervisor where necessary.</p> <p>Establish and monitor proof of induction for contractors.</p>

Allocating Resources

		Specific tasks
2.7 Resource allocation	2.7.1 A risk-based resource allocation process must be used to prioritise conservation works programs.	<p>Develop and implement a risk-based resources allocation program as part of the Conservation Work Priority Plan.</p> <p>Prioritise conservation work on at least an annual basis and coordinate with existing resource allocation procedures and condition assessments and maintenance programs.</p>
2.8 Cost to conserve	2.8.1 Old Parliament House management must adopt the approach of nil decline in the condition of the listed heritage values, and in the heritage management infrastructure necessary to conserve and maintain these values, in accessing and seeking the funding required to maintain the heritage values.	Develop and implement a Conservation Work Priority Plan.

Building Standards

		Specific tasks
2.9 Building Code of Australia and Disability Discrimination Act	<p>2.9.1 Old Parliament House management must adopt the Building Code of Australia (BCA) as a certification standard for building works unless it conflicts with the heritage values.</p> <p>2.9.2 Where change is required to achieve compliance with the BCA and/or the Disability Discrimination Act 1992 (DDA), confine those changes, as much as possible, to areas with a low sensitivity to change.</p> <p>2.9.3 Where compliance with the BCA or DDA would cause a significant adverse impact on the heritage values, Old Parliament House management must liaise with the certifier/consent authority to achieve an outcome for the conservation of the heritage values of Old Parliament House which adequately satisfies the objectives of the certification standard without unduly compromising the heritage values.</p>	Ensure contracts include appropriate clauses to cover BCA and DDA compliance.

Business

		Specific tasks
2.10 Business continuity	2.10.1 Old Parliament House management must maintain and update the Old Parliament House Business Continuity Plan to be consistent with the Heritage Management Plan.	
2.11 Disaster preparedness planning	2.11.1 Old Parliament House management must maintain its Disaster Management Plan through: <ul style="list-style-type: none"> a regular updating b ensuring training and exercises are completed on schedule c regular auditing of equipment and consumables for compliance; and d reporting to the executive management group on preparedness. 	<p>Review and implement the Disaster Management Plan on an annual basis.</p> <p>Develop an incident log to assist in determining risks associated with events or operations.</p> <p>Train all relevant staff and lessees at Old Parliament House in disaster preparedness and recovery procedures annually.</p> <p>Audit all disaster management equipment annually.</p> <p>Report annually to Old Parliament House executive management on disaster preparedness.</p>



Spot cleaning carpet after a minor water leak in the Government Party Room, 2005
Source: Old Parliament House Collection

3 Documentation and Monitoring

Old Parliament House management must establish and maintain systems for monitoring, evaluating, documenting and reporting on the management of the condition of the place and its heritage values and maintain an effective response system to address identified decline in condition.

Documentation

		Specific tasks
3.1 Use of the processes and documentation contained in the Heritage Management Plan	3.1.1 Old Parliament House management must maintain a database of Action Proposals and decisions made. 3.1.2 Old Parliament House management must record all works documentation in a suitable database as part of the works program. 3.1.3 Through the Human Impact Management Program, Old Parliament House management must maintain chronological records of events, functions and conferences identifying and documenting impacts where they occur.	Develop and implement a system for the use and documentation of the action assessment process in the Heritage Management Plan.

Monitoring

		Specific tasks
3.2 Evaluation Strategy	3.2.1 Old Parliament House management must monitor all Actions that are carried out at the place to ensure that they are effective and consistent with the heritage values, as part of an ongoing program.	Develop and implement an evaluation strategy for the monitoring of the effectiveness and efficiency of approved Actions at Old Parliament House. Prepare a report annually to Old Parliament House Governing Council and DEWHA.
3.3 Condition of Values	3.3.1 The condition of Old Parliament House and its heritage values must be monitored as part of an ongoing condition assessment program. 3.3.2 Old Parliament House management must re-evaluate the condition of the heritage values at five yearly intervals and report on trends against the baseline and make recommendations regarding the findings of the re-evaluation. 3.3.3 Old Parliament House management must implement the Human Impact Management Program.	Update existing and future databases to include condition assessments as part of an ongoing program. Use these databases in prioritising conservation works. Establish a baseline assessment of the condition of the heritage values as soon as feasible. Undertake an expert evaluation of the condition of the heritage values every five years. Implement the Human Impact Management Program incorporating a strategy for minimising impact in the Chambers Zone. Develop and implement a program for reducing incremental change.

Monitoring

		Specific tasks
3.4 Cyclical Maintenance Program	3.4.1 The effectiveness of the Cyclical Maintenance Program must be monitored.	Review the Old Parliament House Life Cycle Cost Plan every three years. Review the Cyclical Maintenance Program every three years.
3.5 Recording works in progress and on completion	3.5.1 All works undertaken at Old Parliament House must be monitored and documented, during the works and upon completion, in order to create a record of change at Old Parliament House. The standard of recording will be that required in the relevant Permitted Actions Schedule or conditions of approval for an Action Proposal.	Develop recording standards for Permitted Actions.
3.6 Exhibitions and interpretation	3.6.1 Old Parliament House management must conduct evaluations of exhibitions and interpretation programs to assess their effectiveness in meeting their stated objectives. 3.6.2 Old Parliament House management must use the data collected in evaluation studies to update and improve interpretation and exhibition programs.	Develop evaluation tools to measure the effectiveness of exhibitions, interpretation and other visitor programs.
3.7 Works and events audits	3.7.1 Works and events must be randomly audited to ensure that heritage conditions in contracts and approvals are met.	Develop and implement tools to measure appropriateness and effectiveness of works and events.

Leases

		Specific tasks
3.8 Monitoring lessees	3.8.1 Old Parliament House management must undertake regular inspections of leased areas and identify and rectify improper Actions undertaken in leased areas.	Develop a monitoring and remedial Action program for leased areas.



ANU College performing House Arrest: sex, spies & lies, based on the Petrov Affair in the Senate Government Party Room, 2004

Source: Old Parliament House Collection

4 Communication and Interpretation

Old Parliament House management must maintain ongoing consultation with community and government bodies regarding Actions affecting the place and will undertake a comprehensive program of interpretation of the heritage values to the community, both on-site and through a variety of outreach programs.

Consultation

		Specific tasks
4.1 No actions without relevant consultation	4.1.1 Action proposals must fulfil the internal and external consultation requirements contained in the Heritage Management Plan (through the Action Proposal Form).	Develop desktop based access to relevant heritage data.
4.2 Community and stakeholder consultation	<p>4.2.1 Old Parliament House management must pursue an active program of community consultation in relation to proposed actions that may have a significant adverse impact on the heritage values and may trigger the need for referral under the EPBC Act through which statutory community consultation will be undertaken.</p> <p>4.2.2 Actions with the potential to impact on Indigenous heritage values must be preceded by appropriate Indigenous community consultation.</p> <p>4.2.3 Old Parliament House management may establish a web-based information service that includes a notifications section on forthcoming events, open workshops, proposed actions (which may have a significant impact on the heritage values of the place) and provides opportunities for public comment on any matter.</p> <p>4.2.4 Old Parliament House management may place public advertisements in relevant media, in addition to a web-based information service, to disseminate information regarding proposed actions and invite public comment.</p> <p>4.2.5 Old Parliament House management may conduct an open public workshop as part of revising the rolling five-year potential use plan each year and prepare a report on its outcomes.</p> <p>4.2.6 Old Parliament House management must consult with, and keep informed, the volunteers at Old Parliament House in relation to proposed actions which may have a significant adverse impact on the heritage values.</p> <p>4.2.7 Old Parliament House management must provide an information stall in-house to inform visitors of the formal building works program and management regime and to invite comments.</p>	<p>Annually update stakeholder contact lists.</p> <p>Ensure consultation with external stakeholders as required including (but not limited to):</p> <ul style="list-style-type: none"> • National Capital Authority • ACT Government; and • Department of the Environment, Water, Heritage and the Arts. <p>Develop a web-based information service for internal and external stakeholders.</p> <p>Conduct annual potential use plan workshop, report on its outcomes and integrate these findings into the revised Use Plan.</p> <p>Develop and implement in-house information stall as required.</p>

Partnerships and Memberships

		Specific tasks
4.3 Partnerships and memberships	<p>4.3.1 Old Parliament House management may actively pursue partnerships and memberships with private industry, universities, professional bodies and related institutions with a view to ensuring information sharing, the promotion of the place to all sections of the community and enhancing heritage management outcomes at Old Parliament House.</p> <p>4.3.2 Old Parliament House management may become a member of, or maintain its existing membership of relevant organisations.</p> <p>4.3.3 Old Parliament House management may explore commercial partnerships with other institutions in Australia and elsewhere, and private enterprise, that are likely to generate resources for the continued conservation of Old Parliament House and which will assist in promoting and telling the story of Australian democracy and Old Parliament House.</p>	Nominate a staff member responsible for maintaining industry engagement and memberships.

Volunteers

		Specific tasks
4.4 Volunteer programs	4.4.1 Old Parliament House management may maintain and enhance its volunteers program.	Provide and review an annual training and continuous improvement programs for volunteers in a wide array of operational areas including, for instance, interpretation and research.

Information Management

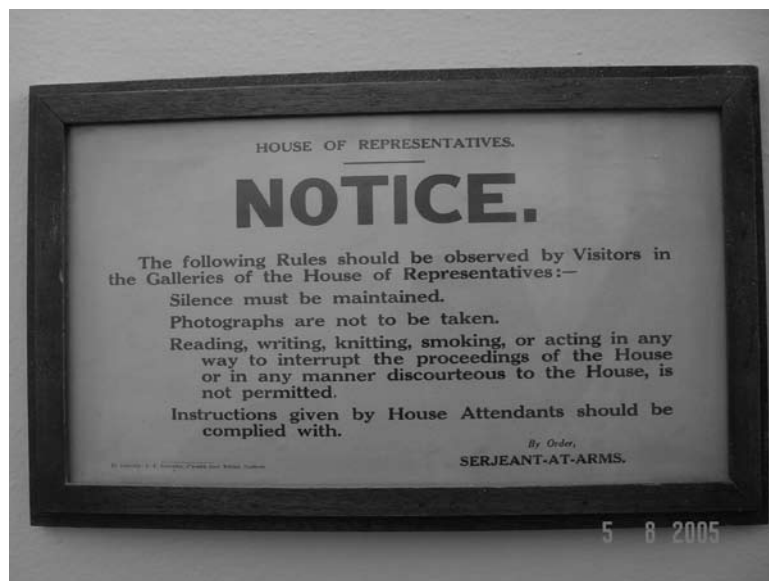
		Specific tasks
4.5 Sensitive information	<p>4.5.1 Old Parliament House management must recognise that it owns or controls a large body of potentially sensitive data. It must:</p> <ul style="list-style-type: none"> a store all potentially sensitive documentation in a secure environment b disseminate and manage that data in an ethical manner c obtain written consent from relevant parties before recording or disseminating potentially sensitive data, and d act in accordance with the Privacy Act, Freedom of Information requirements and the Commonwealth Protective Security Manual. <p>4.5.2 Old Parliament House management must identify appropriate stakeholders and community representatives and conduct appropriate Indigenous consultation in relation to the recording, storage or dissemination of information that may have Indigenous cultural values.</p>	Develop and implement a sensitive data management strategy.

Interpretation

		Specific tasks
<p>4.6 Interpretation, exhibition and education</p>	<p>4.6.1 Old Parliament House management must maintain and implement an Interpretation Plan that includes learning and temporary exhibitions consistent with the Heritage Management Plan.</p> <p>4.6.2 Old Parliament House management must engage in an active program of interpretation to advocate for and present the heritage values of the place, employing a wide range of media and aimed at a wide audience, including scholars, special interest groups and the public.</p> <p>4.6.3 Old Parliament House management may, as part of the Interpretation Plan, explore ways of delivering interpretive material electronically including the development and implementation of a web-based interpretation program, accessible to the public.</p> <p>4.6.4 Old Parliament House management may, as part of the Interpretation Plan, develop a program of interpretation based on the Old Parliament House zones based on a thematic approach and emphasising the identified heritage values.</p> <p>4.6.5 Old Parliament House management may develop and implement as part of the Education Plan specific learning strategies which are integrated with the national and state school curricula (primary and secondary schools) and university teaching programs.</p> <p>4.6.6 As resources permit, Old Parliament House management may expand its off-site audience development through:</p> <ul style="list-style-type: none"> • web-based activities • education programs • events • travelling programs 	<p>Update and implement the Interpretation Plan, Exhibition Plan (with a forward program) and Education Learning Strategy to be consistent with this Heritage Management Plan.</p> <p>Regularly review and evaluate effectiveness of Interpretation, Exhibition and Education Plans.</p> <p>Develop and implement a web-based interpretation program.</p>

Promotions

		Specific tasks
4.7 Promotions and outreach	<p>4.7.1 Old Parliament House management must maintain a Marketing Plan and an Events Plan, which includes the identification of ‘target audiences’ and the most effective means of engaging them. These Plans must be consistent with the intent, objectives and Policies of the Heritage Management Plan.</p> <p>4.7.2 Old Parliament House management may facilitate functions and events which do not cause an adverse impact on the heritage values of the place and where the function or event may promote the heritage values to a new audience.</p>	<p>Develop and implement Permitted Actions Schedules for events, catering and conference activities.</p> <p>Update and implement Marketing Plan and Events Plan annually.</p>
4.8 Signage/ banners	<p>4.8.1 Historic signage of heritage value must be conserved and retained in situ unless to do so would be inconsistent with significant health and safety considerations.</p> <p>4.8.2 All new signage in zones with a high sensitivity to change must be minimised.</p> <p>4.8.3 Proposals for new signage and advertising banners at Old Parliament House, including tenants require an Action Proposal Form.</p>	<p>Prepare a schedule of historic signage to be retained in situ.</p> <p>Prepare an interpretation style guide for new signage.</p>



A heritage sign in the stairwell to the House of Representatives Visitors Gallery
Source: Old Parliament House Collection

5 Existing and Future Uses

Old Parliament House management must allow and facilitate only those uses of the place that are compatible with the heritage values of the place.

Uses

		Specific tasks
5.1 Existing uses	<p>5.1.1 Existing uses that are compatible with the heritage values of Old Parliament House may be maintained and enhanced.</p> <p>5.1.2 Existing uses are:</p> <ol style="list-style-type: none"> a Interpretation – permanent and temporary exhibitions b Public programs – events, ongoing tours c Education facilities – school programs, community education, holiday programs d Storage – for the Movable Heritage Zone e Support services – plant rooms, amenities, lifts, stairs and light wells f Commercial and public facilities – catering, functions, fine dining, café, kitchen areas and retail outlet g Office areas – for Old Parliament House Staff and tenants <p>5.1.3 Existing uses that are incompatible with the heritage values of the place must be discontinued or phased out.</p>	Assess existing uses for their contribution to the heritage values of Old Parliament House.
5.2 Future uses	<p>5.2.1 New uses are appropriate at Old Parliament House where they are consistent with the conservation of the place's heritage values. This may include modifying an existing use or reinstating a former use.</p> <p>5.2.2 New uses (including potential new tenancies) are proposed actions and must be assessed using the Action proposal process described in the Heritage Management Plan.</p> <p>5.2.3 Old Parliament House management must locate new uses (including potential new tenancies) in areas identified in the Heritage Management Plan as having a low sensitivity to change and/or where zone objectives facilitate it.</p> <p>5.2.4 Old Parliament House management must submit the revised Potential Use Plan to the Old Parliament House Governing Council for comment and advice, and for final endorsement by the appropriate officer of Old Parliament House by October each year.</p> <p>5.2.5 Future uses may capture trends towards:</p> <ul style="list-style-type: none"> • More spaces for heritage interpretation; and • More spaces for education uses. 	Update the Potential Use Plan annually.

Uses

5.3 Assessing Compatible Use		Specific tasks
	<p>5.3.1 The relative compatibility of existing and potential new uses (including tenancies) should be assessed based on their likelihood to maximise the conservation and understanding of the heritage values. The following three questions should be addressed for each proposal:</p> <ul style="list-style-type: none"> • How does the proposed use contribute to and enhance the capacity to conserve and interpret the heritage values of Old Parliament House? • How will the proposed use impact upon the heritage values of Old Parliament House? • How will the proposed use contribute to the viability and vitality of Old Parliament House as a public institution? <p>Uses should contribute, directly or indirectly, to the objective of interpreting the stories and heritage values of Old Parliament House.</p> <p>5.3.2 The relative compatibility of uses should be assessed using the following definitions:</p> <p>Very highly compatible: historically appropriate uses that continue or echo pre-1988 uses and retain the significant fabric and spaces of Old Parliament House in their pre-1988 state.</p> <p>Highly compatible: appropriate uses that, while not necessarily continuing pre-1988 uses, allow significance to be recognised, and utilise unaltered 1988 spaces or spaces altered after 1988 and subsequently reconstructed to their 1988 configuration.</p> <p>Moderately compatible: appropriate uses, or new uses that allow significance to be recognised, that require limited adaptation works.</p> <p>Less compatible: uses that are not sympathetic to pre-1988 uses (such as the use of offices for storage), or require the substantial alteration of fabric (such as the removal of walls between rooms).</p> <p>Least compatible: uses that are actively unsympathetic to pre-1988 uses (such as the use of ministerial rooms as kitchens), or that require large scale alteration of fabric (such as the removal of walls between two or more rooms, or between corridors and rooms).</p>	<p>As part of the Action Proposal Form, ensure that an assessment of compatible use is included.</p>

6 Access, Security, Plant and Services

Old Parliament House management must facilitate reasonable public access to the place and the movable heritage with full regard to the requirements to provide for public safety and security.

Access

		Specific tasks
<p>6.1 Public access to the place and the movable heritage</p>	<p>6.1.1 Public access to parts of Old Parliament House, and its movable heritage, is integral to conserving the heritage values of the place and must be facilitated consistent with the identified sensitivity to change, unless precluded by security or health and safety reasons.</p> <p>6.1.2 Old Parliament House management may facilitate functions and events at Old Parliament House where they are consistent with the conservation of the heritage values.</p> <p>6.1.3 Old Parliament House management must include a provision in all leases at Old Parliament House that ensures ongoing access to leased areas for conservation, maintenance, monitoring and bona fide research purposes.</p> <p>6.1.4 Old Parliament House management must avoid functions and events that would restrict public access to the place or parts of the place for an extended period, and those that may place undue stress on the fabric of the building.</p> <p>6.1.5 Old Parliament House management may encourage functions and events that enhance the interpretation of heritage values of Old Parliament House.</p>	<p>Monitor access to movable heritage.</p>

Security

		Specific tasks
<p>6.2 Security</p>	<p>6.2.1 Security requirements for Old Parliament House must be guided by Commonwealth security management guidelines and directives and, from time to time, special security assessment and management will be required. Proposed security management measures may require an Action Assessment to be undertaken.</p> <p>6.2.2 Old Parliament House management must tailor security measures so that they impact as little as possible on the heritage values, visitor access and interpretation programs.</p> <p>6.2.3 The Old Parliament House Security Plan must ensure the protection of persons and assets and, as far as possible, be consistent with the Heritage Management Plan.</p>	<p>Implement the Security Plan.</p>

Transport and Traffic

		Specific tasks
6.3 Transport and traffic	6.3.1 Old Parliament House management must ensure a traffic and parking management plan in conjunction with the National Capital Authority which maintains the historical connection with motor traffic and meets the contemporary demands of visitor access and is consistent with the statement of intent and objectives of the Landmark Zone.	In conjunction with the National Capital Authority review and implement appropriate traffic and parking management consistent with the Heritage Management Plan.
6.4 Building services	<p>6.4.1 Pre - 1988 building services must continue in use where they contribute to Old Parliament House's heritage values, unless;</p> <ul style="list-style-type: none"> a the continued use would adversely impact on the heritage values; or, b where precluded by health and safety considerations. <p>6.4.2 Old Parliament House management must provide services to meet optimum environmental parameters for the conservation of the heritage values at Old Parliament House, in a manner consistent with the conservation of heritage values.</p> <p>6.4.3 Existing services must be maintained and potential new services assessed and introduced, in accordance with the procedures of this Heritage Management Plan.</p> <p>6.4.4 The introduction of new services requires an Action Assessment unless stated in the relevant Permitted Action Schedule.</p> <p>6.4.5 Redundant pre-1988 building services should be conserved and retained (see policies 1.4 and 1.5) and labelled as no longer in use.</p>	Review fire service requirements in the Chambers Zone.
6.5 Plant	<p>6.5.1 New and replacement plant and plant rooms must be accommodated in existing pre-1988 plant rooms, where this is feasible and where this does not adversely impact on the heritage values of those areas.</p> <p>6.5.2 Generally, accommodate new plant and plant rooms in areas identified as having a low sensitivity to change in this Heritage Management Plan where existing pre-1988 plant rooms cannot be utilised.</p>	



Conservators working on the hand painted wall features in the Members' Private Dining Room

Source: Old Parliament House Collection

7 Acquisitions, Disposals And Leasing

Old Parliament House management must ensure that all forms of disposal, acquisition and leasing are consistent with: the conservation of the heritage values of the place; with the overarching legislative and administrative requirements of government; and with the Old Parliament House Collections Management Policy.

Movable Heritage

		Specific tasks
7.1 Movable heritage	7.1.1 Acquisitions, de-accessions and disposals of items of movable heritage must be governed by the Old Parliament House Collection Management Policy and Departmental requirements.	Review and implement acquisition policy and procedures in the Collection Management Policy.

Leases

		Specific tasks
7.2 Leases	<p>7.2.1 Leasing parts of Old Parliament House is an action requiring assessment.</p> <p>7.2.3 Where Old Parliament House management leases parts of the place, Old Parliament House management must ensure that the heritage values of the place are protected through:</p> <ul style="list-style-type: none"> a compliance with the EPBC Act (sections 341ZE and 324ZA) b a lease or Memorandum of Understanding that contains appropriate clauses c a lease purpose which is compatible with the heritage values (see policies 5.1 to 5.3). d a lease purpose which is consistent with corporate vision of Old Parliament House. 	<p>Ensure leases or Memorandums of Understanding contain relevant clauses. In particular with the National Capital Authority to protect the Landmark Zone.</p> <p>Update and maintain relevant clauses in leases to show compliance with the EPBC Act.</p>
7.3 Access to leased areas	7.3.1 Old Parliament House management must include a provision in all leases at Old Parliament House that ensures ongoing access to leased areas for conservation, maintenance, monitoring and bona fide research purposes.	Establish a program that ensures ongoing access to leased areas for conservation, maintenance, monitoring and bona fide research purposes.



A guide explaining the discolouration of the bronze statue of King George V to a tour group, 2001

Source: Old Parliament House Collection

8 Environmental Management

Old Parliament House management must endeavour to maintain best practice in sustainable environmental management, with a strong emphasis on disaster preparedness planning, consistent with the conservation of the heritage values of the place.

Consumption of Resources

		Specific tasks
8.1 Environmental management system	8.1.1 Old Parliament House management must introduce an environmental management system that provides for the effective management of renewable and non-renewable resources, through identifying base level use and emissions and providing strategies to improve performance to meet identified targets.	Develop and implement an environmental management system.

Waste Production

		Specific tasks
8.2 Heritage value	8.2.1 Old Parliament House management must assess all building waste for potential heritage value prior to disposal, in accordance with Policy 1.5.	Assess all building waste for potential heritage value prior to disposal in accordance with Policy 1.5.

Pest Management

		Specific tasks
8.3 Pest control	<p>8.3.1 Old Parliament House management must ensure that pest control is undertaken as part of an ongoing program, and in a manner that does not compromise heritage values or the environment through:</p> <ul style="list-style-type: none"> • development and implementation of an integrated pest management plan. Ensure its consistency with the heritage values of Old Parliament House (particularly in relation to the use of chemicals on or near sensitive fabric) • understanding of the impact of control systems and chemicals on the conservation of heritage values • regular inspections; and • management of incoming material and pest vectors. <p>8.3.2 Old Parliament House management must store, inspect and fumigate all material entering the building where they may introduce pests.</p> <p>8.3.3 Old Parliament House management must liaise with the NCA to ensure that the gardens are regularly inspected for evidence of pests.</p>	Develop an integrated pest management strategy for the building, gardens and collection, including regular pest inspections.

6. Zones

Background

As an initial snap shot of the heritage values of the place, and how spaces can and cannot be used or changed, the zones are the first point of call in the process of undertaking an action. The zones are a quick reference to provide a critical understanding of a space or object necessary to begin the action assessment process. The zones are supported by permitted action schedules that apply to particular zones as the sensitivity of the mapped values allows.

The zones have been developed based on the mapped heritage values of the place and their sensitivity to change. Effectively the zones provide a summary of the layering of these heritage values and emphasise areas where multiple values exist. The zones also encapsulate the overarching framework of linked management requirements and policies.

The zones seek to convey these heritage values and managerial requirements by providing statements of intent supported by objectives. These statements of intent and objectives capture the intent of the policies and core principles to assist in planning and decision making.

Old Parliament House is divided into six zones:

Landmark Zone - the setting, all external façades, front, rear and side entrances

Chambers Zone - the House of Representatives and Senate Chambers, King's Hall, stairs leading to King's Hall, Public and Press Galleries

Politics and Party Zone - All offices, suites and lobbies surrounding the Parliamentary Zone on the Main Floor, the Parliamentary Library, all offices and committee rooms on the lower floor surrounding the House of Representatives and Senate basement and Stranger's Gallery areas

House of Representatives and Senate Wing Zone - the House of Representatives and Senate Wings

Ancillary Functions Zone - the Members' Dining Room and Kitchen, Billiard Room, Members' Bar, Former Members' Private Dining Room, Non-Members' Bar, plant rooms, storage rooms, courtyards

Movable Heritage Zone - All objects and furniture designed and built for, or acquired during the period of time Parliament resided in the place

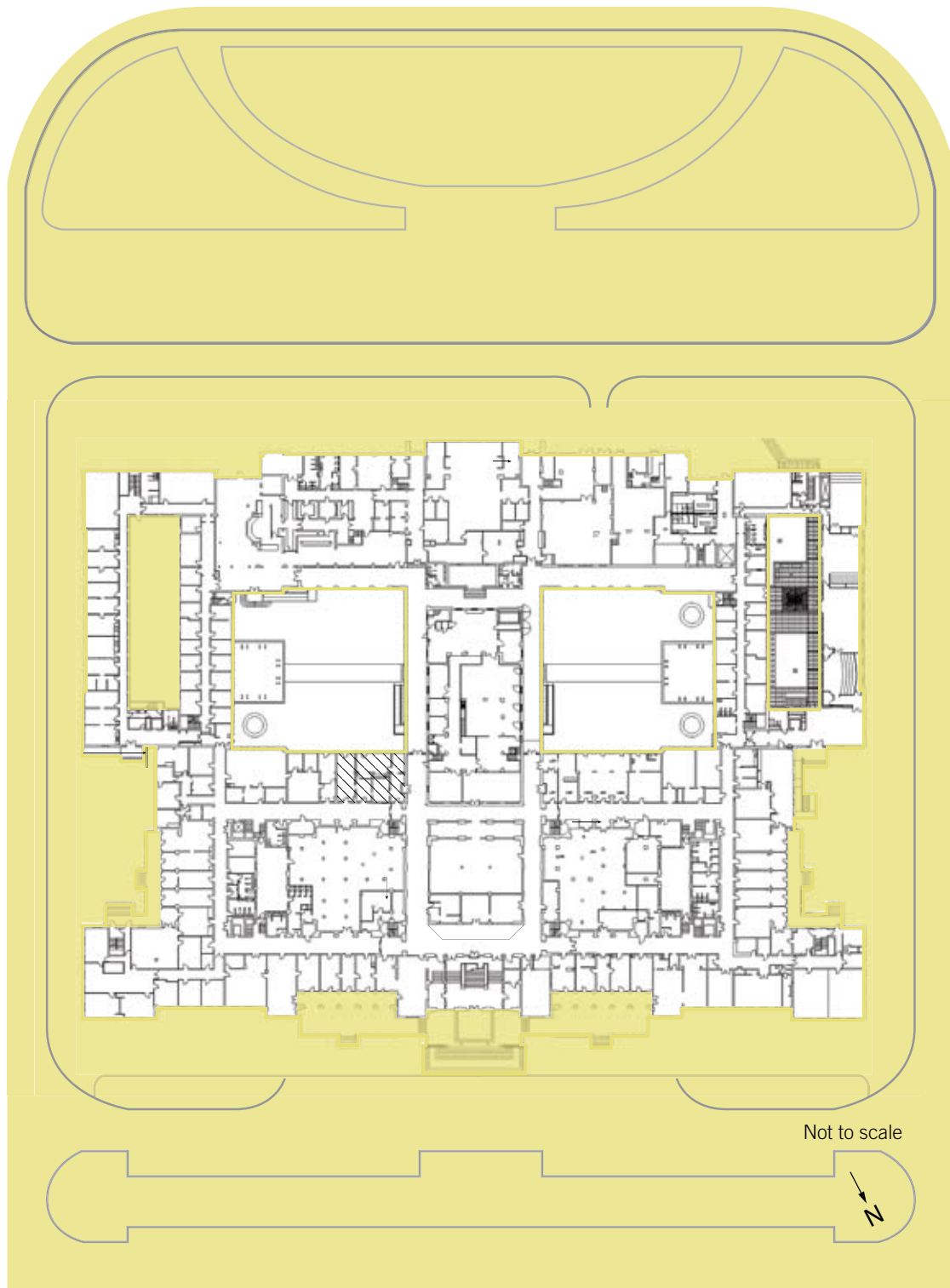
Many management objectives are common across all of the zones. Additionally, some policies are relevant to all zones.



House of Representatives Chamber (in Chambers Zone)

Source: Old Parliament House Collection

Figure 10:
Landmark Zone, lower floor and curtilage.



Landmark Zone

Rationale

This zone brings together a discrete suite of architectural, symbolic and landscape elements coherently and logically when considered as a single unit. The external appearance and setting of Old Parliament House is essential to the landmark status of the building and to the integrated urban design of the capital city conceived by Walter Burley Griffin. The façade and exterior faces are the most public, prominent and recognisable elements of the building and have been maintained in a single style and colour through different phases of modification and additions. As a result, the exterior of all periods share the same heritage values and demand the same or similar management regimes. The front and rear entrances are integral. Significant exteriors are also located within the building defining the courtyards. These courtyards reflect a continuity of Murdoch's aesthetic. The immediate curtilage to the building is an important remaining component of the setting within the landscape.

Location

Spaces: the setting; the façade and other external faces; front, rear and side entrances.

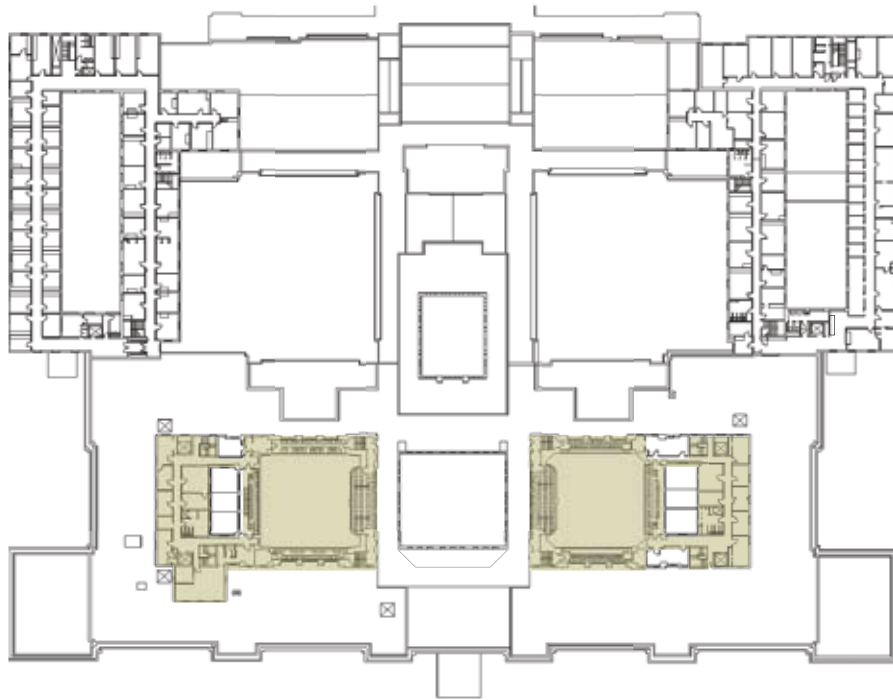
Statement of intent

To conserve and interpret the values of Old Parliament House through the management of its external appearance within its setting.

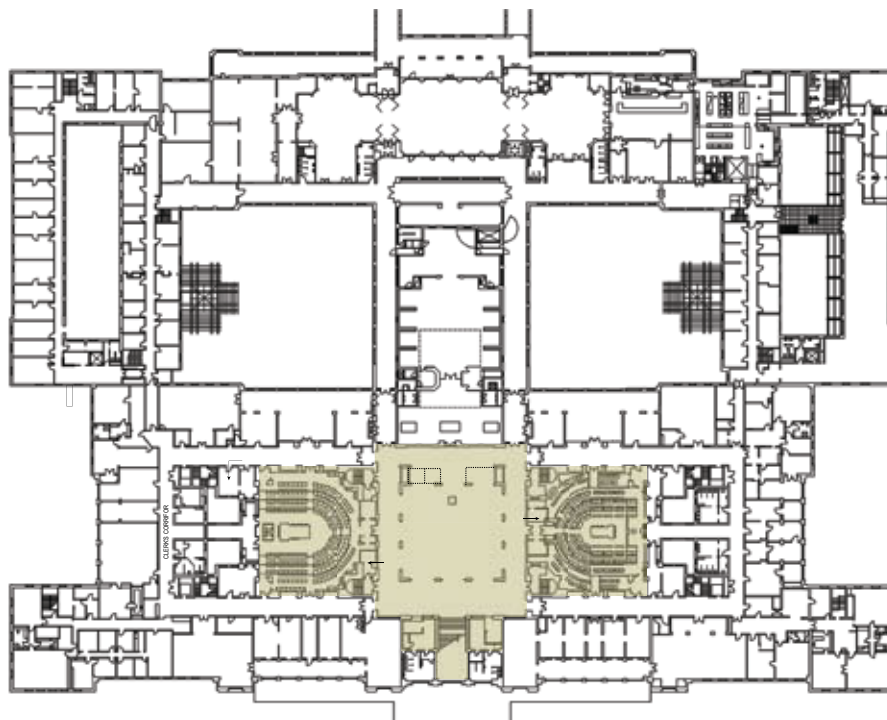
Objectives

1. To conserve those features of the exterior embodying the place's heritage values. (Refer to Policy 1)
2. To remove intrusive elements where appropriate. (Refer to Policy 1)
3. To facilitate appropriate public access for the purposes of telling the story of Australian democracy and the physical evolution of the place, without adversely impacting on the heritage values. (Refer to Policies 4 & 6)
4. To prevent undesirable change to the fabric which reduces its heritage values. (Refer to Policy 1)
5. To ensure that this zone is managed in accordance with the policies contained within the Heritage Management Plan.
6. To ensure that any change or use is consistent with the place's heritage values and does not detract from the relationship of the place to its wider setting. (Refer to Policies 2 & 5)

Figure 11:
Chambers Zone, upper and main floors.



Upper Floor



Main Floor

Chambers Zone

Rationale

The House of Representatives Chamber, Senate Chamber, King's Hall, its stairs and the Galleries comprise a suite of contiguous spaces linked by Murdoch's design, symbolic association and historical function. They serve as the physical and functional core of the building since its construction and represent the workings of Australia's democratic system in physical and symbolic terms. The two debating chambers are linked by a ceremonial space and are accessible to the public through the galleries and formal entrance. This collection of spaces is where the core ceremony of government and the primary function of debating and passing of legislation occurred. The spaces in this zone represent all the heritage values of the place.

Location

Spaces: the House of Representatives and Senate Chambers; King's Hall; stairs leading to King's Hall; Public and Press Galleries and offices.

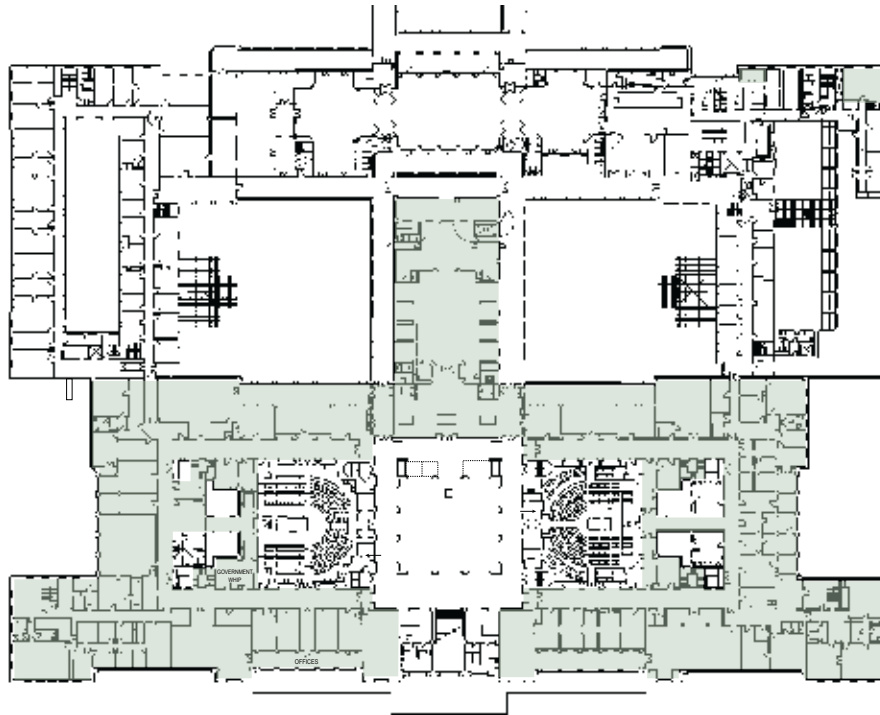
Statement of intent

To conserve and interpret the values so that the zone remains the aesthetic and symbolic core of the place, and continues its role as a principal tool for telling the story of Australian democracy.

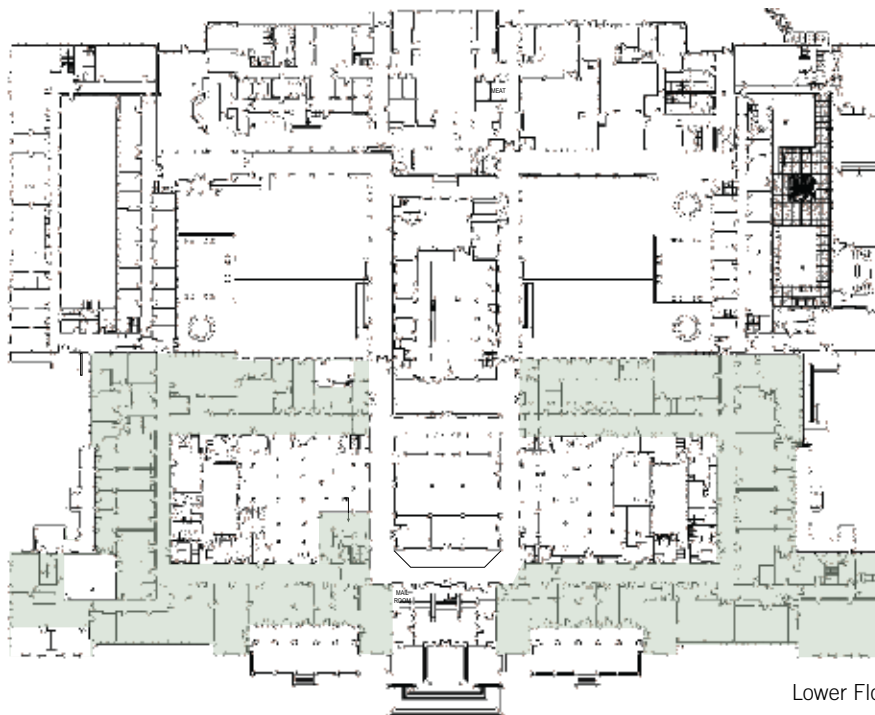
Objectives

1. To facilitate public access for the purposes of telling the story of Australian democracy and the physical evolution of the place, without adversely impacting on the heritage values. (Refer to Policies 4 & 6)
2. To ensure the significant physical and intangible relationships this and other zones, are not compromised by inappropriate change or use. (Refer to Policy 5)
3. To ensure that significant associations between the movable heritage elements and spaces are identified, retained and interpreted after documentation. (Refer to Policies 1 & 4)
4. To ensure that the significant fabric and spaces are researched, monitored and conserved to the highest heritage standards. (Refer to Policy 1)
5. To remove intrusive elements where appropriate. (Refer to Policy 1)
6. To prevent undesirable change to the fabric which reduces its heritage values. (Refer to Policy 1)
7. To ensure that this zone is managed in accordance with the policies contained within the Heritage Management Plan.
8. To ensure that any change of use is consistent with the place's heritage values and does not detract from the relationship of the place to its wider setting. (Refer to Policies 2 & 5)

Figure 12:
Politics and Party Zone, main and lower floors.



Main Floor



Lower Floor

Politics and Party Zone

Rationale

The spaces within this zone were historically occupied by politicians and staff integral to the functioning of parliament and the political process. Some spaces were occupied by those attached to the Senate, others to the House of Representatives; by ministers, the opposition and their staff. They collectively embody the same predominant heritage values for the same or similar reasons. It was within these spaces that the machinery of party politics operated, less publicly than in the spaces in the Parliamentary Zone (the debating chambers). It was in this zone that essentially 'party-political' decisions were made within a confined space that created a distinctively intimate environment.

The spaces, their furnishings and fittings share many of the same heritage values. They form a clearly readable spatial arrangement that encircle the House of Representatives and Senate Chambers on the Main Floor, and Lower Floor. They were witness to major events of Australian political history often played out behind closed doors and were occupied by some of the most prominent figures in Australian political history. The spaces, furnishings and fittings within this zone comprise a suite of related spaces which share former functions and a common history.

Location

Spaces: all offices; suites and lobbies surrounding the Parliamentary zone on the Main Floor; the Parliamentary Library; all offices and committee rooms and ABC Recording Studio on the lower floor surrounding the under-chamber and Stranger's Gallery areas.

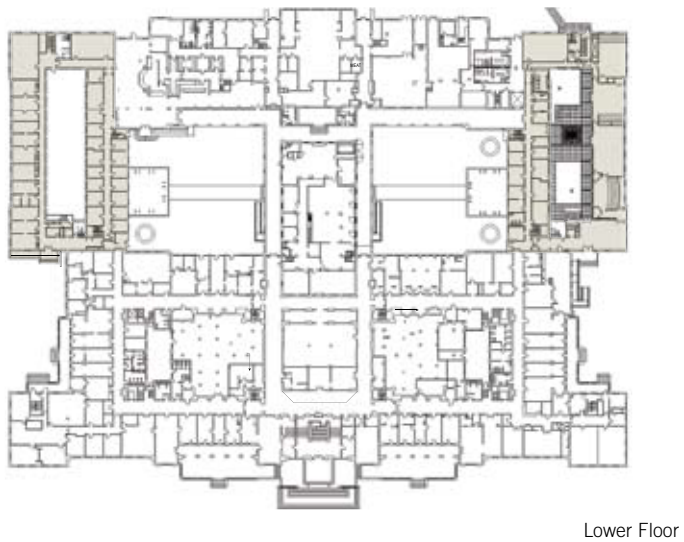
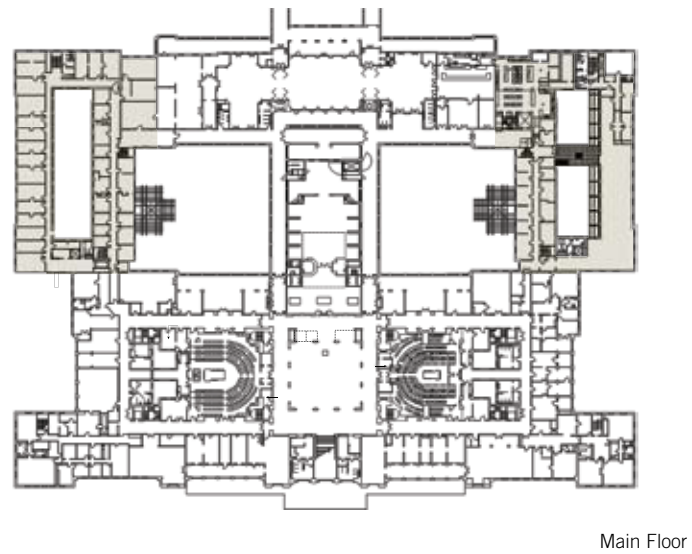
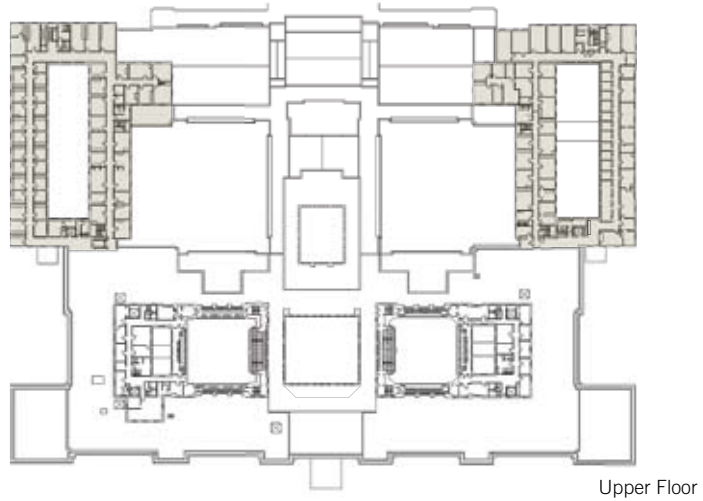
Statement of intent

To conserve and interpret the values within this zone, while ensuring public access.

Objectives

1. To facilitate appropriate public access for the purposes of telling the story of Australian democracy and the physical evolution of the place without adversely impacting on the heritage values. (Refer to Policies 4 & 6)
2. To ensure the significant physical and intangible relationships between the spaces comprising this and other zones are not compromised by inappropriate change or use. (Refer to Policy 5)
3. To ensure that significant associations between the movable heritage elements and spaces are identified, retained and interpreted after documentation. (Refer to Policies 1 & 4)
4. To ensure that the significant fabric and spaces are researched, monitored and conserved to a standard appropriate to their heritage values. (Refer to Policy 1)
5. To remove intrusive elements where appropriate. (Refer to Policy 1)
6. To prevent undesirable change to the fabric which reduces its heritage values. (Refer to Policy 1)
7. To ensure that this zone is managed in accordance with the policies contained within the Heritage Management Plan.
8. To ensure that any change or use is consistent with the place's heritage values and does not detract from the relationship of the place to its wider setting. (Refer to Policies 2 & 5)

Figure 13:
House of Representatives and Senate Wing Zone, upper, main and lower floors.



House of Representatives and Senate Wing Zone

Rationale

The House of Representatives Wing and Senate Wing were occupied principally by ministerial and members' offices from their construction in the 1960s until 1988. The construction was the result of the expansion of the parliament and government in response to the growing population of Australia. As such they share many characteristics of the Politics and Party Zone, although with a shorter history and generally fewer associations. Collectively these offices have a shared history and function and similar social values and associations. The location, spatial arrangement and confined spaces within this zone collectively reflect the growing and changing needs of the parliament from the original construction as a purpose-built parliament through to the move in 1988. The wings were an addition to the original building and stand alone from the original design concept. The heritage values embodied in this zone have been compromised by recent contamination remediation works which removed large amounts of original fabric and consequently reduced the ability of the fabric to demonstrate its values and associations.

Location

Spaces: the House of Representatives and Senate Wings.

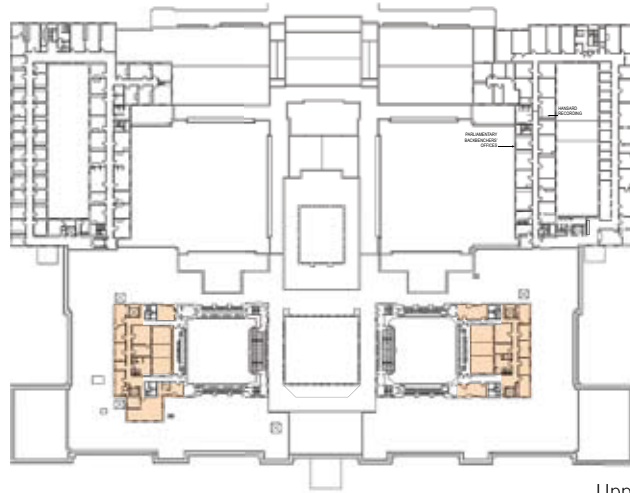
Statement of intent

To facilitate new uses consistent with the heritage values of the zone, while conserving and interpreting those values and ensuring the interpretation of former uses.

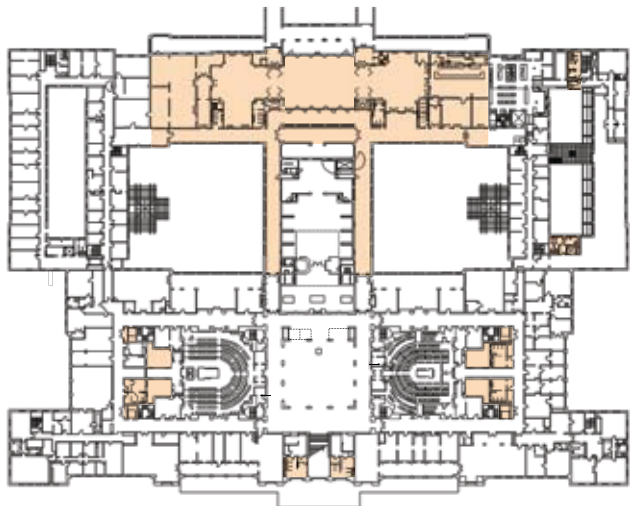
Objectives

1. To facilitate public access for the purposes of telling the story of Australian democracy and the physical evolution of the place, without adversely impacting on the heritage values. (Refer to Policies 4 & 6)
2. To ensure the significant physical and intangible relationships between the spaces comprising this and other zones are not compromised by inappropriate change or use. (Refer to Policy 5)
3. To ensure that this zone is managed in accordance with the policies contained within the Heritage Management Plan.
4. To ensure that any change or use is consistent with the place's heritage values and does not detract from the relationship of the place to its wider setting. (Refer to Policies 2 & 5)

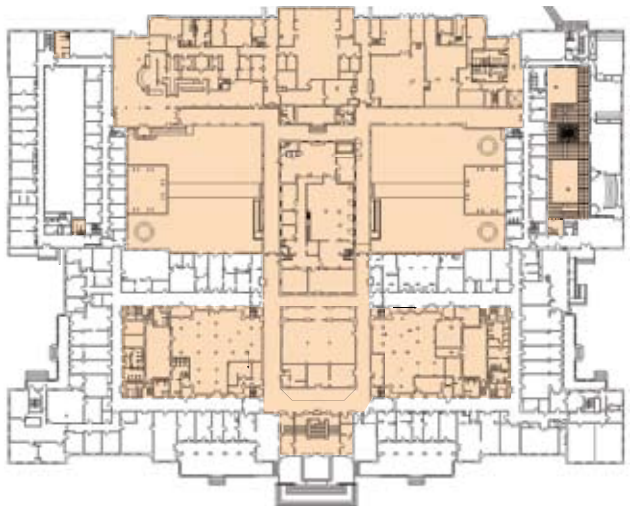
Figure 14:
Ancillary Functions Zone, upper, main and lower floors.



Upper Floor



Main Floor



Lower Floor

Ancillary Functions Zone

Rationale

The spaces and other elements within this zone collectively relate to the activities undertaken essentially outside of the direct functions of government and of the Parliament. The zone principally embodies those areas relating to services, dining, recreation and storage.

The spaces for these activities are grouped together at the rear of the building on the Main Floor and on the Lower Floor for staff and non-members. This is a reflection of design intent and is supported by the continuity of use. The designation of these facilities within a single zone conforms with the spatial, historical and functional logic of the areas, while the values embodied by this zone are common to all its principal areas. Many of the spaces were designed to be utilitarian work spaces or areas intended to be modified on an ongoing basis in response to the changing needs of the place. Many parts of the zone have also been modified over time with the result that the heritage values have been compromised to varying degrees.

Location

Spaces: the Members' Dining Room and Kitchen; Billiard Room; Members' Bar; Former Members' Private Dining Room; Non-Members' Bar; plant rooms; storage rooms; and courtyards.

Statement of intent

To continue to provide services and facilities consistent with the heritage values of the zone, while ensuring the conservation and interpretation of heritage values.

Objectives

1. To provide opportunities for appropriate functions, events and activities without compromising heritage values. (Refer to Policies 4 & 6)
2. To facilitate public access for the purposes of telling the story of Australian democracy and the physical evolution of the place, without adversely impacting on the heritage values. (Refer to Policies 4 & 6)
3. To ensure the significant physical and intangible relationships between the spaces comprising this and other zones are not compromised by inappropriate change or use. (Refer to Policy 5)
4. To ensure that significant associations between the movable heritage elements and spaces are identified, retained and interpreted after appropriate documentation. (Refer to Policies 1 & 4)
5. To ensure that the significant fabric and spaces are researched, monitored and conserved to a standard appropriate to their heritage values. (Refer to Policy 1)
6. To remove intrusive elements where appropriate. (Refer to Policy 1)
7. To prevent undesirable change to the fabric which reduces its heritage values. (Refer to Policy 1)
8. To ensure that this zone is managed in accordance with the policies contained within the Heritage Management Plan.

Movable Heritage Collections Zone

Rationale

The movable heritage at Old Parliament House comprises a collection of artefacts with strong mutual associations between each other and to the building which together represent all the phases of the place's development and its occupants. The mutual associations of the individual pieces of the collection mean that their value is greater than the sum of the parts. As a result they may be regarded as a suite of related items requiring management. The collection embodies all of the heritage values at Old Parliament House and comprises an excellent representative sample in the broader context of Australian twentieth century interior design and the fine and decorative arts. Individual items embody some or all of those values in their own right.

Statement of intent

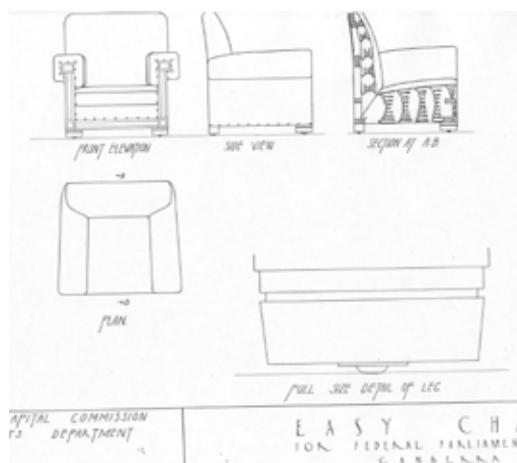
To conserve and augment the movable heritage collection, while using it to tell the story of Old Parliament House.

Objectives

1. To ensure that significant associations between the individual elements and sets of movable elements and spaces are researched, maintained and enhanced. (Refer to Policy 1)
2. To restore elements of movable heritage to the context that interprets their heritage values. (Refer to Policy 4)
3. To facilitate appropriate display for public access for the purposes of telling the story of Old Parliament House and the physical evolution of the collection without adversely impacting on its heritage values. (Refer to Policy 1)
4. To encourage the repatriation of objects that have been removed from the place. (Refer to Policy 1)
5. To develop the collection through appropriate acquisitions. (Refer to Policies 1 & 7)
6. To ensure that conservation, research and storage methods are of a standard appropriate to the heritage values. (Refer to Policy 1)
7. To ensure that this zone is managed in accordance with the policies contained within the Heritage Management Plan.

Figure 15:

John Smith Murdoch chair.



Drawing of the FB37 Easy Chair
Source: National Archives of Australia

Easy Chair with design number FB37
Source: Old Parliament House Collection

7. Implementation and review

Action assessment process summary

Background

The action assessment process has been derived from consideration of the:

- core principles
- mapped heritage values
- zones
- policies
- room/area historical research; and
- room/area physical description and condition data.

The action assessment process is designed to fulfil the requirements of:

- Schedule 5A Management Plans for National Heritage Places Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1) and Schedule 7A Management Plans for Commonwealth Heritage Places Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1) informed by the policies and the Burra Charter

- and for external proposed actions:
 - Section 12(1)(b) of the Australian Capital Territory (Planning and Land Management) Act 1988
 - Appendix T6 Parliamentary Zone Master Plan of the National Capital Plan; and
 - the Parliament Act 1974.

This process will capture all relevant proposed actions in and on Old Parliament House and provide a robust, transparent process for planning and decision making.

How to use the action assessment process.

The action assessment process is constructed around the zones and policies that provide relevant information on the place. The steps to follow when proposing an action are outlined below in the flowchart in Figure 16. A full outline of the action assessment process and the form is at Part C Chapter 8.

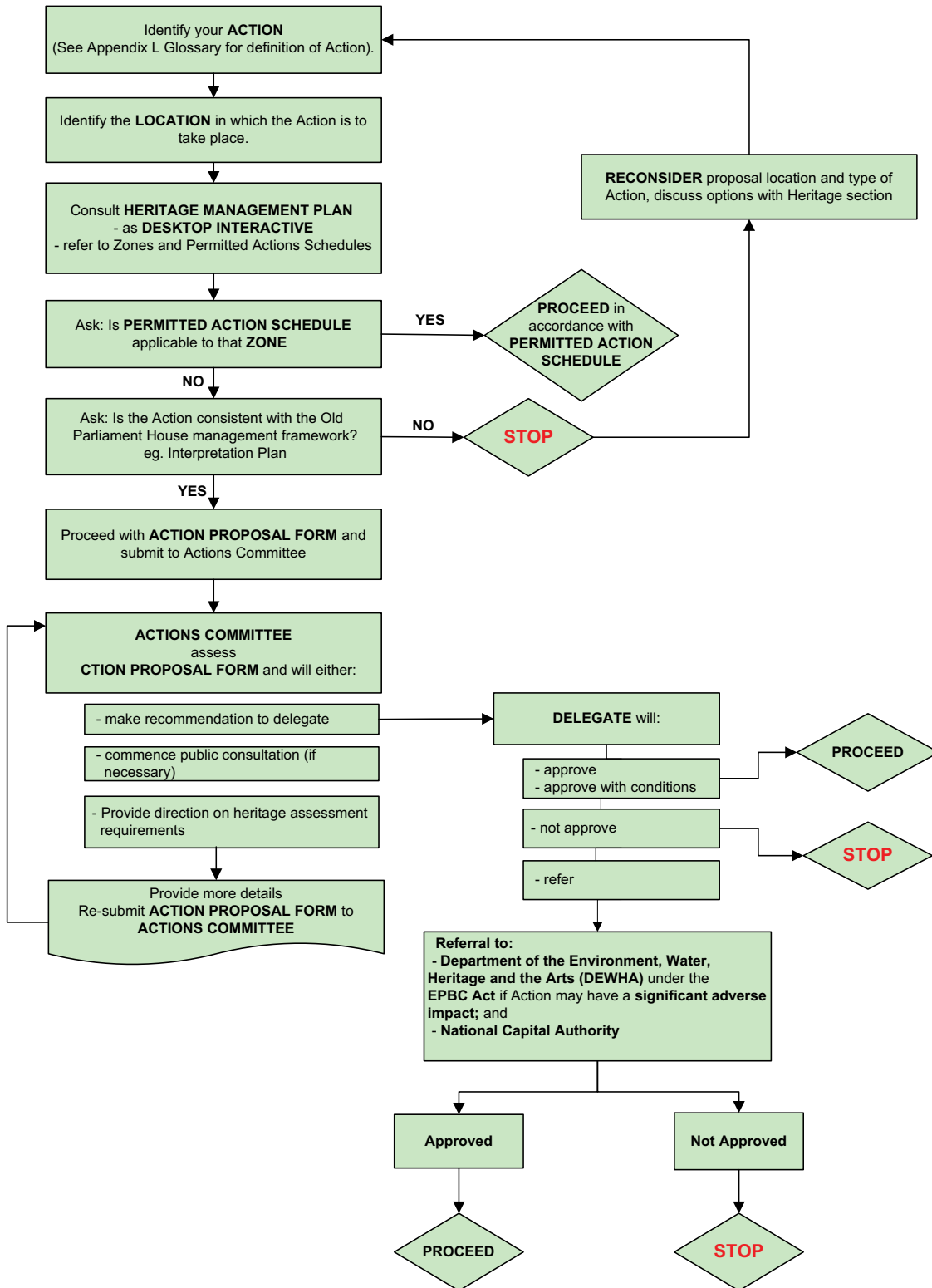


Members' meals were cooked in the enormous kitchen equipped with ranks of stoves and sinks. The Bain Marie in the foreground remains in the kitchen today.

Photographer: William Mildenhall

Source: Mildenhall Collection 3535, National Archives of Australia

Figure 16:
 Action proposal and assessment flowchart.



Permitted Action Schedules

The Permitted Action Schedules provide detailed guidelines on how permitted actions are to be undertaken. Permitted actions are those actions which if carried out according to the Permitted Action Schedule, will have no adverse impact on the heritage values and therefore do not require formal action assessment and approval. Formal assessment and approval has been deemed granted for Permitted Action Schedules under this plan. In other words, most routine or well defined and planned actions that have been developed and refined for the place have been assessed for their ability to comply with the policies of this plan and their impact on the heritage value and documented as permitted in these schedules. In some cases a new methodology for an action has been developed to improve compliance with the plan. The Permitted Action Schedules provide a mechanism for implementing the policies and zone objectives set out in this plan.

The Permitted Action Schedules provide guidance for new staff and contractors and a way of reinforcing appropriate heritage management practice during daily or regular activities for existing staff and contractors.

Any proposed action that is not outlined in a Permitted Action Schedule must be referred through a proposed action form for approval.

New Permitted Action Schedules may be added to this plan following formal assessment and approval by a delegate under this plan. The Permitted Action Schedules are detailed in Part C, Chapter 9.

The Heritage Management Plan Desktop Interactive

In addition to the hard copy version of the Heritage Management Plan, a desktop interactive version is also available for staff and approved users. This desktop interactive is linked electronically to the Old Parliament House collection and building database and other key documents. These links will assist users to access current relevant information for the day-to-day management of the Place. Users can navigate through the place via maps of each floor which show the zones; associated links will always be accessible to the side of the map. From this point, it is possible to access parts of the Heritage Management Plan or other relevant documents to:

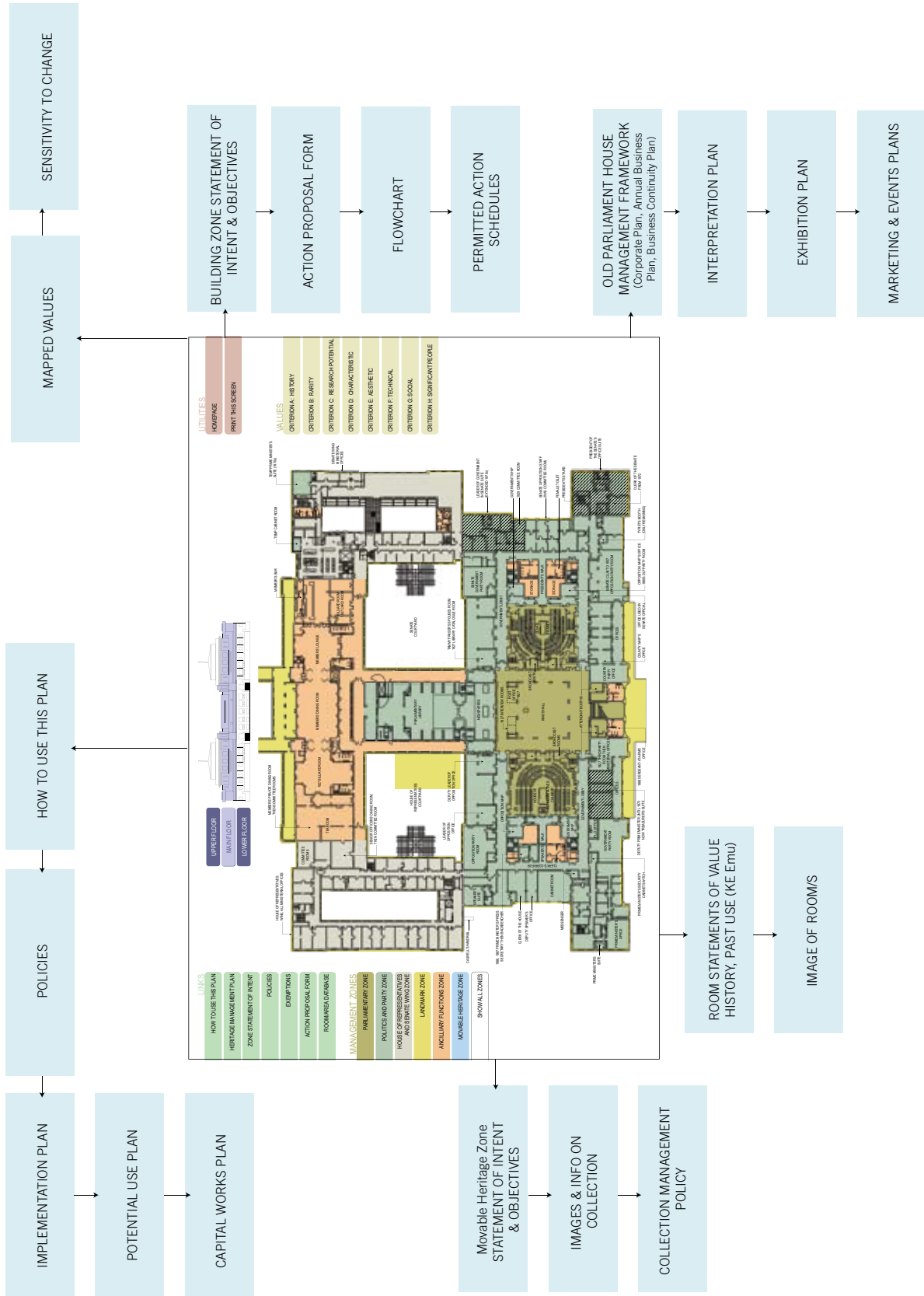
- find out if a proposed action is permitted in a particular zone through the Permitted Action Schedules
- complete an Action Proposal Form
- find an object in the Movable Heritage Zone
- find information in related documents such as the Old Parliament House Corporate Plan, or Interpretation Plan; and
- look up specific sections of the Heritage Management Plan such as the Policies and Strategies or the Implementation Plan.

Figure 17 shows the links available through the interactive.



Press Offices in 1985, set up in the 1939 extension to the Press Galleries, refurbished in the 1970s as the ABC Studio
Source: Tanner #198 Old Parliament House Collection

Figure 17:
Heritage Management Plan interactive links.



Implementation Plan

The implementation of this Heritage Management Plan will be based on the Implementation Plan Part C Chapter II and incorporated into the annual business programs of Old Parliament House. Priorities will be determined by the:

- policies and strategies
- risk analysis
- condition and integrity of the values
- importance to the effectiveness of the Heritage Management Plan
- availability of funding and human resources; and
- any specific requirements from the Minister for the Environment, Water, Heritage and the Arts.

The Implementation Plan will be applied in accordance with the Heritage Management Plan and will fulfil the requirements of Schedules 5A (Management Plans for National Heritage Places) and 7A (Management Plans for Commonwealth Heritage Places) of the Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1), including:

- the identification of who is responsible for specific tasks
- a commitment to best practice principles and techniques in heritage management; and
- the implementation of conflict resolution procedures through the Actions Committee.

Monitoring

The plan will be monitored through the following methods:

1. Condition of the Values

- The condition of the tangible and intangible attributes of the values will be monitored annually via an external assessment of the condition of the values. This assessment will utilize the base line condition determined during the first year of the inception of the plan and assess the effectiveness of the Permitted Action Schedules. Conservation treatment and associated condition assessments on individual components or collection items will also be factored into this process.
- Intangible attributes of the values will also be monitored through internal and external evaluation of the implementation of the Interpretation Plan. This will occur after the completion of a project (as necessary) and routinely as part of the external condition of values assessment.

2. Action Proposal Process

- Records of all Action Proposals, associated decisions and the reasons for decisions will be kept for reporting purposes and will aid in determining the condition of the values and in monitoring the effectiveness of the Action Assessment Process.

Review

A full review of the plan will commence five years after it has been adopted. This review may be conducted by an external party. All subsidiary plans will also be reviewed on a five-yearly basis or as outlined in the policies. This review will principally be confined to possible amendments associated with:

- pertinent new research findings or information
- emergence of important previously unforeseen management issues that impact on the heritage values of the place; and
- the result of monitoring programs, where they indicate that the policies contained in the plan do not achieve the stated management objectives.

The plan will remain in force until such time as a new plan is adopted.



The left shoe of the bronze statue of King George V is constantly touched by visitors, and was lent on or touched regularly by staff and politicians when Parliament sat in the building

Source: Old Parliament House Collection



C

Part C – Implementation Tools



8. Action assessment process

Background

The action assessment process has been derived from consideration of the:

- core principles
- mapped heritage values
- zones
- policies
- room/area historical research; and
- room/area physical description and condition data.

The action assessment process is designed to fulfil the requirements of:

- Schedule 5A Management Plans for National Heritage Places Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1) and Schedule 7A Management Plans for Commonwealth Heritage Places Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No 1) informed by the policies and the Burra Charter
- and for external proposed actions:
 - Section 12(1)(b) of the Australian Capital Territory (Planning and Land Management) Act 1988
 - Appendix T6 Parliamentary Zone Master Plan of the National Capital Plan; and
 - The Parliament Act 1974.

This process will capture all relevant proposed actions in and on Old Parliament House and provide a robust, transparent process for planning and decision making.

How to use the action assessment process

The action assessment process is constructed around the zones and policies that provide relevant information on the place. The steps to follow when proposing an action are outlined below and in the flowchart in the Action Proposal Form.

Actions include activities, projects, developments and undertakings that will occur on or in Old Parliament House and are more fully defined in the Glossary (Appendix L). The Implementation Plan (Part C Chapter II) is a list of tasks that are derived directly to enact the policies (Chapter 5). While the Implementation Plan may be a starting point from which action proposals begin it is no way comprehensive and does not capture many of the events undertaken in the operation of Old Parliament House.

The action assessment process begins with the identification of a proposed action and location. The next step involves reference to the Heritage

Management Plan to determine the zone in which the proposed action will take place – this can be done either via the desktop interactive (see Chapter 7) or via the hardcopy plan. The determination of the zone will give an overview of the values and appropriate activities of the space.

From the zones, a check of the permitted actions schedules (Part C) will allow the responsible party to determine whether the action is allowed – following the guidelines of the schedule – or if the action will require assessment by the Actions Committee.

If the action is not specified in the permitted action schedules for that zone, the action will need to be assessed and approved by the actions committee before it can proceed. To do this, the Action Proposal Form must be completed and submitted to the committee. The committee will make an assessment and either: allow the action; allow the action with modifications; not allow the action; recommend to delegate; or refer the action to the Department of Environment, Water, Heritage and the Arts. A referral to the Department of Environment, Water, Heritage and the Arts is necessary for actions that are likely to have a significant adverse impact on the heritage values of the place.



Members' meals were cooked in the enormous kitchen equipped with ranks of stoves and sinks. The Bain Marie in the foreground remains in the kitchen today.

Photographer: William Mildenhall

Source: Mildenhall Collection 3535, National Archives of Australia

Action Proposal Form



Application number: (assigned by Heritage section)	
Project title:	
File number	
Responsible party and/ or person name	
Position/section	
Email	
Date	

This form must be completed in accordance with Policy 2.2 of the OPH HMP when as 'Action' is proposed at Old Parliament House.

An Action may be an activity, works or any physical change to the building or its setting, or a change of use.

This form must be completed to assist OPH meet its obligations under the EPBC Act.

**Approval of this application does not constitute approval under any legislation.
Approval of this application constitutes internal OPH heritage approval only.
The responsible party should be aware that other statutory approvals may be required.**

**Find and save this document in the folder at
G:\A&\Old Parliament House\OPH\Heritage–Actions Committee\New Proposals**



Approval of the proposed Action by the Delegated Officer

In accordance with Policy 2.2 of the OPH HMP the Action has been certified by a competent person and is therefore:

Number:

Title:

- Approved

- Approved with conditions as specified below

- Not approved.
 - An alternative proposal is required.
 - requires referral under section 26/28 of the EPBC Act is required.

Signature of the Delegated Officer:

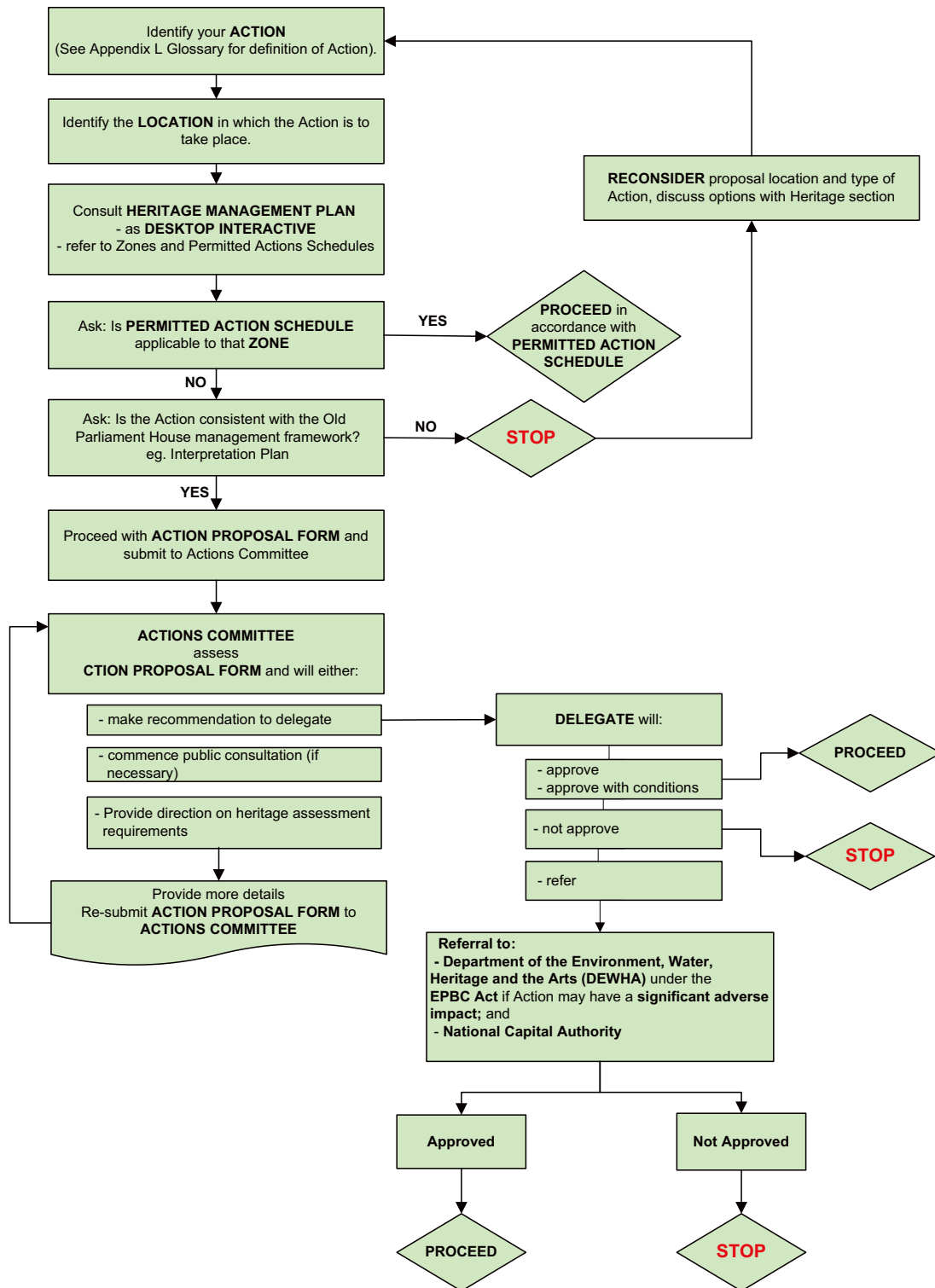
.....
Signature

.....
Date

Name:

Delegated Authority:

Action Assessment Process



Certain Actions are permitted provided they are carried out in accordance with the relevant schedule of conditions. Please check if your proposed Action is permitted as specified in the following schedules before continuing with this form.

Maintenance

Housekeeping

Services

Events and Tourism

Education

Interpretation and Exhibition

Building Fabric Investigation

Section 1: Action responsible party to complete

1.1 Location of the proposed Action

Describe the location of the Proposed Action.
(Provide plans if relevant)

1.2 Describe the proposed Action

Provide a written description and any drawings, plans, photographs and supporting research prepared.

1.3 Reason for the Action

- | | |
|--|--|
| <input type="checkbox"/> event | <input type="checkbox"/> research |
| <input type="checkbox"/> interpretation/exhibition | <input type="checkbox"/> maintenance and repair |
| <input type="checkbox"/> function | <input type="checkbox"/> refurbishing |
| <input type="checkbox"/> conference | <input type="checkbox"/> new work |
| <input type="checkbox"/> education | <input type="checkbox"/> conservation work |
| <input type="checkbox"/> lease | <input type="checkbox"/> acquisition |
| <input type="checkbox"/> disposal of assets | <input type="checkbox"/> fire safety |
| <input type="checkbox"/> Major Capital works | <input type="checkbox"/> OH&S |
| | <input type="checkbox"/> other (provide a description below) |

1.4 Proposed cost and funding source.

Indicate the cost of the proposed Action and the relevant funding source.

1.5 What is the time frame for the Action?

Attach a time line, including critical milestones, if relevant.

1.6 Consistency with OPH Management Framework

(Quote relevant sections/policies of plans being complied with)

Does the Action promote the objectives of the Corporate Plan?

Yes No

Section 1: Action responsible party to complete	
Does the Action comply with the sub plans?	
Interpretation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Use plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Capital Works plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Exhibition plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Security document	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Access plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Education plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Cyclical Maintenance plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other? Describe:	
1.7 Does the Action require further approvals?	
Financial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
EPBC Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
National Capital Authority	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other? Describe:	
1.8 Context of the Action	
How is the Action related to other Actions that have occurred or may occur?	
Provide a description of any relevant context for the Action, not covered above.	
1.9 Identify the zone of effected area. Note compatability of the Proposed Action with the Zone Objective and Statement of Intent and Policies	
1.10 Provide the Statement of Heritage Values for the effected area	

1.11 Nature and extent of likely impacts on the Heritage Values							
Values	Attributes (Upload room data)	Sensitivity to change	Likely impacts	Mitigative measures (measures to reduce impact)	Alternatives	Other comments	
A. History		<input type="checkbox"/> High <input type="checkbox"/> Low					
B. Rarity		<input type="checkbox"/> High <input type="checkbox"/> Low					
C. Research potential		<input type="checkbox"/> High <input type="checkbox"/> Low					
D. Characteristic value		<input type="checkbox"/> High <input type="checkbox"/> Low					
E. Aesthetic characteristics		<input type="checkbox"/> High <input type="checkbox"/> Low					
G. Social		<input type="checkbox"/> High <input type="checkbox"/> Low					
H. Significant people		<input type="checkbox"/> High <input type="checkbox"/> Low					

Section 2: Action responsible party to complete				
2.1 Identify the internal and external stakeholders consulted this Action will involve/effect by name and any comments made:				
Name & section	Date	Stakeholder comment	Responsible party comment	Actions committee comment
Heritage				
Exhibitions & Interpretation				
Comm.s & Visitor Services				
Building & Projects				
OPH Other				
External				
External				
External				
External				

Section 3: Actions Committee to complete	
3.1 Is sufficient information available to proceed with the assessment?	<p>Assessor/Certifier Comment:</p> <p><input type="checkbox"/> Yes, the project is sufficiently developed to proceed to assessment.</p> <p><input type="checkbox"/> No, additional development is required.</p> <p>Further comment:</p>
3.2 Comments on compliance with OPH plans	
3.3 Comments on approvals required	

3.4 Comments on context of the Action		
3.5 Summary comments from the Actions Committee		
3.6 Specific Comments from individual members of the Actions Committee		
Name	Section	Comment
3.7 Proposed Action final certificate The compliance of the Action with the conditions will be monitored according to the following schedule: List the dates when the Action inspection occurred and the inspectors name		
3.8 Conditions for Actions	<input type="checkbox"/> Photographic documentation <input type="checkbox"/> Drawings <input type="checkbox"/> Specialist reports <input type="checkbox"/> Other:	
3.9 Is additional information required?	<input type="checkbox"/> No, proceed to certification <input type="checkbox"/> Yes. The Actions Committee has requested that the following additional information is supplied: <input type="checkbox"/> Expert Advice <input type="checkbox"/> Archaeological Assessment <input type="checkbox"/> Conservation advice <input type="checkbox"/> Engineers report <input type="checkbox"/> Access report <input type="checkbox"/> Occupational Health and Safety assessment <input type="checkbox"/> Landscape Assessment <input type="checkbox"/> Other: (List)	

3.10 Certification

This application has been reviewed and certified by a competent person

Signature

Name

Job title

I have considered the range of obligations that arise under the EPBC Act and conclude that the action is not one that has, will have or is likely to have a significant impact on the environment which includes heritage values.

It is recommended that the delegated officer:

Approve the Action. I have considered the range of obligations that arise under the EPBC Act and conclude that the Action is not one that has, will have or is likely to have a significant impact on the environment which includes heritage values.

Approve the Action with the conditions set out below:

Does not approve the proposed Action and seeks An alternative proposal;
or o A referral under section 26/28 of the EPBC Act.

For the following reasons:

and

Seek approval under Section 12(1)(b) of the ACT(Planning and Land Management) Act 1988.

Seek approval under the Parliament Act 1974.

3.11 Archiving

Insert the file location for the
electronic location of this form

Insert the location of the paper archive

9 Permitted Action Schedules

The Permitted Action Schedules provide detailed guidelines on how permitted actions are to be undertaken. Permitted actions are those actions which if carried out according to the Permitted Action Schedule, will have no adverse impact on the heritage values therefore do not require formal action assessment and approval. Formal assessment and approval has been deemed granted for Permitted Action Schedules under this plan. In other words, most routine or well defined and planned actions that have been developed and refined for the place have been assessed for their ability to comply with the policies of this plan and their impact on the heritage value and documented as permitted in these schedules. In some cases a new methodology for an action has been developed to improve compliance with the plan. The Permitted Action Schedules provide a mechanism for implementing the policies and zone objectives set out in this plan.

The Permitted Action Schedules provide guidance for new staff and contractors and a way of reinforcing appropriate heritage management practice during daily or regular activities for existing staff and contractors.

Any proposed action that is not outlined in a Permitted Action Schedule must be referred through a proposed action form for approval.

New Permitted Action Schedules may be added to this plan following formal assessment and approval by a delegate under this plan. The Permitted Action Schedules follow in this chapter.

The Permitted Action Schedules include:

- Maintenance (for example painting)
- Housekeeping (for example cleaning furniture)
- Events and Tourism (for example conferences)
- Education (for example school groups)
- Interpretation and Exhibition (for example recreation)
- Built Fabric Investigation (for example non-invasive research)
- Contractors (for example painters)
- Tenants
- Caterers



Conservation work in the Government Party Room, 2004
Source: Old Parliament House Collection

Maintenance Permitted Action Schedule

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1 INTRODUCTION

This Schedule provides guidelines for undertaking key maintenance tasks as they relate to heritage management. It should be read in conjunction with the Routine Maintenance Plan as well as the relevant policies in the Heritage Management Plan 2008-2013.

