

Heritage Management Plan

PMP Appendix D1

HER MAJESTY'S THEATRE – 22-680

Permit No: P35384 (Amended)

Applicant: City of Ballarat

Builder: Nicholson Construction

Heritage Register No: H0648

Location: 17 Lydiard St South, Ballarat Central, Ballarat City

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1 Introduction

As outlined in accordance with the Authority conditions schedule within the Her Majesty's Theatre, Ballarat – Stage 3 – Upgrades, Specification Part 1 and in line with condition 3 of the Heritage Victoria permit, Nicholson Construction has prepared this Heritage Management Plan against the registered place and in particular any works that could cause damages or harms to the heritage fabrics.

THE PERMIT ALLOWS:

Safety, compliance, and accessibility works to Her Majesty's Theatre front of house areas, auditorium, Unicorn Lane, North fire stairs, Hub/Administration areas, South Fire Stairs area and the back of house generally in accordance with the drawings prepared by Conservation Studio's

The Permit requires Executive Director, Heritage Victoria is to be given five working days' notice of the intention to commence the approved works.

Nicholson Construction will Notify Christophe Loustau from Conservation studio that Nicholson Construction are wanting to proceed with the works and Christophe Loustau will then make contact with Executive Director of Heritage Victoria for the intention to commence the approved works.

The purpose of Heritage Act 2017 (a) to provide for the protection and conservation of the culture heritage of the state

The Heritage Act 2017 ('the Act') defines an archaeological site as a place which:

- i contains an artefact, deposit or feature which is no less than 75 years old
- ii provides information of past activity in the State of Victoria
- iii requires archaeological methods to reveal information about the settlement, development or use of the place
- iv is not associated only with Aboriginal occupation of the place, and
- v has archaeological value.

It is an offence under the Act to disturb an archaeological site of value without the approval of Heritage Victoria's Executive Director (ED).

An archaeological site comprises one or more of the following components:

- vi deposits (soil and/or rubble layers)
- vii features (e.g. constructed elements such as foundations, cellars, post holes and pits)
- viii artefacts (e.g. bottles, metal, bone and crockery)

Ground-disturbance activities are main threat to archaeological sites, above and below ground. Disturbance can be direct impact or through burial. Avoiding disturbance is the best approach. If disturbance cannot be avoided then a Consent to Disturb or Damage application is necessary. Early application to Heritage Victoria alleviates potential delays resulting from unexpected finds and does not compromise the collection of data.

The ground disturbance works will occur, where excavation is required for the footings, underpinning, sewer diversion, in ground services, Lift 1, Lift 2 and the rear ramp. Some of these areas will be accessed under the existing Her Majesty's theatre floor.

Her Majesty's Theatre Stage 3 project has a Heritage permit in place but requires a minimum of 5 working days notice of intention to commence any works on site

The ED of Heritage Victoria is the key decision-maker under the Act and is responsible for:

- recommending the listing or removal of places, archaeological sites and objects to the Heritage Council
- determining approvals for works that may impact on these listings, and managing the enforcement provisions of the Act.

Consent applications require a research design which will outline the excavation and recording methodology, artefact retention and conservation policy. The work carried out is done in accordance to Heritage Victoria's 'Guidelines for Investigating Historical Archaeological Artefacts and Sites, 2014'

(<https://www.heritage.vic.gov.au/resource-library>).

Application for Consent to Disturb a site with archaeological value must be made through an online form and include the following:

- i the prescribed fee
- ii consent of the owner or land manager
- iii the name of the archaeologist involved

In determining whether to issue a consent the ED must consider:

- any relevant archaeological, historical or other research,
- the potential of the site to contribute to such knowledge

The ED may:

- approve the application and issue the consent
- provide consent for only some specified works or activities
- refuse to provide consent. In this case, the ED must give the applicant written notice of the refusal within 7 days after making the determination, stating the reason and applicant's rights of review.

Heritage Victoria's approval of a consent application comes with conditions – ranging from photographic recording, monitoring through test excavations, to complete excavation of the site – which have to be fulfilled before work can commence. The applicant is responsible for the cost of tasks associated these conditions. Such tasks may include:

- historical research
- site excavation, recording and interpretation
- artefact recovery, cataloguing, and interpretation
- conservation of significant artefacts

An Appendix (below) contains further information on:

- i Dealing with the discovery of new sites
- ii Determining archaeological value
- iii The roles of the ED and the Heritage Council
- iv De-listing of existing Heritage Inventory sites, and
- v How disturbance of archaeological sites is managed through the Act.

2 Management

2.1 Project Planning / Pre-Construction Phase

Where required, the role of the archaeologist in this stage is to determine the likelihood of encountering archaeological features, deposits or relics. This work involves building an understanding of:

- i Land use history of the place (its phases of development and landscape changes)
- ii Geotechnical information (such as bore holes) that may indicate the existence of buried archaeological material (e.g., traces of glass or ceramics in a core)

By establishing that understanding, the archaeologist can:

- assess whether archaeological testing is required to determine the likelihood of archaeological discoveries which may result in project delays
- assess whether archaeological monitoring is required
- assess whether 'no-go archaeological protection areas' are necessary
- assess whether an archaeology budget is required (and an estimate)
- formulate the content of cultural heritage induction for site workers
- formulate an appropriate communication strategy to ensure a consistent message regarding heritage/archaeology on the site
- liaise with Heritage Victoria, if appropriate.

3 Construction Phase

If historical archaeological remains, including artefacts, are uncovered at any time during works, it is necessary for all activities to cease and for the City of Ballarat and Heritage Victoria to be notified immediately. In this case, a program of archaeological investigations and recording may be required in consultation with Heritage Victoria.

- i Develop, provide and/or assist with heritage induction to those working on the site
- ii Ensure that construction activities are conducted in a manner appropriate to the site's identified archaeological values
- iii Establish through fencing/signage any 'no-go archaeological protection areas'
- iv Ensure that unexpected impacts or discoveries are dealt with appropriately, including a clear protocol for reporting and management of unexpected finds
- v Undertake compliance reporting to Heritage Victoria, as necessary
- vi Notification of completion of the project will be communicated to City of Ballarat and Heritage Victoria at the end of the project.

3.1 Induction

Site induction will address the following:

- i Compliance with the obligations and conditions of any heritage approvals
- ii Briefly outline the provisions of the Heritage Act 2017, including the illegality of disturbing/removing artefacts
- iii The importance of protecting 'no-go areas'
- iv Being alert for and able to recognise archaeological material
- v Procedures for reporting and protecting unexpected discoveries
- vi Permit to be completed and submitted by each sub trade prior to any work starting on site to ensure protection of existing building including finishes and fabric to eliminate any potential damage to the existing building and fabric of the building.

3.2 Management of Unexpected Heritage Finds

New discoveries will be managed through the following steps:

If historical archaeological remains, including artefacts, are uncovered at any time during works, it is necessary for all activities to cease and for the City of Ballarat and Heritage Victoria to be notified immediately. In this case, a program of archaeological investigations and recording may be required in consultation with Heritage Victoria.

- i If a discovery is made, all works in the vicinity must halt and temporary webbing or fencing be erected with signage displayed identifying the location as a 'no-go archaeological area'. Artefacts must not be removed from the area and, if possible, left in situ. Work may continue elsewhere, away from the protected area.
- ii The archaeologist will assess the artefact, deposit or feature, to determine its significance, and, if necessary. The assessment will be based on the Act and Heritage Victoria's guidelines.
- iii If a discovery is determined not to fall with the definition of an archaeological site or is assessed as having low archaeological value, works at the location may recommence. Any archaeological artefacts must be retained and assessed by the archaeologist, for appropriate action.

- iv If the discovery is assessed as having archaeological value, the archaeologist will contact Heritage Victoria to determine whether a Consent to Disturb application is required, or whether work at the location might recommence, subject to a harm-mitigation strategy.

3.3 Compliance Monitoring

Where necessary, the archaeologist may be required to carry out compliance reporting to Heritage Victoria. This may involve Heritage Victoria archaeologists visiting the site.

3.4 Sequence of works.

Nicholson Construction will provide 5 days' notice to Christophe Loustau from Conservation Studio to notify the Executive director of Heritage Victoria intention to commence approved works.

- **Dilapidation Report**

Nicholson Construction will complete a 3d dilapidation report of the existing building prior to starting on site. This will also include the neighbouring buildings at 9 Lydiard St, 11 Lydiard St, 21 Lydiard St, 120 Lewis and 130 Sturt St Ballarat.

- **Services location**

Nicholson construction will organise for all the services to be identified by engaging a service locator to come to site and locate all live services.

