

## 8.6 Condition Survey

WICI Alliance  
Home of Compassion Crèche, 18 Buckle Street, Wellington  
**BUILDING CONDITION SURVEY**

08/11/2012

WICI Alliance  
Home of Compassion Crèche  
18 Buckle Street, Wellington

# BUILDING CONDITION SURVEY

Issue No..	Status	Prepared by	Approved by	Date
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Name	Position	Date	Signature
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URS Reference: 42788550

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## 1 BACKGROUND

### 1.1 Goals of Building Condition Survey and Report

This Report on Condition Survey and Structural Assessment has been prepared as part of the process to comply with NZTA Condition 25 of the National War Memorial Park (Pukeahu) Empowering Bill 2012.

The goals of this Condition Survey, consistent with NZTA Condition 25 are:

- To identify any potential effects on the building that may result from the proposed construction works (e.g. ground vibrations, ground settlement, loss of support)
- To assess the impact of these potential effects on the building
- To identify ways to reduce the effects from the construction works (e.g. by altering the construction methodology)
- To identify ways to mitigate and manage the impact of the effects on the building.

The overall goals of this Condition Survey and Report are to provide the WICI Alliance and the building owner with information to assist them to:

- Minimise the risk of damage to the building
- Minimise the risk of claims for damage from the building owner.

### 1.2 Objectives of Building Condition Survey and Report

The purpose of this Building Condition Survey and Report is to:

- Document the current condition of the building
- Document the current spatial position of the building
- Identify any building fragilities
- Identify any hazards imposed by the building
- Identify any specific hazards which may affect the building
- Identify potential damage to the building that may result from the WICI construction works including damage from settlement effects
- Outline measures required to mitigate this damage, including on-going monitoring during construction
- Recommend further works
- Provide details of recommended on-going monitoring during construction works
- Gain agreement from the building owner as to the accuracy of this document.

We will also:

- Note any other building related matters which we consider to be relevant.

Note that some of the above goals and objectives will be met by the spatial survey, being done concurrently with this inspection.

### 1.3 Related Works and Reports

To be prepared before construction commences.

No	Name of document	Details	Where	By
1	Building Monitoring Control Documentation	Topographical survey including position of building corners and levels in front of building.	Full documentation held at WICI Alliance.	WICI Alliance Team and Spiire.
2	Underground service location	Basic details of service locations. Limited data on depth.	Full documentation held at WICI Alliance.	WICI Alliance Team, Spiire and USL.
3	Ground water level survey	From boreholes at selected locations on site. Also data from October 2012 pump test.	Full documentation held at WICI Alliance.	WICI Alliance Team.

On-going monitoring, etc. is not covered in this Report.

## 2 BUILDING DESCRIPTION

### 2.1 Address and Legal Description

18 Buckle Street, Wellington.

Lot 1, DP 4469, Town of Wellington. Part section 263

Extent includes part of the land described as Pt Sec 263 TN of Wellington and the land described as Pt Lot 1 DP 4469, Wellington Land District, and the building known as The Home of Compassion Crèche (Former) thereon.

### 2.2 Owner

New Zealand Transport Agency (NZTA).

### 2.3 General Description and History

The Home of Compassion Crèche (Former) was constructed in 1914 and is one of New Zealand's first dedicated child day care buildings. The distinctive brick building was designed by prominent architect John Sydney Swan, so that the Sisters of Compassion could continue the pioneering crèche service begun by Mother Suzanne Aubert. The Home of Compassion Crèche opened in 1914 and housed the Sisters' successful day care service for nearly 60 years. Since then, the building has been used as an office and/or accommodation.

The building was constructed of brick masonry with a distinctive crenelated entrance porch. The roof is corrugated iron. The exterior walls are of brickwork with rendered quoins at corners and around windows and reinforced concrete lintels over openings. The veranda (enclosed sometime in the 1950s) is a continuation of the main roof and is supported on timber posts with 45 degree brackets. The balustrading has simple vertical square balusters.

The building measures 13 metres across the Buckle Street frontage by 18 metres deep.

The following briefly outlines the materials used to construct the Home of Compassion Crèche (Former):

- The external wall materials comprise brick with reinforced concrete lintels, cast iron vents and timber joinery
- Solid brick between the pantry, toilet and bathroom
- Heart totara stringers, wall plates, veranda framing and finish, fascia boards, scotias under spouting, barge and cover boards, louvers, frames of roof, doors and frames, window sashes and frames
- Jarrah for ground floor joists and sleepers
- Heart matai for flooring
- Oregon timber for wall studs and plates
- Rimu for all other original timber work
- Plaster finish to brick walls
- Stamped steel to all ceilings other than the pantry and bathroom
- Oilcloth dado to all rooms other than the porch, pantry and bathroom
- Cast iron "air gratings", anchors and palm bolts.

The Home of Compassion Crèche (Former) has outstanding significance because it is one of the few remaining Sisters of Compassion buildings which were directly associated with Mother Aubert. The building is also special because it is a rare remnant of the intensive Catholic and ecclesiastical presence that was a feature of the Basin Reserve from the late nineteenth century. The building is one of the first, and the earliest remaining, purpose built crèches in New Zealand.

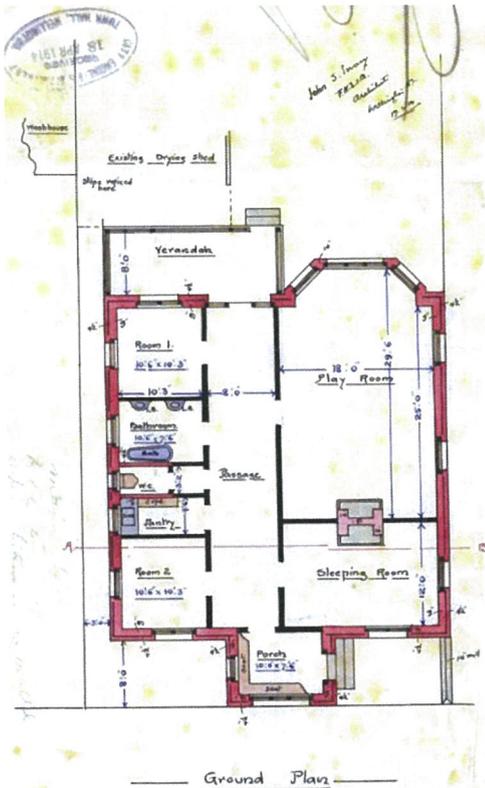


Figure 1 shows the floor plan of the building. The key rooms are as follows: Play room, now the lounge; Sleeping room, now bedroom 1; Room 2, now bedroom 2; Room 1, now the kitchen. It also shows the porch entrance at the southern end, and the veranda at the northern end.