This schedule has been prepared in accordance with these policies as listed below, as well as professional industry benchmarks, specifically the Burra Charter.

■ Policy 1.1 *Principal management documents*

1.1.1 The heritage values of Old Parliament House must be conserved and managed in accordance with the Heritage Management Plan and the Burra Charter.

■ Policy 1.2 *Conservation processes*

1.2.1 Conservation, maintenance, preservation, restoration, reconstruction and adaptation works (as defined by the Burra Charter) must be carried out in accordance with the Burra Charter. The respective need for conservation, preservation, restoration, reconstruction and adaptation must be determined by reference to Old Parliament House's heritage values and their sensitivity to change.

■ Policy 1.3 *Guidelines for application of the conservation process*

1.3.1 Conserve, protect and maintain all heritage fabric (attributes of the values) of the building pertaining to the functions and occupation of Parliament including:

- the existing external and internal fabric, spaces, objects and servicing;
- the interwar, stripped classical architectural style, symmetrical style, form, massing and details of the building in its open vista setting; and
- all rooms of design, architectural and functional interest and their juxtapositions.

■ Policy 1.4 *Retention of fabric in situ*

1.4.1 Heritage building fabric (pre 1988) must be retained in situ commensurate with its heritage values and sensitivity to change, unless precluded by legislative requirements, health and safety considerations, threat of vandalism or theft, and/or severely deteriorated condition.

1.4.2 Any proposal to remove fabric to protect it from threats of deterioration, theft or vandalism will be an Action which must be assessed.

1.4.3 A representative sample of in situ fabric must be retained where feasible.

1.4.4 Traditional techniques and materials for the conservation of fabric of heritage value must be referred, except where modern techniques offer substantial conservation benefits (Burra Charter, Article 4).

■ *Policy 1.5 Removing heritage fabric*

1.5.1 Where fabric of heritage value is removed as a result of an Action, which has been assessed following the procedures contained with the Heritage Management Plan, this must be preceded by, and carried out with, appropriate documentation and monitoring.

1.5.5 New/replacement fabric must be labelled and discernible as such on close inspection.

■ *Policy 1.8 Conserving the layered history of Old Parliament House*

1.8.1 Wherever possible the conservation of one 'layer' of the Old Parliament House story should not compromise the conservation and interpretation of other 'layers'. Maintenance or capital works must be undertaken in accordance with the identified heritage values of the layers.

1.8.2 Where maintenance or capital work or physical intervention in the building has the potential to expose earlier, hidden layers of fabric, this work will be assessed using the procedures in this Heritage Management Plan.

■ *Policy 1.9 Treatment of specific components of the building fabric*

1.9.1 All treatment of components must be carried out in accordance with the corresponding Permitted Action Schedule or seek approval of approach via an Action Proposal Form.

■ *Policy 2.3 Permitted Actions*

2.3.1 Permitted Actions are Actions that will have no adverse impact on the heritage values and may be undertaken in accordance with the scheduled guidelines without the need for an Actions proposal.

■ *Policy 2.5 Works programs*

2.5.1 Old Parliament House management must maintain a Capital Works Plan, a Routine Maintenance Program and a Cyclical Maintenance Program, based on the Life Cycle Cost Plan, consistent with this Heritage Management Plan.

■ *Policy 3.4 Cyclical Maintenance Program*

3.4.1 The effectiveness of the Cyclical Maintenance Program must be monitored.

■ *Policy 3.5 Recording works in progress and on completion*

3.5.1 All works undertaken at Old Parliament House must be monitored and documented, during the works and upon completion, in order to create a record of change at Old Parliament House. The standard of recording will be that required in the relevant Permitted Actions Schedule or conditions of approval for an Action Proposal.

The intention of providing comprehensive guidelines is to ensure appropriate methods and tools are used in the maintenance of items and aspects of heritage value, in turn ensuring items are retained in a good and sound condition.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIONS / ACTIVITIES COVERED BY THIS SCHEDULE

The key maintenance actions discussed in this schedule are listed below. For each of the following headings, permitted actions are discussed and guidelines provided. Non-permitted actions are listed for clarity; however, these should be referred to Heritage Staff for approval and further instruction.

- painting - external
- painting - internal
- concrete (structural) - concrete cancer
- cement render repair - external
- plaster ceiling repairs and maintenance
- timber (tongue and groove) ceilings maintenance
- timber joinery, specifically panelling, doors and windows
- timber floors (boards and parquetry)
- roofing and roof plumbing
- landscaping.

2.2 WHO IS AFFECTED BY THIS SCHEDULE

This Schedule mainly affects, but is not limited to, the activities and programs works associated with:

- Heritage - Collection Management, Conservation
- Building Service & Capital Projects
- contractors.

3 DEFINITIONS

Routine Maintenance is defined as tasks and activities that are to be carried out at regular, defined intervals (for example, weekly, monthly, twice - yearly, annually), up to aspects undertaken on a less frequent or intermittent basis. Routine maintenance can also be described as preventative or regular maintenance.

Cyclical Works describe tasks that are to be undertaken at greater intervals, and generally covers aspects of upgrade or refit that can be expected to be required between every two and twenty years. It does not extend to larger refurbishment projects. Cyclical Works can be understood to often require replacement of components or more detailed conservation tasks than the more regular inspection and activities covered by routine maintenance.

Note: Cleaning protocols for internal surfaces and elements are generally covered in *Housekeeping Permitted Action Schedule*, which should be referred to in conjunction with the *Maintenance Permitted Action Schedule*.

In addition, maintenance and checking of service elements, including heating, ventilation, air conditioning, plant, electrical services, fire services and hydraulic (plumbing) services are addressed in the OPH mechanical services information document available from Property Services. This document provides a checking procedure for aspects of the services in the building, as well as an inventory.

4 CEMENT RENDERING

The external façades of OPH are rendered and painted white, including the light courts. Maintenance of these façades should follow key guidelines as set out below.

Permitted Actions	Not Permitted Actions
Regular inspections to check for looseness, signs of dampness, cracks, bulges, peeling, blistering and mildew.	
Where the existing composition of the render is known (including all components, colour, strength etc), replacement of render may be commissioned as part of a refurbishment / conservation project.	Adhoc render repairs and replacement.

Notes / guidelines

- Replacement of render should only be undertaken where the existing render is badly deteriorated and causing problems to the substrate (eg allowing water penetration).
- Replacement render should never be stronger than the existing, or than the substrate masonry to which it is applied.
- The substrate and each consecutive coat should be pre-dampened before applying the next coat.
- Work should not be carried out in excessively hot, dry, sunny, windy or cold conditions.
- Works should only be undertaken by qualified tradespeople, experienced in working on heritage sites.

5 PAINTING

5.1 EXTERNAL PAINTING OF MASONRY

A paint finish has been applied to the render externally at OPH. The paint finish should be maintained using the following guidelines.

Permitted Actions	Not Permitted Actions
Regular inspections of the paint finish to the external façades of the building to identify any defects promptly.	Paint scrapes to determine an acceptable colour match for any external repainting (refer to <i>Building Fabric Investigation Permitted Action Schedule</i>).
The repainting of external façade and walls should following the program set out in the Life Cycle Cost Plan, to ensure those façades with greater wear and tear or those with greater exposure (for example the western facade, which receives the brunt of the summer afternoon sun) are addressed as a priority. A seven year cycle of repainting is considered appropriate for the exterior of OPH.	
Use of paint types to match as closely as possible the existing finishes, except where the existing paint finish is deemed to be inappropriate and /or detrimental to the building.	

5.2 INTERNAL PAINTING

The interior walls of OPH are generally painted, either on a hard plastered masonry substrate, or in some cases on stud walls. The maintenance of these finishes involves the following processes.

Permitted Actions	Not Permitted Actions
Regular inspections of the internal painted walls of the building to identify any defects, marks, wear and tear promptly.	Repainting in non-heritage colours in areas not specified for exhibition.
Paint scrapes if undertaken to determine an acceptable colour match (where the colour is not known) for any internal repainting (refer to <i>Building Fabric Investigation Permitted Action Schedule</i>).	The use of gaffer tape.
Where the existing and appropriate type and product of paint is known, repainting as part of a refurbishment/conservation project (painting should only be undertaken by experienced tradespeople, with a demonstrated understanding of appropriate paint finishes and techniques for heritage buildings).	

Notes / Guidelines

The repainting of internal wall surfaces should follow the program set out in the Life Cycle Cost Plan. Areas of high traffic and public use, such as Kings Hall, exhibition spaces, the National Trust shop, and the café and dining areas, will require repainting every three to five years. Offices and less commonly used spaces will require a repainting schedule of five to seven years.

Paint types should be selected to match as closely as possible the existing finishes, except where the existing paint finish is deemed to be inappropriate and /or detrimental to the building.

Dulux Alabaster E30 is the standard default Old Parliament House colour for new paint.

6 ROOFING AND ROOF PLUMBING

Several previous reports and studies have been conducted into the condition of the roof, including:

- Roof Master Plan Study by GHD (2000)
- Roof Drainage Study by WT Partnership

Ongoing problems related to low pitch falls and insufficient drainage capacity are outside the scope of regular maintenance and are being addressed through the Capital Works Program; however some key maintenance tasks are provided below.

Permitted Actions	Not Permitted Actions
Inspections of all roof areas including roof sheeting, gutters, flashings, cappings, rainwater heads, and sumps for loose fixings, leaks, holes or cracks, blockages, corrosion and general deterioration.	Any repairs to pre-1988 fabric other than those described adjacent without consultation with the Heritage and Building Services staff at OPH.
Refixing loose fixings or replacing with like fixings.	
Regular cleaning of gutters, rainwater heads and sump.	
Fixing of pinholes to roof sheeting using a ubiquitous silicon based product.	

7 PLASTER CEILINGS

Several original (pre 1988) and early ceilings in OPH are plaster, including those in King's Hall, and the Senate and House of Representative Chambers. The maintenance of these finishes involves the following processes.

Permitted Actions	Not Permitted Actions
Regular inspections of the ceilings, to identify any defects, bulges, signs of water damage or other wear and tear promptly. (White gloves to be worn when removing ceiling tiles).	
Paint scrapes, to determine an acceptable colour match (where the colour is not known) for any internal repainting (refer to <i>Building Fabric Investigation Permitted Action Schedule</i>).	
Investigating any damage to ceilings such as water staining or cracking to find the cause of the problem (eg leaking pipes). The cause should then be addressed prior to fixing the damaged area. (Patching and repairs to plaster ceilings should only be undertaken by a trained conservator or experienced professional).	
Repainting where the existing and appropriate type and product of paint is known, as part of a refurbishment / conservation project.	Repainting in non heritage colours in areas not specified for exhibition.

Notes / guidelines:

- The repainting of plaster ceilings should follow the program set out in the Life Cycle Cost Plan. As a guideline, plaster ceilings will require a repainting schedule of seven to 10 years;
- Paint types should be selected to match as closely as possible the existing finishes, except where the existing paint finish is deemed to be inappropriate and /or detrimental to the building; and
- Repairs to be carried out using like materials. For example: fibrous plaster repaired with fibrous plaster.

8 TIMBER CEILINGS

Some areas, including the Members Dining Room, of OPH retain original timber tongue and groove board ceilings. The maintenance of these materials involves the following processes.

Permitted Actions	Not Permitted Actions
Regular inspections of the timber ceilings, to identify any defects, cracking or splitting, marks, or wear and tear promptly.	Invasive investigations to confirm the species or condition of a timber ceiling (refer to <i>Building Fabric Investigation Permitted Action Schedule</i> for more detail).
Where the existing and appropriate type and product of finish is known, repainting and / or refinishing as part of a refurbishment / conservation project.	

Notes / Guidelines

- The repainting and / or refinishing of timber ceilings should follow the program set out in the Life Cycle Cost Plan. As a guide, a repainting / refinishing schedule of seven to 10 years would be appropriate; and
- Paint and clear finish products should be selected to match as closely as possible the existing finishes, except where the existing finish is deemed to be inappropriate and /or detrimental to the surface.

9 TIMBER PANELLING AND JOINERY

Externally there are timber elements including window and door frames. Areas of interior walls in OPH are finished with timber panelling, including within the Chambers and the Prime Minister's and President of the Senate suites. Many 1927 and pre 1988 windows and other timber elements are also in place throughout the building. The maintenance of these surfaces and finishes involves the following processes.

Permitted Actions	Not Permitted Actions
Regular inspection of all external timber elements to identify weathering, splitting of paint / clear finish, damage or dirt build up.	Removal of wall panels.
Regular inspections of the timber panelling and elements, to identify any defects, marks, or wear and tear.	The use of gaffer tape or any other adhesive tape.
Basic cleaning (refer to <i>Housekeeping Permitted Action Schedule</i>) tasks by OPH staff.	
Should an item be damaged it is appropriate to move the item (provided it is movable) to a safe storage place to prevent further inadvertent damage. For built in items a rope barrier may be appropriate to avoid further access to the item.	
Removal of stains, adhesives and the like (removal of chewing gum may be undertaken by OPH staff in line with the guidelines in <i>Housekeeping Permitted Action Schedule</i>)	
Repairs to scratched or chipped surfaces undertaken by a trained conservator.	
Repairs to broken elements (including recreation of missing elements) undertaken by a trained conservator or Heritage staff.	

Notes / Guidelines

- Prior to the removal or reapplication of any timber finish, an assessment by a trained conservation professional should be made to establish:
 - The age, condition and type of existing finish
 - The appropriateness of the finish
 - Its likely lifespan given its condition
- The benefits and disadvantages of removing the existing finish (eg removal of original fabric versus ongoing protection of the timber substrate).

10 TIMBER FLOORS

This section applies to both parquetry floors (such as in Kings Hall) and timber board floors. The maintenance of these items involves the following processes.

Permitted Actions	Not Permitted Actions
Regular inspections of the floor substrate, surface finish and any inlaid fittings, to identify any damage, cracks, twisted boards, squeaking, defects, marks, wear and tear promptly.	
Regular cleaning of the floor surfaces in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Mineral turpentine should NEVER be used to clean timber block floors as some have a bitumen bedding layer.
Recording of any repairs, works etc to the floors should be recorded in a log to establish the regularity and severity of repairs being undertaken.	
The use of carpet squares or other removable surfaces is appropriate when moving objects or working within the spaces as a protective measure against scratches and spillage.	The use of gaffer tape or any other adhesive tape.
The refinishing of timber floors undertaken by a trained conservation professional, using tried and tested products and methods known to be appropriate for use on these surfaces.	

Notes / guidelines

- The refinishing of internal timber surfaces should follow the program set out in the Life Cycle Cost Plan, and be supported by an assessment from a trained conservation professional (see above under Not Permitted Actions).

11 CARPET

Heritage carpets exist in all zones as set out in the plans below. They range from wool and wool blend commercial grade loop pile to wool brush pile specifically designed and made for the place. See Figure 18 for location of heritage carpet.

Permitted Actions	Not Permitted Actions
Regular visual inspections of carpet and monitoring as outlined in the Human Impact Management Program, the Integrated Pest Management Plan and the Building Fabric Investigation Permitted Action Schedule.	Invasive inspections.
Regular cleaning in accordance with the Housekeeping Permitted Actions Schedule.	Cleaning with un-authorised products.
If necessary, carpet may be taped using 3M 471 or Painters Tape.	The use of gaffer tape. Pot plants on carpet.
Repairs to edges or frayed seams by a trained carpet layer or conservator using traditional methods.	Repairs to edges or frayed seams by an untrained person and or using contemporary or inappropriate methods.
Dry-cleaning using commercial grade equipment.	Wet-cleaning using domestic or commercial grade equipment
The use of sacrificial carpets over existing carpet in areas of high wear on advice from a conservator.	Removal of heritage carpet.

12 RUBBER AND LINOLEUM FLOORING

Heritage rubber and linoleum floors exist in all zones as set out in the plans in Figure 18.

Permitted Actions	Not Permitted Actions
Regular visual inspections of rubber and linoleum and monitoring as outlined in the Human Impact Management Program, the Integrated Pest Management Plan and the Building Fabric Investigation Permitted Action Schedule.	Invasive inspections.
Regular cleaning in accordance with the Housekeeping Permitted Actions Schedule.	Cleaning with un-authorised products.
If necessary, carpet may be taped using 3M 471 or Painters Tape.	The use of gaffer tape. Pot plants on rubber and linoleum.
Repairs to rubber and linoleum using traditional methods on advice from a trained conservator.	Repairs to rubber and linoleum by an untrained person and or using contemporary or inappropriate methods. Cleaning using un-approved products.
The use of sacrificial rubber and linoleum over existing rubber and linoleum in areas of high wear on advice from a conservator.	Removal of rubber and linoleum.

13 WINDOW COVERINGS

There are a variety of coverings in OPH including:

- Metal/vinyl Venetian blinds
- Velvet curtains (with and without linings)
- Net fabric curtains – of various weave patterns and fibres (with and without linings)
- Canvas Holland blinds
- Versol slimline blinds
- Sheer fabric curtains
- UV film

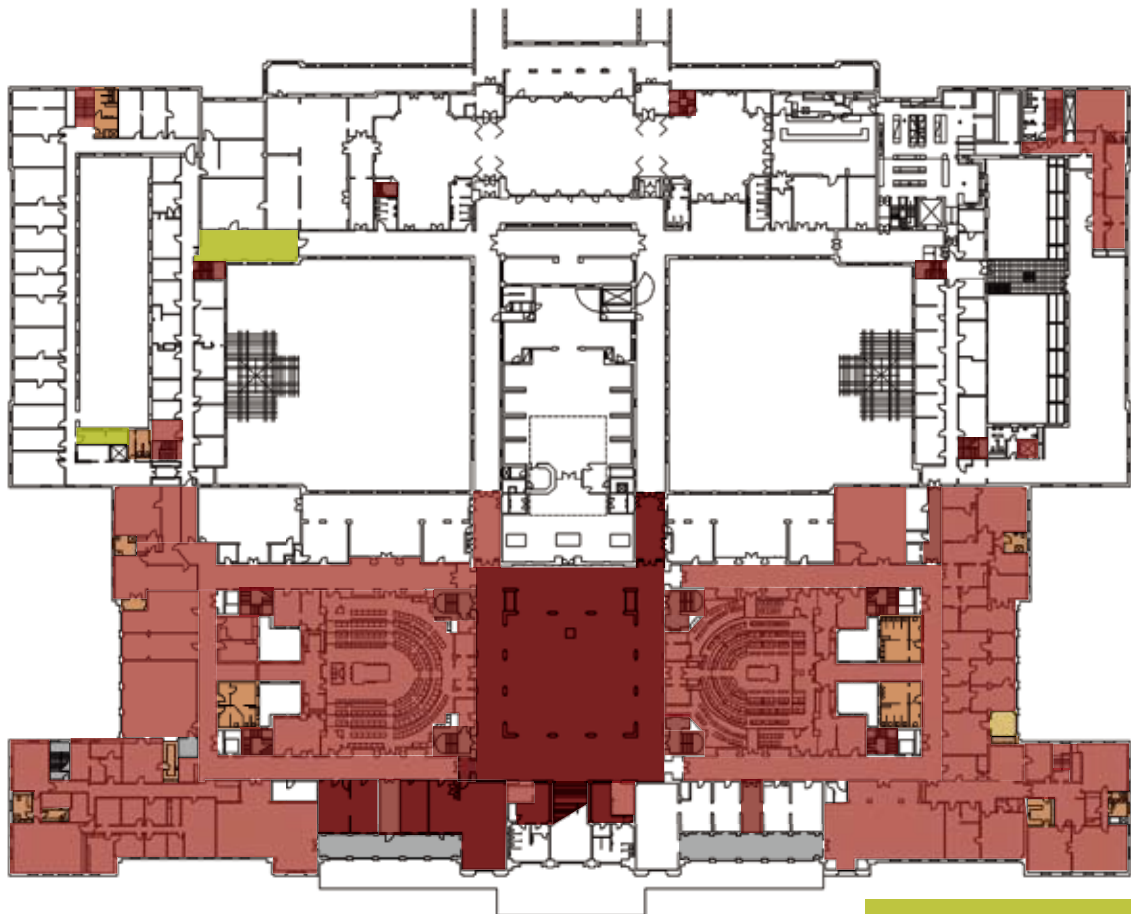
In general as most of the window coverings date from the 1970's they are in reasonable condition. All window coverings however, are at risk of fast and total decay as a result of their location in windows where they are exposed to extremely high visible and UV light radiation.

Permitted Actions	Not Permitted Actions
Regular visual inspections of carpet and monitoring as outlined in the Human Impact Management Program, the Integrated Pest Management Plan and the Building Fabric Investigation Permitted Action Schedule.	Invasive inspections.
Regular cleaning in accordance with the Housekeeping Permitted Actions Schedule.	Cleaning with un-authorised products.
Dry-cleaning curtains using commercial grade equipment.	Wet-cleaning curtains using domestic or commercial grade equipment
Brush vacuuming or wet wiping Venetian blinds in accordance with the Housekeeping Permitted Action Schedule.	Removal of window treatments.
Repairs by a trained window coverings technician or a conservator.	Repairs by anyone other than a trained window coverings technician or a conservator.
Application of removable UV film to internal windows to reduce light.	
Installation of new helioscreen blinds using existing screw holes.	

Figure X:
Heritage Floor Coverings



Figure X:
Heritage Floor Coverings



MAIN FLOOR

Figure X:
Heritage Floor Coverings



UPPER FLOOR

Housekeeping Permitted Action Schedule

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7	EMERGENCY TREATMENTS
8	PRODUCTS AND USES

1 INTRODUCTION

This Schedule provides comprehensive guidelines for implementing effective housekeeping practices, which meet professional conservation standards and addresses the following Policies in the Heritage Management Plan 2008-2013:

■ *Policy 1.1 Principal management documents*

1.1.2 The heritage values of Old Parliament House must be conserved and managed in accordance with the Heritage Management Plan and the Burra Charter.

■ *Policy 1.3 Guidelines for application of the conservation process*

1.3.1 Conserve, protect and maintain all heritage fabric (attributes of the values) of the building pertaining to the functions and occupation of Parliament including:

- the existing external and internal fabric, spaces, objects and servicing;
- the interwar, stripped classical architectural style, symmetrical style, form, massing and details of the building in its open vista setting; and
- all rooms of design, architectural and functional interest and their juxtapositions.

■ *Policy 1.9 Treatment of specific components of the building fabric*

1.9.1 All treatment of components must be carried out in accordance with the corresponding Permitted Action Schedule or seek approval of approach via an Action Proposal Form.

1.9.2 A cleaning program must be implemented in accordance with the Housekeeping Permitted Action Schedule

■ *Policy 1.10 Conservation and management of movable heritage and collections*

1.10.4 Access and use of collection items must be balance against the conservation, care and security of the items to ensure their long term conservation and survival (Collection Management Policy 6.2

■ *Policy 2.3 Permitted Actions*

2.3.1 Permitted Actions are Actions that will have no adverse impact on the heritage values and may be undertaken in accordance with the scheduled guidelines without the need for an Actions proposal.

The goal of heritage housekeeping is to remove soiling material in a manner that does the least harm to the surface treated. Housekeeping standards must be established to ensure that:

- harmful substances are removed promptly and effectively
- over-cleaning does not occur
- the cleaning method, product and frequency is effective but not harmful; and,
- correct handling procedures for movable items are followed to prevent accidental damage.

This schedule has been developed in line with all relevant OPH plans and policies, including the OPH Collection Management Policy.

2 WHAT THIS SCHEDULE COVERS

2.1 Actions/Activities that are covered by this schedule

This Schedule covers the following tasks:

- moving heritage items
- handling heritage items (furniture, artefacts, etc)
- cleaning heritage items
- cleaning heritage elements of the building.

It should be read in conjunction with Maintenance Permitted Action Schedule, for details on tasks that are covered under routine maintenance provisions.

2.2 Who is affected by this schedule

This Schedule mainly affects, but is not limited to, the activities and works associated with:

- all OPH staff, contractors and tenants.

3 DEFINITIONS

Housekeeping is maintenance through cleaning and preventative conservation.

Handling is physically moving objects over both very short and longer distances.

4 HANDLING THE COLLECTION

The safety of a movable item is dependent on the care taken during handling. Common sense, inspection of the item, planning and respect for the item will assist in avoiding physical damage. The following step-by-step approach should be adopted to minimise the risk of damage during handling.

4.1 SAFE HANDLING RULES

- Always avoid haste in handling any heritage item.
- Regard every heritage item as an irreplaceable one.
- In the movement of any item, the ultimate goal is that no shock or vibration is transmitted to the item.

4.2 WHY MOVE?

- Only move items with permission from the OPH Heritage staff as they have information regarding the provenance, conservation requirements and constraints governing items.
- Assess the need for moving the item- is moving essential? Only move or handle an item when you are totally confident that no damage or deterioration will result.
- All moves should be supervised by a member of Old Parliament House's staff, who has been trained in appropriate handling techniques.
- If something does go wrong, report the damage to the appropriate person. Reporting accidents will help prevent them from occurring again.

4.3 PLAN THE MOVE

- Look carefully at each item before you handle it. Make sure you note its weak spots or any areas of damage.
- Eliminate unnecessary movement of items. Be organised - know where you are going to put each item before picking it up. The fewer movements you make, the lower the risk of damage.
- When items are to be carried any distance more than a few metres, always use a trolley (see notes on using trolleys below).
- Tie doors open with cotton tape (not abrasive ropes) before moving a piece of furniture to prevent damage in transit.
- Do not leave items in vulnerable locations such as direct sunlight, outdoors, or in heavily trafficked areas, even for short periods of time.

- Know how many people will be required to move the item and make sure they are all aware of their part in the move.

4.4 PREPARE YOURSELF

- Before moving an item, remove all apparel that might scratch or snag the item, including rings, watches, lockets, key chains, belt buckles and pens protruding from pockets.
- When handling furniture white cotton gloves should be worn except when there is risk of slippage in which case latex or vinyl gloves should be used.
- Latex or vinyl gloves should be worn when handling metal, ceramic and glass items.

4.5 PREPARE THE ITEM

- Danger in moving any item is increased by unusual size or weight. Each large and/ or heavy piece should be treated as a special problem.
- Always extend extra care to decorative, ornamental areas, as these areas are particularly susceptible to damage from applied pressure or sudden shock.
- Before moving an item remove loose sections if this can be done without damage. For example, cushions from benches and drawers from desks.
- To move chests, desks, or any other piece of furniture containing drawers, the first step is to take out the drawers. Using chalk or small self-sticking labels, mark correct placement for them on the underside and reinstall them after the piece has been moved to its new location.

4.6 REMEMBER YOUR OWN SAFETY

- Refer to the OPH Occupational Health and Safety Procedures.
- As you begin to lift an item, don't bend; squat instead, keeping your back straight. Be sure your body weight is centred over your feet. Lift by straightening your legs and keep the load close to your body.
- To unload - again, squat; and keep your back straight.
- If you have to turn with the load, avoid any twisting motion - instead, shift your feet.
- No carrying box or container should have a weight greater than two people can carry with safety.
- If you must lift something heavy above waist level, don't try to do it in one motion. Instead, set the load down on a table and change your grip before lifting it higher.

4.7 MOVING ITEMS ON A TROLLEY

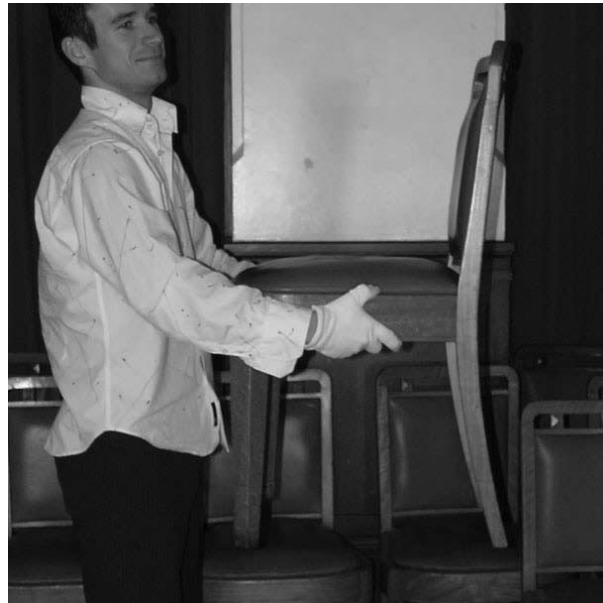
- Never overload any container or carrying device (eg. trolley).
- Only move one item at a time.
- Never put both lightweight and heavy items in the same carrying box or container.
- Avoid speed with loaded trolleys, hand-trucks and containers. Avoid abrupt stops and jerks.
- Two people must always accompany items loaded on a trolley.

4.8 NOTES FOR FURNITURE HANDLING

- Never slide furniture along the floor.
- All furniture must be carried or lifted onto a trolley or furniture dolly.
- Never lift a piece of furniture by any projecting part. No decorative part of a piece of furniture was intended to bear the entire weight of the piece.
- Never lift a chair by the arms or the back. Chairs should always be lifted by their seat rails.
- Avoid lifting tables by their tops; lift them by their legs or supporting rails instead.

4.9 SAFE HANDLING

Images of safe handling techniques for heritage furniture.



5 CLEANING THE COLLECTION AND THE BUILDING

Cleaning is not a complicated or elaborate procedure that needs to be carried out by museum professionals. It is a straightforward, commonsense exercise that is an essential part of protecting the building fabric and furniture.

The choice of cleaning materials, agents and techniques is very important as irreversible damage can result from the use of inappropriate commercial products on historical material. Outlined below are recommended materials and techniques that should be used. All products and techniques that are not listed below, and are currently in use should be stopped immediately.

There are many different materials and surface finishes throughout the key heritage areas of Old Parliament House. All these different materials require different cleaning techniques. The following section outlines suitable cleaning materials and techniques; no method or product other than those listed should be used without consultation with OPH Heritage Section, who can be contacted on 6270 8221.

Recommendations on the frequency of cleaning have been made below. The results obtained with this cleaning regime should be monitored and adjusted as required.

Many stains and graffiti date from before 1988 while Parliament House was still in use. These stains and damage are part of the historical character of the building and should not be removed. The extensive graffiti on the tables in the Press Galleries are an example of heritage damage. If in doubt, consult OPH Heritage staff before cleaning.

5.1 FLOORING: PARQUETRY, RUBBER AND TILES

5.1.1. Removing loose dirt and grit

- Full vacuum of entire area (to be carried out daily)
- Use a low suction vacuum cleaner to work gently and systematically over the whole area.
- Vigorous rubbing of the surface should be avoided.
- Furniture should be protected from knocks from the vacuum by placing a piece of thick felt around the edges of the vacuum head and body.
- Care must be taken with the rubber cords on vacuum cleaners, as they tend to catch items, scuffing and abrading the surface. The use of backpack vacuums is preferred.

5.1.2. Removing water soluble soil deposits and stains

- Damp mop of entire area (to be carried out weekly or as required).
- Complete a thorough full vacuum of area before beginning damp mop procedure.
- Fill the pail with warm (30 to 40oC) clean water, do not use any additives and do not use hot water.
- Wring the mop until it is nearly dry. Wet mopping must not be used on wood or rubber flooring as the excess water could stain the flooring or damage the finish.
- Work in a methodical fashion across the floor using long continuous side to sidestrokes and keeping the mop heel on the floor and the strands spread.
- The mop should be turned after each four strokes and rinsed after eight strokes. It must be kept in mind that dirt removal NOT dirt distribution is the primary purpose. Therefore, the mop should be rinsed frequently and the rinse water changed often.
- Change water when you can no longer see the bottom of the pail.
- Do not touch the baseboard, furniture or rugs with the mop. Work around furniture legs and in room corners using a damp rag instead of the mop.
- Never flood or leave water on the floor any longer than necessary.

5.1.3. Removing stubborn stains and scuff marks

- Spot cleaning with non-ionic detergent solution in warm water (to be carried out as required).
- Mix up a dilute solution of non ionic detergent in warm water.
- Wet a soft clean rag in this solution and wring out until nearly dry.
- Rub the rag gently over the dirty area taking care to rinse the rag regularly and change the cleaning face often to avoid redistribution of dirt.

- Follow this by a wiping over with a damp cloth wet in clear water.
- Dry the area with a third dry, clean rag.
- Removing scuff marks (to be carried out as required). Use a pencil eraser and gently rub across the black mark. Be sure to sweep up any eraser residue after you have finished. Do not use white spirits on the parquetry or rubber floors.

5.1.4. Floor scrubbing/buffing/-except for tiles (to be carried out as little as possible)

- Mechanical floor scrubbing and polishing should not be necessary if the floor is correctly maintained and regularly cleaned. Buffing causes abrasive damage to the floor finish causing it to wear faster.
- The parquetry floor in King's Hall may be buffed in preparation for special events but this should not be a regular exercise. The following steps should be taken.
 - Thorough vacuum and damp mop to remove all particulate matter.
 - Apply a small amount of Peerless Gemini Acrylic floor finish with cotton applicators and buff.

5.2 FLOORING: CARPET

5.2.1 Removing loose dirt and grit

- Full vacuum of entire area (To be carried out daily in high traffic areas and monthly in other locations)
- Use a low suction vacuum cleaner to work gently and systematically over the whole area.
- Vigorous rubbing of the surface should be avoided as it abrades the pile of the carpet.
- Furniture should be protected from knocks from the vacuum by placing a piece of thick felt around the edges of the vacuum head and body.
- Care must be taken with the rubber cords on vacuum cleaners, as they tend to catch items, scuffing and abrading the surface. The use of backpack vacuums is preferred.

5.2.2. Spot treatment of wet spills (to be carried out as needed)

- Sponge up the excess liquid immediately with a dry clean sponge. A low suction water vacuum could also be used in this instance if available.
- Rinse the area with clean warm water applied with a clean sponge with a dabbing action.
- When the area appears clean all excess water should be mopped up with a new clean dry micro fibre cloth and clean white cotton rags.
- Water rings should not occur on the carpet if periodic vacuuming has been carried out effectively.

5.3.3. Spot treatment of stains and heavy soiling (to be carried out as needed)

- Removal of mud from carpet.
- Cordon off area to prevent mud being spread further.
- Allow mud to dry and use vacuum cleaner to remove it from the surface.
- Removal of dry spot stains.
- Be sure that the stain you are about to remove is new (post 1988) (contact the Heritage Section if unsure). Old stains should not be removed.
- Thoroughly vacuum the area before you begin (this will minimise water staining).
- Make up a dilute solution of non-ionic detergent.
- Wet a small micro fibre cloth in the solution and carefully dab it onto the surface - avoid saturating the area.
- Rinse the micro fibre cloth regularly.
- Once the area appears clean, use a new micro fibre cloth and repeat the same process using clean warm water only.
- Once the area has been rinsed, take a third dry clean micro fibre cloth or clean white cotton cloth and remove as much excess water as possible.

5.4 WALLS: WOOD PANELLING AND METAL LATTICE WORK

5.4.1. Removing loose dirt and grit:

- Dusting (to be carried out weekly in visible areas).
- Use Dust Bunny Magnetic Wiping Fabric or a clean, soft, lint-free dry cloth. The cloth should be lightly run over the furniture, taking care to feel every part of its shape.
- Turn the cloth frequently, presenting a clean surface to the item with each pass, so that the dust does not abrade the surface.
- Have numerous cloths on hand and keep them clean. When dusting, watch for sharp edges, nails, loose veneer, etc which are easily caught in the cloth.
- The cloths should be machine washed after they become moderately soiled.
- Brush vacuuming (to be carried out biannually in all areas on instruction from the Heritage Section)
- Examine each piece carefully, to be sure that there are no loose elements that could be pulled of by the vacuums suction.
- Hold the vacuum nozzle at least 5 cm away from the surface to avoid contact and possible damage of the heritage finish.
- The vacuum cleaner hose should be fitted with a soft nozzle, or the normal plastic nozzle fitted with a soft protective cuff to protect the item from physical damage.
- Use a soft bristle brush to brush away the dirt and dust towards the nozzle of the vacuum for removal.
- A piece of thin rubber tubing can be connected to the nozzle of a vacuum with tape to allow better access to difficult-to-reach areas.
- If the brush has a metal ferrule it should be wrapped in insulating tape to prevent it scratching the surface of the item.
- Periodically brushes must be washed thoroughly with soap and water, rinsing well under running water, and allowed to dry naturally before storing.

5.4.2. Removal of more stubborn soiling

- Wet cleaning of wooden surfaces (to be carried out as required).
- Wet cleaning should be performed only as needed, not on a routine schedule and not without prior approval of the curator.
- Wet cleaning should only be carried out on sections with a sound, stable, clear finish. Wet cleaning should not be used on surfaces with flaking, peeling or crazed varnish layers.
- Use a clean micro fibre cloth dampened in white spirits (refer to OPH OHS Procedures) to gently rub the mark. Once the area is clean wipe dry with a clean micro fibre cloth. Correct Health and Safety precautions must be followed when using white spirits (refer to OPH OHS Procedures). If the area is dull in appearance after this treatment apply a small quantity of Archival Wax with a soft clean cloth and buff to a high shine.
- Wet cleaning of painted metal surfaces (to be carried out as required).
- Use a micro fibre cloth dampened in clean water. After removal of the mark wipe the area dry with a clean micro fibre cloth. If water does not work, water with non-ionic detergent may be used.

5.5 WALLS: PAINTED SURFACES

5.5.1. Removing loose dirt and grit:

- Dusting (To be carried out biannually).
- Use a soft bristled broom to sweep the walls, brushing from the ceiling towards the floor.
- DO NOT sweep around pictures or paintings hanging from the wall.
- Follow sweeping of the walls with a thorough vacuum of the floor.
- With a dusting cloth pay particular attention to decorative surface details.

5.5.2. Removing more stubborn soiling matter

- Wet cleaning of painted surfaces (to be carried out as required).
- Use a micro fibre cloth dampened in clean water. After removal of the mark wipe the area dry with a clean micro fibre. If water does not work, water with non-ionic detergent may be used.

5.6 FURNITURE: TIMBER COMPONENTS

5.6.1. Removing loose dust and dirt

- Dusting (to be carried out weekly).
- Use Dust Bunny Magnetic Wiping Fabric or a clean, soft, lint-free dry cloth. The cloth should be lightly run over the furniture, taking care to feel every part of its shape.
- Turn the cloth frequently, presenting a clean surface to the item with each pass, so that the dust does not abrade the surface.
- Have numerous cloths on hand and keep them clean. When dusting watch for sharp edges, nails, loose veneer, etc which are easily caught in the cloth.
- The cloths should be machine washed after they become moderately soiled.
- Brush vacuuming (to be carried out biannually)
- Examine each piece carefully, to be sure that there are no loose elements that could be pulled of by the vacuum's suction.
- Hold the vacuum nozzle at least 5 cm away from the surface to avoid contact and possible damage of the heritage finish.
- The vacuum cleaner hose should be fitted with a soft nozzle, or the normal nozzle fitted with a soft protective cuff to protect the item from physical damage.
- Use a soft bristle brush to brush away the dirt and dust towards the nozzle of the vacuum for removal.
- A piece of thin rubber tubing can be connected to the nozzle of a vacuum with tape to allow better access to difficult-to-reach areas.
- If the brush has a metal ferrule it should be wrapped in insulating tape to prevent it scratching the surface of the item.
- Periodically brushes must be washed thoroughly with soap and water, rinsing well under running water, and allowed to dry naturally before storing.

5.6.2 Removal of stubborn soiling

- Wet cleaning (to be carried out as required).
- Wet cleaning should be performed only as needed, not on a routine schedule and not without prior approval of OPH Heritage staff.
- Wet cleaning should only be carried out on furniture with a sound, stable, clear finish. Wet cleaning should not be used on surfaces with flaking, peeling or crazed varnish layers.
- Use a clean micro fibre cloth dampened in white spirits (refer to OPH OHS Procedures) to gently rub the mark. Once the area is clean wipe it dry with a clean micro fibre cloth. Correct Health and Safety precautions must be followed when using white spirits (refer to OPH OHS Procedures). If the area is dull in appearance after this treatment, apply a small quantity of Archival Wax with a soft clean cloth and buff to a high shine.

DO NOT ALLOW THE WHITE SPIRITS OR WAX TO COME IN CONTACT WITH ANY LEATHER COMPONENT.

5.7 FURNITURE: UPHOLSTERY COMPONENT

5.7.1. Removing loose dust and dirt

- Dusting (to be carried out weekly).
- Use Dust Bunny Magnetic Wiping Fabric or a clean, soft, lint-free dry cloth. The cloth should be lightly run over the furniture, taking care to avoid flaking and fragile areas of the leather.
- Turn the cloth frequently; presenting a clean surface to the item with each pass, so that the dust does not abrade the surface.

- Have numerous cloths on hand and keep them clean.
- The cloths should be machine washed after they become moderately soiled.
- Be sure to remove the cushions from the benches and clean underneath.
- Brush vacuuming (To be carried out biannually on instruction from the Heritage section)
- Examine each piece carefully to be sure that there are no loose parts that could be pulled off by the vacuum's suction.
- Hold the vacuum nozzle at least 5 cm away from the surface to avoid contact and possible damage of the heritage finish.
- The vacuum cleaner hose should be fitted with a soft nozzle, or the normal plastic nozzle fitted with a soft protective cuff to protect the item from physical damage.
- Use a soft bristle brush to brush away the dirt and dust towards the nozzle of the vacuum for removal.
- A piece of thin rubber tubing can be connected to the nozzle of a vacuum with tape to allow better access to difficult-to-reach areas.
- If the brush has a metal ferrule it should be wrapped in insulating tape to prevent it scratching the surface of the item.
- Periodically brushes must be washed thoroughly with soap and water, rinsing well under running water, and allowed to dry naturally before storing.
- Be sure to remove the cushions from the benches and clean underneath.

5.7.2. Removal of heavier soiling

- Use of granulated eraser powder for cleaning leather table inserts (to be carried out as required).
- Brush vacuum surface before applying eraser powder
- Sprinkle on a generous amount of eraser powder to the area requiring cleaning
- Rub in a circular motion with a cotton gloved hand until desired surface finish is achieved. Stop cleaning if it appears the surface colour is being removed.
- Vacuum up all the granulated eraser and dirt when finished. Take care to remove all particles from cracks and crevices in the item (you may need a soft brush).

5.8 METAL FITTINGS

5.8.1. Removing loose dust and dirt

- Dusting (to be carried out weekly).
- Use Dust Bunny Magnetic Wiping Fabric or a clean, soft, lint-free dry cloth. The cloth should be lightly run over the item, taking care to feel every part of its shape.
- Turn the cloth frequently; presenting a clean surface to the item with each pass, so that the dust does not abrade the surface.
- Have numerous cloths on hand and keep them clean. When dusting watch for sharp edges, screws, etc which are easily caught in the cloth.
- This weekly dusting will also remove handling prints and marks of visitors from the surfaces.
- The cloths should be machine washed after they become moderately soiled.

5.8.2 Removal of more stubborn soiling

- Wet cleaning (to be carried out as required).
- Wet cleaning should be performed only as needed, not on a routine schedule and with prior approval of the curator.
- Use a clean soft cloth dampened in white spirits (refer to OPH OHS Procedures) to gently rub the mark. When the area is clean wipe dry with a clean soft rag. Correct Health and Safety precautions must be followed when using white spirits (refer to OPH OHS Procedures).

5.9 GLASS

5.9.1. Removal of grease and grime from glass (to be carried out daily in public areas or as required)

- Dust the surface before starting using a Dust Bunny Magnetic Wiping Fabric.
- Use a solution of 50/50 white spirits (refer to OPH OHS Procedures) and water.
- Spray a small amount ON TO A SOFT CLEAN CLOTH AWAY FROM TIMBER, LEATHER & UPHOLSTERED SURFACES and gently wipe it over the surface. DO NOT SPRAY DIRECTLY ONTO GLASS SURFACE. A small nylon toothbrush can be used to apply the solution to the textured glass surfaces.
- Make sure the cloths you are using are clean to avoid smears occurring across the glass. The surface of the glass can be wiped dry with a micro fibre cloth.
- DO NOT allow this cleaner to come into contact with the timber components of the doors, as the white spirits (refer to OPH OHS Procedures) will dissolve the varnish.
- DO NOT allow the cleaner to come in contact with areas of gilding, gold paint or gold leaf on the doors.
- White spirits (refer to OPH OHS Procedures) may be used to remove heavier soiling. It can be applied with a small nylon brush or a clean cloth.

5.9.2. Removal of grease and grime from perspex (to be carried out daily in Chambers and public areas or as required)

- Dust the surface before starting using a Dust Bunny Magnetic Wiping Fabric.
- Use diluted VISION anti static solution.
- Spray a small amount ONTO A SOFT CLEAN CLOTH AWAY FROM TIMBER, LEATHER & UPHOLSTERED SURFACES and gently wipe it over the surface. DO NOT SPRAY DIRECTLY ONTO PERSPEX SURFACE.
- Covers should be lifted and cleaned underneath and reinstated once per month.

5.10 TEXTILES

5.10.1 Removal of loose dirt and particulate matter (to be carried out annually)

This treatment should only be carried out by trained personnel. It involves the following steps:

- only treat one curtain at a time
- wash your hands before starting
- remove curtain from rod, taking note of its exact location
- lay flat on a large clean table which has been covered with clean plastic
- vacuum the surface of the curtain (front and back) with a low suction vacuum and soft netting; and,
- replace curtain.

5.10.2 Removal of stains and soiling

Cleaners should not carry out any stain removal on the curtains; a conservator should be contracted to do this work.

5.11 MARBLE

Dusting

- Use a clean, soft, lint-free dry cloth to lightly run over the surface.
- Turn the cloth frequently; presenting a clean surface to the item with each pass, so that the dust does not abrade the surface.
- Have numerous cloths on hand and keep them clean.
- The cloths should be machine washed after they become moderately soiled.
- Wet cleaning of more stubborn soiling.
- Use a clean micro fibre cloth dampened in clean water. After removal of the mark wipe the area dry with a clean micro fibre cloth. If water does not work, water with non-ionic detergent or white spirits (refer to OPH OHS Procedures) may be used. Correct Health and Safety precautions must be followed when using white spirits (refer to OPH OHS Procedures).

5.12 METAL VENTS

The vents should be periodically vacuumed to avoid a build up of dust and debris. This could be carried out with the monthly vacuum of the carpets. The head of the vacuum should be removed and the nozzle must be padded to avoid scratching the paint layers.

5.13 CLOCKS, TIMERS, BAROMETER AND OTHER SMALL FITTINGS

Clean exterior of cases only, as for furniture: timber components, see section 3.6.

5.14 STATUE OF KING GEORGE V

5.14.1 Removal of dirt and dust

Brush vacuuming (to be carried out monthly)

- Hold the vacuum nozzle at least 5 cm away from the surface to avoid contact and possible damage of the heritage finish.
- The vacuum cleaner hose should be fitted with a soft nozzle, or the normal plastic nozzle fitted with a soft protective cuff to protect the item from physical damage.
- Use a soft bristle brush to brush away the dirt and dust towards the nozzle of the vacuum for removal.
- A piece of thin rubber tubing can be connected to the nozzle of a vacuum with tape to allow better access to difficult-to-reach areas.
- If the brush has a metal ferrule it should be wrapped in insulating tape to prevent it scratching the surface of the item.
- Periodically brushes must be washed thoroughly with soap and water, rinsing well under running water, and allowing drying naturally before storing.

5.14.2 Removal Of Heavy Soiling

Cleaners should not attempt wet cleaning of the statue or plinth, a conservator should be contracted to do this work on an as needed basis.

5.15 Fabric Window Panels: Over Windows in Chambers

The window panels must be cleaned regularly so that they don't act as a source of dust. It is recommended that they be taken down every 1- 2 years and vacuumed with an industrial strength vacuum cleaner.

6 FREQUENCY OF CLEANING

A cleaning schedule is outlined below. It should be used as the basis for the establishment of a regular routine. Small adjustments may be necessary, do not over clean.

Material	Location	Frequency	Method
FLOORS			
Parquetry	Chambers Zone		
	Entry and King's Hall	Daily	Full vacuum
		Weekly	Damp mop
	Main Entrance	As required	Machine buff
		Daily	Full vacuum
		Weekly	Damp mop
		As required (after a function and during wet weather)	
		As required	Spot clean
		As required (before a special occasion)	Machine buff
Rubber	Chambers Zone		
	Entry	Daily	Full vacuum
		As required (after a function and during wet weather)	Damp mop
Rubber	Politics & Party Zone		
	Stairwells and galleries	As required	Spot clean
	Strangers Gallery	Daily	Full Vacuum, Damp Mop
Carpet (including stair vents)	Chambers Zone		
	Senate and House of Reps Chambers and Galleries	Daily	Selected vacuum of high traffic areas
		Monthly	Full vacuum (including Gallery areas)
		As required	Spot clean
Mats	Entry	Daily	Full vacuum
		Quarterly	Wash out
Carpet	Politics and Party Zone		
	Office areas	Daily	Full vacuum
		As required	Spot clean
	Main floor areas	Daily	Full vacuum
		As required	Spot clean

Material	Location	Frequency	Method
Carpet	House of Representatives and Senate Wing Zone		
	Office areas	Daily	Full vacuum
		As required	Spot clean
	Public areas	Daily	Full vacuum
		As required	Spot clean
Carpet	Ancillary Function Zone		
	Commercial areas - non heritage carpet	Before and after functions and as required	Full vacuum
WALLS			
Wood Panelling & Vents	Chambers Zone		
	Senate and House of Reps. Galleries and Chambers	Annually	Brush vacuum
		As required	Spot Clean, wax
Wood Panelling & Vents	Politics and Party Zone		
	Clerk of the Senate's Office, Speakers Office, Leader of the Opposition in the Senate's Office	Annually	Brush vacuum
		As required	Spot clean, wax
Timber veneer panelling	Politics and Party Zone		
	President of the Senate's Suite, Prime Minister's Suite, Cabinet Room	Annually	Brush vacuum
		As required	Spot clean
Fabric Walls	Chambers Zone		
	Press Galleries	Annually	Brush vacuum
		As required	Spot clean
	Politics and Party Zone		
	Prime Minister's Suite, Speakers Suite	Annually	Brush vacuum
		As required	Spot clean
Painted walls	Chambers Zone		
	King's Hall, Senate and House of Reps. Galleries and Chambers	Annually	Dust
		As required	Spot clean
Painted walls	Politics and Party Zone		
	Office areas	As required	Dust, spot clean
	Public areas	Annually	Dust
		As required	Spot Clean

Material	Location	Frequency	Method
House of Representatives and Senate Wing Zone			
	Office areas	As required	Dust, spot clean
	Public areas	Annually	Dust
		As required	Spot Clean
House of Representatives and Senate Wing Zone			
	Service Areas	As required	Dust, spot clean
	Commercial areas	Annually	Dust
		As required	Spot clean
FURNITURE			
Timber and leather	Movable Heritage Zone		
	Loose and fixed items in King's Hall, Senate and House of Reps. Galleries and Chambers	Weekly	Dust
		Biannually	Brush vacuum
	Objects in public areas	Weekly	Dust
		Biannually	Brush vacuum
	Objects in office areas	Weekly/daily where necessary	Dust
		Biannually	Brush vacuum
	Objects in storage	As necessary	Dust, brush vacuum
Perspex	Chambers Zone		
	Senate and House of Reps. Chambers	Daily in Chambers	Spot clean, dust
Perspex	Politics and Party Zone		
	Public areas	Weekly	Spot clean, dust
	Office areas	As required	Spot clean, dust
DOORS			
Glass Panels	Chambers Zone		
	Entry, King's Hall, Senate and House of Reps. Galleries and Chambers	Daily or As required	Clean
	Politics and Party Zone		
	Public areas	Daily or As required	Clean
	Office areas	Monthly or As required	Clean
	House of Representatives and Senate Wing Zone		
	Public areas	Daily or As required	Clean
	Office areas	Monthly or As required	Clean

Material	Location	Frequency	Method
Ancillary Function Zone			
	Commercial areas	Daily or As required	Clean
	Service areas	Monthly or As required	Clean
Timber Work	Chambers Zone		
	Entry, King's Hall, Senate and House of Reps. Galleries and Chambers	Weekly	Dust
		Biannually	Brush vacuum
		As required	Spot clean
Politics and Party Zone			
	Public areas	Weekly	Dust
		As required	Brush vacuum, spot clean
	Office areas	Monthly or As required	Dust
		As required	Brush vacuum, spot clean
House of Representatives and Senate Wing Zone			
	Public areas	Weekly	Dust
		As required	Brush vacuum, spot clean
	Office areas	Monthly	Dust
		As required	Brush vacuum, spot clean
Ancillary Function Zone			
	Commercial areas	Weekly	Dust
		As required	Brush vacuum, spot clean
	Service areas	As required	Dust, crush vacuum, spot clean
Metal Work	Chambers Zone		
	Entry, King's Hall, Senate and House of Reps. Galleries and Chambers	Weekly	Dust
		As required	Cleaned and sealed by conservator
	King George Statue and Marble Plinth	Monthly	Brush vacuum
		As required	Cleaned and sealed by conservator
Politics and Party Zone			
	Public areas	Weekly	Dust
		As required	Cleaned and sealed by Conservator
	Office areas	Monthly or as required	Dust
		As required	Cleaned and sealed by conservator

Material	Location	Frequency	Method
House of Representatives and Senate Wing Zone			
	Public areas	Weekly As required	Dust Cleaned and sealed by conservator
	Office areas	Monthly As required	Dust Cleaned and sealed by conservator
Ancillary Function Zone			
	Commercial areas	Monthly As required	Dust Cleaned and sealed by conservator
	Service areas	As required As required	Dust, brush vacuum, spot clean Dust, brush vacuum, spot clean
MARBLE			
Chambers Zone			
	Entry, Stair Risers	Weekly or As Required	Dust and spot clean
Politics and Party Zone			
	NA	NA	NA
House of Representatives and Senate Wing Zone			
	NA	NA	NA
Ancillary Function Zone			
	NA	NA	NA
CURTAINS			
Textile			
Chambers Zone			
	King's Hall, Senate and House of Reps. Galleries and Chambers	Annually	Full low suction vacuum with netting
Politics and Party Zone			
	Public areas	Annually	Full low suction vacuum with netting
	Office Areas	Annually or as required	Full low suction vacuum with netting
House of Representatives and Senate Wing Zone			
	Public areas	Annually	Full low suction vacuum with netting
	Office Areas	Annually or as required	Full low suction vacuum with netting

Material	Location	Frequency	Method
Ancillary Function Zone			
	Commercial areas	Annually	Full low suction vacuum with netting
	Service Areas	NA	NA
BLINDS			
Venetian blinds	Chambers Zone		
	Galleries	Annually	Full low suction vacuum
Politics and Party Zone			
	Public areas	Annually	Full low suction vacuum
	Office Areas	Annually or as required	Full low suction vacuum
House of Representatives and Senate Wing Zone			
	Public areas	Annually	Full low suction vacuum
	Office Areas	Annually or as required	Full low suction vacuum
Ancillary Function Zone			
	Commercial areas	Annually	Full low suction vacuum
	Service Areas	NA	NA

7 EMERGENCY TREATMENTS

Please contact the Heritage Section in the first instance when an emergency affecting the heritage collection or heritage fabric is noticed and refer to the Disaster Management Plan for Actions.

7.1 WET SPILLS

- Pertains to wet spills on wood and rubber floors, carpeted areas and furniture.
- All spills must be cleaned up immediately to avoid damage.
- Excess liquid should be removed using a clean sponge and cotton cloths.
- On wood and rubber floors the area should be damp mopped.
- On carpet a damp clean sponge should be dabbed on the surface until it is clean.
- On leather the surface should be wiped with a damp clean cloth.
- A clean cotton rag or sponge should then be used to remove as much liquid as possible.

7.2 CHEWING GUM

Chewing gum can safely be removed from all wood and rubber surfaces using the following method:

- Rub chewing gum with a block of ice sealed in a plastic bag or a sealed freezer block (like you use in eskies). Wait until the chewing gum freezes and can be chipped off the surface with a wooden spatula, taking care not to scratch the surface.
- Do not use ice directly on any heritage surface as the pooling water can damage the finish.
- A conservator should be contracted to remove chewing gum from the surface of leather.

7.3 GRAFFITI

- Applied media graffiti (eg: texta, ink, paint etc) should be removed as soon as possible.
- Contact OPH Heritage staff immediately
- If the media is still wet, absorb the excess media by pressing the surface with blotting paper or clean micro fibre cloths. Change the blotting paper very regularly to avoid further contamination of the area.
- Do not attempt any further removal without the aid of a conservator.

8 PRODUCTS AND USES

For any queries regarding these guidelines please contact the Heritage Section on 6270 8221.

Product	Use
Blotting Paper	Used for absorbing applied media graffiti
Brushes	Used to removed dirt when brush vacuuming (the softer the bristles the better)
Buckets	To carry cleaning solutions - plastic buckets are less likely to damage heritage surfaces
Distilled or demineralised water	To be mixed 50/50 with methylated or white spirits (refer to OPH OHS Procedures) to make a glass cleaner
Dust Bunny Magnetic wiping fabric cloths	For dusting all surfaces (except those with peeling or cracking surface finishes)
Felt	To wrap around the head of vacuum cleaner to protect furniture - Attach it with double sided tape
Granulated eraser powder (document Cleaning Powder)	For cleaning leather desk inserts
Latex gloves	Wear when handling furniture, metalwork and ceramics
Low suction vacuum	For brush vacuuming surface of curtains - any brand will do; should have variable suction and good filtration
Methylated spirits / white spirits (refer to OPH OHS Procedures)	To be mixed 50/50 with distilled water to make a glass cleaner
Microcrystalline wax (Beckett's Archival furniture wax)	Protective coating for timber furniture and wall panelling
Microfibre Cloths	Used for general cleaning
Mops	For damp cleaning of the floors - should have long cotton yarn
Non ionic detergent (TERIC LA8)	Used as an additive to water for spot cleaning of heavily soiled areas or wet mopping of floors. Is harmful if ingested and can be irritating to eyes and skin
Respirator masks(with organic vapour and acid gas cartridge)	To be worn by workers when using solvents
Rubber gloves (Nitrile Solvent Resistant Gloves)	Worn to protect worker from contact with solvents such as white spirits (refer to OPH OHS Procedures)

Building Fabric Investigation Permitted Action Schedule

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1 INTRODUCTION

This schedule provides comprehensive guidance on permitted Actions associated with investigating OPH's heritage building fabric for a variety of purposes.

This schedule has been prepared to meet professional conservation standards and address the following Policies of the Heritage Management Plan 2008-2013.

- Policy 1.15 Managing research impacts
 - 1.15.1 'Disturbance of significant fabric for study, or to obtain evidence, should be minimised. Study of the place by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on conservation of the place, or to obtain important evidence about to be lost or made inaccessible' (Burra Charter, Article 28).
 - 1.15.2 Research in Old Parliament House must be considered an Action requiring the assessment of an Action Proposal From, unless specifically permitted in the Building Fabric Investigation Permitted Action Schedule.
- Policy 2.3 Permitted Actions
 - 2.3.1 Permitted Actions are Actions that will have no adverse impact on the heritage values and may be undertaken in accordance with the scheduled guidelines without the need for an Actions proposal.

This schedule has been developed in line with all relevant OPH plans and policies.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

- Activities associated with the preparation of spaces for interpretation and exhibition purposes
- Activities associated with undertaking regular building surveys and the preparation of future Capital Works Plans
- Activities associated with investigating the exact nature and full extent of works identified on a current Capital Works Plan

2.2 WHO IS AFFECTED BY THIS SCHEDULE

This Schedule mainly affects, but is not limited to, the activities and programs works associated with:

- Exhibitions and Interpretation Development and Delivery;
- Building Services and Capital Projects;
- Heritage.

3 DEFINITIONS

Non-destructive investigative techniques are defined as:

- methods of examining built fabrics that do not require openings or damage.

Destructive investigation techniques are defined as:

- methods of examining built fabrics that involve piercing or otherwise damaging the existing surface in order to reveal and probe the subsurface.

4 INVESTIGATIVE TECHNIQUES

Methods for undertaking investigations of heritage built fabric can be either destructive or non-destructive.

Preliminary investigations should not intervene in the fabric (article 24 of the ICOMOS Burra Charter). Such disturbance can destroy important evidence, before significance has been assessed. Exceptions to this rule are: where the fabric is being lost through deterioration, as part of emergency conservation works, or prior to an approved demolition. Such investigations should always be supervised by heritage professionals.

Non-destructive techniques	Destructive techniques
5.1 Visual inspection	6.1 Endoscopy
5.2 Surface mapping	6.2 Micro-drilling
5.3 Thermography	6.3 Laboratory analysis
5.4 Impulse radar	6.3.1 Heritage paint analysis
5.5 Ultrasonics	6.3.2 Mortar and plaster analysis
5.6 Moisture measurement	6.3.3 Dendrochronology

All investigative Actions should begin with the simplest, non-destructive processes and proceed as necessary.

Building Fabric Investigation must be carried out in the following order:

1. Visual investigation and mapping;
2. Other forms of non-destructive sub-surface testing (if insufficient information has been gathered from visual inspections); and
3. Various degrees of sub-surface destructive testing (only if insufficient information has been gathered from other forms of non-destructive sub-surface testing).

5 NON-DESTRUCTIVE INVESTIGATIVE TECHNIQUES

5.1 VISUAL INSPECTION

Visual inspection is a non-destructive technique that involves looking for visual clues about the physical nature or condition of a building. An experienced eye will usually find an array of clues that may reveal information about the type of building materials, the type of construction method, and a broad range of similar details.

- Advantages — Quick; cost effective; may be reasonably carried out by any informed individual
- Disadvantages — Relies on the inspector maintaining concentrated focus over an extended time, may not identify subtle or hidden clues

Permitted Actions	Not Permitted Actions
Visual inspection of all heritage fabric using any means available provided that no intervention or damage is caused to the heritage fabric being inspected.	Removal, either temporarily or permanently, of any existing building fabric for the purposes of visually inspecting fabric that is currently hidden from view.
Use of any tools/equipment enabling access to heritage fabric for the purposes of visual inspection provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.
Repositioning of movable furniture or other portable items to enable access for visual investigation provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> and after consultation with the OPH Heritage staff.	Repositioning of movable furniture or other portable items to enable access for visual investigation without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.

5.2 SURFACE MAPPING

Surface mapping is a non-invasive method for investigating sub-surface details of built fabric using a high-powered, portable light used at an angle on a flat surface. The method relies upon senses of sight and touch. It is the best tool for examining surfaces in dark spaces.

The use of surface mapping is a permitted action appropriate for:

- revealing every perceivable detail of former attachments, repairs or alterations
- identifying potential structural or environmental problems
- verifying the need for other forms of investigation.

- Advantages — Quick; may be reasonably carried out by any informed individual
- Disadvantages — May require access equipment

Permitted Actions	Not Permitted Actions
Surface mapping of all heritage fabric provided that no intervention or damage is caused to the heritage fabric being mapped.	Removal, either temporarily or permanently, of any existing building fabric for the purposes of surface mapping fabric that is currently hidden from view.
Repositioning of movable furniture or other portable items to enable access for surface mapping provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for surface mapping without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of surface mapping provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

5.3 THERMOGRAPHY

Thermography, or thermal imaging, is a rapid, remote, non-invasive technique used to measure and record minute variations in the infra-red radiation which is emitted by all structures. As the level of radiation varies measurably according to the material's composition and temperature, infra-red thermography can provide an astonishing amount of information on the structure and condition behind the surface and within the fabric of a building.

The use of thermography is a permitted Action appropriate for:

- locating and defining heat loss associated with services
- locating structural timber frames behind render, weather-boarding plaster etc
- locating structural joints, infilled openings etc. behind render on masonry walls
- identifying bond failure and moisture ingress in renders and plasterwork
- locating lintels, structural failures, snapped headers etc. in brickwork
- detecting variations in moisture levels.

Advantages — Very quick and usually requires no expensive access equipment or scaffolds

Disadvantages — Application and interpretation requires specialist expertise; thermography is very sensitive to weather conditions; very sophisticated equipment is required

Permitted Actions	Not Permitted Actions
Thermal imaging of all heritage fabric provided that no intervention or damage is caused to the heritage fabric being measured.	Removal, either temporarily or permanently, of any existing building fabric for the purposes of measuring fabric that is currently hidden from view.
Repositioning of movable furniture or other portable items to enable access for thermal imaging provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for thermal imaging without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.

5.4 IMPULSE RADAR

Impulse radar is a powerful and versatile technique that allows for the internal assessment of a wide variety of materials to identify changes in materials and the condition of a structure.

The use of impulse radar is a permitted Action appropriate for:

- size, nature, and disposition of structural components
- location and condition of metallic inclusions (clamps, dowels, reinforcement)
- location of flues and chases within walls
- location of voiding within materials/structure
- condition of mortar joints
- micro cracking of stone or concrete caused by chemical attack or expansive corrosion of contained metalwork
- location of services and service leaks
- bulk moisture content of materials.

Advantages: Cost-effective solution to specific engineering problems; can be used effectively on materials including wood, stone, brick, concrete, and ground strata; causes no damage to a structure or delicate finishes and minimal disruption to the working environment

Disadvantages: Assessment by impulse radar is relatively expensive; interpretation of the resultant data is very complex, and a high level of expertise is required

Permitted Actions	Not Permitted Actions
Use of impulse radar on non-delicate heritage surfaces or following the preparation and prior approval from OPH Heritage staff of a detailed risk assessment.	Use of impulse radar on delicate heritage surfaces without first undertaking a detailed risk assessment because of the harmful heating properties of microwave energy.
Use of impulse radar on all heritage fabric provided that no intervention or damage is caused to the heritage fabric being assessed.	Removal, either temporarily or permanently, of any existing building fabric for the purposes of assessing fabric that is currently hidden from view.
Repositioning of movable furniture or other portable items to enable access for taking impulse readings provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for taking impulse readings without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of radar assessment provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

5.5 ULTRASONICS

Ultrasound is a widely used technique for non-destructive assessment throughout medical and industrial fields. In buildings the same technology can be used for the assessment of timber, stone and ceramic materials, as well as concrete and metals.

Ultrasound can quickly locate areas of decay and structural weakness hidden within timber, assess the extent of decay visible on the surface, and measure the depth and extent of fractures. It is also useful for the assessment of the structural integrity of timber joints.

Ultrasound is a widely used technique for non-destructive assessment of timber, stone and ceramic materials and it can also be used on concrete and metals.

The use of ultrasonics is a permitted Action appropriate for:

- locating areas of decay and structural weakness hidden within timber
- assessing the extent of decay visible on the surface of timber
- measuring the depth and extent of fractures in timber
- assessing the structural integrity of timber joints
- checking fault planes and zones of weakness within large blocks of stone
- establishing the depth of surface cracks, weathering decay or fire damage
- verifying the effectiveness of consolidation and repair, and the bond between individual stones.

Advantages — Fast, reliable and inexpensive; is totally non-destructive, leaves no mark and can be used on very fragile stone or painted timber surfaces

Disadvantages — Access to opposing sides of the material being tested can be a major limitation; high level of experience and skill is required to interpret the results, cannot be used where there are a number of discontinuities such as across a random rubble wall

Permitted Actions	Not Permitted Actions
Use of ultrasound on all heritage fabric provided that no intervention or damage is caused to the heritage fabric being assessed.	Removal, either temporarily or permanently, of any existing building fabric for the purposes of assessing fabric that is currently hidden from view.
Use of any type of coupling gel for direct contact between the building element and the transducer on non-absorbent heritage surfaces.	Use of any type of coupling gel for direct contact between the building element and the transducer on delicate heritage surfaces where its use may cause permanent damage.
Repositioning of movable furniture or other portable items to enable access for ultrasonic assessment provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for ultrasonic assessment without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of ultrasonic assessment provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

5.6 MOISTURE MEASUREMENT

Moisture measurement is a technique using simple electrical resistance meters to measure the moisture content on, or just below the surface of a building material.

Advantages — Cheap and widely used

Disadvantages — Information obtained can be wildly inaccurate and often of little value; more serious problems may remain hidden; salts in brickwork, foil behind plasterboard, high carbon content, condensation and other factors can give false readings, old surface treatments, whether protective or decorative, can change the resistivity of the timber and give misleading results.

Permitted Actions	Not Permitted Actions
Use of moisture meters on all heritage fabric provided that no intervention or damage is caused to the heritage fabric being measured.	Removal, either temporarily or permanently, of any existing building fabric for the purposes of measuring fabric that is currently hidden from view.
Repositioning of movable furniture or other portable items to enable access for moisture measurement provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for moisture measurement without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of moisture measurement provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

6 DESTRUCTIVE INVESTIGATIVE TECHNIQUES

Destructive investigation is not a permitted Action.

NOTE: All Actions described in this sub-section require the submission of an Action Proposal Form to and approval by the OPH Actions Committee.

Destructive testing should be carried out by a professional only after a visual inspection and all other forms of non-destructive testing have failed to provide the required information.

Destruction of surfaces for examination purposes should be carried out in areas that are visually discreet such as:

- retrofitted service and mechanical ducts
- loose or previously altered decorative surfaces
- above false ceilings
- under raised floor boards
- under applied details or hardware which can be easily removed and replaced.

Photographs and drawings should record conditions of the heritage built fabric before, during and after the process of approved destructive testing.

6.1 ENDOSCOPY

Endoscopy is a technique involving a variety of equipment ranging from simple borescopes consisting of a light source, a small diameter rigid tube with built-in optics and an eye-piece, to complex controllable systems with numerous specialised attachments.

The process involves drilling a hole (normally less than 12mm) into the built fabric, and inserting the tube.

The use of endoscopy is appropriate for:

- inspecting voids under floors or behind panelling
- revealing hidden problems such as fungal growth.

Advantages — Equipment is fully flexible and can be steered by wires built into its casing; is possible to attach still or video cameras to the eye-piece to record the findings; systems are available down to 6mm diameter, and more specialised systems down to less than 2mm

Disadvantages — Equipment is sophisticated and expensive; very difficult to retain a sense of scale of the image observed and keep track of the location and orientation of the tip; the focal range, depth of field and strength of light is greatly reduced in the smaller diameter systems

Permitted Actions	Not Permitted Actions
Use of endoscopic inspection of all heritage fabric provided that damage caused to the heritage fabric being inspected is: <ul style="list-style-type: none"> ■ no greater than practically required for undertaking the technique (i.e. holes less than 2.00mm); and ■ discretely located or obscured from public view. 	Endoscopic inspection of heritage fabric where the damage caused to the heritage fabric being analysed is excessively large, will require specialised repairs and is clearly visible to public.
Repositioning of movable furniture or other portable items to enable access for endoscopic drilling provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for endoscopic drilling without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of endoscopic inspection provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

6.2 MICRO-DRILLING

Micro-drilling is perhaps the most accurate practical method currently available for the assessment of timber.

The process involves a drill probe linked to a computer penetrating up to 200mm into the timber. A hole of approximately 1mm in diameter is left. The method records faults and variations due to decay or other defects by measuring the speed of penetration.

The use of micro-drilling is appropriate for:

- accurately measuring the severity and extent of decay
- calculating the ratio of sound to decayed timber remaining
- assessing whether a timber can continue to fulfil its structural role
- assessing timber behind surface finishes such as decorative plaster, timber panelling, window linings and render.

Advantages Information obtained is easier to interpret than some of the other techniques discussed.

Disadvantages Embarrassing and expensive mistakes in interpretation can be made by the inexperienced operators; particular caution needed when assessing softwoods as there is a tendency for the drill to track round the softer growth and indicate significantly weaker timber than is actually the case; testing should be cross-checked with another system such as ultrasound.

Permitted Actions	Not Permitted Actions
Use of micro drilling of all heritage fabric provided that damage caused to the heritage fabric being assessed is: <ul style="list-style-type: none"> ■ no greater than practically required for undertaking the technique; and ■ discretely located or obscured from public view. 	Micro-drilling of heritage fabric where the damage caused to the heritage fabric being analysed is excessively large, will require specialised repairs and is clearly visible to public.
Repositioning of movable furniture or other portable items to enable access for micro-drilling provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for micro-drilling without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of micro-drilling provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

6.3 LABORATORY ANALYSIS

Laboratory analysis is the scientific approach to architectural investigation. As it involves testing of samples, it is regarded a form of destructive investigation.

6.3.1 HERITAGE PAINT ANALYSIS

Paint analysis is a scientific method for identification of finishes applied to architectural features.

The process involves the collection of small samples of finishes from the site which are then examined under a microscope and colour-matched under uniform lighting conditions.

The use of heritage paint analysis is appropriate for:

- recreation of heritage colour schemes

Advantages — High level of magnification capable of ascertaining subtleties between various layers including prime coats

Disadvantages — Sampling involves destruction of original built fabric, analysis needs to be undertaken by specialists who can confidently offset results against natural factors such as fading, colour shifting, yellowing and chalking

Permitted Actions	Not Permitted Actions
Paint sampling of all heritage fabric provided that damage caused to the heritage fabric being analysed is: <ul style="list-style-type: none"> ■ no greater than practically required for undertaking the technique; and ■ discretely located or obscured from public view. 	Paint sampling of heritage fabric where the damage caused to the heritage fabric being analysed is excessively large will require specialised repairs and is clearly visible to public.
Repositioning of movable furniture or other portable items to enable access for paint sampling provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for paint sampling without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of paint sampling provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

6.3.2 MORTAR AND PLASTER ANALYSIS

Mortar and plaster analysis is a scientific method for establishing the composition of mortar and plaster.

The process involves the collection of small samples of mortar or plaster which are then tested under laboratory conditions to establish what materials and how much of each has been used to produce the existing sample.

The use of mortar and plaster analysis is appropriate for:

- matching new mortar or plaster to existing heritage built fabric.

Advantages — Analysis of existing mortar and plaster samples ensures that the finished appearance and strength of new materials integrates successfully with existing materials

Disadvantages — Sampling involves destruction of original built fabric; the findings of the analysis may identify components that are no longer readily available

Permitted Actions	Not Permitted Actions
Mortar/plaster sampling of all heritage fabric provided that damage caused to the heritage fabric being analysed is: <ul style="list-style-type: none"> ■ no greater than practically required for undertaking the technique; and ■ discretely located or obscured from public view. 	Mortar/plaster sampling of heritage fabric where the damage caused to the heritage fabric being analysed is excessively large, will require specialised repairs and is clearly visible to public.
Repositioning of movable furniture or other portable items to enable access for mortar/plaster sampling provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for mortar/plaster sampling without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of mortar/plaster sampling provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

6.3.3 DENDROCHRONOLOGY

Dendrochronology is a scientific method for dating wooden materials. It can also identify wood species.

The process involves the removal of samples which are then compared under laboratory conditions to existing data to establish their age.

The use of dendrochronology is appropriate for:

- matching new timber to existing heritage built fabric, particularly during repairs to timber finishes that are of high significance values,

Advantages — Identification of timber species is very accurate

Disadvantages — Dating of timber samples can be quite slow, requires the compilation of a very extensive data base for climatic conditions over a long span of years and matched with corresponding tree ring samples; and the core samples can only be taken from timber which still has a bark edge

Permitted Actions	Not Permitted Actions
Timber sampling of all heritage fabric provided that damage caused to the heritage fabric being analysed is: <ul style="list-style-type: none"> ■ no greater than practically required for undertaking the technique; and ■ discretely located or obscured from public view. 	Timber sampling of heritage fabric where the damage caused to the heritage fabric being analysed is excessively large will require specialised repairs and is clearly visible to public.
Repositioning of movable furniture or other portable items to enable access for timber sampling provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items to enable access for timber sampling without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
Use of any tools/equipment enabling access to heritage fabric for the purposes of timber sampling provided that all heritage surfaces such as floors and walls are adequately protected from potential damage.	Use of any tools/equipment providing access to heritage fabric without adequate protective devices in place to protect heritage surfaces such as floors and walls.

Interpretation and Exhibition Permitted Action Schedule

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1 INTRODUCTION

Interpretation and exhibitions are activities central to the current use of OPH. Interpretation and exhibition programs perform an informative and educational function for visitors, and allow an increased enjoyment and understanding of the place. For the purposes of this Permitted Action Schedule both interpretation and exhibition activities are grouped together, as the physical activities of both disciplines impact on the building in similar ways. This Permitted Actions Schedule sets out procedures to ensure the safe handling of heritage fabric and movable heritage objects, during activities relating to interpretation and exhibition at Old Parliament House.

The schedule has been prepared to meet professional conservation standards and address policies of the Management Plan 2008-2013. As interpretation and exhibition are key activities at OPH, many heritage policies address issues relating to associated activities. The key policies directing exhibition and interpretation are:

■ *Policy 1.4 Retention of fabric in situ*

1.4.5 Heritage building fabric (pre 1988) must be retained in situ commensurate with its heritage values and sensitivity to change, unless precluded by legislative requirements, health and safety considerations, threat of vandalism or theft, and/or severely deteriorated condition.

■ *Policy 1.5 Removing heritage fabric*

1.5.4 In situ evidence of removed fabric of heritage value must be retained where this is consistent with the heritage values of the place.

■ *Policy 1.8 Conserving the layered history of Old Parliament House*

1.8.1 Wherever possible the conservation of one 'layer' of the Old Parliament House story should not compromise the conservation and interpretation of other 'layers'. Maintenance or capital works must be undertaken in accordance with the identified heritage values of the layers.

■ *Policy 1.10 Conservation and management of movable heritage and collections*

1.10.4 Access and use of collection items must be balanced against the conservation, care and security of the items to ensure their long term conservation and survival (Collection Management Policy 3).

- *Policy 1.11 Use of original items of movable heritage*
 - 1.11.3 Replicas may be used for interpretive purposes where original furniture, fittings etc don't exist or the intended interpretive use would jeopardise the conservation of original pieces. Replicas must be labelled and discernible as such on close inspection.
- *Policy 2.3 Permitted Actions*
 - 2.3.1 Permitted Actions are Actions that will have no adverse impact on the heritage values and may be undertaken in accordance with the scheduled guidelines without the need for an Actions proposal.
- *Policy 4.6 Interpretation, exhibition and education plans*
 - 4.6.1 Old Parliament House management must maintain and implement an Interpretation Plan that includes learning and temporary exhibitions consistent with the Heritage Management Plan.
 - 4.6.2 Old Parliament House management must engage in an active program of interpretation to advocate for and present the heritage values of the place, employing a wide range of media and aimed at a wide audience, including scholars, special interest groups and the public.
 - 4.6.3 Old Parliament House management may, as part of the Interpretation Plan, explore ways of delivering interpretive material electronically including the development and implementation of a web-based interpretation program, accessible to the public.
 - 4.6.4 Old Parliament House management may, as part of the Interpretation Plan, develop a program of interpretation based on the Old Parliament House zones based on a thematic approach and emphasising the identified heritage values.
- *Policy 5.1 Existing uses*
 - 5.1.1 Existing uses that are compatible with the heritage values of Old Parliament House may be maintained and enhance.
- *Policy 6.1 Public access to the place and the movable heritage*
 - 6.1.5 Public access to parts of Old Parliament House, and its movable heritage, is integral to conserving the heritage values of the place and must be facilitated consistent with the identified sensitivity to change, unless precluded by security or health and safety reasons.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

- Activities associated with developing, managing and installing exhibition and interpretive displays
- Activities associated with interpretation of the place through public programs.

Who is affected by this Schedule

This Schedule affects the activities and program works of:

- OPH's Interpretation Plan and associated exhibitions and education programs
- OPH's Communications and Visitor Programs

Figure 19:
Interpretation and exhibition use.

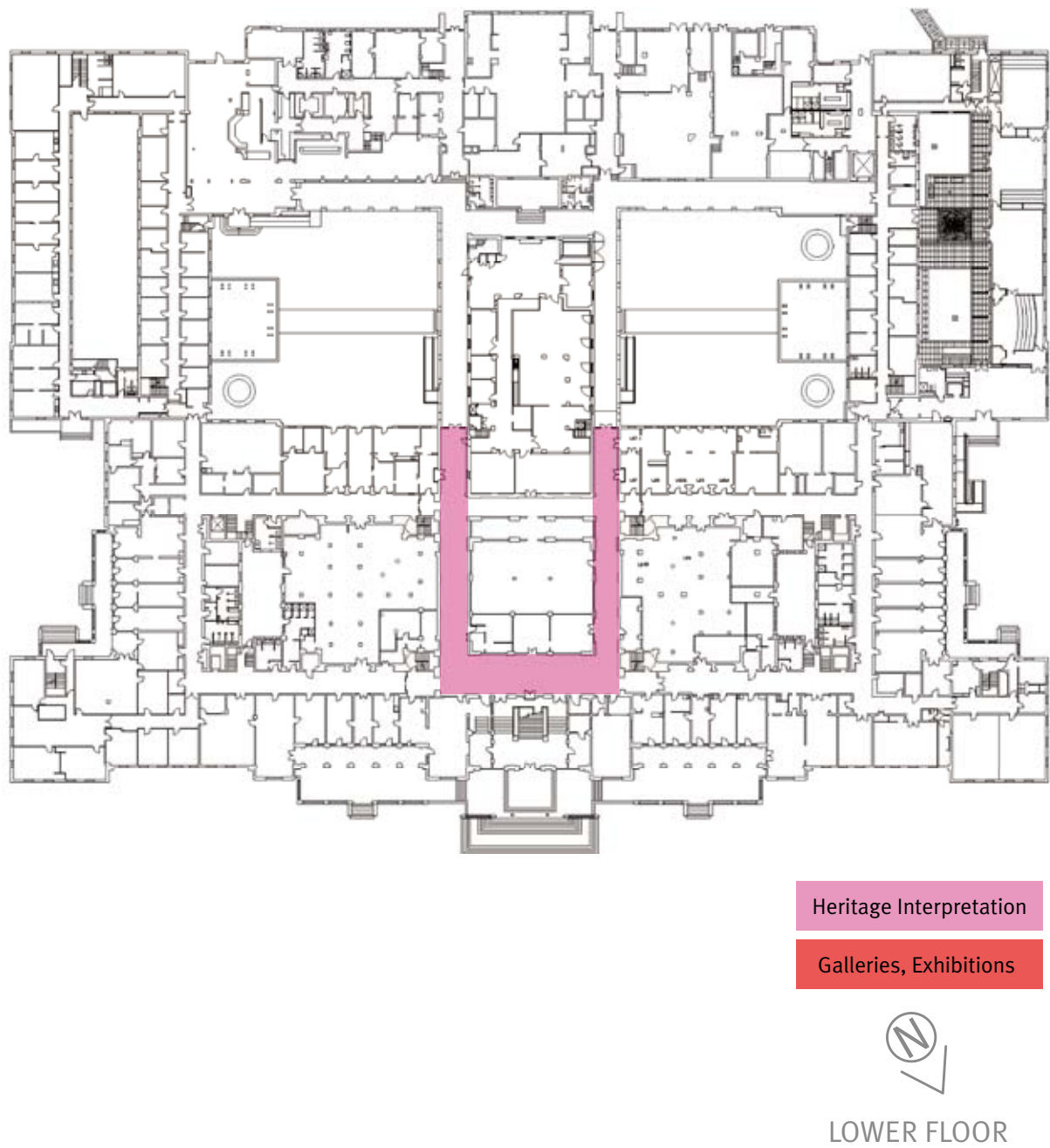


Figure 19:
Interpretation and exhibition use.