All services will be isolated in the areas of works only.

- **Temporary Infrastructure and services**

Nicholson Construction will keep all existing services alive during the project including fire system, heating and cooling, power, water to ensure fire protection of the existing building and to ensure controlled temperature of the building interior. Where these live services may cause a serious safety concern during the works, negotiations may need to be undertaken for the short term isolation of such services. If this occurs all relevant notifications will be made.

- **Site Establishment**

Nicholson Construction will setup temporary fence and access points as per the attached site establishment plan with the main access point to be via Lewis St. Nicholson Construction Site Office and worker lunchrooms will be set up in the level B dressing room 12,11,10 and 9. Areas where there are no works will be barricaded off and where the existing stairs are required to be used, protection of stairs and steps will be installed prior to any works commencing.

There is no Gantry required for the project, temporary scaffold will be installed to support stair 3 prior to any demolition starting. This will be engineer designed and the engineer will review and sign off this scaffold prior to demolition.

Protection of the walls and floors will be installed using the plastic and plywood to protect the fabric of the building prior to any scaffold being installed. Engineered formwork support system will be installed to support the new concrete floors after wall and floor protection has been installed.

In relation to the lifting of heavy components - There is to be no lifting of heavy components above any buildings during the project.

3.5 Protection Works and Proposed Works

- **Existing seating**

Before any works commence, the existing seats that are required to be removed for sprinkler works, will be clearly identified, and numbered including taking photographic records of the seats prior to removal and markup drawing will be completed to ensure the seat goes back in in the same location once the sprinkler works have been completed. The seats will be carefully dismantle ensuring all the fixings are kept with that actual seating that it came from to ensure no contamination of seating fixings. The Fixings will be kept in Clip bags and label and taped to the underside of the seating to ensure the fixing stays with the same seating.

The temporary closer wall will be installed first to ensure fall protection for the personnel who are completing works in the seating area of the dress circle and balcony levels. The installation of the wall will be completed using harnesses and lanyard to ensure safety of the carpenters. The harness point will be fixed to the floor with approval from the architect or the speaking rail depending on which floor the carpenters are working on. Once the wall has been installed, the seats will be carefully removed and stored on site, either in dressing room 2 & 3 or in the orchestra pits. The seats will be stored off the floor and protected with drop sheets.

Once fire service works under the floor have been completed and the floor finishes have been installed the seats will be then reinstall back to their original location and protected with drop sheets.

The existing seating that is not being removed will be covered with a drop sheet to the protect the seats from dust.

- **Terracotta Urinal**

The existing terracotta urinals to Basement B1 will have full height hoarding installed to protect the urinals from being damage. Special care will be taken for installation of protection works to the urinals area.

- **Existing organ and Pianos**

The existing Organ chamber rooms and organ pipe rooms will be protected from dust by sealing the doors and installing filters to the vent and penetrations to stop any potential dust coming into the rooms. Inspection of these areas will be completed each day to ensure there is sealing of each area is in place.

If any contractor needs to gain access for works, part of construction works to the organ room/pipe rooms a permit system will be in place to ensure all workers have procedures in place to ensure the protection of the organ and the associated pipe equipment.

There are 3 pianos stored on site, one in the long room and 2 pianos in the piano store, which have been protected by the HMT and barricading will be installed by Nicholson Construction to ensure these areas are no go zones.

The organ drum room will have hoarding installed to protected the drums and the equipment prior to any works commencing. (Refer to protection/hoarding plans).

- **Lift 1, Lift 2 and Stairs.**

Protection will be provided to main theatre by sealing all doors to stop dust entering the main theatre. This will be completed at each floor level. Filters will be installed to the existing mechanical units including floor vents and wall vents to catch any potential dust as well. The tall door on the south side wall on the stage will be closed and sealed to ensure there is no dust penetrating stage area from Lift 2 area. The doors between the prop bay and the green room will be sealed to stop dust penetrating the green room. Floor and wall protection including plastic sheeting and plywood sheeting will be installed prior to starting any demolition or new works to Lift 1 area and Lift 2 area to ensure no damage occurs to the existing building fabric.

The Long room will be the main storage area for storing of valuable heritage fabrics. The long room will be sealed to ensure no dust gets into the long room.

Lift 1 roof alterations will occur in the last stage of the lift shaft erection with a temp roof structure, gutters/sumps/downpipes will be installed to protect the building from water ingress prior to any penetration of the existing roof to Lift 1 area.

This will help protect the building from weather ingress until the new structure is built above the lid of the lift shaft. We believe the lift 2 shaft cap will be concealed under the existing roof.

Existing stair 4 treads will be removed using a Manitou forklift, once the treads have been loosened ready for lifting out. These treads will be removed and stored on site or stored at an approved premises with the approval of City of Ballarat and Heritage Victoria.

- **Demolition of existing stairs**

Protection plywood and plastic will be installed to protect the walls and fabric of the building from being damaged, prior to any works in the existing stairwell. Existing stair 3 propping/scaffold will be installed to each flight of stairs and landings to support the existing stair prior to commencing any demolition of the stairs. Engineer will also be required sign off on the temporary support prior to this demolition work starting.

Fall protection will be installed at each existing landing and the long room doors will barricaded/hoarded off and sealed. The demolition contractor will remove the stairs by hand working from the top landing and systematically working his way down to bottom.

- **New openings in existing walls**

New openings will be very well planned and coordinated to ensure all new lintels are onsite prior to any opening being made to minimise time of having new opening under construction.

Temporary propping will be installed as per structural engineers propping details on Drawing S24 prior to any masonry being removed. Needles and props will be installed above the opening locating in preferred position. Once the engineer has signed off on the propping, the bricklayer will carefully remove the brickwork/bluestone at the location of the new lintel only.

The brickwork/bluestone will be identified by numbering each brick/block before its removal and photos taken so when the masonry is removed it can be reinstalled back in the original position. The new lintel will be then installed and propped, the existing masonry will be re-installed on the new lintel prior to removing the rest of the opening.

The existing material that is removed will be numbered and stacked on pallets/plywood before being reused to dress the opening.

- **Underpinning**

The underpinning is required to Lift 1, Lift 2 and rear ramp areas. Floor and wall protection will be installed to walls and floors prior any to works commencing.

Careful planning will take place with input from the structural engineer to ensure the correct methodology prior to any underpinning works commencing. Under-pinner will follow the sequencing shown on the structural drawings S10 and S11

Once the methodology is approved the under pinner will complete digging a test hole by hand to confirm the founding material with the engineer signing off on the founding material prior to any pouring of concrete. All spoil will be removed straight away from site to ensure the site clean and free of debris.

- **New services**

The services installation including installation of new sewer piping under the floor from the existing toilets at Basement Level 1 under floor through Lucky's foyer area and then connecting into the new relocated manhole to Unicorn Lane.

Hydraulic contractor will complete a Camera audit of the existing sewer piping prior to starting any works.

Once the hydraulic contractor has gained an understanding of the existing layout of the sewer piping, the hydraulic contractor will mark out the new piping layout on the on the existing floor. The concrete floor will be cut and removed ready for the plumber to install the sewer/stormwater piping. Once the sewer/stormwater piping has been installed the hydraulic contractor will then backfill the trench including compaction of the trench. When the backfilling has been completed, a camera will be put down the new sewer piping installed to ensure the piping has no defects.

Once the camera audit has been completed and confirmed to be compliant, the reinstatement of the flooring will then be carried out.

The stormwater to the south side of the theatre will be installed to the private lane. Careful planning will be put in place in consultation with neighbours to ensure any inconvenience to the neighbours is kept to an absolute minimum during these works.

The area where the stormwater trenching works is to be carried out will be barricaded.

Our hydraulic contractor will cut the existing asphalt and complete trenching, installation of piping and back filling of the trench as they move along the run of piping. This will help minimise disruption in the exiting laneway.

Re-asphalting of the trench will be carried out once the installation of the new stormwater pipes has been completed.

All new services will be marked out using low adhesive masking tape (painters tape) for location of new services to ensure no damage to the fabric of the building.

Once the existing ceiling has been removed to the proposed administration area Nicholson Construction will liaise with Christophe to ensure position of services are coordinated. This will include shop drawing to ensure the design intent is met. Liaising with local authorities including FRV, CHW will be completed prior to any works starting on site

Fire service works includes relocation of the control valve assembly and new sprinklers throughout the project including underfloor sprinklers to the balcony in the main theatre.

Careful planning will take place to ensure that any penetration through the existing soffit, for the new sprinklers installed to the dress circle and balcony, are set out and precisely cut to safeguard against damage to the existing sheeting. The Setout of the location of the sprinkler heads will be completed by a surveyor to ensure correct location of the sprinkler head.