Figure 1 Original plan of the Sisters of Compassion Crèche by John S. Swan (NZHPT Registration File).

## 2.4 Heritage

The building is listed by New Zealand Historic Places Trust as having significant heritage value. The building was registered on the 28th June 1984 (Registration Number – 3599), with its registration type being classed as Historic Place Category 1.

Information about the building is available at [www.historic.org.nz](http://www.historic.org.nz)

The building is also included in the WCC Heritage Buildings database.

More information is provided in "Conservation Plan, Former Home of Compassion Crèche, Wellington", August 2012, Ian Bowman, Conservator and Architect.

## 2.5 Engineering Description and Load Paths

For the purposes of this report the longitudinal direction runs perpendicular to Buckle Street and the transverse direction runs parallel to Buckle Street. We have based our descriptions on our site inspection and on the referenced documents we have sighted.

The building is a load-bearing masonry building. The exterior walls as well as the primary internal walls resist horizontal loads from wind and earthquake as well as gravity loads from roof, floors and self-weight. Exterior walls appear to be approximately 300mm thick; interior walls are approximately 200mm thick.

The roofing is corrugated iron; we understand the roof structure consists of timber trusses. We have assumed the roof provides a degree of connectivity and diaphragm action.

### **Foundations**

We have not sighted drawings of the foundations (and there is no access); we have assumed the brick masonry walls are founded on continuous shallow strip foundations as was typical for masonry buildings of that era.

### **External Works**

There is a reinforced concrete retaining wall, approximately 1.2m tall, close to and directly to the west of the building. Part of the veranda extension is supported on top of this wall.

## **2.6 Topography Issues**

The property is situated opposite the Basin Reserve on Buckle Street at the point where this road branches northwest up to Mount Cook and north east down to Cambridge Terrace.

The site is on a slope fall from west to east, down to Cambridge Terrace.

The site is mapped geologically as being underlain by alluvium and can be inferred to be Class C – Shallow soil although it is close to the boundary with Class D.

### 3 PROPERTY INSPECTION

#### 3.1 Inspections

Property Inspections were as follows:

Inspection	Date	Who	Weather
Exterior Condition Survey and Photographs.  Includes secondary buildings and retaining walls.	10/10/2012	G Watson and M Barry, WICI Alliance Team.	Sunny, fine, brisk NW wind.
Interior Condition Survey and Photographs	10/10/2012	G Watson and M Barry, WICI Alliance Team.	Sunny, fine, brisk NW wind.

Exterior and interior condition survey photographs are in Appendix B.

The results of the topographical survey are available at the WICI Alliance Project Office.

#### 3.2 Summary of Damage Observed

Due to a lack of access, we could not make an assessment of the underfloor area (joists, plates, bearers and piles).

The main items of damage noted are:

No	Damage Description	References
	<b>Main Building Exterior</b>	Photo Nos
	Extensive cracking at mid-height at south west corner (east elevation).	B1-B2
	Extensive horizontal cracking above window height, between south eastern corner and window (east elevation).	B3
	Extensive cracking through the concrete retaining wall, running along the western side of the section. Wall is approximately 1.2m high.	B4-B6
	Various minor cracks and fragmentation on rendering.	B7-B8
	Crack in the rendering over the bay window (north elevation).	B9
	Cracked plaster at foundation wall.	B10
	With all the water damage evident, there is obvious damage to the roof. Though it is not clear exactly where this damage exists.	No photos available

	<b>Main Building Interior</b>	
	<i>Note, interior photos arranged room by room</i>	
	Hallway	
		C1-C4
	Lounge	
		C5-C8
	Bedroom 1	
		C9
	Porch	
		C10-C11
	Bedroom 2	
		C12-C14
	Bathroom	
		C15-C17
	Kitchen	
		C18-C19

### 3.3 Other Building Fabric Issues

No other relevant building fabric issues were noted.

## 4 ASSESSMENT OF PROPERTY

### 4.1 Introduction

We were unable to obtain any construction drawings for the building.

A list of documentation reviewed is included at Appendix A.

### 4.2 Building Age, Form and Estimated Strength

The building was originally constructed in 1914. We have assumed it was constructed in accordance with good trade practice of the time.

However, it appears that maintenance has been neglected for some time; there is evidence of water damage in several rooms and there are a number of cracks in the external walls, which appear to allow some water ingress.

The building is an unreinforced masonry structure, with load-bearing walls. We were unable to ascertain if the external walls are cavity walls or solid walls.

The building is on the WCC list (as at 1 September 2012) of earthquake-prone buildings (i.e. buildings already assessed to be no more than 33% of New Building Standard (%NBS)).

Our desktop initial seismic evaluation (IEP) (which of necessity included a number of assumptions) also indicates the building is below the earthquake-prone threshold.

Our overall assessment is as follows:

- Unreinforced masonry buildings such as the Crèche do not perform well when subject to horizontal loads
- The cracking, water damage and other deterioration evident in the building have further weakened the structure.

### 4.3 Hazards Imposed by the Building

We noted the brick chimney towards the south-east side of the building; this is likely to constitute a hazard during an earthquake.

The building faces a reasonably busy street and footpath; there is no front yard. It is likely the exterior walls facing the street could become hazardous to the public during an earthquake.

### 4.4 Hazards which may affect the Building

The 1.2m high retaining wall on the west side of the building is the only obvious hazard. However, this is not a significant structure and not likely to not pose a significant hazard to the building. There are no immediate neighbouring buildings.

### 4.5 Potential Effects from Construction Activities

The WICI Alliance will be constructing:

- A temporary road parallel to Buckle Street
- An underpass close to this building
- Enabling and sundry works including demolition of existing structures and foundations, drainage works, de-watering and altering underground services.

#### 4.6 Effects of Construction Activities on the Building Structure and Fabric

The construction works will cause ground movement including:

- Vibrations
- Settlements
- Horizontal ground movements.