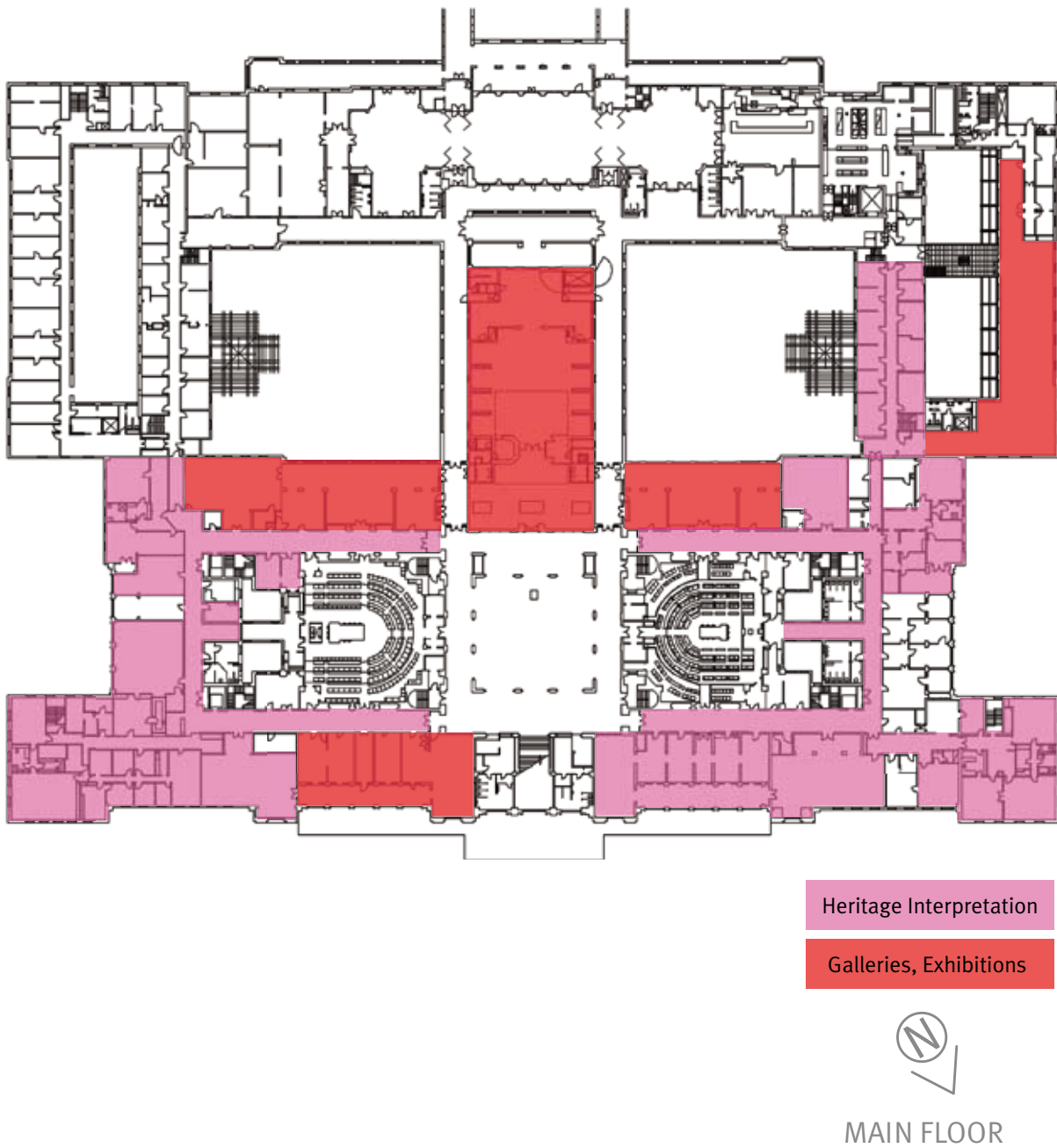
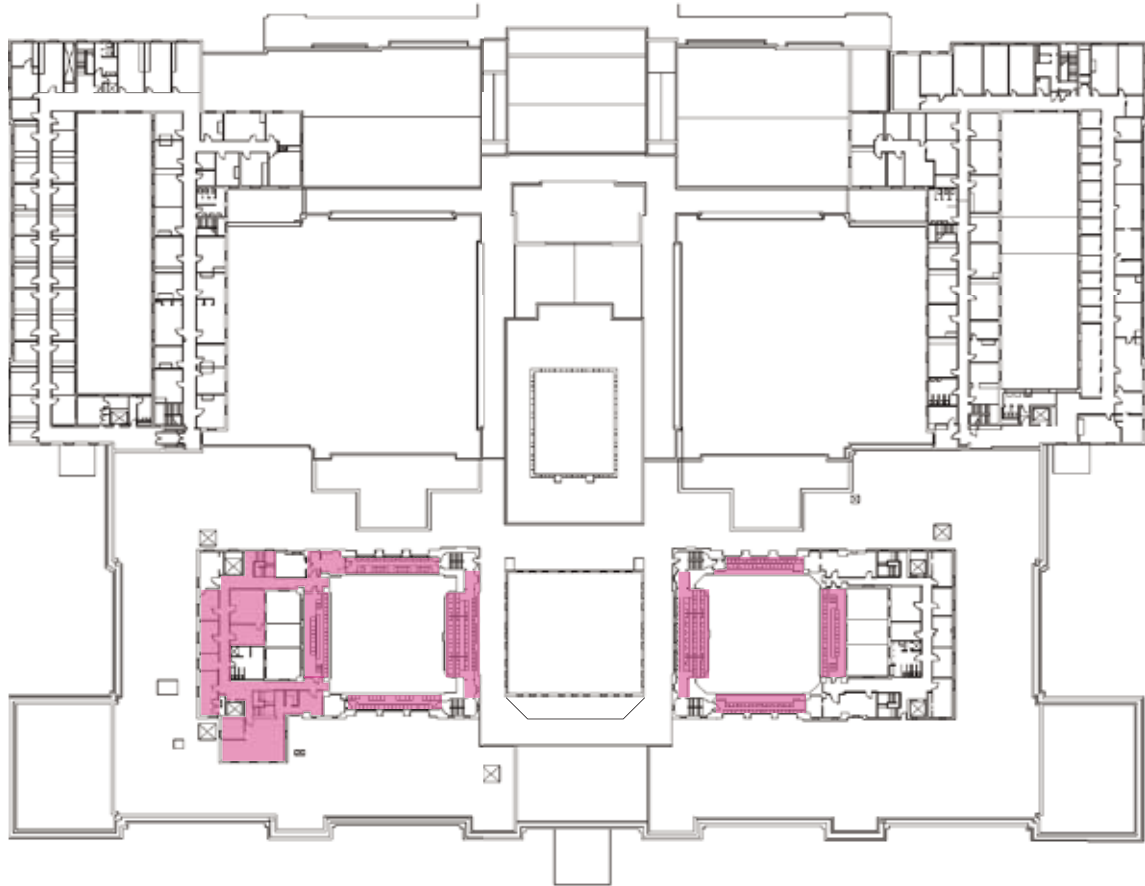


Figure 19:
Interpretation and exhibition use.



Heritage Interpretation

Galleries, Exhibitions



UPPER FLOOR

4 DEFINITIONS

Exhibition:

Exhibitions involve the movement and the installation and/or de-installing exhibition material eg showcases, objects, interpretation panels, captions, plinths, multimedia equipment etc within a gallery or other space within OPH. Exhibitions may be developed internally within OPH or sourced as packaged products from external providers.

Interpretation:

Interpretation at Old Parliament House can involve investigation both intrusive and non intrusive, and can include preservation, restoration and conservation in order to fully interpret the heritage significance of OPH. It involves all of the above exhibition activities as well as investigative activities. Interpretation at OPH is carried out with close consultation with Heritage Staff.

5 INTERPRETATION AND EXHIBITION ACTIVITIES

Activities associated with interpretation and exhibition programs at OPH include, but are not limited to:

- object restoration
- installation/de-installing out sourced exhibitions
- building, installation and de-installing exhibitions
- painting of wall, ceiling and floor surfaces
- investigations of heritage fabric
- opening cabinetry
- moving heritage and non-heritage objects
- cleaning of heritage fabric
- design and installing signage
- design and installing interpretive labels
- multimedia elements in display
- adding or modifying display lighting
- design and Installing interpretive elements eg.: a design feature that assists the interpretation of a space

6 NEED TO INVESTIGATE HERITAGE SPACES

Permitted Actions	Not Permitted Actions
Opening cabinetry and safes that are unlocked.	Forceful opening of cabinetry and safes. Opening of fixed hatches in walls and floors. Opening of ceiling access tiles and hatches.
Non invasive physical exploration of fabric using photography (non flash), measured drawings and recording of descriptions.	Removal of movable heritage items from a space without prior consultation with the OPH Heritage staff.
Inspection of movable heritage items provided the safe handling guidelines are followed as prescribed in <i>Housekeeping Permitted Action Schedule</i> .	Removal of carpets.
	Paint Scrapes (refer to <i>Building Fabric Investigation Permitted Action Schedule</i>).

7 PREPARATION OF A SPACE FOR INTERPRETATION / EXHIBITION

Permitted Actions	Not Permitted Actions
Alterations (including moving, re-covering, or in any way visibly modifying) post-1988 floor, wall and ceilings surfaces, lighting tracks attached to non-heritage fabric.	Modifications to spaces ie moving picture rails, lighting tracks attached to heritage fabric.
Temporarily altering egress / visitor flow (locking doors, changing signage) in a non-intrusive manner.	Placing non-heritage, non-OPH cabinetry and furniture in heritage areas.
Removal of particular fabric ie doors or floor hatches with appropriate recording and monitoring measures in place.	Removal of fabric ie doors without appropriate recording and monitoring.
Painting of non-heritage (ie post 1988) areas provided the area is within a dedicated display space and is appropriate to the dignity and tone of the space.	Painting of any heritage fabric.
Cleaning of floors, walls, ceilings, windows provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of floors, walls, ceilings, windows without reference to the <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Fumigation of organic material prior to introducing it into OPH.	Introduction of organic display material (eg pot plants, flowers) without correct fumigation or being sprayed with pyrethrum.
Temporarily repositioning movable furniture or other portable items away from an installation area within the same room provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Moving or placement of non-heritage cabinetry and furniture provided it is not placed in heritage areas without prior consultation with OPH Heritage staff.
Adding or moving hanging tracks, wooden wheelchair ramps or security cameras in areas designated for exhibition	Temporarily repositioning movable furniture or other portable items without reference to <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.

8 PROVIDING LABELS AND SIGNAGE FOR INTERPRETING A SPACE

Permitted Actions	Not Permitted Actions
Installing interpretive labels onto non-heritage fabric.	Installing interpretive labels onto heritage fabric.
Installing stable, non-abrasive clean type of hard or soft clear protective acid free cover that is removable and does not require fixing to heritage fabric to keep it in place.	Installing interpretive labels onto heritage and non heritage fabric by fixing with double sided tape
Installing interpretive labels onto heritage fabric by fixing with a non invasive method ie clamp with acid free backing, YellowTac.	Provision of new wiring for installations requiring lighting or multimedia components.
Installing freestanding units.	Installing freestanding units which are designed and/or located in a way that may be knocked or pushed onto heritage fabric

Further Actions associated with hanging decoration are described in the *Events and Tourism Permitted Action Schedule*.

9 Preparation of Movable Collection for Display

Permitted Actions	Not Permitted Actions
Temporarily repositioning movable furniture or other portable items so that they may be cleaned provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable heritage item without reference to <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Cleaning of floors, walls, ceilings, windows provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of floors, walls, ceilings, windows without reference to the <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Cleaning of curtains and window treatments, light fittings and replacement of light globes in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Removal of movable heritage collection items (cabinetry and furniture) unless by Heritage staff

10 INSTALLING EXHIBITION MATERIAL WITHIN OPH

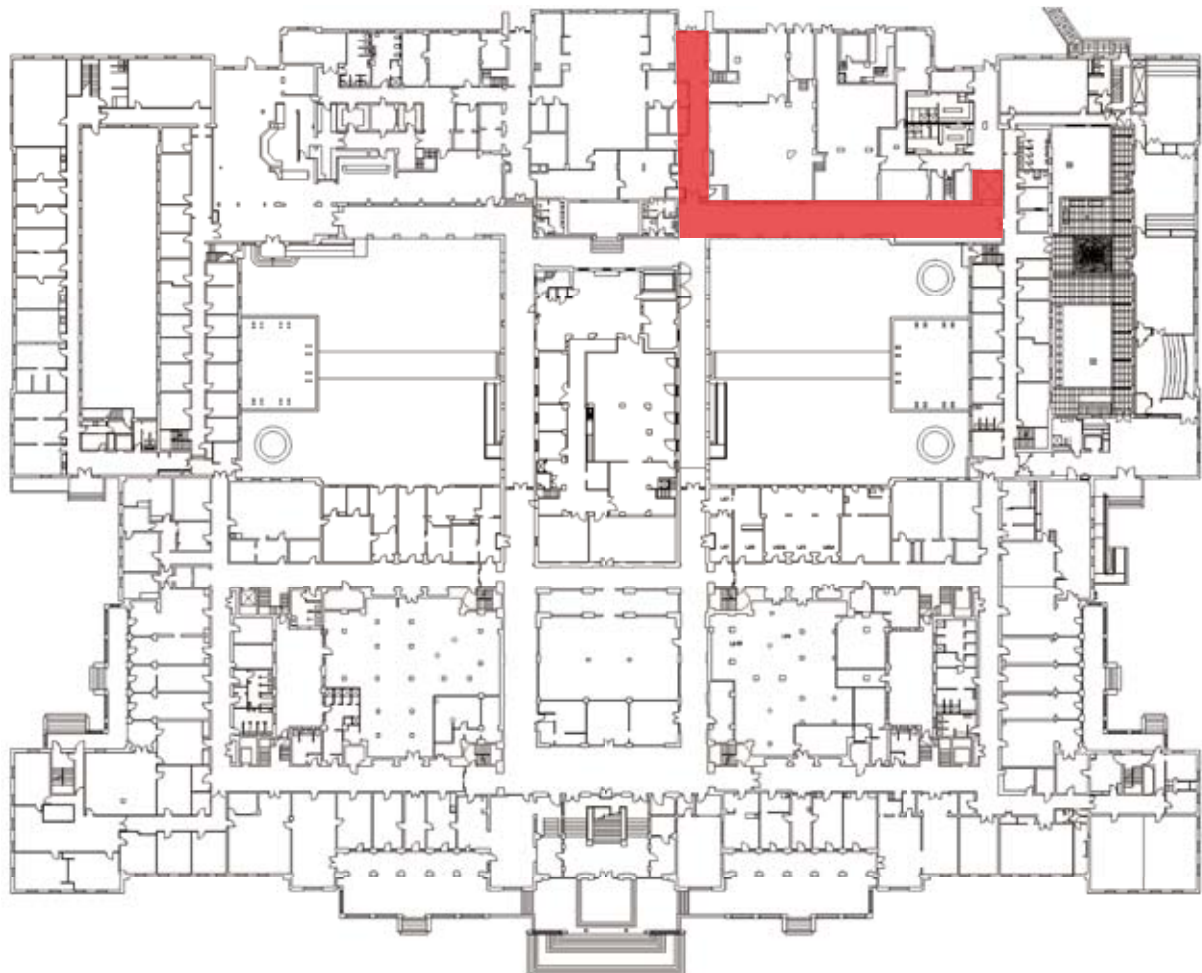
Permitted Actions	Not Permitted Actions
Installing exhibitions in dedicated display areas in accordance with Figure 1: Interpretation and Exhibition Use.	Installing exhibitions in areas not identified on Figure 1: Interpretation and Exhibition Use.
Alteration of display fittings provided the work is carried out within a dedicated display space which has been dust proofed or provisions made for controlling dust to avoid debris escaping.	Drilling sawing and cutting without dust proofing or dust retention within the display space to ensure dust and debris escapes.
Installing temporary signage to non-heritage fabric.	New installations fixed to the built fabric in dedicated display areas.
Unpacking exhibits and exhibition materials.	Embellishing (for example adding new window dressings, adding decals or any other features to doors, doorways and non-heritage windows and doors.
Storage of packing crates, tools and equipment in storage spaces.	
Fixing to non-heritage ceilings, walls, floors, windows and doors provided adhesives are non-corrosive likely to cause fumes damaging to heritage fabric.	Storage of packing crates in public access areas or corridors without prior approval from Heritage staff (for example for temporary storage whilst setting up a specific installation).
Installing Multimedia wiring to non-heritage fabric.	Fixing using corrosive adhesives.
Use of freestanding hanging tracks, picture rails, freestanding or self supporting plinths, partitions, and exhibition cases.	Fixing directly to heritage fabric including vinyl transfer lettering and films.
Installing temporary portable temperature and humidity control devices.	Fixing directly to heritage fabric.

11 TRANSPORTING DISPLAY MATERIALS INTO AND OUT OF OPH

Permitted Actions	Not Permitted Actions
Access to the building by trucks and vans provided the vehicle remains on approved access routes. See Figure 17: Access and Egress.	Movement of display materials through the building on routes not indicated on Figure 2: Access and Egress.
Egress through the building following path shown on Figure 17: Access and Egress.	Overloading trolleys.
Using trolleys or other mobile equipment across heritage floor surface fitted with rubber or pneumatic tyres	Using trolleys or other mobile equipment fitted with solid wheels/castors across heritage floor surfaces.

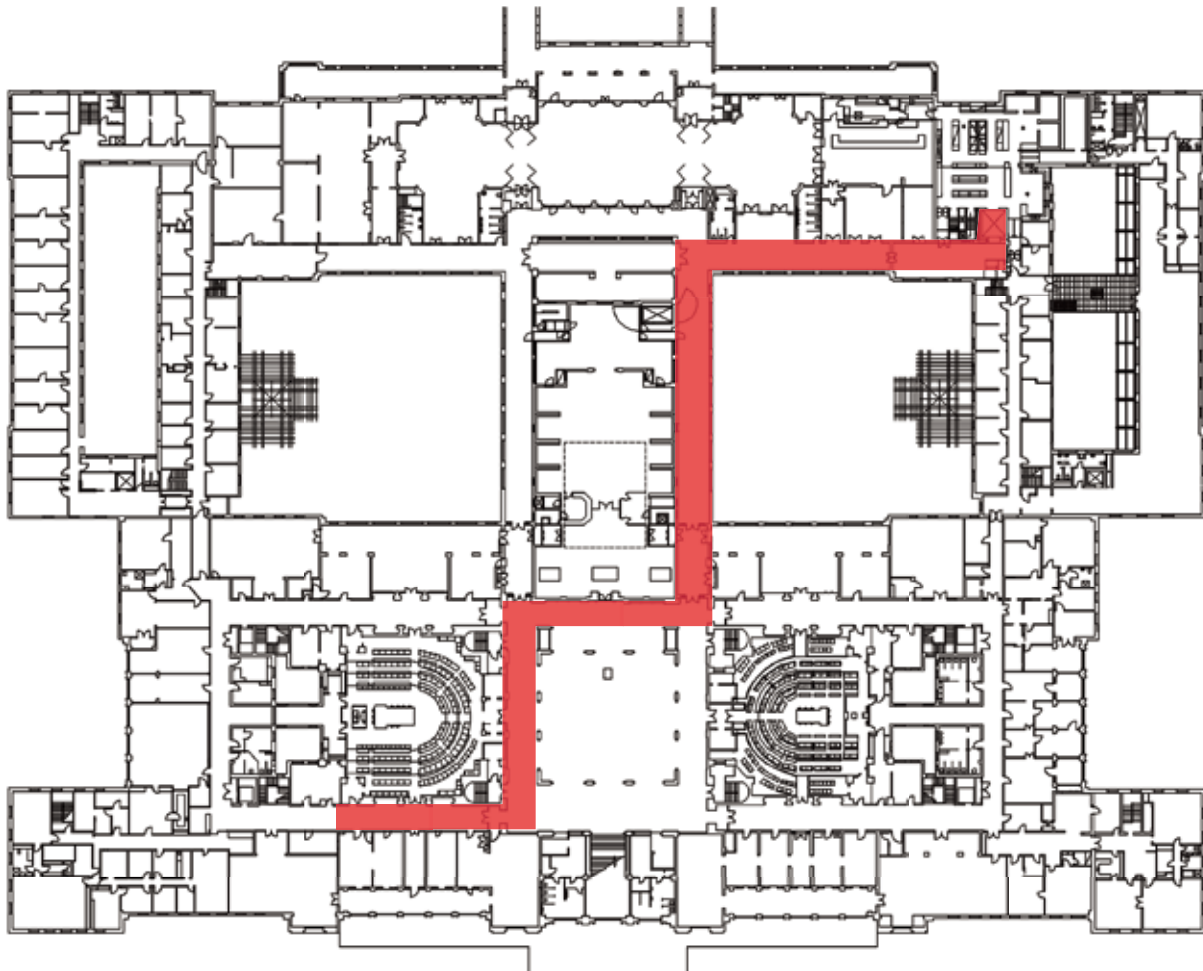
Figure 20:
Exhibition access and egress

A plan showing safe paths through OPH including approved loading, display, exhibition preparation and storage areas.



LOWER FLOOR

Figure 20:
Exhibition access and egress



MAIN FLOOR

12 DE-INSTALLING EXHIBITION

Permitted Actions	Not Permitted Actions
Dismantling and removal of fixed exhibition elements within a dedicated display space provided heritage fabric nearby is protected from falling debris and dust with covers and screens.	Removal of fixed display material without protecting heritage fabric or providing dust proof or dust retention for the immediate area.
Pack up into crates and boxes within the display space.	Pack up in heritage spaces which are not dedicated display areas.
Removal of crates and boxes through OPH provided the approved egress path is followed see Figure 17: Access and Egress.	Removal of crates and boxes through OPH following routes other than the approved egress path shown in Figure 17: Access and Egress.
Cleaning of floors, walls, ceilings, windows provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of floors, walls, ceilings, windows without reference to the <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.

13 NEED FOR NATURAL AND ARTIFICIAL LIGHTING

Permitted Actions	Not Permitted Actions
Adding additional light fittings to existing lighting tracks. Checking and setting lighting levels of non- heritage lighting. Applying block-out filters to windows.	Adding a new track/system or altering the position of existing lighting tracks. Altering light levels or interfering with heritage light fittings.
Additional lighting may be used in areas designated on Figure 16: Event and Tourism use. However extreme care should be taken when positioning lights to avoid combustible and fragile surfaces. Cool lights, filtered for ultraviolet radiation, should be used.	
Installing stable, non-abrasive, clean type of hard or soft clear protective UV cover that is removable and does not require fixing to historic fabric to keep it in place.	Fixing protective covers in any way directly to historic fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Temporarily repositioning movable furniture or other portable items so that they may be cleaned provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable heritage item without reference to <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Altering the lighting levels in areas by using different types and wattage of globes in existing light fixtures.	Altering the lighting levels in areas by installing new light fittings.
Introduction of freestanding UV filter or blackout screens positioned directly in front of windows.	Installing UV filter or blackout screens fixed directly to window frames.
Introduction of freestanding light meters or sensors to maintain appropriate light conditions for the conservation of historic materials and objects.	Installing fixed light meters or sensors to maintain appropriate light conditions for the conservation of historic materials and objects.
Installing self-adhesive polyester solar film to the internal face of window glazing to reduce the transmittance of UV radiation, visible light or solar heat or a combination of the three. The selected colouring must match previously applied examples or as specified by OPH Heritage staff.	Installing solar film to the external face of window glazing. Installing solar film that mismatches other previously applied examples.

14 THEATRICAL PERFORMANCES

Permitted Actions	Not Permitted Actions
Non invasive theatrical interpretation throughout all areas of OPH for a sole actor or small group (up to five people).	
Interactive theatrical interpretation using replica fabric, furniture and objects.	Using props or costumes not examined/quarantined/fumigated/approved by Heritage staff.
Use of personal props and costumes which do not extend outside the direct control of the actor/interpreter.	Use of props and costumes which prohibit the actors/interpreters from a clear vision and movement around the spaces (note that the use of the large 'heads' is permitted provided that the wearer / user is appropriately supervised at all times).
Use of costumes and props of a larger nature in the Landmark Zone is permitted, providing the Action does not occur closer than 2m to built heritage fabric.	Use of costume or props in the Landmark Zone if the Action may cause a prop to impact on heritage fabric (such as juggling, stilt walking).
Moving and storing light weight, personal, props and costumes from performance places to designated storage areas; storing in containers specifically for the use of storing objects and stored at least 1m away from objects and walls	Storing any props or costumes against heritage fabric. Storing of large objects wider or higher than 125m, which may easily scrape doorways or corridors.
Cleaning of floors, walls, ceilings, windows provided it is carried out in accordance with <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of floors, walls, ceilings, windows without reference to the <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.

15 REPORTING DAMAGE

With close attention and documentation of the location and condition of all heritage fabric and items before an exhibition or interpretation, comparisons can be made with the condition of heritage fabric and items after an exhibition or interpretation. It is important to document small damage and soiling to assist in future management of items and in planning future events at OPH. More serious damage should likewise be documented and the following steps followed.

- immediate notice be given to the supervisor of the activity and a written report provided by the supervisor to the Manager, OPH Heritage
- Manager, OPH Heritage will then decide the appropriate remedial Action.
- photographs should be taken by Heritage staff.

In the case of spot soiling / damage:

- Refer Housekeeping Permitted Action Schedule

Education Permitted Action Schedule

CONTENTS

1	INTRODUCTION
2	WHAT THIS SCHEDULE COVERS
3	DEFINITIONS
4	THE IMPACT OF EXHIBITION ACTIVITIES

1 INTRODUCTION

This Schedule provides comprehensive guidance on permitted Actions to safeguard the OPH whilst it provides a venue for educational activities.

The Schedule has been prepared to meet professional conservation standards and the following policies of the Heritage Management Plan 2008-2013.

■ *Policy 2.3 Permitted Actions*

2.3.1 Permitted Actions are Actions that will have no adverse impact on the heritage values and may be undertaken in accordance with the scheduled guidelines without the need for an Actions proposal.

■ *Policy 4.6 Interpretation, exhibition and education plans*

4.6.5 Old Parliament House management must maintain and implement an Interpretation Plan, Education Plan and Exhibitions Plan consistent with the Heritage Management Plan.

4.6.6 Old Parliament House management must engage in an active program of interpretation to advocate for and present the heritage values of the place, employing a wide range of media and aimed at a wide audience, including scholars, special interest groups and the public.

■ *Policy 4.7 Promotions and outreach*

4.7.2 Old Parliament House management may facilitate functions and event which do not cause an adverse impact on the heritage values of the place and where the function or event may promote the heritage values to a new audience.

This Schedule has been developed in line with all relevant OPH plans and policies.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

- activities associated with managing, developing and delivering both onsite and outreach education programs
- activities associated with facilitating student/teacher conferences and workshops

2.2 WHO IS AFFECTED BY THIS SCHEDULE

This Schedule affects the activities and programs works associated with:

- OPH's Communications and Visitor Programs
- NPG's Education and Public Programs

3 DEFINITIONS

Learning at Old Parliament House

To provide engaging, inspiring, relevant, and interactive learning experiences for people of all ages as they explore the evolution of Australian democracy.

Programs include:		
Public Tours	Presentations/displays	Exhibitions
Screenings	Lectures	Seminars
Conference Presentations	Publications	Product Development
Concerts	Teaching	Training
Production of Educational Resources	School Educational Programs	Theatrical Performance

4 THE IMPACT OF EDUCATIONAL ACTIVITIES

4.1 NEED FOR NATURAL AND ARTIFICIAL LIGHTING OF SPACES AND ITEMS

This impact tends to be caused inadvertently by visitors, building occupants and contractors utilising the building.

Issue Photo-oxidation caused by high light levels

Fabric most at risk Textiles/textile dyes, paper, leather

Likely form of damage Fading, brittleness, discolouration

The following table identifies a number of potential Actions associated with addressing damage from viewing.

Permitted Actions	Not Permitted Actions
Installing stable, non-abraive, clean type of hard or soft clear protective UV cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Housekeeping Permitted Actions Schedule</i> or prior consultation with the OPH Heritage staff.
Altering the lighting levels to within acceptable levels in areas by using different types and wattage of globes in existing light fixtures.	Altering the lighting levels in areas by installing new light fittings.
Introduction of freestanding UV filter or blackout screens positioned directly in front of windows.	Installing UV filter or blackout screens fixed directly to window frames.
Introduction of freestanding light meters or sensors to maintain appropriate light conditions for the conservation of heritage materials and objects.	Installing fixed light meters or sensors to maintain appropriate light conditions for the conservation of heritage materials and objects.
Installing self-adhesive polyester solar film to the internal face of window glazing to reduce the transmittance of UV radiation, visible light or solar heat or a combination of the three. The selected colouring must match previously applied examples or as specified by OPH Heritage staff.	Installing solar film to the external face of window glazing. Installing solar film that mismatches other previously applied examples.

4.2 WALKING ON HERITAGE SURFACES

This impact tends to be caused inadvertently by visitors, building occupants and contractors.

Issue	Dirt and dust transported by shoes Wear of floor coverings Secondary damage resulting from cleaning
Fabric most at risk	Flooring, carpets, polished wooden floors, rubber floors, tiled floors
Likely form of damage	discolouration, wear, tears and splits, dents, scratches, cracking as a result of impact and vibration

The following table identifies a number of potential Actions associated with addressing damage from walking.

Permitted Actions	Not Permitted Actions
Visiting school groups to: <ul style="list-style-type: none"> ■ enter through the Education Orientation space and exit via 'touch' space or via shop ■ leave Orientation space to go up to main floor via lower level corridor ■ exit main floor via Government Lobby stairs to lower level corridor ■ walk on the red carpet in King's Hall 	Extensive use of the front door for movement of visiting school groups entering and exiting OPH.
Walking visiting groups on the left side of lobbies to ensure even wear of carpet.	Uncontrolled, free movement of visiting groups through lobbies.
Walking visiting groups on the cream sacrificial carpet runners in the PM's Suite.	Uncontrolled, free movement of visiting groups within the PM's Suite.
Installing stable, non-abrasive, clean type of hard or soft protective/sacrificial floor cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Introduction of non-fixed and non-slip mats at entrances/exits to reduce the levels of dust, grit, etc brought into the heritage building.	Introduction of mats at the entrances/exits that require fixing to heritage floor surfaces.
Repositioning of movable heritage floor coverings away from locations subject to foot traffic within the same room provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable heritage floor coverings without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

4.3 CHANGES TO ROOM CONDITIONS CAUSED BY BODY TEMPERATURES AND BREATHING

This impact tends to be caused by large groups of visitors, particularly in small or unventilated heritage spaces.

Issue	When in groups, physical presence can result in rapid microclimatic fluctuations in temperature and RH - especially on rainy days
Fabric most at risk	Polished wood, leather, veneered items
Likely form of damage	Cracks, splits, delamination

The following table identifies a number of potential Actions associated with addressing damage from body temperature and breathing.

Permitted Actions	Not Permitted Actions
Introduction of freestanding air conditioners, heaters, humidifiers, air filters, etc to maintain appropriate climatic conditions for the conservation of heritage materials and objects.	Installing fixed air conditioners, heaters, humidifiers, air filters, etc to maintain appropriate climatic conditions for the conservation of heritage materials and objects.

4.4 TOUCHING HERITAGE SURFACES AND ITEMS

This impact tends to be caused by visitors but may also be caused by building occupants and contractors. Damage is usually inadvertent or deliberate but generally without an understanding of the potential for damage.

Issue	Deposition of grime (oils, salts and acids) Minor physical damage from people picking at tears, seams and small components Lifting or moving protective surfaces such as Perspex
Fabric most at risk	Leather, polished wood, metals, wall finishes
Likely form of damage	Discolouration, acidification, corrosion and etching, minor physical damage - especially tears

The following table identifies a number of potential Actions associated with addressing damage from touching.

Permitted Actions	Not Permitted Actions
Use of gloves by visiting school groups.	
Pointing to items of interest while presenting, rather than touching them.	Leaning on tables, arms of seating or bollard stands while giving talks or presentations.
Placement of the following objects on heritage furniture: <ul style="list-style-type: none"> ■ HoR - scripts and bell placed in situ on the Chamber Table for Speaker and Clerk roles and on replica Despatch Boxes for prime minister and leader of opposition roles. ■ *In Senate the scripts placed on Chamber Table for duration of role play ■ With gloves presenters handle replica Mace ■ Non-heritage props in archival boxes 	Placement of any type of object or item on heritage furniture, except as specifically permitted.
The control of seating within the Chambers by the placement of non-attached, free-standing signage on seats that are out-of-bounds.	Uncontrolled, free seating of visiting groups throughout the Chambers.
Visiting groups to sit in the Chambers accordingly: <ul style="list-style-type: none"> ■ one person per cushion in the HoR backbenches and at the Senate desks ■ two person to a cushion on the front bench in the HoR. 	Seating of visitors on 1988 central table seating, Speaker's chair and Vice-regal chairs.
Movement of visiting groups in the Chambers in accordance with the Chamber Seating Plans.	Uncontrolled, free movement of visiting groups throughout the Chambers.
Installing ropes and bollards at a sufficient distance away from the heritage items they are protecting to prevent damage if they are knocked.	Installing ropes and stanchions too close to heritage items to afford any protection.
Repositioning of movable furniture or other portable items away from the reach of visitors within the same room provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Installing stable, non-abrasive, clean type of hard or soft clear protective cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Adhesion of plastic bumpers to the underside of existing Perspex sheets to prevent them scratching the protected surface if moved.	Adhesion of any sort of material directly to a heritage surface in order to protect it from scratching caused by the movement of existing Perspex sheets.

Permitted Actions	Not Permitted Actions
Cleaning of heritage surfaces and items to remove evidence of touching provided it is carried out in accordance with the Housekeeping Permitted Action Schedule.	Cleaning of heritage surfaces and items to remove evidence of touching without reference to the Housekeeping Permitted Actions Schedule and prior consultation with the OPH Heritage staff.
	Repairing tears or breakages to heritage surfaces/items without prior consultation with the OPH Heritage staff.

4.5 EATING IN HERITAGE SPACES

This impact tends to be caused by visitors and is usually inadvertent during functions or deliberate during ordinary visitation.

Issue Risk of spills from food or drink
Food scraps increase risk of insect attack

Fabric most at risk Textiles, leather

Likely form of damage Accretions, stains, increased insect risk

The following table identifies a number of potential Actions associated with addressing damage from eating.

Permitted Actions	Not Permitted Actions
	Any type of food or drink substance in public areas.
Cleaning of heritage fabric to remove substances as a result of spillage provided it is carried out in accordance with the Housekeeping Permitted Action Schedule.	Cleaning of heritage fabric to remove substances as a result of spillage without reference to the Housekeeping Permitted Actions Schedule and prior consultation with the OPH Heritage staff.

4.6 ILLNESS

This impact may be caused inadvertently by visitors, building occupants and contractors.

Issue Spills of vomit, blood, and urine

Fabric most at risk Textiles, leather

Likely form of damage Stains, increased rate of chemical decay

The following table identifies a number of potential Actions associated with addressing damage from illness.

Permitted Actions	Not Permitted Actions
Cleaning of heritage fabric to remove substances as a result of illness provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of heritage fabric to remove substances as a result of illness without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Plastic buckets for emergency illness stored on protected heritage surfaces.	

4.7 DELIBERATE MISBEHAVIOUR INVOLVING DAMAGE TO HERITAGE FABRIC

This impact tends to be caused by visitors and is usually deliberate, although often without an understanding of the potential for damage.

Issue Graffiti - applied or incised
Chewing gum and lolly accretions
Physical damage resulting from inappropriate use of items

Fabric most at risk Leather, textiles, polished wood

Likely form of damage graffiti and stickers, accretions of chewing gum or lollies, breaks, holes, tears, scratches

The following table identifies a number of potential Actions associated with addressing damage from deliberate misbehaviour.

Permitted Actions	Not Permitted Actions
Installing stable, non-abrasive, clean type of hard or soft clear protective furniture or flooring cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Cleaning of heritage fabric to remove foreign deposits provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of heritage fabric to remove foreign deposits without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

4.8 MOVING FURNITURE, TOOLS, EQUIPMENT, TROLLEYS, WHEELCHAIRS, PRAMS AND BAGS

This impact can be caused by building occupants, visitors or contractors and is usually inadvertent, due mostly to carelessness.

Issue	Physical damage due to bumping, scraping and knocking
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, render, plasterboard, textile covered
Likely form of damage	Scratches, dents, breaks

The following table identifies a number of potential Actions associated with addressing damage from moving furniture, tools, equipment, trolleys, wheelchairs, prams, electric scooters, guide dogs and bags.

Permitted Actions	Not Permitted Actions
Carrying of small bags, and placement of small bags on laps or floors, NOT on furniture.	Carrying of back packs or other similar large bags within heritage spaces.
Movement of visitors behind roped areas with the consent or accompanied by OPH staff member.	Unaccompanied movement of visitors behind roped areas.
Moving heritage items provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Moving heritage items without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Movement and temporary replacement of the following heritage furniture for the purposes of education programs by two people: <ul style="list-style-type: none"> ■ The Chairman of Committee's chair ■ The Clerk's chair ■ The Prime Minister's chair ■ The Leader of the Opposition's chair 	Regular movement and/or replacement of heritage furniture in the Chambers, except as except as specifically permitted.
Moving a maximum number of 30 (non-heritage) stacking function chairs or one table within heritage spaces at any one time without dragging.	Moving or stacked chair trolleys on sensitive carpeted areas without placing plastic floor runner under path. Storing stacked chair trolleys in carpeted areas without masonite sheet under trolley.
Moving non-heritage items that are no more than 1.25m in any dimension within heritage spaces without dragging. This may involve breaking down any larger or bulkier non-heritage items into manageable parts where possible.	Dragging excessively large or bulky items within heritage spaces.

Permitted Actions	Not Permitted Actions
Moving of trolleys and other mobile equipment across heritage floor surfaces provided that they are fitted with rubber or pneumatic wheels.	Moving of trolleys and other mobile equipment fitted with solid wheels/casters across heritage floor surfaces.
Removal of scuff marks from heritage floors/wall surfaces and door cases caused by moving furniture, equipment, etc in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Removal of scuff marks from heritage floors/wall surfaces and door cases without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

4.9 CONDUCTING EDUCATIONAL AND ART WORKSHOPS

Impact on heritage fabric may be caused by activities or workshop materials inadvertently spilling out of designated wet areas.

Issue Staining, soiling, caused by spillages of wet materials

Fabric most at risk Carpets, textiles, paper, leather

Likely form of damage: Discolouration, staining

The following table identifies a number of potential Actions associated with addressing damage from art workshops.

Permitted Actions	Not Permitted Actions
Handling of replica heritage fabric prepared and on display in educational programs	Use of ink, permanent pen and paint in the Chambers and Politics and Party Zones
Conducting art workshops in designated educational / orientation wet areas	Any art activity conducted in public access areas
Importing materials for workshops following approved access and egress routes as indicated on Figure 2A and 2B of this schedule	
Clean up of art workshops, provided methods adhere to those prescribed in <i>Housekeeping Permitted Action Schedule</i> .	
Use of pencils and paper	

Events and Tourism Permitted Action Schedule

CONTENTS

1	INTRODUCTION
2	WHAT THIS SCHEDULE COVERS
3	MANAGEMENT ZONES
4	DEFINITIONS
5	EVENTS AND TOURISM ACTIVITIES
6	PLANNING AN EVENT
7	THE IMPACT OF EVENTS AND TOURISM ACTIVITIES
8	CATERING
9	SUPERVISION
10	REPORTING DAMAGE
11	FILM CREW GUIDELINES

1 INTRODUCTION

This Permitted Action schedule provides guidelines for controlling and avoiding damage to heritage fabric during the preparation, running and pack up of events held at OPH.

The schedule has been prepared to meet professional conservation standards and the following Policies of the Heritage Management Plan 2008-2013.

■ *Policy 2.3 Permitted Actions*

2.3.1 Permitted Actions are Actions that will have no adverse impact on the heritage values and may be undertaken in accordance with the scheduled guidelines without the need for an Actions proposal.

■ *Policy 4.7 Promotions and outreach*

4.7.2 Old Parliament House management may facilitate functions and event which do not cause an adverse impact on the heritage values of the place and where the function or event may promote the heritage values to a new audience.

■ *Policy 6.1 Public access to the place and the movable heritage*

6.1.5 Public access to parts of Old Parliament House, and its movable heritage, is integral to conserving the heritage values of the place and must be facilitated consistent with the identified sensitivity to change, unless precluded by security or health and safety reasons.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

Activities associated with planning, managing and developing events and functions within OPH building and curtilage.

Activities associated with running tourism programs within the OPH building and curtilage.

2.2 WHO IS AFFECTED BY THIS SCHEDULE:

This schedule affects the activities associated with:

- OPH's Communications and Visitor Program (Marketing, visitor services, events)
- the National Portrait Gallery's public programs
- contractors
- tenants.

3 MANAGEMENT ZONES

Figure 21:
Events and tourism catering use.

The plan shows areas where catering may occur.

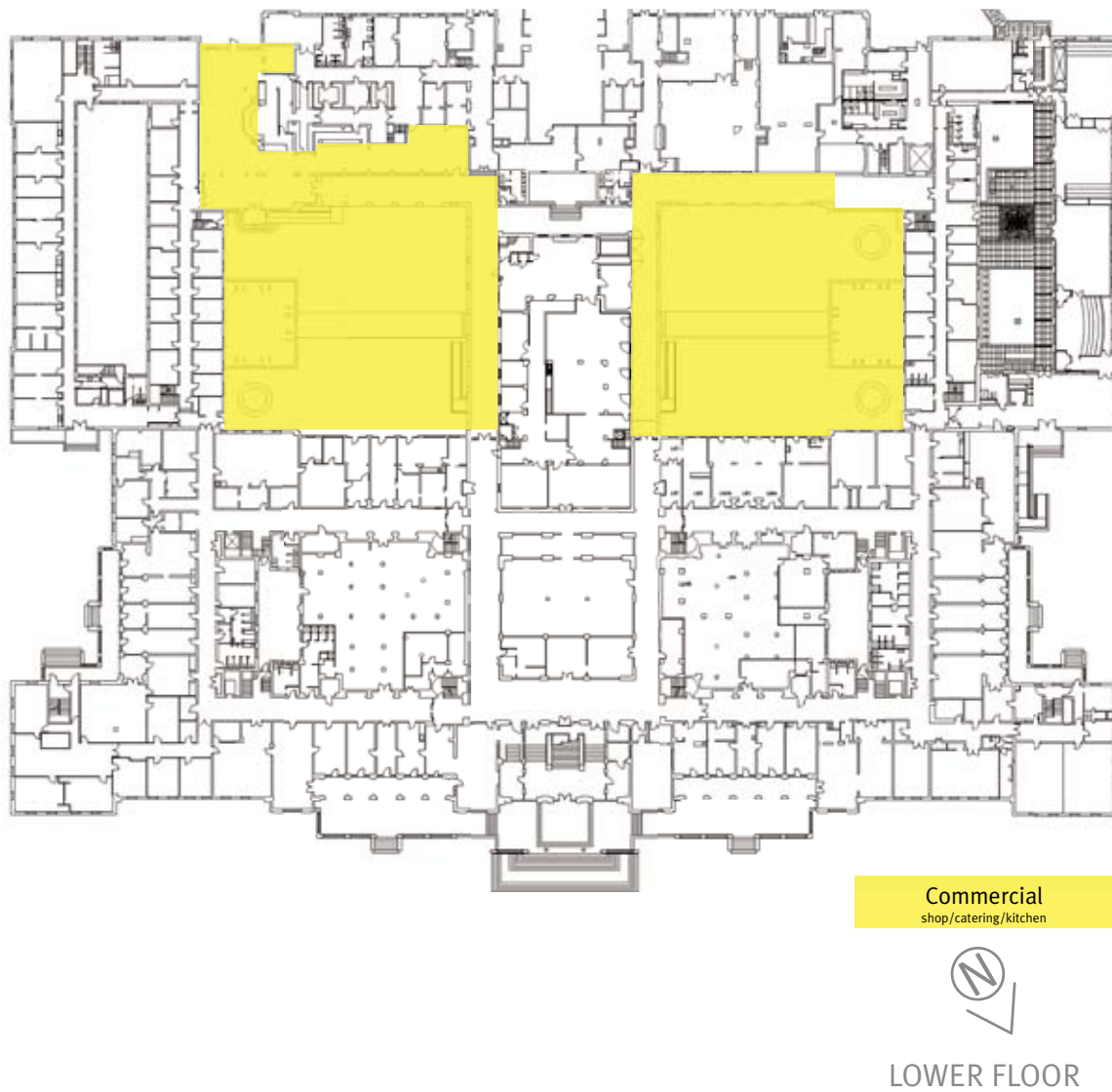
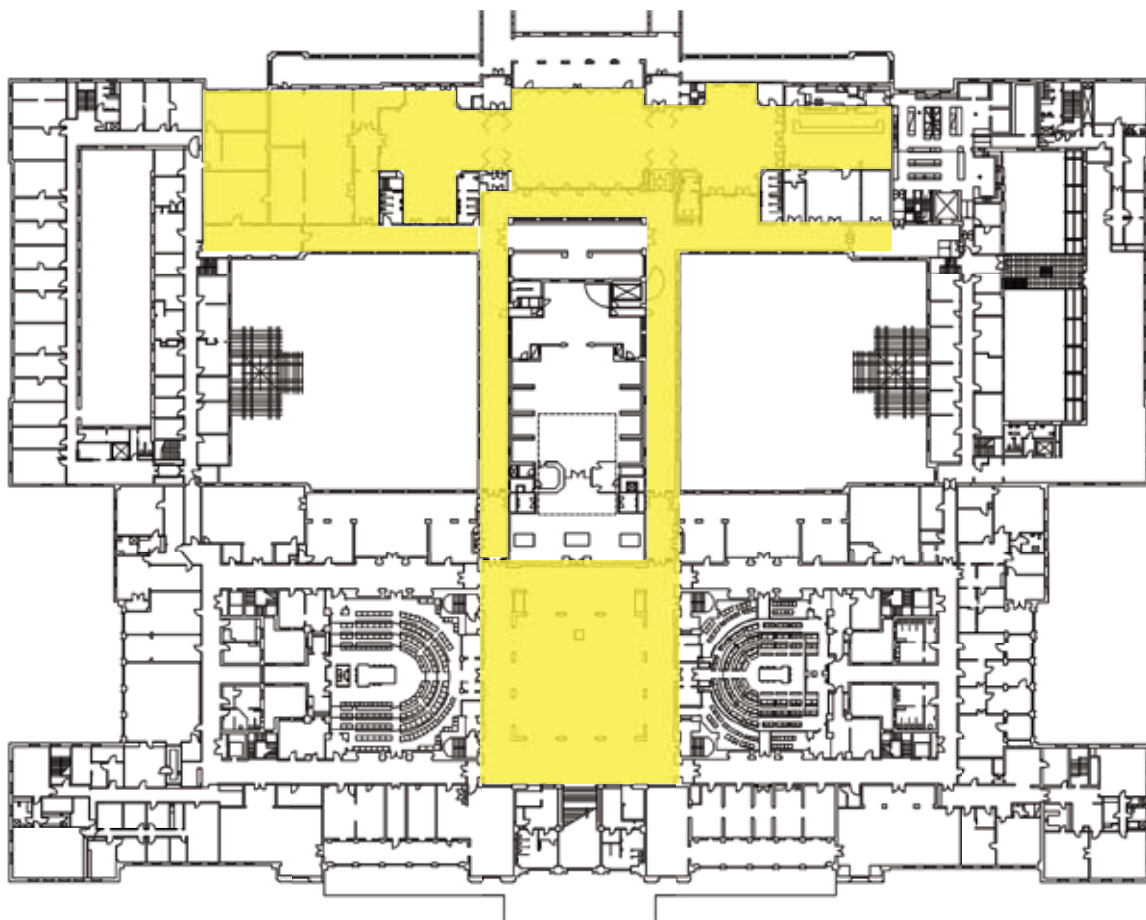


Figure 21:
Events and tourism catering use.



Commercial
shop/catering/kitchen



MAIN FLOOR

4 DEFINITIONS

For the purposes of this schedule, 'Events' is taken to include functions, enactments, mock Parliaments, celebrations that are undertaken within Old Parliament House Grounds, defined as Old Parliament House and Curtilage in the HMP.

For the purposes of this schedule, 'Tourism' is taken to include guided and self tours through OPH.

Level 1 events may involve:

- small amounts of technical equipment such as a mobile PA system, lectern, projector with screen to be placed within heritage zones
- single or small groups (up to five) people speaking or performing basic character roles within heritage zones
- moving of small heritage furniture such as chairs or coffee tables
- placement of non-heritage furniture in public access areas
- provision of water service for speakers
- after hours access by staff, contractors, volunteer speakers and visitors
- filming and photography (media, non-media, public)
- flower arrangements
- banners, signage and other promotional materials
- event training for staff and volunteers.

Level 2 events may involve:

- simple-complex staging (including props and sets), sound and lighting set up with free-standing rigging by external contractors
- decorations such as balloons, streamers, Christmas trees, giant ribbons internally and externally
- candles
- use of equipment such as musical instruments and associated technical equipment
- catering
- provision of bar service
- moving of heritage furniture and objects
- large audiences
- use of multiple spaces simultaneously
- visitor access to non-public areas
- after hours access by staff, contractors, volunteer speakers and visitors
- filming and photography (media, non-media, public)
- flower arrangements
- banners, signage and other promotional materials
- event training for staff and volunteers.

Level 3 events may involve:

- animals
- large-scale staging
- large-scale, raked audience seating
- rigging of technical equipment for performances, which may include scaffolding
- catering
- bar service
- pyrotechnics

- theatrical effects such as smoke or dry ice
- use of natural materials such as dirt, sand, real plants
- use of high-risk materials such as spray paint
- visitor access to non-public zones
- use of non-public areas such as the roof by external contractors
- removal of Movable Heritage Zone objects
- after hours access by staff, contractors, volunteer speakers and visitors
- filming and photography (Media, non-media, public)
- flower arrangements
- banners, signage and other promotional materials
- event training for staff and volunteers.

5 ACTIVITIES

Activities associated with events and tourism at OPH include, but are not limited to:

- presentations / displays
- seminars
- conference presentations / talks
- conferences
- concerts
- training
- catering
- filming and photography
- media and media activities
- theatrical performances
- book signings
- tours (guided and self guided)
- staging
- workshops (art making)
- celebrations (anniversaries)

6 PLANNING AN EVENT

6.1 GENERAL

- The overarching principle when planning an event within the OPH Building and Curtilage, is identifying and ensuring heritage fabric is protected before, during and after the running of an event.
- Events should be planned such that more delicate objects are avoided by the visiting public; this may mean providing physical barriers and planning activities to occur away from delicate heritage fabric.
- The condition of heritage fabric and objects should be checked before and after an event has been held. Before: to ensure the item is in good condition and robust enough to withstand the anticipated activities of the event. After: to clean, repair or record any damage. Heritage staff are to be involved in preparing heritage objects and fabric for an event.
- Time tables should ensure that heritage objects/fabric are handled / protected before consumables and equipment are moved into the area, and not brought back into the space until pack up and cleaning is complete.

- Planning must include an assessment of the type of event and its possible effect on the heritage fabric and objects within the area. Consultation with the heritage team is required. Objects may need to be removed from an area if it is considered that the running of an event will put it at risk. Steam producing activities such as the use of steam ironing to smooth table cloths.
- Planning should include ensuring enough staff are allocated to supervisory and heritage item handling tasks should this be required.

6.2 RISK ASSESSMENT

- Some events may be too risky to proceed with because of the potential for physical damage.
- A maximum number of guests able to be comfortably and safely accommodated within an area without high risk to heritage fabric especially to surfaces at bottlenecks should be considered.
- Risk associated with the number of guests effecting the fluctuations in relative humidity and temperature on objects and fabric will need consideration. Provision of fans etc. may need to be considered.
- Define a safe area for the storage of equipment remaining on site during an event.

6.3 CONTRACTORS

- Contractors should be fully briefed before commencing work at OPH. A copy of the Contractor Guidelines should be issued and returned signed before event setup.
- Contractors should visit the site prior to commencing work and undergo training sessions for all contractors and their staff prior to commencing work.
- Ensure contractors know and follow designated access routes.
- Continually monitor and supervise contractors whilst on site - generally this is the responsibility of the person engaging the contractor, but may occur in conjunction with a staff member from Heritage.
- Provide attendants at doors and bottlenecks to assist and protect surfaces, doors not to be left unattended or allowed to be wedged open.
- Ensure contractors are aware of speed and traffic restrictions in the area, and have a copy of the safe access and egress plan, (figure 2 of this schedule).
- Ensure parking is arranged for contractors.
- Ensure safe storage of equipment for set up and set down is discussed so that heritage fabric is not damaged by equipment being stored.
- The process used to set up and pack up function equipment and consumables should be coordinated with the assistance of Heritage staff. This will highlight the possibility of needing to move or protect heritage objects and fabric during the set up, pack up and running of an event.

6.4 PROPOSED

* Actions not outlined in this Permitted Action Schedule should be referred to the Heritage Section for further consultation.

7 THE IMPACT OF EVENTS AND TOURISM ACTIVITIES

7.1 NEED FOR NATURAL AND ARTIFICIAL LIGHTING OF SPACES AND ITEMS

This impact tends to be caused inadvertently by visitors, building occupants and contractors utilising the building.

Issue	Photo-oxidation caused by high light levels
Fabric most at risk	Textiles/textile dyes, paper, leather
Likely form of damage	Fading, brittleness, discolouration

The following table identifies a number of potential Actions associated with addressing damage from viewing.

Permitted Actions	Not Permitted Actions
Additional lighting may be used in areas designated on <i>Figure 21: Event and Tourism Catering use</i> . However extreme care should be taken when positioning lights to avoid combustible and fragile surfaces. Cool lights, filtered for ultraviolet radiation, should be used.	
Installing stable, non-abrasive, clean type of hard or soft clear protective UV cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Altering the lighting levels in areas by using different types and wattage of globes in existing light fixtures.	Altering the lighting levels in areas by installing new light fittings.
Introduction of freestanding UV filter or blackout screens positioned directly in front of windows.	Installing UV filter or blackout screens fixed directly to window frames.
Introduction of freestanding light meters or sensors to maintain appropriate light conditions for the conservation of heritage materials and objects.	Installing fixed light meters or sensors to maintain appropriate light conditions for the conservation of heritage materials and objects.
Installing self-adhesive polyester solar film to the internal face of window glazing to reduce the transmittance of UV radiation, visible light or solar heat or a combination of the three. The selected colouring must match previously applied examples or as specified by OPH Heritage staff.	Installing solar film to the external face of window glazing. Installing solar film that mismatches other previously applied examples.

7.2 WALKING ON HERITAGE SURFACES

This impact tends to be caused inadvertently by visitors, building occupants and contractors.

Issue	Dirt and dust transported by shoes Wear of floor coverings Secondary damage resulting from cleaning
Fabric most at risk	Flooring, carpets, polished wooden floors, rubber floors, tiled floors
Likely form of damage	Discolouration, wear, tears and splits, dents, scratches, cracking as a result of impact and vibration

The following table identifies a number of potential Actions associated with addressing damage from walking.

Permitted Actions	Not Permitted Actions
Installing stable, non-abrasive, clean type of hard or soft protective floor cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Introduction of non-fixed and non-slip mats at entrances/exits to reduce the levels of dust, grit, etc brought into the heritage building.	Introduction of mats at the entrances/exits that require fixing to heritage floor surfaces.
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.3 TOURING GROUPS

Touring groups may impact heritage fabric inadvertently as they make their way around the building. Accidental damage is generally caused through tripping or touching. It is important to limit numbers in tour groups to avoid crushing at bottlenecks and increased risk of personnel accidents.

Issues	Physical damage caused by leaning on, tripping and touching fabric Damage caused by the introduction of numbers of people causing a variance in humidity. See point 7.4 of this schedule Dirt and oil deposits from handling fabric. See point 7.5 of this schedule.
Fabric most at risk	Carpets, plasterwork, polished timber, door hardware, movable heritage objects, wall hung artefacts
Likely form of damage	Scraping, knocking, breaks, tears, soiling

Permitted Actions	Not Permitted Actions
Conducting tour groups through public access areas of OPH, in accordance with the numbers set out in 'Treading Lightly': Heritage Strategies for Education Programs, the Ginger Catering information for function group sizes, and as directed by the Heritage staff.	Tourists carrying backpacks or bulky bags.
	Self guided student groups.

7.4 CHANGES TO ROOM CONDITIONS CAUSED BY BODY TEMPERATURES AND BREATHING

This impact tends to be caused by large groups of visitors, particularly in small or unventilated heritage spaces.

Issue	When in groups, physical presence can result in rapid microclimatic fluctuations in temperature and RH - especially on rainy days
Fabric most at risk	Polished wood, leather, veneered items
Likely form of damage	Cracks, splits, delamination

The following table identifies a number of potential Actions associated with addressing damage from body temperature and breathing.

Permitted Actions	Not Permitted Actions
Introduction of freestanding air conditioners, heaters, humidifiers, air filters, etc to maintain appropriate climatic conditions for the conservation of heritage materials and objects.	Installing fixed air conditioners, heaters, humidifiers, air filters, etc to maintain appropriate climatic conditions for the conservation of heritage materials and objects.

7.5 TOUCHING HERITAGE SURFACES AND ITEMS

This impact tends to be caused by visitors but may also be caused by building occupants and contractors. Damage is usually inadvertent or deliberate but generally without an understanding of the potential for damage.

Issue	Deposition of grime (oils, salts and acids) Minor physical damage from people picking at tears, seams and small components Lifting or moving protective surfaces such as perspex
Fabric most at risk	Leather, polished wood, metals, wall finishes
Likely form of damage	Discolouration, acidification, corrosion and etching, minor physical damage - especially tears

The following table identifies a number of potential Actions associated with addressing damage from touching.

Permitted Actions	Not Permitted Actions
Installing ropes and stanchions at a sufficient distance away from the heritage items they are protecting to prevent damage if they are knocked.	Installing ropes and stanchions too close to heritage items to afford any protection (ie allowing a person to reach from outside the rope and touch the item).
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Housekeeping Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Installing any type of hard or soft clear protective cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Adhesion of felt or cork pads to the underside of existing perspex sheets to prevent them scratching of the protected surface if moved.	Adhesion of any sort of material directly to a heritage surface in order to protect it from scratching caused by the movement of existing perspex sheets.
Cleaning of heritage surfaces and items to remove evidence of touching provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of heritage surfaces and items to remove evidence of touching without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing tears or breakages to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.6 ILLNESS

This impact may be caused inadvertently by visitors, building occupants and contractors.

Issue	Spills of vomit, blood, and urine
Fabric most at risk	Textiles, leather
Likely form of damage	Stains, increased rate of chemical decay

The following table identifies a number of potential Actions associated with addressing damage from illness.

Permitted Actions	Not Permitted Actions
Cleaning of heritage fabric to remove substances as a result of illness provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of heritage fabric to remove substances as a result of illness without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.

7.7 DELIBERATE MISBEHAVIOUR INVOLVING DAMAGE TO HERITAGE FABRIC

This impact tends to be caused by visitors and is usually deliberate, although often without an understanding of the potential for damage.

Issue	Graffiti - applied or incised Chewing gum and lolly accretions Physical damage resulting from inappropriate use of items
Fabric most at risk	Leather, textiles, polished wood
Likely form of damage	graffiti and stickers, accretions of chewing gum or lollies, breaks, holes, tears, scratches

The following table identifies a number of potential Actions associated with addressing damage from deliberate misbehaviour.

Permitted Actions	Not Permitted Actions
Installing stable, non-abrasive, clean type of hard or soft clear protective furniture or flooring cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Cleaning of heritage fabric to remove foreign deposits provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Cleaning of heritage fabric to remove foreign deposits without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.8 MOVING FURNITURE, TOOLS, EQUIPMENT, TROLLEYS, WHEELCHAIRS, PRAMS AND BAGS

This impact can be caused by building occupants, visitors or contractors and is usually inadvertent, due mostly to carelessness.

Issue	Physical damage due to bumping, scraping and knocking
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, render, plasterboard, textile covered
Likely form of damage	Scratches, dents, breaks

The following table identifies a number of potential Actions associated with addressing damage from moving furniture, tools, equipment, trolleys, wheelchairs, prams and bags.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, and best practice is sought.

Permitted Actions	Not Permitted Actions
Moving heritage items provided it is carried out in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Moving heritage items without reference to the <i>Housekeeping Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Moving a maximum number of 30 (non-heritage) stacking function chairs or one table within heritage spaces at any one time without dragging.	Moving or stacked chair trolleys on sensitive carpeted areas without placing plastic floor runner under path. Storing stacked chair trolleys in carpeted areas without masonite sheet under trolley.
Moving non-heritage items that are no more than 1.25m in any dimension within heritage spaces without dragging. This may involve breaking down any larger or bulkier non-heritage items into manageable parts where possible.	Dragging excessively large or bulky items within heritage spaces.
Moving of trolleys and other mobile equipment across heritage floor surfaces provided that they are fitted with rubber or pneumatic wheels.	Moving of trolleys and other mobile equipment fitted with solid wheels/casters across heritage floor surfaces.
Removal of scuff marks from heritage floors/wall surfaces and door cases caused by moving furniture, equipment, etc in accordance with the <i>Housekeeping Permitted Action Schedule</i> .	Removal of scuff marks from heritage floors/wall surfaces and door cases without reference to the <i>Housekeeping Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.9 USE OF PROPS, SETS AND COSTUMES

This impact can be caused by building occupants, visitors or contractors and is usually inadvertent, due mostly to carelessness:

Issues	Physical damage due to bumping, leaning, scraping and knocking
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, render, plasterboard, wall paper, textile covered Likely form of damage - scratches, dents, breaks, mildew, mould

Permitted Actions	Not Permitted Actions
Use of personal props and costumes which do not extend outside the direct control of the actor/interpreter.	Use of props and costumes which prohibit the actors/interpreters from a clear vision and movement around the spaces (Note that the use of 'Big Heads' is allowable under appropriate supervision).
Use of costumes and props of a larger nature in the Landmark Zone is permitted, providing the Action does not occur closer than 2m to built heritage fabric.	Use of costume or props in the Landmark Zone if the Action may cause a prop to impact on heritage fabric (such as juggling, stilt walking).

7.10 STORAGE OF PROPS, SETS AND COSTUMES

Damage to heritage fabric occurs through unplanned storage of items generally by visitors or contractors unaware of the potential for damage:

Issues	Physical damage caused by knocking, scraping, leaning Dirt, oils and dyes transported on materials Insect infestation introduced
Fabric most at risk	Textiles, flooring, carpet, doorways Physical damage caused if material is stored over a period of time against heritage fabric causing a change to the micro environment eventuating in mould and mildew damage due to increased humidity.

Likely format of damage: Scratches, dents, breaks, mildew, mould, destruction of fabric due to insect attack.

Permitted Actions	Not Permitted Actions
Moving and storing light weight, personal, props and costumes from performance places to storage areas; storing in containers specifically for the use of storing objects and stored at least 1m away from objects and walls	Storing any props or costumes against heritage fabric. Storing of large objects wider or higher than 1.25m which may easily scrape doorways or corridors
Cleaning of damage caused by the storage of props or costumes if undertaken according to the <i>Housekeeping Permitted Action Schedule</i>	Cleaning or repair of any heritage fabric damaged by the storage of props or costumes if not following the <i>Housekeeping Permitted Action Schedule</i> or without advice from Heritage staff

7.11 USE OF EVENT EQUIPMENT

Equipment introduced into a heritage space may be a potential physical and fire risk.

Issue	Physical damage due to knocking, bumping Fire risk due to electrical fault
Fabric most at risk	Floor coverings, plasterwork, polished wood, textiles

Permitted Actions	Not Permitted Actions
Event equipment may be placed on heritage floor spaces providing the equipment has rubber tipped feet or is placed on protective boards.	
Electrical equipment may be brought into OPH providing it has a current portable appliance test certificate (the onus to achieve this is placed on the contractor / supplier, except where the equipment is the property of OPH).	Use of electrical equipment with frayed or worn cables.

7.12 DELIVERING, PACKING AND UNPACKING MATERIALS FOR TEMPORARY EXHIBITION

This impact can be caused mainly by occupants and contractors due to carelessness or due to a lack of awareness.

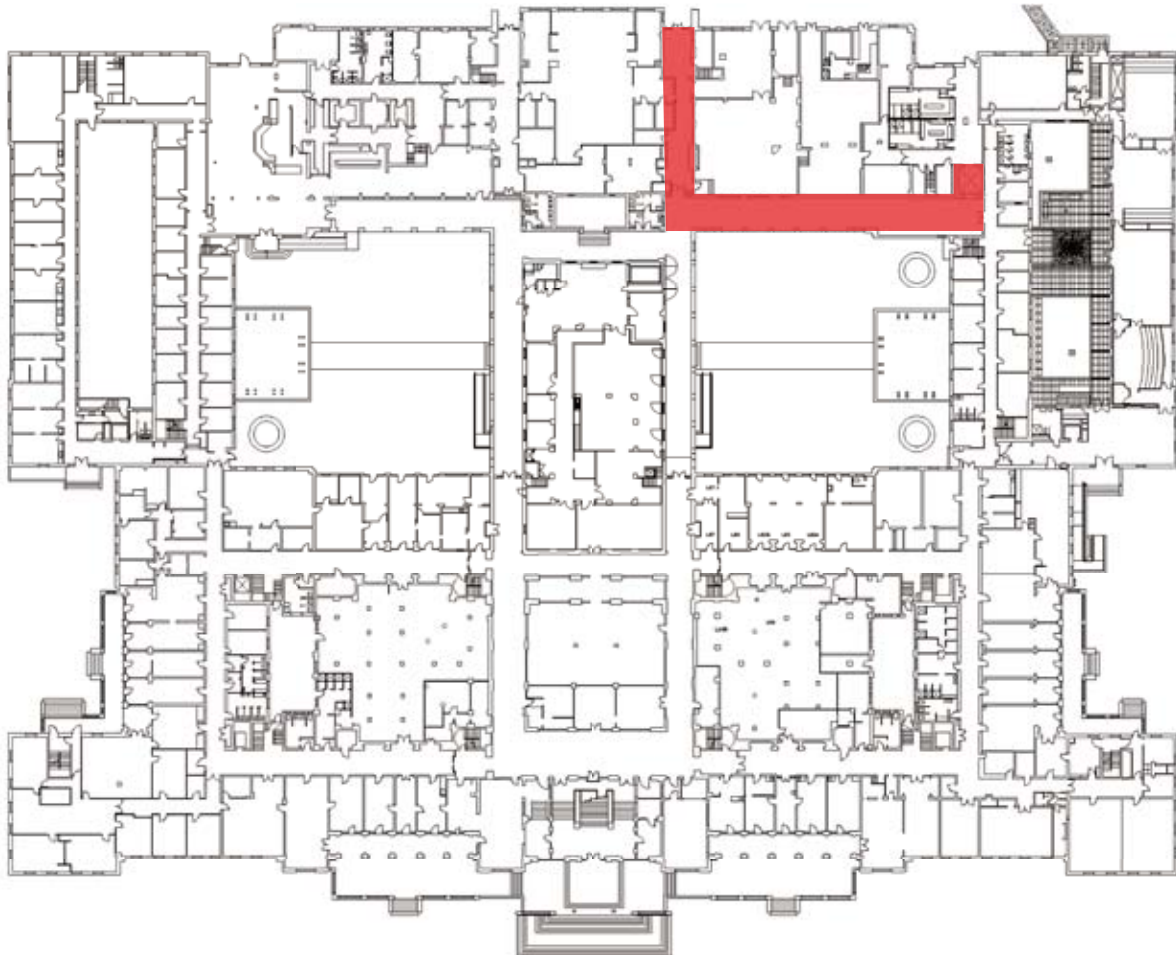
Issues	Physical damage due to scraping, bumping, knocking, whilst transporting materials through OPH and whilst unpacking Insect damage due to introducing foreign materials, possibly containing insects in unfumigated packaging and artefact
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, wallpaper, render, plasterboard Doors - all surfaces and hardware

The following table identifies a number of potential Actions associated with addressing damage caused during delivery, packing and unpacking of temporary exhibits.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, and best practice is sought.

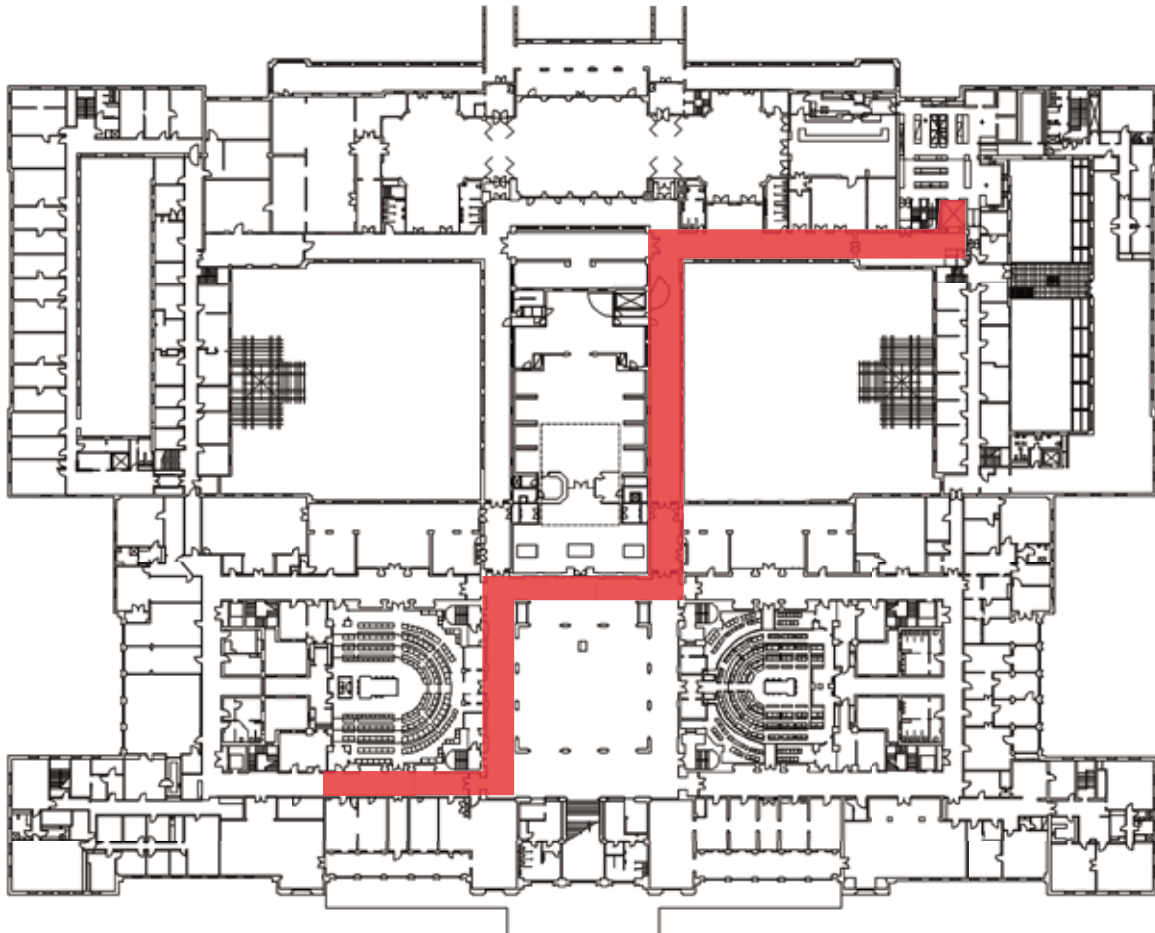
Permitted Actions	Not Permitted Actions
Transporting packing cases and exhibition materials through OPH provided the established safe path is followed, see Figure 2 Access and Egress, and all goods are carried by a minimum of two people if the load is longer than 1.5m.	Transporting objects through OPH which do not fit easily through doorways and passages.
Goods over 50 Kg must be transported by trolleys with pneumatic tyres.	Equipment rolled or dragged (especially circular tables).
Transporting organic material which has been fumigated prior to entry.	Bringing into OPH any material of an organic nature which has not been fumigated.
Display materials may be unpacked in dedicated display spaces, all packing material to be removed from the space once the task is complete.	Display materials unpacked or packed in non display dedicated spaces.
Materials and equipment transported through OPH providing doorways on the route are attended and doors are not wedged open.	Transport of objects larger than 2.5m in any dimension through OPH.

Figure 22:
Events access and egress



LOWER FLOOR

Figure 22:
Events access and egress



MAIN FLOOR

7.13 REFRESHMENT FOR SPEAKERS IN HERITAGE SPACES

This impact comes about due to providing refreshment (water) to speakers and performers who are using heritage spaces, damage is usually accidental.

Issue	Physical damage caused by liquid spillage
Fabric most at risk	Textiles / textile dyes, paper, leather
Likely form of damage	Discolouration, destruction of paper items

The following table identifies a number of potential Actions associated with providing refreshment.

Permitted Actions	Not Permitted Actions
Provision of water with no additives to single persons providing the glass is placed on a tray	Provision of a jug or water Provision of acidic, sugar or alcoholic drinks. Placing any refreshment on heritage fabric

7.14 PROVISION OF FOOD

This impact comes about due to uncontrolled Action by visitors and through poor planning of serving and delivery of food, damage is usually accidental. It is important to clean up and report spills and damage as soon as possible. See Section 9: Reporting damage in this schedule and Housekeeping Permitted Action Schedule.

Issue	Physical damage caused by soiling as a result of spillage of food Physical damage caused by serving equipment resting or scraping on heritage fabric
Fabric most at risk	Textiles, polished timber, paper, leather
Likely form of damage	Staining, scratches, dents

Permitted Actions	Not Permitted Actions
Serving of food in areas shown on <i>Figure 16: Events and Tourism Catering Use</i> .	Catering in any heritage area not specifically allocated as a dining area.
Clean up of spills in accordance with Housekeeping Permitted Action Schedule.	
Movement of food through OPH by approved routes as shown in <i>Figure 22: Access and Egress</i> .	Resting serving plates on heritage fabric.

7.15 FILMING AND PHOTOGRAPHY

This impact is caused inadvertently by visitors, building occupants and contractors utilising the building.

Issues	Photo oxidation caused by high light levels of filming (spot lights and camera flash) Physical damage caused by knocking, scraping equipment.
Fabric most at risk	Textiles/textile dyes, paper, leather, paint, polished wood
Likely form of damage	Fading, brittleness, discolouration, dents, scratches

The following table identifies a number of potential Actions associated with addressing damage from filming. Refer also to the OPH Filming and Photography Guidelines, available from Marketing staff (which also includes an application form for filming and photography).

Permitted Actions	Not Permitted Actions
Hand held cameras (including cameras with flash).	Filming using large cameras which obscure the photographer's view of the immediate area.
	Placing equipment on heritage flooring without carpet squares or on heritage furniture.
	Use of tripods and spotlights without prior consultation with Heritage staff.
	Using tape on heritage fabric.

7.16 DECORATING AND SIGNING A SPACE

The impact of introducing decoration such as floral arrangements, sculpture, art and fabric is generally caused by contractors supplying material without knowledge of the potential for harm.

Issues Dirt and dust transported on materials, acids and oils transferred by artworks, insect infestation introduced on organic materials

Fabric most at risk Textiles, flooring, carpets

Likely form of damage Soiling, discolouration, destruction of fabric due to insect attack.

The following table identifies a number of potential Actions associated with addressing damage from decoration and signage.

Permitted Actions	Not Permitted Actions
Flower / natural arrangements brought into OPH which have been appropriately fumigated or sprayed with pyrethrum.	Use of any organic material which has not been fumigated.
Hanging signs, banners and decorations which are freestanding or use established fixings.	Any sign or decoration fixed to heritage fabric by double sided tape, tapes, nails, thumbtacks.
Placement of artwork / banners on non heritage surfaces.	Placement of artworks and banners which may crumble or impart oils and inks onto non protected heritage surfaces.
Decorations placed in heritage spaces provided hard or soft protective coverings are placed under and behind the decoration.	Decoration may not be directly fixed or allowed to stand directly on heritage fabric.
Fixing small labels or decoration to heritage walls using YellowTac.	

7.17 EVENT SET UP AND PACK UP

Damage to heritage fabric is generally caused through rushing and the pressure of moving a large amount of 'foreign' objects through the space. Damage is caused by contractors and building occupants.

Issue Physical damage due to knocking, bumping

Fabric most at risk Plasterwork, polished timber, textiles, carpets

Likely form of damage Plasterwork, polished timber, textiles, carpets, scratches, dents, breaks

Permitted Actions	Not Permitted Actions
Event set up in an area roped off with a minimum of 1m clearance around the work area.	Placing of function equipment on heritage fabric.
Heritage fabric and movable items may remain in the event area providing they are protected during the set up and pack up process with cloths, screens and the like.	Using tape on heritage fabric.
Cleaning after functions - to be undertaken according to <i>Housekeeping Permitted Action Schedule</i> .	

7.18 CONDUCTING ART WORKSHOPS

Impact on heritage fabric from art workshop activities would be caused by activities or workshop materials inadvertently spilling out of designated wet areas.

Issue Staining, soiling, caused by spillages of wet materials

Fabric most at risk Carpets, textiles, paper, leather

Likely form of damage Discolouration, staining

The following table identifies a number of potential Actions associated with addressing damage from art workshops.

Permitted Actions	Not Permitted Actions
Use of pencils and paper in all spaces.	Use of ink, permanent pen and paint in the Chambers and Politics and Party Zones
Conducting art workshops in designated educational / orientation wet areas.	Any art activity conducted in public access areas.
Importing materials for art workshops following approved access and egress routes as indicated on <i>Figure 22</i> of this schedule.	
Clean up of art workshops, provided methods adhere to those prescribed in <i>Housekeeping Permitted Action Schedule</i> .	

8 CATERING

- Providing and serving food and beverages is a high risk activity, damage is generally caused through accident, however risks to heritage fabric can be reduced through careful event planning and attention to safety and protective practices during the running of an event.
- Generally all catering activities are not a permitted Action in all but designated dining areas, and should be planned and approved through the process as prescribed in Chapter 8 of the Heritage Management Plan. However, OPH has an established practice of using the in-house catering firm exclusively. This reduces risk as it ensures the service providers are familiar with the conservation issues of OPH.
- Refer also to the guidelines for functions and catering group sizes, available from Ginger Catering (ph: 6270 8150). Further guidelines for good catering practice within heritage places can be found in the following document available on the internet:
Practical Conservation Guidelines for Successful Hospitality Events in Historic Houses, English Heritage Branch, available on <http://www.helm.org.uk> (guidelines sub menu)

9 SUPERVISION

- Supervision of the function set up and pack up process should be undertaken by persons with a good understanding of the handling of heritage items. The supervision should ideally be managed by persons not distracted by other tasks.
- Supervision is required for the following specific tasks:
 - handling of heritage fabric and movable items
 - recording of the location and condition of items before moving
 - covering / protecting of heritage fabric and items to remain in the space
 - supervision of set up and pack-up of event consumables to ensure heritage objects and fabric are not at risk.
- Supervision of contractors whilst on site is required to ensure that contractors:
 - have safe access through the building, particularly at doorways and corners
 - do not rush or run through the building
 - sign into and out of the place.

10 REPORTING DAMAGE

With close attention and documentation of the location and condition of all heritage fabric and items before an event, comparisons can be made with the condition of heritage fabric and items after an event or function. It is important to document small damage and soiling to assist in future management of items and in planning future events at OPH. More serious damage should likewise be documented and the following steps followed.

- immediate notice be given to the supervisor of the activity and a written report provided by the supervisor to the Manager, OPH Heritage
- Manager, OPH Heritage will then decide the appropriate remedial Action.
- photographs should be taken. In the case of spot soiling / damage:
- Refer to *Housekeeping Permitted Action Schedule*.

11 FILM CREW GUIDELINES

The following guidelines must be followed when filming at Old Parliament House. These guidelines can be provided directly to the film crews.

Welcome to Old Parliament House

As the original focus of the Commonwealth Parliament and Government in Canberra, Old Parliament House (OPH) is intimately associated with the political history of Australia from 1927 until the opening of the new Parliament House in 1988. It was the first purpose built home for the Australian Parliament, the most prominent example of the work of the Commonwealth's first government architect, John Smith Murdoch, and is directly connected with the development of Canberra as the national capital. Old Parliament House is on the National Heritage List and the Commonwealth Heritage List under the Environmental Protection and Biodiversity Conservation Act 1999; the place is therefore protected by legislation with fines associated with non-compliance with the Act.

1. INTRODUCTION

These guidelines outline the important procedures we adhere to at Old Parliament House. It is of utmost importance that all contractors who conduct filming in this historic site have access to this information. Should there be any queries in relation to any information contained in this document, please do not hesitate to contact the Heritage Manager on (02) 6270 8221 or the Property Manager on (02) 6270 8141.

Film crew must:

- Attend an induction course on Heritage Awareness;
- take steps to ensure that equipment is not erected or used in a way that is unsafe or poses a risk to the health, safety and welfare of themselves, their staff, and Commonwealth employees and tenants; and
- ensure that they comply with their duty of care under Territory OHS law and common law with respect to public safety.

2. PROTECTION OF OPH'S HERITAGE FABRIC AND COLLECTIONS

The protection of the building's heritage fabric and collections is of fundamental importance in the management and execution of any work at OPH.

Heritage fabric is any part of the building that was constructed between 1927 and 1988. This includes:

- all structural elements of the building;
- fixed furnishings and fittings; and
- finishes such as paint or varnish.

The Collections of OPH include:

- furniture;
- removable furnishings such as carpets, linoleum, blinds, curtains; and
- photographs, displayed objects and works of art.

All collection items within a work area and environs will be removed or protected by OPH staff. Movement of Heritage furniture and other significant objects in the OPH collection must be authorised and supervised by the Heritage Officer in accordance with the OPH *Housekeeping Permitted Actions Schedule*.

The following guidelines must be followed when working in OPH.

Extreme care must be taken whilst moving equipment around the building, in particular:

- plan and use designated access routes only, don't rush
- always lift, don't drag equipment
- report incidents to security and if appropriate locate closest Disaster Bin for emergency response (see Appendix A)
- report any damage to Heritage Manager
- ensure trolleys have padded edges and rubber or pneumatic wheels
- do not overload trolleys
- do not place objects (including tools) on any furniture items

- do not place equipment (including cameras, tripods, light stands etc) on lino, timber, rubber or carpeted floors without a carpet square
- protect floor, walls and furniture from equipment; keep equipment a safe distance from walls and furniture
- if in doubt, always ask
- The use of Gaffer tape and all other adhesive tapes are prohibited in the building. To attach temporary signs to heritage walls or doors, approval must be sought and yellow tac must be used.

OPH reserves the right to identify further risks and to require the Crew to take all reasonable precautions to protect staff, tenants, the public, the Heritage fabric and collections whilst work is conducted.

3. APPROVAL

Approval for any works must be obtained from the Heritage or Property Manager prior to the commencement of work. A work plan must be submitted detailing locations, timeframes, crew size and any requests to move any heritage object within or from the location.

It is important that the crew recognises the need for public access to OPH whilst work is conducted. To maintain maximum access to public areas of the building, it may be necessary to carry out some work outside opening hours of 9am to 5pm. These arrangements should be made prior to work commencing.

4. SUPERVISION

Permission from the Property Manager or Heritage Officer, in consultation with Public Programs, must be sought prior to work commencing in any public or exhibition area, staff area, or storage area and an OPH Officer may be appointed to oversee the work.