As the building has a live fire service, this fire service will always keep turned on. In the event of any isolation of the fire service be necessary, prior notification will be provided to the City of Ballarat for them to contact their insurance provider and make any other necessary plans to mitigate/minimise any risk. This may include notification to the local fire brigade.

The fire service contractor will complete all piping works in stages and will install all the piping to each area prior to any shutdown to minimise any lengthy shutdown of the fire system. Sprinkler piping will be pressurised for 48 hours with pressure gauges to ensure there is no leaking to the pipework. After confirmation of the there is no pressure loss to piping the water will be connected to the piping.

- **Traegerwellblech ceiling**

Once the lift shaft and insitu wall has been surveyed at the base, the surveyor will mark the outline of the shaft and insitu walls to the Tregerwellblech ceiling above. The Tregerwellblech ceiling will then be temporarily propped to ensure there is no damage to existing ceiling. The removal of the “coat” material will be removed from the top, due to unstable like material supported off the Tregerwellblech sheeting.

The ceiling sheeting including the concrete will be carefully cut and infilled with 10 mm plate as per the construction drawings details. During the construction phase of the project the exist Tregerwellblech ceiling will protected to ensure no damage to the existing sheeting.

Appendix 1 - Discovery of a New Site.

The Act currently contains only one provision requiring the reporting of a new archaeological site to Heritage Victoria:

- (S.127) - if an archaeological site is discovered during an investigation or survey of land for a relevant survey purpose, the person undertaking the investigation or survey must provide a site card to the Executive Director within 30 days after the discovery.

However, non-reporting of a new discovery in any situation has potential consequence, such as a stop work order or possible prosecution.

Appendix 2 - Executive Director Role.

One of the main decision makers established by the Act is the Executive Director (ED) of Heritage Victoria. The functions of the ED include:

- Recommending the listing or removal, of places, archaeological sites and objects to the Heritage Council,
- Determining approvals for works to be undertaken that may impact on these listings, and managing the enforcement provisions of the Act.

Specific duties in respect to archaeological sites include (S118) - the ED must record in the Heritage Inventory all:

- Approved sites of archaeological value
- Sites included in the Heritage Inventory under the Heritage Act 1995 before this that Act was repealed and replaced the Heritage Act 2017.

If the ED determines that an archaeological site (newly discovered or already listed) has low archaeological value it is not listed, or in the case of the latter, can be de-listed.

Heritage Victoria has developed a 'Policy for determining low archaeological value'. This document states that for a site to be listed on the Heritage Inventory it must address the following thresholds:

- a Threshold A (archaeology)
 - i The place meets the definition of an archaeological site under the Act
 - ii It can be demonstrated that the site contains archaeological features, associated artefacts and/or deposits
 - iii Documentary evidence and/or oral history, landscape features, visible site fabric or other information indicates a likelihood that the site contains archaeological remains
 - iv The archaeological remains are, or are likely to be, in a condition that will allow information to be obtained that will contribute to an understanding of the site
- b Threshold B (place history)
 - i The site evidences (or is likely to evidence) an association with a historical event, phase, period, process, function, tradition, movement, custom or way of life
 - ii The site history is of significance within a state, regional, local, thematic or other relevant framework.

After making a recommendation under Section 130, the ED must give notice (S131) to the owner or government asset manager of a place affected by the recommendation and the relevant municipal council. Submissions are considered by the Heritage Council. The notice must include:

- i a description of the archaeological value of the place,
- ii the date by which a written submission must be made, being within 28 days after the notice

Appendix 3 - Heritage Council's Role.

The Heritage Council of Victoria (HC) is an independent body established by the State Government to be the final decision maker in respect to the listing of historic places, archaeological sites and objects, and applications to make changes to these listings. The ED recommends new listings to the HC. The HC determines if a site goes on the Heritage Inventory. It makes its decision using significance assessment criteria and comparative analysis. The criteria are as follows:

- c Historical Significance - importance to the course, or pattern, of Victoria's cultural history.
- d Rarity - possession of uncommon, rare or endangered aspects of Victoria's cultural history.
- e Research Potential - potential to yield information that will contribute to an understanding of Victoria's cultural history.
- f Representativeness - importance in demonstrating the principal characteristics of a class of cultural places and objects.
- g Aesthetic - importance in exhibiting particular aesthetic characteristics.
- h Technical Significance - importance in demonstrating a high degree of creative or technical achievement at a particular period.
- i Social Significance - strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.
- j Associative Significance - special association with the life or works of a person, or group of persons, of importance in Victoria's history.

In combination with the above criteria, other aspects of an archaeological are considered to determine if a site is listed:

- Intactness – the degree to which a place or object retains its significant fabric – what is there and what is missing?
- Integrity – the degree to which the heritage values of the place or object are still evident and can be understood and appreciated.
- Condition – a place may be highly intact but the fabric may be in a very fragile condition.
- Comparison – why a place is as good as other similar listed places. Is there something that makes it special?

There is an appeal process available for the site owner/manager for proposed new Heritage Inventory listings:

- (S132) - the Heritage Council must consider submissions (arguments for whether it is or is not a site of archaeological value) if received before they make their decision.
- (S.131) - If submissions are received the Heritage Council will consider them, and may or may not conduct a hearing, to reach a decision. For the former there is a statutory time limit of 40 days, for the latter 90 days.

Appendix 4 - Protection of Archaeological Site.

This is done through Part 6, Division 2, of the Act. This part of the Act commences with the (S.122), which states that the protection measure (S.123 to S129) do not apply to any site which has been removed from the Heritage Inventory under section 119.

This part also does not apply to an archaeological site or artefact on the Victorian Heritage Register. A permit or permit exemption under the Act is required for this type of archaeological listing. Offences apply under sections 87, 88 and 89.

Appendix 5 - Offence to Disturb.

It is an offence under the Act to disturb a site with archaeological value without the approval of Heritage Victoria's Executive Director. Disturbance can be either be direct impact or burial:

(S.123) - a person must not, without a consent issued under (S124), knowingly or negligently deface, damage or otherwise interfere with, or carry out an act, likely to endanger:

- i a site recorded in the Heritage Inventory, or
- ii an archaeological site which is not recorded in the Heritage Inventory

Appendix 6 - Approval to Disturb.

A Consent application to disturb a site with archaeological value is made by an online form, accompanied by:

- iii the prescribed fee,
- iv the name of the archaeologist involved,
- v and with the consent of the owner or land manager.

In determining whether to issue a Consent the Executive Director must consider:

- any relevant archaeological, historical or other research, and
- the potential of the site or archaeological artefact to contribute to such knowledge.

The Executive Director may

- i approve the application and issue the consent, or
- ii issue the consent for some of the proposed works or activities specified in the application; or refuse the application.
- iii If refused, the Executive Director must give the applicant written notice of the refusal within 7 days after making the determination stating the reason and applicant's rights of review under this Part.

Under (S124) the ED may issue consents to authorise the work under the supervision of the archaeologist to:

- i excavate or uncover a site recorded in the Heritage Inventory or an archaeological site which is not recorded in the Heritage Inventory, or
- ii damage or disturb a site recorded in the Heritage Inventory or an archaeological site which is not recorded in the Heritage Inventory, or
- iii damage or disturb an archaeological artefact, including for the purposes of study, conservation or exhibition, or possess an archaeological artefact for the purposes of sale, or
- iv buy or sell an archaeological artefact.

A consent may be issued subject to the following terms and conditions, that the:

- activity authorised by the consent be supervised by a person with appropriate professional qualifications and experience as specified in the consent;
- archaeological artefacts found in the course of the activity authorised by the consent are to be conserved and curated in a way specified in the consent and at the cost to the applicant, and
- any other terms and conditions that the Executive Director considers fit.

There is a right of appeal against the ED decision - (S126), a written request (in writing and within 28 days of the ED's decision) can be made to the Heritage Council to review a determination of the Executive Director to impose terms and conditions on a consent issued in respect of a site included in the Heritage Inventory, an archaeological site not recorded in the Heritage Inventory or an archaeological artefact, or to refuse an application to issue a consent in respect of a site or artefact, may be made by:

- i the person to whom the consent was issued or refused
- ii the owner of the site or artefact
- iii a government asset manager in respect of the site or artefact, and
- iv accompanied by the prescribed fee (if any)

Appendix 7 – Program.

Refer to attachment: 221111 Her Majesty's Theatre Stage 3 Contract Program Draft.