These ground movements may affect the building fabric and structure.

Preliminary vibration tests have been carried out. We have inspected the structure. The building is constructed of brittle materials and is founded on shallow footing. We recommend that further analysis of the likely effects of vibration be carried out before nearby works commence.

Ground settlements do have the potential to cause distress to the building structure and fabric. Construction methodologies have been selected to minimise settlements. Ground settlements will be monitored on an on-going basis throughout the construction period.

#### 4.7 Recommended Strengthening

Based on the proposed construction methodology, we assess that temporary or permanent strengthening of this building will not be required to protect the building during the construction of the underpass. However, note:

- This assumes that ground settlements will be closely monitored and work will cease if the settlement exceeds an agreed figure
- That the construction methodology will be developed to minimise horizontal ground movements.

At the time of preparation of this report the method of construction of the temporary and permanent works had not been finalised.

## 5 OTHER MATTERS

### 5.1 Maintenance

Overall the building is in poor condition. It appears that maintenance has been neglected for some years.

### 5.2 Hazards – Manmade (Adjacent building hazard)

There are no buildings directly adjacent to this building. The adjacent retaining wall is the only potential hazard identified.

### 5.3 Hazards – Natural

The Greater Wellington combined hazard map for Wellington City shows:

- The site is close to a major fault
- There is a moderate risk of ground shaking
- It is outside the flood hazard zone
- It is just outside the tsunami hazard zone
- There is a risk of slope failure.

### 5.4 Other Matters

No other matters of interest were noted.

## 6 REPORTING AND COMPLAINTS PROCEDURE

### 6.1 During construction

If the building owner, NZTA, becomes aware of any movement or new damage, it should contact the WICI Alliance Team as soon as practicable.

Name	David Grant	Primary contact
Email	david.grant@nzta.govt.nz	
Phone	021 334 213	
Name	Ed Breese	Secondary contact
Email	ebreese@tonkin.co.nz	
Phone	021 333 726	

## LIMITATIONS

This report has been prepared in accordance with the usual care and thoroughness of the consulting profession for the use of the New Zealand Transport Authority (NZTA), the WICI Alliance, the building owner and those third parties who have been authorised in writing by NZTA or the WICI Alliance to rely on the report.

The Report is based on generally accepted practices and standards at the time it was prepared. No other warranty, expressed or implied, is made as to the professional advice included in this report.

Where this Report indicates that information has been provided to the WICI Alliance (WA) by third parties, WA has made no independent verification of this information except as expressly stated in the Report. WA assumes no liability for any inaccuracies in or omissions to that information.

This Report was prepared between 10 October and 8 November 2012 and is based on the building condition and available documentation at the time of preparation. WA disclaims responsibility for any changes that may have occurred after this time.

This Report should be read in full. No responsibility is accepted for use of any part of this report in any other context or for any other purpose or by third parties. This report does not purport to give legal advice. Legal advice can only be given by qualified legal practitioners.

Except as required by law, no third party other than the building owner and a government or regulatory authority (in accordance with applicable building, environmental or planning legislation) may use or rely on this Report.

To the extent permitted by law, WA expressly disclaims and excludes liability for any loss, damage, cost or expenses suffered by any third party relating to or resulting from the use of, or reliance on, any information contained in this Report. WA does not admit that any action, liability or claim may exist or be available to any third party.

## AGREEMENT

We,.....(owner)  
and .....(representing the WICI Alliance)  
have read this Building Condition Survey Report for  
the Home of Compassion Crèche, 18 Buckle Street, Wellington,  
and agree the report including the damage descriptions and assessment provides a fair and  
factual description of the actual condition of the building as at .....(date)  
and that this report may be used as a baseline for assessing if any further damage has occurred,  
during the construction of the proposed Buckle Street underpass.  
Where temporary strengthening works are proposed, we accept that these works are an effective  
means of mitigating any potential damage during construction.

Signed

.....(Owner).....(date)

.....(witness).....(date)

.....(For WICI Alliance).....(date)

.....(witness).....(date)

## APPENDIX A - EXISTING DOCUMENTATION

Calculations and Correspondence	No of Pages	Date	Originator
Bowman, Ian (2012) Conservation Plan: Former Home of Compassion Crèche, Wellington. Ian Bowman, Conservator and Architect.	140	August, 2012	NZTA

Drawings	Drawing No.	Date	Originator
Sketches included in above documentation only.			

## APPENDIX B – PLANS AND PHOTOGRAPHS

To see all the details that are visible on the screen, use the "Print" link next to the map.