The relevant OPH Officer is responsible for ensuring that the work is in accordance with the conservation guidelines. The OPH Officer has the authority to stop work if the guidelines are contravened and work will not re-commence until approved. Work may be documented for our records and time must be allocated for this process to be carried out.

The OPH Officer will check that the work is in accordance with the guidelines at regular intervals. If the work is to be carried out after hours the OPH Officer will appoint an appropriate delegate who will be available in this period to oversee the project/work.

5. WORK ON THE ROOF

Any work requiring access to the roof must be approved by the Property Manager before commencing work. Appropriate safety gear must be worn. Security must be notified prior to contractors accessing the roof. An OPH radio must be carried by the crew.

6. CONTACTS

Security / Front Desk	Heritage Office	Building Services
6270 8222	Manager 6270 8221 0408 270 568	Manager 6270 8141 0418 631 118
	Assistant Manager 6270 8189	Coordinator 6270 8117
24 Hours	9:00 to 17:00	9:00 to 17:00
7 days a week	Monday to Friday	Monday to Friday

Appendix A

DISASTER ACTION PLAN

What To Do When You Discover a Threat to the Building or Collection Material

Please keep this page in a prominent place for quick reference in the case of an emergency or incident that threatens the building or collection material.

Threats can include: water leaks/flooding, fire, mould, high dust levels, vandalism, insect infestation, equipment malfunction and other incidents.

IMMEDIATE ACTIONS

When a disaster situation involving collection material or heritage building fabric is discovered:

- 1. RING SECURITY (EXT 8222) or pick up a red phone to report the exact location (room number on door) and details of the problem to the security officer.
 - a. Security will contact and advise:
 - b. Disaster Coordinators
 - c. Property, Heritage and NPG Registration staff.
- 2. SHORT TERM ACTIONS – ASSESS THE SITUATION:
 - a. Is the area safe to enter?
 - b. Is it a small or a large threat?
 - c. Is the building or collection material being or about to be affected?
- 3. IF IT IS SAFE and until APPROPRIATELY TRAINED STAFF arrive, take urgent action to protect heritage material and collections:
 - Ask Security to advise the location of the CLOSEST YELLOW DISASTER BIN
 - a. Stop the source of the problem where possible
 - b. Prevent problems such as water leaks and dust affecting the collections by moving the Disaster Bins to the problem and using the contents to
 - c. CAREFULLY cover collections with plastic sheeting
 - d. Use wheelie bins, buckets, mops, sponges and absorbent materials to contain water
 - e. Do not handle affected collection material

EVACUATION OF MATERIAL

Heritage or collection material MUST NOT BE EVACUATED from storage or exhibition areas without the express direction of the Manager Heritage OPH, a member of the Disaster Prevention Response Team or Disaster Coordinators.

Contractor Permitted Action Schedule

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1 INTRODUCTION

This Permitted Action Schedule provides guidelines for controlling and avoiding damage to heritage fabric during the preparation, running and pack up of contractor activities in Old Parliament House (OPH).

The schedule has been prepared to meet professional conservation standards and address Policies of the Old Parliament House and Curtilage Heritage Management Plan 2008-2013 (HMP).

- *Policy 1.1.1* The heritage values of Old Parliament House must be conserved and managed in accordance with the Heritage Management Plan and the Burra Charter.
- *Policy 2.3.1* Permitted Actions are Actions that will not have an adverse impact on the heritage values. These must be undertaken in accordance with the scheduled guidelines without the need for an Action proposal.
- *Policy 2.6.1* Ensure the work methods are consistent with the conservation of the heritage values of Old Parliament House. In general, contracts must ensure that:
 - a. contractors are appropriately trained and supervised for work in a heritage building
 - b. contractors are appropriately attired during works (for example white gloves or soft soled shoes in some circumstances)
 - c. proposed work methodologies are reviewed by Old Parliament House Actions Committee prior to commencement of works
 - d. Old Parliament House management has access to the work place in order to supervise, monitor and direct works as necessary
 - e. A risk assessment is undertaken and proof of heritage induction training is provided prior to commencement of works; and
 - f. Old Parliament House management can terminate the contract on reasonable grounds, including failure to observe acceptable standards of conservation work.
- *Policy 3.5.1* All works undertaken at Old Parliament House must be monitored and documented, during the works and upon completion, in order to create a record of change at Old Parliament House. The standard of recording will be that required in the relevant Permitted Actions Schedule or conditions of approval for an Action Proposal.
- *Policy 3.7.1* Works and events must be randomly audited to ensure that heritage conditions in contracts and approvals are met.

- *Policy 6.1.4* Old Parliament House management must avoid functions and events that would restrict public access to the place or parts of the place for an extended period, and those that may place undue stress on the fabric of the building.
- This schedule has been developed in line with all relevant OPH plans and
- policies, including the OPH Collection Management Policy.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

Activities associated with planning, managing and undertaking contract within OPH.

2.2 WHO IS AFFECTED BY THIS SCHEDULE:

This schedule affects the activities associated with:

- Contractors working in OPH

3 DEFINITIONS

- For the purposes of this schedule, ‘Contractor’ is taken to include a person or business which provides goods or services under terms specified in a contract with Old Parliament House, defined as Old Parliament House (OPH) in the HMP.
- Housekeeping is maintenance through cleaning and preventative conservation.
- Handling is physically moving objects over both very short and longer distances.
- Curtilage is the area surrounding the building within the National Heritage Listed boundary.

4 WORKING IN OPH

4.1 GENERAL

- The overarching principle when working and planning contractor activities within the OPH Building and Curtilage, is ensuring heritage fabric is protected.

4.2 CONTRACTORS

Contractors should:

- Be fully briefed before commencing work at OPH. A copy of the Contractor Permitted Actions Schedule should be issued, read and returned signed before commencement of contractor activity.
- Visit the site prior to commencing work and undergo a Heritage Awareness Training session for all contractors and their staff prior to commencing work.
- Provide attendants at doors and bottlenecks to assist and protect surfaces, doors not to be left unattended or allowed to be wedged open.
- Ensure safe storage of equipment for set up and set down is discussed so that heritage fabric is not damaged by equipment being stored.
- Coordinate the process used to set up and pack up contractor equipment and materials with the assistance of Heritage staff. This will highlight the possibility of needing to move or protect heritage objects and fabric during the set up, pack up and running of contractor activity.

OPH will:

- Provide Heritage Awareness Training.
- Continually monitor and supervise contractors whilst on site - generally this is the responsibility of the person engaging the contractor, but may occur in conjunction with a staff member from Heritage.
- Ensure contractors are aware of speed, parking and traffic restrictions in the area.

4.3 PROPOSED

- Actions not outlined in this Permitted Action Schedule should be referred to the Heritage Section for further consultation. Any work to be undertaken by a contractor on a tenants' behalf that may impact on heritage fabric must be approved by OPH prior to the work being undertaken.

5 HANDLING HERITAGE ITEMS

The safety of a movable item is dependent on the care taken during handling. Common sense, inspection of the item, planning and respect for the item will assist in avoiding physical damage. Any requests to move heritage items must be approved by Heritage staff. Any movement of heritage items will be either undertaken or supervised by Heritage staff.

6 CONTRACTOR ACTIVITIES

For the purpose of this schedule, contractor activities at OPH include, but are not limited to:

- small amounts of technical equipment such as audio visual equipment to be placed within heritage zones
- after hours access
- Contractor Induction and Heritage Awareness Training
- set up with free-standing rigging
- use of high-risk materials such as spray paint
- maintenance activities
- construction

7 PLANNING CONTRACTOR ACTIVITIES

7.1 GENERAL

- The overarching principle when planning contractor activities within OPH is identifying and ensuring heritage fabric is protected before, during and after the contractor activity.
- Contractor activity should be planned such that heritage objects are avoided by the contractor; this may mean providing physical barriers and planning activities to occur away from delicate heritage fabric or after hours access.
- The condition of heritage fabric and objects should be checked before and after a contractor activity has been held. Before: to ensure the item is in good condition and robust enough to withstand the anticipated contractor activities. After: to clean, repair or record any damage. Heritage staff are to be involved in preparing heritage objects and fabric for contractor activity.
- Time tables should ensure that heritage objects/fabric are protected before equipment and materials are moved into the area, and not brought back into the space until pack up and cleaning is complete.
- Planning must include an assessment of the type of contractor activity and its possible effect on the heritage fabric and objects within the area. Consultation with the heritage team is required. Objects may need to be removed from an area if it is considered that the contractor activity will put it at risk.
- Planning should include ensuring enough staff are allocated to supervise
- and undertake heritage item handling tasks should this be required.

7.2 RISK ASSESSMENT

- Some contractor activities may be too risky to proceed with because of the potential for physical damage.
- A maximum number of contractors able to be safely accommodated within an area without high risk to heritage fabric especially to surfaces at bottlenecks should be considered.
- Risks associated with the number of contractors effecting fluctuations in the relative humidity and temperature on objects and fabric will need consideration. Provision of fans etc. may need to be considered.
- Define a safe area for the storage of equipment remaining on site during contractor activity.

8 THE IMPACT OF CONTRACTOR ACTIVITIES

8.1 NEED FOR NATURAL AND ARTIFICIAL LIGHTING OF SPACES AND ITEMS

This impact tends to be caused inadvertently by contractors within the building.

Issue	Photo-oxidation caused by high light levels
Fabric most at risk	Textiles/textile dyes, paper, leather
Likely form of damage	Fading, brittleness, discolouration

The following table identifies a number of potential Actions associated with addressing damage from viewing.

Permitted Actions	Not Permitted Actions
Additional lighting may be used in areas designated as a contractor work area. However extreme care should be taken when positioning lights to avoid combustible and fragile surfaces. Cool lights, filtered for ultraviolet radiation, should be used.	Altering the lighting levels in areas by installing new light fittings.
Installing stable, non-abrasive, clean type of hard or soft clear protective UV cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out with approval and supervision from OPH Heritage staff.	Repositioning of movable furniture or other portable items without prior consultation with the OPH Heritage staff.
Introduction of freestanding UV filter or blackout screens positioned directly in front of windows.	Installing UV filter or blackout screens fixed directly to window frames.
Introduction of freestanding light meters or sensors to maintain appropriate light conditions for the conservation of heritage materials and objects.	Installing fixed light meters or sensors to maintain appropriate light conditions for the conservation of heritage materials and objects.

8.2 WALKING ON HERITAGE SURFACES

This impact tends to be caused inadvertently by visitors, building occupants and contractors.

Issue	Dirt and dust transported by shoes
Wear of floor coverings	Secondary damage resulting from cleaning
Fabric most at risk	Flooring, carpets, polished wooden floors, rubber floors, tiled floors
Likely form of damage	Discolouration, wear, tears and splits, dents, scratches, cracking as a result of impact and vibration

The following table identifies a number of potential Actions associated with addressing damage from walking.

Permitted Actions	Not Permitted Actions
Installing stable, non-abrasive, clean type of hard or soft protective floor cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Introduction of non-fixed and non-slip mats at entrances/exits to reduce the levels of dust, grit, etc brought into the heritage building.	Introduction of mats at the entrances/exits that require fixing to heritage floor surfaces.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.3 TOUCHING HERITAGE SURFACES AND ITEMS

This impact tends to be caused by visitors but may also be caused by building occupants and contractors. Damage is usually inadvertent or deliberate but generally without an understanding of the potential for damage.

Issue	Deposition of grime (oils, salts and acids) Minor physical damage from people picking at tears, seams and small components Lifting or moving protective surfaces such as perspex
Fabric most at risk	Leather, polished wood, metals, wall finishes
Likely form of damage	Discolouration, acidification, corrosion and etching, minor physical damage - especially tears

The following table identifies a number of potential Actions associated with addressing damage from touching.

Permitted Actions	Not Permitted Actions
Installing ropes and stanchions at a sufficient distance away from the heritage items they are protecting to prevent damage if they are knocked.	Installing ropes and stanchions too close to heritage items to afford any protection (ie allowing a person to reach from outside the rope and touch the item).
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out with approval and supervision from OPH Heritage staff.	Repositioning of movable furniture or other portable items without prior consultation with the OPH Heritage staff.
Repositioning of movable furniture or other portable items away from potential sources of contact damage within the same room provided it is carried out in accordance with the <i>Contractor Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Contractor Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Installing any type of hard or soft clear protective cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Adhesion of felt or cork pads to the underside of existing perspex sheets to prevent them scratching of the protected surface if moved.	Adhesion of any sort of material directly to a heritage surface in order to protect it from scratching caused by the movement of existing perspex sheets.
Cleaning of heritage surfaces and items to remove evidence of touching provided it is carried out in accordance with the <i>Contractor Permitted Action Schedule</i> .	Cleaning of heritage surfaces and items to remove evidence of touching without reference to the <i>Contractor Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing tears or breakages to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.4 MOVING FURNITURE, TOOLS, EQUIPMENT, MATERIALS AND TROLLEYS

This impact can be caused by building occupants, visitors or contractors and is usually inadvertent, due mostly to carelessness.

Issue	Physical damage due to bumping, scraping and knocking
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, render, plasterboard, textile covered
Likely form of damage	Scratches, dents, breaks

The following table identifies a number of potential Actions associated with addressing damage from moving furniture, tools, equipment, materials and trolleys.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, best practice is sought and damage is avoided.

Permitted Actions	Not Permitted Actions
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out with approval and supervision from OPH Heritage staff.	Repositioning of movable furniture or other portable items without prior consultation with the OPH Heritage staff.
Moving heritage items provided it is carried out in accordance with the <i>Contractor Permitted Action Schedule</i> .	Moving heritage items without reference to the <i>Contractor Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Moving a maximum number of 30 (non-heritage) stacking function chairs or one table within heritage spaces at any one time without dragging.	Moving or stacked chair trolleys on sensitive carpeted areas without placing plastic floor runner under path. Storing stacked chair trolleys in carpeted areas without masonite sheet under trolley.
Moving non-heritage items that are no more than 1.25m in any dimension within heritage spaces without dragging. This may involve breaking down any larger or bulkier non-heritage items into manageable parts where possible.	Dragging excessively large or bulky items within heritage spaces.
Moving of trolleys and other mobile equipment across heritage floor surfaces provided that they are fitted with rubber or pneumatic wheels.	Moving of trolleys and other mobile equipment fitted with solid wheels/casters across heritage floor surfaces.
Removal of scuff marks from heritage floors/ wall surfaces and door cases caused by moving furniture, equipment, etc in accordance with the <i>Contractor Permitted Action Schedule</i> .	Removal of scuff marks from heritage floors/ wall surfaces and door cases without reference to the <i>Contractor Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.5 USE OF EQUIPMENT

Equipment introduced into a heritage space may be a potential physical and fire risk.

Issue	Physical damage due to knocking, bumping Fire risk due to electrical fault
Fabric most at risk	Floor coverings, plasterwork, polished wood, textiles

Permitted Actions	Not Permitted Actions
Contractor equipment may be placed on heritage floor spaces providing the equipment is placed on protective boards or carpet squares.	Placement of contractor equipment directly on heritage floors
Electrical equipment may be brought into OPH providing it has a current portable appliance test certificate (the onus to achieve this is placed on the contractor / supplier, except where the equipment is the property of OPH).	Use of electrical equipment with frayed or worn cables.
	Ladders or other equipment leaning on heritage surfaces without buffering material (eg. felt).

8.6 DELIVERING, PACKING AND UNPACKING MATERIALS FOR CONTRACTOR ACTIVITIES

This impact can be caused mainly by occupants and contractors due to carelessness or due to a lack of awareness.

Issues	Physical damage due to scraping, bumping, knocking, whilst transporting materials through OPH and whilst unpacking Insect damage due to introducing foreign materials, possibly containing insects in unfumigated packaging and artefact
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, wallpaper, render, plasterboard Doors - all surfaces and hardware

The following table identifies a number of potential Actions associated with addressing damage caused during delivery, packing and unpacking of contractor equipment and materials.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, best practice is sought and damage is avoided.

Permitted Actions	Not Permitted Actions
Transporting contractor equipment and materials through OPH provided the established safe path is followed and all goods are carried by a minimum of two people if the load is longer than 1.5m.	Transporting objects through OPH which do not fit easily through doorways and passages.
Goods over 50 Kg must be transported by trolleys with pneumatic tyres.	Equipment and material rolled or dragged.
Transporting organic material which has been fumigated prior to entry.	Bringing into OPH any material of an organic nature which has not been fumigated.
Equipment and materials may be unpacked in dedicated spaces, all packing material to be removed from the space once the task is complete.	Equipment and materials unpacked or packed in non dedicated spaces.
Equipment and materials transported through OPH providing doorways on the route are attended and doors are not wedged open.	

9 CLEANING

Cleaning is not a complicated or elaborate procedure that needs to be carried out by museum professionals. It is a straightforward, commonsense exercise that is an essential part of protecting the building fabric and furniture. Cleaning is to be conducted by contractors on a daily basis with specific reference to the *Housekeeping Permitted Action Schedule*.

The choice of cleaning materials, agents and techniques is very important as irreversible damage can result from the use of inappropriate commercial products on historical material. There are many different materials and surface finishes throughout the key heritage areas of Old Parliament House. All these different materials require different cleaning techniques. No method or product other than those listed should be used without consultation with OPH Heritage Section, who can be contacted on (02) 6270 8221.

9.1 FLOORING: PARQUETRY, RUBBER AND CARPET

Removing loose dirt and grit

- Full vacuum of entire area
- Use a low suction vacuum cleaner to work gently and systematically over the whole area.
- Furniture should be protected from knocks from the vacuum by placing a piece of thick felt around the edges of the vacuum head and body.
- Care must be taken with the rubber cords on vacuum cleaners, as they tend to catch items, scuffing and abrading the surface. The use of backpack vacuums is preferred.

9.2 SPONGING UP OF SPILLS

- Pertains to spills on wood and rubber floors, carpeted areas and furniture.
- All spills must be cleaned up immediately to avoid damage.
- Excess liquid should be removed using a clean sponge and cotton cloths.
- On wood and rubber floors the area should be damp mopped.
- On carpet a damp clean sponge should be dabbed on the surface until it is clean.
- On leather the surface should be wiped with a damp clean cloth.
- A clean cotton rag or sponge should then be used to remove as much liquid as possible.

10 SUPERVISION

- Supervision of contractor set up and pack up process by persons with a good understanding of the handling of heritage items should be undertaken. The supervision should ideally be managed by persons not distracted by other tasks.
- Heritage supervision is required for the following specific tasks:
 - handling of heritage fabric and movable items
 - recording of the location and condition of items before moving
 - covering / protecting of heritage fabric and items to remain in the space
 - supervision of set up and pack-up of event consumables to ensure heritage objects and fabric are not at risk.
- Supervision of contractors whilst on site is required to ensure that contractors:
 - have safe access through the building, particularly at doorways and corners
 - do not rush or run through the building
 - sign into and out of the place.

11 REPORTING DAMAGE

With close attention and documentation of the location and condition of all heritage fabric and items before a contractor activity, comparisons can be made with the condition of heritage fabric and items after a contractor activity. It is important to document small damage and soiling to assist in future management of items and in planning future contractor activities at OPH. More serious damage should likewise be documented and the following steps followed.

- immediate notice be given to the supervisor of the activity and Security
- a written report provided by the supervisor to the Manager, OPH Heritage
- Manager, OPH Heritage will then decide the appropriate remedial Action.
- Photographs should be taken.

In the case of spot soiling / damage:

- Immediate notice be given to Manager, OPH Heritage or OPH Contract Supervisor

Tenant Permitted Action Schedule

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10	REPORTING DAMAGE

1 INTRODUCTION

This Permitted Action Schedule provides guidelines for controlling and avoiding damage to heritage fabric during Tenant activities in Old Parliament House (OPH).

The schedule has been prepared to meet professional conservation standards and address Policies of the Old Parliament House and Curtilage Heritage Management Plan 2008-2013 (HMP).

- *Policy 1.1.1* The heritage values of Old Parliament House must be conserved and managed in accordance with the Heritage Management Plan and the Burra Charter.
- *Policy 1.12.6* All staff and tenants must attend heritage awareness training on induction.
- *Policy 2.2.1* Unless they are permitted actions, all proposals for works, conservation and other activities are Actions requiring assessment and approval.
- *Policy 2.3.1* Permitted Actions are Actions that will not have an adverse impact on the heritage values. These must be undertaken in accordance with the scheduled guidelines without the need for an Action proposal.
- *Policy 3.5.1* All works undertaken at Old Parliament House must be monitored and documented, during the works and upon completion, in order to create a record of change at Old Parliament House. The standard of recording will be that required in the relevant Permitted Actions Schedule or conditions of approval for an Action Proposal.
- *Policy 3.8.1* Old Parliament House management must undertake regular inspections of leased areas and identify and rectify improper Actions undertaken in leased areas.
- *Policy 7.2.3* Where Old Parliament House management leases parts of the place, Old Parliament House management must ensure that the heritage values of the place are protected through:
 - a. compliance with the EPBC Act (sections 341ZE and 324ZA).
 - b. a lease or Memorandum of Understanding that contains appropriate clauses.
 - c. a lease purpose which is compatible with the heritage values.
 - d. a lease purpose which is consistent with corporate vision of Old Parliament House.

- Policy 7.3.1 Old Parliament House management must include a provision in all leases at Old Parliament House that ensures ongoing access to leased areas for conservation, maintenance, monitoring and bona fide research purposes.

This schedule has been developed in line with all relevant OPH plans and policies, including the OPH Collection Management Policy.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

Activities associated with planning, managing and undertaking tenant activities within OPH building and curtilage.

2.2 WHO IS AFFECTED BY THIS SCHEDULE:

This schedule affects the activities associated with:

- Tenants working in OPH

3 DEFINITIONS

- For the purposes of this schedule, 'Tenant' is taken to include a person or business who lease space within the OPH building under terms specified in a contract with Old Parliament House, defined as Old Parliament House (OPH) in the HMP.
- Housekeeping is maintenance through cleaning and preventative conservation.
- Curtilage is the area surrounding the building within the National Heritage Listed boundary.

4 WORKING IN OPH

4.1 GENERAL

The overarching principle when working and planning tenant activities within the OPH Building and Curtilage, is ensuring heritage fabric is protected.

4.2 TENANTS

Tenants should:

- Be fully briefed before accepting tenancy at OPH. A copy of the Tenant Permitted Action Schedule should be issued and returned signed before commencement of tenant activity.
- Visit the site prior to commencing the tenancy to undergo a Heritage Awareness Training session for all tenants. Annually have Heritage Awareness Training refreshers for new and existing staff.
- Ensure safe storage of equipment is discussed so that heritage fabric is not damaged by equipment being stored.

OPH will:

- Provide Heritage Awareness Training.
- Continually liaise with tenants - generally this is the responsibility of the person managing the tenancy, but may occur in conjunction with a staff member from the Heritage section.
- Ensure tenants are aware of speed, parking and traffic restrictions in the area.

4.3 PROPOSED

- Actions not outlined in this Permitted Action Schedule should be referred to the Heritage Section for further consultation. Any work to be undertaken by a contractor on a tenants' behalf that may impact on heritage fabric must be approved by OPH prior to the work being undertaken.

5 TENANT ACTIVITIES

For the purpose of this schedule, tenant activities at OPH include, but are not limited to:

- technical and office equipment
- after hours access
- maintenance activities
- accommodation activities

6 PLANNING TENANT ACTIVITIES

6.1 GENERAL

- The overarching principle when planning tenant activities within OPH is identifying and ensuring heritage fabric is protected during tenancy.
- Tenant activity should be planned such that heritage fabric is avoided by the tenant; this may mean providing physical barriers and planning activities to occur away from delicate heritage fabric.
- Planning must include an assessment of the type of tenant activity and its possible effect on the heritage fabric within the area. Consultation with heritage staff is required.

6.2 RISK ASSESSMENT

- Some tenant activities may be too risky to proceed with because of the potential for physical damage.
- A maximum number of tenants able to be safely accommodated within an area without high risk to heritage fabric should be considered.
- Risks associated with the number of tenants effecting fluctuations the in relative humidity and temperature on fabric will need consideration. Provision of fans etc. may need to be considered.
- Define a safe area for the storage of equipment.

7 THE IMPACT OF TENANT ACTIVITIES

7.1 NEED FOR NATURAL AND ARTIFICIAL LIGHTING OF SPACES AND ITEMS

This impact tends to be caused inadvertently by tenants utilising the building.

Issue	Photo-oxidation caused by high light levels
Fabric most at risk	Textiles/textile dyes, paper, leather
Likely form of damage	Fading, brittleness, discolouration

The following table identifies a number of potential Actions associated with addressing damage from viewing.

Permitted Actions	Not Permitted Actions
Additional lighting may be used in areas designated for tenancy space. However extreme care should be taken when positioning lights to avoid combustible and fragile surfaces. Cool lights, filtered for ultraviolet radiation, should be used.	Altering the lighting levels in areas by installing new light fittings.
Installing stable, non-abrasive, clean type of hard or soft clear protective UV cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Altering the lighting levels in areas by using different types and wattage of globes in existing light fixtures.	Altering the lighting levels in areas by installing new light fittings.
Introduction of freestanding UV filter or blackout screens positioned directly in front of windows.	Installing UV filter or blackout screens fixed directly to window frames.

Permitted Actions	Not Permitted Actions
Installing self-adhesive polyester solar film to the internal face of window glazing to reduce the transmittance of UV radiation, visible light or solar heat or a combination of the three. The selected colouring must match previously applied examples or as specified by OPH Heritage staff.	Installing solar film to the external face of window glazing. Installing solar film that mismatches other previously applied examples.

7.2 WALKING ON HERITAGE SURFACES

This impact tends to be caused inadvertently by visitors, building occupants and contractors.

Issue	Dirt and dust transported by shoes Wear of floor coverings Secondary damage resulting from cleaning
Fabric most at risk	Flooring, carpets, polished wooden floors, rubber floors, tiled floors
Likely form of damage	Discolouration, wear, tears and splits, dents, scratches, cracking as a result of impact and vibration

The following table identifies a number of potential Actions associated with addressing damage from walking.

Permitted Actions	Not Permitted Actions
Installing stable, non-abrasive, clean type of hard or soft protective floor cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Introduction of non-fixed and non-slip mats at entrances/exits to reduce the levels of dust, grit, etc brought into the heritage building.	Introduction of mats at the entrances/exits that require fixing to heritage floor surfaces.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.3 TOUCHING HERITAGE SURFACES AND ITEMS

This impact tends to be caused by visitors but may also be caused by building occupants and contractors. Damage is usually inadvertent or deliberate but generally without an understanding of the potential for damage.

Issue	Deposition of grime (oils, salts and acids) Minor physical damage from people picking at tears, seams and small components Lifting or moving protective surfaces such as perspex
Fabric most at risk	Leather, polished wood, metals, wall finishes
Likely form of damage	Discolouration, acidification, corrosion and etching, minor physical damage - especially tears

The following table identifies a number of potential Actions associated with addressing damage from touching.

Permitted Actions	Not Permitted Actions
Installing ropes and stanchions at a sufficient distance away from the heritage items they are protecting to prevent damage if they are knocked.	Installing ropes and stanchions too close to heritage items to afford any protection (ie allowing a person to reach from outside the rope and touch the item).
Installing any type of hard or soft clear protective cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Adhesion of felt or cork pads to the underside of existing perspex sheets to prevent them scratching of the protected surface if moved.	Adhesion of any sort of material directly to a heritage surface in order to protect it from scratching caused by the movement of existing perspex sheets.

Permitted Actions	Not Permitted Actions
Cleaning of heritage surfaces and items to remove evidence of touching provided it is carried out in accordance with the <i>Tenant Permitted Action Schedule</i> .	Cleaning of heritage surfaces and items to remove evidence of touching without reference to the <i>Tenant Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing tears or breakages to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.4 MOVING FURNITURE, TOOLS, EQUIPMENT, MATERIALS AND TROLLEYS

This impact can be caused by building occupants, visitors or contractors and is usually inadvertent, due mostly to carelessness.

Issue	Physical damage due to bumping, scraping and knocking
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, render, plasterboard, textile covered
Likely form of damage	Scratches, dents, breaks

The following table identifies a number of potential Actions associated with addressing damage from moving furniture, tools, equipment, materials and trolleys.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, and best practice is sought.

Permitted Actions	Not Permitted Actions
Moving a maximum number of 30 (non-heritage) stacking function chairs or one table within heritage spaces at any one time without dragging.	Moving or stacked chair trolleys on sensitive carpeted areas without placing plastic floor runner under path. Storing stacked chair trolleys in carpeted areas without masonite sheet under trolley.
Moving non-heritage items that are no more than 1.25m in any dimension within heritage spaces without dragging. This may involve breaking down any larger or bulkier non-heritage items into manageable parts where possible.	Dragging excessively large or bulky items within heritage spaces.
Moving of trolleys and other mobile equipment across heritage floor surfaces provided that they are fitted with rubber or pneumatic wheels.	Moving of trolleys and other mobile equipment fitted with solid wheels/casters across heritage floor surfaces.
Removal of scuff marks from heritage floors/ wall surfaces and door cases caused by moving furniture, equipment, etc in accordance with the <i>Tenant Permitted Action Schedule</i> .	Removal of scuff marks from heritage floors/ wall surfaces and door cases without reference to the <i>Tenant Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

7.5 USE OF EQUIPMENT

Equipment introduced into a heritage space may be a potential physical and fire risk.

Issue	Physical damage due to knocking, bumping Fire risk due to electrical fault
Fabric most at risk	Floor coverings, plasterwork, polished wood, textiles

Permitted Actions	Not Permitted Actions
Tenant equipment may be placed on heritage floor spaces providing the equipment has rubber tipped feet or is placed on protective boards or carpet squares.	
Electrical equipment may be brought into OPH providing it has a current portable appliance test certificate (the onus to achieve this is placed on the tenant / contractor, except where the equipment is the property of OPH).	Use of electrical equipment with frayed or worn cables.

7.6 DELIVERING, PACKING AND UNPACKING MATERIALS FOR TENANT ACTIVITIES

This impact can be caused mainly by building occupants and contractors due to carelessness or due to a lack of awareness.

Issues	Physical damage due to scraping, bumping, knocking, whilst transporting materials through OPH and whilst unpacking Insect damage due to introducing foreign materials, possibly containing insects in unfumigated packaging and artefact
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, wallpaper, render, plasterboard Doors - all surfaces and hardware

The following table identifies a number of potential Actions associated with addressing damage caused during delivery, packing and unpacking of tenant/contractor equipment and materials.

Permitted Actions	Not Permitted Actions
Transporting tenant/contractor equipment and materials through OPH provided the established safe path is followed and all goods are carried by a minimum of two people if the load is longer than 1.5m.	Transporting objects through OPH which do not fit easily through doorways and passages.
Goods over 50 Kg must be transported by trolleys with pneumatic tyres.	Equipment and material rolled or dragged (especially circular tables).
Transporting organic material which has been fumigated prior to entry.	Bringing into OPH any material of an organic nature which has not been fumigated.
Equipment and materials may be unpacked in dedicated spaces, all packing material to be removed from the space once the task is complete.	Equipment and materials unpacked or packed in non dedicated spaces.
Equipment and materials transported through OPH providing doorways on the route are attended and doors are not wedged open.	

8 CLEANING

Cleaning is not a complicated or elaborate procedure that needs to be carried out by museum professionals. It is a straightforward, commonsense exercise that is an essential part of protecting the building fabric and furniture. Cleaning is to be conducted by tenants on a daily basis with specific reference to the *Housekeeping Permitted Action Schedule*.

The choice of cleaning materials, agents and techniques is very important as irreversible damage can result from the use of inappropriate commercial products on historical material. There are many different materials and surface finishes throughout the key heritage areas of Old Parliament House. All these different materials require different cleaning techniques. No method or product other than those listed should be used without consultation with OPH Heritage Section, who can be contacted on (02) 6270 8221.

8.1 FLOORING: PARQUETRY, RUBBER AND CARPET

Removing loose dirt and grit

- Full vacuum of entire area.
- Use a low suction vacuum cleaner to work gently and systematically over the whole area.
- Furniture should be protected from knocks from the vacuum by placing a piece of thick felt around the edges of the vacuum head and body.
- Care must be taken with the rubber cords on vacuum cleaners, as they tend to catch items, scuffing and abrading the surface. The use of backpack vacuums is preferred.

8.2 SPONGING UP OF SPILLS

- Pertains to spills on wood and rubber floors, carpeted areas and furniture.
- All spills must be cleaned up immediately to avoid damage.
- Excess liquid should be removed using a clean sponge and cotton cloths.
- On wood and rubber floors the area should be damp mopped.
- On carpet a damp clean sponge should be dabbed on the surface until it is clean.
- On leather the surface should be wiped with a damp clean cloth.
- A clean cotton rag or sponge should then be used to remove as much liquid as possible.

9 SUPERVISION

Supervision is required for the following specific tasks:

- supervision of set up and pack-up of event consumables to ensure heritage objects and fabric are not at risk.

Supervision of contractors whilst on site is required to ensure that contractors:

- have safe access through the building, particularly at doorways and corners.
- do not rush or run through the building.
- sign into and out of the place.

10 REPORTING DAMAGE

With close attention and documentation of the location and condition of all heritage fabric and items before a tenant activity, comparisons can be made with the condition of heritage fabric and items after a tenant activity. It is important to document small damage and soiling to assist in future management of items and in planning future tenant activities at OPH. More serious damage should likewise be documented and the following steps followed.

- immediate notice be given to the supervisor of the activity and Security
- a written report provided by the supervisor to the Manager, OPH Heritage
- Manager, OPH Heritage will then decide the appropriate remedial Action
- photographs should be taken

In the case of spot soiling / damage:

- Immediate notice be given to Manager, OPH Heritage or OPH Contract Supervisor

Caterers Permitted Action Schedule

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1 INTRODUCTION

This Permitted Action Schedule provides guidelines for controlling and avoiding damage to heritage fabric during the preparation, running and pack up of catering activities in Old Parliament House (OPH).

The schedule has been prepared to meet professional conservation standards and address Policies of the Old Parliament House and Curtilage Heritage Management Plan 2008-2013 (HMP).

- *Policy 1.1.1* The heritage values of Old Parliament House must be conserved and managed in accordance with the Heritage Management Plan and the Burra Charter.
- *Policy 1.10.3* Access and use of collection items must be balanced against the conservation, care and security of the items to ensure their long term conservation and survival (Collection Management Policy 6.2).
- *Policy 1.12.6* All staff and tenants must attend heritage awareness training on induction.
- *Policy 2.2.1* Unless they are permitted actions, all proposals for works, conservation and other activities are Actions requiring assessment and approval.
- *Policy 2.3.1* Permitted Actions are Actions that will not have an adverse impact on the heritage values. These must be undertaken in accordance with the scheduled guidelines without the need for an Action proposal.
- *Policy 3.7.1* Works and events must be randomly audited to ensure that heritage conditions in contracts and approvals are met.
- *Policy 3.8.1* Old Parliament House management must undertake regular inspections of leased areas and identify and rectify improper Actions undertaken in leased areas.
- *Policy 4.7.2* Old Parliament House management may facilitate functions and events which do not cause an adverse impact on the heritage values of the place and where the function or event may promote the heritage values to a new audience.
- *Policy 6.1.4* Old Parliament House management must avoid functions and events that would restrict public access to the place or parts of the place for an extended period, and those that may place undue stress on the fabric of the building.

- Policy 7.2.3 Where Old Parliament House management leases parts of the place, Old Parliament House management must ensure that the heritage values of the place are protected through:
 - a. compliance with the EPBC Act (sections 341ZE and 324ZA).
 - b. a lease or Memorandum of Understanding that contains appropriate clauses.
 - c. a lease purpose which is compatible with the heritage values.
 - d. a lease purpose which is consistent with corporate vision of Old Parliament House.
- Policy 7.3.1 Old Parliament House management must include a provision in all leases at Old Parliament House that ensures ongoing access to leased areas for conservation, maintenance, monitoring and bona fide research purposes.

This schedule has been developed in line with all relevant OPH plans and policies, including the OPH Collection Management Policy.

2 WHAT THIS SCHEDULE COVERS

2.1 ACTIVITIES COVERED BY THIS SCHEDULE

Activities associated with planning and managing and undertaking catering within OPH building and curtilage.

2.2 WHO IS AFFECTED BY THIS SCHEDULE:

This schedule affects the activities associated with:

- Catering staff working in OPH

3 DEFINITIONS

- For the purposes of this schedule, 'Catering staff' is taken to include a person or business that provides food goods or services under terms specified in a contract with OPH.
- Housekeeping is maintenance through cleaning and preventative conservation.
- Handling is physically moving objects over both very short and longer distances.
- Curtilage is the area surrounding the building within the National Heritage Listed boundary.

4 WORKING IN OPH

4.1 GENERAL

The overarching principle when working and planning catering activities within the OPH Building and Curtilage, is ensuring heritage fabric is protected.

4.2 CATERING

Catering staff should:

- Be fully briefed before commencing work at OPH. A copy of the Catering Permitted Action Schedule should be issued and returned signed before commencement of catering activity.
- Visit the site prior to commencing contract and undergo a Heritage Awareness Training session for all catering staff. Continually have Heritage Awareness Training refreshers for new and existing staff.
- Provide attendants at doors and bottlenecks to assist and protect surfaces, doors are not to be left unattended or allowed to be wedged open.
- Ensure safe storage of catering equipment so that heritage fabric is not damaged.
- Seek approval for the process used to set up and pack up catering equipment and materials from Heritage staff.

OPH will:

- Provide Heritage Awareness Training.
- Ensure contractors are aware of speed, parking and traffic restrictions in the area.
- Loan heritage tables, chairs and other furniture items so long as the furniture is correctly handled and maintained.

4.3 PROPOSED

- Actions not outlined in this Permitted Action Schedule should be referred to the Heritage Section for further consultation. Any work to be undertaken by catering staff on a tenants' behalf that may impact on heritage fabric must be approved by OPH prior to the work being undertaken.

5 HANDLING

The safety of a movable item is dependent on the care taken during handling. Common sense, inspection of the item, planning and respect for the item will assist in avoiding physical damage. The following step-by-step approach should be adopted to minimise the risk of damage during handling.

5.1 SAFE HANDLING RULES

- Always avoid haste in handling any heritage item.
- Regard every heritage item as an irreplaceable one.
- Never slide furniture along the floor.
- Never lift a chair by the arms or the back. Chairs should always be lifted by their seat rails.
- Avoid lifting tables by their tops; lift them by their legs or supporting rails instead.
- Only move items on OPH loan.
- All moves should be supervised by one of the catering staff who has been trained in appropriate handling techniques.
- If something does go wrong, report the damage to the appropriate person. Reporting accidents will help prevent them from occurring again.

5.2 PLAN THE MOVE

- Look carefully at each item before you handle it. Make sure you note its weak spots or any areas of damage.
- Eliminate unnecessary movement of items. The fewer movements you make, the lower the risk of damage.
- Tie doors open with cotton tape (not abrasive ropes) before moving a piece of furniture to prevent damage in transit.
- Do not leave items in vulnerable locations such as direct sunlight, outdoors, or in heavily trafficked areas, even for short periods of time.
- Know how many people will be required to move the item and make sure they are all aware of their part in the move.

6 CATERING ACTIVITIES

Providing and serving food and beverages is a high risk activity, damage is generally caused through accident, however risks to heritage fabric can be reduced through careful event planning and attention to safety and protective practices during the running of an event.

Generally all catering activities are not a permitted Action in all but designated dining areas, and should be planned and approved through the process as prescribed in the Heritage Management Plan.

OPH has an established practice of using the in-house catering firm exclusively. This reduces risk as it ensures the service providers are familiar with the conservation issues of OPH.

Refer also to the guidelines for catering use of heritage furniture in Figure 1 Guidelines on heritage furniture for functions and catering.

The following is a list of catering activities:

- Heritage Awareness Training
- small amounts of technical equipment such as audio visual equipment to be placed within heritage zones
- after hours access
- set up with free-standing rigging

- moving of small heritage furniture such as chairs or coffee tables
- placement of non-heritage furniture in public access spaces
- provision of water for speakers
- flower arrangements
- banners, signage and other promotional material
- decorations such as balloons, streamers internally and externally
- provision of bar service

7 PLANNING CATERING ACTIVITIES

7.1 GENERAL

- The overarching principle when planning catering activities within OPH is identifying and ensuring heritage fabric is protected before, during and after the catering activity.
- Catering activity should be planned such that heritage objects are avoided by catering staff.
- Time tables should ensure that heritage objects/fabric are protected before equipment and materials are moved into the area.
- Planning must include an assessment of the type of catering activity and its possible effect on the heritage fabric and objects within the area. Consultation with heritage staff may be required. Objects may need to be removed from an area if it is considered that the catering activity will put it at risk.
- Planning should include ensuring enough staff are allocated to supervise
- the handling of heritage items should this be required.

7.2 RISK ASSESSMENT

- Some catering activities may be too risky to proceed with because of the potential for physical damage.
- The contractor must consider the maximum number of people able to be safely accommodated within an area without risk to heritage fabric, especially to surfaces at bottlenecks.
- Define a safe area for the storage of catering equipment remaining on site during catering activity.

8 THE IMPACT OF CATERING ACTIVITIES

8.1 NEED FOR NATURAL AND ARTIFICIAL LIGHTING OF SPACES AND ITEMS

This impact tends to be caused inadvertently by caterers utilising the building.

Issue	Photo-oxidation caused by high light levels
Fabric most at risk	Textiles/textile dyes, paper, leather
Likely form of damage	Fading, brittleness, discolouration

The following table identifies a number of potential Actions associated with addressing damage from viewing.

Permitted Actions	Not Permitted Actions
Occasional additional lighting may be used in areas designated. However extreme care should be taken when positioning lights to avoid combustible and fragile surfaces. Cool lights, filtered for ultraviolet radiation, should be used.	Altering the lighting levels in areas by installing new light fittings.
Installing stable, non-abrasive, clean type of hard or soft clear protective UV cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Repositioning of movable furniture or other portable items away from direct sources of UV damage within the same room provided it is carried out in accordance with the <i>Catering Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Catering Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.

Permitted Actions	Not Permitted Actions
Introduction of freestanding UV filter or blackout screens positioned directly in front of windows.	Installing UV filter or blackout screens fixed directly to window frames.

8.2 WALKING ON HERITAGE SURFACES

This impact tends to be caused inadvertently by visitors, building occupants and contractors.

Issue	Dirt and dust transported by shoes Wear of floor coverings Secondary damage resulting from cleaning
Fabric most at risk	Flooring, carpets, polished wooden floors, rubber floors, tiled floors
Likely form of damage	Discolouration, wear, tears and splits, dents, scratches, cracking as a result of impact and vibration

The following table identifies a number of potential Actions associated with addressing damage from walking.

Permitted Actions	Not Permitted Actions
Installing stable, non-abrasive, clean type of hard or soft protective floor cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Introduction of non-fixed and non-slip mats at entrances/exits to reduce the levels of dust, grit, etc brought into the heritage building.	Introduction of mats at the entrances/exits that require fixing to heritage floor surfaces.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.3 TOUCHING HERITAGE SURFACES AND ITEMS

This impact tends to be caused by visitors but may also be caused by building occupants and contractors. Damage is usually inadvertent or deliberate but generally without an understanding of the potential for damage.

Issue	Deposition of grime (oils, salts and acids) Minor physical damage from people picking at tears, seams and small components Lifting or moving protective surfaces such as perspex
Fabric most at risk	Leather, polished wood, metals, wall finishes
Likely form of damage	Discolouration, acidification, corrosion and etching, minor physical damage - especially tears

The following table identifies a number of potential Actions associated with addressing damage from touching.

Permitted Actions	Not Permitted Actions
Installing ropes and stanchions at a sufficient distance away from the heritage items they are protecting to prevent damage if they are knocked.	Installing ropes and stanchions too close to heritage items to afford any protection (ie allowing a person to reach from outside the rope and touch the item).
Repositioning of movable furniture or other portable items away from potential sources of contact damage within the same room provided it is carried out in accordance with the <i>Catering Permitted Action Schedule</i> .	Repositioning of movable furniture or other portable items without reference to the <i>Catering Permitted Actions Schedule</i> and prior consultation with the OPH Heritage staff.
Installing any type of hard or soft clear protective cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Adhesion of felt or cork pads to the underside of existing perspex sheets to prevent them scratching of the protected surface if moved.	Adhesion of any sort of material directly to a heritage surface in order to protect it from scratching caused by the movement of existing perspex sheets.

Permitted Actions	Not Permitted Actions
Cleaning of heritage surfaces and items to remove evidence of touching provided it is carried out in accordance with the <i>Catering Permitted Action Schedule</i> .	Cleaning of heritage surfaces and items to remove evidence of touching without reference to the <i>Catering Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing tears or breakages to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.4 MOVING FURNITURE, TOOLS, EQUIPMENT, TROLLEYS, WHEELCHAIRS, PRAMS AND BAGS

This impact can be caused by building occupants, visitors or contractors and is usually inadvertent, due mostly to carelessness.

Issue	Physical damage due to bumping, scraping and knocking
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, render, plasterboard, textile covered
Likely form of damage	Scratches, dents, breaks

The following table identifies a number of potential Actions associated with addressing damage from moving furniture, tools, equipment, materials and trolleys.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, and best practice is sought.

Permitted Actions	Not Permitted Actions
Moving heritage items provided it is carried out in accordance with the <i>Catering Permitted Action Schedule</i> .	Moving heritage items without reference to the <i>Catering Permitted Action Schedule</i> and prior consultation with the OPH Heritage staff.
Moving a maximum number of 30 (non-heritage) stacking function chairs or one table within heritage spaces at any one time without dragging.	Moving or stacked chair trolleys on sensitive carpeted areas without placing plastic floor runner under path. Storing stacked chair trolleys in carpeted areas without masonite sheet under trolley.
Moving non-heritage items that are no more than 1.25m in any dimension within heritage spaces without dragging. This may involve breaking down any larger or bulkier non-heritage items into manageable parts where possible.	Dragging heritage objects or dragging any object on heritage surfaces.
Moving of trolleys and other mobile equipment across heritage floor surfaces provided that they are fitted with rubber or pneumatic wheels.	Moving of trolleys and other mobile equipment fitted with solid wheels/casters across heritage floor surfaces.
Removal of scuff marks from heritage floors/ wall surfaces and door cases caused by moving furniture, equipment, etc in accordance with the <i>Catering Permitted Action Schedule</i> .	Removal of scuff marks from heritage floors/ wall surfaces and door cases without reference to the <i>Catering Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.5 USE OF CATERING EQUIPMENT

Equipment introduced into a heritage space may be a potential physical and fire risk.

Issue	Physical damage due to knocking, bumping Fire risk due to electrical fault
Fabric most at risk	Floor coverings, plasterwork, polished wood, textiles

Permitted Actions	Not Permitted Actions
Catering equipment may be placed on heritage floor spaces providing the equipment has rubber tipped feet or is placed on protective boards or carpet squares.	The use of gaffer tape.
Electrical equipment may be brought into OPH providing it has a current portable appliance test certificate (the onus to achieve this is placed on the catering staff, except where the equipment is the property of OPH).	Use of electrical equipment with frayed or worn cables.

8.6 DELIVERING, PACKING AND UNPACKING MATERIALS FOR CATERING ACTIVITIES

This impact can be caused mainly by building occupants and contractors due to carelessness or due to a lack of awareness.

Issues	Physical damage due to scraping, bumping, knocking, whilst transporting materials through OPH and whilst unpacking Insect damage due to introducing foreign materials, possibly containing insects in unfumigated packaging and artefact
Fabric most at risk	Floor surfaces - carpet, rubber, polished wood Wall surfaces - paint, wallpaper, render, plasterboard Doors - all surfaces and hardware

The following table identifies a number of potential Actions associated with addressing damage caused during delivery, packing and unpacking of catering equipment and materials.

Note that the clearances, distances, and numbers provided here are to achieve a best practice level. On occasions these targets may not be able to be met due to lack of staff numbers, small spaces and the like. The important aspect is that due care is taken, and best practice is sought.

Permitted Actions	Not Permitted Actions
Transporting catering equipment and materials through OPH provided the established safe path is followed and all goods are carried by a minimum of two people if the load is longer than 1.5m.	Transporting objects through OPH which do not fit easily through doorways and passages.
Goods over 50 Kg must be transported by trolleys with pneumatic tyres.	Equipment and material rolled or dragged (especially circular tables).
Transporting organic material (eg flowers) which has been fumigated prior to entry.	Bringing into OPH any material of an organic nature which has not been fumigated.
Equipment and materials may be unpacked in dedicated spaces, all packing material to be removed from the space once the task is complete.	Equipment and materials unpacked or packed in non dedicated spaces.
Equipment and materials transported through OPH providing doorways on the route are attended and doors are not wedged open.	

8.7 ILLNESS

This impact may be caused inadvertently by visitors, building occupants and contractors.

Issue	Spills of vomit, blood, and urine
Fabric most at risk	Textiles, leather
Likely form of damage	Stains, increased rate of chemical decay

The following table identifies a number of potential Actions associated with addressing damage from illness.

Permitted Actions	Not Permitted Actions
Cleaning of heritage fabric to remove substances as a result of illness provided it is carried out in accordance with the <i>Catering Permitted Action Schedule</i> .	Cleaning of heritage fabric to remove substances as a result of illness without reference to the <i>Catering Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.

8.8 DELIBERATE MISBEHAVIOUR INVOLVING DAMAGE TO HERITAGE FABRIC

This impact tends to be caused by visitors and is usually deliberate, although often without an understanding of the potential for damage.

Issue	Graffiti - applied or incised Chewing gum and lolly accretions Physical damage resulting from inappropriate use of items
Fabric most at risk	Leather, textiles, polished wood
Likely form of damage	graffiti and stickers, accretions of chewing gum or lollies, breaks, holes, tears, scratches

The following table identifies a number of potential Actions associated with addressing damage from deliberate misbehaviour.

Permitted Actions	Not Permitted Actions
Installing any type of hard or soft clear protective furniture or flooring cover that is removable and does not require fixing to heritage fabric to keep it in place.	Fixing protective covers in any way directly to heritage fabric. This includes the use of any form of fixing tape not previously approved by OPH Heritage staff.
Cleaning of heritage fabric to remove foreign deposits provided it is carried out in accordance with the <i>Catering Permitted Action Schedule</i> .	Cleaning of heritage fabric to remove foreign deposits without reference to the <i>Catering Permitted Action Schedule</i> or prior consultation with the OPH Heritage staff.
	Repairing gouges, scratches, tears or splits to heritage surfaces/items without prior consultation with the OPH Heritage staff.

8.9 REFRESHMENT FOR SPEAKERS IN HERITAGE SPACES

This impact comes about due to providing refreshment (water) to speakers and performers who are using heritage spaces (eg the chambers), damage is usually accidental.

Issue	Physical damage caused by liquid spillage
Fabric most at risk	Textiles / textile dyes, paper. Leather
Likely form of damage	Discolouration, destruction of paper items

The following table identifies a number of potential Actions associated with providing refreshment.

Permitted Actions	Not Permitted Actions
Provision of water with no additives to single persons providing the glass is placed on a tray	Provision of a jug of water Provision of acidic, sugar or alcoholic drinks Placing any refreshment on heritage fabric

8.10 PROVISION OF FOOD

This impact comes about due to uncontrolled Action by visitors and through poor planning of serving and delivery of food, damage is usually accidental. It is important to clean up and report spills and damage as soon as possible. See Section 12: Reporting damage in this schedule and *Catering Permitted Action Schedule*.

Issue	Physical damage caused by soiling as a result of spillage of food Physical damage caused by serving equipment resting or scraping on heritage fabric
Fabric most at risk	Textiles, polished timber, paper, leather
Likely form of damage	Staining, scratches, dents

Permitted Actions	Not Permitted Actions
Clean up of spills in accordance with <i>Catering Permitted Action Schedule</i>	Catering in any heritage area not specifically allocated as a dining area
	Resting serving plates on heritage fabric

9 CLEANING

Cleaning is not a complicated or elaborate procedure that needs to be carried out by museum professionals. It is a straightforward, commonsense exercise that is an essential part of protecting the building fabric and furniture. Cleaning is to be conducted by contractors on a daily basis with specific reference to the *Housekeeping Permitted Action Schedule*.

The choice of cleaning materials, agents and techniques is very important as irreversible damage can result from the use of inappropriate commercial products on historical material. There are many different materials and surface finishes throughout the key heritage areas of Old Parliament House. All these different materials require different cleaning techniques. No method or product other than those listed should be used without consultation with OPH Heritage Section, who can be contacted on (02) 6270 8189.

9.1 FLOORING: PARQUETRY, RUBBER AND CARPET

- Removing loose dirt and grit
- Full vacuum of entire area
- Use a low suction vacuum cleaner to work gently and systematically over the whole area.
- Furniture should be protected from knocks from the vacuum by placing a piece of thick felt around the edges of the vacuum head and body.
- Care must be taken with the rubber cords on vacuum cleaners, as they tend to catch items, scuffing and abrading the surface. The use of backpack vacuums is preferred.

9.2 SPONGING UP OF SPILLS

- Pertains to spills on wood and rubber floors, carpeted areas and furniture.
- All spills must be cleaned up immediately to avoid damage.
- Excess liquid should be removed using a clean sponge and cotton cloths.
- On wood and rubber floors the area should be damp mopped.
- On carpet a damp clean sponge should be dabbed on the surface until it is clean.
- On leather the surface should be wiped with a damp clean cloth.
- A clean cotton rag or sponge should then be used to remove as much liquid as possible.

10 SUPERVISION

- Supervision of the catering set up and pack up process by persons with a good understanding of the handling of heritage items should be undertaken. The supervision should ideally be managed by persons not distracted by other tasks.
- Supervision is required for the following specific tasks:
 - handling of heritage fabric and movable items
 - supervision of set up and pack-up of event consumables to ensure heritage objects and fabric are not at risk.
- Supervision of contractors whilst on site is required to ensure that contractors:
 - have safe access through the building, particularly at doorways and corners
 - do not rush or run through the building
 - sign into and out of the place.

11 REPORTING DAMAGE

With close attention and documentation of the location and condition of all heritage fabric and items before a contractor activity, comparisons can be made with the condition of heritage fabric and items after a contractor activity. It is important to document small damage and soiling to assist in future management of items and in planning future contractor activities at OPH. More serious damage should likewise be documented and the following steps followed.

- immediate notice be given to the supervisor of the activity and Security
- a written report provided by the supervisor to the Manager, OPH Heritage
- Manager, OPH Heritage will then decide the appropriate remedial Action
- photographs should be taken.

In the case of spot soiling / damage:

- Immediate notice be given to Manager, OPH Heritage

Guidelines on Heritage Furniture for Functions and Catering



Do's

- Lift chair by seat
- Store chair's upright and out of direct sunlight
- Never drag or roll
- Always lift tables by apron
- Store tables upright
- Cover table before placing items on it

Do not's

- Do not lift by top or legs
- Do not store on side
- Do not lift by back or arm
- Do not stack
- Do not drag

10 Collection Management Policy

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1. INTRODUCTION

1.1 Old Parliament House history

The idea of a centralised Australian Parliament was proposed in the 1890's during the Federation debates. After much debate the site for Parliament was agreed in 1908, but it was not until 1927 that Parliament House (Old Parliament House [OPH] as we know it today) first opened its doors as the “provisional” home of Australian Government (it was planned to serve for only 50 years). The building was designed by Commonwealth architect John Smith Murdoch, who also controlled the design of the interiors, continuing his approach of simple geometric patterns and plain surfaces. He sought to make every element of the building conform to his sense of style—even furniture and fittings, right down to wastepaper bins, were made under his artistic control¹. As the number of staff swelled over the following years, so did the building itself, adding wings and extra rooms at various times during its history.

Parliament House ceased operation as the National Parliament in 1988, when New Parliament House opened. The building remained closed for four years until it was re-opened in 1992 as “Old Parliament House” operating as a “living Museum of Political History”², initially managed by the Department of Administrative Services. It is currently managed by the Department of Environment, Water, Heritage and the Arts. Initially OPH was not considered to be a collecting institution, but over the years it became apparent that there was a need to augment existing OPH collections with material that built upon the collection, and helped to tell the stories about Australian political life. It is this collection development need, along with the need to carefully manage those collections already in the OPH collection that is the driving force behind this Collection Management Policy and its accompanying procedures.

OPH was added to the Commonwealth Heritage List in 2004 and the National Heritage List in 2006, under the *Environment Protection and Biodiversity Conservation (EPBC) Act 1999*. The protection of the place and the heritage collection are through these listings. Accordingly, the Old Parliament House and Curtilage Heritage Management Plan (HMP) 2008–2013 states that this Collection Management Policy must be used as the principal guide for decisions about the collections (Policy 1.10)

In the 2006–07 federal Budget, the Australian Government committed \$31.5 million over four years for the establishment of the Gallery of Australian Democracy (GAD) and the Australian Prime Ministers Centre (APMC) at Old Parliament House. GAD is scheduled to be open in mid-2009. It will deliver a comprehensive program of exhibitions, education, research, scholarship and outreach activities relating to Australia's democratic history and traditions.

The APMC forms a core component of the Gallery of Australian Democracy. The first stage was launched in June 2007. The main features of the Centre include an exhibition that focuses on Australia's 25 prime ministers, and a research facility for study into their governments, lives and achievements. OPH is working closely with national collecting institutions such as the National Archives of Australia, the National Library of Australia, the National Film and Sound Archive and the National Museum of Australia, to improve access to prime ministerial records throughout Australia.

1.2 Heritage value of the collections

The collections of Old Parliament House, especially the Heritage collection (see Section 2), have unique historical value to Australia in that it is cited in the official Commonwealth Heritage List Table of Values under criteria A and B, and in the official National Heritage List Table of Values under criteria A, B and C. Outlined below is an extract from the official National Heritage List Table of Values under criterion A. This provides a brief summary of significance. More detailed statements can be found in the Old Parliament House Heritage Management Plan:

‘...document the history of changes to the occupational history of the building. [The Heritage Collection] is important because it has remained within the architectural envelope for which it was designed and because of its associations with the political process of government, the ceremonial, administrative, promotional and recreational functions conducted within the building, and with the individuals who governed Australia from 1927 to 1988.’³

1.3 Collection Management Policy background

This Collection Management Policy document outlines the primary policies by which OPH collects and manages objects for the OPH collection. The procedures by which these policies are implemented are in a separate document entitled ‘Old Parliament House Collection Management Procedures’.

This Collection Management Policy document was written in 2004, and reviewed in June 2007 to allow for the new collecting focus that will be required with the opening of the APMC and planned permanent exhibitions relating to Australian democracy. The policy should be reviewed at least every five years to ensure that it continues to meet OPH's strategic and operational goals.

1 Old Parliament House Website “The Birth of the House”

2 Old Parliament House Website “To Demolish or not to demolish”

3 Old Parliament House Conservation Management Plan 2000 p93

This Policy and the supporting Procedures were written by International Conservation Services (ICS), in consultation with OPH staff.

2 COLLECTION TYPES

2.1 Objective

Aside from the building itself which is the prime collection 'item' of the OPH collection, OPH contains a number of significant collections which are an essential element of what makes it such a unique institution.

The collections managed by the Heritage Section can be broadly separated into two distinct groups - the **Heritage collection**, and the **Associated Parliamentary and Political collection** (hereafter referred to as the Associated collection). The Heritage Collection is essentially everything that was a part of or used in the building prior to its closure in 1988. The Associated collection is made up of items relevant to the democratic, parliamentary and political history of Australia, including items of material culture previously associated with the building and its occupants, that are acquired (usually post 1992) for exhibition, interpretation, research. These include items relevant to the APMC and to assist with telling the story of Australian democracy.

The Heritage Collection is protected by legislation^{4,5,6}. The legislation governs how OPH manages the items within this collection and as such has ramifications for OPH staffing and resource allocation.

Collections held by OPH which are used for reference and research purposes are termed the **Research collection**. Material in the Research collection is held in the OPH Resource Centre and in the APMC. These collections are managed by the Learning and Scholarship section of OPH.

OPH also maintains a collection of props which is managed by the Exhibition Development and Delivery Section.

2.2 OPH collections

2.2.1 Heritage collection

- a. **Furniture** - Items of furniture that were part of the building pre 1988. This collection includes a sub-collection known as the 'Reference' furniture collection which is those items of furniture that are unique, or are the best example of a particular type of item.
- b. **Rooms** - each room of OPH is treated as a heritage 'item' in its own right.
- c. **Building fragments** - fittings removed from rooms (previously known as "Architectural fragments") eg: light fittings or cupboards that were previously attached.
- d. **Heritage finds** - items found by OPH staff or contractors whilst working in the building - usually through renovations and construction work.
- e. **Drawings and designs of the building and furnishings** - original plans and drawings of the building and the fixtures and fittings within it. Some plans are held in digital format only. Copies made available in the Resource Centre for access.

2.2.2 Associated Parliamentary and Political collection

- a. **Memorabilia**
- b. **Movable parliamentary and political material culture** - primarily three-dimensional objects and artefacts
- c. **Pictorial works, ephemera and posters** - images (including multimedia), ephemera and posters that are considered significant, are unique, have high use, or their condition warrants increased levels of preservation. The status of this collection is to be reviewed annually to ascertain if it should be part of the Heritage Collection. NB There may be some Heritage Collection items that could fit into this category but are included in Furniture or Heritage Finds as they were a part of the original (pre 1988) fabric of the building.

2.2.3 Research collection

- a. **Ephemera** - items such as pamphlets, leaflets, handbills, invitations, cards, menus, junk mail, theatre programs, retail trade catalogues, etc. These items are held within the Research collection unless uniqueness, significance, levels of use or condition warrants relocation for preservation (with digital copies being made to provide access - see Section 8 Storage).
- b. **Image collection** - including photographs, prints, transparencies and multimedia. These items are held within the Research collection unless uniqueness, significance, levels of use or condition warrants relocation for preservation (with digital copies being made to provide access - see Section 8 Storage).

⁴ Environment Protection Biodiversity Conservation ACT 1999

⁵ Environment and Heritage Legislation Amendment ACT 2003

⁶ Environment Protection and Biodiversity Conservation Amendment Regulations 2004 (No. 1)

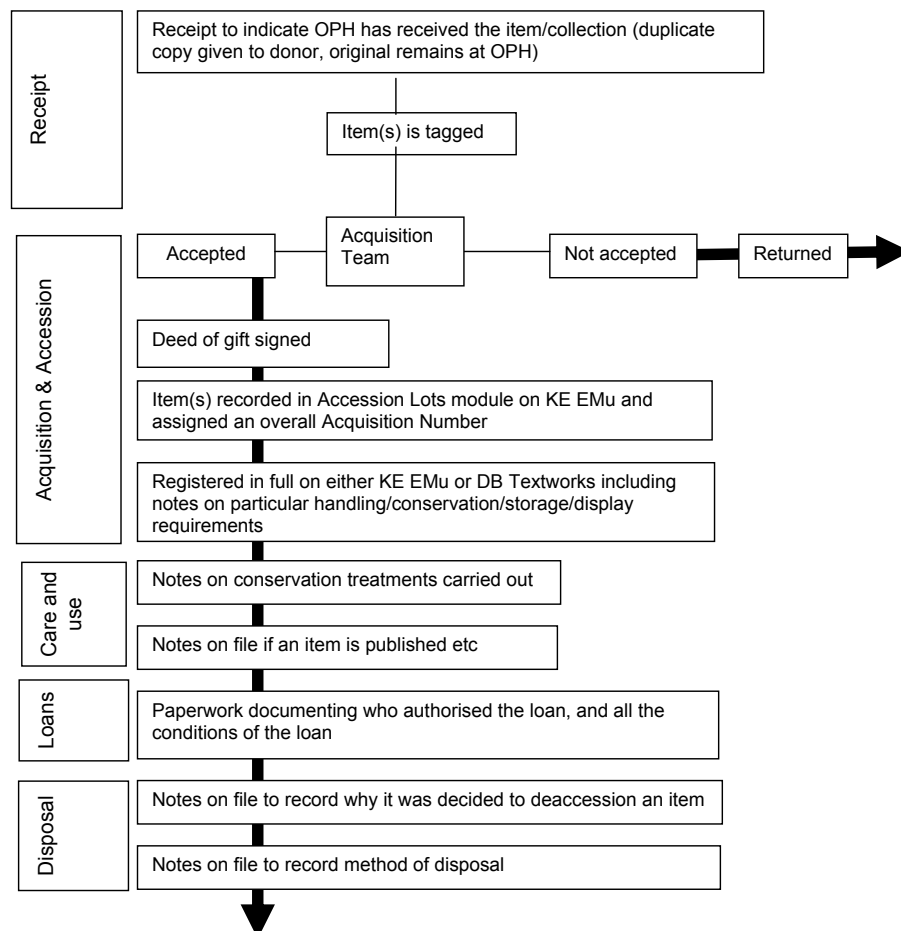
- c. **Monographs, Serials, Books and Audio-Visual material** - generally purchased or donated material used primarily for reference &/or research.
- d. **OPH archive** - internally produced material eg posters, fliers, etc.
- e. **Oral Histories** - access copies held in the Resource Centre with preservation copies stored (if on tape) at the National Library of Australia or (if in file format) in accordance with current policy requirements. See also the 2007 review of the OPH Oral History Program approved by the Governing Council⁷.
- f. **Photocopied files** - from House of Representatives, Registry files and copies of other files from archives eg Department of Works building OPH.
- g. **Posters** - These items are held within the Research collection unless uniqueness, significance, levels of use or condition warrants relocation for preservation (with digital copies being made to provide access - see Section 8 Storage).
- h. **Reports** - mainly about the building or surrounds, either 'found' reports or reports commissioned by OPH.
- i. **Research materials** - related to the development of exhibitions, interpretive displays, tours, etc.
- j. **Subject folders** - including newspaper clippings as well as personal files, which are usually donated with Oral Histories.

2.2.4 Prop collection

- a. Props Material collected or copied for exhibition purposes. See the Collection Management Procedures for details relating to the management of the prop collection.

2.3 OPH collection management process

In general objects will be collected and used by OPH using the following processes:



3 ACQUISITIONS

Acquisition is the act of obtaining an item or group of items. It involves taking legal possession and ownership of the item/s to develop and enhance the OPH collection.

3.1 Objective

Development of the Old Parliament House collection stems from three of OPH's main roles⁸:

1. bringing alive the significance of Parliamentary democracy to the lives of Australians,
2. managing, conserving, interpreting, and presenting the building and its collections; and
3. providing relevant, effective and entertaining educational and public programs in actual and virtual environments⁹.

OPH acquires material for its collections either through purchase or donation. Purchase can be either through direct purchasing of a particular item (eg at auction) or through the commissioning of works. Donations include items gifted to OPH via the Cultural Gifts program, bequests, gifts, or copies made of material loaned to OPH for short periods specifically for copying for the collection.

3.2 Acquisition categories and priorities¹⁰

Category 1 - A representative collection of material which documents and illustrates Australian political campaigns and movements relating to the development of Australian democracy.

OPH's goal is to illustrate and document significant changes and the development of major trends and traditions in Australian political life through collections of original material. We have a particular concern to collect ephemeral material which is not sought after or collected comprehensively by other public collecting agencies such as libraries and museums.

In this field OPH will collect original materials such as:

- a. party manifestos, handbills and programs
- b. political campaign ephemera such as badges, bumper stickers
- c. political posters
- d. constitutional referenda documents,
- e. ephemera caricaturing political figures, and
- f. other emblems of political association, affiliation and allegiance such as election day ephemera (balloons, caps, t-shirts etc.).

and copies of:

- a. film and television advertising,
- b. party political radio broadcasts,
- c. election night broadcasts,
- d. press advertising and commentary, including photographs & cartoons / caricatures, and
- e. internal party documents such as minute books.

Collecting priorities:

- i. charters, legislation and instructions relating to establishment of Australian system of law - 18th and 19th centuries
- ii. early development of democracy in Australia, in particular colonial campaigns for representative government, especially Chartist movement, miners' rebellion at Ballarat, female suffrage
- iii. campaigns for democratic reform overseas in which Australians have played a significant role
- iv. the Federation movement and the 1901 federal election
- v. the 1903 election and women's participation in particular
- vi. federal provisions for conciliation and arbitration
- vii. campaigns, petitions relating to Aboriginal protection and rights

⁸ Adapted from the OPH Collection Management Policy 1999

⁹ Old Parliament House Corporate Plan 2003-06

¹⁰ The OPH Primary Collecting Priorities as presented to the Governing Council August 2004

- viii. campaigns, petitions relating to immigration in 20th century
- ix. campaigns, petitions relating to Australia's involvement in war during 20th century
- x. campaigns, petitions relating to Australian citizenship
- xi. the 1911 and 1913 referenda on trade, commerce and monopolies
- xii. the emergence of the two-party system after 1908, the Liberal and Labor Parties
- xiii. the conscription referenda of 1916 and 1917 and the federal election of 1917
- xiv. the Labor split of 1916, the Nationalists and the Hughes Government
- xv. the Country Party in the 1920s, the Bruce-Page Government and the history of the Coalition
- xvi. the 1926 referendum on Industry and Commerce and Essential Services
- xvii. the elections of 1929 and 1931, the United Australia Party and the Lyons Government
- xviii. the elections of 1940 and 1943, the Menzies, Fadden and Curtin governments
- xix. 1944 "Fourteen Powers" referendum
- xx. first women elected to federal parliament 1943
- xxi. the 1946 referenda on Social Services, Marketing and Industrial Employment
- xxii. the 1948 referendum on Rents and Prices
- xxiii. federal nationality and citizenship legislation 1948
- xxiv. the election of 1949, the Chifley and Menzies governments
- xxv. the Communist Party Dissolution referendum of 1951, the 1954 and 1955 elections
- xxvi. the Labor Split of the 1950s
- xxvii. Australian flag and royal ascension, visit 1952-4
- xxviii. the election of 1966, the Holt, Gorton & McMahon governments
- xxix. Constitutional reforms, especially the 1967 referendum relating to Commonwealth laws for Aboriginal people and inclusion in census, 1977 referendum
- xxx. the elections of 1972, 1974 and 1975, the Whitlam government, the 1974 referendum
- xxxi. the election of 1983, the Hawke and Keating governments
- xxxii. 1986 Australia Acts
- xxxiii. the election of 1996, the Howard government
- xxxiv. 1998 Constitutional Convention and 1999 referendum on republic
- xxxv. Centenary of Federation

Category 2 - A representative collection of material which documents and illustrates federal parliamentarians' life and work.

Original materials such as:

- a. politicians' scrapbooks, speeches, diaries and media records
- b. gifts to politicians
- c. working tools of parliamentary life, such as reference materials, passes and official badges
- d. photographic and other records of travel on parliamentary duties; and
- e. portraits of politicians, both respectful and satirical.

Category 3 - A representative collection of material which documents and illustrates the functioning of parliament during the period it sat at Old Parliament House.

Original materials such as:

a. furniture and fittings used at OPH between 1927 and 1988

Priorities for furniture and fittings

- i. Items designed for the building between 1927-1988, particularly when examples are not already held or if material is needed for display and interpretive purposes
- ii. Items which illustrate the particular requirements of parliamentary procedure and practice
- iii. Items which illustrate both change and continuity in parliamentary procedures or related work routines at Parliament House.

b. photographs of life and work at OPH (original and copied)

Priorities for photographs

- i. Parliamentary ceremonies and procedure
- ii. People associated with the building
- iii. People at work in the building
- iv. Details of construction, fit-out and use
- v. Demonstrations, protests and lobbying at OPH
- vi. Political rallies and mass meetings connected with federal politics
- vii. Significant visits to the building, including royal and state occasions
- viii. The OPH gardens
- ix. Where material is not held in public collections elsewhere, photographs of the life and career of federal parliamentarians and other significant people associated with OPH
- x. material relevant to the opening of OPH in 1927
- xi. material relevant to royal and state visits to OPH
- xii. artefacts associated with the functions and people who worked at OPH
- xiii. oral histories of people who worked at OPH

c. Oral Histories

Priorities for oral history:

- i. parliamentarians who have not been interviewed at length by the National Library and other public oral history agencies
- ii. journalists and others who worked in the Press Gallery or in related media roles, including press secretaries
- iii. staff of the parliamentary departments, including casual and sessional staff
- iv. lobbyists
- v. ministerial staff and staff working for shadow ministers and political parties
- vi. public servants seconded to work in the building or in frequent contact with it
- vii. people connected with security operations at OPH
- viii. activists involved in demonstrations at OPH.

- d. Hansards, Parliamentary Papers and other printed material associated with the political history of Australia
- e. Material that reflects the importance of OPH in the context of the development of Canberra

Category 4 - A representative collection of material which documents and illustrates the construction, design and iconography of OPH as a building.

This category includes:

- a. A comprehensive collection of original and copied plans of the building, including details of construction, alteration and growth since 1923,
- b. copies of official files relevant to construction, alterations and growth where they support heritage and historical assessment of uses and changes in use of the building, especially where those uses relate to political and parliamentary functions and everyday life at OPH,
- c. photographs which illustrate the history of construction, alteration and growth of OPH since 1923, and
- d. a representative collection of original souvenirs and memorabilia bearing images of the building, which convey aspects of its social significance to visitors and tourists.

Category 5 - A representative collection of material which documents and illustrates the role and history of federal political parties and other groups related to the development of Australian democracy.

This primarily, but not exclusively, includes material focussed on political parties which had representation in the Federal Parliament, or parties and other groups which have significantly influenced the direction of federal politics and the history of Australian democracy

Original and copies of materials such as:

- a. manifestos and broadsheets,
- b. party newsletters,
- c. policy statements,
- d. mass-produced speaker's notes,
- e. material produced for internal distribution, and
- f. material produced by groups and candidates vying for party political office.

Category 6 - A collection of material which documents and supports exhibitions and scholarly research into the lives and achievements of Australia's prime ministers.

This is primarily material relevant to the political lives of prime ministers but also includes significant items which relate to their personal lives, personalities and background. The papers of prime ministers, whether personal or official, are not collected but will be directed to the National Archives of Australia in the first instance.

Priorities include originals and copies of:

- i. publications by and about prime ministers, their governments, political era and related parliamentary themes
- ii. photographs, caricatures, portraits and other two and three-dimensional representations of prime ministers including cartoons
- iii. oral histories and other research materials which support scholarly work on the governments formed by prime ministers, their party and other political affiliations, their personal circles and philosophies, and their influence on Australia
- iv. materials which support scholarly work and exhibitions on themes such as the leadership of parliamentary democracies such as Australia and the history of prime ministerial government
- v. a representative collection of gifts to prime ministers and other memorabilia associated with their parliamentary careers and governments.
- vi. The personal memories of Prime Ministers, recorded as oral histories
- vii. Published and unpublished books, articles, theses, conference proceedings and other publications by and about Prime Ministers, both scholarly and popular, and research papers amassed by scholars working on Prime Ministers and their governments

- viii. Artefacts used by or given to Prime Ministers, such as gifts and awards and collections of books and other items once owned by Prime Ministers
- ix. Publicity material and other ephemera relating to election and referendum campaigns in which Prime Ministers played a role, at any stage of their careers, including archives of opinion polls and surveys
- x. The publications of think tanks and foundations which have contributed to prime ministerial policy development and party funding
- xi. Influential books and other publications which helped form the political views of Prime Ministers
- xii. Subject guides and finding aids such as annotated bibliographies to assist students of particular administrations and topics relevant to Prime Ministers
- xiii. Poetry, song and other artworks in which Prime Ministers figure, including performances and play scripts
- xiv. Stories of people inspired by Prime Ministers, or whose lives have been changed by strongly positive or negative responses to them
- xv. Material in all these categories relevant to the wives and partners of Prime Ministers

3.3 Collection acquisition team

In order to create a wider appreciation amongst OPH staff of the OPH collection, and to improve the openness and visibility of the acquisition process, all items offered to OPH for inclusion in the Heritage or Associated collections, whether purchased or donated, **must be recommended by the OPH acquisition team to the Delegate for approval before becoming a part of the OPH collections** (NB this does not include the purchase of Resource material such as books or journals).

The terms of reference for the acquisition team are outlined in the Collection Management Procedures.

In exceptional circumstances for acquisitions requiring rapid approval, the completed *Proposal for Acquisition* form can be submitted to the General Manager Content and Programs for review and approval. This is to be tabled at the next Acquisition team meeting.

Any props occasionally purchased for Exhibition or Interpretation that are intended to become a part of the OPH collection (the Associated collection), must go through the Acquisition process. This can be after they have been used for Exhibition or Interpretation.

Any items acquired for the Research collection should be documented and tabled at the next relevant meeting of the acquisition team for information purposes.

3.4 Collection development levels of authority

As outlined above, the Acquisitions team must approve all acquisitions (donations or purchases) for inclusion in the OPH collections (unless they are reference books, ephemera, other research materials or serials). However, due to the need to follow the Department of the Environment, Water, Heritage and the Arts procurement and purchasing procedures, items that are purchased for the OPH collection will still require sign-off by the appropriate level of authority.

3.5 Restrictions on acquisition

The following factors may weigh against an item being acquired for the permanent collection:-

- If OPH has insufficient facilities or resources to care for the item properly. This should include consideration of the costs and requirements for restoration, maintenance, storage, display and security.
- If OPH has multiple examples of such an item and has no need for further duplication.

OPH will only acquire items that both fulfil the Collection acquisition categories and priorities as defined in Section 3.2 and OPH's generic requirements of relevance, provenance and legal title.

OPH will not collect, unless strong justifications exist for doing so, items with the following:

- a. Conditional donations
- b. Long term loans or 'permanent loans'
- c. Items with unknown provenance or inadequate documentation
- d. Items not relevant to OPH mission
- e. Items that cannot be appropriately housed or cared for

- f. Duplicate items (items that already exist in the collection)
- g. Items in poor condition that cannot be conserved or stabilised
- h. Items that may result in major future expenses
- i. Items that have been collected, sold or otherwise transferred in contravention of any state or federal law
- j. Items that have been collected, sold or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

Items proposed for acquisition which fall within the above criteria will need a submission outlining just cause for over-riding these policy guidelines.

3.6 Conflict of interest

Where a potential conflict of interest arises in relation to the acquisition of items for the collection, OPH staff must declare any possible conflict of interest. In the event that an OPH staff member has an interest in an item that OPH is seeking to acquire, the OPH staff member must give OPH prior rights to the item. This policy is to apply to all OPH staff members, volunteers, and members of the OPH Governing Council.

OPH staff, volunteers and members of the Governing Council will adhere to all relevant codes of ethics regarding collecting - eg ICOM¹¹, MA Code of Ethics¹², Public Service Code of Conduct, AICCM¹³.

4 DOCUMENTATION/ACCESSIONING

Accessioning is the act of formally recording or processing a new item into the permanent inventory of the OPH collection, and assigning to that item a particular level of care.

4.1 Objective

OPH will document all of its collections to international standards. For the collections managed by the Heritage Section, this entails museum documentation standards as defined by SPECTRUM¹⁴, Dublin Core¹⁵, and ICOM-CIDOC¹⁶. For the collections in the Research Collection, items and collections will be documented according to library and manuscript collections best practice and standards eg Dublin Core, AACR2¹⁷ and DDC¹⁸.

In general, all items in the OPH collection must have a minimum level of data recorded before they can be considered “accessioned”. This minimum level includes: unique accession number, title, provenance information and location.

OPH will endeavour to augment current levels of data with further detailed information such as related subjects/people, measurements, images, material composition, and others as resources permit.

Note - see the Collection Management Procedures for the registration systems currently used for documenting OPH collections.

4.2 Transfer of ownership

All items accepted for the collection must have clear transfer of ownership to Old Parliament House, using the Deed of Gift form for donations, or the Proposal for acquisition form for purchases.

4.3 Accessioning, cataloguing and labelling

All items managed by the Heritage Section are to be individually accessioned and catalogued on the KE EMU database system and labelled using international conservation best practice. This includes the attachment of labels in unobtrusive positions for display purposes.

OPH will constantly review technological advances (eg Radio Frequency Identification systems to replace barcode systems) in the area of labelling and implement these where appropriate and as resources permit.

All items in the Research Collection are to be recorded on the DB-Textworks database. This situation is to be reviewed annually as per Section 6.4. These items will be labelled using international best practice for Library and Archives collections eg AACR2¹⁹ and DDC²⁰.

11 ICOM Code of Ethics for Museums

12 Museums Australia Incorporated Code of Ethics 1999

13 AICCM - Australian Institute for Conservation of Cultural Material Code of Ethics and Code of Practice

14 SPECTRUM - The UK Museum Documentation Standard developed by the Museum Documentation Association

15 Dublin Core - Museum minimum metadata standards

16 ICOM-CIDOC - International Committee for Documentation of the International Council of Museums

17 AACR2 - Anglo-American Cataloguing Rules 2nd Edition

18 DDC - Dewey Decimal Classification

19 AACR2 - Anglo-American Cataloguing Rules 2nd Edition

20 DDC - Dewey Decimal Classification

4.4 Loan documentation

All loans will be documented on the correct loan form(s). All incoming loans are to be documented using the lender's loan forms, and where these are not available, an OPH Incoming Loan form. All incoming loans are to have loan documentation completed before the loaned objects arrive at OPH.

Any items borrowed from the OPH collection are to be fully documented using the OPH Outgoing Loan forms.

Details of all Incoming and Outgoing loans are to be recorded and tracked using the KE EMu database system.

Internal loans from the Research collection are documented using the Resource Centre loan system on DB Textworks. External loans of Research collection material that has been acquired through the acquisition process (see Section 3) will be recorded and tracked using the KE EMu database system. External loans of other Research Collection materials will be recorded and tracked using the DB Textworks system.

For details of Outgoing and Incoming Loan Policies see Section 5.

5 LOANS

Loans are the temporary physical transfer of items from one institution to another where there is no transfer of ownership. The loan process should be implemented for any collection items which are temporarily being placed, housed or looked after outside their normal physical collection area.

5.1 Objective

OPH makes loans of its collections, and borrows material as part of strategies designed to meet a number of its Corporate Objectives²¹.

5.2 Incoming loans

OPH will always attempt to use its own collections first in exhibitions, interpretive displays and programs, but will borrow material when necessary to augment these. Wherever possible, loans will be made on a short-term basis only.

While exhibitions and interpretation are the prime drivers for incoming loans, OPH does initiate "long term" incoming loans of items which meet its collections development criteria (see Section 3), and where there is a chance of the item being donated to OPH in the future (this primarily applies to material on loan from Parliament House). OPH will make every effort to have these long term loans gifted to OPH as soon as practicably possible.

5.2.1 Incoming loan types

- a. **100-year long-term loans** (likely to be renewed at end, OPH will attempt to transfer into its own collection as a priority)
- b. **5-25 year long-term loans** (likely to be renewed at end, OPH will consider transfer into its own collection)
- c. **Short term loans** (five years maximum - item likely to be returned at end of loan period)
- d. **Touring exhibitions** (only for those exhibitions where OPH is required to enter into additional loan agreements, these will invariably be short term loans)

5.2.2 Criteria for incoming loans

OPH will only borrow items in a suitable condition for display. Wherever possible, loans will be made on a short-term basis only (although see paragraph 2 above, under Section 5.2).

All requests will be considered against the need to ensure preservation and security of the item. No items will be borrowed if they are too fragile to be displayed safely.

Borrowed material will be handled and managed according to OPH professional procedures and standards.

5.2.3 Incoming loan requests

All requests for incoming loans are to be made through the Heritage Manager. Wherever possible loan requests are to be made three months in advance, in writing, but all loan requests must be made at least four weeks in advance. Additionally, OPH will comply with the requirements and guidelines of lending organisations timeframes for loaning material.

5.2.4 Incoming Loan approvals

All incoming loans are to be approved by the Manager Heritage and Collections by signing either the lenders loan forms, or, if these are not available, *OPH Incoming Loan forms*.