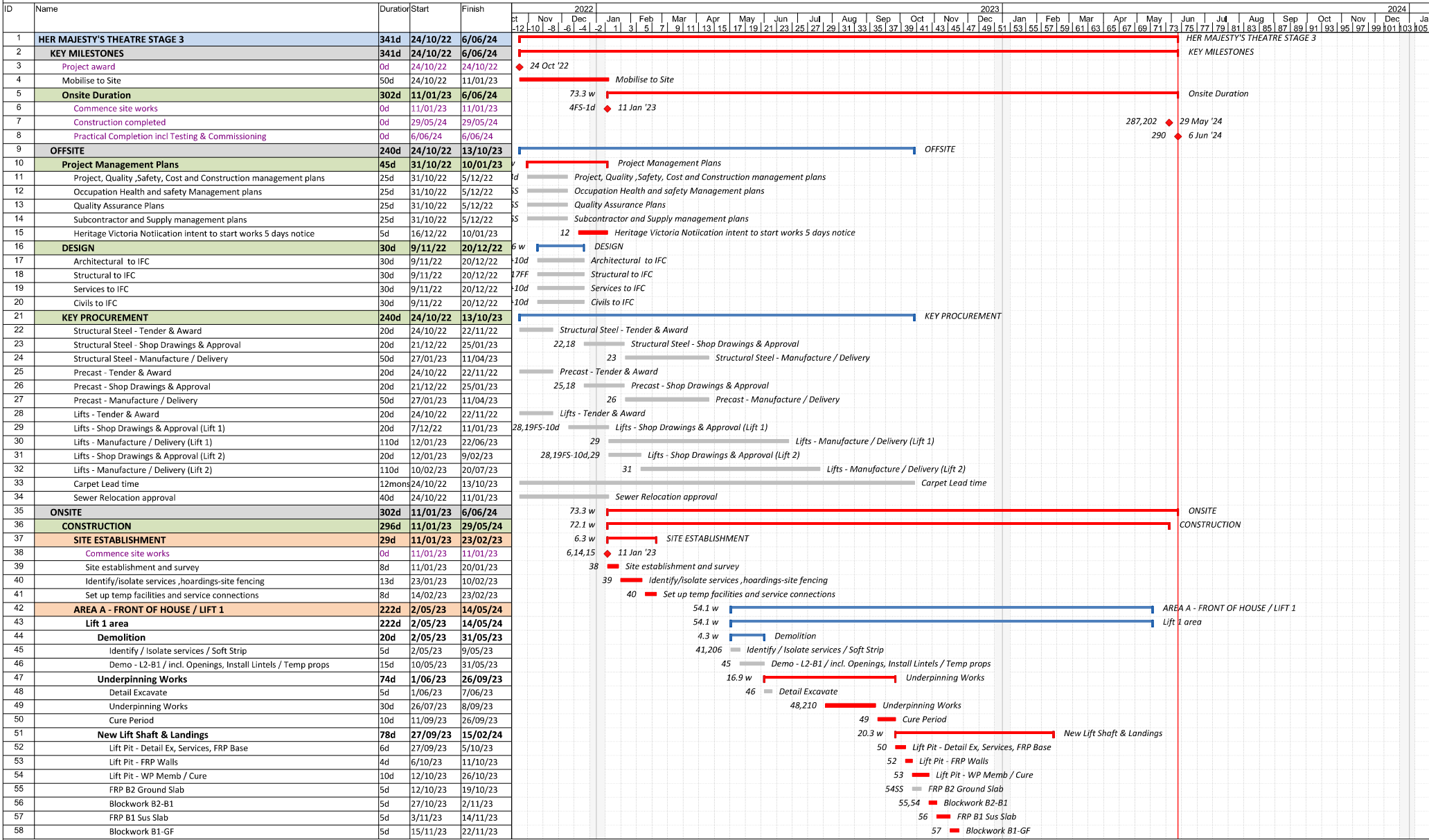
Appendix 8 – Protection Plan.

Refer to attachment: HMT Protection works.

Appendix 9 – Site Specific Induction.

Refer to attachment: Site Specific Induction, Her Majesty’s Theatre – Ballarat.

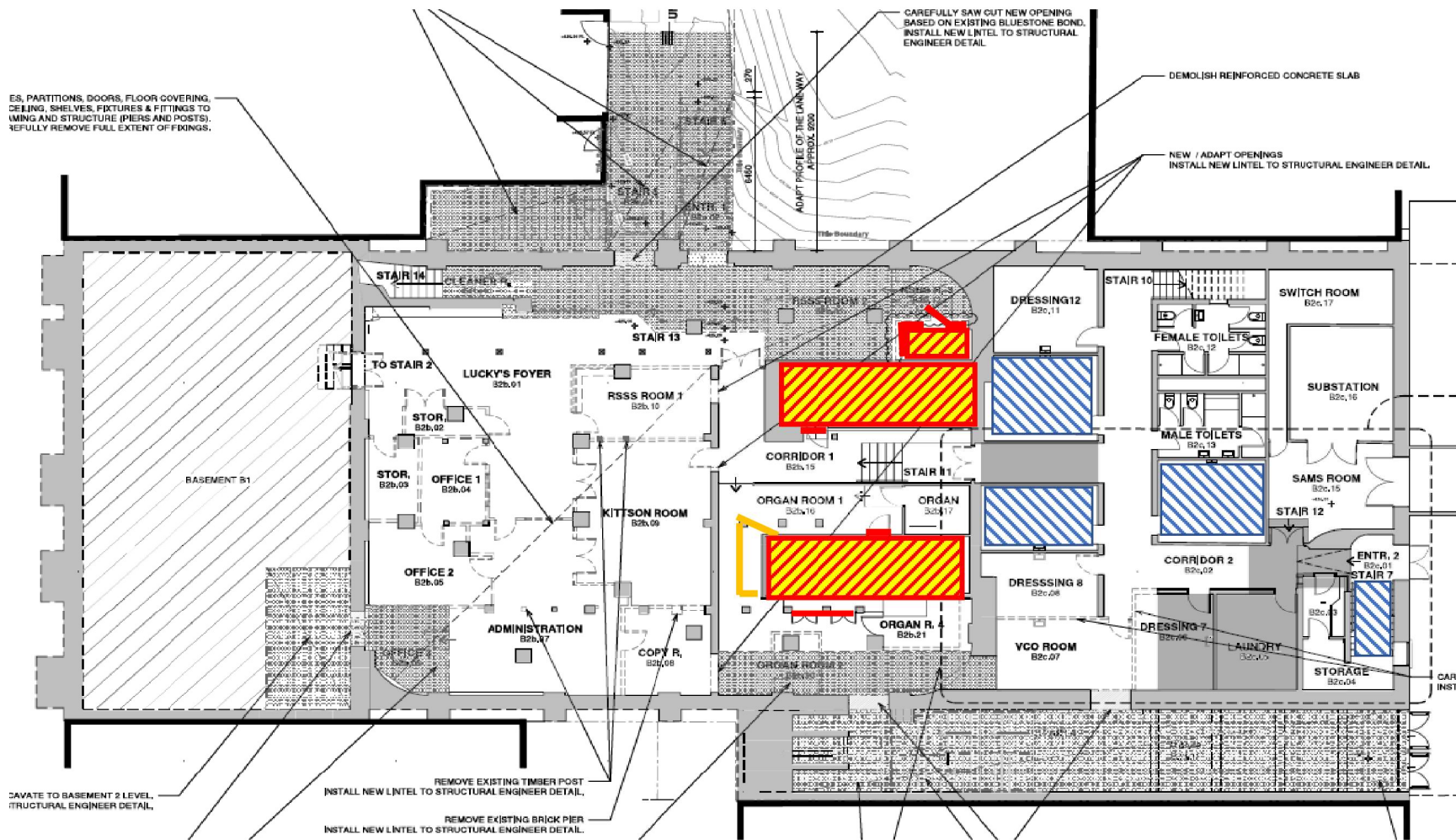
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17 Lydiard Street South, Ballarat VIC 3350
 221111 Her Majesty's Theatre Stage 3 Contract Program Draft | Filter: **All Tasks**



Filename : 221111 Her Majesty's Theatre Stage 3 Contract Program Draft
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 Status Date: NA

Baseline Summary	Baseline Milestone	Milestone	Summary Critical	Critical	Progress
Baseline	Tasks	Summary	Summary Project	Critical Milestone	Manual Progress