Photo A1 – View from the Southern end, from Buckle Street



Photo A2 – View from the Eastern side, showing two windows through to the lounge



Photo A3 – View from the Northern end, showing the lounge (left) and verandah



Photo B1 – Large crack on the concrete band running around the south west corner



Photo B2 – Same crack in photo B1, extending around into the west facing wall

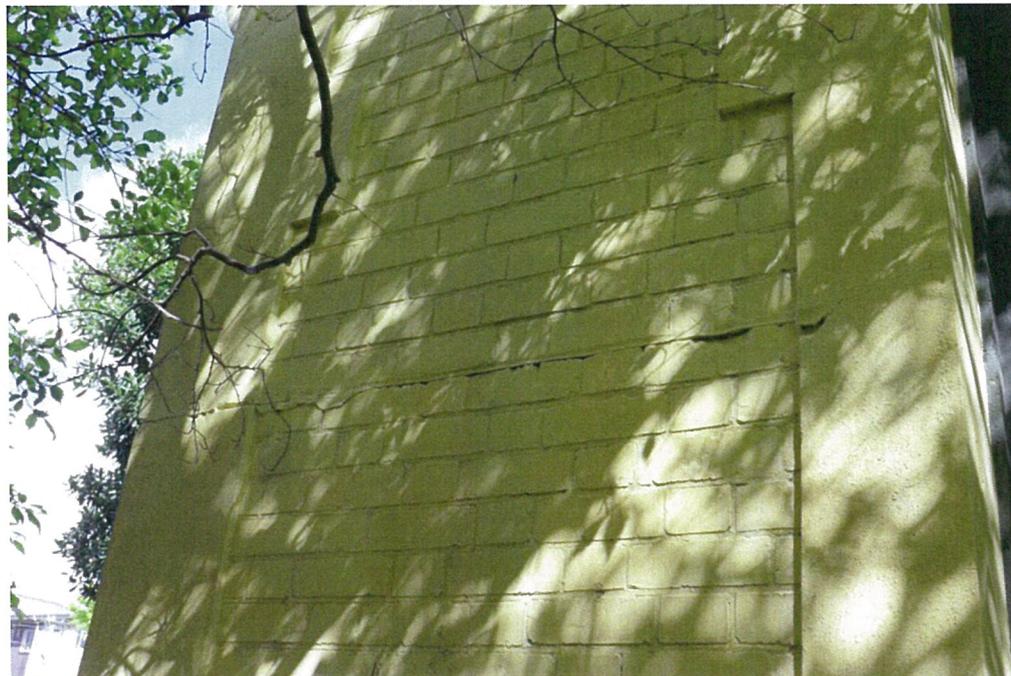


Photo B3 – Extensive horizontal cracking in the south eastern corner



Photo B4 – Significant crack in the concrete retaining wall, along the western side of the building



Photo B5 – Additional cracking in the concrete retaining wall



Photo B6 – Overview of the retaining wall; significant cracking where it meets the brick wall. Note the small extension on the side of the veranda (marked) is supported by this retaining wall.



Photo B7 – Surface cracking on rendering, Western elevation.



Photo B8 – Surface cracking over new plaster/mortar, Eastern elevation.



Photo B9 – Crack in the lintel, north elevation.



Photo B10 – Cracking at base of the wall in the south eastern corner.



Photo B11 – Small network of cracking on the back door step, north elevation.



Photo C1 – Crack in the top right corner, door at south end of hallway through to porch.



Photo C2 – Long crack running several metres in the hallway.

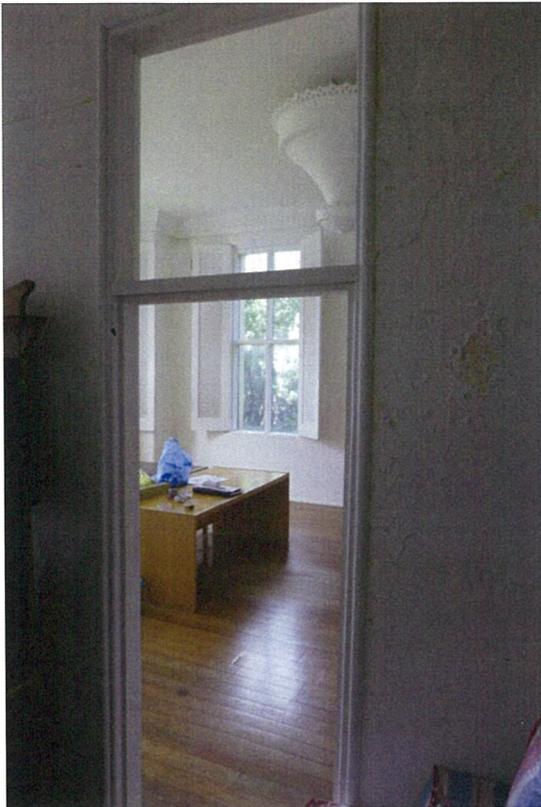


Photo C3 – Some of the damage evident on the plaster in the hallway, looking into the lounge.



Photo C4 – Some of the damage evident on the plaster in the hallway, looking south.

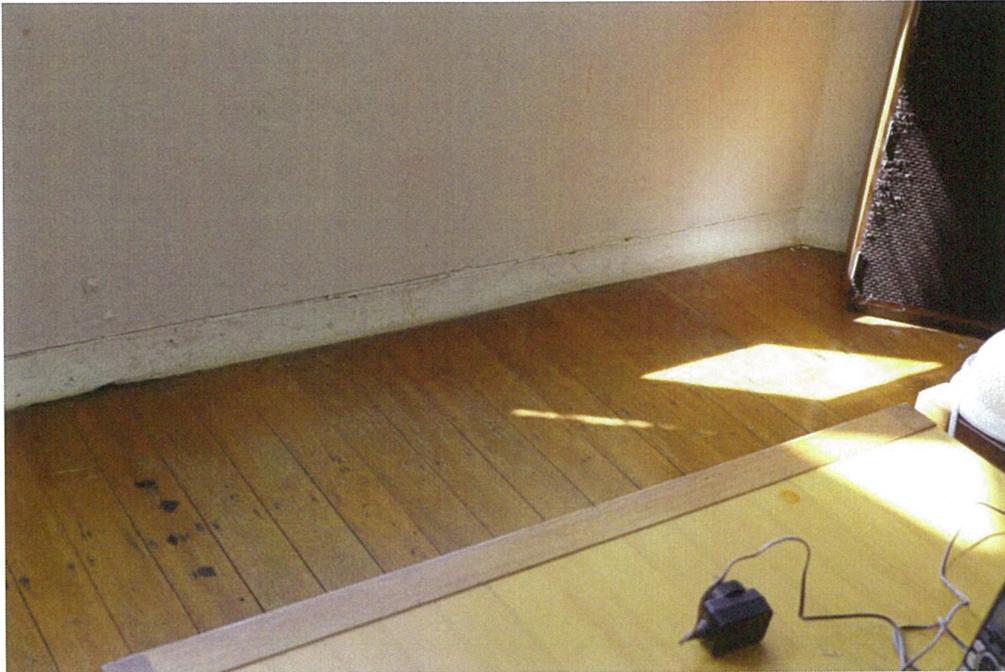


Photo C5 – Non- structural cracks emerging between plastered wall and skirting board, lounge.



Photo C6 – Cracking along the western wall of the lounge.



Photo C7 – Scotia separating from plastered wall, eastern wall in the lounge.

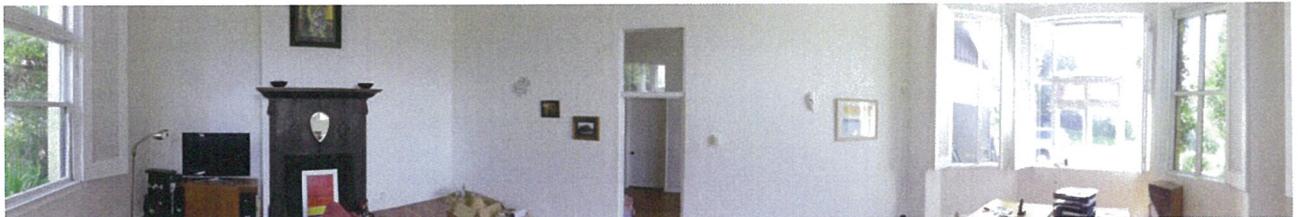


Photo C8 – Panoramic photo of the south and west facing wall in the lounge.