21 Old Parliament House Corporate Plan 2003-06 - Develop and promote OPH as a living Museum of political and Parliamentary History and democratic traditions; Increase access to OPH products and services both on-site and externally; Increase awareness of OPH as an attractive tourism and leisure destination.

5.3 Outgoing loans

5.3.1 Types of outgoing loans

Unless there are exceptional circumstances, OPH only makes Outgoing loans of collection objects for the following purposes:

- a. Exhibition (including touring exhibitions)
- b. Temporary display

5.3.2 Criteria for outgoing loans

All items are to be condition checked and documented before leaving OPH premises. In assessing requests for loans the following criteria relating to objects will be considered:

- a. whether they are unusually fragile or easily damaged and cannot be moved from strictly controlled storage conditions
- b. if they require significant conservation treatment prior to exhibition
- c. the ability to withstand the rigours of travel
- d. any spiritual or cultural significance
- e. if they are governed by conditions which restrict public exhibition
- f. if they contain confidential or restricted information
- g. if they are reserved for other purposes under prior commitments
- h. if they have already been displayed for an extended period
- i. if they are already on loan from OPH to another borrower

5.3.3 Categories of recognised borrowers

The following categories of recognised borrowers are in priority order, highest to lowest. This is so that organisations that are most likely to respect the values of the OPH collection be given priority for borrowing material from the OPH collection:

- a. National, State and Regional level collecting and exhibiting institutions and galleries
 - b. International institutions and galleries, and other National, State and Regional organisations and educational institutions usually only if they can prove that they possess adequate facilities to care for the OPH collections
 - c. Non-government organisations - only in exceptional circumstances, and it is imperative that they can prove that they possess adequate facilities to care for the OPH collections, or if the organisation donated the material to OPH originally and the lending back from time-to-time was part of the gift conditions
 - d. In exceptional circumstances, other organisations may be considered but only with strict guidelines
- OPH reserves the right to request evidence of adequate facilities before approving any loan.

Note - OPH will not lend to individuals.

5.3.4 Outgoing loan requests

All outgoing loans requests are managed by the Heritage Manager. All loan requests should be made in writing, and ideally, at least six months in advance. If loan requests are made less than six months prior to the date the objects are required, OPH cannot guarantee that the objects will be available on time.

Loan requests will be assessed and, if necessary, specific conditions agreed prior to dispatch and noted in writing.

5.3.5 Outgoing loan periods

All outgoing loan periods are initially for 12 months and will be reviewed and renewed if all conditions are maintained and the original loan agreement can still be honoured and the condition of the loaned item(s) is unchanged.

OPH will not make any indefinite or 'permanent' loans.

5.3.6 Outgoing loan approvals

All outgoing loans are to be approved by the Manager Heritage and Collections, by signing the *Outgoing Loan form*.

5.3.7 Fees

All Outgoing loans will incur costs for transportation, conservation (if necessary), and display requirements to be borne by the lender. OPH may also charge loan fees as set out in the Collection management procedures. Any potential borrower will be informed of any applicable fees at the earliest opportunity.

5.4 Return of loans

All loans are to be signed off by Heritage and Collections staff, condition checked, and returned to the lender (for Incoming loans) or storage (for outgoing loans).

6 ACCESS

Access to the collections involves allowing the physical viewing of an item either by a member of OPH or other interested parties as permitted by OPH.

6.1 Objective

To fulfil the Interpretation Plan and Exhibition Policy the OPH collections need to be made accessible so that they can be displayed or exhibited to the viewing public. In order for OPH to 'Increase access to OPH products and services both on-site and externally'²² collections will need to be made accessible via displays but also via external sources such as the internet. This will entail significant digitisation of the collection, so as to improve access for staff, researchers and the general public.

Different collections at OPH will have differing objectives relating to access. The primary objective underlying the Heritage and Associated collections is preservation, although access is still an important aspect. For collections in the Research Collection the primary objective for maintaining collections is access, although preservation is still an important aspect.

6.2 Access to collections

Access and use will be balanced against the conservation, care and security of the items to ensure their long-term survival. Any request for access that might jeopardise the long-term future of any items may be refused, with full reasons offered.

It may be necessary to restrict or to keep confidential information regarding some collections. In some cases, access to items of particularly high value, fragility or sensitivity will be restricted to people with a clear need to see the material.

To allow appropriate use, the collection will be organised and managed in such a way that it is readily accessible. There is considerable cross-over between this section and Section 8 where detailed policies relating to Storage and Display are covered. Care of the different collection types is covered in Section 9.4.

Any staff member who has physical access to the collection must use appropriate care and handling techniques. Any staff member who provides physical access to the collection to a non-staff member is responsible for ensuring that the person understands and agrees to use appropriate care and handling techniques.

All physical access must be supervised by an appropriate staff member of OPH. Heritage or Resource Centre staff may identify items from amongst the collections that can be handled unsupervised.

Levels of access for each collection area are defined below:

6.2.1 Heritage collections

In general Heritage collections can only be accessed through prior arrangement with a Heritage staff member. However, there are a number of Heritage items, particularly furniture, which have differing levels of access due to the size of the OPH furniture collection, its integral nature with the building and the need to store these on-site wherever possible (Section 8.5) - in staff offices or public areas. These can be broadly broken up into:

Heritage furniture in staff offices

Items will be selected by Heritage staff, and will generally be those items of furniture that can withstand daily use with minor deterioration only.

Items from the Furniture reference sub-collection will not be used in staff offices.

Heritage furniture in public areas

OPH will provide selected items of heritage furniture for use in public spaces, but will progressively cover these pieces as resources permit to protect upholstery (as for seating in the Chambers), and will constantly monitor visitor behaviour and the condition of the items.

Unless there are extraordinary reasons for doing so, Heritage furniture will not be used for functions or events at OPH.

Items from the Furniture reference sub-collection will be used in public areas for display purposes only.

Heritage Furniture in Senate and House of Representative Chambers

Access to the chambers will be permitted only when an OPH staff member or volunteer is available.

All of the seats in the Chambers (excluding the Speaker's, Vice-Regal, Consort's and President's chairs) will be made available for public access and use, once it has been covered with loose leather covers.

Because of their exceptional significance²³ and the need to provide the highest levels of protection, the Speaker's, Vice-Regal, Consort's and President's chairs are not to be used²⁴.

6.2.2 Associated collection

Access and use of the Associated collections is managed by Heritage staff. A Heritage staff member must be notified and present during access to items in this collection.

6.2.3 Research Collections

OPH staff may access this material at any time for use within the Resource Centre or APMC. Any staff member wanting to remove material from this area must use the Resource Centre loan documentation system (Section 4.4). Access will be restricted on the basis of fragility of items, sensitivity of information, donor restrictions and legal requirements. Access to this must be arranged through the Resource Centre Librarian.

6.3 Staff use

OPH will ensure all staff, volunteers and contractors are regularly trained in the understanding and appreciation of using and working around the OPH Collections. Refer to section 9.2 Handling, under Collection Care. Detailed procedures are provided as part of the Conservation Awareness training that all OPH staff must regularly attend.

6.4 Electronic collection database

Collections managed by the Heritage Section are recorded on the KE EMu database. Collections in the Research Collection are recorded on the OPH-developed DB Textworks system. Detailed procedures and guidelines for entering information onto these systems and accessing this information are included in the Collection Management Procedures. This situation is to be reviewed annually to ascertain whether there is benefit in implementing a single OPH-wide database system that meets the detailed needs for research, access, reporting and collection management that are required for OPH.

OPH staff will have differing levels of access to Collection databases as required to carry out their role within OPH. These levels are defined in the Collection Management Procedures.

6.5 On-line access to collection information

As part of meeting its objective to 'Increase access to OPH products and services both on-site and externally'²⁵ OPH will make its collections available via the internet as resources and priorities permit. Any collection items with restrictions or conditions will be closely managed so that OPH abides by all relevant conditions.

²³ Conservation Treatment Manual and Priority Works Program

²⁴ Heritage Study of the Senate and House of Representatives Chambers and King's Hall

²⁵ OPH Corporate Plan 2003-06 Objective

7 RESEARCH

7.1 Objective

OPH seeks to carry out research on its collections to build upon the knowledge of the history of the collections and of the OPH building itself. This includes research into how the collection was used and who it was used by, as well as research into design, documentation of design, function, manufacture and the history of these aspects (eg how things were acquired, made or built).

OPH will make its collections available for research where that research builds upon the current knowledge of the item or collection.

OPH will promote and support staff and bona fide external researchers to carry out research on the OPH collections. Any material developed as a result of the research should be made available to OPH. OPH may utilise this research on its collection database, and make the information publicly available.

The Research collection exists for the purpose of study of aspects of the building and its history and associations, and as such access by bona-fide researchers will remain the priority. Refer to section 6.2.3 regarding access for research purposes.

8 STORAGE AND DISPLAY

Significant material in the OPH collection will spend most of their lives in storage. It is therefore imperative that storage materials and methods are of the highest quality, as incorrect materials and conditions can accelerate deterioration.

Collection items are most vulnerable when on display due to inappropriate environmental conditions (light, humidity, temperature etc), security etc and so should be displayed under conditions specified by international collection standards.

8.1 Objective

Within the limitations of the Old Parliament House building, OPH endeavours to provide appropriate conditions for the storage and display of its collections including appropriate environments and housing materials. These include providing the appropriate environmental, physical and secure conditions, to ensure the long-term preservation and safety of the collection.

8.2 Display and Interpretation

OPH displays items for interpretation reasons (usually 'permanent' displays) or for specific exhibitions (usually short-term displays). Due to the space and use limitations of OPH, a number of Heritage furniture items will be available for public 'use', thus serving a dual purpose - both interpretive and functional. Items in public display areas will be consistently and uniformly interpreted to the public and other OPH users to clearly portray the Heritage status of these items. The underlying policies behind these are outlined below.

Public areas of OPH are defined as those areas of the OPH building which the public have access to during normal opening hours (9am to 5pm, seven days per week).

Unless explicitly required for interpretation purposes, no replica furniture is to be used in OPH. Any replica items must be clearly labelled as such and will not be protected in the same manner as Heritage furniture (so as to clearly differentiate the two).

OPH will regularly review and monitor items on display and make any changes as necessary.

8.2.1 Heritage collections

Heritage furniture in public areas

OPH will clearly indicate areas where Heritage furniture is used for display purposes only (eg through the use of ropes, stanchions, plinths, etc). Any Heritage furniture used in an exhibition will essentially be treated as a 'loan' from the Heritage Collection.

OPH will provide selected items of Heritage furniture for use in public spaces (see Section 6.2.1).

Due to the need to provide adequate seating for the public, whilst limiting the use of heritage furniture, OPH will use modern/contemporary furniture to augment the use of heritage furniture, and will consider the use of a universal symbol that invites the public to use the furniture.

Heritage furniture in the Senate and House of Representative Chambers

The chambers are an essential element of the Display and Interpretation of OPH. They will continue to have high use through public access and education programmes and in order to preserve the chambers for as long as possible for these uses OPH will progress towards the removal of all commercial functions in the Chambers. Particular aspects of the Chambers have unique requirements that must be considered. These are:

- a. Access to the chambers is only permitted when an OPH staff member or volunteer is available.
- b. The front and side benches, once stable and covered with loose leather covers, will be made available for public use (also see Section 9.3.1).
- c. The Speaker's, Vice-Regal, Consort's and President's chairs are to remain out-of-bounds to the public.
- d. Conservation/Preservation of the chambers - all possible means are to be considered in interpretation eg. face-to-face discussions, provision of gloves to school parties, only allowing one person per cushion, etc.

NB Minor colour deterioration in the upholstery is an accepted part of the history of the OPH building and its contents, and so will therefore be acceptable for leather covers.

8.2.2 Associated collection

Display and Interpretation of items from the Associated collection will be carried out in consultation with a Heritage staff member.

8.2.3 Research collection

Display and Interpretation of items from the Research collection will be carried out in consultation with the Resource Centre Librarian.

8.3 Storage

OPH aims at all times to provide a clean and secure environment for the storage of each collection.

OPH will ensure that collection items are stored in the most appropriate location, taking into account factors including value, level of environmental conditions required and the frequency with which an item is likely to be accessed.

OPH will ensure that there is adequate space to safely store collection material as well as loans (including loan accessories such as crates and packaging).

OPH will regularly review and monitor items in storage and make any changes as necessary.

8.4 Storage of electronic files

Due to the need to preserve collections and reduce handling of originals, OPH will ensure that adequate resources are planned for the copying and storage of digital files and digital images, and the associated electronic information and files.

OPH will constantly monitor and review current storage media with a view to ensuring the long-term preservation of the files stored therein. This applies in particular to the digitised Oral History recordings which require significant amounts of storage.

OPH will constantly monitor and review technological improvements which serve to improve the way electronic files are managed and stored.

For master files OPH will implement migration strategies as applicable, which includes a bi-annual review of file types in use, storage methods and storage media. For details of procedures relating to the creation, management and storage of electronic files (be they copies of collection items, multimedia such as audio, or born-digital material) see the accompanying Collection Management Procedures.

8.5 On-site vs. off-site storage

OPH will store collections on-site wherever possible, and will use off-site storage to alleviate short-term storage issues.

9 COLLECTION CARE

Maintaining a collection involves practices that ensure each item remains in the most stable state possible. This includes keeping the items clean and in good repair so they can be handled, moved, copied or researched safely. This may also involve conservation treatments.

9.1 Objective

Within the limitations of the OPH building, OPH will ensure the provision of appropriate conditions and levels of care for all collection items, whether in storage or on display (this includes physical and environmental conditions), and in any activities involving the use of the collections.

This section of this policy document is to be reviewed following the results of the Human Impact study.

9.2 Handling

OPH will ensure all staff are made aware of the unique heritage value of the items around them so they can use appropriate care when using and working with them.

Movement and usage of Heritage and Associated collection items must be approved in advance by the Heritage Manager using the *Heritage and Associated collection movement request form*. Only Heritage staff, and suitably trained OPH personnel, will be permitted to move (or manage the move) of heritage items. Only Heritage staff can move, or permit others to move, any heritage item in store. OPH will establish and maintain a register of suitably trained personnel.

OPH will use appropriately trained furniture removalists/movers to move large items of furniture.

Objects having the potential to be hazardous to the public, staff, the environment or the collection will be properly handled and stored in accordance with existing safety regulations.

Heritage staff are to be notified at least five working days beforehand whenever tradespeople are likely to be accessing rooms containing heritage items.

OPH staff may access and use Resource Centre material at any time for use within the Resource Centre. Any staff member wanting to remove material from this area must use the Resource Centre loan documentation system (Section 4.4). Some material is restricted and/or held under controlled access. Access to this must be arranged through the Resource Centre Manager.

9.3 Collections

9.3.1 Heritage collections

Heritage furniture in staff offices

Whilst taking care to provide as much care as is reasonable, OPH staff will be allowed to use heritage furniture that has been selected by Heritage staff as acceptable for office use. Detailed guidelines relating to the use of heritage furniture in staff offices (eg the use of glass on the surfaces on desks) are included in the accompanying Collections Management Procedures document. All OPH staff must undertake Conservation Awareness training at least once a year. Each OPH staff member is responsible for ensuring the safety of all items of heritage furniture in their office, and must report any damage or change in condition immediately to a Heritage staff member. Further research (see Section 7) will be undertaken on the furniture to assess its significance, which may affect the use of some pieces within staff offices.

Heritage furniture in public areas

OPH will provide selected items of heritage furniture for use in public spaces, but will progressively cover these pieces as resources permit to protect upholstery (eg seating in the Chambers), and will constantly monitor visitor behaviour and the condition of the items.

Unless there are extraordinary reasons for doing so, or pre-existing contractual obligations, Heritage Furniture will not be used for functions or events at OPH.

OPH will regularly review and monitor items on display and make any changes as necessary.

Heritage furniture in the Senate and House of Representative Chambers

In accepting that the chambers will continue to be used for public access, Education and Interpretation, OPH must consider the longevity of the furniture within the Chambers. Of particular concern is the upholstery on the benches as this is subjected to high use. Taking these factors into consideration OPH will:

- a. avoid re-upholstering furniture, and instead will
- b. always use loose covers
- c. accept that minor colour deterioration is upholstery in an accepted part of the history of the OPH building and its contents, and so will therefore be acceptable for leather covers.

In order to preserve the chambers for as long as possible for exhibition and interpretive access, and access to the broader community, OPH will progress towards the removal of all commercial functions in the Chambers. OPH will regularly monitor the fabric of the Chambers and make changes to the use of the area as appropriate.

Particular aspects of the Chambers have unique requirements. These are:

- a. the front and side benches - all will be covered with loose leather covers (as resources permit), and opened up for public access
- b. the Speaker's, Vice-Regal, Consort's and President's chairs - to remain out-of-bounds for public access
- c. conservation/preservation of the chambers - all possible means are to be considered in interpretation eg. face-to-face discussions, provision of gloves to school parties, only allowing one person per cushion, etc.
- d. congestion issues (especially in the Senate Chamber) - OPH to consider removing some of the benches that were inserted in 1985.

OPH will regularly review and monitor items on display and make any changes as necessary.

9.3.2 Associated collection

Collection care is managed by Heritage staff. Any OPH staff member using items from the Associated collection should discuss this with Heritage staff before doing so.

9.3.3 Research collection

Collection care is managed by the Resource Centre Librarian. Any OPH staff member using items from the Research collection should take all reasonable care when handling these items.

9.4 Preventive Conservation

OPH will establish and maintain a preventive conservation and maintenance programme to ensure the highest standard of care is given to its collections (including cleaning of permanent exhibits and ongoing housekeeping). The OPH Maintenance Manual²⁶, once reviewed and updated, is to be referred to in any maintenance work on the building or collections.

Preventive conservation techniques should be employed by Heritage and Resource Centre staff. This will include ensuring items are safely housed in appropriate materials and that the housing environments:

- a. have a stable Relative Humidity (RH) and temperature of levels prescribed by international standards
- b. are kept clean and organised
- c. are pollutant and pest free
- d. have appropriate lighting conditions as specified in international standards
- e. are monitored for extremes in RH, temperature and for pests - and inappropriate conditions rectified as soon as possible
- f. ultimately achieve a satisfactory compromise between the long-term preservation of the items and accessibility to public and staff.

Collection items should undergo conservation/stabilisation treatments where necessary to ensure they are maintained in a stable condition. However the application of preventive conservation measures should take precedence over conservation treatments.

Only a qualified conservator should be allowed to carry out conservation treatments on heritage items, and treatments should be documented in detail including photographs.

9.5 Disaster Plans

OPH will ensure that the Disaster Management Plan²⁷ is regularly updated, and resources made available to provide ongoing training in this plan.

Heritage staff must be notified when any Heritage collection item is moved, so current locations can be updated on the KE EMu database and included in the disaster plan.

10 SECURITY

Providing secure environments for collections is imperative. Security measures include the presence of correct procedures for moving and handling items and also involve both physical and electronic systems for monitoring and guarding items.

10.1 Objective

Within the limitations of the building, OPH endeavours to provide a secure environment for the storage, transportation and display of its collections at all times.

Old Parliament House is a 'working' building and as such many of its collections are readily accessible, both to OPH staff and public alike. Therefore all staff and volunteers must be responsible for the on-going security of OPH and its collections.

Items should be kept in secure conditions at all times - whether in use, in transit or in storage. This may include the use of both physical and electronic measures.

Any loss from the Heritage or Associated collection must be documented and reported to the Heritage and Collections Manager as soon as possible.

Any loss from the Research collection must be documented and reported to the Librarian as soon as possible.

10.2 Valuations and Stock-takes

OPH will carry out a valuation of its Heritage and Associated collections at least every three years, as required by the Department of the Environment, Water, Heritage and the Arts, the Department of Finance and Administration (DoFA), and the Audit Office²⁸. The Resource Centre collections will be valued every three years.

As part of the valuation process OPH will carry out a simultaneous stock-take of all its collections, verifying information recorded on the KE EMu and DB Textworks systems (ie the Research collection will be stock-taken every three years as well as the Heritage and Associated collection).

For detailed procedures relating to valuations and stock-takes see the accompanying Collection Management Procedures, but in general these valuations and stock-takes will be carried out on a rolling basis, ie 33 per cent of the collection is valued and checked each year.

OPH will ensure that collection databases are kept up to date at all times so that any loss can be easily identified and the appropriate action taken.

10.3 Secure storage of unprocessed collection material

OPH will ensure that any material that is yet to go through the acquisition process (see Section 3) or unaccessioned collection material that is awaiting processing be stored in a secure, locked area that only appropriate Heritage and Collections staff have access to.

10.4 Access to storage areas

Only the Heritage and Collections staff, and appropriate security personnel should have access to locked collection storage areas. No non-Heritage staff or contractors have key access unless directly organised by the Heritage Section on an individual basis. Keys to storage areas will be recorded on a register and signed in and out as needed.

If collection items are kept in lockable rooms or cabinets, the distribution of keys should be limited to the minimum number of staff.

10.5 Research collection security

Unless there are specific conditions governing their use, OPH staff generally have open access to items in the Research collection. However, when borrowing material from the Resource Centre or APMC, all OPH staff will ensure that material is signed in and out using the internal loan system managed by the Resource Centre Librarian (see Section 4.4).

²⁷ Old Parliament House and National Portrait Gallery Building and Collection Disaster Plan

²⁸ Australian National Audit Office (ANAO) report *Safeguarding Our National Collections*.

10.6 Oral histories

It should be noted that only copies of Oral History recordings are directly available through the Resource Centre. Both for preservation and security reasons master copies of these recordings are kept at the National Library of Australia (NLA)²⁹. During the creation of the tapes, before they are transported to the NLA, maintaining high levels of security for all media is paramount (eg. ensuring that all items are locked in a fire-proof safe each night).

In order to maintain the integrity of these recordings the master copies must be created using the best technologies available and preserved to high standards. Preservation methods that allow for straightforward data migration should be used.

Further information relating to the development and management of the Oral histories is available in the 2007 review of the OPH Oral History program³⁰.

11 DEACCESSIONS AND DISPOSALS

11.1 Objective

Deaccessioning is the permanent removal of an object from the OPH collection following stringent guidelines and detailed procedures. It is the procedural action taken in relation to an item prior to its disposal. Disposal is the removal of an item from the collection after it has been deaccessioned.

This policy applies to all items in the Heritage, Associated or Research collections including:

- a. all registered, accessioned, or catalogued objects
- b. objects which have not yet been registered, accessioned or catalogued, but have documentation indicating their acquisition for the OPH collections

This policy does not apply to items discovered as part of the Heritage Finds that have yet to be accessioned. These items should be assessed and, if they fit collection development criteria, they should be accessioned. If they do not, and are therefore not accessioned, they do not have to go through the deaccessioning process but must be disposed as per Section 11.3.

11.2 Deaccessions

OPH will only deaccession items for which it can clearly demonstrate ownership.

Any item proposed for deaccessioning must first be fully researched to ensure it is not subject to any condition established at the time of acquisition which may affect its disposal, to ensure it has no other operational value within OPH, and to ensure that its disposal does not violate any existing laws or regulations

Deaccessioning from the OPH collection can then be considered, subject to one or more of the following criteria being fulfilled. The item must:

- a. pose a preservation threat to other elements of the collection
- b. be unable to be appropriately cared for or stored
- c. be redundant or no longer considered significant to the collection
- d. be duplicated within the collection
- e. not comply with the OPH collection management policy
- f. have a substantiated request has been made by the donor for its return
- g. have been stolen or lost (evidence must be provided).

Financial reasons (either to raise money for any purpose or to reduce expenditure) must not be a principal reason for deaccessioning an item.

The decision and responsibility to deaccession an item must be made by the Manager Heritage. The manager should seek approval from higher authority when appropriate.

²⁹ Agreement between National Library of Australia and the Commonwealth of Australia (Represented by Old Parliament House, Public Programs Section) for Lg1 tape store storage space within the National Library of Australia. Contract No.: 01/058 July 2001

³⁰ Review of the Old Parliament House Oral History Program, 2007 approved by the Governing Council

11.3 Disposals

Once an item has been deaccessioned, OPH will dispose of them using the following prioritised methods (most preferable to least preferable):

- a. return to donor
- b. gift to another similar heritage organisation
- c. sale to another similar heritage organisation
- d. gift/sale to an educational organisation
- e. sale at public auction
- f. destruction

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12.2 Legislation

Australian Heritage Council Act 2003

Environment and Heritage Legislation Amendment Act (No. 1) 2006, No 165 of 2006

Environment and Heritage Legislation Amendment Act 2003

Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No. 1)

Environment Protection and Biodiversity Conservation Act 1999

12.3 Charters and codes

AICCM - Australian Institute for Conservation of Cultural Material Code of Ethics and Code of Practice

Australia ICOMOS Charter for the Conservation of Places of Cultural Significance (the Burra Charter)

ICOM Code of Ethics for Museums - <http://icom.museum/ethics.html>

Museums Australia Incorporated Code of Ethics for Art, History and Science Museums 1999

II. Implementation Plan

The Implementation Plan is informed by the specific tasks set out in the policies and priorities will be determined based on the:

- risk analysis
- condition and integrity of the values
- importance to the effectiveness of the Heritage Management Plan
- availability of funding and human resources; and
- any specific DCITA requirements or directives from the Minister for the Environment, Water, Heritage and the Arts.

The Implementation Plan will be applied in accordance with the Heritage Management Plan and will fulfil the requirements of Schedule 5A (Management Plans for National Heritage Places) and 7A (Management Plans for Commonwealth Heritage Places) of the EPBC Regulations 2000, including:

- who is responsible for specific tasks
- a commitment to best practice principles and techniques in heritage management
- conflict resolution through the Actions Committee.

As a guide to the execution of the specific tasks in the Implementation Plan, relative importance and priorities have been assigned to each task. The following criteria have been used to allocate the priorities and timeframes:

Priorities

High

Tasks imperative to achieve the Heritage Management Plan's stated management principles and if deferred or not undertaken, would result in significant adverse impact/s on the condition or integrity of heritage values.

Medium

Tasks important to achieve the plan's stated management principles, but can be deferred without significant adverse impact/s on the condition or integrity of heritage values.

Low

Tasks that if deferred will not have a significant adverse impact on the condition or integrity of the heritage values or can be undertaken after vital or very important tasks have been completed.

Timeframes

Immediately upon adoption of the plan

Complete by June 2009

Complete by June 2010

Complete by June 2011

Complete by June 2012

Complete by June 2013

Complete by June each year

Complete as necessary

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
1.1 Principal management documents	Review and update the Heritage Management Plan.	Manager Heritage	High	By June 2013	
1.1 Principal management documents	Review other Old Parliament House planning and management documents. Identify areas of inconsistency with this Heritage Management Plan and rectify them.	Managers Heritage, Building & Business	Medium	By June 2009	
1.2 Conservation processes	Provide a program to upgrade and update statements of value for individual spaces within the zones based on an assessment of priority needs.	Manager Heritage	High	By June 2009	
1.2 Conservation processes	Prepare an annual prioritised heritage research and assessment program, informed by the risk analysis and condition of values assessment.	Manager Heritage	High	By June 2009	
1.4 Retention of fabric in situ	Develop floor covering management and replacement guidelines.	Managers Heritage & Building	Low	By June 2010	
1.5 Removing heritage fabric	Ensure all removed fabric is documented and stored appropriately.	Managers Heritage & Building	Medium	As necessary	
1.6 Intrusive fabric	Prepare a plan to identify, remove and remediate intrusive elements (for example post 1988 additions).	Managers Heritage & Building	Low	By June 2012	
1.9 Treatment of specific components of the building fabric	Research and develop a palette of colours appropriate to different spaces and components of the place for repainting and maintenance work.	Manager Heritage	Medium	By June 2011	
1.9 Treatment of specific components of the building fabric	Develop and implement a Permitted Actions Schedule for painting and the preparation of exhibition spaces.	Manager Heritage	High	By June 2008	Completed
1.9 Treatment of specific components of the building fabric	Monitor and modify if necessary, the UV and visible light levels from the skylights.	Manager Heritage	Medium	As necessary	
1.9 Treatment of specific components of the building fabric	Seek conservation expertise to review the exterior fabric report (Connell Wagner 2001) with particular attention to experimental and non-traditional works recommendations.	Managers Heritage & Building	Medium	As necessary	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
1.10 Conservation and management of movable heritage and collections	Update and implement the Collection Management Policy in line with the Heritage Management Plan.	Manager Heritage	High	By June 2008	Completed
1.10 Conservation and management of movable heritage and collections	Complete the movable heritage database and link to the Heritage Management Plan.	Manager Heritage	High	By June 2011	
1.10 Conservation and management of movable heritage and collections	Complete outstanding accessioning.	Manager Heritage	High	By June 2010	
1.10 Conservation and management of movable heritage and collections	Reassess the depreciation value and conservation requirements of the collections.	Manager Heritage	High	By June each year	
1.10 Conservation and management of movable heritage and collections	Update and implement the Storage Plan.	Managers Heritage & Building	High	By June 2009	
1.10 Conservation and management of movable heritage and collections	Review the collection storage facilities at Old Parliament House to provide an appropriate on site environment for storage of movable heritage.	Manager Heritage	Medium	By June 2011	
1.10 Conservation and management of movable heritage and collections	Develop a schedule of items which contribute to the heritage values of Old Parliament House but are not owned by Old Parliament House.	Managers Heritage & Scholarship	Medium	By June 2009	
1.11 Use of original items of movable heritage	Actively protect items of movable heritage in use or in storage from damage during works that may physically impact on them.	Managers Heritage	Medium	As necessary	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
1.12 Heritage expertise	Develop a schedule of heritage competencies required for all Old Parliament House staff positions.	Manager Heritage	Medium	By June 2009	
1.12 Heritage expertise	Review the existing skills base at Old Parliament House and engage in targeted training and recruiting if necessary.	Manager Heritage	Medium	As necessary	
1.12 Heritage expertise	Establish and implement a continuous improvement and training program focussed on heritage conservation and management.	Manager Heritage	Medium	By June each year	
1.12 Heritage expertise	Prepare and maintain a training competencies database for Old Parliament House staff and volunteers.	Manager Heritage	Medium	Immediately upon adoption	
1.12 Heritage expertise	Maintain a panel of heritage, conservation and interpretation consultants.	Manager Heritage	Medium	Immediately upon adoption and by June 2011	
1.12 Heritage expertise	Establish an expert advisory panel. Draft clear terms of reference for the panel.	Manager Heritage	Medium	By June 2009	
1.13 Training	Develop a training program which: inducts new staff and contractors, establishes key heritage competencies for staff, and delivers continuous improvement heritage training, including annual refreshers, for staff.	Manager Heritage	Medium	By June 2010	
1.14 Research	Identify and publish priority research areas.	Managers Heritage & Research	High	By June each year	
1.14 Research	Develop and implement a list of heritage studies required in priority order.	Manager Heritage	High	By June 2013	
1.14 Research	Prepare and implement priorities for the Oral History Program.	Manager Research	High	By June 2013	
1.14 Research	Investigate the provision of funding assistance for research by external parties (eg university students) where the research is beneficial to the management of the heritage values at Old Parliament House.	Manager Research	Low	By June 2009	
1.14 Research	Identify relevant archival material in the possession of government departments, agencies or other institutions which is relevant to Old Parliament House. Assess risks to the archival material and where under threat seek their return to Old Parliament House.	Manager Research	Low	By June 2013	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
1.14 Research	Maintain and extend as needed the Reference Collection of movable heritage.	Manager Heritage	Medium	By June 2010	
1.14 Research	Review and where necessary update the Education Policy to ensure integration with the research aims of Old Parliament House.	Managers Research & Communication	Low	By June 2012	
1.16 Potential archaeology	Prepare an archaeological sensitivity zoning study for Old Parliament House.	Manager Heritage	Low	As necessary	
1.17 Flora species	Prepare a study which identifies plant species of heritage value and provides recommendations for the conservation of their genetic material, preferably off site for security reasons.	Manager Heritage	Low	By June 2011	
1.17 Flora species	Implement recommendation from the South East Wing Garden study.	Manager Heritage	High	by June 2009	
1.17 Flora species	Develop and implement a program for the maintenance of the gardens	Manager Heritage	Medium	By 2011	
2.1 Actions committee	Establish the Actions Committee. Draft clear terms of reference for the committee including conflict resolution protocols.	Assistant Secretary Heritage & Property	Medium	Immediately upon adoption	Completed
2.2 Assessment of proposals	Develop and maintain a schedule of delegations for heritage decision making with appropriate competencies required of the delegates.	Manager Heritage	High	By June 2008 and as necessary	Completed
2.2 Assessment of proposals	Formally delegate responsibility for assessing and managing Action proposals to appropriately competent staff.	Assistant Secretary Heritage & Property	High	Immediately upon adoption	
2.2 Assessment of proposals	Develop an on-line Action proposal form with links to relevant data including the zones and room statements of value.	Manager Heritage	High	By June 2009	
2.3 Permitted Actions	Develop and implement Permitted Action Schedules.	Manager Heritage	High	By June 2009	
2.3 Permitted Actions	Monitor and review effectiveness of Permitted Action Schedules.	Managers Heritage & Property	Low	By June each year	
2.4 Zones	Monitor and review effectiveness of zoning approach.	Manager Heritage	Medium	By June each year	
2.5 Works programs	Review and implement the Capital Works Plan and the Cyclical Maintenance Program.	Manager Building	High	By June 2011	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
2.6 Conservation safeguards in contracts & tenders	Review and, where necessary, update existing standard terms and conditions for Old Parliament House works contracts.	Managers Business Building	High	Immediately upon adoption	
2.6 Conservation safeguards in contracts & tenders	Engage a competent independent site supervisor where necessary.	Manager Business	High	Immediately upon adoption	
2.6 Conservation safeguards in contracts & tenders	Establish and monitor proof of induction for Contractors.	Manager Business	High	Immediately upon adoption	
2.7 Resource allocation	Develop and implement a risk-based resources allocation program as part of a Conservation Work Priority Plan.	Manager Business	High	By June each year	
2.7 Resource allocation	Prioritise conservation work on at least an annual basis and coordinate with existing resource allocation procedures and condition assessments and maintenance programs.	Manager Heritage	High	By June each year	
2.8 Cost to conserve	Develop and implement a Conservation Work Priority Plan.	Manager Heritage	High	By June each year	
2.9 Building Code of Australia & Disability Discrimination Act	Ensure contracts include appropriate clauses to cover BCA and DDA compliance.	Manager Building	High	As necessary	
2.10 Business continuity	Maintain and update the Old Parliament House Business Continuity Plan.	Manager Business	High	By June each year	
2.11 Disaster preparedness planning	Review and implement the Disaster Plan.	Manager Heritage	High	By June 2009, 2011 & 2013	
2.11 Disaster preparedness planning	Develop an incident log to assist in determining risks associated with events or operations.	Manager Heritage	Medium	By June 2009	
2.11 Disaster preparedness planning	Train all relevant staff and lessees at Old Parliament House in disaster preparedness and recovery procedures.	Manager Heritage	Low	By June each year	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
2.11 Disaster preparedness planning	Audit all disaster management equipment.	Manager Heritage	Medium	By June each year	
2.11 Disaster preparedness planning	Report to Old Parliament House executive management on disaster preparedness.	Manager Heritage	Low	By June each year	
3.1 Use of the processes & documentation	Develop and implement a system for the use and documentation of the process within the Heritage Management Plan.	Manager Heritage	High	Immediately upon adoption	
3.2 Evaluation strategy	Develop and implement an evaluation strategy for the monitoring of the effectiveness of approved Actions at Old Parliament House.	Manager Heritage	High	By June each year	
3.2 Evaluation strategy	Prepare a report to Old Parliament House Governing Council and DCITA on approved Actions.	Manager Heritage	High	By September each year	
3.3 Condition of values	Update existing and future databases to include condition assessments as part of an ongoing program.	Manager Heritage	High	As necessary	
3.3 Condition of values	Establish the baseline assessment of the condition of the heritage values.	Manager Heritage	Medium	By June 2009	
3.3 Condition of values	Undertake an expert evaluation of the condition of the heritage values.	Manager Heritage	High	By June 2009	
3.3 Condition of values	Develop and implement a program for reducing incremental change.	Manager Heritage	High	By June 2009	
3.3 Condition of values	Implement the Human Impact Management Program, incorporating a strategy for minimising impact in the Chambers Zone.	Manager Heritage	High	By June 2009	
3.4 Cyclical Maintenance Program	Review the Old Parliament House Life Cycle Cost Plan every three years.	Manager Building	High	By June 2009 & 2012	
3.4 Cyclical Maintenance Program	Review the Cyclical Maintenance Program every three years.	Manager Building	High	By June 2009 & 2012	
3.5 Recording works in progress & on completion	Develop recording standards for permitted Actions.	Manager Heritage	High	By June 2009	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
3.5 Recording works in progress & on completion	Develop recording standards for use as standard conditions in the Action approval process.	Manager Heritage	High	Immediately upon adoption	
3.6 Exhibitions & interpretation	Develop evaluation tools to measure the effectiveness of exhibitions, interpretation and other visitor programs.	Manager Exhibitions	Medium	By June 2009	
3.7 Works & events audits	Develop and implement tools to measure appropriateness and effectiveness of events and works.	Managers Communications & Heritage	Medium	By June 2009	
3.8 Monitoring lessees	Develop a monitoring and remedial Action program for leased areas.	Manager Business	Medium	Immediately upon adoption	
4.1 No Actions without relevant consultation	Develop web based access to relevant heritage data.	Manager Heritage	High	Immediately upon adoption	
4.2 Community & stakeholder consultation	Update stakeholder contact lists.	Manager Communication	High	By June each year	
4.2 Community & stakeholder consultation	Conduct use plan workshop, report on its outcomes and integrate these findings into the revised use plan.	Manager Heritage	High	By June each year	
4.2 Community & stakeholder consultation	Develop a web-based information service for internal and external stakeholders.	Managers Communication & Heritage	High	Immediately upon adoption	
4.2 Community & stakeholder consultation	Ensure regular liaison with external stakeholders, including (but not limited to): National Capital Authority, ACT Government and the Department of Environment and Heritage.	Manager Heritage	High	As necessary	
4.2 Community & stakeholder consultation	Develop and implement in-house information stall.	Managers Communication & Heritage	Low	As necessary	
4.3 Partnerships & memberships	Appoint responsibility to a staff member for maintaining industry engagement and memberships.	Manager Communication	High	Immediately upon adoption	
4.4 Volunteer programs	Provide training and continuous improvement programs for volunteers in a wide array of operational areas including, for instance, interpretation and research.	Managers Communication & Heritage	High	By June each year	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
4.5 Sensitive information	Ensure sensitive data is managed appropriately.	Manager Business	High	As necessary	
4.6 Interpretation, exhibition & education	Update and implement the Interpretation Plan to be consistent with this Heritage Management Plan.	Manager Interpretation	High	By June 2009	
4.6 Interpretation, exhibition & education	Update and implement the Exhibition Plan (with a forward program) to be consistent with this Heritage Management Plan.	Manager Exhibitions	High	By June 2009	
4.6 Interpretation, exhibition & education	Update and implement the Education Plan to be consistent with this Heritage Management Plan.	Manager Communication	High	By June 2009	
4.6 Interpretation, exhibition & education	Regularly review and evaluate interpretation, exhibition and education plans.	Manager Communication	Medium	By June each year	
4.6 Interpretation, exhibition & education	Develop and implement a web-based interpretation program.	Manager Interpretation	Medium	By June 2012	
4.7 Promotions and outreach	Update and implement Marketing and Events Plans.	Manager Communication	High	By June each year	
4.8 Signage/ banners	Prepare a schedule of historic signage to be retained in situ.	Manager Heritage	Medium	By June 2010	
4.8 Signage/ banners	Perpare a style guide for new signage	Managers Interpretation/ Marketing	Medium	June 2008	
5.1 Existing uses	Assess existing uses for their contribution to the heritage values of Old Parliament House. Phase out non-conforming uses.	General Manager Heritage & Property	High	Immediately upon adoption	
5.2 Future uses	Update the potential Use Plan.	General Manager Heritage & Property	High	By June each year	
6.1 Public access to the place, & the movable heritage	Monitor access to movable heritage.	Manager Heritage	High	As necessary	
6.2 Security	Develop and implement a security program.	Manager Building	High	Immediately upon adoption	
6.2 Security	Review access arrangements to items of heritage value.	Manager Heritage	Medium	As necessary	

Policy	Specific task	Responsibility	Priority	Timeframe	Annual report comment
6.3 Transport and traffic	In conjunction with the National Capital Authority review and implement appropriate traffic and parking management consistent with the Heritage Management Plan.	Manager Building	High	By June 2009	
6.4 Building services	Review and implement fire service requirements in the Chambers Zone.	Manager Building	High	By June 2013	
7.1 Movable heritage	Review and implement acquisition policy and procedures in the Collection Management Policy.	Manager Heritage	Medium	Immediately upon adoption	
7.2 Leases	Update and maintain relevant clauses in leases to show compliance with the EPBC Act (section 341ZE).	Manager Business	High	Immediately upon adoption	
7.2.1 Memoranda of Understanding	Ensure leases or memoranda of understanding contain relevant clauses. In particular, with the National Capital Authority to protect the Landmark Zone.	Manager Business	High	Immediately upon adoption	
7.3 Access to leased areas	Establish a program that ensures ongoing access to leased areas for conservation, maintenance, monitoring and bona fide research purposes.	Manager Business	High	Immediately upon adoption	
8.1 Environmental management system	Develop and implement an environmental management system.	General Manager Heritage & Property	Medium	By June 2012	
8.2 Heritage value	Assess all building waste for potential heritage value prior to disposal.	Managers Heritage & Building	High	As necessary	
8.3 Pest control	Develop an integrated pest management strategy for the building, gardens and collection, including regular pest inspections.	Managers Heritage & Building	High	By June 2009	



D

Part D – Appendices



A. Compliance tables

Compliance Table for Schedule 5A Management Plans for National Heritage places, and 7A Management Plans for Commonwealth Heritage Places of the EPBC Amendment Regulations 2003.

No:	Schedules 5A & 7A	Chapter/Policy
A management plan must:		
A	Establish objectives for the identification, protection, conservation, presentation and transmission of the National [and Commonwealth] values of the place;	Chapter 1
B	Provide a management framework that includes reference to any statutory requirements and agency mechanisms for the protection of the National [and Commonwealth] Heritage values of the place;	Chapter 4
C	Provide a comprehensive description of the place, including information about its location, physical features, condition, historical context and current uses;	Chapter 2
D	Provide a description of the National [and Commonwealth] Heritage values and any other heritage values of the place;	Chapter 3
E	Describe the method used to assess the National [and Commonwealth] Heritage values of the place;	Chapter 3
F	Describe the condition of the National [and Commonwealth] Heritage values of the place;	Chapter 3 & Appendix J
G	Describe the current management requirements and goals, including proposals for change and any potential pressures on the National [and Commonwealth] Heritage values of the place;	Chapters 3 & 4 & Policy 5
H	Have policies to manage the National [and Commonwealth] Heritage values of the place, and include, in those policies, guidance in relation to the following:	Chapter 5
	(i)The management and conservation process to be used;	Policies 1 & 2
	(ii)The access and security arrangement, including access to the area for indigenous people to maintain cultural traditions;	Policy 6
	(iii)The stakeholder and community consultation and liaison arrangements;	Policy 4
	(iv) The policies and protocols to ensure that indigenous people participate in the management processes;	Policy 4
	(v) The protocols for the management of sensitive information;	Policies 4
	(vi) The planning and management of works, development, adaptive reuse and property divestment proposals;	Policies 1, 2, 5 & 7
	(vii) How unforeseen discoveries or disturbance of heritage are to be managed;	Policy 1
	(viii) How, and under what circumstances, heritage advice is to be obtained;	Policy 1 & 3
	(ix) How the condition of the National [and Commonwealth] values is to be monitored and reported;	Policy 2, 3 & 8
	(x) How records of intervention and maintenance of a heritage places register are kept;	Policy 3 & 8

No:	Schedules 5A & 7A	Chapter/Policy
	(xi) The research, training and resources needed to improve management;	Policy 1
	(xii) How heritage values are to be interpreted and promoted;	Policy 4
I	Include an implementation plan;	Chapters 7 & II
J	Show how the implementation of policies will be monitored;	Chapter 7
K	Show how the management plan will be reviewed.	Chapter 7

Compliance Table for Schedules 5B National Heritage management principles and Schedule 7B Commonwealth Heritage management principles of the Environment Protection and Biodiversity Conservation Amendment Regulations 2003 (No. 1).

No:	Schedules 5B & 7B	Chapter/Policy
1.	The objective in managing National [and Commonwealth] Heritage places is to identify, protect, conserve, present and transmit, to all generations, their National [and Commonwealth] Heritage values.	Chapter 1 Policies 1, 2 & 4
2.	The management of National [and Commonwealth] Heritage places should use the best available knowledge, skills and standards for those places, and include ongoing technical and community input to decisions and actions that may have a significant impact on their National [and Commonwealth] Heritage values.	Policies 1, 2, 4 & 6
3.	The management of National Heritage places should respect all heritage values of the place and seek to integrate, where appropriate, any Commonwealth, State, Territory and local government responsibilities for those places.	Chapter 4
4.	The management of National [and Commonwealth] Heritage places should ensure that their use and presentation is consistent with the conservation of their National [and Commonwealth] Heritage values.	Policies 4 & 5
5.	The management of National [and Commonwealth] Heritage places should make timely and appropriate provision for community involvement, especially by people who: (a) have a particular interest in, or association with, the place; and (b) may be affected by the management of the place.	Policy 4
6.	Indigenous people are the primary source of information on the value of their heritage and the active participation of indigenous people in identification, assessment and management is integral to the effective protection of indigenous heritage values.	Policy 4
7.	The management of National [and Commonwealth] Heritage places should provide for regular monitoring, review and reporting on the conservation of National [and Commonwealth] Heritage values.	Chapter 7 & II

B. National and Commonwealth Heritage List Criteria

National Heritage List Criteria

Division 2 10.01A National Heritage criteria (Act S 324D)

(1) For section 324D of the EPBC Act, subregulation (2) prescribes the National Heritage criteria for the following:	
(a)	natural heritage values of places;
(b)	indigenous heritage values of places;
(c)	historic heritage values of places.
(2) The National Heritage criteria for a place are any or all of the following:	
(a)	the place has outstanding heritage value to the nation because of the place's importance in the course, or pattern, of Australia's natural or cultural history;
(b)	the place has outstanding heritage value to the nation because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history;
(c)	the place has outstanding heritage value to the nation because of the place's potential to yield information that will contribute to an understanding of Australia's natural or cultural history;
(d)	the place has outstanding heritage value to the nation because of the place's importance in demonstrating the principal characteristics of:
	(i) a class of Australia's natural or cultural places; or
	(ii) a class of Australia's natural or cultural environments;
(e)	the place has outstanding heritage value to the nation because of the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group;
(f)	the place has outstanding heritage value to the nation because of the place's importance in demonstrating a high degree of creative or technical achievement at a particular period;
(g)	the place has outstanding heritage value to the nation because of the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons;
(h)	the place has outstanding heritage value to the nation because of the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history;
(i)	the place has outstanding heritage value to the nation because of the place's importance as part of indigenous tradition.
(3) For subregulation (2), the cultural aspect of a criterion means the indigenous cultural aspect, the non-indigenous cultural aspect, or both	

Commonwealth Heritage List Criteria

Division 2 10.03A Commonwealth Heritage criteria (Act S 341D)

(1) For section 324D of the EPBC Act, subregulation (2) prescribes the National Heritage criteria for the following:	
(a)	natural heritage values of places
(b)	indigenous heritage values of places
(c)	historic heritage values of places
(2) The National Heritage criteria for a place are any or all of the following:	
(a)	the place has significant heritage value because of the place's importance in the course, or pattern, of Australia's natural or cultural history
(b)	the place has significant heritage value because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history
(c)	the place has significant heritage value because of the place's potential to yield information that will contribute to an understanding of Australia's natural or cultural history
(d)	the place has significant heritage value because of the place's importance in demonstrating the principal characteristics of
	(i) a class of Australia's natural or cultural places; or
	(ii) a class of Australia's natural or cultural environments;
(e)	the place has significant heritage value because of the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group
(f)	the place has significant heritage value because of the place's importance in demonstrating a high degree of creative or technical achievement at a particular period
(g)	the place has significant heritage value because of the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons
(h)	the place has significant heritage value because of the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history
(i)	the place has significant heritage value because of the place's importance as part of indigenous tradition
(3) For subregulation (2), the cultural aspect of a criterion means the indigenous cultural aspect, the non-indigenous cultural aspect, or both	

C. Extracts from the National Heritage Listing and the Commonwealth Heritage Listing

Extract from the National Heritage Listing

Old Parliament House and Curtilage, King George Tce, Parkes, ACT

(from the Department of the Environment, Water, Heritage and the Arts Website: www.environment.gov.au)

List:	National Heritage List
Class:	Historic
Legal Status:	<u>Listed place</u> (20/06/2006)
Place ID:	105774
Place File No:	8/01/000/0017

Summary Statement of Significance:

Old Parliament House and curtilage is the historic building and its internal courtyards, perimeter gardens and lawns, and the front forecourt area. As the home of Australia's Federal Parliament, for 61 years, Old Parliament House is important for significant milestones of Australia's democracy history that were forged within the building, particularly national legislation development that was critical to the improving social processes, landmark political events such as the establishment of new political parties, and numerous national political events. The front façade of Old Parliament House including its entrance portico and the immediate grassed area to its north have been the setting of countless events gatherings, protests and demonstrations. Significant amongst these are the opening of the building in 1927 that heralded the symbolic birth of Canberra as the Nation's capital. A sequence of defining events for Aboriginal rights at Old Parliament House included the Yirrkala Bark Petition, the 1967 Referendum and the establishment of the Aboriginal Tent Embassy in 1972, all of which contributed towards Aboriginal Land Rights legislation. Another major event was the dismissal of the Whitlam Government in 1975.

The building through its alterations and additions, reflects the increasing numbers of Members and Senators and the change in the physical functioning of Parliament with the executive arm of government being accommodated into the legislature's area, a pattern now set and present in (new) Parliament House. The internal fabric and collections of Old Parliament House convey the way in which the parliamentary functions were conducted within the building reflecting the everyday use of the building over a period of 61 years of Australian legislature.

King's Hall and the Chambers have features that reflect both the austerity of the time and a dignified formality as evident in the decorative skylights, elegant pendant lights, and parquet flooring, as well as in the height of the ceiling, accentuated by the raked galleries, the timber wall panelling, and the extensive, restrained and subtle decoration. The Hall features bas-relief busts of prominent personalities related to Federation, the judiciary and of the first Parliament in 1901 on its colonnades, and portraits of former Prime Ministers on the walls, as well as the statue of King George V. The Chambers demonstrate, through their fabric, furnishing and objects, the growth of Parliament, including the evolution of communications technology applied to the reporting of parliamentary debates and events to all Australians.

Furniture intimately involved with the events that occurred in the building and that contribute to the richness of the place include the John Smith Murdoch designed furniture and fittings; the HMAS Australia table, the Country Party Table and the first Australian Cabinet table; items which underly the significance of Australia's role initially as a member of the British Empire and later as a member of the Commonwealth of Nations, the President of the Senate's Chair presented by the Dominion of Canada and the Speaker's Chair, presented by the United Kingdom Branch of the Empire. There is a rare, intact surviving record comprising both furniture and documentation including the initial design concepts, specifications, quotes and detailed drawings for manufacture.

Old Parliament House is an exemplar of the Inter-War Stripped Classical style architecture, reflecting the classical symmetry and forms of the style, and as the central expression of the style of Federal Capital Architecture in Canberra. The courtyards and the garden setting are integral to the building. Old Parliament House building demonstrates the customs and functions of the Commonwealth Parliament, in the layout of the building, expressing the division of the House of Representatives and the Senate, and the nature of public and press access to formal Parliamentary processes. The building also reflects the austerity of the time of its construction the importance of the Parliamentary Library.

Summary Statement of Significance:

Old Parliament House is a landmark feature and has a major role in the symbolic physical representation of a democracy in the Parliamentary Triangle. Being sited on the land axis and along with (new) Parliament House, displaying the historic sequence of Parliament, it contributes to the planned aesthetic qualities of the Parliamentary Triangle. The two buildings are a major vista feature along the land axis and represent the primacy of Parliament over the executive and judicial components of government. Old Parliament House demonstrates a high degree of achievement in combining built features into the designed landscape to achieve an aesthetic purpose.

Old Parliament House has a strong association with the Commonwealth Government Architect, John Smith Murdoch and is regarded as his most important work. Old Parliament House has indisputable association with numerous politicians and their political life.

Official Values:

Criteria	Values
A Events, Processes	<p>Old Parliament House as the Provisional Parliament House was the first purpose-built home for the Australian Parliament. It was central to the development of Australia as a nation from its opening in 1927 until the opening of the new Parliament House in 1988 and demonstrates Australia's political processes.</p> <p>Old Parliament House is a site that has provided a physical focus for events that reflect Australian democratic values, and political and social rights. It demonstrates how Australian federal government separated the legislative and judicial government functions and the growth of a party based democracy. It also stands for the right to argue and dissent, and for the seven peaceful changes of government that took place during the years in which Parliament sat in the building.</p> <p>The building set the pattern of combining the functions of executive and legislative in the one building, and bears witness to the encroachment of the executive arm of government into the legislature's area. This commenced with the Bruce-Page Government holding occasional Cabinet meetings in the building followed by Prime Minister Joseph Lyons moving his Cabinet into the building in 1932, initial actions that led to the major expansion of the building to house both the legislative and executive functions of government, a pattern that continued in the design of (new) Parliament House.</p> <p>The North Wing has historic importance as the main venue for parliamentary functions from 1927-88. The Senate Chamber, House of Representatives Chamber, and King's Hall are highly significant components as the venue for the debates, petitions and votes associated with 61 years of Australian legislature.</p> <p>Old Parliament House has a richness of internal fabric and collections that convey the way in which the parliamentary functions were conducted within the building, reflecting the everyday use of the building over a period of 61 years of Australian legislature. This includes the purpose-designed furniture and furnishings that continued in use in their original setting and for their original purposes for over sixty years is significant.</p> <p>King's Hall and the Chambers have features that reflect both the austerity of the time and a dignified formality as evident in the decorative skylights, elegant pendant lights, and parquet flooring, as well as in the height of the ceiling, accentuated by the raked galleries, the timber wall paneling, and the extensive, restrained and subtle decoration. The Hall features bas-relief busts of prominent personalities related to Federation, the judiciary and of the first Parliament in 1901 on its colonnades, and portraits of former Prime Ministers on the walls, as well as the statue of King George V. The Chambers demonstrate, through their fabric, furnishing and objects, the growth of Parliament over 61 years, including the evolution of communications technology applied to the reporting of parliamentary debates and events to all Australians</p>

Official Values:	
Criteria	Values
A Events, Processes	<p>Old Parliament House is an important link in the story of the creation of the Australian democracy and several related defining events. Landmark political events associated with the building included the Statute of Westminster, declarations of War in 1939 and 41. The building was the place of 61 years of national legislation shaping Australian society, the extension of the voting age to 18 year olds in 1973, and the establishment of new political parties such as the Democratic Labor Party in 1955 and the Australian Democrats in 1977.</p> <p>Old Parliament House saw the growth of Commonwealth responsibility for Aboriginal affairs. Key events included the Bark Petition sent by the Yirrakala community to the Commonwealth House of Representatives, Canberra (Old Parliament House) in August 1963 to protest bauxite mining in Arnhem Land, and the 1967 Referendum that overwhelmingly supported Commonwealth power to legislate for Aboriginal people. Amongst other developments, this led to the Aboriginal Land Rights (Northern Territory) Act 1976, proclaimed on Australia Day, 1977. With the new responsibilities arising from the 1967 Referendum, the Commonwealth Parliament became the focus of Aboriginal political protest including the siting of the Aboriginal Tent Embassy outside Parliament House in 1972.</p> <p>Old Parliament House front facade and the immediate grassed area to its north have been the place of countless events gatherings, protests and demonstrations. Significant amongst these are; the formal opening of the Provisional Parliament House, and the address by Prime Minister Whitlam on the front steps of the building after his dismissal by the Governor-General, Sir John Kerr, in November 1975.</p> <p>King's Hall and the Chambers have special significance for their association with Royal visits. Dates of key Royal visits are 1927, 1935, 1945, 1954, 1963 and 1974. They are important for their function in ceremonial events in Australia's political history including hosting the annual opening ceremony for the Australian Parliament conducted in the Senate Chamber, the use of King's Hall for the public mourning of Prime Minister John Curtin in 1945 and former Prime Minister Ben Chifley in 1951, and State receptions held in honour of Queen Elizabeth II in 1954 and 1963, and the Constitutional Convention held in the House of Representatives Chamber in 1998.</p>

Official Values:	
Criteria	Values
A Events, Processes	<p>Furniture that contributes to the richness of the place include the John Smith Murdoch designed furniture and fittings; the HMAS Australia table, the Country Party Table and the first Australian Cabinet table; items which underlie the significance of Australia's role initially as a member of the British Empire and later as a member of the Commonwealth of Nations, the President of the Senate's Chair presented by the Dominion of Canada and the Speaker's Chair, presented by the United Kingdom Branch of the Empire Parliamentary Association; furniture and fittings designed or purchased for the extensions or alterations to the building, in particular the Senate and House of Representative Wings and the President of the Senate and Prime Minister's Suites.</p> <p>There is a rare, intact surviving record (documented in the Old Parliament House, KE Emu data base) comprising both furniture and documentation. The documentation relates to initial design concepts, specifications, quotes and detailed drawings for manufacture. The importance of the Library fabric lies primarily in the features retained of everything up to and including the 1958 extension.</p>
B Rarity	<p>Old Parliament House is uncommon in that it housed both the legislative and executive functions of government. This is reflected in the construction of the House of Representatives (southeast) and the Senate (southwest) Wings, the front pavilions, and a great number of internal changes.</p> <p>The House of Representatives Wing provides extensive and relatively intact evidence of the accommodation provided for Members and Ministers at various periods and the working conditions of parliamentarians and staff over the period 1943-88.</p> <p>The former Members' Private Dining Room contains the remains of the 1927 hand-painted wall features that are rare and are the only example in the building and in the ACT.</p> <p>Research to date suggests that the furniture in Old Parliament House is part of an intact surviving record comprising both furniture and documentation. The documentation relates to initial design concepts, specifications, quotes and detailed drawings for manufacture.</p>
C Research	<p>The research potential of the understanding of history, ways of life and cultures in Australia, the original documentary evidence including plans, photographs and files that are directly related to the design, construction, use, and alteration of the Chambers and King's Hall, constitute a significant collection and provides important historical research information. The inventory of the collection is documented in the Old Parliament House KE Emu data base.</p>
D Principal characteristics of a class of places	<p>Old Parliament House is a primary example of the Inter War Stripped Classical style of architecture, dominant in Canberra's government architecture of the 1920s - 40s. In particular, it is exemplar of the Canberra interpretation of the style, a major stylistic expression of Federal Capital Architecture that included the influence of Garden City ideals with the courtyards with loggias and pergolas, verandahs, internal courtyards and adjacent gardens.</p> <p>The characteristics of the style and their expression in Old Parliament House's exterior and interior, is due to the design work of the Commonwealth's first government architect, John Smith Murdoch. Murdoch's design is modest, embracing classical symmetry and forms, having balanced masses with projected bays with arched bronze framed windows and subdued spandrels between storeys emphasizing the verticality. Old Parliament House, (the then Provisional Parliament House) was central to this expression, one of classical orderliness.</p>

Official Values:	
Criteria	Values
D Principal characteristics of a class of places	<p>Old Parliament House and curtilage is also the central feature of a precinct with an integrity of related architectural features that include the two Secretariat buildings (East and West Blocks), the Old Parliament House Gardens, Constitutional and Magna Carta Places and the National Rose Gardens, representing a period of increased national government power and public interest in Canberra.</p> <p>The essential character and symmetry of Old Parliament House have remained intact despite several substantial additions. The design of the building and its layout, spaces, rooms demonstrate the customs and functions of the Commonwealth Parliament.</p> <p>The building's Chambers reflect the roles of the House of Representatives and the Senate. The seating arrangements particularly indicate the formal and adversarial nature of debate in the House of Representatives Chamber compared with the more fraternal seating of Senators in the Senate Chamber. The Public and Press galleries illustrate the nature of public and press access to formal Parliamentary processes, the spaces allocated to the recording and administration of Parliamentary sittings, and the presence of Executive Government staff indicate the major involvement of the Executive in the formal processes of Parliament in Australia.</p> <p>The House of Representatives Wing comprises two blocks constructed in three phases, 1943, 1949 and 1965, and the Senate Wing, also two blocks constructed in three phases, 1943, 1949 and 1972, retain much of their internal layout and some fittings. They are an unusual physical record of the difficult working conditions of parliamentarians, staff and press representatives over the period 1943-88.</p> <p>Early surviving interiors of the building include King's Hall, the Library, Senate Chamber, House of Representatives Chamber, Dining Rooms, Senate Opposition Party Room, Ministerial Party Room, Clerk of the Senate's Office, Member's Bar, Government Party Room and Leader of the Government in the Senate's Office.</p> <p>King's Hall and the Chambers are important for reflecting the austerity of the times and the style. The rooms tend to be simple spaces with little decoration with subtle and repeated classical references, such as the use of Greek key patterning evident in the Chambers, and the external metal and rendered balustrades.</p> <p>Some of the rooms have a certain grandeur being generously proportioned with clerestory windows. The use of timber for wall or ceiling paneling and furniture also distinguishes some rooms highlighting the hierarchy of Government.</p> <p>The importance of the Parliamentary Library as a source of reference for Parliament, is demonstrated by its position on the central axis of the building and in close proximity to both Chambers, and is also accessible from King's Hall. The design and fit-out of the Library rooms feature extensive timber paneling and fittings, otherwise reserved for high-status spaces such as the Chambers, the Party Rooms, and office holders' rooms.</p> <p>The building is also of interest for surviving features consistent with, if not influenced by, Garden City ideals. These include the courtyards with loggias and pergolas, and verandahs, a principal feature of the garden city ideal that linked internal spaces with the landscape setting. Also included in this principle are the adjacent Senate and House of Representatives gardens, substantially redeveloped but containing the layout pattern of the original gardens.</p>
E Aesthetic characteristics	<p>Old Parliament House is an iconic national landmark that has a major role in the symbolic physical representation of democracy in the Parliamentary Triangle. The landmark importance has been strengthened by the siting and design of (new) Parliament House that brought together the two buildings as a combined feature of historical sequence on the land axis vista. The two buildings sited on the land axis contribute to the planned aesthetic qualities of the Parliamentary Triangle. The two buildings represent the primacy of Parliament over the executive and judicial components of government.</p>

Official Values:	
Criteria	Values
E Aesthetic characteristics	<p>Old Parliament House is a major component of public and familiar views of Canberra with its crisp lines, stark white colour, pronounced vertical patterns and classical form and makes a major contribution as a viewpoint towards the Australian War Memorial and in the other direction to the Australian Parliament House.</p> <p>The building is highly valued by people as reflected in its popularity in countless images and since 1988 images that are strengthened by the presence of (new) Parliament House.</p>
F Creative or technical achievement	<p>Old Parliament House is a landmark in Canberra, as a major component of the Walter Burley Griffin's designed landscape of the Parliamentary Triangle, designed to hold the principal components of parliamentary government, the legislative, executive and judicial, demonstrating the strict separation of these components and the hierarchical relationship between them. The building demonstrates a high degree of achievement in combing built features into a designed landscape to achieve an aesthetic purpose.</p> <p>Erected at the base of the former Camp Hill on the main Land Axis, Old Parliament House symbolised the primacy of parliament, or the legislature, over the executive and judicial. In this way the building contributed to the planned democracy symbolism of the Parliamentary Triangle now fulfilled with the construction of Parliament House on Capital Hill, that upholds Griffin's design intention and embraces the Old Parliament House as an integral feature of the Land Axis vista to Parliament.</p> <p>The success of the building as a landmark is also due in part to its modest scale and aesthetic qualities, and the open landscaping and gardens between the building and the lake. Intended as a provisional structure, and although occupying a prominent location, Old Parliament House was deliberately designed as a simple yet dignified structure possessing appropriate exterior aesthetic and formal qualities for its use and location.</p> <p>It is a significant component of the designed vista along Canberra's Land Axis, that sets the order of the Federal Capital's design.</p> <p>Although manifesting structural failures in the past, with a constantly leaking roof, Old Parliament House demonstrates a high degree of achievement in combining built features into the designed landscape to achieve an aesthetic purpose.</p>
G Social value	<p>Specific rooms and spaces within the building are directly associated with events that shaped the political and private lives of prominent individuals in Australia's political and social history. Many of the surviving parliamentarians' support staff and media representatives retain strong associations with the building and its contents.</p> <p>Its importance to the Australian community was demonstrated when organizations and individuals rallied to support the retention of the place when it was threatened with demolition in the 1970s.</p>

Official Values:	
Criteria	Values
H Significant People	<p>Old Parliament House has an important association with many people, particularly national politicians. Prime Ministers of Australia who served their term in Old Parliament House include:</p> <p>Stanley Bruce from 29/10/1922 to 22/10/1929</p> <p>James Scullin from 22/10/1929 to 6/1/1932</p> <p>Joseph Lyons from 6/1/1932 to 7/4/1939</p> <p>Earle Page from 7/4/1939 to 26/4/1939</p> <p>Robert Menzies from 26/4/1939 to 29/8/1941</p> <p>Arthur Fadden from 29/8/1941 to 7/10/1941</p> <p>John Curtin from 7/10/1941 to 5/7/1945</p> <p>Frank Forde from 6/7/1945 to 13/7/1945</p> <p>Ben Chifley from 13/7/1945 to 19/12/1949</p> <p>Robert Menzies from 19/12/1949 to 26/1/1966</p> <p>Harold Holt from 29/6/1966 to 19/12/1967</p> <p>John McEwen from 19/12/1967 to 10/1/1968</p> <p>John Gorton from 10/1/1968 to 10/3/1971</p> <p>William McMahon from 10/3/1971 to 5/12/1972</p> <p>Gough Whitlam from 5/12/1972 to 11/11/1975</p> <p>Malcolm Fraser from 11/11/1975 to 11/3/1983</p> <p>Bob Hawke from 11/3/1983 and continued beyond 1988 when Federal Parliament moved to the new building.</p> <p>Prominent individuals associated with the Senate Wing include Senator Neville Thomas Bonner AO, the first Aboriginal parliamentarian elected in 1972, and Dame Edith Lyons and Dorothy Tangney the first women elected in 1943.</p> <p>The building is the most prominent example of the work of the Commonwealth's first government architect, John Smith Murdoch.</p>

Extract from the Commonwealth Heritage Listing

Old Parliament House and Curtilage, King George Tce, Parkes, ACT
(from the Department of the Environment, Water, Heritage and the Arts Website: www.environment.gov.au)

List:	Commonwealth Heritage List
Class:	Historic
Legal Status:	<u>Listed place</u> (22/06/2004)
Place ID:	105774
Place File No:	8/01/000/0017

Summary Statement of Significance:	
Australia's first Federal Parliament building was designed as the grandest element and central focus of a fully planned capital city. Old Parliament House is a place of outstanding heritage values related to its history, design, landscape context, interiors, furnishings, courtyards and gardens, collection of movable items, social values and associations.	
As the original focus of the Commonwealth Parliament and Government in Canberra, Old Parliament House is intimately associated with the political history of Australia, and the development of Canberra as the capital of Australia, from its opening in 1927 until the opening of the new Parliament House in 1988. The Old Parliament House was the second home of the Parliament which was located in the Victorian Parliament House in Melbourne from Federation in 1901 until 1927, and was the first purpose-built home for the Australian Parliament.	
Old Parliament House was the venue for and witnessed both the course and pattern of the nation's political, social and historical development through the major part of the life of the Commonwealth to date. The movable items associated with the building are also intimately associated with these events. Apart from serving as the seat of Commonwealth Parliament, the building bears witness to the physical encroachment of the executive arm of government into the legislature's proper sphere. This was the primary cause for the extensive additions and modifications that had to be made to the building. These additions and modifications are manifested in such elements as the southeast and southwest wings, the northeast and northwest front pavilions, and a great number of internal changes.	
The relocation of the Parliament to Canberra was the focus of an intense period of development of the nation's capital. The opening of Parliament heralded the symbolic birth of Canberra as the capital. The intended importance of Old Parliament House is reflected in its design, its prominent siting in the landscape of the Parliamentary Triangle, and in the treatment of the areas around Old Parliament House, particularly the Senate and House of Representatives Gardens, and the National Rose Gardens. (Criterion A4)	
Among parliamentary buildings in Australia and in other parts of the western world, Old Parliament House is an uncommon place in that it eventually housed both the legislative and executive functions of government.	
Research carried out to date suggests that the furniture in Old Parliament House is part of a rare, intact surviving record comprising both furniture and documentation. The documentation (held by others) relates to initial design concepts, specifications, quotes and detailed drawings for manufacture of items. (Criterion B2)	
Old Parliament House is a good example of the Inter-War Stripped Classical style of architecture. The building reflects the embracing of classical symmetry and forms without the adoption of the full classical vocabulary and in this way it expresses a modest but refined architectural style. Key features of the style displayed by the building include: symmetrical façade, division into vertical bays indicating classical origins, vestigial classical entablature (being the horizontal decoration towards the top of the walls including the cornice), simple surfaces and spandrels (the panel between the top of a window on a lower level and the bottom of a window on a higher level) between storeys subdued to emphasise verticality.	

Summary Statement of Significance:

The essential character and symmetry of Old Parliament House have remained intact despite several substantial additions. The design of the building and its spaces, and the movable items associated with its operations demonstrate the customs and functions of the Commonwealth Parliament. The divisions within Parliament and the hierarchical system of government are reflected in the categories and styles of both the rooms and furniture available to individuals of different status. (Criterion D2)

Within the building are rooms with significant intact interior features dating from the early period. These are King's Hall, the Library, Senate Chamber, House of Representatives Chamber, Dining Rooms, Senate Opposition Party Room, Ministerial Party Room, Clerk of the Senate's Office, Member's Bar, Government Party Room and Leader of the Government in the Senate's Office.

The building is also of interest for surviving features consistent with, if not influenced by, Garden City ideals. These include the courtyards with loggias and pergolas, and verandahs, a principal feature of the garden city ideal to link internal spaces with the landscape setting. They also include adjacent Senate and House of Representatives gardens that contain formal plantings and an array of recreation facilities, enclosed by high cypress hedges and flanked by fine stands of Maiden's gums. (Criterion F1)

The Old Parliament House is an important landmark in Canberra, Australia's national capital. It is part of the significant cultural landscape of the Parliamentary Triangle, partly reflecting Griffin's design which placed the Government Group of buildings in this corner of the Triangle. This scheme represents in physical form on the ground the conception of the principal components of parliamentary government - the legislative, executive and judicial - the strict separation of these components and the hierarchical relationship between them. Old Parliament House is highly significant as an integral part of this scheme and, standing near the apex of the Triangle, symbolises the primacy of parliament or the legislature over the other two components.

The building also occupies a prominent and strategic location at the southern end of the main Land Axis of Griffin's city design, and contributes to the planned aesthetic qualities of the Parliamentary Triangle. The axis is arguably the pivotal feature of the design. The Old Parliament House is one of four buildings sited on the axis. The other buildings being the Australian War Memorial, Anzac Hall and the current Parliament House. Accordingly, the Old Parliament House makes a major contribution as a viewpoint towards the Australian War Memorial which, together with the reverse view, are some of the most important views in the planned city. Its landmark status was recognised and enhanced by the design and siting of New Parliament House which integrated the building as part of the terminal feature of the North South vista along the Land Axis.

The success of the building in fulfilling this landmark role is due in part to its stark white colour and symmetry, its privileged siting on the Land Axis and the open landscaping between the building and the lake. The role of the Old Parliament House as a national icon is reinforced by its central location in the nation's capital.

Old Parliament House also represents a significant creative achievement. Intended as a provisional structure but occupying such a prominent location, it was deliberately designed as a plain yet dignified structure so that it possessed appropriate aesthetic and formal qualities for its location, but not to such an extent that it would enhance the possibility of the building becoming a permanent fixture in the landscape. (Criteria E1 and F1)

Old Parliament House has been a strong symbol of Commonwealth Government in Australia, and of Canberra itself, for many generations of Australians. While its original function has shifted to the current Parliament House, the earlier building remains an important and familiar feature because of the memories of its former role, its new roles in the public realm, and its major contribution to the most familiar views in Canberra, from and to the building along the Land Axis. Elements of the building that particularly reflect this value are the front facade, the entrance portico, King's Hall and the Chambers. The facade of the building is significant as a widely recognised symbol of Commonwealth Parliament and Government from 1927 to 1988. The facade is also important as the backdrop for media interviews, protests and other events associated with the Parliament and Government. These events include the establishment of an Aboriginal Embassy in nearby Parkes Place in January 1972 and the address by Prime Minister Whitlam on the front steps of the building after his sacking by the Governor-General, Sir John Kerr, in November 1975. (Criterion G1)

As the home of the Commonwealth Parliament from 1927 until 1988, Old Parliament House is significant for its associations with Commonwealth Governments, Oppositions, political parties, individual politicians and the press. Specific rooms and spaces within the building are directly associated with events that shaped the political and private lives of prominent individuals in Australia's political and social history. Many of the surviving parliamentarians, support staff and media representatives feel strong associations with the building and its contents.

Summary Statement of Significance:	
<p>Old Parliament House is also significant as the most prominent example of the work of the Commonwealth's first government architect, John Smith Murdoch. To a lesser extent, it is significant as an example of the work of the Chief Architect of the Department of the Interior, Edwin Henderson, who devised the scheme for adding the southeast and southwest wings in their original two-storey form. (Criterion H1)</p>	
Official Values:	
Criteria	Values
A Processes	<p>Australia's first Federal Parliament building was designed as the grandest element and central focus of a fully planned capital city. Old Parliament House is a place of outstanding heritage values related to its history, design, landscape context, interiors, furnishings, courtyards and gardens, collection of movable items, social values and associations.</p> <p>As the original focus of the Commonwealth Parliament and Government in Canberra, Old Parliament House is intimately associated with the political history of Australia, and the development of Canberra as the capital of Australia, from its opening in 1927 until the opening of the new Parliament House in 1988. The Old Parliament House was the second home of the Parliament which was located in the Victorian Parliament House in Melbourne from Federation in 1901 until 1927, and was the first purpose-built home for the Australian Parliament.</p> <p>Old Parliament House was the venue for and witnessed both the course and pattern of the nation's political, social and historical development through the major part of the life of the Commonwealth to date. The movable items associated with the building are also intimately associated with these events. Apart from serving as the seat of Commonwealth Parliament, the building bears witness to the physical encroachment of the executive arm of government into the legislature's proper sphere. This was the primary cause for the extensive additions and modifications that had to be made to the building. These additions and modifications are manifested in such elements as the southeast and southwest wings, the northeast and northwest front pavilions, and a great number of internal changes.</p> <p>The relocation of the Parliament to Canberra was the focus of an intense period of development of the nation's capital. The opening of Parliament heralded the symbolic birth of Canberra as the capital. The intended importance of Old Parliament House is reflected in its design, its prominent siting in the landscape of the Parliamentary Triangle, and in the treatment of the areas around Old Parliament House, particularly the Senate and House of Representatives Gardens, and the National Rose Gardens.</p> <p>Attributes</p> <p>The whole building, including all additions, plus its setting, its design, its prominent siting in the landscape of the Parliamentary Triangle, and its relationship with the areas around Old Parliament House, particularly the Senate and House of Representatives Gardens and the National Rose Gardens.</p>
B Rarity	<p>Among parliamentary buildings in Australia and in other parts of the western world, Old Parliament House is an uncommon place in that it eventually housed both the legislative and executive functions of government.</p> <p>Research carried out to date suggests that the furniture in Old Parliament House is part of a rare, intact surviving record comprising both furniture and documentation. The documentation (held by others) relates to initial design concepts, specifications, quotes and detailed drawings for manufacture of items.</p> <p>Attributes</p> <p>The building's planning which includes legislative and executive functions of government, plus original furniture and documentation.</p>

Official Values:	
Criteria	Values
D Characteristic values	<p>Old Parliament House is a good example of the Inter-War Stripped Classical style of architecture. The building reflects the embracing of classical symmetry and forms without the adoption of the full classical vocabulary and in this way it expresses a modest but refined architectural style. Key features of the style displayed by the building include: symmetrical facade, division into vertical bays indicating classical origins, vestigial classical entablature (being the horizontal decoration towards the top of the walls including the cornice), simple surfaces and spandrels (the panel between the top of a window on a lower level and the bottom of a window on a higher level) between storeys subdued to emphasise verticality.</p> <p>The essential character and symmetry of Old Parliament House have remained intact despite several substantial additions. The design of the building and its spaces, and the movable items associated with its operations demonstrate the customs and functions of the Commonwealth Parliament. The divisions within Parliament and the hierarchical system of government are reflected in the categories and styles of both the rooms and furniture available to individuals of different status.</p> <p>Attributes The building's Inter-War Stripped Classical styling as described above, plus its internal planning, styling, related furniture and fitout.</p>
E Aesthetic characteristics	<p>The Old Parliament House is an important landmark in Canberra, Australia's national capital. It is part of the significant cultural landscape of the Parliamentary Triangle, partly reflecting Griffin's design which placed the Government Group of buildings in this corner of the Triangle. This scheme represents in physical form on the ground the conception of the principal components of parliamentary government - the legislative, executive and judicial - the strict separation of these components and the hierarchical relationship between them. Old Parliament House is highly significant as an integral part of this scheme and, standing near the apex of the Triangle, symbolises the primacy of parliament or the legislature over the other two components.</p> <p>The building also occupies a prominent and strategic location at the southern end of the main Land Axis of Griffin's city design, and contributes to the planned aesthetic qualities of the Parliamentary Triangle. The axis is arguably the pivotal feature of the design. The Old Parliament House is one of four buildings sited on the axis. The other buildings being the Australian War Memorial, Anzac Hall and the current Parliament House. Accordingly, the Old Parliament House makes a major contribution as a viewpoint towards the Australian War Memorial which, together with the reverse view, are some of the most important views in the planned city. Its landmark status was recognised and enhanced by the design and siting of New Parliament House which integrated the building as part of the terminal feature of the North South vista along the Land Axis.</p> <p>The success of the building in fulfilling this landmark role is due in part to its stark white colour and symmetry, its privileged siting on the Land Axis and the open landscaping between the building and the lake. The role of the Old Parliament House as a national icon is reinforced by its central location in the nation's capital.</p> <p>Attributes Its stark white colour and symmetry, its siting on the Land Axis, its visual relationship with Parliament House in the north-south vista, and the open landscape between the building and the lake.</p>

Official Values:	
Criteria	Values
F Technical achievement	<p>Old Parliament House also represents a significant creative achievement. Intended as a provisional structure but occupying such a prominent location, it was deliberately designed as a plain yet dignified structure so that it possessed appropriate aesthetic and formal qualities for its location, but not to such an extent that it would enhance the possibility of the building becoming a permanent fixture in the landscape.</p> <p>Attributes Its relatively plain yet dignified design.</p>
G Social value	<p>Old Parliament House has been a strong symbol of Commonwealth Government in Australia, and of Canberra itself, for many generations of Australians. While its original function has shifted to the current Parliament House, the earlier building remains an important and familiar feature because of the memories of its former role, its new roles in the public realm, and its major contribution to the most familiar views in Canberra, from and to the building along the Land Axis. Elements of the building that particularly reflect this value are the front facade, the entrance portico, King's Hall and the Chambers. The facade of the building is significant as a widely recognised symbol of Commonwealth Parliament and Government from 1927 to 1988. The facade is also important as the backdrop for media interviews, protests and other events associated with the Parliament and Government. These events include the establishment of an Aboriginal Embassy in nearby Parkes Place in January 1972 and the address by Prime Minister Whitlam on the front steps of the building after his sacking by the Governor-General, Sir John Kerr, in November 1975.</p> <p>Attributes The whole building and its location on the Land Axis and, in particular, the front facade, the entrance portico, King's Hall and the Chambers.</p>
H Significant people	<p>Old Parliament House has been a strong symbol of Commonwealth Government in Australia, and of Canberra itself, for many generations of Australians. While its original function has shifted to the current Parliament House, the earlier building remains an important and familiar feature because of the memories of its former role, its new roles in the public realm, and its major contribution to the most familiar views in Canberra, from and to the building along the Land Axis. Elements of the building that particularly reflect this value are the front facade, the entrance portico, King's Hall and the Chambers. The facade of the building is significant as a widely recognised symbol of Commonwealth Parliament and Government from 1927 to 1988. The facade is also important as the backdrop for media interviews, protests and other events associated with the Parliament and Government. These events include the establishment of an Aboriginal Embassy in nearby Parkes Place in January 1972 and the address by Prime Minister Whitlam on the front steps of the building after his sacking by the Governor-General, Sir John Kerr, in November 1975.</p> <p>Attributes The whole building and its location on the Land Axis and, in particular, the front façade, the entrance portico, King's Hall and the Chambers.</p>

D. History of the Place

Introduction

The history presented below focuses primarily on the building, fabric and setting. Old Parliament House has a rich and varied social history from its building through the sixty-one years of being the home to the machinations, events and controversies of the Australian Parliament; this history is alluded to but not covered here in any depth. This history was originally researched and written by Brendan O’Keefe to inform the Conservation Management Plan 2000. The social history of the site is researched, recorded and presented through the interpretation and exhibition programs.

A Provisional Parliament House

The federation of the Australian colonies to form the Commonwealth of Australia on 1 January 1901 created a need for building accommodation to house the functions of the new federal Government, most importantly its Parliament. Though the Australian Constitution stipulated that the seat of government was to be established in New South Wales outside a 100-mile radius of Sydney, no decision had been made as to its location at the time of federation. In the absence of a permanent home for Commonwealth Parliament, the first Parliament was ceremonially opened in the Exhibition Building in Melbourne on 9 May 1901 and, for the next 26 years, met in the Victorian Parliament House in the city’s Spring Street. Canberra was eventually chosen as the seat of government in October 1908 and in 1911 an international competition was held to select a design for the federal capital. The winner was the Chicago architect, Walter Burley Griffin. An official commencement to the major task of building the new city was made in 1913, but the world war and post-war stringencies brought development works to a virtual standstill for many years. It was not until 1927 that Parliament was moved to the Federal Capital Territory and even then little progress had been made in building the city.

In his winning design for the federal capital, Walter Burley Griffin had fixed upon Kurrajong Hill, now Capital Hill, as the focal point of his city. From it, the main avenues of the city radiated outward, and from it also ran the city’s principal axis - the Land Axis - to Mount Ainslie. Lying astride the Land Axis, Griffin’s ‘Government Group’ of buildings was to occupy a triangle formed by Commonwealth Avenue, King’s Avenue and the central basin of his ornamental lake. The apex of this ‘Parliamentary Triangle’ rested on Kurrajong Hill which was to be crowned by a Capitol building.