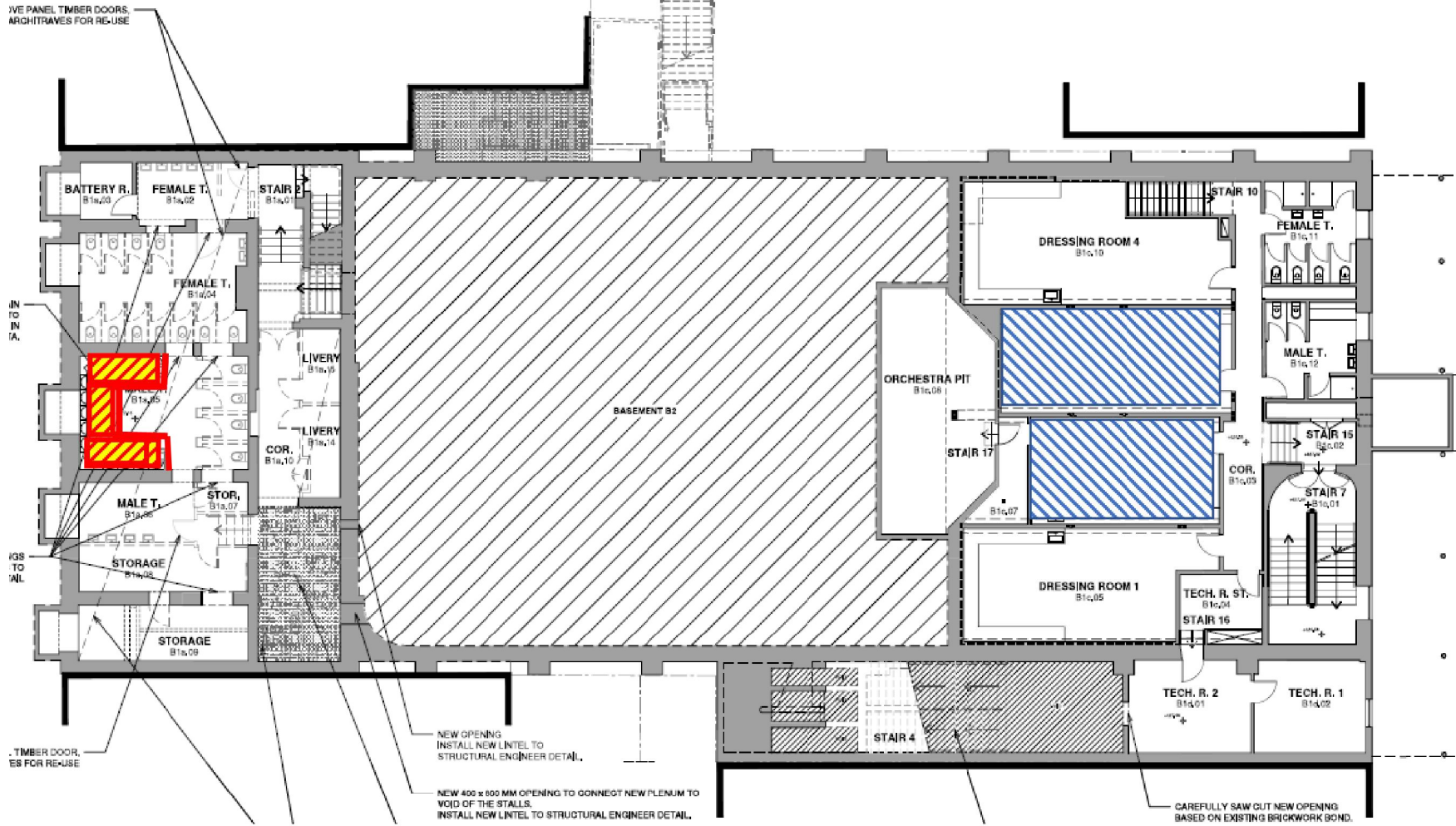
HMT Protection works



▬ Hoarding Protection/Sealing Protection
 Floor Protection
 Client to confirm if hoarding is required
 Exclusion zone