Photo C9 – Cracking on the plaster, bedroom 1.



Photo C10 – Extensive water damage, damaged cornice, cracked plaster in the southern porch.

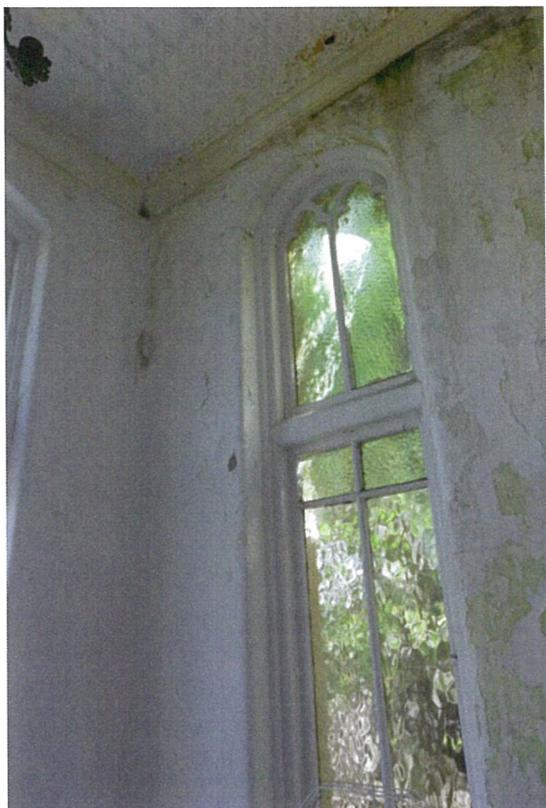


Photo C11 – Extensive water damage, cracking around south window, southern porch.



Photo C12 – Continuous horizontal crack extending between two windows, bedroom 2.

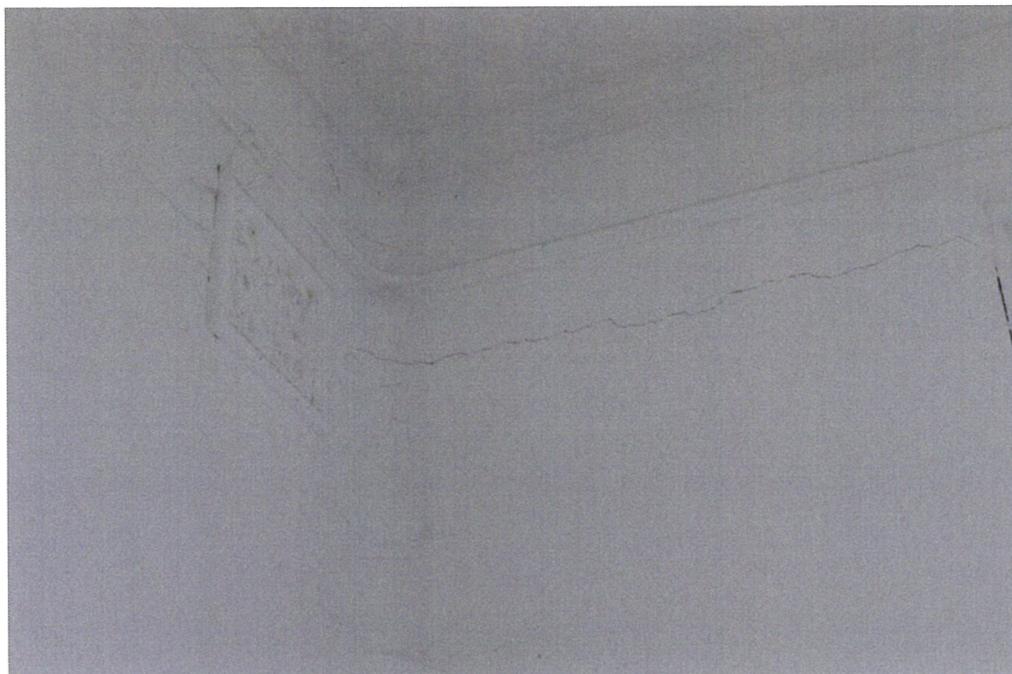


Photo C13 – Close up at cracking in above photo.



Photo C14 – Minor cracks in the walls, bedroom 2.

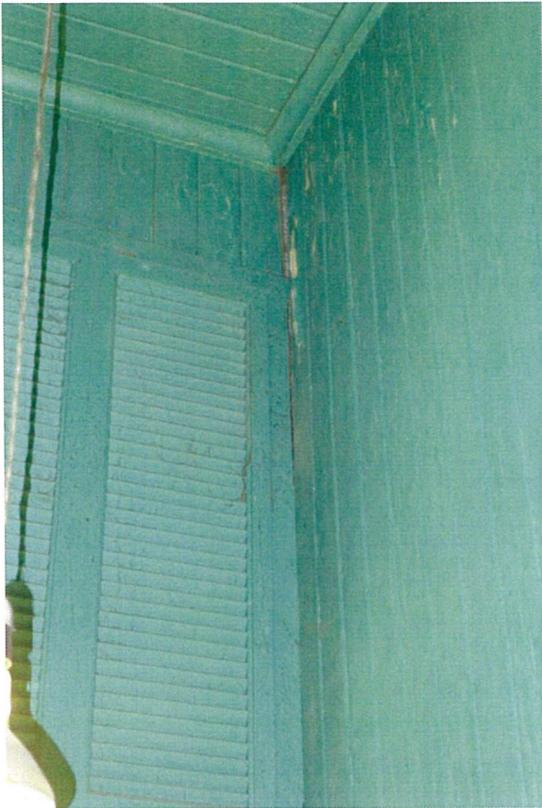


Photo C15 – Minor cracks in the bathroom, most likely a result of water damage.