Somewhat oddly, given that the rationale for the development of Canberra was for it to become the seat of Commonwealth Parliament, Griffin did not intend his Capitol building to be a legislature or parliament like its namesake in Washington. Instead, he envisaged it as a ceremonial or cultural edifice ‘representing the sentimental and spiritual head ... of the Government of the Federation’ and commemorating the achievements of the Australian people. Parliament House was to occupy a position on Camp Hill, north of and lower than this structure. On the slope running down to the shores of the lake from Parliament House and confined within the boundaries of the Parliamentary Triangle, Griffin placed the rest of his Government Group, which comprised a series of departmental and judicial buildings. The whole scheme represented in a physical form the current conception, shared by Griffin, of the principal components of government - legislative, executive and judicial - their desired separation in a parliamentary democracy and the hierarchical relationship between them.¹

Though Griffin’s scheme was much altered in the short-lived Departmental Plan, the concept of the Capitol and the position of Parliament House and the other government buildings survived in this plan and were confirmed - or so it seemed - in the subsequent return to the Griffin plan. In June 1914, the Commonwealth Government announced an architectural competition for the design of the new permanent Parliament House to be erected in the position Griffin had designated for it on Camp Hill. Less than three months later, however, the Minister for Home Affairs deferred the competition to an indefinite future date because of the outbreak of the First World War. The competition was revived in August 1916, but again postponed indefinitely in November of that year.²

Soon after the war, the question arose anew about arrangements for the removal of the federal seat of government from its temporary home in Melbourne to its permanent location in Canberra. The most important consideration before any removal could take place was the erection of a building in Canberra to house Commonwealth Parliament. In March 1920, the Minister for Home and Territories referred the question of transferring the seat of government and the construction of necessary buildings, including a parliament house, to a special committee he was to appoint. Constituted as the Federal Capital Advisory Committee, its members were told by the Government that it wanted to transfer Parliament to Canberra ‘as quickly as possible and at the minimum cost.’³ In July 1921, the Committee reported that the construction

8 Ross, J.S. Murdoch and Sulman in evidence to PSCPW, ‘Report ... relating to the proposed Erection of Provisional Parliament House, Canberra’, pp. 73, 76, 101, 110, 121-2.

9 Murdoch in evidence to PSCPW, ‘Report ... relating to the proposed Erection of Provisional Parliament House, Canberra’, p. 101-2, 112-3.

10 Owen, Ross and Sulman in evidence to PSCPW, ‘Report ... relating to the proposed Erection of Provisional Parliament House, Canberra’, p. 5, 47-8, 73-4, 120.

11 Griffin in evidence to PSCPW, ‘Report ... relating to the proposed Erection of Provisional Parliament House, Canberra’, p. 114.

12 PSCPW, ‘Report ... relating to the proposed Erection of Provisional Parliament House, Canberra’, p. xx.

13 W.L. Emerton, ‘Report by the Secretary of the Joint House Department’, 7 September 1956, in ‘The Case for a Permanent Building’, Canberra, Government Printer, May 1957, p. 7; McDonald, Canberra Historical Journal, March 1985, p. 23.

of a permanent parliamentary building would take many years to complete and would thus considerably delay the transfer of the seat of government. The nation's huge war debt, moreover, militated against the erection of such a building, as the cost of construction would certainly be very substantial.⁴

By way of an alternative, the Government had already referred to the Committee for its consideration a proposal to erect a 'Convention Hall' that could be expanded into a temporary parliament house. On examining the idea, however, the Committee came to the conclusion that, for Commonwealth Parliament to function at all in Canberra, it would require from the outset a full complement of staff and facilities, such as Hansard reporting staff, reference library and so on. As the Convention Hall idea could not fulfil these requirements, the Committee soon rejected the proposal. In its place, the Committee put forward its own recommendation for the erection of a 'provisional' parliament house. Although the distinction between a temporary and a provisional structure looked like a piece of semantic hair-splitting, the Committee clearly understood what it meant by the difference. To the Committee members, the temporary parliament house that was intended to grow from the original Convention Hall would have been a structure of 'an eminently temporary character', built of fibro cement, iron or weatherboard and with a lifespan of 10 to 20 years. By contrast, the Committee members envisaged their provisional parliament house as a solidly-built structure of brick and concrete that would be aesthetically pleasing, would provide a full range of parliamentary facilities from the start and would serve as the nation's legislature for around half a century. The projected difference in cost between building each structure was not significant, but the longer lifespan of the provisional house gave far better value for money.⁵

As to the authorship of the idea, the suggestion has been made that John Smith Murdoch, who was soon to design the Provisional Parliament House, may have influenced the Committee in this direction from his position as Chief Architect in the Department of Works and Railways.⁶ The suggestion assumes that the Committee members were amenable to his influence, but in fact this does not seem likely. Murdoch was not a member of the Committee and therefore could have only exercised any influence from a distance. In any case, the Committee's Chairman, John Sulman, exhibited no inclination to accept Murdoch's ideas. Despite his professional regard for Murdoch, Sulman disagreed with him on most of the fundamental issues and, under Sulman's leadership, the Committee completely rejected Murdoch's views in relation to sites for the provisional and permanent parliament houses. It is also significant that Murdoch's superior, Colonel Percy Owen, the department's Director-General of Works, had consistently maintained from 1904 through to his appointment to the Sulman Committee in 1921 that the Government should not build any sort of temporary structure, but should start with the nucleus of a permanent structure and gradually add onto it. It is likely that Murdoch, who had joined the department in 1904 and had later helped to draft the guidelines for the design competition for a permanent parliament house, supported Owen in this stance. For his part Owen, by his own account, only came to accept the idea of a provisional building during his work as a Committee member. Owen's change of mind points strongly to the idea for a provisional parliament house arising among the five members of the Committee. As Owen himself was not responsible for the idea and it probably did not arise from the Surveyor-General, J.T. Goodwin, or NSW's Chief Engineer for Water Supply and Sewerage, E.M. de Burgh, the suggestion probably originated with Sulman, who was a consulting architect and town planner by profession. Sulman may have received support from the remaining Committee member, H.E. Ross, who was also an architect as well as being a consulting engineer. Certainly, Sulman and Ross were the strongest responsible parties of the provisional scheme. Moreover, the two of them were specifically asked at one point to consider Owen's proposal for the nucleus of a permanent parliament house and had come down decisively in opposition to the idea.⁷

Hand in hand with the Committee's recommendation for a provisional parliament house went a need to fix on a site for it. The site issue was somewhat more complicated now that the Committee had dispensed with the proposal to erect an 'eminently temporary' structure. As it had always been understood that this temporary structure would be demolished after a decade or so, its position had not been a matter of vital concern. By contrast, the provisional building was intended as a semi-permanent structure, with a realisation by many that it might well become a permanent fixture. Its positioning was a matter of the utmost importance. One option the Committee examined was a site that Murdoch favoured on a knoll north of Camp Hill, to the west of the Land Axis and near the proposed lake. Although a building in this position would

14 Owen, Murdoch and Sulman in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. 5, 24, 40, 119.

15 Federal Capital Advisory Committee, 'First Annual Report', p. 11.

16 J.S. Murdoch, 'A short talk on the buildings at Canberra', *Royal Victorian Institute of Architects Journal and Proceedings*, vol. 22, no. 5, November 1924, p. 161; PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. xi, 6; Building, 12 January 1926, p. 58.

17 Griffin, 'The Federal Capital. Report Explanatory of the Preliminary General Plan', October 1913, p. 6; Griffin, Building, 12 January 1914, p. 66.

have gravely affected the symmetry of Griffin's plan, Murdoch believed that symmetry could be restored by constructing an administrative building on a corresponding site on the other side of the Land Axis. However, Sulman and his Committee rejected the whole scheme as too much of a disturbance to Griffin's plan.⁸

Another site that suggested itself was the top of Camp Hill, the position that Griffin had designated for Parliament House in his city plan. But building the provisional structure in this location brought in its train a number of awkward consequences. If this option were pursued, it meant that the structure would later have to be incorporated in the permanent building, or that it would have to be completely demolished to make way for its permanent successor on the same spot, or that another site entirely would have to be found for the permanent building. The first of these alternatives would have eventually resulted in a great deal of disruptive construction work going on in and around the building while Parliament tried to function. This was unacceptable. The second alternative - demolition - was even less satisfactory because it would have entailed still greater disruption to the functioning of Parliament. In contrast to these first two alternatives, the third involved no real practical difficulties and, moreover, enjoyed strong support from several authorities, including Murdoch (as an alternative to his knoll site). These authorities advocated the erection of the provisional building on the top of Camp Hill and the permanent building on Kurrajong Hill, the latter to replace Griffin's proposed Capitol.⁹

The Kurrajong Hill proposal did not appeal at all to Sulman or Ross. Sulman considered that the summit of the hill was too wind-swept and that two-way access between a parliament house built on it and the proposed administrative buildings in the Parliamentary Triangle would be difficult because of the hill's height and the steepness of its approaches. This was despite the fact that Murdoch had produced a scheme for cutting off the top of the hill, levelling an area on which to erect Parliament House and placing a cluster of administrative buildings on the slopes around the Parliament. But Sulman would have none of this. He and his colleagues on the Advisory Committee favoured building the provisional building on the northern slope of Camp Hill in front of the position that Griffin had reserved for the permanent parliament house. In this location, the provisional structure would not, they felt, hinder the later construction of the permanent building. The provisional structure would also stand astride the Land Axis, would maintain the planned proximity to the departmental and judicial buildings in the Parliamentary Triangle, and would stand in much the same relationship to - and benefit from - the landscaping and garden development that was intended for its permanent successor. Above all, Sulman, who was the most ardent advocate of the scheme and in all likelihood its author, claimed that it would have no adverse impact on Griffin's city plan.¹⁰

Sulman's view was met with far from universal approbation. Various critics of the scheme expressed the opinion that, once a provisional or semi-permanent building had been erected in the position that Sulman and his colleagues favoured, it would tend to take on a permanent air and would be difficult to remove. The growth of an attachment to the building as the nation's first purpose-built Parliament would aid this process. The most trenchant criticism of the scheme, however, came from Griffin himself. He disagreed vehemently with Sulman's view that constructing the provisional parliament house on the northern slope of Camp Hill would not violate the city plan. 'To build the provisional building just below Camp Hill,' he said, would absolutely destroy the whole idea of the Government group, which is the dominating feature of the Federal Capital; it would be like filling a front yard full of outhouses, the walls of which would be the frontages of the buildings facing the yard. It would never be pulled down; history teaches us that such things are not changed, the pressure being too great to allow it.¹¹

The question of building a parliament house was next considered by the Parliamentary Standing Committee on Public Works. After a lengthy series of sittings in March-April 1923 in which the committee interviewed some fifty witnesses, it produced a report in July in which it recommended either the erection of the nucleus of the permanent building on Camp Hill or the provisional structure on its northern slope.¹² The Government, anxious to expedite the removal of the seat of government to Canberra and conscious of the need for economy, decided a mere two weeks later to go ahead with the construction of the Provisional Parliament House.¹³ Although the erection of a building on the slope of Camp Hill was a clear departure from Griffin's plan, the placement of the provisional structure in this position did at least preserve the relationship that Griffin had envisaged between the various arms of government and their hierarchical arrangement within the Parliamentary Triangle.

Design assumptions and influences

In response to the views of Sulman and his colleagues on the Federal Capital Advisory Committee, Murdoch had drawn up sketch plans for a provisional parliament house on the north slope of Camp Hill in the latter half of 1922. These plans were subsequently submitted to the Parliamentary Standing Committee on Public Works for its 1923 inquiry and important modifications were made as a result of the committee's work. In producing a design for the provisional building, Murdoch had found himself in something of a difficult position.

⁸ Ross, J.S. Murdoch and Sulman in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. 73, 76, 101, 110, 121-2.

⁹ Murdoch in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. 101-2, 112-3.

¹⁰ Owen, Ross and Sulman in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. 5, 47-8, 73-4, 120.

¹¹ Griffin in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. 114.

¹² PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. xx.

¹³ W.I. Emerton, 'Report by the Secretary of the Joint House Department', 7 September 1956, in 'The Case for a Permanent Building', Canberra, Government Printer, May 1957, p. 7; McDonald, Canberra Historical Journal, March 1985, p. 23.

He did not agree at all with the siting of the structure on the slope of Camp Hill and felt that in this location it would be 'rather in the way' of the permanent administrative buildings that Griffin intended for the area. Nevertheless, as a government employee and its senior design architect, he had to design a building to conform to the ideas of the Federal Capital Advisory Committee and ultimately to the wishes of the Government.

One paramount consideration for Murdoch in elaborating the design was that the building should be a low-rise structure 'so that the view from the permanent Parliament House [on Camp Hill] will be interfered with as little as possible.' While the building was also designated as a 'provisional' structure, it was intended to serve as the nation's Parliament for about fifty years, with a possible later role for some decades as a government office building. These considerations signified that, for the purposes of design and construction, the building should be treated almost as a permanent structure. From the point of view of longevity and appearance, building techniques such as frame and plaster or materials such as weatherboard, iron and fibro cement were thus unacceptable; brick would be the preferred building medium, with concrete foundations. But in accordance with its provisional nature, it would have for the most part, as Sulman pointed out, '11-inch hollow exterior walls and 4 1/2-inch inside walls, so that it will really belong to the cottage class of building ...'¹⁴

As the building was intended to last for at least 50-100 years and would occupy such a prominent position in the Canberra layout, it was essential that it was a dignified structure possessing aesthetic qualities befitting its role and location. On the other hand, the need to keep costs down, coupled with a wish to avoid turning the building into an architectural jewel that might preclude later demolition, dictated that it should not be a lavish or ornate structure. In the words of the Federal Capital Advisory Committee, 'the external architecture would be simple, but decorous.'¹⁵ To fit these strictures, Murdoch produced a design in stripped classical style which, apart from the moulding of its cornice, left the building free of external decorative features. It was Murdoch's intention that the classical proportions and other classical elements would give the building the dignified appearance desired of it. This would be enhanced by a plain white plastering of the external walls. Murdoch himself described the whole design as characterised by 'plainness' and referred to it rather apologetically as a 'rush job'. Owen was somewhat more positive, saying that Murdoch's design aimed 'to obtain effect with simple lines, and without expensive architectural embellishment' and that it did not 'provide any features purely for the gaining of effect.'¹⁶

The design of the building was also influenced by Griffin's conception of parliamentary government. In his scheme for the city, he had felt that he could not make parliament house the focal point of the Parliamentary Triangle and of the city plan in general because the legislature consisted of two houses, the House of Representatives and the Senate. His concern was that, if he did make parliament house the centrepiece of his plan, the focal point would be occupied by one or the other house; this would then act to elevate the status of one house at the expense of the other. As Griffin believed in the equality of the two houses, such an arrangement was not acceptable.¹⁷ Thus, he made the Capitol building on Kurrajong Hill the focal point of his plan and placed parliament house in a subordinate though still important position in the Parliamentary Triangle, depicting the building as a long rectangular structure sitting transversely astride the land axis. The clear implication was that the land axis would divide the parliamentary building into two halves equal in size and status, with the House of Representatives on one side and the Senate on the other. The whole conception was reminiscent of the Capitol in Washington which, of course, Griffin would have been familiar with. The idea survived to become one of the underlying assumptions of Murdoch's design for the provisional building on the northern slope of Camp Hill. It is not clear why Murdoch, who had visited the Capitol in Washington, reserved the eastern half of the building as the Representatives side and the western half as the Senate side. As the building is viewed from in front, this is the reverse of the arrangement in the Capitol.

The size of the building was based on the needs of Commonwealth Parliament as expressed to Murdoch and his colleagues by parliamentarians and parliamentary officers. One of the most important considerations here was the assumption that the numbers of parliamentarians would not rise above a total of 168 - 112 in the House of Representatives and 56 in the Senate - for the projected life of the building as the home of Commonwealth Parliament. This seemed entirely reasonable as, at the time of the building's official opening in May 1927, the figures for Members of the House of Representatives (Members) and Senators were 73 and 36 respectively, a total of only 109. In his design for the two legislative chambers, therefore, Murdoch allowed sufficient space to cater for an expansion of the membership of each house by a factor of just over fifty per cent. As for the internal layout of each Chamber, Murdoch had originally designed the seating arrangement to mirror that of the

14 Owen, Murdoch and Sulman in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. 5, 24, 40, 119.

15 Federal Capital Advisory Committee, 'First Annual Report', p. 11.

16 J.S. Murdoch, 'A short talk on the buildings at Canberra', Royal Victorian Institute of Architects Journal and Proceedings, vol. 22, no. 5, November 1924, p. 161; PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. xi, 6; Building, 12 January 1926, p. 58.

17 Griffin, 'The Federal Capital. Report Explanatory of the Preliminary General Plan', October 1913, p. 6; Griffin, Building, 12 January 1914, p. 66.

House of Commons in England, but this was altered after the Minister for Home and Territories, Senator George Pearce, warmly commended to the Standing Committee on Public Works the horseshoe or semicircular pattern of seating used in the French Chamber of Deputies. This arrangement, which Pearce had seen for himself in Paris, impressed him as enabling all members to hear and see proceedings clearly, while at the same time allowing each of them to be clearly audible and visible themselves. The Standing Committee did not, however, recommend the adoption of the French system of having members address the Chamber from a rostrum mounted at the front.¹⁸

Aside from the space required in the legislative chambers, the Provisional Parliament House also had to provide office accommodation for 12 ministers when Parliament was in session. In accordance with the building's legislative function, these offices were not meant to serve as the Ministers' departmental offices; these were to be located in separate departmental buildings or in one of the proposed secretariat buildings, East or West Block. Similarly, the provisional structure was to include a back-up cabinet room for use during parliamentary sessions, with the main cabinet room to be housed in West Block. The building also had to provide offices for various parliamentary officials connected with the House of Representatives and the Senate, together with the staffs of three other parliamentary departments: the Joint House Department which was established in 1922, the Parliamentary Reporting Service which recorded proceedings and produced Hansard, and the Parliamentary Library. A complicating factor with the space needed for the library was that it also included the nascent National Library, with all the growth in bookholdings and demand for future space that implied. In his plans for the building, Murdoch allowed for some expansion of the library's holdings, but he indicated that this allowance was conditional on separate premises being provided for the National Library at an early date.¹⁹

Other space was required in the building for a variety of other occupants and services such as press representatives, dining and recreation facilities, engineering services and a small post office which was to be established at the rear of King's Hall. The press representatives were to be housed in two groups of six offices located in the gallery above the main floor. At the rear of the main block and connected to it by four covered walkways was to stand a two-storey dining-recreation block (the south wing), complete with kitchen on the lower floor, and dining rooms, a billiards room, lounge and Members' bar on the main level. The bar was to prove of little solace for parliamentarians for the first year in which the Provisional Parliament House was opened as prohibition was then in force in the Capital Territory. The engineering services for the building were to include a pneumatic tube system to connect Parliament House with the Government Printing Office and Canberra's general post office. The use of such a system may again have been influenced by Pearce's views. He had seen a pneumatic tube system in operation in the Capitol in Washington and was full of praise for it, the system delivering books and documents to members from the Congressional Library with great efficiency in a matter of a few minutes. For convenience, this Library was also placed midway between the two houses in the Capitol, a position that was seemingly mirrored on a smaller scale in Murdoch's provisional parliament house. As a whole, the building was to contain the two legislative chambers and 182 other rooms. Of these, 63 rooms were offices designed to accommodate approximately 108 parliamentarians and parliamentary staff.²⁰

A notable peculiarity of Murdoch's plan was that he made no provision for offices for private Members and Senators; they were expected to make use of their party rooms to attend to their correspondence and any other business they needed to transact outside the chambers. Pearce was critical of this arrangement and compared it unfavourably with the situation he had seen at firsthand in Washington where Senators and all Members of Congress had their own private offices. Murdoch was well aware of this deficiency in his plan and suggested that East and West Blocks could be taken over as private offices for parliamentarians once the two buildings had served their purpose as accommodation for the Secretariat.²¹ Nothing ever came of this idea, and the desire of private Members and Senators to have their own private offices was to exist as a constant background pressure for increasing accommodation in the building for most of its life as the home of the nation's Parliament.

Murdoch also expressed a more general warning at the outset that,

... this plan provides, in accordance with the wishes of the Government, the minimum of accommodation by which Parliament can conveniently commence work. It is quite true that the plan as shown provides no more accommodation than will be found necessary at the very beginning. It is obvious, however, that more accommodation must be provided in the future if this temporary house is to remain in use for any time.²²

In fact, in its report, the Standing Committee on Public Works recommended that the building could, if required, be enlarged by providing a partial lower floor beneath the suites of rooms flanking the library on the ground floor, by erecting one-storey wings on each side of the dining-recreation block and by building a partial upper

18 PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. xv-xvi, 2, 8; Emerton, 'Report by the Secretary of the Joint House Department', 7 September 1956, p. 8.

19 Emerton, 'Report by the Secretary of the Joint House Department', 7 September 1956, p. 7-8; Michael Pearson and Brendan O'Keefe, 'Parliamentary Library Old Parliament House: Heritage Analysis', report for Bligh Voller Nield, April 1998, vol. 1, pp. 3-4; Murdoch in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. 27.

20 Emerton, 'Report by the Secretary of the Joint House Department', 7 September 1956, p. 7-8; Pearce in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', pp. 1, 2; Harry Grover, *A Descriptive Guide to Canberra*, Melbourne, Brown, Prior and Co., 1927, p. 35.

21 Minute, C.S. Daley to Secretary, Civic Branch, Department of the Interior, 'Lay-out of Canberra - Design by A.J. Macdonald', 25 March 1936, CRS A1/15, item 36/4832.

22 Murdoch in evidence to PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. 26.

storey at the front of the building on each side.²³ There was some uneasiness, however, about increasing the scale of the building and particularly its height lest the additions began to intrude on the vistas from the top of Camp Hill to Mount Ainslie and vice versa when the permanent building was eventually erected.

As it was, the Committee made some major changes to Murdoch's original plans for the provisional building. In the plans he drew up in 1922, Murdoch had shown suites of offices immediately south of the two chambers, offices flanking each side of the library and separate east and west wings enclosing the garden courtyards. As a result of its deliberations, the Committee replaced some of the offices south of the chambers with a large verandah on each side, did away with the offices on each side of the library and dispensed with the east and west wings; a proposal to erect such wings, however, would re-emerge a mere 10 years after the opening of the building and would be eventually be built after 15 years. In making these changes, the Committee was apparently concerned to admit as much fresh air as possible into the legislative chambers and also to allow Members easy and healthful access to the open air of the now larger and unenclosed courtyards; the stale and unhealthy conditions that parliamentarians had endured in Parliament House in Melbourne was no doubt part of the motivation behind these changes. The office space lost from the main floor as a consequence of the Committee's changes was regained by expanding the accommodation available on the lower floor. The Committee also effected some alterations to the front aspect of the building, making it flatter in appearance partly by removing to other locations the large Senate club and committee and reception rooms that Murdoch had originally placed on either side of the entrance vestibule.

There was one final assumption in the design of the Provisional Parliament House which was to have very significant, albeit unforeseeable, consequences for the building. Other than temporary short-term arrangements like the back-up Cabinet Room, Murdoch's design for the structure quite properly did not make any provision for the carrying out of the executive functions of Government in the building; it was intended to serve essentially as a building for the legislature. Pending the relocation of Commonwealth Government departments from Melbourne, the executive work of Government that had to be performed in Canberra was to be carried out by a skeleton staff, or 'secretariat', from each department. These staff were to be housed in two temporary 'Secretariat' buildings - East and West Blocks - that were to be erected close to the rear of the provisional parliament house. Later, as government departments progressively moved to Canberra, they and their officers were to be accommodated in a permanent Administrative Building, somewhat like the Commonwealth Offices at Treasury Place in Melbourne, which was in effect to form the first of the departmental buildings that Griffin had envisaged for the Parliamentary Triangle. But the Government's decision to relocate substantially more public servants to Canberra than mere secretariats, coupled with its failure to proceed with the construction of the permanent Administrative Building, were soon to create major problems for the Provisional Parliament House and lead to unanticipated early alterations and additions to the building.

Construction and early difficulties, 1923-39

With the aid of a steam shovel, the Minister for Works and Railways, P.G. Stewart, turned the first sod for the commencement of work on the Provisional Parliament House on 23 August 1923. Eventually, around 50 000 cubic yards of earth would be moved in preparation for the building. Construction proceeded over the next three years, consuming some five million bricks produced at the local brickworks at Yarralumla, as well as 2 000 tons of cement. The brickwork was finished by the middle of 1926, enabling work to begin on rendering the interior and exterior of the building. A significant feature of the construction and fitout of the building was that special care was taken as a mark of national unity to incorporate native timbers from each Australian state, except South Australia. Although South Australia's historic lack of timber had caused it to become the leading state in forestry in Australia, it had no commercial timbers suitable for use in the building.²⁴ Thus, the timbers used in the provisional building and their states of origin were:

Queensland	silky oak; cedar; blackbean; Queensland maple
New South Wales	hardwood; tallowwood; Dorrigo pine
Victoria	hardwood
Tasmania	blackwood; hardwood
Western Australia	jarrah.

Apart from some doors to the press rooms and several sashes on the lower floor of the dining-recreation block, all of the joinery in the building was fashioned from Australian timber. Tasmanian blackwood was used for panelling the lower walls in the legislative chambers and for most of the timberwork, doors and doorframes throughout the building. The same timber, faced with copper, was used for the front door of the building. All of the exterior window and door frames were of Queensland maple coated with a tough oil-based varnish to

²³ PSCPW, 'Report ... relating to the proposed Erection of Provisional Parliament House, Canberra', p. ix.

²⁴ Sydney Morning Herald, 29 August 1923; Grover, *A Descriptive Guide to Canberra*, p. 35; Greg McIntosh, 'As it was in the beginning: Parliament House in 1927', Legislative Research Service: Current Issues Paper No. 12, 1987-88, pp. 18-19.

give protection against Canberra's harsh summer sun. All of the flooring in the building was also of Australian timber, except for a small amount of Baltic pine used for flooring in the press rooms. On the lower floor, all of the floor bearers and joists were made of Australian hardwood, but imported oregon was used for the joists in the main floor, upper floor and flat roof, and for the main trusses over the legislative chambers. Oregon was used because it was felt that, as a seasoned timber in these areas, it would produce less movement and therefore have no deleterious effect on plastered ceilings. This, however, was soon to prove an illusory hope.²⁵

Construction of the Provisional Parliament House was completed in 1927 at a cost of £644 600, a figure almost three times in excess of the original cost estimate of £220 000. A further £250,000 was spent on furnishing the building. At the time of its completion, the building covered four acres of ground and included a total of 182 rooms, plus the two legislative chambers. Surrounding the House, another 132 acres were in the process of being converted - not without difficulty - into lawns, gardens and recreational areas, including tennis courts, a bowling green, cricket pitch and at some point a putting green. Among the guiding principles of the layout and planting of the grounds were that the levels should be symmetrical, that the design should be of a formal character and accentuate the land axis running to Mount Ainslie and that the plantings should be 'loose and low' such that they would not dwarf the flat profile of Parliament House or obscure views of it. Another, far more prosaic principle was that grass needed to be grown in the areas around the House, which had been a building site for over three years, in order to keep the dust down. The varieties of grass seed planted were specially chosen on the advice of T.C. Weston, the Superintendent of Parks and Gardens in Canberra. With the official opening of the provisional building approaching, great haste was made to develop lawns at least in the front and at the sides of the House. On ground that had not yet been perfectly levelled, grass seed was sown hurriedly and under conditions where insufficient water was available to foster luxuriant growth. The result was acceptable for the opening, but development continued in fits and starts for a number of years. Thus, the areas at the rear of the House were only planted with grass in late 1927. Excavations for the ornamental pool in the grounds in front of the House were carried out in 1929, but then work lapsed. For several years afterwards, the excavated area, overgrown with weeds, presented an eyesore in front of Australia's Parliament. The work was only completed after complaints about the state of the unfinished pool in 1933.²⁶

The Provisional Parliament House was officially opened by the Duke of York, later to become King George VI, at a ceremony in Canberra on 9 May 1927. The ceremony did not actually mark the opening of a Session of Parliament; it was merely the continuation of the 10th Australian Parliament which had opened in Melbourne in January the previous year. Immediately following the opening ceremony, Parliament adjourned to re-convene on 28 September, more than four months later.

While Parliament was in recess, a sad event in the shape of the first death to occur in the new building took place when the Clerk of the House, Walter Gale, collapsed and died in his office - now part of Room M86 - on 27 July. He was succeeded by John Robert McGregor who, at the resumption of Parliament in Canberra on 28 September, himself collapsed in the House of Representatives Chamber and died that night in the small Canberra Hospital.²⁷

Despite the comfortable appointments to the new building and its handsome, dazzling white appearance in the Canberra landscape, serious problems began to manifest themselves as soon as Parliament commenced regular sittings in the building. The first of these was acoustic difficulties in the chambers. Complaints were made about the acoustics from the very start of sittings in the building, with one Member claiming in November 1927 that it was impossible for most Opposition Members to hear what Government Members were saying on the opposite side of the Representatives Chamber. Sir John Butters, Chairman of the Federal Capital Commission - a powerful statutory body established in January 1925 to oversee and accelerate the development of Canberra - quickly brought in experts to try to rectify the problem. This resulted in the laying of felt floor coverings over the rubber flooring in both chambers in 1928 and the hanging of heavy drapes. Later, green carpet was laid in the Representatives Chamber in 1929 and red carpet in the Senate in 1936.²⁸

In this same early period, there emerged what would become one of the most prolonged and intractable problems with the building: trouble with the roof. In spite of appearances to the contrary, the first intimation of problems was actually not as serious as it seemed. As was not wholly unexpected, the oregon beams and

25 Memorandum, C.S. Daley to Secretary, Home and Territories Department, 7 August 1926, CRS A1/15, item 26/15054; ms minute, Robert F. Christie, 'Renovation and Maintenance of External Woodwork of Parliament House', 7 March 1949, CRS A6728/12, item 191/6; W.I. Emerton (?), 'Parliament House - Canberra. A.C.T. Notes on the Operation and Allied Problems requested by the Scottish Architectural Student', 1976, p. 3, CRS A6728/1, item 156/1.

26 Gavin Souter, *Acts of Parliament*, Carlton, Melbourne University Press, 1988, p. 219; Grover, *A Descriptive Guide to Canberra*, p. 35; letter, Owen to G. Sydney Jones, 16 March 1925; memorandum, Murdoch to H.M. Rolland, 'Parliament House - Grounds, etc.', 24 July 1925; memorandum, Superintendent, Parks and Gardens Section, to Assistant Secretary, Works and Services Branch, 20 March 1933, CRS A292/1, item C3516; memorandum, F. U'Ren, Secretary, Joint House Department, to Secretary, Federal Capital Commission [FCC], 2 March 1928; memorandum, Alex E. Bruce, Acting Superintendent, Parks and Gardens Branch, to Chief Commissioner [FCC], 'Areas - Eastern and Western Sides and rear of Parliament House', 6 March 1928; memorandum, J.H. Butters, Chief Commissioner, to Minister for Home and Territories, 7 March 1928, CRS A1/15, item 30/1344; L.D. Pryor, 'Landscape development', in H.L. White (ed.), *Canberra, A Nation's Capital*, Sydney, Halstead Press, 1954, pp. 221-2.

27 Frank C. Green, *Servant of the House*, Melbourne, Heinemann, 1969, pp. 65-6; Souter, *Acts of Parliament*, pp. 229-30.

28 Extract from *Commonwealth Parliamentary Debates* [House of Representatives], 23 November 1927, in CRS A1/15, item 30/1344; Howard Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', report for the National Capital Development Commission, February 1986, pp. 14-1, 14-2.

trusses over King's Hall, some with a span of 52 feet (15.85 metres), began to shrink in Canberra's hot, dry climate. By early September 1927, the shrinkage had caused the ceiling over King's Hall to sag by nearly a foot in some places, with consequent damage to the plasterwork. The sag was corrected by tightening the bolts in the trusses, though this led to large chunks of plaster falling from the ceiling. After the plasterwork was made good, however, there were no further problems related to this particular aspect of the roof.²⁹

A far more serious problem with the roof appeared soon afterwards. By late 1927, periods of rainy weather were causing parts of the flat roof of the building, mainly over the dining-recreation block, to bulge and leak. Before the year was out, it was found necessary to remove roofing material from a large area of the roof and re-lay it with new material. But this was not the end of the problem. Heavy rains in August 1929 caused leakage through several spots in the roof of the main building, while the exposed terraces at each end of the dining-recreation block were flooded, with the water flowing into some of the rooms on the ground floor. An effort was made to fix the leaks in the main building, except for that over the Ministerial Party Room (Room M95) which could not be located. In an attempt to rectify the problem with the terraces of the dining-recreation block, three layers of bituminous felt were laid over the entire area. These attempted solutions, however, did not prove successful. Further episodes of rain saw serious leaks develop through the roofs over all of the covered ways and, in the main building, in that part of the roof over the suite occupied by the President of the Senate (Rooms M251-3). At the same time, smaller leaks persisted over the Ministerial Party Room and the former Opposition Party Room (Room M44) which was now used by the Country Party. The leaks were mainly attributed to minor cracks opening up in the concrete of the roofs as settling of the foundations occurred in the new building. Renewed efforts were made to fix the defects, including laying eighty tons of gravel on the roof of the main building, but the difficulties with the roof never completely disappeared. As T.R. Casboulte, the Executive Architect at the time, indicated, the sheer expanse of flat roof - 4 580 square yards in the case of the main building - more or less guaranteed that some leakage would occur in periods of rain following extended exposure to Canberra's hot, drying sun.³⁰

If the problems with the roof proved virtually insoluble, a burden of an entirely different but even more momentous character now emerged. The difficulty had its origins in Government decisions about the relocation of Commonwealth public servants to Canberra and the provision of adequate departmental accommodation for them in the national capital. Originally, the Government proposed that the greater part of each department would remain in Melbourne and that, in the interim, secretariats comprising a skeleton staff from each of the twelve ministries would be accommodated in purpose-built Secretariat buildings, to become known as East and West Blocks, in Canberra. In total, the secretariat staff was intended to number only about 200 officers. However, in 1925, the Government abandoned the Secretariat scheme and replaced it with a plan to transfer a large proportion of the central staff of the departments to Canberra by June 1927. A major consequence of this decision was that the Government now had to provide office accommodation in Canberra for approximately 1 000 public servants, with many more to follow in short order. As East and West Blocks were intended to accommodate some 440 officers between them when they were built, they were clearly insufficient to meet departmental requirements for office space.³¹

The accommodation problem was compounded later in the 1920s by another change of Government policy on Canberra. In October 1927, the Government let a contract for the construction of the proposed Permanent Administrative Building in the Parliamentary Triangle. Though designed to house eight of the departments that were to be moved from Melbourne, this building was not expected to be completed until 1934. As it was, soon after the foundations for the building were laid in April 1928, the Government decided for financial reasons to postpone construction. With the onset of the Depression in the aftermath of the Wall Street crash of October 1929, any prospect of an early resumption of the project evaporated. Despite the fact that the Government took steps to provide alternative office space in Canberra, the policy reversals on the Secretariat scheme and the Permanent Administrative Building resulted in a deficiency of office accommodation for the departmental or executive functions of government near Parliament House or in Canberra in general. Increasingly, Parliament House itself, a building erected to house the legislature, came to be used for executive purposes.³²

Even aside from the Government's failure to provide sufficient office accommodation in Canberra, it is debatable whether the executive or departmental functions could have been kept out of Parliament House. With the increasing demands of ministerial portfolios and the obligation to attend Parliamentary sittings, it was becoming less convenient and less practical for Ministers to try to rush from one building to another to fulfil their separate departmental and legislative duties. Even in Melbourne, where the executive accommodation in Parliament House had originally been limited to just one room - an office for the Prime Minister - the executive had started to infiltrate the building. During the period 1923-5, the Bruce-Page Government had, for the sake of convenience, begun to hold Cabinet meetings in the building from time

29 Memorandum, Butlers to Minister for Home and Territories, 8 September 1927, CRS A1/15, item 30/1344; 'Canberra has the creeps', Sun [Sydney], 8 September 1927; Argus [Melbourne], 10 September 1927.

30 See CRS A292/1, item C61.

31 C.S. Daley, 'The growth of a city', in White (ed.), *Canberra, A Nation's Capital*, pp. 40-1; P.W.E. Curtin, 'The seat of government', in same, pp. 69-70.

32 Committee of Enquiry on Administrative Building Foundations, 'Interim and Final Reports of Inquiry by Committee of Experts', February 1929, p. 4.

to time. In Canberra, the easy and obvious way for ministers to get around the difficulty of departmental accommodation that was either sadly lacking or located at some distance from Parliament House was for them to perform their executive functions in their ministerial offices in the House. From these offices, they could quickly and easily make their way to the legislative chambers to attend sittings. One inevitable consequence of this trend was that ministers tended to drag departmental staff into Parliament House with them, leading to pressure to provide office space to accommodate the departmental officers.³³

One of the first and clearest manifestations of the trend for the executive to move permanently into Parliament House occurred as early as 1932. Building on the Bruce-Page Government's practice of occasionally holding Cabinet meetings in Parliament House in Melbourne, Prime Minister Joseph Lyons and his Cabinet abandoned the Cabinet Room in West Block in 1932 in favour of what had hitherto been the back-up Cabinet Room in Parliament House. Though there were no immediate accommodation implications arising from this move, it marked a highly significant departure in the usage of the building, signifying that it was no longer the exclusive preserve of the legislature, but now served as a permanent home for the executive as well. The move set a precedent of the utmost importance for the future of the building.³⁴

Pressure on accommodation in the House was intensified by various other developments, as well. The emergence of the Lang group of five disaffected Labor MPs led to a need to provide them with their own party room. A room was initially found for them on the lower floor but, following a decision to give them better and more conveniently-located accommodation, alterations were made to some of the spaces on the main floor. In early 1935, the Librarian's office (Room M54) was extended to provide office space for the Lang group and their leader, 'Stabber Jack' Beasley, close to the Representatives Chamber. At the same time, a set of new rooms were constructed on the 'balcony recess' on the Senate side to accommodate the Librarian and his secretary. A year later, another change was made following a request from the Governor-General that an office be provided for him in Parliament House where Executive Council meetings could be held and where he could have private meetings with ministers and other people. With some difficulty, the Speaker of the House and the President of the Senate were able to reserve for the Governor-General the Public Works Committee room (later Senate Committee Room 3) and an adjacent secretary's office on the lower floor. As the Depression had brought government building projects to a standstill, the Public Works Committee was dormant and its room was therefore unused. The Speaker and President warned, however, that if the committee were re-convened at any stage new arrangements would have to be made for the Governor-General's accommodation in the House.³⁵

Labouring under the financial straits of the Depression years, successive governments in the 1930s felt unable to devote scarce resources to what many Australians regarded as the quixotic and extravagant scheme to develop a national capital at Canberra. The upshot was a continuing lack of departmental office space close to Parliament House, a situation that fostered the insidious trend of turning the House into a de facto home for the executive. With nowhere else convenient to perform their departmental work, Ministers and departmental officers steadily moved in and took over what space they could find in the House. The issue eventually boiled over into the public domain in June 1937 when Senator J.S. Collings and other MPs made complaints in Parliament about the appropriation by the executive of space in the building at the expense of the legislature. 'On account of various devices and subterfuges,' he charged, 'the members of this legislature are gradually being deprived of accommodation in the building and, as a consequence, are unable properly to do their work.' Placing the blame for this situation squarely on the Government for its failure to develop Canberra, Collings expressed his regret that 'Parliament House [was] becoming a huge secretariat' and he demanded that the Government reserve the House strictly for the workings of Parliament.³⁶

The pressure for additional accommodation was further accentuated by a change that had been taking place in working culture. In the original form of the building, no individual offices had been provided for private members and senators; they were expected to conduct their private parliamentary business in their respective party rooms. At the time that the Provisional Parliament House was erected, this arrangement was accepted, albeit barely, as a fact of MPs' working life. But as Murdoch had foreseen, members and senators would sooner or later want their own offices to carry out their electorate duties and other work in privacy and away from the distractions and interruptions of a party room. Again in 1937, Collings complained that, because 'the congestion in every part of this building [was] becoming more and more intense', senators and presumably members as well were 'often unable to secure a room in which to write letters or converse in privacy.'³⁷ Though many decades were to elapse before most senators and members would in fact secure their own private offices, the change in working culture evident in Collings's expressed views signified that much additional office accommodation would eventually have to be provided for MPs.

33 Souter, *Acts of Parliament*, p. 230.

34 Emerton, 'Report by the Secretary of the Joint House Department', 7 September 1956, p. 8; Souter, *Acts of Parliament*, p. 230-1.

35 Letter, H.V.C. Thorby to Prime Minister, 13 December 1934, CRS A458/1, item W120/7; whole file, CRS A461/7, item N7/1/1.

36 Senator Collings in CPD [Senate], 18 and 30 June 1937; Senator Marwick, in CPD [Senate], 30 June 1937; Gregory, MHR, in CPD [HReps], 23 September 1938; all in Commonwealth Record Series [CRS] A461, item B4-1-10.

The complaints strongly voiced by Collings and others in the Parliament quickly evoked a response from the Government. As the trend towards accommodating the executive in Parliament House was now so far advanced as to be all but irreversible, there was little chance that the Government would act on Collings's demand that the executive should be expelled from the building. In any case, there was nowhere else for the executive to go. The Government therefore began to consider how office accommodation in the building could be expanded. In December 1937, the Chief Architect in the Department of the Interior, Edwin Henderson, put forward a scheme to erect a two-storey wing on the outer side of the garden courtyard on the Representatives side. The scheme was in fact a part revival of Murdoch's 1922 sketch plan in which he had shown a wing in this position, with a corresponding one on the Senate side. Though the Joint House Committee quickly endorsed the principle of providing extra accommodation for Parliament House, Henderson's scheme became mired in a long series of meetings, protests, proposals and counter-proposals. In the end, the scheme lapsed, though it would not be too long before it would re-surface.³⁸

In the meantime, the Government decided on some expedient additions and alterations to create more office space in the building. This was achieved mainly by subdividing some of the larger rooms, enclosing the verandahs on the northern side of each garden court, and converting two visitors' rooms, four small corridors and even a toilet into offices. About this time, a more important alteration was effected when a double-storey extension was added to the rear of the library. The extension represented the first major departure from Murdoch's design as it obliterated the small garden courtyard immediately south of the library, completely filled in one side of each covered way that ran alongside the library to the dining-recreation block, and cut off the former open communication between the two larger garden courtyards on each side of the library. The provision of additional space for the library, however, allowed the area that had been converted for library use on the Senate side of the building in 1935 to be modified and claimed as offices for three ministers and their secretaries. These additions were urgently required as three new government departments - Social Security, Civil Aviation, and Supply and Development - were formed around this time. All together, the 1938 changes to the building produced an increase in floor space of 2 954 square feet through internal alterations and another 1,664 square feet by additions, while 20 more offices were created, bringing the total number to 83.³⁹

At the same time as these modifications were being made, strong pressure for more and better accommodation was being applied from a different quarter. Press representatives had long been unhappy about the twelve offices they had been allocated on the upper floor. Although the accommodation had been adequate enough for the original band of about 25 journalists who made up the press gallery, the increase in their numbers during the 1930s, the introduction of new technology and a simple desire for improved working conditions prompted them to begin to push for more and better office space. In response to the journalists' agitation, plans were drawn up in early 1936 to construct another 12 offices for the press on the upper floor, six over the Opposition Party Room (Room M61) on the Representatives side and six over the Ministerial Party Room (Room M44) on the Senate side; the offices were deliberately placed at the rear of the upper floor so that they would not be visible from the front of the building, thus compromising its appearance. But work on the new rooms did not proceed largely, it seems, because the cost estimate was too high.⁴⁰

The journalists put up with their irksome working conditions for another eighteen months or so until they could no longer tolerate them. In February 1938, the President of the press gallery wrote to the Chairman of the Joint House Committee setting out in no uncertain terms the journalists' complaints. He claimed that 'in many respects existing Press accommodation and facilities are among the worst in any British Parliament in the world', while the overcrowding in the press rooms, he said, was 'appalling and would not be tolerated in a factory or office'. Conditions would become even further cramped, he added, as more and more communications equipment was installed, and already four pressmen had to work in a room in which a teleprinter carried out its noisy function. To add to the journalists' woes, they regarded the toilet facilities as insanitary and the worst in the building. During 1939, some of these complaints were addressed by way of the construction of five additional offices for the press, together with a common room, on the upper floor of the Representatives side of the building. Although this went some way towards alleviating the journalists' problems, the work had other unfortunate

37 Collings in Hansard [Senate], 30 June 1937, in CRS A461, item B4-1-10.

38 Note on file, 'Proposed Additions to Parliament House, Canberra', 17 December 1937; memorandum, R.A. Broinowski to Chief Architect, 22 December 1937; and associated correspondence, CRS A292/1, item C15168.

39 Paul Hasluck, *The Government and the People 1939-1941*, Canberra, Australian War Memorial, 1952, pp. 415-6, 435; J. McEwen, Minister for the Interior, in Hansard [HReps], 6 October 1938, in CRS A461, item B4-1-10; Emerton, 'The Case for a Permanent Building', pp. 8-9; House of Representatives file 61/17, OPH; Pearson and O'Keefe, 'Parliamentary Library Old Parliament House: Heritage Analysis', April 1998, vol. 1; Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', pp. 14-1, 14-4.

40 Emerton, 'The Case for a Permanent Building', p. 9; minute, H.V.C. Thorby to T. Paterson, Minister for the Interior, 'Re - Alterations to Parliament House, No. 1 and No. 2 Secretariats', 2 April 1936; minute, C. Whitley, acting Principal Designing Architect, to Assistant Secretary, Department of the Interior, 13 May 1936, CRS A292/1, item C10111.

consequences. While opening parts of the roof to install RSJs to support the new offices, some heavy downpours of rain occurred which, in March 1939, flooded out the southern part of the main building, necessitating the re-decoration of the Cabinet Room, some Ministers' offices and some rooms on the lower floor beneath them.⁴¹

War and the changes of the 1940s

The outbreak of the Second World War in September 1939 had, not surprisingly, a major impact on Commonwealth Government administration in Canberra, accelerating its growth and increasing its complexity. The national war effort entailed a phenomenal increase in government responsibilities and business, and already before the end of 1939 five new government departments had been established; a further 12 would be created before the war ended. In addition, the role and workload of all government departments expanded greatly.⁴² As a result of the increased government business, accommodation space in Parliament House reached a critical shortage within a few months of the war's outbreak.

While the exigencies of war could not have been foreseen, the accommodation problem was compounded by the creeping trend over the years to house the executive in Parliament House, in lieu of providing separate departmental accommodation elsewhere in Canberra. By August 1939, the Commonwealth Government was leasing 30 000 square feet of office space in privately-owned buildings in the national capital, and the Commonwealth's Chief Property Officer reported that another 13 000 square feet was required immediately. By early 1940, departments in Canberra were pressing for another 15 850 square feet.⁴³ There was no hope at all of finding the required extra space anywhere in Canberra or its environs and, in these circumstances, all available space in Parliament House was taken up. Thus, in March 1940, the Serjeant-at-Arms felt compelled to report to the Clerk of the House of Representatives that the accommodation situation in the House was now 'most acute' and that 'saturation point [had] been reached.' At that point, the building was providing office space for more than 50 departmental staff of ministers who were members of the House of Representatives; the staff of ministers who were Senators was another matter again. The Serjeant-at-Arms informed the Clerk that 'it [was] impossible, without the provision of additional offices, to accommodate any further departmental officers in the Parliamentary building.'⁴⁴

To deal with the critical accommodation problem, the Government resolved to make some substantial additions to the building. These entailed the resurrection of Henderson's 1937 scheme, itself based on Murdoch's 1922 sketch plan, to build wings on the outer side of each garden courtyard, the construction to involve the demolition of the two covered ways that stood in these positions. Initially, the Government was inclined to erect one wing only, on the Representatives side, but the critical shortage of space quickly led to a decision to build a matching wing on the Senate side. On 14 January 1943, the builder, C. Banks of Griffith in the ACT, signed a contract to construct a double-storey wing on the Representatives side of the building, the work to be completed in 20 weeks. Eight months later, on 14 September 1943, another building firm, Messrs Simmie and Company of the suburb of Kingston, signed a contract to build a corresponding two-storey wing on the Senate side, the contract to be completed in 24 weeks. Thus erected only a decade and a half after the opening of the provisional building, the wings provided an additional 48 offices, two attendants' boxes and two toilets. Although care was taken to ensure that the new wings employed the same architectural features as the rest of the building, they now completely enclosed the two remaining garden courtyards and erased the circular driveways on each side. But quite apart from these considerations, the additions created, possibly inadvertently, a significant precedent, in that for the first time they allowed some parliamentarians other than Ministers the luxury of having their own offices. This was far more the case on the Senate side where, with its fewer parliamentarians, the space problem had been less acute and where there were now some spare offices available for the use of private Senators. Once established, the precedent stood as a model of the kind of accommodation that each private member and senator hoped would one day be provided for them by the further expansion of Parliament House.⁴⁵

Aside from these major additions, a number of other changes were effected during the war and the immediately succeeding years. Thus, further office space was created in the early 1940s by using the verandahs fronting the garden courtyards, and the Cabinet Room was altered in 1944 possibly to accommodate an expanded Cabinet. In 1947, work was carried out under King's Hall and both chambers to provide greater structural support, while steel trusses were put in place over King's Hall to give greater stability to the roof and ceiling than had been given

41 Letter, President, Federal Parliamentary Press Gallery, to Chairman, Parliamentary Joint House Committee, 17 February 1938; minute, Meyer to Mr Jackson, 28 August 1939, CRS A292/1, C15168; Cabinet Agendum, 'Parliament Press Gallery. Request for Additional Accommodation', 4 April 1938, CRS A6006, item 1938/04/08.

42 Hasluck, *The Government and the People 1939-1941*, pp. 435-6, 581.

43 Hasluck, *The Government and the People 1939-1941*, p. 475.

44 Memorandum, Serjeant-at-Arms to Clerk of the House of Representatives, 12 March 1940, House of Representatives [HRReps] file 468/3.

45 'Extract from Minutes of the Thirty Second Meeting of the National Capital Planning and Development Committee... 5-6 November 1942; 'Extract from Minutes of Thirty-Third Meeting ...', 4-5 June 1943; 'Extract from Minutes of Thirty-Fourth Meeting ...', 19-20 August 1943, all in CRS A3032/1, item PC46/1; contract documents on files CRS 295/1, items 927 and 934; Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', p. 14-6; Emerton, 'The Case for a Permanent Building', p. 9.

by the oregon beams. The small post office was removed from King's Hall at this time, too. One noteworthy change of the war period that led to serious consequences for the building in the early post-war years was the decision, based either on a shortage of materials or on ill-considered cost-cutting grounds, to discontinue varnishing the building's external woodwork. Tests during the construction of the building and in 1937 had shown that, whatever type of varnish was used, it broke down on the external timber of the Representatives side in eighteen months and on the Senate side, which was exposed to the westering sun, in a mere six months. With no varnish coating applied to the external woodwork for much of the war, it deteriorated badly in this period. In 1949, moves were commenced to protect and conceal the weathered external timbers by painting them.⁴⁶

Despite the welcome augmentation of office space provided by alterations and the construction of the two new wings, accommodation in the provisional building remained at a premium. As early as February 1943, H.C. Barnard, the Member for Bass, addressed a question to the Minister for Post War Reconstruction, Ben Chifley, as to whether there were any plans to erect a permanent parliamentary building, in view of the shortage of accommodation in the existing structure. Chifley replied that the matter would be considered as part of the program of post-war reconstruction. Three years later, however, Harold Holt put a similar question to him, pointing out that a new building would be needed if a mooted increase in the number of parliamentarians went ahead. Responding, Chifley said that no decision had been made and again promised that the matter would be considered, this time by the Minister for Works and Housing.⁴⁷ In the end, no decision was forthcoming and the whole question of a permanent building was soon overtaken by the march of events. The pressure on the Provisional Parliament House now threatened to become intolerable unless urgent steps were taken to enlarge the building again.

The development which led to the enlargement was a long-overdue decision to increase the numbers of parliamentarians. When the Commonwealth was first established in 1901, the Constitution stipulated that the number of parliamentarians would be determined on the basis of a quota obtained by dividing the nation's population by twice the number of senators; the Constitution further laid down that the number of members should be as nearly as possible double the number of Senators. By 1948, the nation's population had more than doubled since 1901 leading to a corresponding increase in the number of people each member was expected to represent and a resultant growth in their workload. To redress the situation, the number of senators was raised to sixty in 1948 and, thereupon, the number of members to 121, thus giving a total number of parliamentarians of 181.⁴⁸ This was in excess of the projected total number of 168 that it was originally thought that the provisional building would ever need to accommodate in its 50 year history. As it was, additional space was required to cater for the expansion of other activities associated with Parliament, notably the work of the press gallery. The electronic media, in particular, grew following the commencement in July 1946 of direct radio coverage of Question Time in Parliament by the ABC.⁴⁹ By April 1948, Chifley admitted that the press was 'very unhappily' accommodated in Parliament House.⁵⁰

With much of the building already in the hands of the executive and no plans to erect a permanent building, there was now no choice but to expand the existing structure. The solution adopted was to add a third storey to each of the 1943 wings and extend them with three-storey right-angle returns so that they joined each end of the dining-recreation block. As the wings had never been intended to support upper floors, their walls had to be thickened and strengthened to bear the extra load. The plans for the extensions were drawn by D.G. Edward, an architect in the Department of Works. On 14 July 1948, a contract was let for the construction work to the builders, John Grant and Sons of Martin Place, Sydney, with a finishing date of 31 March 1949; the plasterwork was later undertaken by Hook Brothers of Harrington Street, Sydney. A notable feature of the additions was that the contractors were constrained to use Australian timber, in this case Queensland maple, for all joinery and timber panelling.⁵¹

Owing to various problems, work on the third storey dragged on for a long time after the date of completion initially stipulated for it, and the cost blew out from the original budget estimate of £45 000 to just over £140 000. When complete, however, the extensions provided fifty additional offices, two attendants' boxes and four toilets, and included extra space for the press gallery on the upper floor next to the chambers. At the same time, seating accommodation in the Representatives and Senate chambers was increased to provide respectively for up to 124 members and 60 senators. Substantial additions and improvements were also made to the facilities for parliamentarians and press representatives in the dining-recreational block at the rear of the original building, the old billiard room being converted into a dining area. Welcome and necessary as these changes were, they still did not provide the majority of parliamentarians with their own offices.⁵²

46 Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', pp. 14-5 to 14-8; ms minute, Christie, 'Renovation and Maintenance of External Woodwork of Parliament House', 7 March 1949; Joint Standing Committee on the New Parliament House, 'Report on the Future Use of the Provisional Parliament House', May 1984, section 2.15; minute, Chairman, Joint House Committee, to N. Lemmon, Minister for Works and Housing, 22 June 1949, CRS A6728/1, item 191/6.

47 H.C. Barnard and J.B. Chifley, in Hansard [HReps], 10 February 1943, CRS A461, item B4-1-10; Harold Holt and Chifley, in Hansard [HReps], 5 April 1946, CRS A461/7, item A4/1/10; Canberra Times, 5 April 1946.

48 Geoffrey Sawyer, *The Australian Constitution*, Canberra, AGPS, 1975, pp. 44-5; Souter, *Acts of Parliament*, pp. 395-6.

49 Dick, *Parliament House Canberra Golden Jubilee*, p. 32.

50 Chifley, in Hansard [HReps], CRS A461/7, item A4/1/10.

51 'Extract from Minutes of the 68th Meeting [of the NCPDC]', 21-2 June 1948, CRS A3032/1, item PC46/1; documents relating to third storey in CRS A976/64, item 52/0239 part 1; Souter, *Acts of Parliament*, p. 397; Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', p. 14-8; Joint Standing Committee on the New Parliament House, 'Report on the Future Use of the Provisional Parliament House', May 1984, section 2.15.

52 Memorandum, L.F. Loder Director-General, Department of Works and Housing, to R.M. Taylor Director of Works, Canberra, 'Extensions to Parliament House', 4 May 1951; and, on same file, Department of Works Completion Report: 'Alterations to Parliament House', CRS A976/64, item 52/0239 part 4; Emerton, 'The Case for a Permanent Building', p. 9; Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', pp. 14-5, 14-8.

Changes of the 1950s and 1960s

With the advent of the 1950s, the pressure for accommodation space and other difficulties continued to beset the Provisional Parliament House. During 1950, the loggias on the northern side of each garden court were filled in to create more office space while, on the southern side of the courtyards, the verandahs to the dining-recreation block were closed in with sliding glass windows. In January of that year, too, an old problem in the form of leaks from the roof returned to bedevil the building. After heavy rains during the month, leaks were discovered in no fewer than 16 rooms, most of them in the Representatives wing. The leaks were soon traced to the faulty installation of flashing and, after much to-ing and fro-ing, the problem was fixed in April, but only temporarily. Further troubles with the roof led in 1952 to the construction of a metal roof over the library, a change that had the unfortunate side-effect of covering the clerestory windows and thus blocking off the natural light that used to enter through them. Fears of water penetrating the building by another means had also led to the periodic painting of the exterior walls to prevent moisture seeping through the external cement rendering. By financial year 1950-51, this had become such a burden that the Joint House Department had to hire two extra full-time painters to cope with the work. Meanwhile, during the same twelve-month period, a new air conditioning system was provided for both chambers and for parts of the library, and the kitchen on the lower floor of the dining-recreation block was overhauled and modernised.⁵³

By the first half of the 1950s, the costs of maintaining the building had risen to quite substantial proportions. Partly because of austerity measures necessitated by the war, these costs had been kept down in the years 1941-46 to around £3 000 per annum. But, in the first financial year after the war, 1946-47, the maintenance costs jumped to £12 617, more than trebling the figure of the previous year. While this amount to some extent represented a catch-up for the low-spending on the building during the war, the annual maintenance cost remained at around this level for the next three years. Then, in 1950-51, the cost shot up again to a staggering £37 420 - a twelvefold increase in five years! For all but one of the ensuing five years, the figure stayed at over £30 000.⁵⁴ Expenditure of this magnitude on simply maintaining what was after all a provisional structure was a problem that demanded action.

The costs of maintaining and continually altering and adding to the building erupted into a major issue in early 1954. Archie Cameron, who had been elected Speaker of the House of Representatives when the Menzies Government took office in February 1950, was responsible for the alterations, additions and repairs to the Representatives side of the building. In February 1954, four years after he had become Speaker and after much expenditure on the Provisional Parliament House, Cameron was faced with a budget estimate of over £16 000 to make yet further changes and repairs to the building. For him, this was the final straw. Perturbed by the 'never-ending drain on public funds', Cameron arranged a meeting involving himself, Prime Minister Menzies, the Treasurer and the President of the Senate to consider drawing up plans for a permanent Parliament House. Though Menzies was concerned about the continuing scale of the expenditure on the provisional building, the meeting decided that it would be quite improper for any consideration to be given to the erection of a permanent structure at that point in the government's life-cycle. It was agreed instead that the matter should be dealt with as part of the question of the development of Canberra as a whole.⁵⁵ The large expenditure continued and, among other things in 1954-5, funded the provision of additional office space for Hansard staff following the introduction of a daily edition of Hansard.⁵⁶

The meeting organised by Cameron resulted in 1954 in the appointment of a Senate Select Committee 'to inquire into and report upon the development of Canberra in relation to the original plan and subsequent modifications ...' The most important recommendation of the committee was that a commission be set up to plan the development of Canberra and carry out a coordinated program of works; this led later, in 1957, to the establishment of the National Capital Development Commission. But, accompanying the committee's report, the new Speaker and the President of the Senate put forward a recommendation that an early start should be made on plans to erect a permanent Parliament House. These calls were incorporated in a report entitled 'The Case for a Permanent Building' which was issued by the Secretary of the Joint House Department in September 1956. Highlighting the accommodation problems in the provisional building and 'the high and ever increasing costs' of maintaining it, this report observed:

53 C.R. Fitzsimmons, ms notes from his diary headed 'Parliament House', 22 April 1953, CRS A976/64, item 52/0239 part 4; Tanner and Associates, 'Provisional Parliament House Canberra: The Conservation Plan', pp. 14-9 to 14-11; Emerton, 'The Case for a Permanent Building', pp. 9, 11.

54 Emerton, 'The Case for a Permanent Building', p. 10.

55 Letters: Archie Cameron to R.G. Menzies, 25 February 1954; Cameron to R.H.C. Loof, Secretary, Joint House Department, 25 February 1954; Menzies to Cameron, 10 March 1954; A.S. Brown, Secretary, PM's Department, to Menzies, 12 March 1954; A.M. McMullin, President of the Senate, to Cameron, 13 September 1954; all in CRS A462/16, item 6/41.

56 Emerton, 'The Case for a Permanent Building', p. 9.

While the existing accommodation may enable the Parliament to function with reasonable efficiency it must be assumed that the time is not far distant when it must be considered uneconomic and impractical to continue with the policy of adding to the building further extensions or the provision of makeshift accommodation within the building.⁵⁷

The initiatives of the middle 1950s appeared to hold out some promise that the Government would soon embark on a programme to design and build a permanent Parliament House. Even though the process would be a lengthy one, the heightened expectation of a start on the project implied that maintenance works would be carried out on the old building, but that further additions to the structure would be unlikely. Thus, in 1956, a major five-year program was instituted to replace the electrical wiring in the whole building as the old wiring had by now deteriorated to such an extent that it constituted a fire risk. In the course of this program, a new IBM clock system was installed in the building in 1958 and the paging system was also upgraded. Over the same period, the parquet flooring of King's Hall had to be continually patched because of wear and, at the end of the decade, it was in such a condition that it had to be completely replaced. In 1958, a new roof was put on the building in an attempt to fix once and for all the interminable leakage problem, and the library was extended to its rear by the construction of an infill section between the two 1938 wings.⁵⁸

The release in May 1958 of the report of Sir William Holford, a leading British town planner who had been commissioned by the Government to give his expert opinion on the future development of Canberra, reinforced the feeling that work would soon commence on the permanent Parliament House. Somewhat critical of Griffin's plan, Holford recommended that the permanent building should be erected astride the Land Axis on the southern shore of the proposed lake where it would become the whole focus of that axis. In the light of the report, many private members and senators began to assume that the day was not far distant when they would be vacating the old building in favour of a new one, and that they could thus afford to put on hold their long-held aspirations for their own private offices. In the meantime, however, accommodation problems in the provisional building remained as acute as ever. Thirty-two members had to be accommodated on the Senate side of the building in the late 1950s, but even so Tom Uren later recalled that conditions were so cramped in the building at this time that he, Frank Crean, Jim Cairns and Gordon Bryant were forced to share a single room. The critical shortage of space particularly affected working conditions for press representatives whose numbers had risen to around 75, roughly triple the original figure.⁵⁹ For his part, Frank Green, who had recently retired after long service as the Clerk of the House, was in no doubt as to the cause of the problem and its solution. He considered that the provisional building was in every way suitable for Parliament and that, instead of the Government embarking on a project to construct a new permanent Parliament House ...

... Ministers be told to arrange for their offices and secretaries elsewhere, the National Library staff and books be removed, and newspaper proprietors find private offices for their representatives.

As Green was further quoted:

'No other country outside the Iron Curtain would tolerate such a situation in which ministers and their personal staffs occupied suites of offices in the Parliament building,' he snapped.⁶⁰

In one respect, Green's complaints were addressed when the National Library Act of 1960 separated the National Library from the Parliamentary Library. While the National Library's collections were at that time scattered in temporary accommodation in Canberra and Queanbeyan, the separation of the two bodies indicated that it would not be long before all of the Library's materials and staff would depart the provisional building. But, otherwise, the executive in particular was too well entrenched in the building for there to be any chance of Green's drastic proposals to become a reality. In fact, soon afterwards, the continuing pressure on accommodation and lack of progress on any plans to erect a permanent Parliament House led to a major extension on the House of Representatives side of the provisional building. As there were approximately twice the number of members as there were senators, accommodation was in much shorter supply on the Representatives than on the Senate side, notwithstanding the fact that some twenty members occupied offices on the Senate side. Erected in 1965, the new extension stood east of the 1943 wing and, with it, totally enclosed another smaller garden area which simultaneously acted as a lightwell. The extension added another 70 rooms to the building, bringing the number up to a total of 520. With the addition of these rooms, all members could now be accommodated on the Representatives side of Provisional Parliament House. As well, one Minister was housed on this side, probably

57 Emerton, 'The Case for a Permanent Building', p. 15.

58 Memorandum, J. Meredith, Chief Engineer, to Secretary, Joint House Department, 12 March 1954; Speaker of the House of Representatives, 'Statement by Mr. Speaker - 25th August, 1960'; memorandum, W.I. Emerton to Speaker of the House of Representatives, 22 August 1960, CRS A6728/13, item 156/1; Pearson and O'Keefe, 'Parliamentary Library Old Parliament House: Heritage Analysis', vol. 1.

59 Souter, Acts of Parliament, p. 453; Eric Sparke, Canberra 1954-1980, Canberra, AGPS, 1988, p. 58; House of Representatives file 1/105 part 1, OPH; Canberra Times, 4 December 1983; Emerton, 'The Case for a Permanent Building', p. 15.

60 Frank Green, quoted in George Kerr, 'The Capitol's cracking up!', Australasian Post, 11 April 1957, p. 11.

in the original part of building, and by 1968 the number of Ministers accommodated on this side had risen to three. One highly significant feature of the 1965 extension was that the building now became for the first time an asymmetrical structure. As such, it created a simple expedient for further extending the building at the expense of making an early decision on the erection of a permanent Parliament House. This expedient was to restore the symmetry of the structure by adding a corresponding extension to the Senate side of the building. The year 1965 also saw the erection of an additional sporting amenity for parliamentarians in the shape of two squash courts which were built adjacent to the tennis courts. The provision of these courts was a small indication perhaps that members and senators expected to remain in residence at the provisional building for some time to come yet.⁶¹

Changes of the 1970s and 1980s

In August 1967, the President of the Senate, Sir Alistair McMullin approached Prime Minister Menzies in regard to the accommodation difficulties on the Senate side of old Parliament House and the additional space he needed to overcome them. With similar representations coming from the Speaker of the House, the matter was referred to the Department of Works and to the National Capital Development Commission (NCDC). In March 1968, the NCDC presented a report outlining seven options for adding further office accommodation to the Provisional Parliament House. After a delay of nearly two years, a selection was made of one of the options and in the latter half of 1970, tenders were called for the erection of the additions. The choice of option was to a large, but not overwhelming, extent based on a desire to reinstate a symmetrical plan for the building; considerations of cost and of securing as much extra space as possible for the money to be outlaid were other important considerations. The chosen option provided for the construction of small extensions to the front east and west corners of the building, new offices on the roof and a wing on the Senate side to match the wing erected on the Representatives side in 1965. Construction of the Senate (or southwest) wing was to take place first so that the Prime Minister, his staff and the Cabinet Room could be temporarily located in this wing while modifications were carried out to the existing Prime Ministerial suite and Cabinet Room in the front eastern section of the building. The contract for the work, amounting to \$2.2 million, was awarded to Citra Australia.⁶²

By the time the contract was let, the accommodation shortage in the building had become quite acute. The dire shortage was due in part to important developments in parliamentary practice. In mid 1970, largely on the initiative of Senator Lionel Murphy, a new system of Senate Standing Committees was introduced. This innovation, which saw seven committees in operation by October 1971, produced a demand for extra committee meeting rooms and more spacious office accommodation for senators so that they could store the greater quantity of papers they now had to deal with.⁶³ But office space was in any event already extremely hard to come by. As at 15 April 1970, private members were using for their offices 39 single rooms, 23 double rooms and four triple rooms, while senators were using 22 single and thirteen double rooms. To accommodate them properly, an additional 44 single offices were required, 31 for members and thirteen for senators.⁶⁴ So great had the demand for office space become that, after the 1969 federal election, the Serjeant-at-Arms, desperately searching for accommodation for some of the newly-elected parliamentarians, ...took one MP to a tiny space used as a cleaning cupboard, lifted out a couple of brooms and asked the wide-eyed rookie if it would suffice. It did.⁶⁵

But even while the additions were being built, it was recognised that they were no more than a stopgap measure and that they would still not provide enough office accommodation for the occupants of the building, notably the Parliamentary Departments. There would, in particular, be insufficient space for the Parliamentary Library and staff of the legislative research service. They were being 'inexorably squeezed out of Parliament House altogether' and were accordingly seeking accommodation in other buildings near the House.⁶⁶ Thus, despite the plans to extend the building once again, it was clear that its effective life as the nation's Parliament House could not be sustained much longer. Employing a colourful phrase to emphasise the imminence of this event, Sir John Overall, Chairman of the NCDC, likened the old building to 'a battleship with its guts worn out.' Further, he and others advocated that the provisional building should be demolished once it had ceased its function as the nation's legislature.⁶⁷

Yet there was still no concrete progress on plans to build the permanent Parliament House. Despite the abandonment in October 1968 of the lakeside site that Holford had favoured for the building, deep divisions existed among parliamentarians and the Parliamentary Departments as to an alternative location for it. The competing sites were Camp Hill and Capital (formerly Kurrajong) Hill. In 1970, the Joint

61 Sparke, Canberra 1954-1980, pp. 114-5; House of Representatives file 1/105 part 1, OPH; The Parliament of the Commonwealth of Australia, Canberra, Government Printer, 1968, under heading 'Parliament House'; House of Representatives file 71/195, OPH; file 'Squash Courts at Parliament House', CRS A4940/1, item C4112.

62 Debates of the Senate Estimates Committee, 21 September 1972, p. 69, in House of Representatives file 72/318, OPH; Canberra News, no. 589, 22 February 1972.

63 Souter, Acts of Parliament, pp. 488-90.

64 File note, 'Parliament House Extensions: Accommodation for Private Members and Senators', 15 April 1970, Senate file 25/1/3, OPH.

65 David O'Reilly, 'What to do with the old place', The Bulletin, 5 June 1990, p. 40.

66 Minute, W.J. Aston, Speaker, to the Hon. P.J. Nixon, Minister for the Interior, 'Additional Accommodation - Parliament House', 22 May 1970, Senate file 25/1/3, OPH; Noel Pratt, 'Hobson's choice in Canberra', Australian, 9 September 1972.

67 Sir John Overall, quoted in article by Sally McInerney, Sydney Morning Herald, 30 July 1983, p. 32.

Select Committee for the New and Permanent Parliament House pressed for work to commence on the permanent building but, with no agreement as to where it was to be erected, no commencement was possible. For the time being at least, the worn-out battleship would have to remain in commission.⁶⁸

The construction of the new senate wing, as well as the extensions to the roof areas, was completed by September 1972, though time was still needed to fit out and furnish the additions. Meanwhile, in early 1971, the Gorton Government, for reasons of economy, had deferred work on the front east and front west extensions. However, this decision was reversed by the McMahon Government and work subsequently commenced on the front west and east sections in May and December 1972 respectively. When completed, the new southwest wing provided an additional 13 300 square feet of floor space, excluding areas taken up by corridors, stairs, lifts, ducts and public facilities. Coupled with the additions to the roof and the front of the building, these extensions brought the total floor space of the building to almost three times its original size, while the number of rooms was increased to 640.⁶⁹

The temporary office accommodation for the prime minister, his staff and the Cabinet Room in the extreme southwest corner of the southwest wing was completed and handed over for use on 5 December 1972. On the main floor, these comprised rooms M144 to M156 inclusive, and on the lower floor rooms L43, L44, L172, L173 and L174. It was into these areas that the Whitlam Government moved on its election in December 1972 and from where Whitlam and his deputy, Lance Barnard, ran the country as a two-man ministry in the first two weeks of the new government. One of the problems with the location of the Prime Minister's office in this part of the building, however, was that it was as far away as it was possible to get from the House of Representatives Chamber. When the division bells were rung, it thus allowed Prime Minister Whitlam very little time to make his way to the Chamber for the division. Perhaps fortunately, this arrangement came to an end in August 1973 when Whitlam, his staff and the Cabinet Room were able to take up residence in the remodelled offices in the eastern front section of the building, including the new northeast wing.⁷⁰

Following the vacation of the temporary Prime Minister's suite and Cabinet Room, this series of rooms was refurbished, mainly as ministerial suites for Senators D. McClelland (M152), J.L. Cavanagh (M153) and K.S. Wriedt (M154). Most of the other rooms on the main floor level were used as offices for senators, as were the offices in the front half of the lower floor. The rooms in the back half of this floor level were occupied by Joint House Department staff, with the Secretary of this department housed in the office in the extreme southwest corner. The upper floor was reserved for Hansard staff, transcribers working in booths specially built for their use.⁷¹

For people working in the new wing, there was one great drawback. Circulation of air in the narrow corridors and small offices was severely limited, while entry of fresh air from the outside was virtually non-existent. This created an excessively stale and stifling atmosphere in the wing, especially when the heat of the summer sun beat on the exterior walls. Matters were not helped by the numbers of parliamentarians and staff who smoked inside the building in those days. From quite soon after the wing was built, there were frequent complaints from the wing's occupants about the stifling and uncomfortable working conditions, and requests to do something about it. Cut off from the fresh air outside, some occupants took comfort in being able to look out on the garden in the internal courtyard. Desperate for some fresh air, another resident of the wing, Senator Rosemary Crowley, worried away with a key at a small crack in the frame of her window in Room M167 to expand the gap and let some cool air in from outside.⁷²

Another aspect of the wing that mirrored the situation in the building as a whole was the intimacy of working conditions of parliamentarians, executive and parliamentary staff, and journalists. The poky rooms and narrow corridors did not lend themselves to privacy or the concealment of major political developments, such as intrigues and conspiracies against party leaders. Because of the closeness of the conditions under which people had to work, it was easy to detect a rising tension in the atmosphere that betokened that something big was afoot. This is a feature that is reputedly lacking in the new Parliament House. Thus, cramped though the conditions were in the provisional building, they contributed to the hothouse political environment of the place.

The southwest wing was also the site of an event associated with one of the most notorious intrigues of Commonwealth Parliament. This was the famous, or infamous, 'Night of the Long Prawn', an Opposition ploy to thwart a rather disreputable manoeuvre by the Labor Government to try to ensure that a half-Senate election due in May 1974 delivered it a majority in the Senate. Senator Vince Gair, a DLP Senator from Queensland, had made the Government aware that, if he were offered a diplomatic post overseas, he would resign as a senator. This suited Labor's political purposes admirably as Gair's resignation would create an additional casual vacancy to go with the five scheduled Senate vacancies in Queensland. With six Senate positions to be filled in the state,

68 Sparke, Canberra 1954-1980, pp. 162-6.

69 Dick, Fifty Eventful Years, p. 43.

70 Minute, National Capital Development Commission, 'Parliament House: Temporary Accommodation Handover', 5 December 1972, Senate file 25/1/3, OPH; newspaper cutting, 'Sizing up the Prime Minister', 1972, House of Representatives file 72/318, OPH. See also 'Parliament House, Canberra, Telephone Directory', August 1974.

71 Minute, A. Ferrari, Director of Works, to Secretary and Manager, NCDC, 'Parliament House extensions - Refurbishing of Prime Minister's Temporary Accommodation', 25 September 1973; minute, H.G. Smith, Usher of the Black Rod, to Director of Works, 'Ministerial Suites - Senate West Wing', 29 November 1973; both in Senate file 25/1/3, OPH; information from Robert Alison, Usher of the Black Rod, 21 September 1999.

72 Letter, Senator Steele Hall to Usher of the Black Rod, 13 November 1974; letter, Senator C.L. Laucke to President of the Senate, 9 November 1976; circular memorandum, R.W. Hillyer, Secretary, Joint House Department, 27 October 1978; minute, T. Wharton, Acting Usher of the Black Rod, to Acting Secretary, Joint House Department, 'Room M137 - Senator McIntosh', 29 August 1979; minute, R.L. Burrell, Acting Secretary, to Acting Usher of the Black Rod, 5 September 1979; all in Senate file 25/1/3, OPH; information from Michael Richards, OPH; information from Robert Alison, 21 September 1999.

Labor would stand a very good chance of winning three of them and thus securing a majority in the Senate. The plot miscarried when word leaked out to the press on 2 April 1974 and the Opposition parties immediately set about upsetting Labor's plan. On discovering that Gair had not yet resigned from the Senate, senior Opposition parliamentarians persuaded the Premier of Queensland, Jo Bjelke-Petersen, to issue writs that same night for the election of only five senators from his state. This meant that no election could take place in May for the vacancy that would be left by Gair's departure. To make sure that Gair did not resign before Bjelke-Petersen issued the writs, Senator Maunsell treated him to prawns and beer in his room, M161. The ruse worked and the writs were issued before Gair submitted his resignation. Ultimately, the failure of the plot prompted Prime Minister Whitlam to call a double dissolution election at which, however, Labor was still unable to win a majority in the Senate.⁷³

By the mid-1970s, it was clear that the construction of a new, more spacious and permanent home for Commonwealth Parliament could not be delayed much longer. In 1974, the long-debated question of a site for the building was finally settled in favour of Capital Hill, the one that Murdoch had recommended back in the early 1920s, and the following year the Labor Government appointed a new Joint Standing Committee on the New and Permanent Parliament House. Revived as a more effective body by the Fraser Government in 1976, the committee produced a series of reports in which it argued strongly for work to begin on the project. Somewhat reluctant at first, the Government eventually bit the bullet on 21 November 1978 when Cabinet decided to proceed with the project, the new building to be completed in 1988, the bicentennial year of European settlement. To choose a design for the building, a two-stage international design competition was inaugurated in April 1979 and the winning design - that submitted by the New York architectural firm of Mitchell, Giurgola and Thorp - was announced in June 1980. Prime Minister Fraser turned the first sod for the new building on 18 September 1980 and his successor, Bob Hawke, laid the foundation stone on 4 October 1983.⁷⁴

With the prospect of moving to a new building now in sight, there was little to be done in the old building but make do with the existing conditions. The shortage of accommodation and resulting working conditions in the provisional building were by now almost unbearable. In July 1983, it was reported that some 3 000 people were now employed at Provisional Parliament House, but that fully 1 800 of these had to be accommodated in various former hostels and other 'inappropriate' buildings nearby. A few years later, the number of press representatives and their technical support staff approached a figure of 300, about twelve times the number it had been when the building opened in 1927. In 1984, in what looks like a last-ditch effort to squeeze some extra office space out of the building, the two verandahs at the front were closed in. At about this time, too, a temporary annex was erected in the House of Representatives gardens to provide some overflow office accommodation. Further pressure was placed on the building at this time by a major increase in the numbers of parliamentarians to 224, consisting of 148 Members and 76 Senators. Conditions became so cramped that it began to seriously hinder work in Provisional Parliament House. According to Senator John Button, trying to get work done in the place was 'like trying to get hydro-electric power out of a garden hose.'⁷⁵ Describing the working conditions in Parliament House some years earlier, Button had told how,

... members work in small crowded rooms painted in Education Department cream and furnished with uniform carpets, railway station furniture, a tramways clock, and an elaborately complex system of division bells designed one suspects by Thomas Edison ...

... Apart from cramped physical conditions a member is constantly subject to the hazards of air and noise pollution - the former from a ferocious central heating system which dries the throat and saps the energy (one suspects a hidden malevolent hand), and the latter from the ubiquitous division bells. In my own case relief from the central heating is provided only by a heavy shower of rain, which pours through the roof of my office, necessitating the removal of books and papers and their replacement by buckets.⁷⁶

In 1988, parliamentarians and Parliamentary staff vacated the provisional building after 61 years' occupation and moved to their new home on Capital Hill. The old place left its mark on the new structure, however, as from the outset - and despite its name - the 1988 building was designed as a home for both Parliament and the executive. While it had at one time been under serious threat of demolition, the argument for retaining the Provisional Parliament House had been taken up the Australian Heritage Commission and other organisations and individuals in the mid to late 1970s. This argument had prevailed and the heritage significance of the building

73 Souter, *Acts of Parliament*, pp. 520-1.

74 Sparke, *Canberra 1954-1980*, pp. 310, 315, 317, 322, 325.

75 Article by Sally McInerney, *Sydney Morning Herald*, 30 July 1983, p. 32; *Canberra Times*, 29 May 1997, p. 14; *Sunday Telegraph*, 17 June 1984; Souter, *Acts of Parliament*, p. 599; Senator John Button, quoted in article by Sally McInerney, *Sydney Morning Herald*, 30 July 1983, p. 32.

76 Button, 'Federal Parliament. Decision making in a bizarre working environment', paper delivered to the 48th ANZAAS Congress, Melbourne, 29 August-2 September 1977, pp. 6-7.

had achieved national recognition when it was entered in the Register of the National Estate. Though safe from demolition, there was a large question over what to do with it after the departure of Commonwealth Parliament and the parliamentarians. In the past, suggestions had been floated that it could be used as a conference centre or even a casino. But, following the departure of Parliament, the building remained vacant for some time until pressure from such bodies as the Australian Council of National Trusts persuaded the Government to restore and re-use it. Thus, from 1992 onward, the building became the host for new uses and users, notably exhibitions of the National Museum of Australia, the National Portrait Gallery, the Council for the Centenary of Federation and the National Trust shop (in Mick Young's former office). Overwhelmingly, the majority of these new uses were associated with the Government or national bodies and, as such, they in general continue and accord with the original vision that Griffin had buildings located within his Parliamentary Triangle.⁷⁷

⁷⁷ Canberra Times, 20 August 1995, p. 17, and 7 May 1996, p. 19; 'Old Parliament House', clipping labelled Canberra National Trust, August 1994, Canberra and District Historical Society.

Old Parliament House Chronology

- 01 Jan 1901 The Australian colonies federate to form the Commonwealth of Australia.
- Oct 1908 Canberra is chosen as the site for the seat of Commonwealth Government.
- 01 Jan 1911 The Federal Capital Territory comes into being.
- 1911 The Commonwealth Government announces a design competition for the federal capital.
- 23 May 1912 The entry submitted to the design competition by the Chicago architect, Walter Burley Griffin, is chosen as the winning design for the federal capital. Griffin's plans show the parliament building standing astride his Land Axis within the Government Group of buildings.
- 12 Mar 1913 At a major official ceremony, the federal capital is officially named Canberra and the foundation stones of the commencement column for the building of the city are laid.
- Jun 1914 The Government announces a design competition for a permanent Parliament House for Canberra.
- 25 Sep 1914 Because of the war, the Government defers the design competition for the Parliament building.
- Aug 1916 The design competition for a permanent Parliament House is revived.
- 24 Nov 1916 The Government postpones indefinitely the Parliament House design competition.
- Mar 1920 The Minister for Home and Territories refers inter alia the question of building a parliament house in Canberra to Federal Capital Advisory Committee.
- Jul 1921 Under the chairmanship of Sir John Sulman, the Federal Capital Advisory Committee recommends the building of a provisional parliament house, to last for about 50 years, on the northern slope of Camp Hill.
- Mar-Apr 1923 The Parliamentary Standing Committee on Public Works considers the question of the construction of a provisional parliament house, conducting a lengthy series of hearings and examining draft plans submitted by John Smith Murdoch, Chief Architect of the Department of Works and Railways.
- 12 Jul 1923 Handing down its report, the Parliamentary Standing Committee on Public Works recommends either that the nucleus of the permanent parliament house be erected on Camp Hill or that a provisional structure be built on the northern slope of the hill.
- 26 Jul 1923 The Government decides to proceed with the erection of a provisional parliament house on the northern slope of Camp Hill.
- 28 Aug 1923 Work commences on the construction of the provisional building, with the Minister for Works and Railways, P.G. Stewart, turning the first sod.
- 09 May 1927 The Duke of York officially opens the Provisional Parliament House.
- 1928 Felt is laid over the rubber flooring in both legislative Chambers in an effort to improve their acoustic properties.
- 1929 Green carpet is laid in the House of Representatives Chamber.
- 1929 After heavy leaking after rain, extensive repairs are carried out to the roof.
- 1932 The Lyons Government abandons the main Cabinet Room in West Block and from then on holds Cabinet meetings in what had been the back-up Cabinet Room in Parliament House. The move is the first important sign of the executive invading the proper sphere of the legislature.
- 1933 The long-delayed work on the ornamental pool in front of the building is completed.
- Early 1935 The Librarian's office is extended to provide office space for the renegade Lang group of five Members.
- 1936 Red carpet is laid in the Senate Chamber.