Basement level 2

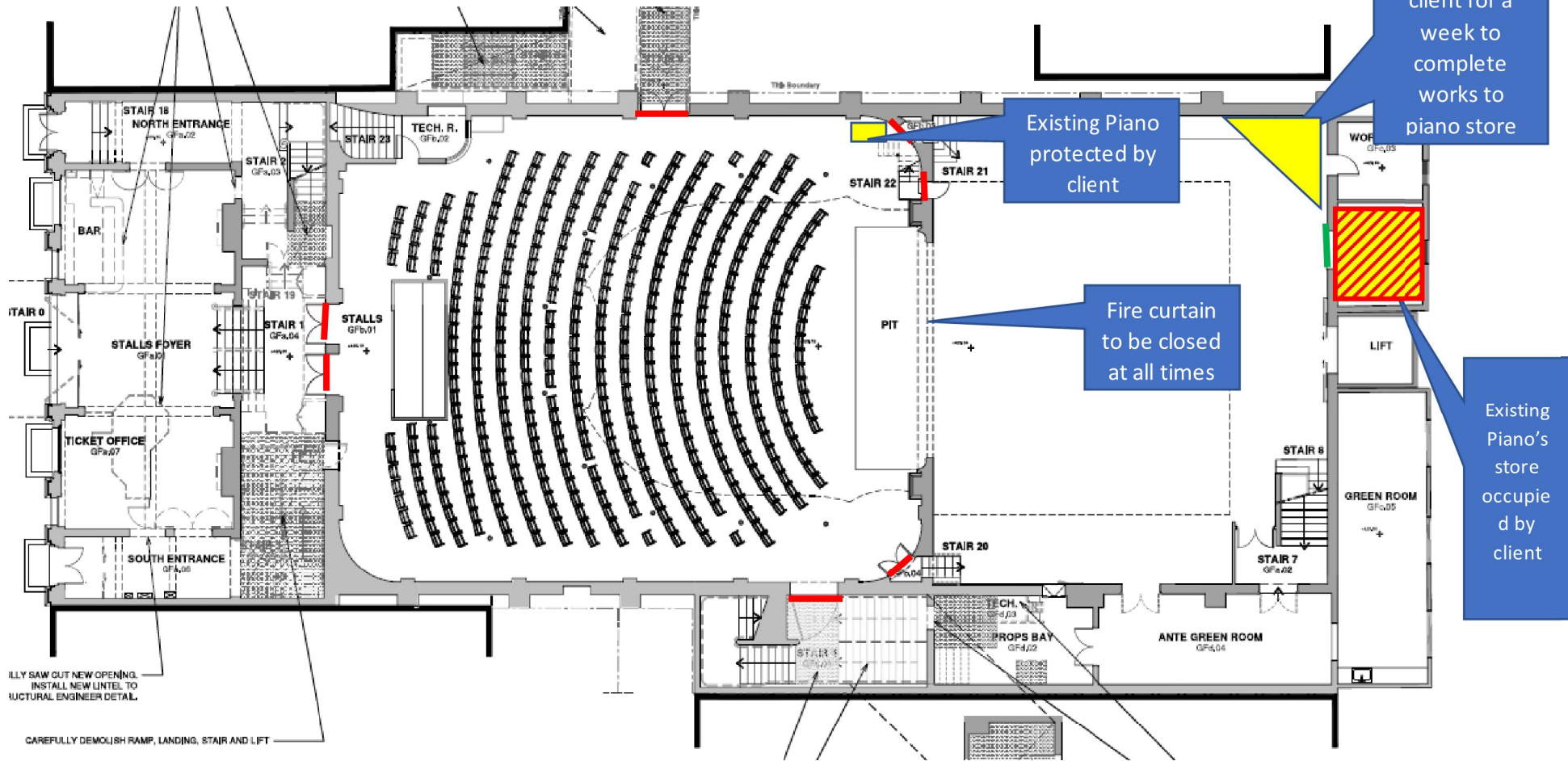
HMT Protection works



— Hoarding Protection/Sealing Protection
 Floor protection
 Exclusion Zone

Basement Level 1

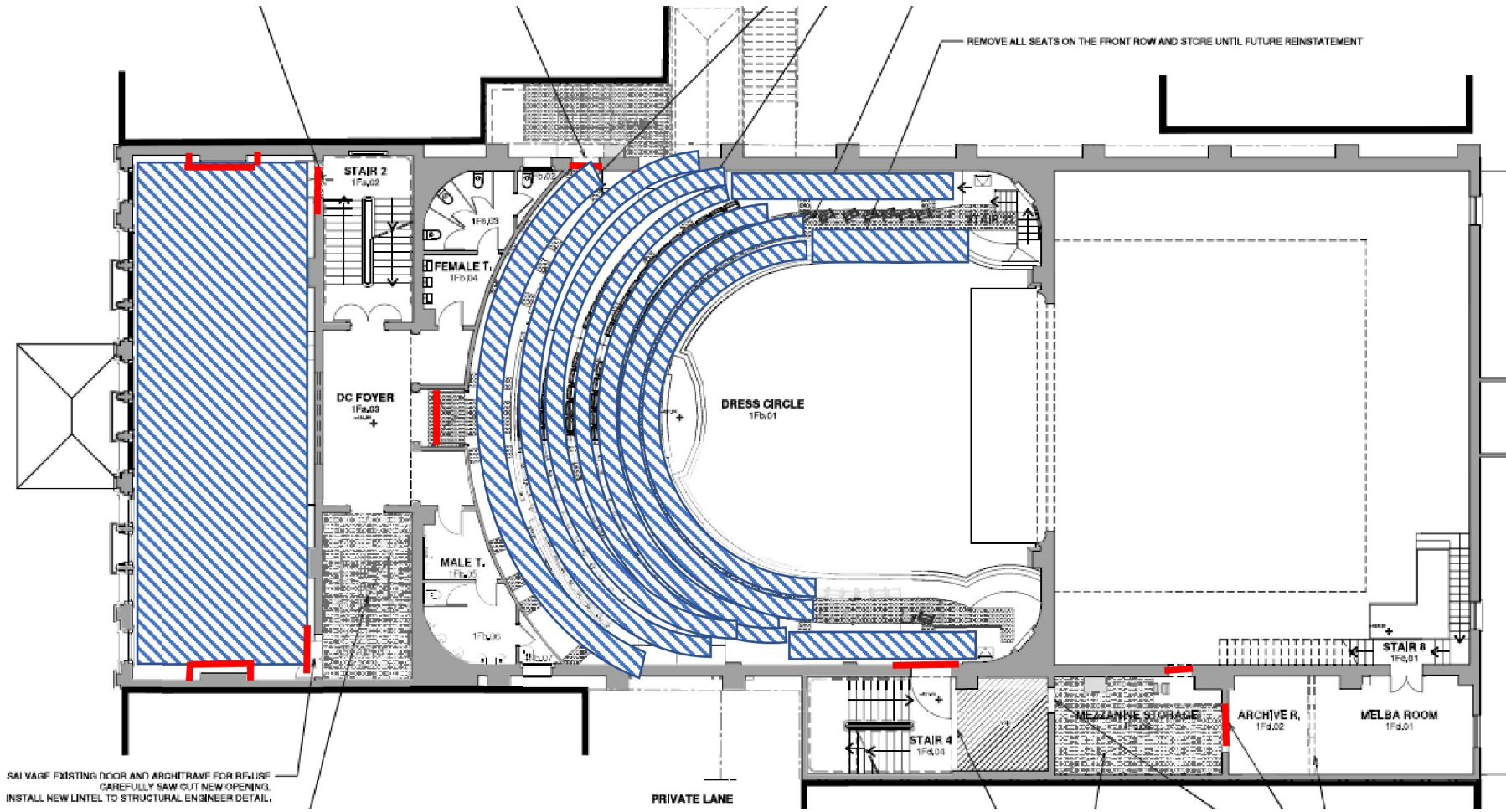
HMT Protection works



- Hoarding Protection/Sealing Protection
- Floor Protection
- Client secured area
- Exclusion Zone

Ground Floor

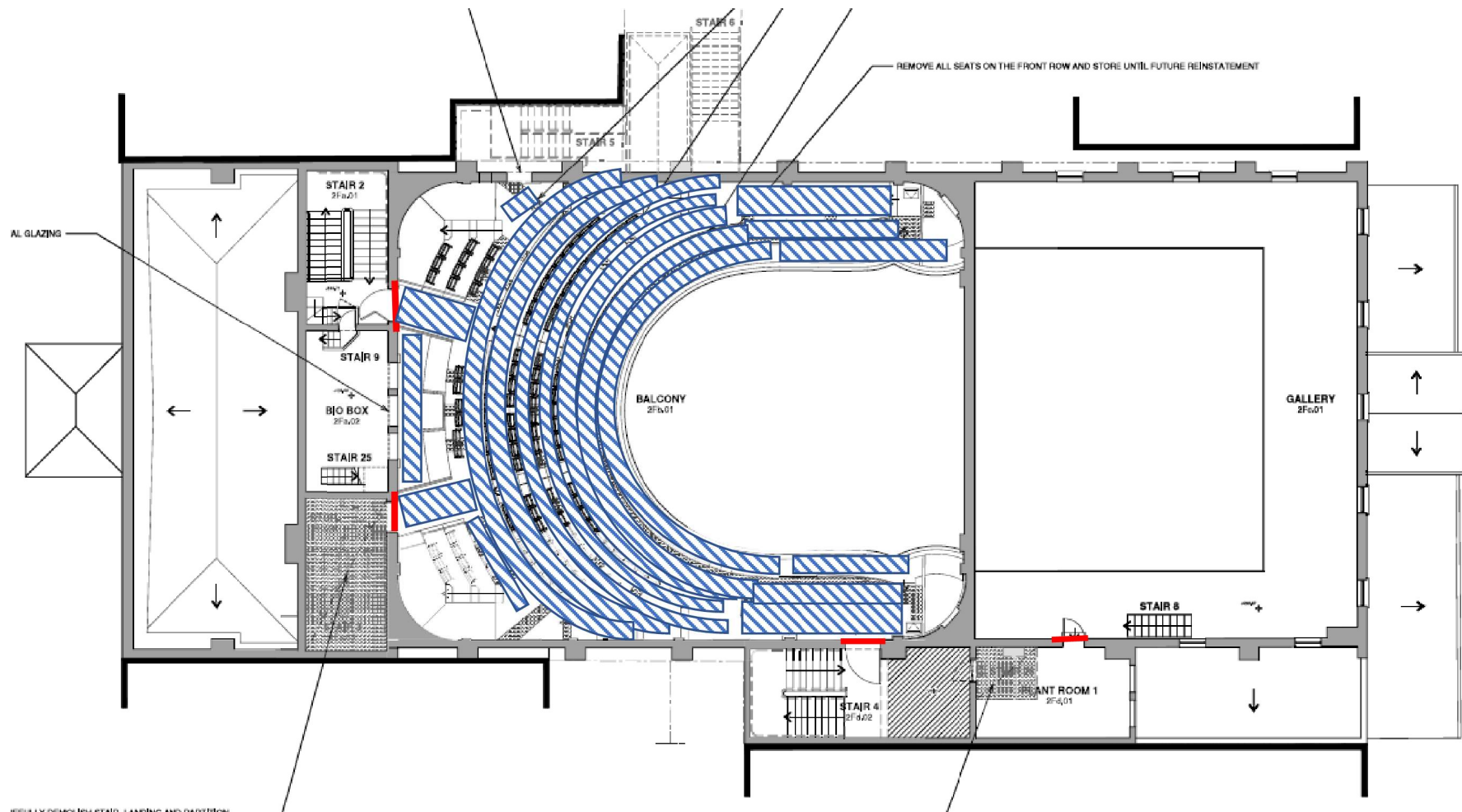
HMT Protection works



— Hoarding Protection/Sealing Protection  Floor Protection

First floor

HMT Protection works



 Hoarding Protection/Sealing Protection  Floor Protection

Second Floor



Site Specific Induction

Her Majesty Theatre – Ballarat

Project Summary & Key Personnel



This project involves Demolition/reconstruction of new North Fire Stair, Demolition and reconstruction of the external Stalls Fire Stair. Supply & installation of 2 x passenger lifts (Front of House & Back of House). Refurbishment to the Front of house, reconfiguration & refurbishment of the Administration area. Upgrades to the Fire detection and protection, Accessibility compliance upgrades, limited Services upgrades and Amenity upgrades