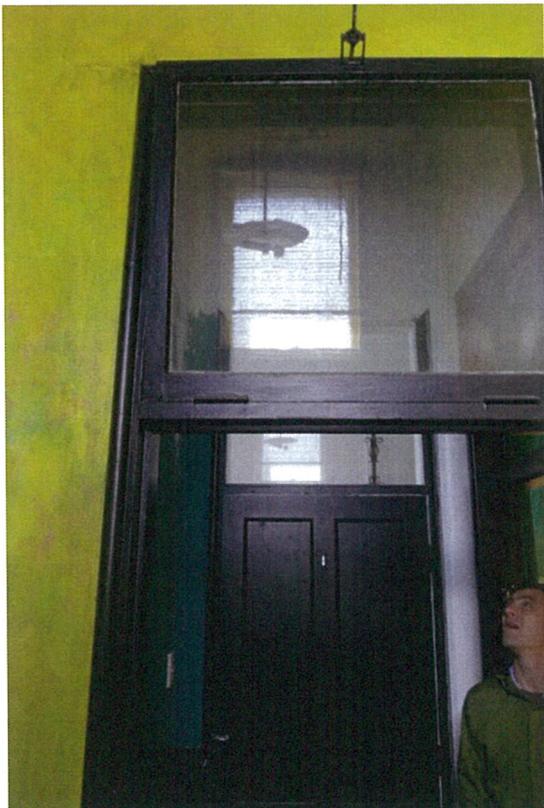


Photo C16 – Small crack in the top left corner of door frame, bathroom.



Photo C17 – Small crack in bottom right hand corner of the bathroom window.



Photo C18 – Numerous small cracks on the plaster in the kitchen walls.

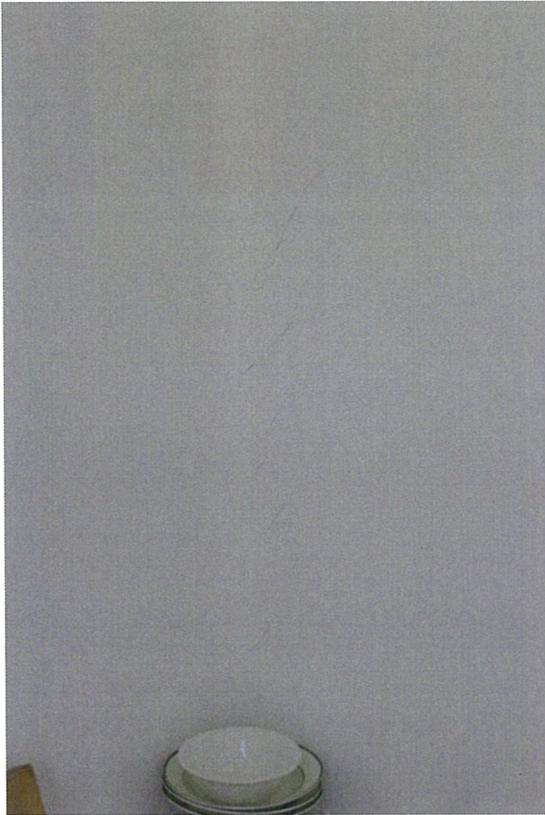


Photo C19 – Minor cracks in the kitchen walls.

(END)



8.7 Archaeological Management Plan  
Title page only.

**WELLINGTON INNER CITY IMPROVEMENTS  
ALLIANCE**  
**ARCHAEOLOGICAL INVESTIGATIONS FOR  
IMPROVEMENTS AROUND THE BASIN RESERVE**  
**STAGE 1: ARCHAEOLOGICAL MANAGEMENT PLAN**

Prepared in Compliance with Authority no. 2013/92, Condition 5

for WICI Alliance

By

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September 2012

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# INTRODUCTION

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## **Purpose**

The Wellington Inner City Improvements (WICI) Alliance are undertaking transportation improvements around Basin Reserve in Wellington. This archaeological management plan, however, is related specifically to the works to underground a section of State Highway 1 along Buckle Street between Taranaki Street and Sussex Street. The works are being coordinated with the construction of Memorial Park, a Ministry for Culture and Heritage project, with the park to be completed by April 2015.

Two phases of work are involved in undergrounding Buckle Street. The first, Phase 1, will be the construction of a temporary diversion road along the northern extent of the study area. The tunnel will be constructed in Phase 2 through cut and cover techniques, and it will be aligned along the southern edge of the project area. (See Figure 1).

The earthworks involved in the undergrounding of Buckle Street will affect site R27/270, Wellington City. In addition, the archaeological site R27/265, military post Mt Cook, will be affected as it includes the location of former military structures within the western portion of the project area.

As the archaeological sites will be modified and/or destroyed, an application for an Archaeological Authority under Section 14 was submitted. Authority no. 2013/92 was granted for the works involved in undergrounding Buckle Street and construction of the temporary road. This archaeological management plan has been compiled in compliance with Condition 5 of the authority. The plan outlines the site management procedures and operational guidelines to be followed during archaeological investigation, recording and monitoring of works in the study area. It also includes protocols relating to the discovery of archaeological remains, koiwi tangata (human remains) or taonga (artefacts).

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## **Assessment of Archaeological Effects and Values**

An archaeological assessment was provided with the authority application:

B. Hudson. Transportation Improvements around the Basin Reserve, Wellington: Stage One – Taranaki to Sussex Street. Assessment of Archaeological Effects. Opus International Consultants Ltd.

This established that in the Taranaki Street to Cambridge Terrace section of the study area there was a high potential for archaeological sites. The study area is comprised of four Town Section Lots - 226, 233, 256 and the westernmost portion of 263 - identified on the 1900 plan compiled by Ward. Historical research indicated that a range of activities had taken place on these town lots, including the construction of buildings such as a Drill Hall and barracks, an infant school, a Church, and residential properties. Archaeological features likely to exist in the study area include structural remains related to these past activities along with associated features such as rubbish pits.

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## ***INTRODUCTION, CONTINUED***

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### **Assessment of Archaeological Effects and Values, *continued***

It was considered that there is an extremely low potential for evidence of Maori occupation to be found. In summary, the likely archaeological values are therefore related to the military, ecclesiastical, educational and residential history of Wellington City.