- Dec 1937 In response to vociferous complaints from Members and Senators, the Chief Architect of the Department of the Interior, Edwin Henderson, submits a proposal for a two-storey wing to be erected on the outer side of the garden courtyard on the House of Representatives side of the building.
- 1938 A double-storey extension is added to the rear of the library, projecting into the garden courtyard to the south. Additional office space for the building is obtained by enclosing the verandahs on the northern side of each garden court, subdividing some of the larger rooms, and converting two visitors' rooms, four small corridors and a toilet into office space.
- Mar 1939 Heavy rains flood out the southern part of the main building, necessitating the re-decoration of the Cabinet Room, some ministers' offices and some rooms on the lower floor.
- 1939 Five additional offices and a common room are built for the press on the upper floor of the Representatives side of the building.
- 1943 A two-storey wing is built on the outer side of the garden courtyard on the Representatives side of the building.
- 1943-44 A corresponding two-storey wing is built on the outer side of the garden courtyard on the Senate side.
- 1944 Alterations are made to the Cabinet Room.
- 1946 The ABC commences direct radio coverage of question time in Parliament and broadcasting booths are installed in both Chambers.
- 1946 A second bar for Parliament House staff and press representatives was provided.
- 1947 Additional structural support is provided under King's Hall and both legislative Chambers. Steel trusses are put in place over King's Hall to give greater stability to the roof and ceiling.
- 1947 The Billiard Room in the dining-recreation block is converted for dining purposes.
- 1948 The Post Office is removed from King's Hall.
- 1948 The number of Members is increased to 121 and the number of Senators to 60, placing much additional pressure on accommodation in the building.
- 1948-49 As a result of the increased pressure on accommodation, a third storey is added to each of the 1943 wings, as well as three-storey right-angle returns to join each end of the dining-recreation block. In the dining-recreation block, the members' bar is enlarged and there are added a dining room for staff and press, a private dining room and another billiard room.
- 1950 The loggias on the northern side of each garden court are filled in to create more office space. On the southern side of the courtyards, the verandahs of the dining-recreation block are closed in with glass. Another seven rooms for the press are added on the House of Representatives side of the building.
- 1950-51 A new air conditioning system is provided for both Chambers and part of the Library. The kitchen in the dining-recreation block is renovated and supplied with more modern equipment.
- 1952 A metal roof is put in place over the library, blocking the clerestory windows.
- 1954-55 Additional accommodation is provided for the staff of Hansard.
- 1956 A five-year maintenance programme is put in place for the building.
- 1957 The National Capital Development Commission is established.
- 1958 The library is extended southward, infilling the space between the two wings of the 1938 extension. A new roof is also put on the building to try to solve once and for all the problem with leakage.
- 1958 The electrical wiring is renewed throughout the building.
- 1959 Owing to severe wear, the parquet floor has to be re-laid in King's Hall.

1960	The National Library Act separates the National Library from the Parliamentary Library.
1965	A three-storey extension is added on the Representatives side of the building. East of the 1943 wing, it encloses a small garden area which doubles as a lightwell.
1965	Two squash courts are constructed near the tennis courts in the House of Representatives gardens.
C. 1970	A small extension is made to the rear of the Library to provide extra reading room space.
1971-72	A three-storey extension is built on the Senate side of the building to match the 1965 extension on the Representatives side. New offices are also constructed on the roof.
1972-73	Extensions are made to the front west and east sections of the building. This work includes on the west a new President of the Senate's suite and new meeting rooms on the lower floor, and on the east a new suite for the prime minister and his staff.
1978	The front entrance is remodelled, providing a public entrance beneath the front stairs.
21 Nov 1978	Federal Cabinet decides to proceed with the construction of a new and permanent parliament house on Capital Hill.
Apr 1979	A design competition for the new permanent Parliament House is launched.
Jun 1980	The winning design for the new permanent Parliament House is announced.
18 Sep 1980	Prime Minister Malcolm Fraser turns the first sod for work to commence on the permanent Parliament House.
04 Oct 1983	The foundation stone for the permanent Parliament House is laid by Prime Minister Hawke.
1984	The number of members is increased to 148 and the number of senators to 76.
1984	Two verandahs at the front of the provisional building are enclosed to provide extra office space.
1985	Owing to pressure on accommodation space in the building, an annex is built in the House of Representatives gardens.
1988	Parliament, Parliamentarians and Parliamentary staff vacate the Provisional Parliament House and move to the permanent building on Capital Hill. Australian Estate Management took over management of the building.
1992	The building becomes the host for exhibitions of the National Museum of Australia and for the National Portrait Gallery.
Jul 1996	Department of Communication and the Arts takes over management of the building.
1997	Introduction of new single management structure for Old Parliament House integrating the National Portrait Gallery. Establishment of the Old Parliament House Governing Council and National Portrait Gallery Board. Expansion of Gallery.
1998	Department becomes the Department of Communications, Information Technology and the Arts.
Nov 2007	The Department of the Environment, Water, Heritage and the Arts takes over management of the building.

Movable items

As chief architect for Provisional Parliament House, John Smith Murdoch also had the responsibility for the design of the interior. Murdoch's early formal architectural training in Scotland would have been influenced by the stirrings of the revolt against the excesses of the Industrial Age and the emergence of a new 'arts and crafts' order which sought to simplify the link between form and function. Concurrent with this notion was the idea that the expression of interior design should be integral to the architecture. It comes therefore as no surprise that Murdoch took his responsibility for the fit out with the same degree of dedication as he did with the exterior.

Murdoch's concept for the interior embellishment of Provisional Parliament House and for the furniture and furnishings did not adopt an overtly nationalistic style. It might have been expected that this new building could have become a vehicle for the expression of an outpouring of Australian sentimentality. Apart from the inclusion of the official insignia of the Australian coat of arms into the exterior and its subdued inclusion as carved wood, etched glass and bronze mouldings on door furniture, there is little in the way of nationalistic ornamentation. Rather, Murdoch's building adopts an international style and his simple unified approach to the design of the building itself eventually becomes a distinctive symbol of nationhood.

The style which Murdoch developed for the interior and the furnishing clearly follows the dictum of his exterior philosophy for Provisional Parliament House. The stripped classical style became the underlying influence not only for the interior spaces, but for the design of the furniture and fittings. Together, he created a successful marriage between classical simplicity, hierarchical order, spatial unity and proportion, and new technology and utility.

It was therefore with some consternation that he received news in August 1925 that the gift to the new Australian Parliament from the United Kingdom branch of the Empire Parliamentary Association was to be a replica of the Speaker's Chair from the British House of Commons at Westminster. Designed by A W N Pugin, the original Speaker's Chair was an elaborate canopied ceremonial chair built in Gothic style. Murdoch appreciated the symbolic ties between Australia and England which the chair represented, but he abhorred the idea of the introduction of such a strong visual element into his building. In a letter to W A Gale, the Honorary Secretary of the Australian Branch of the Empire Parliamentary Association he wrote of his concern that the Gothic design 'is harmonious with the architecture of the House of Commons, ...[but] out of keeping with the simple severe free Renaissance character of the Canberra building'⁷⁸. The Chair features intricate carved heraldic panels and is crafted from English oak roofing timber from Westminster Hall and Nelson's flagship, HMS Victory, which saw service in the Battle of Trafalgar in 1805. Despite his protests, the chair, later reproduced for the British Parliament as a replacement for their one destroyed during the Second World War, was installed in the House of Representatives Chamber in time for the opening of Provisional Parliament House. Today, it is the single most important item of furniture in the building.

Inside, the stark white plastered walls were devoid of ornament. This created a dramatic contrast in areas where natural timber was introduced as an interior feature as wall panelling in the Chambers or prominent offices, or timber flooring in King's Hall, and in rooms where free standing furniture was the major element. Rooms were bathed in natural light, and artificial light was concealed in restrained fittings.

Further discretion was achieved by the use of subdued floor coverings, and metal finishes were either painted white or crafted in a dull antique bronze finish. The major use of colour in Provisional Parliament House was restricted to three hues - red, the colour for upholstery in the Senate, green for the House of Representatives, and blue for the Parliamentary Library.

While Murdoch undertook the overall design responsibility, the day to day issues relating to furniture design were handled by H.M Rolland, an architect with the Federal Capital Commission, previously Works Director with the Department of Works and Railways in Canberra. A furniture officer, L. H. Taylor, was employed to handle the administrative matters and draft the designs, assisted by J. D. McColl. Staff in the Department of Works and Railways in Melbourne were also responsible for the preparation of plans and drawings.⁷⁹

Considerable research was undertaken in the formulation of the furniture requirements for Provisional Parliament House. Close and careful examination of the furniture in both the Victorian State Parliament House and Parliament House in Adelaide was made to determine the success of features, particularly in relation to style and comfort.⁸⁰ Detailed lists were drawn up of items that were available from Melbourne and could fulfil requirements

78 J S Murdoch to WA Gale, Empire Parliamentary Association, 5 August, 1925, A292/1,2737C, NAA

79 General correspondence CRS 6270/1 item E2/28/1152

80 Memorandum, J S Murdoch to the Secretary, Federal Capital Commission, 26 September 1927 CRS A6270 (A670/1), item E2/26/587

in the new building. What could not be met from existing resources was then specifically designed to fulfil each function. To what extent furniture offers from other possible sources were canvassed remains unclear. The only recorded acquisition for Provisional Parliament House, other than the two international gifts of ceremonial furniture (the Speaker's Chair in the House of Representatives and the President's Chair in the Senate) was the Admiral's table. The then Speaker, Sir Littleton Groom, accepted the offer of a mess table from the Admiral's suite from the HMAS Australia, a battlecruiser which had been scuttled off Sydney Heads in 1924⁸¹.

The furniture designed for Provisional Parliament House is simple and utilitarian. Designs have no political boundaries yet each item conforms to a hierarchical system, based on the significance of the space it was to occupy and its functional requirements. Within each category of item, be it desk, chair, table or sideboard, uniformity of design created a consistent 'Parliamentary' style. It is generally devoid of any decorative motif or applied ornamentation, apart from the occasional square or roundel. The only exception to this is the design detail found on the glazing bars of bookcases and sideboards, which is adapted from the detail of the iron balustrading on the exterior of the building.

Each item of new furniture was detailed in a working drawing, which was then traced and reproduced as a blueprint. At the final stage, the drawing was examined and checked within the office of the Architects Department of the Federal Capital Commission. Detailed specifications for the manufacture of each category of items were then prepared for quotation. For example, the contract requirement for Drawing No Fb 148, a Small Chair for the Dining Block called for the chair to be 'to design and details shown and of timber specified in the schedule [maple]'.⁸²

81 Memorandum, Secretary, Federal Capital Commission to the Right Honourable Minister for Home and Territories, 15 February, 1926, CRS A6270 (A670/1), item E2/26/587

82 Specification of Furniture for Dining Block, Federal Parliament House, Canberra. Contract No 2, Section C. CRS A292/1, item C2202 Part 1.83 Schedule of Furniture for Dining Room Block, quotation submitted by Grace Bros, 18 September 1926. CRS A292/1 item C2202 Pt 1.

Extract from Records about Dining Room Chair

Quote from Grace Bros Ltd ¹

58 small chairs cedar, waxed, hide 11/- Total £638.0.0

Dining Room Chair²

Chair to be of timber specified in schedule. Front legs to be 2 x 2" cut and tapered to detail with brass foot caps fitted flush on faces and screwed underside. Back legs 1-3/4" 1-1/4" shaped and tapered to detail. Rails to be 3-1/4" x 1-1/4" rebated at bottom, shaped as shown, and tenoned into legs and screw blocked. Back to be hollow with rails shaped and tenoned into legs and 1/4" 3 ply backing as shown. Chamfered blocks to be stump tenoned together. Slip in seat to have 1-1/8" thick framing tenoned together. Seat to have best English webbing, clouted on, and be sprung with not less than six locked springs, well laced. Best house canvas to be used and seat and back to be all hair stuffed with best curled horsehair. Chair to be covered in best quality hide to approval with studs to match on back. Woodwork to be polished as per schedule.

The design of the Chambers in Old Parliament House had a significant impact on the design of the furniture which was to be placed in it. Murdoch preferred a Westminster style of parallel seating in the belief that the public should be able to see a Minister addressing the House but his views were overlooked by the Standing Committee who chose a horse-shoe layout, not unlike that in Washington. This meant that the furniture had to fit around a semi-circle, presenting a difficult design and manufacturing challenge.

In the case of the some items of furniture such as the desks and seats for the Chambers, sample items were made and delivered so that the Members could inspect and comment on their design. On the strength of their recommendations, a number of alterations were made to the final design, including the location of the inkwells, the widening of the depth of the seat, ventilation for the circulation of heated and cooled air, the alignment of the drawer below the seat and the installation of a receptacle for waste paper. ⁸⁵

Functionality was a key consideration in the design of many items for Provisional Parliament House, the issue of furniture related to the responsibilities and duties of the occupant of a position. Office furniture was designed to a hierarchical formula, the higher level of importance of the position, the larger the item, the better the timber. For example, the Usher of the Black Rod had greater entitlements than a Minister within the building. It can be assumed from the following list that the Usher had the services of a typist, while Ministers relied on a typing pool or support staff elsewhere. The Usher had need of a wardrobe in which to keep his ceremonial robes. The following comparison of the two entitlements illustrates the differing roles. ⁸⁶

⁸³ Schedule of Furniture for Dining Room Block, quotation submitted by Grace Bros, 18 September 1926. CRS A292/1 item C2202 Pt 1.

⁸⁴ Specifications for Furniture, Dining Room Block, *ibid*

⁸⁵ Alterations and Improvements to Double Desks and Seats, *ibid*.

⁸⁶ List of Furniture Required. *ibid*.

Comparison of Furniture Entitlements

Minister's Office	Usher of the Black Rod's Office
1 table with drawers	1 office table with drawers and document trays
1 table, small	1 small table
1 office chair	1 office chair
6 chairs	2 small chairs
1 couch	1 couch
1 set bookshelves	1 set of shelving
2 inkstands	1 wardrobe
1 station case	1 station case
1 waste paper basket	1 waste paper basket
1 matchstand	1 matchstand
1 spittoon	
1 water bottle and 2 glasses	1 water bottle and 2 glasses
	1 armchair
	1 screen
	1 high desk
	1 typewriter
Carpet/linoleum surround	

Large dining and refreshment facilities were provided, furnished with custom made furniture and electroplated cutlery, ceramic and glassware monogrammed with the initials 'CPRR' (Commonwealth Parliamentary Refreshment Rooms) within an oval garter. Recreational furniture included club style lounges, comfortable easy chairs, card and chess tables, and billiard tables. Senators and Members could enjoy film nights in the Senate Club Room, where Ministers could congregate to read, write and converse in a relaxed environment. The Parliamentary Library was furnished with newspaper stands, timber shelving, easy furniture and for the more serious researcher, heated tables, a concession to the cold winter climate in Canberra. Consideration was also given to the displacement of politicians from their homes and the long hours they spent at the House. Day beds and settees provided a comfortable place for resting and lockers were installed for personal storage. Folding beds were concealed into the offices of the Prime Minister, Leader of the Government in the Senate, President of the Senate and Speaker for times when Parliament sat late into the night, the linen and blankets supplied by Myer of Melbourne and monogrammed with the words 'Commonwealth Parliament'.⁸⁷ A few rooms on the lower floor were furnished for domestic staff that lived on the premises, and fitted out for domestic support services.⁸⁸ Provisional Parliament House was fully self contained and its occupants, many of whom had lodgings in the nearby Hotel Kurrajong, were provided with some measure of comfort during their working day.

The overall project to create a new Parliament House was believed to be a most prestigious one and the most extensive inter-war project, so it is not surprising that many furniture and furnishing firms expressed an interest in undertaking this component of the work. Tenders were called in August and September 1926 from prominent firms in Sydney, Melbourne and Adelaide, and the competition was fierce. A sample of the comparative quotations is reproduced below.⁸⁹

⁸⁷ Memorandum to the Federal Capital Commission, 1925 Lists of Crockery, Silverware, Cutlery, Glassware. CRS A199 item FC 1925/333

⁸⁸ List of Furniture Required, Joint House Department, Parliament House, Canberra. CRS A292/1, item C2202 Part 1.

⁸⁹ Tender documents submitted to the Federal Capital Commission, Canberra, September 1926. CRS A292/1, item C2202 Part 1.

Comparison of Tenders for Furniture

Drawing No.	Item: Dining Room Block Section 2C	A Pengelley & Co, Adelaide	Myer Emporium, Melbourne	Bebarfalds Ltd, Sydney
Fb 2	Hat trees (3), maple, waxed	6/-/ - * each item	4/4/6	4/13/-
Fb 31	Small chair (58), cedar, waxed, finished in hide	5/-/ -	5/3/-	5/10/3
Fb 117	Tables 3' diameter (1), blackwood, full polish	12/-/ -	6/6/6	9/1/5
Fb 122	Tub chair (8), cedar, waxed finish, hide	13.1.4	13.7.5	11.0.0
Fb 128	Chess tables (2), blackwood, waxed	15/-/ -	13/6/-	8/12/8
Fb 132	Table, hoop pine (1) 3'6' x 2'	3/-/ -	2/5/-	2/1/1
Fb 145	Palm boxes (2), blackwood, full polish	5/7/6	7/9/6	5/13/10
Fb 158	Billiard cupboard (1) maple, waxed	27/-/ -	28/9/3	20/8/5

* Prices quoted are for each individual item in pounds, shillings and pence.

Beard Watson & Co Ltd, Sydney won the contract for the supply of the ceremonial furniture and the desks and seating in the Chambers⁹⁰. Major contracts for the supply of furniture for Dining-Recreation Block and other areas in Provisional Parliament House were awarded as follows.

Major Suppliers of Furniture

Contract	Supplier
Contract 122. Furniture for Section D, Parliament House	Myer Emporium Pty Ltd, Melbourne
Contract 123 Furniture for Sections A and L, Parliament House	Anthony Hordern and Sons, Sydney
Contract 124 Furniture Sections B, C and E, Parliament House	A Pengelly and Co, Adelaide
Contract 134 Furniture Section 2B, Parliament House	Anthony Hordern and Sons, Sydney
Contract 135, Furniture Section 2C, Parliament House	W H Rocke and Co, Melbourne

Drawings of each furniture style were supplied to the contractors and were drawn to scale. Furniture was required to be made to the specified sizes and following the manner specified on the drawings. Where a dispute arose over sizes, the figures on the drawings were to be followed rather than the scaled dimensions.⁹¹

Before any materials were to be cut, the working drawings and setting out boards were required to be inspected by an officer from the Federal Capital Commission. Nothing was left to chance. Each item of furniture was required to be marked with a reference number to correspond to its drawing. The letters 'C.P.H.' (Commonwealth Parliament House) and the drawing number were required to be marked in a uniform position on each piece of furniture. On some items, the mark was impressed with a stamp into the timber, on others the code was stencilled in black ink on the underside of the item.⁹²

⁹⁰ Memorandum HM Rolland to The Secretary, Federal Capital Commission, 18 August 1926. *ibid*

⁹¹ Tender documents submitted to the Federal Capital Commission, Canberra, September 1926. CRS A292/1, item C2202 Part 1.

⁹² *ibid*

The administration of such a large project over three states obviously created difficulties for its management and quality control. Furniture contracts were subdivided into Sections and awarded to successful tenderers on the basis of price and their ability to meet the deadline for the staged delivery of furniture, commencing 31 January 1927 and concluding no later 14 February 1927, although extensions were granted to the end of March to all major contractors who experienced difficulties in meeting the original deadlines. Provision was made in the contract for regular inspections of work in progress by authorised officers of the Federal Capital Commission who were empowered to reject unsatisfactory work.

On 14 January 1927, the Assistant Furniture Officer, R Rowe, reported on his visit to Adelaide and Melbourne.⁹³ He found that it was necessary to make minor adjustments to bring the workmanship and finish to a uniform standard. In this he was guided by the specifications in the contracts which clearly documented the requirements. These included:

Materials:	The Furniture, Fittings and Materials must be of Australian or British manufacture, free of all defects, and the best of their several kinds.
Labour:	The whole of the furniture is to be made in registered factories by Australian or European labour only. Any part of the work not so made will be rejected.
Marking of Articles:	For identification purposes on delivery each article is to be marked with a symbol number and also the number of the drawing from which it is made.
Timber:	All articles to be made throughout of timber indicated in the schedules, unless otherwise specified and must be to the finishes specified. All timber must be first grade, thoroughly seasoned, free from heart, sapwood, shakes and knots and must be picked for grain. Where Queensland Maple or Silky Oak is scheduled figured, all visible parts must be of quarter cut figured timber. Where 3 ply is specified, one face at least must be of the timber used in the main construction.

In addition to Queensland Maple and Silky Oak, other timbers used in the manufacture of furniture for Provisional Parliament House included blackwood (also used for wall panelling), cedar, silky oak and hoop pine. Coachwood and kauri pine were the preferred timbers for framework. The contract documents clearly established the requirements for the finish on each item. It was this detail which created the most difficulty in quality control between the suppliers. Where items were required to be full (shellac) polished, a standard reference had to be supplied and final polishing deferred until the furniture was installed in the building. Fewer problems were experienced with the waxed furniture, although the cedar had to be bleached first to obtain the desired colour. The finish for all the blackwood furniture in the Chambers was required to be a dull 'egg shell' gloss. The requirements for hide were as follows.

Hide:	Where scheduled for Upholstery work, the best quality A.1 grade top grain, Australian cow hide is to be used, and in the colours specified to approval.
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Most of the leather was supplied by Howe Leather who experienced supply problems because of the large quantity required. Rexine, a synthetic upholstery fabric, was used on items of lesser significance. The contracts called for 'best English webbing' and 'best house canvas' and all upholstered furniture to be stuffed with 'best curled horsehair'.

Without exception, all of the firms experienced difficulties in meeting the deadlines and cited the delay in the finalisation of tender documents and in the supply of timber, hides and hardware as causes, and delivery of items slipped beyond March. Anthony Hordern experienced serious delays following a fire in its workshops. When they were unable to acquire sufficient blackwood for the job, they were forced to buy unseasoned wood and wait 8 weeks for it to be kiln dried. The full complement of furniture was in place for the opening of Parliament in the new building on 9 May 1927. The exception to this was the President of the Senate's chair, a gift from the Government of the Dominion of Canada and made there with the approval of Murdoch, which did not arrive until October 1927.

Murdoch agreed to the proposal to incorporate a statue of the reigning British monarch, King George V, asking only that it be 'silhouetted within the frame of one of the openings of the Reception Hall, rather than it should be partly so, with the head confused by the moulded lines of the entablature passing over these openings'⁹⁴ In this he had been influenced by the position of the Victoria statue in Melbourne Parliament House.⁹⁵ Designed by Bertram Mackennal, the large bronze statue was located in a central position at the top of the entrance stairs to King's Hall. The bronze bas reliefs by British sculptor Paul Montford were commissioned at the request of

⁹³ Memorandum, R Rowe, Assistant Furniture Officer to The Architect, Federal Capital Commission, 14 January 1927. CRS 6720/1 item E2/28/115

⁹⁴ Letter, J S Murdoch to The Secretary, Federal Capital Commission, CRS A199, FC 26/160

⁹⁵ Letter J S Murdoch to J H Butters, Chairman, Federal Capital Commission, 27 August 1925 CRS A199.

the then Speaker, Sir Littleton Groom, and feature the 'Fathers of Federation'. With the exception of the large ceramic sculpture by George Tinworth, presented by Royal Doulton in 1929, few artworks presented to Parliament remain on display today. Historic portraits of former Prime Ministers who served in the building, being on loan from the collection of the Joint House Department to the National Portrait Gallery, currently hang in King's Hall.

Murdoch retained a preference for natural lighting and made provision in his building design for generous windows, skylights and high ceilings. The elegant light fittings which were designed for Provisional Parliament House, some of which survive today, include large suspended luminaires with Classical ornamentation, and simple glass bowls suspended on chains.⁹⁶ Later installations have attempted to respect the simplicity of the interior and reinforce the original concept of introducing light into internal spaces.

Interesting features in Provisional Parliament House are the wall mounted electric Simplex clocks and division bells connected to flashing green and red lights and encased in maple boxes. Originally timed to two minutes to allow Members time to return to the Chambers, the time was increased to three minutes following alterations to the building which increased the time taken to walk from outer areas of the House.

In keeping with Murdoch's sense of a hierarchy of spaces, the selection of floor coverings for Provisional Parliament House reflected the status of the spaces. An Australian timber floor of jarrah and mountain ash was laid in the major ceremonial space in King's Hall extending along borders into the lobbies and vestibules. A rubber sheet floor with the Australian coat of arms was made for the Entrance while a variety of patterns were laid in the recreational areas and thoroughfares. A bordered carpet was fitted to the Library floor while individual shaped carpets were supplied for offices and Committee Rooms. Carpets were laid with timber or rubber floor borders in all other spaces. The floor covering for the Chambers, originally intended to be carpet with Australian decorative motifs, was rubber, replaced with carpet for acoustic reasons in 1929. None of the original floor coverings are evident in the major areas in Provisional Parliament House, although the parquet in King's Hall is a reconstruction.⁹⁷

The acquisition of furniture and fittings following the original fit out in 1927 can be classified into three major categories. As the numbers of Ministers increased from the original complement of 109 to 224, and support, ancillary staff and the media contingent swelled, Parliament House underwent numerous periods of expansion and alteration of the building to create additional office space. A consequence of this expansion was the acquisition of additional items of furnishing, many of which in later years were standard office items of little significance. A second demand for new furniture and fittings resulted from the desire for improved facilities for Royal Visits and major ceremonial occasions. Among the furniture acquired were a number of items designed and made by Fred Ward, whose furniture graces many Canberra buildings.

A third major phase of redevelopment occurred with the remodelling of: the offices occupied by the Speaker of the House of Representatives; the suite of rooms occupied by the Prime Minister and his staff; and the Cabinet Room area. New furniture crafted by Decro Pty Ltd in Melbourne was commissioned to complement these rooms. The most recent gift of furniture was the two timber benches crafted by Beard Watson and Co and featuring carved State floral emblems, from the Returned Services League in June 1966 to commemorate their fiftieth anniversary.

Despite the increased pressure on the facilities in Provisional Parliament House, politicians displayed a restraint when it came to the expenditure of public funds. Indeed, the fact that so much of the original furniture remains is in part due to their respect for the building and its contents in the knowledge that this, after all, was only a temporary home for Parliament.

Conservation history

Old Parliament House has had a chequered history in its years since the decision to relocate Federal Parliament to a new building on Capitol Hill.

1969 A Joint Select Committee on the new and permanent Parliament House agreed that whatever the site for the new Parliament House, the old one must go.

Recognising the potential threat to the future of Old Parliament House, the National Trust (ACT) nominated the place for entry on the Australian Heritage Commission's Register of the National Estate.

1980 Old Parliament House was entered on the interim list of the Register of the National Estate after fierce opposition from the Speaker of the House of Representatives, Sir Billy Snedden. However this was part of a bigger issue concerning Parliament's rights to control its own operations and functions, including the right not to have OPH listed. The Joint House Department sought the Attorney General's advice on this matter. The resulting decision was that the Heritage Commission clearly did have the power to include OPH on the Register.

1984 Report on the Future of the Provisional Parliament House by Joint Standing Committee on the New Parliament House called for Old Parliament House's retention as it was part of the design brief for the new Parliament House. This report recognised Old Parliament House's heritage values.

⁹⁶ Plan, Federal Capital Commission, Parliament House E.L. Fittings 19 January 1926 E.1519

⁹⁷ Tanner, H. 1986, Provisional Parliament House, Canberra. Conservation Plan, report for NCDC. Section 12.

1985 The National Capital Development Commission bespoke the first conservation management plan on the recommendation from the Joint Standing Committee to assist in the decision making process for the future use of OPH. This plan was largely based on the architectural values of the building and recommended that all post-1927 additions and alterations be removed.

1987 Old Parliament House was entered on the Register of the National Estate.

c1990 A Good Weekend article quotes Billy Snedden stating in 1985 to blow up the old house when it fell empty. Also in this article Gough Whitlam says “What are you going to keep? The historic building is much smaller than the additions. Obviously you have to keep the steps.” Bill Hayden stated that it should be restored to its 1927 configuration incorporating public access and a museum of Federation. Oodgeroo Noonuccal (Kath Walker) recommended that the building be turned over to the Aboriginal Embassy.

1992 The Joint Standing Committee on the Parliamentary Zone stated that “as Australia moves towards its 100 years of Federation there could be no more fitting way to commemorate the significance of Federation than by restoring Old Parliament House to remind Australia of the developments that have taken place during those first 100 years.”

The Federal Government decided to implement a new single management authority for Old Parliament House within the former Department of Communications, Information Technology and the Arts (DCITA).

As part of the process of transferring the management of Old Parliament House from the Department of Administrative Services to DCITA, a second conservation management plan aimed to clarify the significance of the building was completed. This plan contained six broad policies. No further research was undertaken for this plan and it recommends superficial preservation of 1927-1988 building fabric. The Australian Heritage Council stated at this time that the question of removing either of the wings was a major matter of contention.

During this decade of uncertainty, two conservation management plans were prepared for Old Parliament House. This uncertainty of the role and function for the place ultimately led to uncertainty surrounding the place’s heritage values. The first conservation management plan in 1986 advocated the removal of all additions to the building since its opening in 1927. Some activities and building works undertaken during this period compromised the heritage values irrevocably. These activities/works included: expatriation of furniture; Members’ Dining Room refurbishment and new commercial kitchen; and the Non-Members Bar refurbishment. In 1996, the second conservation management plan advocated the retention of the 1988 configuration of Old Parliament House to ensure the full story of the evolution of the provisional parliament house can be told but recommended that large tracts of the building need only have exterior facades conserved to represent this significance. Building work during this conservation management plan included the South West Wing asbestos removal and refurbishment and the Parliamentary Library and Lower Library refurbishment.

2000 The Conservation Management Plan (CMP) 2000 completed, a significant evolution from the two preceding plans. For the first time conservation planning at OPH was developed as an integral management tool with the subsequent plan the primary reference document for decision making. The plan outlined 46 specific policies covering issues such as training, building works, use of the place, interpretation and movable heritage.

The CMP2000 clearly stated the significance of the place being founded in the building’s full life as the home of federal parliament and that significance must guide and inform decision making. The internal standard definitions for OPH consider the term ‘original’ to mean any heritage fabric, fitting or furnishing relating to the period 1923 to 1988.⁸³

2000-06 A number of detailed heritage analyses on specific areas of the building were completed to augment the CMP2000 (see Appendix O). These studies assisted in the overall knowledge and understanding of the heritage values of the place and have provided valuable guidance during conservation and capital works projects which included the: North Wing roof refurbishment; the Members Private Dining Room refurbishment; and conservation work completed on the House of Representatives Press Offices.

2003 Amendments to the *Environment Protection Biodiversity Conservation Act 1999* came into effect, introducing the Commonwealth and National Heritage Lists and the Australian Heritage Council. CMP2000 policies reviewed in light of information in the heritage analyses completed since 2000.

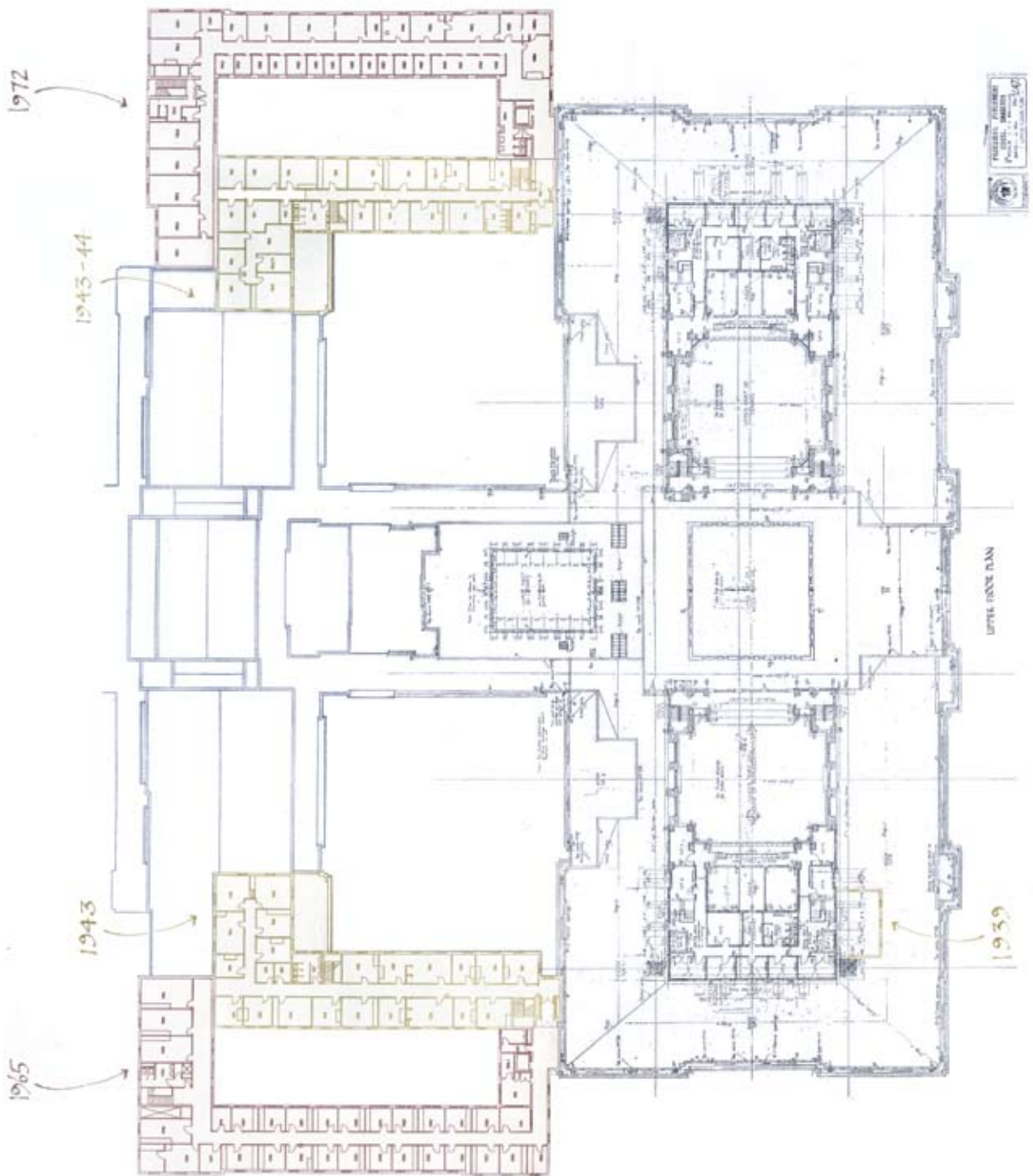
2004 Old Parliament House added to the Commonwealth Heritage List.

2005 HMP 2005, a redraft of the CMP2000 (as amended in 2003) in line with new heritage legislation.

2006 Old Parliament House added to the National Heritage List.
New Heritage Management Plan drafted, informed by the HMP 2005.

⁸³ Construction commenced in 1923 and therefore elements of the early building fabric pre-date the official opening in May 1927.

Figure 23
Historical Plans



UPPER FLOOR

1965-72

1943-44



Figure 23
 Historical Plans

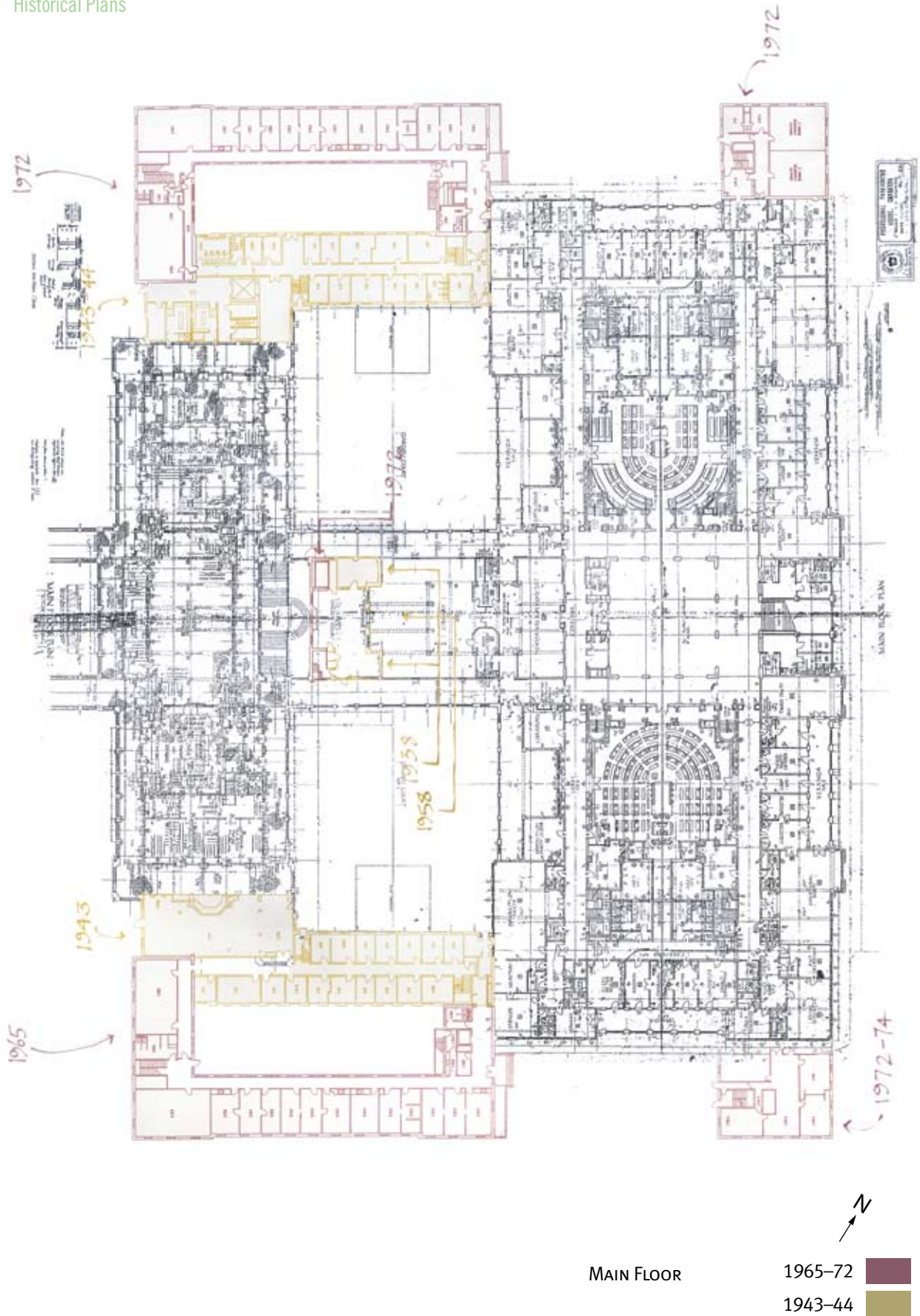
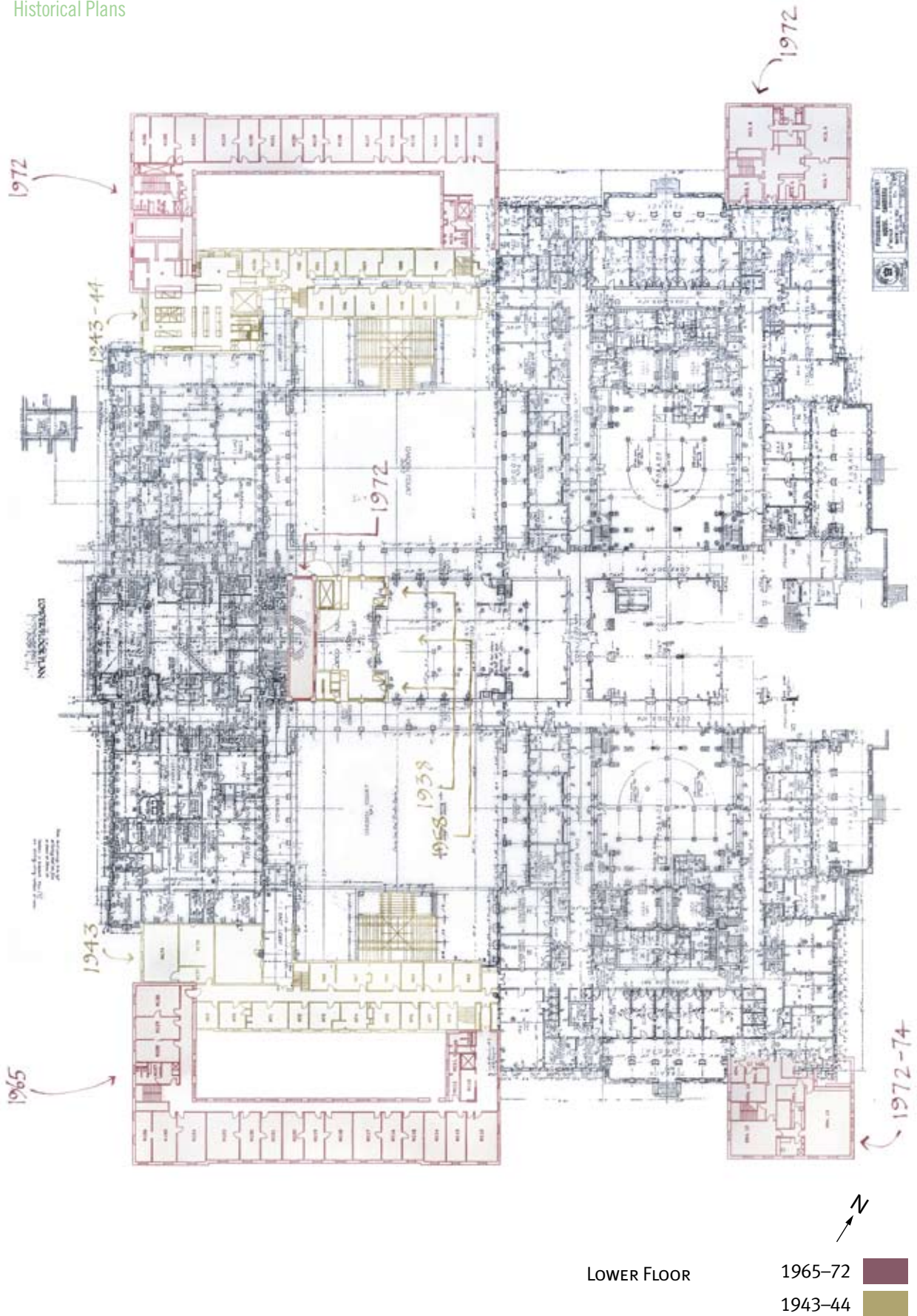


Figure 23
Historical Plans



E. Australia ICOMOS Burra Charter

The Australia ICOMOS Charter for Places of Cultural Significance

Source: <http://www.nsw.nationaltrust.org.au/burracharter.html>

Preamble

Considering the International Charter for the Conservation and Restoration of Monuments and Sites (Venice 1964), and the Resolutions of the 5th General Assembly of the International Council on Monuments and Sites (ICOMOS) (Moscow 1978), the Burra Charter was adopted by Australia ICOMOS (the Australian National Committee of ICOMOS) on 19 August 1979 at Burra, South Australia. Revisions were adopted on 23 February 1981, 23 April 1988 and 26 November 1999.

The Burra Charter provides guidance for the conservation and management of places of cultural significance (cultural heritage places), and is based on the knowledge and experience of Australia ICOMOS members.

Conservation is an integral part of the management of places of cultural significance and is an ongoing responsibility.

Who is the Charter for?

The Charter sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance, including owners, managers and custodians.

Using the Charter

The Charter should be read as a whole. Many articles are interdependent. Articles in the Conservation Principles section are often further developed in the Conservation Processes and Conservation Practice sections. Headings have been included for ease of reading but do not form part of the Charter.

The Charter is self-contained, but aspects of its use and application are further explained in the following Australia ICOMOS documents:

[Guidelines to the Burra Charter: Cultural Significance](#)

[Guidelines to the Burra Charter: Conservation Policy](#)

[Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports](#)

[Code on the Ethics of Coexistence in Conserving Significant Places](#)

What places does the Charter apply to?

The Charter can be applied to all types of places of cultural significance including natural, indigenous and historic places with cultural values.

The standards of other organisations may also be relevant. These include the Australian Natural Heritage Charter and the Draft Guidelines for the Protection, Management and Use of Aboriginal and Torres Strait Islander Cultural Heritage Places.

Why conserve?

Places of cultural significance enrich people's lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and to lived experiences. They are historical records, that are important as tangible expressions of Australian identity and experience. Places of cultural significance reflect the diversity of our communities, telling us about who we are and the past that has formed us and the Australian landscape. They are irreplaceable and precious.

These places of cultural significance must be conserved for present and future generations.

The Burra Charter advocates a cautious approach to change: do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.

Articles		Explanatory notes
Article 1. Definitions for the purposes of this charter:		
1.1	<i>Place</i> means site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.	The concept of place should be broadly interpreted. The elements described in Article 1.1 may include memorials, trees, gardens, parks, places of historical events, urban areas, towns, industrial places, archaeological sites and spiritual and religious places.
1.2	<i>Cultural significance</i> means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the <i>place</i> itself, its <i>fabric</i> , <i>setting</i> , <i>use</i> , <i>associations</i> , <i>meanings</i> , records, <i>related places</i> and <i>related objects</i> . Places may have a range of values for different individuals or groups.	The term cultural significance is synonymous with heritage significance and cultural heritage value. Cultural significance may change as a result of the continuing history of the place. Understanding of cultural significance may change as a result of new information.
1.3	<i>Fabric</i> means all the physical material of the <i>place</i> including components, fixtures, contents, and objects.	Fabric includes building interiors and sub-surface remains, as well as excavated material. Fabric may define spaces and these may be important elements of the significance of the place.
1.4	<i>Conservation</i> means all the processes of looking after a <i>place</i> so as to retain its <i>cultural significance</i> .	
1.5	Maintenance means the continuous protective care of the <i>fabric</i> and <i>setting</i> of a <i>place</i> , and is to be distinguished from repair. Repair involves <i>restoration</i> or <i>reconstruction</i> .	The distinctions referred to, for example in relation to roof gutters, are: <ul style="list-style-type: none"> • maintenance - regular inspection and cleaning of gutters • repair involving restoration - returning of dislodged gutters • repair involving reconstruction - replacing decayed gutters.
1.6	<i>Preservation</i> means maintaining the <i>fabric</i> of a <i>place</i> in its existing state and retarding deterioration.	It is recognised that all places and their components change over time at varying rates.
1.7	<i>Restoration</i> means returning the existing <i>fabric</i> of a <i>place</i> to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.	
1.8	<i>Reconstruction</i> means returning a <i>place</i> to a known earlier state and is distinguished from <i>restoration</i> by the introduction of new material into the <i>fabric</i> .	New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.
1.9	<i>Adaptation</i> means modifying a <i>place</i> to suit the existing <i>use</i> or a proposed use.	
1.10	<i>Use</i> means the functions of a place, as well as the activities and practices that may occur at the place.	

Articles		Explanatory notes
Article 1. Definitions for the purposes of this charter:		
1.11	<i>Compatible use</i> means a <i>use</i> which respects the <i>cultural significance</i> of a <i>place</i> . Such a use involves no, or minimal, impact on cultural significance.	
1.12	<i>Setting</i> means the area around a <i>place</i> , which may include the visual catchment.	
1.13	<i>Related place</i> means a <i>place</i> that contributes to the <i>cultural significance</i> of another place.	
1.14	<i>Related object</i> means an object that contributes to the <i>cultural significance</i> of a <i>place</i> but is not at the place.	
1.15	<i>Associations</i> mean the special connections that exist between people and a <i>place</i> .	Associations may include social or spiritual values and cultural responsibilities for a place.
1.16	<i>Meanings</i> denote what a <i>place</i> signifies, indicates, evokes or expresses.	Meanings generally relate to intangible aspects such as symbolic qualities and memories.
1.17	<i>Interpretation</i> means all the ways of presenting the <i>cultural significance</i> of a place.	Interpretation may be a combination of the treatment of the fabric (e.g. maintenance, restoration, reconstruction); the use of and activities at the place; and the use of introduced explanatory material.
Conservation principles		
Article 2. Conservation and management		
2.1	<i>Places of cultural significance</i> should be conserved.	
2.2	The aim of <i>conservation</i> is to retain the <i>cultural significance</i> of a <i>place</i> .	
2.3	<i>Conservation</i> is an integral part of good management of <i>places of cultural significance</i> .	
2.4	<i>Places of cultural significance</i> should be safeguarded and not put at risk or left in a vulnerable state.	
Article 3. Cautious approach		
3.1	<i>Conservation</i> is based on a respect for the existing <i>fabric, use, associations</i> and <i>meanings</i> . It requires a cautious approach of changing as much as necessary but as little as possible.	The traces of additions, alterations and earlier treatments to the fabric of a place are evidence of its history and uses which may be part of its significance. Conservation action should assist and not impede their understanding.
3.2	Changes to a <i>place</i> should not distort the physical or other evidence it provides, nor be based on conjecture.	

Articles		Explanatory notes
Article 4. Knowledge, skills and techniques		
4.1	<i>Conservation</i> should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the <i>place</i> .	
4.2	Traditional techniques and materials are preferred for the <i>conservation</i> of significant <i>fabric</i> . In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.	The use of modern materials and techniques must be supported by firm scientific evidence or by a body of experience.
Article 5. Values		
5.1	<i>Conservation of a place</i> should identify and take into consideration all aspects of cultural and natural significance without unwarranted emphasis on any one value at the expense of others.	Conservation of places with natural significance is explained in the Australian Natural Heritage Charter. This Charter defines natural significance to mean the importance of ecosystems, biological diversity and geodiversity for their existence value, or for present or future generations in terms of their scientific, social, aesthetic and life-support value.
5.2	Relative degrees of <i>cultural significance</i> may lead to different <i>conservation</i> actions at a <i>place</i> .	<i>A cautious approach is needed, as understanding of cultural significance may change. This article should not be used to justify actions which do not retain cultural significance.</i>
Article 6. Burra Charter process		
6.1	The <i>cultural significance</i> of a <i>place</i> and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the <i>place</i> in accordance with the policy.	The Burra Charter process, or sequence of investigations, decisions and actions, is illustrated in the accompanying flowchart.
6.2	The policy for managing a <i>place</i> must be based on an understanding of its <i>cultural significance</i> .	
6.3	Policy development should also include consideration of other factors affecting the future of a <i>place</i> such as the owner's needs, resources, external constraints and its physical condition.	
Article 7. Use		
7.1	Where the <i>use of a place</i> is of <i>cultural significance</i> it should be retained.	
7.2	A <i>place</i> should have a <i>compatible use</i> .	The policy should identify a use or combination of uses or constraints on uses that retain the cultural significance of the <i>place</i> . New use of a <i>place</i> should involve minimal change, to significant fabric and use; should respect associations and meanings; and where appropriate should provide for continuation of practices which contribute to the cultural significance of the <i>place</i> .

Articles		Explanatory notes
Article 8. Setting		
	<p><i>Conservation</i> requires the retention of an appropriate visual <i>setting</i> and other relationships that contribute to the <i>cultural significance</i> of the <i>place</i>.</p> <p>New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate.</p>	<p>Aspects of the visual setting may include use, siting, bulk, form, scale, character, colour, texture and materials.</p> <p>Other relationships, such as historical connections, may contribute to interpretation, appreciation, enjoyment or experience of the place.</p>
Article 9. Location		
9.1	The physical location of a place is part of its <i>cultural significance</i> . A building, work or other component of a place should remain in its historical location. Relocation is generally unacceptable unless this is the sole practical means of ensuring its survival.	
9.2	Some buildings, works or other components of <i>places</i> were designed to be readily removable or already have a history of relocation. Provided such buildings, works or other components do not have significant links with their present location, removal may be appropriate.	
9.3	If any building, work or other component is moved, it should be moved to an appropriate location and given an appropriate <i>use</i> . Such action should not be to the detriment of any <i>place</i> of <i>cultural significance</i> .	
Article 10. Contents		
	<p>Contents, fixtures and objects which contribute to the <i>cultural significance</i> of a <i>place</i> should be retained at that place. Their removal is unacceptable unless it is: the sole means of ensuring their security and <i>preservation</i>; on a temporary basis for treatment or exhibition; for cultural reasons; for health and safety; or to protect the place. Such contents, fixtures and objects should be returned where circumstances permit and it is culturally appropriate.</p>	
Article 11. Related places and objects		
	The contribution which <i>related places</i> and <i>related objects</i> make to the <i>cultural significance</i> of the <i>place</i> should be retained.	
Article 12. Participation		
	<i>Conservation</i> , <i>interpretation</i> and management of a <i>place</i> should provide for the participation of people for whom the place has special <i>associations</i> and <i>meanings</i> , or who have social, spiritual or other cultural responsibilities for the place.	

Articles		Explanatory notes
Article 13. Co-existence of cultural values		
	Co-existence of cultural values should be recognised, respected and encouraged, especially in cases where they conflict.	For some places, conflicting cultural values may affect policy development and management decisions. In this article, the term cultural values refers to those beliefs which are important to a cultural group, including but not limited to political, religious, spiritual and moral beliefs. This is broader than values associated with cultural significance.
Conservation processes		
Article 14. Conservation processes		
	<i>Conservation</i> may, according to circumstance, include the processes of: retention or reintroduction of a <i>use</i> ; retention of <i>associations</i> and <i>meanings</i> ; <i>maintenance</i> , <i>preservation</i> , <i>restoration</i> , <i>reconstruction</i> , <i>adaptation</i> and <i>interpretation</i> ; and will commonly include a combination of more than one of these.	<i>There may be circumstances where no action is required to achieve conservation.</i>
Article 15. Change		
15.1	Change may be necessary to retain <i>cultural significance</i> , but is undesirable where it reduces cultural significance. The amount of change to a <i>place</i> should be guided by the <i>cultural significance</i> of the place and its appropriate <i>interpretation</i> .	When change is being considered, a range of options should be explored to seek the option which minimises the reduction of cultural significance.
15.2	Changes which reduce <i>cultural significance</i> should be reversible, and be reversed when circumstances permit.	Reversible changes should be considered temporary. Non-reversible change should only be used as a last resort and should not prevent future conservation action.
15.3	Demolition of significant <i>fabric</i> of a <i>place</i> is generally not acceptable. However, in some cases minor demolition may be appropriate as part of <i>conservation</i> . Removed significant fabric should be reinstated when circumstances permit.	
15.4	The contributions of all aspects of <i>cultural significance</i> of a <i>place</i> should be respected. If a place includes <i>fabric</i> , <i>uses</i> , <i>associations</i> or <i>meanings</i> of different periods, or different aspects of cultural significance, emphasising or interpreting one period or aspect at the expense of another can only be justified when what is left out, removed or diminished is of slight cultural significance and that which is emphasised or interpreted is of much greater cultural significance.	
Article 16. Maintenance		
	<i>Maintenance</i> is fundamental to <i>conservation</i> and should be undertaken where <i>fabric</i> is of <i>cultural significance</i> and its <i>maintenance</i> is necessary to retain that <i>cultural significance</i> .	

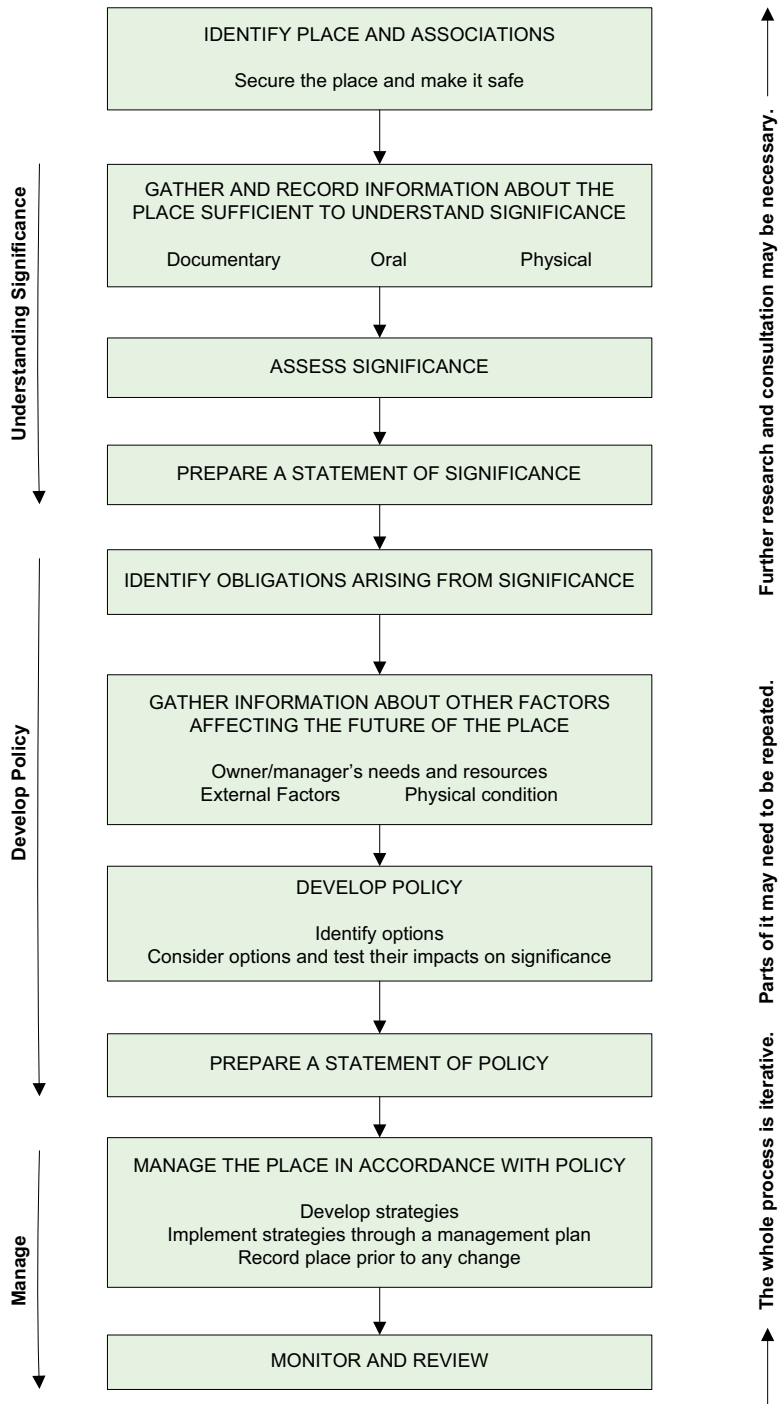
Articles		Explanatory notes
Article 17. Preservation		
	<i>Preservation</i> is appropriate where the existing <i>fabric</i> or its condition constitutes evidence of <i>cultural significance</i> , or where insufficient evidence is available to allow other <i>conservation</i> processes to be carried out.	<p>Preservation protects fabric without obscuring the evidence of its construction and use. The process should always be applied:</p> <ul style="list-style-type: none"> • where the evidence of the fabric is of such significance that it should not be altered; • where insufficient investigation has been carried out to permit policy decisions to be taken in accord with Articles 26 to 28. <p>New work (e.g. stabilisation) may be carried out in association with preservation when its purpose is the physical protection of the fabric and when it is consistent with Article 22.</p>
Article 18. Restoration and reconstruction		
	<i>Restoration</i> and <i>reconstruction</i> should reveal culturally significant aspects of the <i>place</i> .	
Article 19. Restoration		
	<i>Restoration</i> is appropriate only if there is sufficient evidence of an earlier state of the fabric.	
Article 20. Reconstruction		
20.1	<i>Reconstruction</i> is appropriate only where a <i>place</i> is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the <i>fabric</i> . In rare cases, reconstruction may also be appropriate as part of a use or practice that retains the <i>cultural significance</i> of the place.	
20.2	<i>Reconstruction</i> should be identifiable on close inspection or through additional <i>interpretation</i> .	
Article 21. Adaptation		
21.1	<i>Adaptation</i> is acceptable only where the adaptation has minimal impact on the <i>cultural significance</i> of the <i>place</i> .	Adaptation may involve the introduction of new services, or a new use, or changes to safeguard the place.
21.2	<i>Adaptation</i> should involve minimal change to significant fabric, achieved only after considering alternatives.	
Article 22. New work		
22.1	New work such as additions to the <i>place</i> may be acceptable where it does not distort or obscure the <i>cultural significance</i> of the place, or detract from its <i>interpretation</i> and appreciation.	New work may be sympathetic if its siting, bulk, form, scale, character, colour, texture and material are similar to the existing fabric, but imitation should be avoided.
22.2	New work should be readily identifiable as such.	

Articles		Explanatory notes
Article 23. Conserving use		
	Continuing, modifying or reinstating a significant <i>use</i> may be appropriate and preferred form of <i>conservation</i> .	These may require changes to significant <i>fabric</i> but they should be minimised. In some cases, continuing a significant use or practice may involve substantial new work.
Article 24. Retaining associations and meanings		
24.1	Significant <i>associations</i> between people and a <i>place</i> should be respected, retained and not obscured. Opportunities for the <i>interpretation</i> , commemoration and celebration of these associations should be investigated and implemented.	For many places associations will be linked to use.
24.2	Significant <i>meanings</i> , including spiritual values, of a <i>place</i> should be respected. Opportunities for the continuation or revival of these meanings should be investigated and implemented.	
Article 25. Interpretation		
	The <i>cultural significance</i> of many places is not readily apparent, and should be explained by interpretation. <i>Interpretation</i> should enhance understanding and enjoyment, and be culturally appropriate.	
Conservation practice		
Article 26. Applying the Burra Charter process		
26.1	Work on a <i>place</i> should be preceded by studies to understand the place which should include analysis of physical, documentary, oral and other evidence, drawing on appropriate knowledge, skills and disciplines.	The results of studies should be up to date, regularly reviewed and revised as necessary.
26.2	Written statements of <i>cultural significance</i> and policy for the <i>place</i> should be prepared, justified and accompanied by supporting evidence. The statements of significance and policy should be incorporated into a management plan for the place.	Statements of significance and policy should be kept up to date by regular review and revision as necessary. The management plan may deal with other matters related to the management of the place.
26.3	Groups and individuals with <i>associations</i> with a <i>place</i> as well as those involved in its management should be provided with opportunities to contribute to and participate in understanding the <i>cultural significance</i> of the place. Where appropriate they should also have opportunities to participate in its <i>conservation</i> and management.	

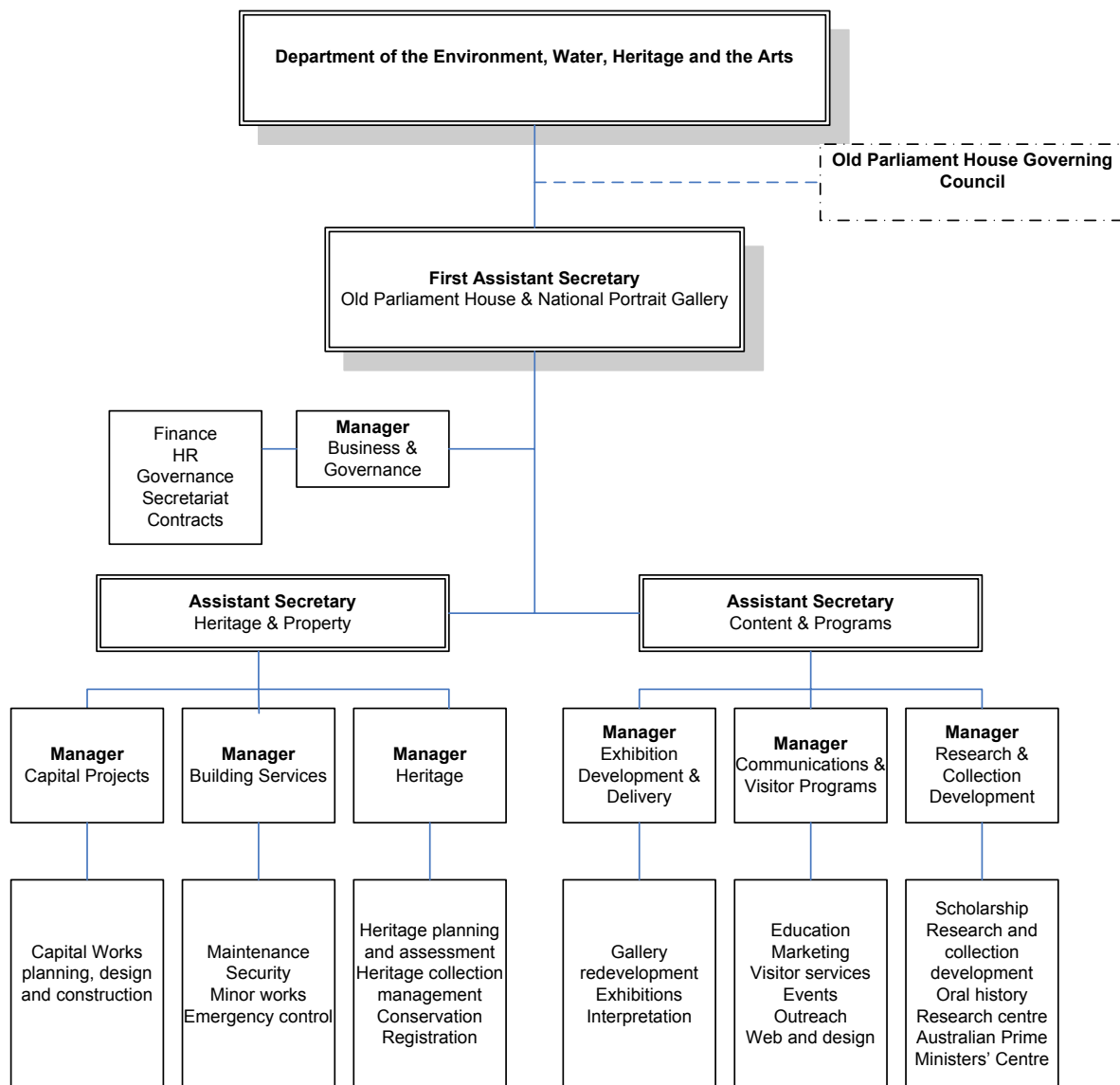
Articles		Explanatory notes
Article 27. Managing change		
27.1	The impact of proposed changes on the <i>cultural significance</i> of a <i>place</i> should be analysed with reference to the statement of significance and the policy for managing the place. It may be necessary to modify proposed changes following analysis to better retain cultural significance.	
27.2	Existing <i>fabric, use, associations</i> and <i>meanings</i> should be adequately recorded before any changes are made to the <i>place</i> .	
Article 28. Disturbance of fabric		
28.1	Disturbance of significant <i>fabric</i> for study, or to obtain evidence, should be minimised. Study of a <i>place</i> by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on the <i>conservation</i> of the place, or to obtain important evidence about to be lost or made inaccessible.	
28.2	Investigation of a <i>place</i> which requires disturbance of the <i>fabric</i> , apart from that necessary to make decisions, may be appropriate provided that it is consistent with the policy for the place. Such investigation should be based on important research questions which have potential to substantially add to knowledge, which cannot be answered in other ways and which minimises disturbance of significant fabric.	
Article 29. Responsibility for decisions		
	The organisations and individuals responsible for management decisions should be named and specific responsibility taken for each such decision.	
Article 30. Direction, supervision and implementation		
	Competent direction and supervision should be maintained at all stages, and any changes should be implemented by people with appropriate knowledge and skills.	
Article 31. Documenting evidence and decisions		
	A log of new evidence and additional decisions should be kept.	

Articles		Explanatory notes
Article 32. Records		
32.1	The records associated with the <i>conservation</i> of a <i>place</i> should be placed in a permanent archive and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.	
32.2	Records about the history of a <i>place</i> should be protected and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.	
Article 33. Removed fabric		
	Significant <i>fabric</i> which has been removed from a <i>place</i> including contents, fixtures and objects, should be catalogued, and protected in accordance with its <i>cultural significance</i> .	<i>Where possible and culturally appropriate, removed significant fabric including contents, fixtures and objects, should be kept at the place.</i>
Article 34. Resources		
	Adequate resources should be provided for <i>conservation</i> .	The best conservation often involves the least work and can be inexpensive.
	<i>Words in italics are defined in Article 1.</i>	

BURRA CHARTER PROCESS



F. Old Parliament House Organisational Chart



G. Summary of consultation phases

Background

In accordance with Section 324S of the EPBC Act, the Minister for the Environment, Water, Heritage and the Arts is responsible for making a management plan for Old Parliament House and Curtilage, as a listed National Heritage place, and seek comments from the public and the Australian Heritage Council before finalising the plan.

As Old Parliament House and Curtilage is also on the Commonwealth Heritage List, under Section 341S it is DEWHA's responsibility (at that time) to make and seek public comments on a draft management plan.

The former Department of Communications, Information Technology and the Arts prepared a single plan to cover both the Commonwealth and National Heritage List obligations.

Prior to the formal submission to the Department of the Environment, Water, Heritage and the Arts, an exposure draft was prepared for informal public consultation in November 2006 in accordance with s. 341S(6) for Commonwealth

Heritage Listed places. The methodology and analysis of this process is outlined below. Comments from this process have assisted in the development of the final draft.

Upon submission of the final draft, the formal statutory public comments process will be undertaken in accordance with s.324S(6).

Method

- Two Old Parliament House staff meetings
- Two volunteer meetings
- Pre-informal consultation notice to DCITA executive and the Minister for Arts and Sport
- Promotion including:
 1. promotional flyers distributed in-house and to stakeholders, tenants and public incorporating information on the consultation and a comments section
 2. advertisement in The Canberra, Times 4 November 2006, and The Australian, 11 November 2006
 3. promotional banners in King's Hall; and
 4. direct contact with associated organisations for posting information on their websites
 5. posting on the Old Parliament House website with the details of the consultation phase, and PDF of the Heritage Management Plan and National Nomination document for downloading including a dedicated email address available for responses.
- Two public meetings: Saturday 11 and Wednesday 22 November 2006.
- Direct contact with stakeholders. Forty-nine general stakeholders and 77 key stakeholder contacts were made via letter initially. Key stakeholder letters were followed up by delivery of a hard copy and compact disc of the Heritage Management Plan and contacted by phone to see if they wished to meet personally with management to discuss the Heritage Management Plan.
- A stall in King's Hall was set up and staffed seven days a week between 10am–12pm and 2–3pm daily. Public had access to hard and electronic copies of the Exposure Draft Heritage Management Plan, the interactive and comments slips.
- A computer was made available in the volunteers lounge to facilitate their familiarity and response to the plan.

Responses

Attendances at the public meetings were small, five at each session. Seventeen written responses were received on the plan, 15 via the comments box situated in King's Hall and two via emails. One response was received via the dedicated email address accessed via the website. Several verbal comments were recorded either at meetings or by phone in follow up discussions.

Summary of key comments

There were no major issues or concerns revealed in the comments received, with the bulk relating to editorial detail. Some key comments suggested: clearly outlining that this is a single plan to cover the Commonwealth and National Heritage list obligations; and enhancing the history beyond physical development of the site to include the social elements. A large number of positive verbal responses were received.

Analysis of the process

The process was in accordance with the requirements for making a management plan for a Commonwealth Heritage Listed place under 10.03C of the Environment Protection and Biodiversity Conservation Amendment Regulations 2003 No.1. It produced the expected outcomes which were to gauge public perceptions and concerns.

Successful elements included the: in-house design, the stall in King's Hall, the individual meetings with stakeholders and meetings with the Old Parliament House Volunteers.

Final Draft

Section 324S of the EPBC the Act requires that a management plan be prepared for a place on the National Heritage List and that the Minister for the Environment, Water, Heritage and the Arts, under Section 324S (6), seeks comments from the public on the draft plan and seeks and considers comments from the Australian Heritage Council about matters raised by the public.

The procedures involve the following stages;

- The draft management plan is placed on public exhibition on the Department of the Environment, Water, Heritage and the Arts website for 20 days and any person may comment on it;
- The draft management plan and public submissions received on the plan are referred to the Australian Heritage Council for consideration;
- The draft management plan, submissions and recommendations of the Australian Heritage Council are referred to the Minister for the Environment, Water, Heritage and the Arts; and
- After considering the submissions and the recommendations of the Australian Heritage Council, the Minister may make the plan without alterations or with such alterations as the Minister sees fit, or may refer the plan back to Old Parliament House for further consideration.

This process was completed between August and December 2007. Suggestions for improving the Final Draft have been considered and adopted.

H. Risk analysis – full assessment

1.0 Introduction

The heritage values of Old Parliament House are reflected in a range of physical attributes (its fabric, setting, movable heritage and so on) and in a variety of intangible attributes which include such things as the symbolic status of the place as the first purpose-built home of Australian democracy, and the strong association of spaces within the building with prominent public figures, events and activities.

This risk analysis identifies the principal risks that the National and Commonwealth Heritage List values may face in the future. It includes a discussion of the opportunities inherent in the future management of the place, and provides recommended risk management strategies for addressing the threats faced by Old Parliament House's heritage values.

2.0 Risk matrix developed for Old Parliament House.

The likelihood of the risks identified for the place occurring will vary widely from case to case for the same risk. For example, the likelihood of minor and reversible vandalism occurring is greater than the likelihood of vandalism causing irreversible widespread structural damage. Similarly, the likelihood of a small fire that can be quickly contained is greater than the likelihood of a major fire causing widespread irreversible damage. Therefore, the following risk assessment takes a cautious approach to heritage management. It grades the likelihood of the risks occurring *such that a significant impact on the national heritage values results*.

The *consequences* of the identified risks occurring will also vary greatly from case to case for the same risk. For example, a reduction in resources where the shortfall can be quickly made good from another source may have an insignificant consequence. However, a permanent reduction in resources that results in a deterioration of the place's heritage values may be catastrophic. Similarly, a reversible change of use in a largely non-significant part of the building that temporarily adversely impacts on the place's symbolic values may have minimal consequences, while an irreversible change of use in a prominent and sensitive part of the building, may have catastrophic consequences.

Given the wide range of possible consequences associated with the identified risks, this assessment does not grade them. However, numerous examples are given below in order to guide managers at Old Parliament House in prioritising actions designed to prevent the identified risks occurring. The examples provided can also be used in the preparation of Action Proposal Forms as part of the impact assessment process.

Likelihood is determined using the following criteria:	
Rating	Circumstances
Rare	Would only occur in highly exceptional circumstances. Once in a lifetime event.
Unlikely	Not expected to occur but cannot be discounted.
Possible	Could occur at some time. Could occur more than once but not an every day occurrence.
Likely	Probably occur in most circumstances. Likely to occur more than once but not an every day occurrence.
Almost certain	Expected to occur in most circumstances. Expect regular frequent occurrences.

The consequences of the risk to the heritage values of the place have been graded as follows:		
Rating	Consequence to heritage values	Examples
Insignificant	No attributes that contribute to the heritage values of the place would be affected, but attributes that may have practical value to the place will be affected.	<p>Structural element with no heritage value/s removed from historical/spatial context.</p> <p>Furnishings with no heritage value/s disposed of or placed in storage.</p> <p>Structural addition made in an already radically altered or part of the building with no heritage value/s.</p> <p>New wiring, services etc introduced without any damage caused to fabric, views etc.</p> <p>A very small reduction in resources occurs which can be fully and readily covered from alternative sources.</p> <p>A part of the place that makes no contribution to the values of OPH is put to a use that has no impact on the identified values of the place.</p> <p>A part of OPH that makes a contribution to the heritage values of the place is put to a temporary, short-term and entirely reversible use that is not strictly consistent with its heritage values eg furniture from one room is stored in another for two days while conservation work takes place in the first room.</p>
Minimal	Attributes that contribute to the heritage values of the place would be affected in a limited way.	<p>Structural element of limited heritage value/s removed from historical/spatial context.</p> <p>Furnishings of limited heritage value/s disposed of or placed in storage.</p> <p>Structural addition made in a part of the building that has been previously altered or which is of limited heritage value/s.</p> <p>New wiring, services etc introduced with minimal or no damage caused to fabric, views etc., with limited heritage value/s.</p> <p>A small reduction in resources occurs which can be fully and readily covered from alternative sources for the foreseeable future.</p> <p>A part of the place that makes a minor contribution to the values of OPH is put to a use that has a small and reversible impact on the identified values of the place.</p>

The consequences of the risk to the heritage values of the place have been graded as follows:		
Rating	Consequence to heritage values	Examples
Moderate	Attributes that make a moderate contribution to the heritage values of the place would be affected.	<p>Structural element of moderate heritage value removed from its historical/spatial context, destroyed or damaged.</p> <p>Furnishings of moderate heritage value/s disposed of or placed in storage with the result that they become divorced from their historical/spatial context.</p> <p>Structural addition made in a part of the place that has been previously altered to some degree but which still displays a level of intactness.</p> <p>New wiring, services etc introduced with repairable damage caused to fabric, views etc, with moderate heritage value/s.</p> <p>The symbolic value of the place affected at some levels of society for a short period of time.</p> <p>A reduction in resources occurs which cannot be fully covered by alternative sources, resulting in the temporary scaling back of minor or non-urgent conservation and interpretation activities.</p> <p>A part of the place that makes a moderate contribution to the values of OPH is put to a use that results in minor but irreversible loss of original fabric.</p> <p>A part of the place is put to a reversible use that temporarily detracts from the symbolic values of the place, which is reflected in a minor and temporary drop in visitor numbers.</p> <p>Change is initiated at OPH without adequate consultation with all relevant stakeholders with the result that a group becomes temporarily disaffected or disenfranchised.</p>
Major	Attributes that make a significant contribution to the heritage values of the place would be affected.	<p>Significant fabric in a largely original form would be damaged or destroyed by works.</p> <p>Historical/spatial context of furnishings or other movable objects with high heritage value/s are lost through disposal or destruction.</p> <p>Views with high heritage value would be adversely but not irreparably affected by the introduction of new built form.</p> <p>The symbolic value of the place affected for some members of the community for a lengthy period of time.</p> <p>An action results in an important part of the building falling into disuse.</p> <p>A reduction in resources occurs which cannot be covered by alternative sources, resulting in the long-term scaling back of important and urgent conservation and interpretation activities.</p> <p>A part of the place that makes a significant contribution to the values of OPH is put to a use that results in irreversible loss of original fabric.</p> <p>A part of the place is put to a use that is not easily reversible and which detracts from the symbolic values of the place, with the result that there is a significant and prolonged drop in visitor numbers.</p> <p>Interpretation activities are initiated that are based on inaccurate historical or other data with the result that in 'telling the story' of OPH the public is inadvertently misled or misinformed.</p> <p>Change is initiated at OPH without adequate consultation with all relevant stakeholders with the result that a group becomes disaffected or disenfranchised for a prolonged period.</p>

The consequences of the risk to the heritage values of the place have been graded as follows:		
Rating	Consequence to heritage values	Examples
Catastrophic	Attributes making a rare or outstanding contribution to the place's heritage values would be lost or seriously affected.	<p>Significant fabric in a largely or completely original form (1924-1988) seriously damaged or destroyed by works.</p> <p>Historical/spatial context of furnishings or other movable items with high heritage value/s would be lost through disposal or destruction.</p> <p>Views with high heritage value/s adversely and irreparably affected by the introduction of new built form.</p> <p>The symbolic value of the place affected for most or all Australians for a lengthy period of time or forever.</p> <p>An action results in an important part, or all, of the building falling into permanent disuse.</p> <p>A reduction in resources occurs which cannot be covered by alternative sources, resulting in the permanent cessation of important and urgent conservation and interpretation activities.</p> <p>A part of the place that makes a highly significant contribution to the values of OPH is put to a use that results in irreversible loss of original fabric.</p> <p>A part of the place is put to a use that is irreversible and which detracts from the symbolic values of the place, with the result that there is a significant and permanent drop in visitor numbers.</p> <p>Change is initiated at OPH without adequate consultation with all relevant stakeholders with the result that a group becomes permanently disaffected or disenfranchised.</p>

3.0 Generic Identified Risks—These risks may affect all heritage values.					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Fire	Cause could be electrical wiring malfunction.	Possible	Major to catastrophic	Ensure electrical services are maintained and monitored. Ensure Fire Safety manual in place. Ensure emergency procedures are in place. Ensure relationships with emergency services providers.	Establish links with other cultural institutions for sharing of resources and ideas in relation to disaster recovery. Proactively develop a disaster management plan for heritage issues.
Flood	Could occur as a result of air-conditioning system error, roof leak or severe weather conditions.	Likely	Major	Ensure Disaster Recovery Policy and Manual in place.	
Terrorist Attack	Proximity to Parliament House may increase risk.	Unlikely	Catastrophic	Ensure emergency procedures are in place. Ensure a business continuity plan is in place. Ensure the risk is monitored according to global and local climate.	
Theft	Loss of collection material or building fabric.	Possible	Moderate to Major	Ensure security policy and provisions are in place. Ensure items and areas of high heritage value/s in public areas are regularly monitored. Ensure storage areas are appropriately secure and regularly monitored.	
Vandalism	Destruction or damage to heritage fabric or collection.	Possible	Moderate to Major	Ensure security policy and provisions are in place. Ensure relationships with emergency services providers.	
Natural disaster	Could occur from damage by one or more natural causes - Including various categories of storms, insect damage etc...	Possible	Major to Catastrophic	Ensure Disaster Recovery Policy and manual in place. Ensure emergency procedures are in place. Ensure relationships with emergency services providers. Ensure integrated pest management plan is in place	

Other risks common to multiple values are discussed in section 5.0 below. They include:

- the slow erosion of values caused by incremental inappropriate change
- inappropriate change of use
- inappropriate change to fabric and/or form
- a reduction in resourcing such that the conservation and interpretation needs of the place cannot be met
- failure to effectively 'tell the story' of OPH
- loss of expertise/knowledge.

4.0 The departure of the National Portrait Gallery

The National Portrait Gallery (NPG) has been a significant attraction at Old Parliament House, accounting for 30 per cent of its current visitation. This has resulted in a number of positive outcomes for Old Parliament House, enhancing its heritage values in a number of ways. For example:

The building has continued in public use and the tradition of general public accessibility has been maintained.

The NPG and the Old Parliament House collections have complemented each other well, so that visitors to one have generally also visited the other.

The place has remained in the public's imagination as a place of symbolic value, while its traditional role as a place for public expression has been maintained.

Old Parliament House has been able to continue to effectively communicate its stories to a wide audience.

However, it is proposed that the NPG will move to its own purpose-built home in 2008, with the result that the benefits the NPG has brought will cease and Old Parliament House will need to consider possible future uses and partnerships. While this presents Old Parliament House with opportunities for the enhancement of the place's heritage values, these changes may also bring with them a number of risks to the heritage values of Old Parliament House. These are considered in detail in Section 5.0 below.

5.0 Specific Identified Risks

Section 5.0 summarises the heritage values of Old Parliament House, and their attributes, before listing the identified risks to those values.

The identified risks are not necessarily exhaustive, and other unforeseen and unforeseeable risks may present themselves in the future as the nature and uses of the place change.

The values and attributes identified below are a summary of those contained within the Draft Heritage Management Plan for Old Parliament House.

5.1 Criterion (a) The place has outstanding heritage value to the nation because of the place's importance in the course, or pattern, of Australia's natural or cultural history

5.1.1 Summary of Values

- first purpose-built Federal Parliament building
- symbol of Australian government
- venue for important political, social and historical events
- building, setting, design and other elements bear witness to history
- focus for Aboriginal and non-Aboriginal political protest.