Site Managers &
First Aider

Chris Allen

0447 142 158



HSEQ Coordinator &
First Aider

Mick McNamara

0408 172 185



Project Manager &
First Aider

Shaun Kelly

0448 237 780



Geoff Pickering

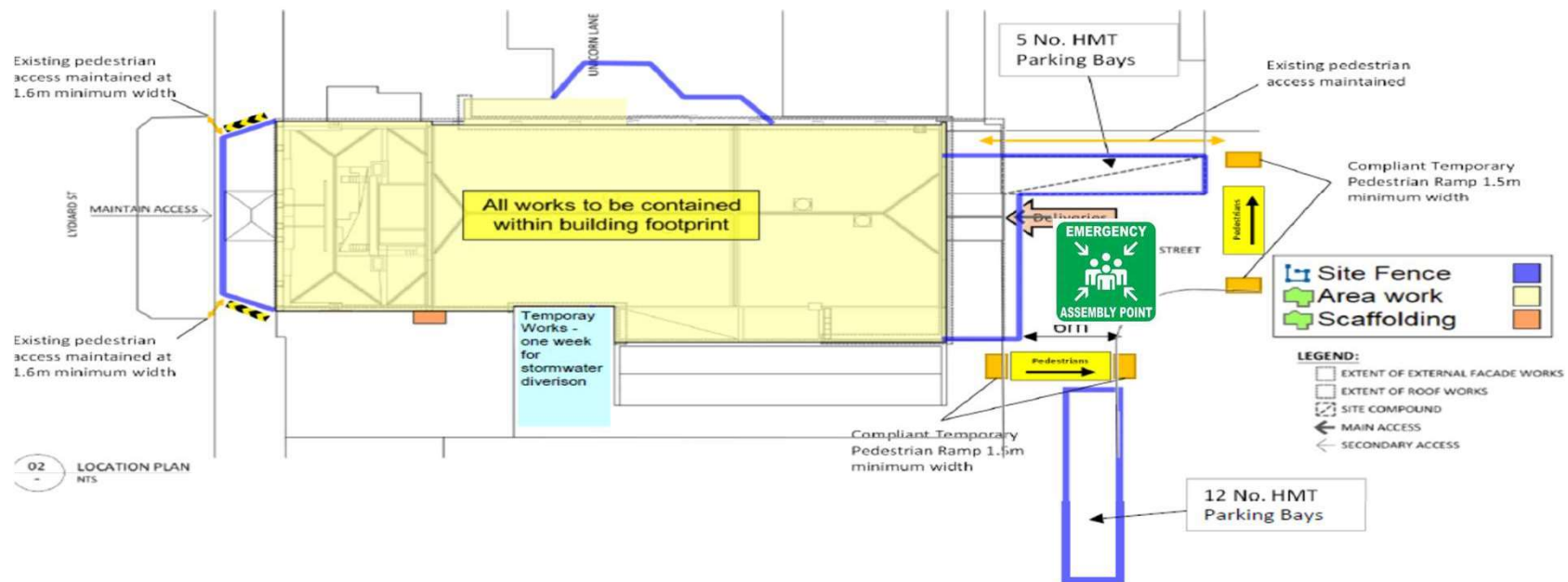
0418 501 080



Site Plan 1



Her Majesty's Theatre, Stage 3, Upgrades



Note

- We have assumed access to on site tea rooms and toilets for the duration of the project.
- A qualified traffic controller will be used where any site movements may impede traffic/pedestrian access.

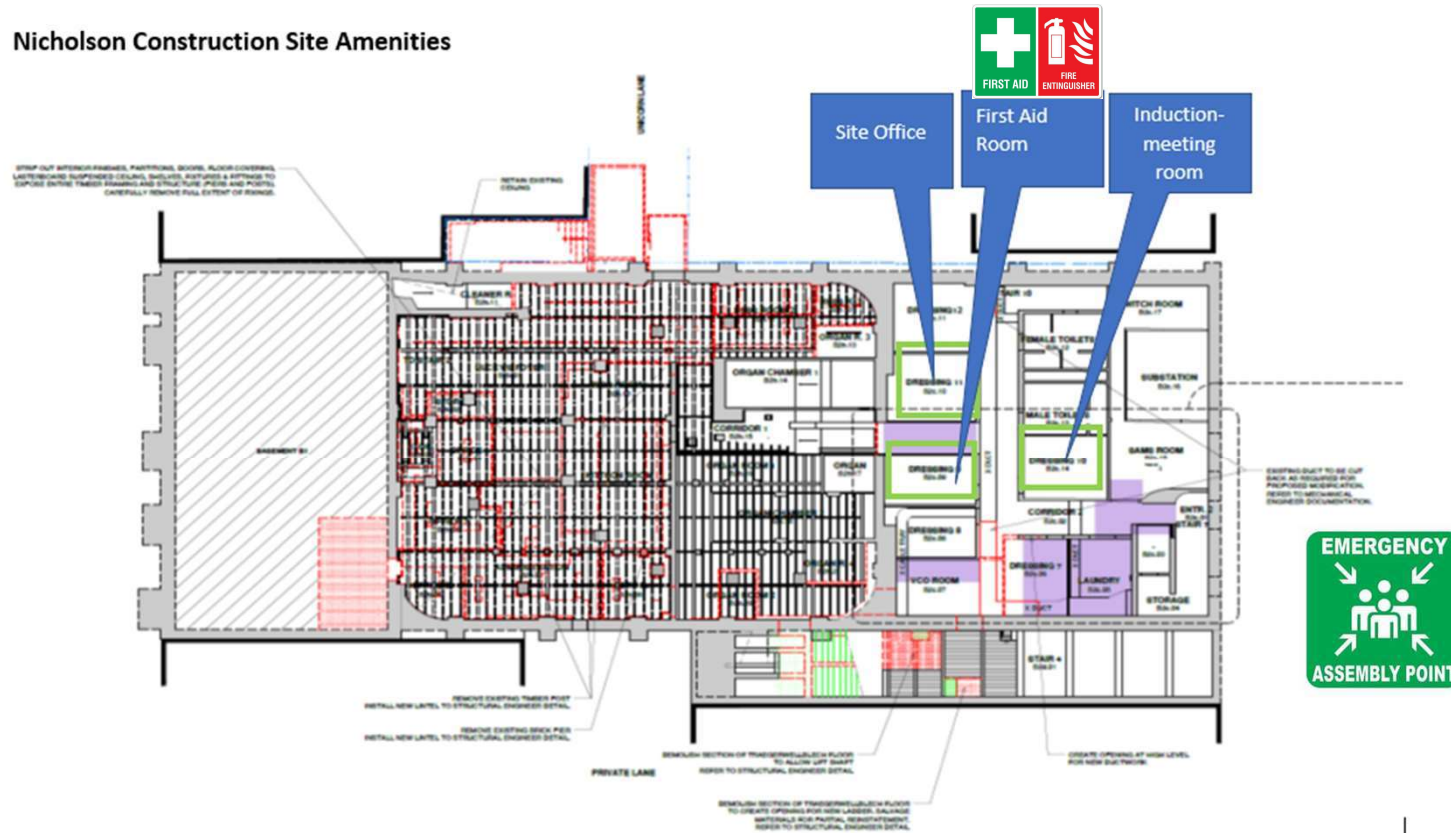
HMT – Site Establishment Plan



Site Plan 2 (Amenities - Basement)