The study area (except for the road reserve) has been split into seven areas largely based on the Lot boundaries (Figure 1). The assessment established that some lots within the study area have been disturbed as a result of the construction and/or demolition of businesses in the late 20th century (Areas 2 and 3, Figure 1). As such, any archaeological remains within these areas will have been significantly modified and/or destroyed. Similarly, historical evidence from the 1930s indicates that there was significant excavation within the road reserve at that time, so that the archaeological potential here is also therefore low.

Areas with the most potential are considered to be Areas 1 and 4 (Figure 1). In Area 1 remains related to military activities in the area, such as the Drill Hall, are expected to survive in situ. Area 4 was the focus of ecclesiastical activities, with the potential for foundations of the 19th century church and associated cottages to survive in situ.

The earthworks associated with construction of both the temporary diversion road and the underpass are extensive and deep: 1.5 to 2.5m for the former, and 12-13m for the latter, respectively. Therefore, any archaeological evidence within these areas is likely to be modified and/or destroyed. While attempts at the design stage were made to avoid impacting the archaeological sites, the land area available is limited, thus significantly restraining design options.

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### **Research Strategy**

An archaeological research strategy has been compiled previously by C. Barr (Opus International Consultants Ltd) and it was submitted with the authority application. As per Condition 7 of the Authority, the archaeological investigations will be carried out in accordance with the research strategy submitted by Opus, although several areas of the excavation methodology have been modified to accommodate the construction programme, and are detailed below. The research questions will remain the same, although it is noted that the extent to which these questions can be addressed is wholly dependent on the recovery of suitable archaeological remains which can be analysed and interpreted within the scope of the project.

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# SITE MANAGEMENT

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## **On Site Briefing**

Prior to the commencement of any earthworks, an on-site briefing of the contractors will be conducted by the project archaeologist relating to the archaeological requirements of the project during the investigations and monitoring, and procedures to be followed if archaeological remains are exposed when the archaeologists are not present.

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## **Excavation Methodology: General**

The excavation methodology for the archaeological investigations follows current and accepted archaeological practice for site investigation.

In general, the investigation will incorporate the excavation of exploratory trenches by a mechanical excavator to assess the stratigraphy and the presence of subsurface archaeological deposits/features. This will be followed by stripping of overburden by mechanical excavator down to the archaeological horizon (if present). Any potential archaeological features and/or deposits will be assessed, recorded, and when necessary investigated and sampled (see below). Excavation by machine will then continue until either natural deposits have been reached, or the impact level for construction has been reached, whichever is first or most relevant for that area. The excavation of significant features will be by trowel, mattock and in some cases by machine (the latter particularly when dealing with walls and foundations, demolition layers and thick deposits).

When depths of excavation extend beyond 1.5m, the excavation will be stepped or battered in order to continue the excavation safely. Any trench widths will be designed to allow for stepping/battering in areas that require excavation beyond 1.5m.

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## **Phase 1: Diversion Road Investigation**

The diversion road forms the first phase of works, and as such will be addressed first by the investigations.

### *Area 1*

The potential in Area 1 is for evidence of former buildings associated with the military, particularly the Drill Hall. However, reported truncation in the 1930s may have removed these remains located close to the Buckle St frontage. Figure 1 illustrates the overlaid military features present on the site in the 1900 Ward Plan. In order to establish the general stratigraphy and potential for structural and archaeological remains across Area 1, three initial test pits will be excavated by mechanical digger and monitored by an archaeologist (Figure 1). These trenches will result in targeted stripping of overburden to allow efficient excavation and recording of any archaeological features present in these areas.

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# ***SITE MANAGEMENT, CONTINUED***

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**Phase 1:  
Diversion  
Road  
Investigation,  
*continued***

*Areas 2 and 3*

A large level of truncation has occurred in Areas 2 and 3. As such, these areas will not undergo test trenching; instead, the areas will proceed straight to stripping and will be monitored by an archaeologist (Figure 1).

*Area 4*

Archaeological potential in Area 4 is for remains related to the 19th century Church, and possibly some residential buildings. Three test pits will be excavated within Area 4 by mechanical digger, situated in order to test for building foundations and establish the stratigraphic profile and depth of the archaeological horizon (Figure 1). Excavation of the test pits will be monitored by an archaeologist. Stripping of the overburden will then commence until the archaeological horizon is reached, and any features and deposits will be investigated or recorded as appropriate.

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**Phase 2:  
Underpass  
Investigation**

The archaeological investigation for the underpass will take place after works for the diversion road have been completed, allowing the closure of the existing road. Four to five test pits/trenches (locations yet to be determined) will be placed in the area of the underpass in order to assess any archaeological remains within the road reserve and the street frontage (Figure 1). The test pits will be excavated by mechanical digger and monitored by an archaeologist. These trenches will result in targeted stripping of overburden to allow efficient excavation and recording of any archaeological features present in these areas.

Any associated works related to construction of the underpass (such as service installation) will be monitored by an archaeologist.

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**Recording  
System**

All features will be recorded in plan, and deposits/layers in section drawings. All sections will be recorded at 1:20 and individual plans of excavated features at 1:20. All features will be recorded using a total station or GPS, which is a fast and accurate method of recording archaeology. A detailed photographic record using digital cameras will be made for each area.

The site record system used for the excavation is based on the Museum of London Archaeology Service (MOLAS) system which records archaeological remains by context – assigning context numbers to layers, structures, deposits and features. This system is particularly suited for working on urban excavations where the stratigraphy is generally complex. Folders will be compiled for each area containing context record sheets, registers for contexts, photographs, environmental samples, photographs and small finds, and masonry record sheets. A Harris Matrix will be compiled for each area.

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## ***SITE MANAGEMENT, CONTINUED***

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### **Sampling Strategy**

In each area only a sample of features may be fully excavated, and this will be dependent on the particular features exposed in that area and their context. Decisions on sampling in each area will be made by the site supervisor following consultation with the project manager. Sampling of features will also be relevant if the archaeological horizon is located at or just beyond the depth of construction works. In this case, sampling and preserving features in situ may be the best option.

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### **Environmental Sampling**

Environmental sampling will only take place if appropriate archaeological layers and/or deposits are encountered during the investigation, such as buried soils (palaeosols), cultivation soils and features from Maori settlement such as pits and postholes. Sampling will be in the form of 10L samples per context; if the context is too small to provide 10L then a smaller sample will be taken. Samples that are suitable for pollen/phytolith and/or starch analysis will be decided in the post-excavation process, and those not suitable will be discarded.