5.1.2 Attributes of these Values

- whole of building, including interiors and furnishings
- moveable items
- design
- setting (including gardens, related buildings and tent embassy).

5.1.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
The building and/or its setting may be put to a use that diminishes their symbolic value.	Appropriate management will require treading the fine line between keeping OPH a 'living' building through ongoing popularly supported use, and ensuring that uses are not incompatible with the place's symbolic value.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place for all proposed uses.	<p>Enthuse broad sections of the public (Australian and international) through engaging and exciting education and interpretation programs.</p> <p>Reinforce in the minds of Australians that OPH represents their history.</p>
Government may become disengaged from the heritage values of OPH, resulting in a lack of commitment by government to its ongoing conservation.	This risk increases in likelihood as the generation of politicians, public servants, media etc that used OPH in the past retire or pass away.	Unlikely	Major	Establish appropriate stakeholder involvement and patronage programs.	<p>Enhance the symbolic value of the place, and perceptions of the processes and history it represents, by communicating its history to the public in an engaging and exciting manner. Use the fascinating history of the place, and its symbolic values, to increase visitor numbers, which in turn can generate resources for its ongoing maintenance and conservation.</p> <p>Use the symbolic associations of OPH to promote the success of the Australian democratic system.</p>
There may be a failure to effectively communicate the place's many stories and to interpret the heritage values to the public.	The aversion of some Australians to politics, and the tendency to see government/history as boring, may dissuade people from engaging with the place.	Possible	Major	<p>Monitor and evaluate the success of interpretation and visitor programs.</p> <p>Develop/redraft interpretation plan</p> <p>Ensure a diverse range of high quality on site exhibitions, programs and events, and off site strategies, to communicate the stories etc... in a manner appropriate to identified target audiences.</p>	<p>Use the symbolic associations of OPH to promote the success of the Australian democratic system.</p> <p>Use the Human Impact Management Program to inform and positively influence visitors, staff and tenants.</p>
The building may become accommodation for the current parliamentary officers, to the exclusion of the public.	Use of parts of the building by parliamentary officers may enhance the place's heritage values through continuity of use. However, the place must also remain accessible to the public.	Unlikely	Major	<p>Ensure a values-focused impact assessment process is in place for all proposed uses.</p> <p>Ensure policy framework reflects importance of accessibility.</p>	<p>Use the Human Impact Management Program to inform and positively influence visitors, staff and tenants.</p>

5.1.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Physical damage may be caused to elements of the fabric or the setting that embody heritage values, through inappropriate use, inadequate maintenance etc.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for ongoing and preventative maintenance, and implementation of the Human Impact Management Program.	
Elements may be re-used with inadequate appreciation of their context, with the result that elements of heritage value become divorced from their historical setting.	The importance of the present and historic location of the Speaker's Chair demonstrates this principle well. To move it would adversely impact on the values of OPH.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place.	
Failure to consult with stakeholders may inadvertently offend them.		Possible	Major	Establish appropriate stakeholder involvement and consultation program.	

5.2 Criterion (b) The place has outstanding heritage value to the nation because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history.

5.2.1 Summary of Values

- first purpose-built home of Australian parliament
- rare example of integrated exterior architecture and interior furnishings
- rare housing of both legislature and executive together
- murdoch-designed furniture, decorative treatments etc comprise a rare intact collection.

5.2.2 Attributes of these Values

- building
- design
- setting
- collections
- additions, expansions, modifications over time.

5.2.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
There may be a failure to effectively communicate the place's many stories and to interpret the heritage values to the public.	This risk is generic to all values.	Possible	Major	Ensure a values-monitor and evaluate the success of interpretation and visitor programs. Develop/redraft interpretation plan. Ensure a diverse range of high quality on site exhibitions, programs and events, and off site strategies, to communicate the stories etc... in a manner appropriate to identified target audiences.	Enthuse broad sections of the public (Australian and international) through engaging and exciting education and interpretation programs. Widen the OPH audience. Use the place's fine collection of movable heritage to increase visitor numbers, which can in turn generate resources for the collection's ongoing maintenance and conservation.
A tendency may develop to favour the conservation and interpretation of earlier elements (especially 1920s) to the detriment of later elements.	Heritage Value does not turn solely on date/age. The site has a layered history, which is reflected in its many elements. Although earlier elements may generally be considered of higher heritage value, this will not always be the case, and some relatively recent elements can be of very high heritage value.	Possible	Major to catastrophic	Framework establishes the need for values-focused impact assessment. Develop/redraft interpretation plan. Ensure a diverse range of high quality on site exhibitions, programs and events, and off site strategies, to communicate the stories etc... in a manner appropriate to identified target audiences.	Introduce an acquisitions program directed at visitors to OPH, based on informing them of the historic, social and cultural values attaching to OPH memorabilia, and inviting them to 'make a gift to the nation'. Raise awareness of the fascinating history behind the later layers of OPH's history through engaging and exciting education and interpretation programs.
A tendency may develop to privilege the 'pretty' things over the less attractive but significant ones.	Heritage value does not turn solely on aesthetic appeal. Conventionally 'unattractive' things can also have high heritage value for other reasons.	Possible	Major to catastrophic	Ensure the policy framework establishes the need for values-focused impact assessment.	
					Pursue ongoing oral history programs. Use the ongoing maintenance and conservation requirements of the collection to promote traditional arts and crafts.

5.2.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
The rising monetary value of collector's items associated with OPH will encourage the dispersal of items that have already left the control of OPH, with the result that they cannot be recovered.	Many OPH furnishings etc have already left the control of OPH. Although attempts may be made to buy back significant pieces, this is becoming increasingly difficult with time and rising costs on the antiques and collector's markets. By seeking to recover these items, OPH may also inadvertently make these items more collectible and increase prices further.	Likely	Major	Establish links with collectors and industry groups.	
Rare and unusual memorabilia in the possession of the public may go unrecognised by the public and be disposed of.	Pieces of memorabilia and OPH paraphernalia that have never been in the possession or control of OPH have the potential to significantly enhance the values of the place through acquisitions.	Likely	Major	Establish community outreach programs designed to establish OPH as a worthwhile recipient of memorabilia with relevant Heritage value.	
The place's 'living history' may be lost before it has been recorded.	This recognises that a number of small changes can result in a significant adverse impact on a heritage item. There must be a balance between conservation and restoration to ensure no inappropriate loss of originality.	Possible	Major to catastrophic	Monitor visitor and other impacts and refine policy.	

5.2.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Rare furnishings, elements of the building etc may be seriously damaged over time through cumulative modification, repair, replacement.	This recognises that a number of small changes can result in a significant adverse impact on a heritage item. There must be a balance between conservation and restoration to ensure no inappropriate loss of originality.	Possible	Major to catastrophic	Monitor visitor and other impacts and refine policy.	
The connection between the parliamentary chambers may be broken by inappropriate use or physical change.	The House of Representatives and Senate (and their associated rooms and movable heritage) are physically, historically, symbolically and visually linked. These connections within a single building are unusual and must be safeguarded.	Possible	Major to catastrophic	Ensure the policy framework establishes the need for values-focused impact assessment.	
Physical damage may be caused to elements of the fabric or the setting that embody heritage values, through inappropriate use, inadequate maintenance etc.	This risk is generic to all values but of particular pertinence in the case of rare items, features etc.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for on-going maintenance. Ensure implementation of Human Impact Management Program.	
Elements may be disposed of with inadequate appreciation of their context, with the result that significant elements become divorced from their historical setting.	This risk is generic to all values but of particular pertinence in the case of rare items, features etc.	Possible	Major to catastrophic	Ensure an impact assessment process is in place. Ensure appropriate levels of documentation to inform decision makers.	

5.3 Criterion (d) The place has outstanding heritage value to the nation because of the place's importance in demonstrating the principal characteristics of a class of Australia's natural or cultural places, or a class of Australia's natural or cultural environments.

5.3.1 Values

- primary, foundational example of Inter-War Stripped Classical style
- representative of other government buildings in early twentieth century Australia

5.3.2 Attributes of these Values

- the building's styling
- internal planning, styling, related furniture and fit-out

5.2.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Conservation of the façade may be privileged over the interior with high heritage Values.	Murdoch placed as much emphasis on the cohesiveness of the internal design and fittings as he did to the exterior. The interior and exterior (including setting) are parts of the one heritage place.	Possible	Major	Ensure the policy framework establishes the need for values-focused impact assessment.	Promote the story of the interior of the building. Remove intrusive additions and modifications. Use the ongoing maintenance and conservation requirements of the building to promote traditional arts and crafts.
In seeking to conserve the Inter-War Stripped Classical style, a tendency may develop to privilege these elements of the building over later significant additions, modifications etc.	Management must not lose sight of the layered history of the place.	Possible	Major	Ensure the policy framework establishes the need for values-focused impact assessment.	
In seeking to conserve the Inter-War Stripped Classical style, Murdoch's idiosyncratic design features may be overlooked or subsumed into the more generic style.	Murdoch utilised the Inter-War Stripped Classical style but it was part of a wider design intent.	Possible	Major	Ensure the policy framework establishes the need for values-focused impact assessment.	

5.2.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Inappropriate physical intervention may damage or destroy significant heritage values of the building.	Alterations, additions and structural modifications must be carefully monitored. However, contemporary design and expression in new structures is not precluded by this principle.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values.	
Physical damage may be caused to the fabric, design or setting of the building through inappropriate use, inadequate maintenance etc.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for ongoing maintenance.	

5.4 Criterion (e) The place has outstanding heritage value to the nation because of the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group.

5.4.1 Values

- Important landmark because of relationship to setting, including open landscape between the building and the lake.
- Significant aspect of the symbolic cultural landscape of the Parliamentary Triangle, prominent on Griffin's Land Axis.
- Physical symbol of the continuity of Australian democracy.
- Scheme represents two major components of parliamentary government (legislative, executive).

5.4.2 Attributes of these Values

- Stark white colour (Note: 1927 external colour was off-white)
- Symmetry.
- Relationship to setting.

5.4.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Inappropriate physical intervention may damage or destroy heritage values (especially elements of fabric) of the building and setting.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for ongoing maintenance.	<p>Explore interpretative options based on the 1927 render of the building (which was not stark white). Use the aesthetic appeal and landmark qualities of the place to promote it to a wide audience and increase visitor numbers. Harness the place's visual prominence to ensure that it remains an important symbol of the Australian democratic system. Initiate and/or maintain partnerships (short- and long-term) with other relevant neighbours, authorities etc to ensure an integrated approach to the management of the cultural landscape. While using the ongoing maintenance and conservation requirements of the building to promote traditional arts and crafts, also take opportunities to promote contemporary design and expression where appropriate.</p>
Physical damage may be caused to the fabric, design or setting of the building through inappropriate use, inadequate maintenance etc.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for ongoing maintenance.	
Inappropriate development in the vicinity of the building may disrupt the symmetry and planned design of the building and setting.	There is the potential for conflict with the values relating to the Aboriginal Tent Embassy on this point. Management of this risk will require ongoing relationships with other authorities etc in and near the Parliamentary Triangle.	Possible	Major to catastrophic	Establish partnerships and consultation with neighbours in the Parliamentary Triangle. Establish appropriate stakeholder involvement.	
A tendency may develop to privilege the 'pretty' things over the less attractive but ones of a higher Heritage Value.	Heritage Value does not turn solely on aesthetic appeal. Conventionally 'unattractive' things can also have Heritage Value for other reasons.	Possible	Major	Ensure the policy framework establishes the need for values-focused impact assessment.	

5.4.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
By not understanding how aesthetic values should be protected, there is the risk that innovative and appropriate contemporary design is stifled in and around the place.	Opportunities will arise for OPH to continue to contribute to the creative, artistic and architectural development of the nation. However, new development options will require careful management.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place. Encourage involvement of heritage planners and architects in planning and design process.	
If OPH is seen in isolation, there is the risk of loss of relationship with neighbours and partners in the Parliamentary Vista.	An overly inward-looking approach to the management of the place can be inimical to its heritage values. It was designed to be part of a wider cultural landscape.	Possible	Major	Establish partnerships and consultation with neighbours in the Parliamentary Triangle. Establish appropriate stakeholder involvement.	
By concentrating on OPH's landmark qualities, there is the risk that the significant interior elements will be overlooked or prejudiced.	Murdoch placed as much emphasis on the aesthetic of the internal design and fittings as he did to the exterior. The interior and exterior (including setting) are parts of the one heritage place.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place.	

5.5 Criterion (f) The place has outstanding heritage value to the nation because of the place's importance in demonstrating a high degree of creative or technical achievement at a particular period.

5.5.1 Values

- Demonstrates the creative and technical achievements of several prominent individuals (eg John Smith Murdoch).

5.5.2 Attributes of these Values

- Building design.
- Collections.

5.5.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
Inappropriate physical intervention may damage or destroy significant heritage values of the building.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values.	Use the elements representing the works of prominent individuals to promote the place to a wide audience and increase visitor numbers. Use the ongoing maintenance and conservation requirements of the building to promote traditional arts and crafts.
Physical damage may be caused to the fabric, design or setting of the building through inappropriate use, inadequate maintenance etc.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for ongoing maintenance.	
Elements may be re-used with inadequate appreciation of their context, with the result that elements of heritage value become divorced from their historical setting.	This risk is generic to all values.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place.	
There may be a failure to effectively communicate the place's many stories and to interpret the heritage values to the public.	This risk is generic to all values.	Possible	Major	Monitor and evaluate the success of interpretation and visitor programs Ensure interpretation plan implemented.	

5.6 Criterion (g) The place has outstanding heritage value to the nation because of the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons.

5.6.1 Values

- Symbol as the recognisable centre of the Australian government from 1927 to 1988.
- Focus for political protest since the 1960s, including the Aboriginal Tent Embassy.
- Important associations for parliamentarians, staff and media.
- Continues as a location for important events such as the Constitutional Convention 1998.
- Award winning heritage place with over 250,000 visitors annually and active volunteer group.

5.6.2 Attributes of these Values

- Building, façade and its setting.
- Relationship with the Aboriginal Tent Embassy.
- Continued use for socially significant purposes.

5.6.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
The building and/or its setting may be put to a use that diminishes their symbolic value.	Appropriate management will require treading the fine line between keeping OPH a 'living' building through ongoing popularly supported use, and ensuring that uses are not incompatible with the place's symbolic value.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place for all proposed uses.	Promote democratic values and the social achievements of the Australian parliamentary system through innovative and exciting interpretive and educational programs. Promote the place's symbolic values as the home of Australian democracy.
The place may be put to a use that is unpopular with the public so that there is a loss of connection between 'the people' and the place.	This would not only break the long-standing connection of the place with the Australian public, it would also reduce visitor numbers, with adverse financial consequences.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Establish and maintain appropriate stakeholder involvement. Monitor and evaluate the success of interpretation and visitor programs.	Reinforce in the minds of Australians that OPH represents their history. Encourage the participation of the community in the future of OPH through volunteer programs and similar community involvement, ensuring they share OPH values.

5.6.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
There is a risk that OPH will cease to be associated in the public imagination with the workings of government or continue to be seen as a place for public expression.	This risk may grow with generational change. As those generations that worked in the place during its use as the Australian parliament pass, the connection may weaken.	Possible	Major to catastrophic	Develop and implement visitor and interpretive programs which stress the role of OPH in the story of the robust and vibrant Australian democratic system.	Pursue short- and long-term partnerships to promote OPH as an appropriate venue for social occasions, official events, functions etc.
The place may be put to a use that reduces public accessibility.	For much of its life, OPH was characterised by a combination of formality and informality, expressed through a tradition of public access. Loss of public use/access would adversely affect the place's heritage values.	Possible	Major	Ensure policy framework reflects importance of accessibility. Ensure a preventative maintenance and monitoring program are in place along with effective conservation policies.	Exploit the proximity of OPH to Parliament House to ensure its continuing relationship with the processes of government, and a continuation of its role as a place for public expression.
Inadequate consultation with community stakeholders, or putting the place to a use that reduces public access, may result in the disenfranchisement of sections of the community.	The community must remain involved with the place to ensure that there is community pride and interest in its continued use and conservation. An overly inward-looking approach to the place's management risks the disenfranchisement of important community groups and missed opportunities for productive partnerships with other authorities in and near the Parliamentary Triangle.	Possible	Major	Ensure policy framework reflects importance of accessibility. Establish and maintain appropriate stakeholder involvement.	Pursue ongoing oral history programs. Upgrade OPH's facilities in an appropriate manner.

5.6.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
The place's 'living history' may be lost before it has been recorded.	OPH is rare in that it acquired its heritage values entirely within living memory. However, those who saw its earliest phases are now elderly and their stories need to be recorded while they can be.	Possible	Major to catastrophic	Maintain and strengthen ongoing oral history program.	
The place may be 'loved to death'.	An important part of the place's significance is its ongoing use and its accessibility to the public. Turning it into a sterile 'artefact' would adversely impact on its heritage values.	Possible	Major to catastrophic	Ensure policy framework reflects importance of accessibility. Establish and maintain appropriate stakeholder involvement.	
Generational change within the OPH personnel may result in a lack of corporate knowledge.	An enormous body of information resides with the existing OPH personnel.	Likely	Major	Maintain and strengthen ongoing oral history program and strengthen role of Research Centre as repository of corporate memory (in line with Burra Charter). Establish induction, training and supervision programs for new personnel by more experienced personnel. Establish ongoing archival recording program.	

5.6.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
OPH's limited room and facilities might prevent its use for events involving many people (conventions etc) and ceremonial occasions.	For OPH to retain its social value, there must be continued engagement with the Australian public. If functions, conventions etc go to 'competitors', then OPH may fade from the public's memory as it falls into disuse. This risk applies also to the embassies that have a historical and physical relationship to OPH. It would adversely affect the place's heritage values if the physical relationship with the embassies remained but the embassies looked elsewhere for functions etc.	Likely	Major	Ensure management planning includes resources for ongoing upgrading of facilities within a heritage framework such that OPH remains viable as a venue for functions and conferences.	

5.7 Criterion (h) The place has outstanding heritage value to the nation because of the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history.

5.7.1 Values

- Most prominent example of John Smith Murdoch's work as the first Commonwealth Government architect.
- Associations with numerous individuals who have influenced or set the course of Australia's political, economic and social development.

5.7.2 Attributes of these Values

- Design of the building and furniture.
- Internal spaces, fit out and furniture.

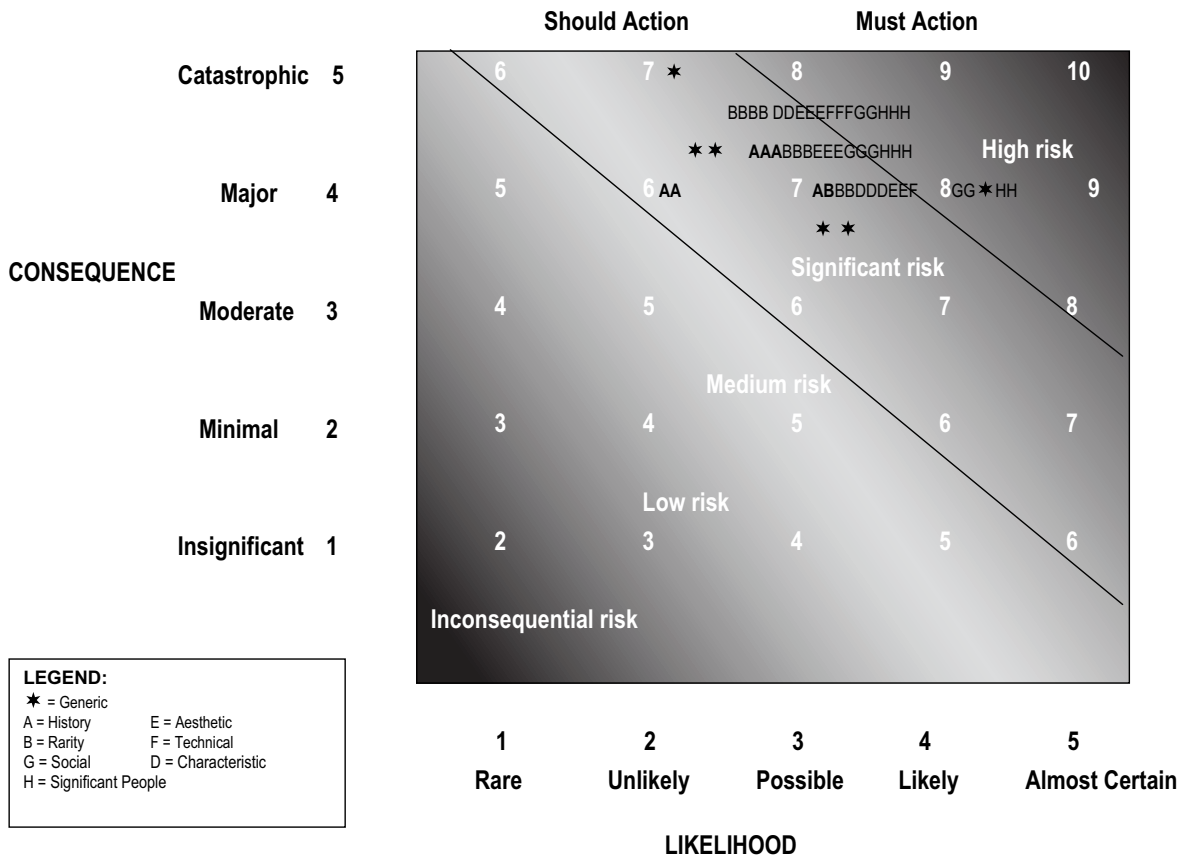
5.7.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
There may be a failure to effectively communicate the place's many stories and to interpret the heritage values to the public.	This risk is generic to all risks.	Possible	Major to catastrophic	Establish and maintain appropriate stakeholder involvement. Monitor and evaluate the success of interpretation and visitor programs.	Reinforce in the minds of Australians that OPH represents their history. Enhance the symbolic value of the place, and perceptions of the processes and history it represents, by communicating its history to the public in an engaging and exciting manner.
Physical damage may be caused to elements of the fabric or the setting that embody heritage values through inappropriate use, inadequate maintenance etc.	This risk is generic to all risks.	Possible	Major to catastrophic	Ensure all proposals for use are assessed against their impact on heritage values. Ensure management planning includes resources for ongoing maintenance.	Use the fascinating history of the place, and its symbolic values, to increase visitor numbers, which can in turn generate resources for its ongoing maintenance and conservation.
Elements may be re-used with inadequate appreciation of their context, with the result that elements with heritage value become divorced from their historical setting.	This risk is generic to all risks.	Possible	Major to catastrophic	Ensure a documentation and collection management process in place to record and track removed item. Ensure a values-focused impact assessment process is in place.	

5.7.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
The rising value of collector's items associated with OPH and prominent individuals will encourage the dispersal of items that have already left the control of OPH, with the result that they cannot be recovered.	Many OPH furnishings etc have already left the control of OPH. Although attempts may be made to buy back significant pieces, this is becoming increasingly difficult with time and rising costs on the antiques and collector's markets. By seeking to recover these items, OPH may also inadvertently make these items more collectible and increase prices further.	Likely	Major	Establish links with collectors and collection/industry groups. Strengthen the ability to acquire/collect in accordance with established policies and conventions.	
Rare and unusual memorabilia in the possession of the public may go unrecognised by the public and be disposed of.	Pieces of memorabilia and OPH paraphernalia that have never been in the possession or control of OPH have the potential to significantly enhance the values of the place through acquisitions.	Likely	Major	Establish community outreach programs designed to establish OPH as a worthwhile recipient of memorabilia with relevant Heritage Value.	
The place's 'living history' may be lost before it has been recorded.	OPH is rare in that it acquired its heritage values entirely within living memory. However, those who saw its earliest phases are now elderly and their stories need to be recorded while they can be.	Possible	Major to catastrophic	Maintain and strengthen ongoing oral history program.	

5.7.3 Identification of Risks					
Risks	Comment	Likelihood	Consequence	Risk Management Strategy	Opportunities
A tendency may develop to conserve elements of the place associated with more prominent people (eg prime ministers and ministers) at the expense of the less prominent users of OPH. Elements associated with more prominent public figures might also be favoured over those associated with less prominent ones.	OPH is a multi-layered place that tells a complex story that goes beyond the nation's leaders and more prominent figures. Elements of the place that reveal the less 'glamorous' aspects of its functions and people also contribute to its heritage values.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place.	
Elements may be disposed of or moved with inadequate appreciation of their context, with the result that elements of Heritage Value become divorced from their historical setting.	The importance of the present and historic location of the Speaker's Chair demonstrates this principle well. To move it would adversely impact on the Heritage Values of OPH.	Possible	Major to catastrophic	Ensure a values-focused impact assessment process is in place.	

6.0 Risk analysis matrix

The matrix below outlines the majority of risks at the time of this analysis appear in the upper half of the table, where Old Parliament House management should action a mitigation strategy. This illustrates that the development and implementation of policies to ameliorate the risks and enact the opportunities is critical.



7.0 Conclusions

The risks identified above have the potential to significantly adversely impact on the heritage values of Old Parliament House. The management of these risks requires a careful mapping of the identified heritage values for the place in order to establish which spaces, fabric, elements of its setting etc embody those values, and which are therefore the most vulnerable to certain risks. It will then be possible to formulate heritage policies for the best conservation of the values and management of the risks. A further risk assessment should be undertaken in five years to assess the success of the mapping and policies and adjust as necessary.

I. Policy rationales/commentaries

Background paper for Policy 1 Conservation

Old Parliament House management must conserve the heritage values of the place in accordance with the *EPBC Act*, the *ACT Planning and Land Management Act*. Old Parliament House will underpin its management of the heritage values through: applying the Burra Charter; employing competent heritage managers and advisors; undertaking appropriate research and assessment prior to making decisions which may impact upon heritage values; and seeking funds to manage the place based upon a nil decline in the condition of heritage values.

Rationale for the policy

Research and analysis of the heritage values of Old Parliament House has been conducted through a detailed and ongoing process since 1985. The present Heritage Management Plan has been developed on the basis of the conservation approach established in the Conservation Management Plan 2000 (Pearson et al 2000 and subsequent updates: 2003 Pearson et al and 2005 Godden Mackay Logan).

In response to previous plans and the use of the term Heritage Values in the EPBC Act, this Heritage Management Plan has developed the Zones (Section 6) which locate the identified heritage values spatially and establish objectives for their management. The Zones and Zone Objectives are key tools which assist in the application of the policy framework across the varied attributes, spaces and areas of Old Parliament House. This policy and the Zones also recognise that moveable cultural heritage is an integral attribute of the heritage values of the place.

This policy acknowledges that the values of Old Parliament House are embedded in sometimes overlapping layers of fabric and that decisions will need to be made on a case by case basis about their relative heritage values and the consequent required management action. Decision making must also be underpinned by expertise, ready access to relevant data and ongoing training.

Commentary for conserving the layered history of Old Parliament House

Within this overall policy direction, there are some specific components of the place which require particular conservation. These include:

- The existing external and internal fabric of the building which dates from the period 1927, illustrating the original design and intent for Parliament's new home.
- The overall form and extent of the building as it evolved to 1988, which demonstrates the manner in which the building grew and its final form when occupied by the Parliament.
- Post-1927 alterations that demonstrate particularly well the character of Parliament or aspects of its changing nature and size:
 - the altered House of Representatives and Senate Chambers, and press accommodation
 - the Prime Minister's suite
 - the Cabinet room
 - representative examples of backbencher's, ministerial, staff, Hansard, press and kitchen accommodation, as they changed over time
 - the President of the Senate's suite
 - the Members Bar
 - the expansion of accommodation into the verandah and balcony spaces
 - the overall form of the southeast and southwest wings
 - the overall form of the 1972/74 northeast and northwest additions
 - the main northern entrance and portico; and
 - the Senate committee rooms on the lower floor, north wing.

- 1927 fabric demonstrating the Inter–War Stripped Classical architectural style and associated features including:
 - symmetrical north and south façades
 - division of the north elevation into vertical bays
 - vestigial classical entablature which is found on both the original north and south wings
 - simple wall surfaces of both original north and south wings; and
 - spandrels between storeys on the north elevation which are subdued to emphasise verticality.
- Greek pattern detailing such as the exterior iron balustrades, interior plaster wall vents and leadlight bookcase panels.
- 1927–1988 rooms with special architectural interest:
 - King’s Hall
 - Library
 - Senate Chamber
 - House of Representatives Chamber
 - Dining Rooms
 - Senate Opposition Party Room (Senate Club)
 - Speaker’s Office
 - Clerk of the Senate’s Office
 - Leader of the Government in the Senate’s Office
 - Prime Minister’s Office
 - Cabinet Room; and
 - President of the Senate’s Suite.

Conclusion

Policy 1 deals with the framework for the physical conservation of the heritage values of Old Parliament House. The aims of conservation must, however, be achieved through the integrated application of all the policies, in particular: Policy 2; which establishes the Action Proposal assessment process; Policy 3, which guides documentation, monitoring and research; and Policy 4, which guides interpretation of the values and communication with stakeholders and community.

Background paper for Policy 2 Management Approach

Old Parliament House management must: maintain a cross organisational committee to ensure the protection of heritage values through robust participatory management, decision making procedures, and the assessment of action proposals; and manage tenders and contracts through appropriate application of the EPBC Act and other relevant legislation and codes.

Rationale for the policy

The complexity of Old Parliament House as a heritage place means that a flexible, responsive and expert structure for decision-making must be established. The policies, zones statements of intent, zone objectives and identified sensitivity to change of the mapped heritage values establish a robust framework within which decisions will be made. This framework is supported by the requirements in Policy 1 for appropriately expert and competent people to be charged with the responsibility for making decisions affecting the heritage values.

Old Parliament House management has used the concept of an Actions Committee charged with collaboratively assessing the suitability of proposals for some time. This policy formalises this structure and links it to EPBC Act decision-making and audit requirements.

This policy deals with the need for making accountable decisions about conservation activities. The complexity of the fabric, collections and associations of heritage value at Old Parliament House means that careful and informed decisions need to be made in the planning and carrying out of all conservation works and activities. A formal assessment process for all decisions about actions, works and activities is set out in Policy 2 and established in the assessment process in Section 7 of the Heritage Management Plan.

The policy also deals with business continuity, disaster management, the appropriate management of tenants and other contractual arrangements and the implementation of other relevant legislation such as the Disability Discrimination Act and codes such as the Building Code of Australia.

Conservation activities need to be adequately resourced, using a risk based analysis to assist in establishing priorities.

Conclusion

Policy 2 establishes a cross-organisational committee to make decisions and recommendations about Action Proposals and provides a framework for making decisions about heritage management in Old Parliament House. It also provides direction for disaster preparedness planning and business continuity.

Background paper for Policy 3 Documentation and Monitoring

Old Parliament House management must establish and maintain systems for monitoring, evaluating, documenting and reporting on the management of the condition of the place and its heritage values and maintain an effective response system to address identified decline in condition.

Rationale for the policy

This policy responds to the need for documentation of the accountable and transparent decision making required under the EPBC Act. Unlike other policy areas, the need for formal monitoring of the condition of the identified heritage values of the place is a new requirement that has arisen from the heritage amendments made to the EPBC Act which came into effect in 2004. As no established method exists for this form of monitoring Old Parliament House is developing an innovative method to fulfil this requirement. As this method is experimental, it is therefore important that it too be evaluated in terms of its effectiveness and improved accordingly.

This policy places a new emphasis on the need for monitoring and evaluation in all areas of conservation and heritage management at Old Parliament House. In particular, it stresses requirements for the results of monitoring and evaluation to be feedback into the Heritage Management Plan to ensure that it is improved and has the ability to recognise and address developing trends. The maintenance of the 'feedback loop'—between monitoring, evaluation and the management system relies, in particular, on the participation of well informed staff who understand the role of monitoring in the continuous improvement of the Heritage Management Plan, rather than approaching it as a compliance checklist.

Conclusion

Policy 3 establishes the requirements for monitoring, documentation and evaluation of the implementation of the Heritage Management Plan and its associated programmes to ensure that the management system can identify and respond to trends, and arrest any decline in the condition of the heritage values.

Background paper for Policy 4 Communication and Interpretation

Old Parliament House management must maintain ongoing consultation with community and government bodies regarding Actions affecting the place and will undertake a comprehensive program of interpretation of the heritage values to the community, both on-site and through a variety of outreach programs.

Rationale for the policy

This policy deals with all requirements for Old Parliament House to consult with and engage its various stakeholder communities. In response to the requirements of the EPBC Act, it establishes a framework for effective and meaningful consultation in the area of Action Proposal assessment and encourages the development of mechanisms to improve communication between Old Parliament House and the community. It also provides for professional and industry engagement in order to develop links, networks and partnerships of benefit to heritage conservation outcomes at Old Parliament House.

This policy stresses the need for a strong link between all Interpretation, Exhibition and Education Plans and the aims and objectives of the Heritage Management Plan, in particular encouraging the development of new audiences, strong links with education curricula and exploring innovative ways of presenting the heritage values of the place through visitor engagement with the heritage fabric of the building.

Conclusion

Policy 4 establishes the requirements for meaningful consultation and effective engagement of stakeholder communities through the development of innovative and effective outreach and interpretative programs.

Background paper for Policy 5 Existing and Future Uses

Old Parliament House management must allow and facilitate only those uses of the place that are compatible with the heritage values of the place.

Rationale for the policy

The approach to managing new and existing uses at Old Parliament House, which has developed as part of the Conservation Management Plan 2000 and subsequent updates, has been to favour uses which 'echo' or 'mirror' the past uses of spaces and their fit outs as far as possible. For example, using offices as offices and plant rooms as plant rooms. Uses that build the capacity of the place to tell its significant stories have also been promoted. The need to conserve the pre- 1988 fabric of Old Parliament House is therefore centrally linked to the way in which fabric tells the story of past uses and associations and therefore demonstrates the heritage values.

The Conservation Management Plan 2000, as updated, provided useful guidelines for the detailed assessment of proposed new uses, and these are utilised in the Policy framework. Further, the Zone Statements of Intent, objectives, and identified sensitivity to change of the mapped heritage values are key tools to be used in the assessment of proposed new uses. Generally, new uses with the potential to impact on the heritage values will be preferred in areas identified as having a low sensitivity for change.

Old Parliament House will also revise its Use Plan annually and will consult with stakeholders on these revisions. Proposed new uses are also captured by the Action Proposal assessment process. Proposed new uses are therefore 'Actions' and their potential to impact on the identified heritage values must be formally assessed. Uses that are assessed as having the potential to cause an adverse impact on the heritage values must be reconsidered by Old Parliament House and alternative, compatible uses sought for all areas of the place.

Conclusion

Policy 5 deals with existing and proposed uses for Old Parliament House and with the assessment of the consistency of proposed uses with the identified heritage values. Uses are therefore Actions, which must be assessed in accordance with Policy 2, which establish the Action Proposal assessment process.

Background paper for Policy 6 Access, Security, Plant and Services

Old Parliament House management must facilitate reasonable public access to the place and the movable heritage with full regard to the requirements to provide for public safety and security.

Rationale for the policy

As a public, Commonwealth institution Old Parliament House has the responsibility to provide for appropriate public access and also to provide a safe and secure environment. This policy's main aim is to ensure that these requirements are met in a way which is consistent with heritage conservation and the aims and objectives of the Heritage Management Plan.

This Policy also incorporates a framework for making decisions about the management of services and plant at Old Parliament House, some of which embodies identified heritage values. The Conservation Management Plan 2000 developed some useful guidelines and commentaries regarding the management of services and plant of heritage value, which have been incorporate into this policy.

This policy is designed to protect all pre-1988 working or partly working services including the:

- division bells and master clock system
- remnants of the original air-conditioning system related to the Chambers and Parliamentary Library, including grilles and ductwork
- hot water radiator heating system
- communications equipment relating to the operation of the Chambers and Prime Minister's suite
- fire protection systems; and
- lifts.

The policy is also designed to protect all pre-1988 redundant or partly redundant services including the:

- Lamson tube system
- division bells and master clock system
- former main kitchen equipment and services
- remnants of the original airconditioning system related to the Chambers and Parliamentary Library, including grilles and ductwork
- hot water radiator heating system
- Parliamentary broadcasting consoles and equipment
- other communications equipment relating to the operation of the Chambers and Prime Minister's suite; and
- fire protection systems.

Conclusion

Policy 6 establishes the requirements for access and security and ensures their consistency with the conservation of the heritage values of Old Parliament House.

Background paper for Policy 7 Acquisitions, Disposals and Leasing

Old Parliament House management must ensure that all forms of disposal, acquisition and leasing are consistent with: the conservation of the heritage values of the place; with the overarching legislative and administrative requirements of government; and with the Old Parliament House Collections Management Policy.

Rationale for the policy

This policy ensures that the arrangements made for acquisition, de-accession and leasing are entirely consistent with the conservation of the heritage values of Old Parliament House and the aims and objectives of the Heritage Management Plan as a whole. Old Parliament House has a history of leasing out sections of the building to tenants and this policy addresses the need for improved management, maintenance and monitoring of these leased areas. In particular, this policy cross references to the Old Parliament House Collections Management Policy which is a comprehensive plan for the management of all moveable items at Old Parliament House in a manner which recognises that they are an integral aspect of the heritage values of Old Parliament House.

Conclusion

Policy 7 establishes the requirements for acquisition, disposal and leasing and ensures their consistency with the conservation of the heritage values of Old Parliament House.

Background paper for Policy 8 Environmental Management

Old Parliament House management must endeavour to maintain best practice in sustainable environmental management, with a strong emphasis on disaster preparedness planning, consistent with the conservation of the heritage values of the place.

Rationale for the policy

In line with overarching Commonwealth objectives for best practice in sustainable environmental management, this policy ensures that this area of management will not be neglected and will be consistent with the conservation of the heritage values of Old Parliament House.

Conclusion

Policy 8 deals with sustainable environmental management and the need for it to be consistent with the conservation of the heritage values of Old Parliament House.

J. Condition of values - details and methodology

Background research on methods of assessing the condition of Heritage Values

The concept of assessing the condition of heritage values is new and the heritage industry is struggling to make sense of it. In the Australian context it is believed to be first used in the heritage amendments to the *Environment Protection & Biodiversity Conservation Act 1999* which came into force at the start of 2004. Prior to that, the heritage industry worked with the concept of the condition of heritage places which was mostly understood to mean the condition of the fabric of heritage places.

As a footnote, it is understood the Australian Government did not mean to introduce a new concept as such. The Government adopted a policy position which turned away from the concept of identifying and protecting heritage places to one which focused on heritage values. Accordingly, it tended to replace the term *place* with *value* throughout the legislation, and this included references related to condition. This has led to confusion in the industry as there is uncertainty about whether the old approach to condition still applies or whether some new approach is required.

This report attempts to reconcile this confusion.

The best guidance to date from the former Department of the Environment and Heritage (DEH) is contained in the guidelines for management plans for Commonwealth Heritage places. This provides the following information.

(e) *Describe the condition of the Commonwealth Heritage values of the place.*

The purpose of this provision is to ensure the management plan includes a discussion about the integrity of the values of the place at the time the management plan is being prepared. This would include statements on the degree of intactness of its attributes and whether they are still well represented by the place.

The condition description will assist in providing the basis for measuring change (see also clause (h) (i) below). The description should refer to the condition of the values against the Commonwealth Heritage criteria and include reference to the physical condition of the place that reflect the value(s), where appropriate. (DEH 2005)

It should be noted in the wording of these DEH guidelines that the concept of 'integrity' of values is used, rather than that of 'condition'. Condition relates to the state of something, its state being good or bad, for example, while integrity relates to the wholeness of the thing, whether it is intact or depleted. Something could have good condition while at the same time having poor integrity, or poor condition and high integrity. Both condition and integrity have been used traditionally to describe/assess fabric.

With regard to the practical application of these guidelines, many management plans being prepared for Commonwealth Heritage places although only a few have formally been through all of the EPBC Act process. However, it is believed that the approach adopted in these plans in probably all cases is to continue to address condition in its former sense.

A meeting was held with a DEH officer to ascertain whether there were any important relevant methodological developments to note. This included developments regarding World Heritage. None were identified.

As part of another recent project, one of the consultants, Mike Pearson, undertook a review of a number of management plans for National Heritage and Commonwealth Heritage places for DEH. While not a specific task of the review, no relevant methodological developments were identified during that project. Almost all of the management plans had been written before the EPBC requirements came in to force, so the concept of condition of values is not addressed.

Buildings at risk program and Commonwealth State of the Environment Reporting

It is also worth noting two important and relevant programs which deal with the condition of heritage places. These are the English Heritage *Buildings at Risk* program, and, as part of Commonwealth State of the Environment reporting, the methodology developed to assess the condition of historic places in Australia. These are briefly discussed below.

The Buildings at Risk program is undertaken by English Heritage in the early 1990s as part of protection for Britain's heritage places. In its initial phase, this involved a survey of over 43,000 buildings, about 9 per cent of the total number of Britain's listed buildings, by assessing their external condition and identifying whether or not the places were occupied/used. The initial study was undertaken with the assistance of 46 local government authorities, who provided local recorders, most of whom were not professionally qualified. (English Heritage 1992)

The program now produces an annual register of heritage places which are deemed to be at risk through neglect and decay, or vulnerable to becoming so (<http://www.english-heritage.org.uk/server/show/nav.1424>).

In the late 1990s the Commonwealth State of the Environment reporting program developed environmental indicators to focus monitoring activities. For historic heritage places, a condition indicator was developed drawing upon the *Buildings at Risk* model. In essence, the indicator involved a sample survey of historic heritage places in Australia. Each of the approximately 1 200 places in the carefully designed and representative sample is briefly visited to ascertain simple but key information about the physical condition and integrity of the place, internally and externally, its use, if any, and a few other factors. Features of the survey are the involvement of heritage experts undertaking the survey, and the reliance on information about heritage values to guide the assessments. (Marshall & Pearson 1997; Pearson and others 1998)

This sample survey technique was used as part of the data gathering for the 2001 and 2006 Commonwealth SoE reports, and the intention is that the survey will be undertaken on a five year cycle to assess trends in condition over time (Lennon and others 2001; Pearson & Marshall 2005).

The SoE surveys are focused on the physical condition of places but they are able to address intangible aspects, such as a significant use, and they are generally guided by the values of the places. To this extent, and realising the limitations of only a brief visit to each place, the surveys do address the condition of values.

Methodology for assessing the condition of Values

The basis for the proposed methodology is the concept that heritage values are embodied in aspects of a place, and it is the condition and integrity of this embodiment, or in some cases just the integrity, which are the useful qualities to assess as indicators of the condition of values.

The definition of cultural significance in the Burra Charter states,

1.2 Cultural significance means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.

Cultural significance is embodied in the *place* itself, its *fabric, setting, use, associations, meanings, records, related places and related objects*. (Australia ICOMOS 2000)

Subsequently, the Charter focuses on the set of terms fabric, use, associations and meanings to encompass the embodied significance (eg Articles 3.1, 15.4 and 27.2). However, meaning is a term of a different kind to the other terms. It is a higher order concept. For example, fabric, use and associations can have meaning. Meaning and significance appear to be synonyms, at least in a formal dictionary-definition sense, although alternately significance can be viewed as being about the weighting of values or meanings. In any event this really just leaves the three terms: fabric, use and associations to encompass the embodied significance.¹

The task is to assess these embodiments of significance as they are indicators of the condition of values. As noted in the previous section, condition and integrity have traditionally been used to assess fabric. However, the concept of the condition of a use or association is awkward. Rather, it seems more sensible to refer to the integrity of a use or association. Accordingly, the methodology proposed here addresses the condition of values in two ways, by assessing the:

¹ This interpretation of meaning in the Burra Charter may be challenged by others working in the field. However, the Charter is not as clear as it might be on this question and the interpretation offered is one valid possibility.

- condition and integrity of fabric that reflects the values; and
- integrity of uses and associations related to values.

In the first case, if the fabric is of poor condition or low integrity, the values might be reduced, lost or put at risk. In the second case, values might be reduced, lost or put at risk if significant associations are lost or uses changed.

The next step in developing the methodology is to consider the values and their related attributes for both National Heritage listing and Commonwealth Heritage listing, and how these are embodied as either fabric, use or association.

The next task is to assess the condition and integrity of the attributes, as the embodiment of and indicators for the values.

The condition and integrity of fabric is a relatively straightforward issue as this is a matter commonly addressed within the heritage industry over the years as part of conservation management planning.

The integrity of a significant use may be assessed in terms of whether the use is:

- retained/not retained
- stable/declining/increasing relative to level of use at significant periods; and
- sufficient to sustain the value.

Associations may be contemporary or historic. Where an association is contemporary, that is with a living group or person, the integrity of a significant association may be assessed in terms of:

- the condition and integrity of the fabric that is the focus of the association
- whether the association is stable/fostered/impeded; and
- if the individual or group is healthy/not healthy.

Where the association is an historic one, the integrity of a significant association may be assessed in terms of:

- the condition and integrity of the fabric that is the focus of the association; and
- if the story of the association is recalled by general knowledge and/or interpretation.²

The assessment of OPH values is undertaken in the following chapter employing this methodology.

A possible issue to be resolved is the affect of aggregating component assessments into an overall assessment for a particular value or for all the values. The problem here is that specific condition issues may get lost in a process of averaging assessments across one value or all values. For example, OPH might be assessed as being of fair-good condition overall but this disguises the fact that a few elements may be in quite poor condition.

2 There is some uncertainty about using interpretation in the methodology. Partly because the question may be asked why it would not feature in other/all aspects. For example, design values are not necessarily self evident in the fabric, so why would interpretation not be assessed in this case also?

On the other hand, the situation with historic associations may be different. Whereas with a contemporary association there will be a group who know the association and recognise it in the place, in historic associations that knowledge cannot be assumed. The question is, if the historic association is not 'told' does it exist? There may be a similarity with songlines. In the case of historic associations is the transmission of the value part of its integrity? And if transmission is achieved only through telling the story, should the telling be part of the integrity assessment? Accepting this line of argument, it may also be important to consider the difference between oral cultures and those which have a documentary tradition.

Detailed assessment of the condition of Values

In the following table a range of terms are used to describe condition (Poor, Fair, Good) and integrity (Low, Medium, High). These terms are similar to those used in Commonwealth State of the Environment reporting, and are defined in the more detailed report on condition from which this appendix has been drawn (Pearson & Marshall 2007).

Table 1. Assessment of condition and integrity - Fabric			
No.	Embodiment of significance	Condition (Source)	Integrity
Fabric			
1.	Old Parliament House (NHL A, E, F, G, H: CHL A, G)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	Medium
2.	Pattern of combining the functions of executive and legislative in the one building (NHL A) [ministerial offices, Cabinet room, rest of building]	Fair	High
3.	Encroachment of the executive arm of government into the legislature's area (NHL A) [ministerial offices, Cabinet room]	Fair	High
4.	North Wing (NHL A)	Fair (Pearson, Marshall & O'Keefe 2001)	Medium (Pearson, Marshall & O'Keefe 2001)
5.	Senate Chamber, House of Representatives Chamber, and King's Hall (NHL A)	Chambers: Fair (Conservation Works 2006)	High - although some objects have been removed for conservation reasons (eg microphones) or because they have been taken to new Parliament House (eg Mace) (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000)
6.	King's Hall and the Chambers: decorative skylights, elegant pendant lights, and parquet flooring, as well as in the height of the ceiling, accentuated by the raked galleries, and the timber wall paneling, and the extensive, restrained and subtle decoration (NHL A)	Chambers: Fair (Conservation Works 2006) Kings Hall: Fair (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000) although the structural condition of pendant lights poor	High
7.	Chambers: their fabric, furnishing and objects (NHL A, D)	Chambers: Fair (Conservation Works 2006)	High - although some objects have been removed for conservation reasons (eg microphones) or because they have been taken to new Parliament House (eg Mace)
8.	Chambers seating arrangements (NHL D)	Good (Conservation Works 2006)	High

Table 1. Assessment of condition and integrity - Fabric			
No.	Embodiment of significance	Condition (Source)	Integrity
9.	Front facade and the immediate grassed area to its north (NHL A)	Façade: Fair (DCITA 2004, Connell Wagner 2001), front canopy poor (OPH staff) Grassed area: Fair - outside OPH management	High, although the banners on the façade diminish integrity
10.	Front steps (NHL A)	Fair	High
11.	Internal fabric and collections (NHL A)	Fabric: Fair (DCITA 2004, Taylor Thomson Whitting 2005) Collection: Fair (AVO audit 2002, OPH staff)	Medium
12.	Purpose-designed furniture and furnishings (NHL A)	Fair (AVO audit 2002, OPH staff) - assessment relates to total collection 1927 Furniture: 1 excellent, 520 good, 310 fair, 85 poor (KE EMu database)	Medium
13.	Bas-relief busts (NHL A)	Good (Conservation Works 2005)	High
14.	Portraits of former Prime Ministers (NHL A)	Sound/Stable (NPG staff)	High
15.	Statue of King George V (NHL A)	Good (Conservation Works 2005)	High
16.	Communications technology (NHL A)	Poor - physically intact though not working (OPH staff)	High - although some objects have been removed for conservation reasons (eg microphones)
17.	Murdoch designed furniture and fittings; the HMAS Australia table, the Country Party Table and the first Australian Cabinet table (NHL A)	1927 Furniture (Murdoch?): 1 excellent, 520 good, 310 fair, 85 poor (KE EMu database) HMAS Australia table: Good (KE EMu database) Country Party Table: Good First Australian Cabinet table: Fair (KE EMu database)	
18.	President of the Senate's Chair (NHL A)	Good (Conservation Works 2006)	High
19.	Speaker's Chair (NHL A)	Good (Conservation Works 2006)	High
20.	Furniture and fittings designed or purchased for the extensions or alterations to the building, in particular the Senate and House of Representative Wings and the President of the Senate and Prime Minister's Suites (NHL A)	Furniture/fittings: no information President of the Senate: Good PM: Good (OPH staff 2001)	High

Table 1. Assessment of condition and integrity - Fabric			
No.	Embodiment of significance	Condition (Source)	Integrity
21.	Record: comprising both furniture and documentation (NHL A, B: CHL A, D)	Furniture: Fair (AVO audit 2002, OPH staff) Documentation: Good (OPH staff)	High
22.	Library fabric lies primarily in the features retained of everything up to and including the 1958 extension (NHL A)	Good, though book lift not working	High - although some fitout changes obscure original/early features
23.	Parliamentary Library, position (NHL D)	Good	High
24.	Parliamentary Library, design and fit-out of the Library rooms feature extensive timber paneling and fittings (NHL D)	Good, though book lift not working	High - although some fitout changes obscure original/early features
25.	House of Representatives (southeast) and the Senate (southwest) Wings, the front pavilions, and a great number of internal changes (NHL B, H)	Fair (Pearson, Marshall & O'Keefe 2000; Pearson, Marshall, McCann & O'Keefe 2001)	Medium - there have been post 1988 changes especially in the southwest wing
26.	Accommodation provided for Members and Ministers at various periods and the working conditions of parliamentarians and staff over the period 1943-88 (NHL B)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	High - representative samples at least survive, although there have been some changes to individual examples
27.	Former Members' Private Dining Room contains the remains of the 1927 hand-painted wall features (NHL B)	Good (OPH staff)	High
28.	Original documentary evidence including plans, photographs and files that are directly related to the design, construction, use, and alteration of the Chambers and King's Hall (NHL C)	Good (OPH staff)	

Table 1. Assessment of condition and integrity - Fabric			
No.	Embodiment of significance	Condition (Source)	Integrity
29.	<p>Inter War Stripped Classical style (NHL D: CHL D)</p> <ul style="list-style-type: none"> • symmetrical north and south façades • division of the north elevation into vertical bays indicating classical origins • vestigial classical entablature which is found on both the original north and south wings • simple wall surfaces of both original north and south wings; and • spandrels between storeys on the north elevation which are subdued to emphasise verticality. 	Fair (DCITA 2004, Taylor Thomson Whitting 2005, Connell Wagner 2001)	High, although the banners on the north façade detract from the simple wall surfaces
30.	classical symmetry and forms, having balanced masses with projected bays with arched bronze framed windows and subdued spandrels between storeys emphasizing the verticality (NHL D: CHL E)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	High
31.	courtyards with loggias and pergolas, verandahs, internal courtyards and adjacent gardens (NHL D)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	Medium - the pre-1988 loss of some loggias and enclosure of verandahs has diminished this aspect
32.	design of the building and its layout, spaces, rooms (NHL D: CHL A, D)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	High
33.	Public and Press galleries (NHL D)	Fair (Conservation Works 2006)	High
34.	spaces allocated to the recording and administration of Parliamentary sittings, and the presence of Executive Government staff (NHL D)	<p>Recording and administration spaces: Fair (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000)</p> <p>Executive Government staff: Fair (DCITA 2004, Taylor Thomson Whitting 2005)</p>	Medium
35.	House of Representatives Wing, internal layout and some fittings (NHL D)	Fair (Pearson, Marshall & O'Keefe 2000)	Medium

Table 1. Assessment of condition and integrity - Fabric			
No.	Embodiment of significance	Condition (Source)	Integrity
36.	King's Hall, the Library, Senate Chamber, House of Representatives Chamber, Dining Rooms, Senate Opposition Party Room, Ministerial Party Room, Clerk of the Senate's Office, Members' Bar, Government Party Room and Leader of the Government in the Senate's Office (NHL D)	King's Hall: Fair (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000) Library: Good Chambers: Fair (Conservation Works 2006) Dining Rooms: Good Senate Opposition Party Room: Good Ministerial Party Room: Good Clerk of the Senate's Office: Good Members' Bar: Good Government Party Room: Good Leader of the Government in the Senate's Office: Good	High
37.	Greek key patterning evident in the Chambers, and the external metal and rendered balustrades (NHL D)		High
38.	generously proportioned with clerestory windows (NHL D) <ul style="list-style-type: none"> • King's Hall • Library • Dining Room 	King's Hall: Fair (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000) Library: Good Dining Room: Good	High, although there have been some changes to the Library and Dining Room
39.	use of timber for wall or ceiling paneling and furniture (NHL D)	Panelling: Fair (DCITA 2004, Taylor Thomson Whitting 2005, Conservation Works 2006) Furniture: Fair (AVO audit 2002, OPH staff)	High/Medium
40.	Setting (CHL A)	Good - although outside OPH management	High, although trees planted within the Land Axis may detract from this aspect, and carparking on the lawns south of OPH does detract
51.	relationship with the areas around Old Parliament House, particularly the Senate and House of Representatives Gardens and the National Rose Gardens (CHL A)	Good - although outside OPH management	High
52.	curtilage (NHL D)	Good - although mostly outside OPH management	High

Table 1. Assessment of condition and integrity - Fabric			
No.	Embodiment of significance	Condition (Source)	Integrity
53.	adjacent Senate and House of Representatives gardens (NHL D)	Good - although outside OPH management	High - though this assessment relates to the physical relationship between the building and the gardens rather than an assessment of the gardens themselves
54.	crisp lines, stark white colour, pronounced vertical patterns and classical form (NHL E: CHL E)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	High
55.	landmark importance (NHL E: CHL A)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	High
56.	viewpoint towards the Australian War Memorial and in the other direction to the Australian Parliament House (NHL E)	Good	High - although these views may be affected in future by planting within the land axis (eg Reconciliation Place), and carparking on the lawns south of OPH does detract
57.	visual relationship with Parliament House in the north-south vista, and the open landscape between the building and the lake (CHL E)	Good	High - although these views may be affected in future by planting within the land axis (eg Reconciliation Place), and carparking on the lawns south of OPH does detract
58.	Old Parliament House as an integral feature of the Land Axis vista to Parliament (NHL F)	Good	High - although these views may be affected in future by planting within the land axis (eg Reconciliation Place)
59.	siting on the Land Axis (CHL E, G)	Good	High - although these views may be affected in future by planting within the land axis (eg Reconciliation Place)
60.	strict separation of principal components of parliamentary government, the legislative, executive and judicial, and the hierarchical relationship between them (NHL F)	Fair	High - although the National Heritage values incorrectly characterise the legislature and executive as being separate, which they were not in OPH
61.	modest scale and aesthetic qualities, and the open landscaping and gardens between the building and the lake (NHL F)	Good	High - although the scale of some plantings may erode this quality in future
62.	Specific rooms and spaces within the building are directly associated with events that shaped the political and private lives of prominent individuals in Australia's political and social history (NHL G)	Fair (DCITA 2004, Taylor Thomson Whitting 2005) - general assessment only not related to specific rooms	Medium
63.	fitout (CHL D)	Good (DCITA 2004)	Medium
64.	plain yet dignified design (CHL F)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	High

No.	Embodiment of significance	Condition (Source)	Integrity
65.	front façade, the entrance portico, King's Hall and the Chambers (CHL G)	Façade: Fair (DCITA 2004, Connell Wagner 2001) Portico: Poor (OPH staff) Kings Hall: Fair (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000) Chambers: Fair (Conservation Works 2006)	High-although the banners on the façade diminish integrity Although some objects have been removed for conservation reasons (eg microphones) or because they have been taken to new Parliament House (eg Mace)
66.	design of the building, which reflects the work of Murdoch and Henderson (CHL H)	Fair (DCITA 2004, Taylor Thomson Whitting 2005)	Medium
67.	internal spaces and furniture (CHL H)	Interiors: Good (DCITA 2004) Furniture: Fair (AVO audit 2002, OPH staff)	Medium

No.	Embodiment of Significance	Associated Fabric	Condition/Integrity of Fabric	Association recalled by general knowledge and/or interpretation
1.	first purpose-built home for the Australian Parliament (NHL A)	Old Parliament House, 1927 parts	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
2.	central to the development of Australia as a nation (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
3.	demonstrates Australia's political processes (NHL A: CHL H)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
4.	focus for events that reflect Australian democratic values, and political and social rights (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
5.	demonstrates how Australian federal government separated the legislative and judicial government functions and the growth of a party based democracy (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No

Table 2 Assessment of Condition and Integrity - Historical Associations				
No.	Embodiment of Significance	Associated Fabric	Condition/Integrity of Fabric	Association recalled by general knowledge and/or interpretation
6.	main venue for parliamentary functions from 1927-88 (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
7.	creation of the Australian democracy (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
8.	Statute of Westminster, declarations of War in 1939 and 1941 (NHL A)	Old Parliament House, especially the Chambers	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
9.	61 years of national legislation shaping Australian society (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
10.	establishment of new political parties (NHL A)	Old Parliament House, especially: <ul style="list-style-type: none"> • rooms L65, L65A, L65B (Australian Democrats) • rooms M11, M11A (DLP) • room M54 (ALP Anti-Communist) 	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium Rooms L65, L65A, L65B: Fair/Low Rooms M11, M11A: Fair/High Room M54: Good/Medium	Yes
11.	growth of Commonwealth responsibility for Aboriginal affairs (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
12.	focus of Aboriginal political protest (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
13.	events gatherings, protests and demonstrations (NHL A)	Old Parliament House, especially the north façade and front steps	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium North Façade: Fair (DCITA 2004)/High Steps: Fair/High	Yes
14.	formal opening of the Provisional Parliament House, and the address by Prime Minister Whitlam (NHL A)	Old Parliament House, especially the north façade and front steps	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium North Façade: Fair (DCITA 2004)/High Steps: Fair/High	Yes

Table 2 Assessment of Condition and Integrity - Historical Associations				
No.	Embodiment of Significance	Associated Fabric	Condition/Integrity of Fabric	Association recalled by general knowledge and/or interpretation
15.	association with Royal visits (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
16.	ceremonial events in Australia's political history (NHL A)	Old Parliament House, especially the Chambers, Kings Hall and Dining Rooms	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium Chambers: Fair (Conservation Works 2006)/High King's Hall: Fair (Pearson, Marshall, McCann, Mitchell & O'Keefe 2000)/High Dining Rooms: Good/Medium	Yes
17.	reflecting the everyday use of the building over a period of 61 years (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
18.	growth of Parliament over 61 years (NHL A)	Old Parliament House, especially the southwest, southeast, northeast and northwest wings	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium SW Wing: Fair (Pearson, Marshall, McCann & O'Keefe 2001)/Medium SE Wing: Fair (Pearson, Marshall & O'Keefe 2000)/Medium NW Wing: Fair (Pearson, Marshall & O'Keefe 2001)/Medium NE Wing: Fair (Pearson, Marshall & O'Keefe 2001)/Medium	Yes
19.	Australia's role initially as a member of the British Empire and later as a member of the Commonwealth of Nations (NHL A)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
20.	representing a period of increased national government power and public interest in Canberra (NHL D)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
21.	customs and functions of the Commonwealth Parliament (NHL D)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes

Table 2 Assessment of Condition and Integrity - Historical Associations				
No.	Embodiment of Significance	Associated Fabric	Condition/Integrity of Fabric	Association recalled by general knowledge and/or interpretation
22.	roles of the House of Representatives and the Senate (NHL D)	Old Parliament House, especially the Chambers	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium Chambers: Fair (Conservation Works 2006)/High	Yes
23.	formal and adversarial nature of debate in the House of Representatives Chamber compared with the more fraternal seating of Senators in the Senate Chamber (NHL D)	Chambers, especially the seating pattern	Fair (Conservation Works 2006)/High	Yes
24.	nature of public and press access to formal Parliamentary processes (NHL D)	Chambers, especially the press and public galleries	Fair (Conservation Works 2006)/High	Yes
25.	major involvement of the Executive in the formal processes of Parliament in Australia (NHL D)	Prime Minister's suite, ministerial offices and Cabinet Room	PM: Good (OPH staff 2001)/High Offices: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium Cabinet Room: Good/High	Yes
26.	difficult working conditions of parliamentarians, staff and press representatives over the period 1943-88 (NHL D)	Office spaces including press accommodation	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/High at least regarding representative samples	Yes
27.	austerity of the times (NHL D)	Old Parliament House, 1927 fabric	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
28.	hierarchy of Government (NHL D)	Speaker's office, Clerk of the Senate's office, Leader of the Government in the Senate's office	Speaker's office: Good/High Clerk of the Senate's office: Good/High Leader of the Government in the Senate's office: Good/High	Yes
29.	source of reference for Parliament (NHL D)	Parliamentary Library	Good/High	Yes

Table 2 Assessment of Condition and Integrity - Historical Associations				
No.	Embodiment of Significance	Associated Fabric	Condition/Integrity of Fabric	Association recalled by general knowledge and/or interpretation
30.	Garden City ideals (NHL D)	courtyards with loggias and pergolas, verandahs, adjacent Senate and House of Representatives gardens	Courtyards with loggias and pergolas, verandahs: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
31.	primacy of Parliament over the executive and judicial components of government (NHL E)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
32.	symbolised the primacy of parliament, or the legislature, over the executive and judicial (NHL F)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
33.	planned democracy symbolism of the Parliamentary Triangle (NHL E, F)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	No
34.	national politicians (NHL H)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
35.	prime ministers (NHL H)	Old Parliament House, especially the Prime Minister's office	OPH: Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium PM: Good (OPH staff 2001)/High	Yes
36.	Senator Neville Thomas Bonner AO (NHL H)	Rooms U46, M164 & M136	U46: Fair/High M164 & M136: Good/Low	Yes
37.	Dame Edith Lyons and Dorothy Tangney (NHL H)	Rooms L87 and L3	Fair/High	Yes
38.	John Smith Murdoch (NHL H: CHL H)	Old Parliament House, 1927 fabric	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Yes
39.	E H Henderson (CHL H)	Original two storey southeast and southwest wings - now the inner wings with a third storey added	Fair (Pearson, Marshall & O'Keefe 2000; Pearson, Marshall, McCann & O'Keefe 2001)/Medium	No

Table 3. Assessment of Condition and Integrity - Contemporary Associations					
No.	Embodiment of Significance	Associated Fabric	Condition/ Integrity of Fabric	Is association stable/ fostered/impeded?	Is individual or group healthy/ not healthy?
1.	support staff and media representatives (NHL G)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Fostered (eg Governing Council membership; focus group for Press gallery interpretation; oral history program; volunteers)	Not healthy/ declining: declining numbers of group
2.	Australian community (NHL G: CHL H)	Old Parliament House	Fair (DCITA 2004, Taylor Thomson Whitting 2005)/Medium	Fostered (DCITA 2000)	Healthy

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Corridors of power: Old Parliament House Collection slides, Old Parliament House

Corridors of power: Research for model, Old Parliament House

Model of OPH 1988 Research

Education Section, OPH. Pictorial 1

Education Section, OPH. Pictorial resources large folder

Gardens, Compiled by Interpretation Team, OPH

Old Parliament House architectural details

Architecture and design tour, Image Research - Prints. Volume 1, Old Parliament House

Architecture and design tour, Image Research - Prints. Volume 2, Old Parliament House

Queen's Room, Interpretation sub-section, Old Parliament House, Canberra

50TH anniversary display photographs

Gardens/courtyards

In the picture : Original photographs. ITP 1 to ITP 284

OPH photographs: General

OPH photographs - House of Reps, Miscellaneous

OPH photographs - Senate, House of Reps, Miscellaneous

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295/1, items 927 and 934

A1 1927/411, 1926, Federal Capital Commission - Governor General's and Presidents' Chair for Senate Chamber, Parliament House, Canberra

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A192 FCL1922/194, 1914-1922, Federal Capital Advisory Committee - Parliament House competition - (Canberra)

A199 FC1924/1174, 1923-1924, Department of Works and Railways - Provisional Parliament House. Turning of the first sod in connection with work of erection

A199 FC1925/236, 1925-1926, Department of Works and Railways - Canberra - Parliament House - Lay-out of gardens

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A199 FC25/333, August-September 1925, Federal Capital Commission - Specification for the supply, delivery, and laying of floor coverings for Parliament House, Canberra

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- A461, item B4-1-10
- A461 I4/1/10, 1926-1935, Prime Minister's Department - Parliament House, Canberra. President's chair, Senate
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- A461/7 E4/1/12 Pt 1, 1927, Prime Minister's Department - Despatch boxes
- A461/7 EN317/1/6, 1951, Prime Minister's Department. [Linen and uniforms for Commonwealth Jubilee]
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- A462/8 825/2/9, 1951-1954, Prime Minister's Department [State banquet 1954, Staff wages & conditions]
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- A6977 (A6977/1) 16, 1927, Federal Capital Commission - Guests and travel lists for opening of Parliament House

Oral histories

Date of Interview	Interviewee	Connection with Old Parliament House
7 th November 1995	Mr Fred Johnston	Employed at the time of the building of Old Parliament House. 1924 worked in store room that was later the garage. Responsible for looking after the fixtures and fittings and signing out to the workmen on the building site.
25 th March 1996	Mr W H 'Hec' McMillan MBE	Work Old Parliament House 1939-1954 (Joint House Dept as Clerk (1939 – 1946). Accountant and Asst Reporter Hansard 1946-1954
25 th March 1996	Miss Hazel Craig CBE	Stenographer to 5 Prime Ministers. Working for Prime Minister Menzies – 'marvellous to work with'. Recalls VIP visits by Generals Blamey and MacArthur.
3 RD April 1996	Margaret Gaffey, Margaret Hyslop, Margaret Kelly	Stenographers/switchboard operators. Reflections on the Menzies era at Old Parliament House.
3 rd April 1996	Mr Kenneth Ross Ingram	Father worked on Old Parliament House – tiler on bathrooms. Ken at opening aged 13. Worked at <i>Canberra Times</i> . Journalist. Office in Old Parliament House. Press Gallery in OPH during Mr Ingram's time was very small. Remembers Jo Alexander, Jack Hewitt (AUP). Trained as a Hansard Reporter in the Senate
17 th April 1996	Mr Rupert Loof	Clerk of the Senate from 1955 to 1965. Present at the opening in 1927
7 th August 1996	Mr Max Bourke	Former General Manager at Old Parliament House.
3 rd May 1996	Jack Pettifer Margaret Kelly	Jack Pettifer –Usher of the Black Rod. Parents lived in Old Parliament House Caretaker's flat. Margaret Kelly, Member of Fadden's staff. Worked at Old Parliament House during WWII.
1996	Mr Jack Jenkins	Joiner and Maintenance Officer.
18 th December 1997	The Hon Neil Robson	Member of the Senate during the 1970s. MHA (Lib) Bass (Tas).
13 th November 1999	Mr Noel C Hattersley	ABC. Responsible for installing broadcasting equipment into Old Parliament House.
20 th December 1999	Mrs Claire Craig	Started working in Old Parliament House in 1940. Worked for Sir Walter Cooper after the defeat of the Chifley Govt. Donated silver ice jug and pewter mug. Worked in Eddie Ward's office in Sydney before coming to Canberra.
2 nd December 1999	Mr Jim Hourigan	Cabinet Attendant – Cabinet Office.
7 th March 2001	Mr Joe Medwin	Commander of Police operations for VIP visits. Head of motor cycle escort for the Queen visit in 1854.
21 st May 2001	Patricia Ratcliff	Worked for Justin O'Byrne, Tasmanian Labor.

24 th May 2001	Judith Dexter	1947 to end of 1950. Librarian at the NLA which at that time was housed in Old Parliament House.
3 rd August 2001	Mr Denis Strangman	1965 – APS to Vince Gair's office in Brisbane. 1974 – worked for Frank McManus in Melbourne 1976 – 92 Worked for Harradine
7 th June 2001	Mr Ian Cochran	Clerk (Assistant) of the House.
June/July 2001	Mr Bob Lansdown	Senior Private Secretary to Prime Minister Menzies 1949 to 1951.
24 th July 2001	Heather and Ken Bonner	Widow of the Late Senator Bonner and son, Ken.
9 th August 2001	Raeburn Trindall	Producer, Director/Cinematographer. Produced films in Parl House during the 1960s.
26 th October 2001	Denise Edlington, Lyla Horgan, Julie Dyson, Patricia Vest, Fay Florence, Patricia Fraser, Patricia Rees, Patricia Carton	Hansard typists during the 1970s
12 th May 2002	Mrs June Poland	Grand daughter of Walter Gale, Clerk of the House of Representatives.
20 th June 2002	Sir David Smith	Sec to Governor-General Sir John Kerr. Recollections of the Dismissal.
20 th September 2002	Mr Robin Johnson	Gardener at Old Parliament House for nine years.
16 th October 2002	Mr Alfred Nicholls	Accounts Clerk and Pay Master.
20 th October 2002	Ms Elizabeth Kay Scott	Hairdresser.
15 th November 2002	Ms Jean Hollonds	Waitress in late War Years for a few months.
22 nd November 2002	Mrs Pat Rawlings	Assistant with AAP in the Press Gallery. Started with AAP in 1964. Moved to new Parliament House and retired in Feb 2000.
25 th November 2002	Mrs Joan Frost	Manager, Members' Dining Room
26 th November 2002	Mr Keith Joyce	Worked for ASIO
2 nd December 2002	Messrs Alan Browning, Jack Pettifer, Doug Blake, Lyn Barlin	Clerks of the House of Representatives.
3 rd December 2002	Mr Walter Osborne	Police Officer connected to Old Parliament House.
10 th December 2002	Mrs Jessie Bennett	Librarian

4 th February 2003	Mrs Wendy Freeman	Secretary to Mr Lance Barnard, Deputy Leader, Opposition.
13 th February 2003	Mrs Elizabeth Beadsworth	Secretary to The Hon Sir William Spooner, Govt Ldr in the Senate.
10 th March 2003 7 th October 2003	Anne Lynch	Clerk at Table – Senate.
20 th March 2003	Mr John Farquharson	Journalist. Parliamentary Press Gallery Committee.
23 rd March 2003	June Brien	Recollections of her Great Uncle, John Smith Murdoch
26 th March 2003	Mr Herbert Charles Nicholls	Usher of the Black Rod
28 th March 2003	Ms Beryl Hunt	1950s –Stenographer in Prime Minister Menzies' and Mr Holt's office. Late 1950s Hansard Typist. 1960s Teleprinter Operator, Press Gallery. 1970s/1980s Tape Transcript Section and audio typist.
1 st April 2003	Mr Rob Chalmers	Recollections as a Journalist in the Press Gallery.
30 th April 2003	Miss Gladys Joyce	Personal Assistant to Prime Minister John Curtin.
7 th May 2003	Mrs Noelle Culnane	Switchboard Operator - 1939 to 1941.
9 th July 2003	Mr Bernard Freedman	Journalist with <i>The Argus</i> during the 1950's and reportee on the Petrov affair.
4 th August 2003	Mr Donald Nairn	HofReps Committee Staffer in 1970s and 1980s.
12 th August 2003	Mr Jeff Brecht	House of Representatives staffer from 1969. Retired as an attendant after 25 years.
13 th August 2003	Ms Michelle Gratton	Journalist at Old Parliament House.
24 th September 2003	Mr Wallace Brown	Journalist in OPH Press Gallery. Worked with Prime Ministers Menzies, Holt, Gorton, McMahon.
5 th November 2003	Mr Noel Flanagan	Private Secretary to A A Calwell, 1949 Private Secretary to H E Holt, 1950 – 1953.
24 th November 2003	Recording of the Launch of the Party Rooms	Kings Hall, Old Parliament House.
12 th December 2003	Mr Derek Carrington	Worked for Ldr of the Govt in Senate, Sir Kenneth Anderson. Was the link between the Senate Leader and the Prime Minister.
9 th March 2004	Prof Geoffrey Blainey AC	Guest speaker in the Hof Reps Chamber in conjunction with the exhibition "Peoples' Procession".
10 th March 2004	Mr Wallace Brown	Journalist – Press Gallery.

30 th March 2004	Mr Malcolm Mackerras	Party official. Irregular Broadcaster and psychologist Personal Asst to Minister for Education and Science (John Gorton).
2 nd April 2004	Recording of the Launch of the 50 th Anniversary of the defect of the Petrovs (3 rd April 1954)	House of Representatives Chamber
14 th April 2004	Mr Paul Bongiorno	Journalist – Press Gallery
7 th May 2004	Dr. John Burton	Private secretary to External Affairs Minister, H. V. Evatt, during World War II and later Secretary of the Department.
10 th May 2004	Mrs. Myrna Grose	Daughter of the late Harold Dodd, Old Parliament House Sergeant-at-Arms.
10 th May 2004	Mr Wallace Brown	Journalist – Press Gallery.
3 rd June 2004	Mr Warwick Costin	Journalist – Press Gallery.
14 th April 2004	Mrs Marcie Cowell	Former switchboard operator at Old Parliament House.
15 th June 2004	Mr Mick Gilbert	Former chef in kitchen and security guard at Old Parliament House.
17 th June 2004	Annette Holden	Journalist – visiting from South Africa.
30 th June 2004	Dr Marcus Faunce	Former physician to several Governors-General and Prime Ministers.
30 th July 2004	Glenice Castles	Former staffer for Prime Minister Menzies.
13 th August 2004	Anne Andgel	Worked on Petrov Royal Commission.
23 rd August 2004	Mr Peter Sutton	Horticulturalist with long association with OPH rose gardens.
9 th Sept. 2004	Regina Meinhold	Friend of Mrs. Petrov.
27 th Oct. 2004	Dr Patricia Clarke	Journalist – Press Gallery.
22 nd Oct. 2004	Wayne Kathage	Bills and Papers Officer, Journals Officer, Research Officer, Senate, 1970s and 1980s.
10 th Nov. 2004	Joyce Bull and Gary O'Callaghan	Flight attendant and radio journalist at Mascot Airport when Mrs Petrov boarded flight in 1954.
12 th Nov. 2004	Warwick Costin	Journalist – Press Gallery.
8 th Dec. 2004	Story circle: OPH Press Gallery	Featuring Bernard Freedman, Colin Parks, Warwick Beutler, Wallace Brown, Ken Begg, Warwick Costin, Rob Chalmers.
22 nd Dec. 2004	Ruth Schmedding	Daughter of Robert Broinowski, former Clerk of the House of Representatives.
21 st Jan. 2005	Carol (Bunty) Wright	Her father, Frank Bishop, was live-in Housekeeper, 1952-60.

11 th Feb 2005	Story circle: former Press Gallery Journalists.	Featuring Fred Brenchley, John Gaul, Jacquie Rees, Dennis Grant, David Barnett, Geoff Prior.
18 th Feb. 2005	Gary O'Neill	Journalist – Press Gallery, and Bureau Chief.
18 th Feb 2005	Story circle: former Press Gallery Journalists	Featuring Tim Sweeney, Paul Bongiorno, Peter Bowers, Gary O'Neill, Kerry-Anne Walsh, Peter Logue, Paul Malone.
19 th Feb. 2005	Christina Motz	Ministerial secretarial staff, 1961-74.
11 th April. 2005	Nan Boyd	Childhood memories of Old Parliament House, 1930s.
8 th May 2005	Aldo Giurgola	Architect of New Parliament House.
12 th May 2005	Alan Reid jr.	Journalist – Press Gallery and son of the late Alan Reid snr.
8 th June 2005	Helen Mobbs	Women's land army and politics of World War Two.
17 th June 2005	Joan Godsall and Mary Scholtens	Worked at OPH during World World II.
18 th June 2005	Former Press Gallery Journalists	Peter Sekules, Peter Logue, Paul Malone, Ken Begg, Peter Harvey.
28 th June 2005	Alan Cumming Thom	Clerk of Senate, 1982-88.
26 th July 2005	Keiren McLeonard	Journalist – Press Gallery, 1988.
3 rd August 2005	Tony Eggleton	Press Secretary to former Prime Ministers Menzies, Holt and Gorton; Federal Director of Liberal Party.
4 th August 2005	Ken Randall	Journalist – Press Gallery, 1958, 1964-88; President, National Press Club.
5 th August 2005	Robert Macklin	Journalist – Press Gallery, 1964-66.
11 th August 2005	Barbara Silverstone	Telex-operator in Press Gallery, 1953/54 and 1966-69; electorate assistant to MP and Deputy Speaker, 1977-81.
15 th August 2005	Robert Courtney	Junior Senate Officer: Bills and Records, 1969-72.
16 th August 2005	Maurice Underwood	Attended 1927 opening of OPH as an 8 year old.
17 th August 2005	Jon Christian	Principal Private Secretary to Doug Anthony, Minister for Primary Industry, 1967-71.
26 th August 2005	Trish Oakley	Journalist, ABC-TV – Press Gallery, 1986-87.
13 th Sept. 2005	Belinda Gemmell	Daughter of the late Jack Fingleton, member of Press Gallery.

L. Glossary

Several terms used in this plan may have different meanings. For ease of understanding and use of the plan, these are defined below.

Term	Definition
Action	Defined broadly in the EPBC Act an 'action' includes: a project, a development, an undertaking, an activity or a series of activities, or an alteration of any of these things. Actions relevant to Old Parliament House include, but are not limited to:
	<ul style="list-style-type: none"> - maintenance and services upgrades - construction, alteration or demolition of buildings, structures, infrastructure or facilities - industrial processes - storage or transport of hazardous materials - waste disposal - earthworks - impoundment - research activities - vegetation clearance - tours and events - exhibition and interpretation; and - dealings with land. <p>Actions encompass site preparation and construction, operation and maintenance, and closure and completion stages of a project, as well as alterations or modifications to existing infrastructure.</p> <p>An action may have both beneficial and adverse impacts on the environment, however only adverse impacts on matters of national environmental significance are relevant when determining whether approval is required under the EPBC Act.¹</p>
Activities	Actions in or on the place as defined above.
Adverse impact	A detrimental effect on the integrity of heritage values.
Approved Action	An Action that has been through the Action Assessment process set out in this HMP and has been approved by the Delegate.
Attributes	The features of the place that express or contain the heritage values. ²
Beneficial impact	A positive effect on the integrity of heritage values.
Condition	The physical state of the place relative to the values for which the place has been nominated. It reflects the cumulative effects of management and major environmental events. ³
Conservation	All the processes of looking after a place so as to retain its cultural significance. ⁴
Heritage values	The heritage values identify what is significant or outstanding against the National, Commonwealth or other criteria. ⁵ Heritage values include any element of a place's natural and cultural environment that has aesthetic, scientific, social or other significance, for current and future generations.
High sensitivity to change	Heritage values with a high sensitivity to change can sustain only low levels of change without adverse impact.
Historical Use	A use that occurred in or on the place prior to the 9 May 1988.
Impact	A change in the physical, natural or cultural environment brought about by an action. Impacts can be direct or indirect. ⁶
Integrity	Refers to the condition of the place and the intactness of its key heritage values. ⁷

¹ Pp 3 Department of Environment and Heritage May 2006 Significant Impact Guidelines 1.1 - Matters of National Environmental Significance.

² Pp18 Department of Environment and Heritage, October 2005 Management Plans for Places on the Commonwealth Heritage List - A guide for Commonwealth Agencies.

Term	Definition
Intrusive fabric	Fabric which detracts from, or diminishes, the heritage values of the place.
Limits of acceptable change	The limit to which change can occur to a heritage value (or attribute of a heritage value) without adverse impact.
Low sensitivity to change	Heritage values with a low sensitivity to change can sustain more substantial levels of change without adverse impact.
Objectives	A set of guidelines, which enact the Statements of Intent for each of the the Zones and which link the Policies specifically to each Zone.
Old Parliament House and Curtilage	The place and surrounding area included in this plan to the National Heritage List boundary. Also referred to as Old Parliament House.
Permitted Action/s	Actions that can be undertaken without further approval or referral when undertaken in accordance with the appropriate Permitted Action Schedule.
Proponent	Person responsible for preparing assessment documentation, if approval is required.
Referring party	Person, agent or agency who is making the referral to the Department of Environment and Water Resources.
Responsible party	Person responsible for or who will carry out the proposed action.
Statement of Intent	A statement, linked to the Policies, outlining the primary management intentions for each Zone.
Significance	Refers to cultural significance: the aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. ⁸
Statement of Values	Under the EPBC Act, a 'statement of values' is used to describe the Commonwealth or National Heritage values of a place. ⁹
Summary Statement of Heritage Significance	A statement for Old Parliament House and Curtilage that captures all the heritage values, including the Commonwealth and National Heritage List values.
Values	In the context of the Burra Charter, values are derived from what is significant about a place and relate to the aesthetic, historic, scientific, social or spiritual value for past, present or future generations.
	In the context of the EPBC Act, values are ascribed against the - Commonwealth and National Heritage criteria. ¹⁰
Significant impact	An impact which is important, notable, or of consequence, having regard to its context or intensity. ¹¹
Sensitivity to change	The degree to which the heritage value/s can sustain changes or uses without adverse impact.
Zones	Areas of the place which contain attributes of one or more heritage values that are to be managed in accordance with the Zone Statement of Intent and Objectives.

3 Pp18 Department of Environment and Heritage, October 2005 Management Plans for Places on the Commonwealth Heritage List - A guide for Commonwealth Agencies.

4 Burra Charter Article 1.4

5 Pp18 Department of Environment and Heritage, October 2005 Management Plans for Places on the Commonwealth Heritage List - A guide for Commonwealth Agencies.

6 Pp 24 Department of Environment and Heritage, May 2006 Significant Impact Guidelines 1.2 - Actions on, or impacting on, Commonwealth land and actions by Commonwealth agencies.

7 Pp19 Department of Environment and Heritage, October 2005 Management Plans for Places on the Commonwealth Heritage List - A guide for Commonwealth Agencies.

8 Burra Charter Article 1.2

9 Pp18 Department of Environment and Heritage, October 2005 Management Plans for Places on the Commonwealth Heritage List - A guide for Commonwealth Agencies.

10 Pp19 Department of Environment and Heritage, October 2005 Management Plans for Places on the Commonwealth Heritage List - A guide for Commonwealth Agencies.

11 Pp 5 Department of Environment and Heritage May 2006 Significant Impact Guidelines 1.1 - Matters of National Environmental Significance.