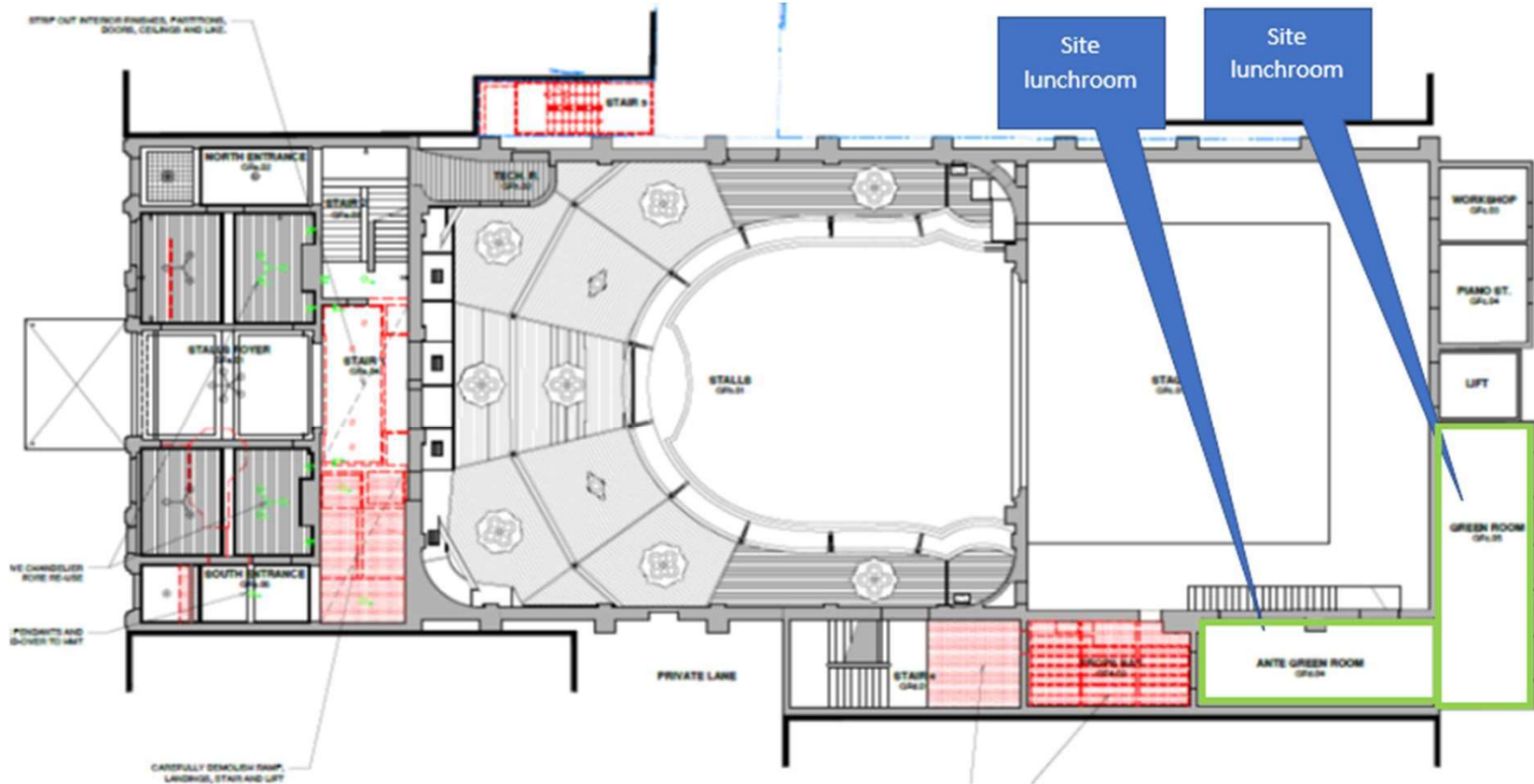


Nicholson Construction Site Amenities



Basement 2 Site Amenities



Site Plan 3 (Amenities - Ground Floor)



Ground Floor Site Amenities

Site Specific Requirements



<p>All workers must Sign-In and Sign-Out each day (via HammerTech Tablet).</p>	<p>Generally site hours are 7am - 5pm Monday – Friday</p>	<p>All workers must be inducted, trained, and competent</p>
<p>All vehicles are to be parked off site or in the designated parking area. Site Manager approval is required to drive or park elsewhere on site.</p>	<p>Site speed limit on site is 5 km/h. Spotter required when reversing large vehicles.</p>	<p>Your work area and the entire work site MUST be kept clean and tidy AT ALL TIMES.</p>
<p>Singlets and sleeveless tops are Not Permitted as detailed in our UV Policy</p>  <p>NO SINGLETS OR MUSCLE SHIRTS</p>	<p>All Workers work safely, in line with the Ten Commandments of Safety.</p>	<p>This site is a No Smoking site. A designated area may be provided</p>  <p>NO SMOKING</p>

Site Specific Requirements - Permits



Nicholson Construction **Permits** are required when undertaking any of the following-

- Hot Works

- Use of Ladder (Note: Platform ladders less than 2 metres do not require a permit)

- Excavations

- Working at Heights

There may be other permits required / used to manage certain aspects of the works, particularly around the Heritage Management. Please check with the Site Management Team.

Additional controls within permits must be implemented and maintained until the works are completed. A final sign off will generally be required.

Site Specific Hazards



<ul style="list-style-type: none"> • Please practice sound Covid-19 prevention practices (social distancing, good hygiene, staying home if you're unwell, etc.). 	<ul style="list-style-type: none"> • We follow the current Victorian Government's DHHS (Covid 19) Requirements.
<ul style="list-style-type: none"> • All high-risk construction work must be adequately addressed in a SWMS. 	<ul style="list-style-type: none"> • Your SWMS must be signed by all workers involved in the tasks and must be followed.
<ul style="list-style-type: none"> • Refer to the HIRAC for the minimum controls that must be included in SWMS for high-risk hazards. 	<ul style="list-style-type: none"> • Whenever operating mobile Plant, you MUST have barriers/adequate controls for your NO GO zones.
<ul style="list-style-type: none"> • Please be aware if working near live powerlines. • Overhead lines feed the site huts and are marked with temporary power yellow tape. 	<ul style="list-style-type: none"> • Underground/Overhead Services including High Pressure gas and High Voltage power are marked on the Services Identification plan on display in site office
<p>Legislation, industry guides, codes of practices, Aust. standards, etc. are listed on the HIRAC and they can be accessed via the Reference Library on SharePoint (the site management team can assist you to find them).</p>	

Heritage Management



- Her Majesty Theatre has a Heritage Management permit in place, there is also a Heritage Management Plan that all trades are required to **STRICTLY** comply with.
- A copy of The Heritage Management Plan is available in the Site Office and **MUST** be referred to prior to carrying out works.
- This includes **completing a permit in consultation with Site Management** to ensure the building and the fabric of the building is protected from any potential damage prior to any works starting.
- The following areas including: Theatre seating, Terracotta Urinal, Existing Organ, Pipe rooms and the fabric of the building are Critical Items that need to be preserved. Section 3.6 of the Heritage Management Plan provides more detailed information on these areas.
- **Any setout** of service must use non adhesive masking tape to ensure no damage to the fabric of the building.

PPE



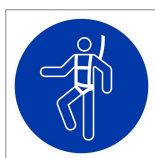
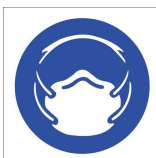
MANDATORY Personal Protective Equipment

Hi-vis clothing, Hard Hats, and Steel-Capped shoes at all times. Cut resistant gloves must always be carried in plain sight and/or worn when any cutting hazards are present.



NON-MANDATORY Personal Protective Equipment (AS REQUIRED)

Additional PPE shall be worn when specified in a SWMS, when requested by a member of the site management team or when a related hazard is present. Examples include,



10 Commandments of Safety (part 1)



1. PEOPLE

- Workers need to be trained, competent, inducted and hold relevant licenses or tickets.
- Workers are required to develop, review, sign and work in accordance with their SWMS.
- If you think something is unsafe, STOP work and review the methodology/add more controls before continuing.

2. WORKING AT HEIGHTS



- Use the highest level of control possible (e.g. work on the ground, use scaffolding, edge protection, etc)
- Always use fall protection when working > 1 metre high.
- Working at Heights and Ladder Permits are required, and the specified controls must be fully implemented.



3. PLANT

- Ensure plant is inducted, pre-start checks completed, and all warning devices are working.
- Isolate (barricade) around operating mobile plant.
- Cease mobile plant movement if another person enters your work area.



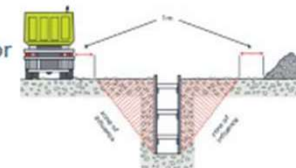
4. SUSPENDED LOADS (CRANE LIFTS)



- Isolate (barricade) area when taking weight, lifting, or transferring a suspended load.
- Secure load properly with the correct lifting equipment
- Never go under a suspended load.

5. TRENCHES & EXCAVATIONS

- Deeper than 300mm require permits and locating and marking the underground services.
- Deeper than 1 metre must have controls for ground stability included in SWMS (typically benched or battered).
- Deeper than 1.5M never enter unless the walls are fully stabilised (shored, benched, battered, etc).
- Isolate (barricade) around active and open trenches & excavations.



10 Commandments of Safety (part 2)

6. ELECTRICAL SAFETY



- Ensure all electrical boards (GPOs) have RCD protection.
- Always TEST FOR DEAD and never work on live circuits.
- Electrical equipment and leads shall be inspected before use and run leads in a safe manner.

7. HAZARDOUS MATERIALS AND SUBSTANCES

- Follow the SDS and the SWMS for hazardous substances and dangerous goods.
- Isolate and report asbestos materials discovered inadvertently.
- Engage a qualified professional (e.g. hygienist, removalist) to advise on asbestos removal and disposal.



8. CONFINED SPACES



- Confined space Entry Permits are required for ALL Confined Space entries and the specified controls must be implemented.
- NEVER enter a confined space unless trained, competent and permitted.

9. TEMPORARY STRUCTURES AND STRUCTURAL COLLAPSE

- Temporary structures (incl. mobile scaffolds) shall be built to a design plan by competent persons.
- Buildings shall be demolished, built and supported as per a demolition or design plan.
- Never alter temporary structures unless you are competent and qualified to do so.



10. SAFETY BEHAVIOURS



- Be familiar with and follow the policies and procedures (refer induction).
- Speak up and report any hazards or unsafe behaviors to site management.
- PPE to be in good condition and worn correctly (when required).
- Maintain clean and tidy work areas and clean up after completing work and/or at the end of each day.