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### **Artefact Collection Strategy**

Unless rare or of outstanding quality, unstratified artefacts (i.e. with no context information) will not be collected. Artefacts collected from contexts during the excavation and will be processed on site by the finds specialist. Non-diagnostic artefacts will be noted then discarded. Preliminary analysis of artefacts will take place on site depending on time constraints and the volume of artefacts per area.

Artefact recording and analysis will be based on the following procedure:

1. The locations of individual artefacts or deposits (as appropriate) will be recorded on the site plan.
  2. Artefacts will be catalogued in the field note book by context and (as appropriate) bagged for removal and further analysis.
  3. Artefacts will be classified according to type and analysed by appropriate specialists. Analysis will identify the range of material present and source.
  4. Selected artefacts will be digitally photographed and included in the final report
  5. Any artefacts meeting the definition of taonga tuturu under the Protected Objects Act 1975 will be subject to the protocols set out below.
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## ***SITE MANAGEMENT, CONTINUED***

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### **Protocols Relating to Koiwi Tangata (Human Remains)**

It is unlikely that human remains will be exposed. However, if bone material is identified that could potentially be human, the following protocol will be adopted:

1. Earthworks/investigation would cease in the immediate vicinity while an archaeologist establishes whether the bone is human.
  2. If it is not clear whether the bone is human, work shall cease in the immediate vicinity until the University's reference collection and/or a specialist can be consulted and a definite identification made.
  3. If bone is confirmed as human, the archaeologist will immediately contact the NZHPT, the NZ Police and the mana whenua.
  4. The site will be secured in a way that protects the koiwi as far as possible from further damage.
  5. Kaumatua will be given the opportunity to conduct karakia and such other religious or cultural ceremonies and activities as are appropriate to Maori tikanga, and to remove the bones for reburial.
  6. If the kaumatua so request, the bones may be further analysed by the archaeologists prior to reburial.
  7. Activity on site can recommence as soon the bones have been removed by the mana whenua or a representative authorised by them.
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### **Protocols Relating to Taonga**

Maori artefacts such as carvings, stone adzes, and greenstone objects are considered to be taonga (treasures). These are taonga tuturu within the meaning of the Protected Objects Act 1975. Taonga may be discovered in isolated contexts, but are generally found within archaeological sites. It is unlikely that taonga will be discovered, but if they are discovered the following protocols will be adopted:

1. The area containing the taonga will be secured in a way that protects the taonga as far as possible from further damage, consistent with conditions of the Authority.
  2. The archaeologist will then inform the NZHPT and the nominated mana whenua representative so that the appropriate actions (from cultural and archaeological perspectives) can be determined.
  3. These actions will be carried out within the stand down period specified below, and work may resume at the end of this period or when advised by the NZHPT or archaeologist.
  4. The archaeologist will notify the Ministry for Culture and Heritage of the find within 28 days as required under the Protected Objects Act 1975. This can be done through Te Papa.
  5. The Ministry for Culture and Heritage, in consultation with the mana whenua, will decide on custodianship of the taonga. If the taonga requires conservation treatment (stabilisation), this can be carried out by the Department of Anthropology, University of Auckland (09-373-7999) or Te Papa and would be paid for by the Ministry. It would then be returned to the custodian or museum.
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## ***SITE MANAGEMENT, CONTINUED***

### **Stand Down Periods During Monitoring**

Depending on what is revealed during monitoring of earthworks subsequent to the investigations, stand down periods may be required at various stages to allow for excavation and recording of additional archaeological features, or dealing with human bone (koiwi tangata) or artefacts and archaeological remains of Maori cultural heritage significance.

Stand down will require earthworks to cease only in the immediate vicinity of the feature or find, and work may proceed in other areas. The following maximum stand down periods will apply, but earthworks may be resumed earlier if the required work has been completed.

<b>Trigger</b>	<b>Stand Down Period</b>	<b>Requirements</b>	<b>Release</b>
Archaeological feature, deposit or artefacts	Up to 3 days	Investigation, recording and analysis (Condition 10 of the Authority).	Work resumes when the archaeologist advises the site foreman that work is completed
Human bone found	As agreed between the project manager, NZHPT and iwi	NZHPT and NZ Police to be satisfied that koiwi identification is correct. Tangata whenua representative to organise removal of bones from site and appropriate cultural ceremonies.	Work resumes following removal of bones from site
Taonga or archaeological remains of Maori origin found	Up to 3 days	NZHPT and tangata whenua representative to be consulted on appropriate action. Archaeological recording as required	Work resumes when the archaeologist or NZHPT advises the site foreman that work is completed

### **Timeframe**

The completion of the temporary diversion road (Phase 1) is scheduled for the end of January. Archaeological testing will commence on 3 October 2012, and the detailed archaeological investigations on 8 October 2012.

The date for the start of construction of the underpass has not yet been established.

### **Reporting**

A report will be provided to the NZHPT within 20 days of the completion of monitoring work and earthworks, in accordance with Condition 16 of the Authority.

A full archaeological report will be completed within 18 months of the end of the earthworks (in accordance with Condition 17 of the Authority), and will be provided in both hard copy and digitally to parties identified by the Authority.

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## ***SITE MANAGEMENT, CONTINUED***

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**Archaeology Team** Rod Clough (PhD) and Sarah Phear (PhD) will direct the project as the Section 17 Authority archaeologists. Fieldwork will be carried out by them or under their supervision.

The archaeological team will include some or all of the following:

<b>Name</b>	<b>Responsibilities</b>
Rod Clough, PhD	Director
Sarah Phear, PhD	Co-director, project management and oversight of report production; illustrator
Simon Bickler, PhD	IT/GIS/mapping
Glen Farley, MA (Hons)	Supervisor/field archaeologist
Richard Shakles, BA (Hons)	Supervisor/field archaeologist/GPS survey
Victoria Grouden, MA (Hons)	Supervisor/field archaeologist
Andy Dodd, MA	Field archaeologist
Jen Low, MA (Hons)	Field archaeologist/artefact processing & analysis
Sarah Macready, (MA)	Field archaeologist/editor
Joss Piper-Jarrett (MA Hons)	Field archaeologist
Barry Baquié (MA Hons)	Field archaeologist
Neil Dudley	Field archaeologist

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**Other Personnel** Other qualified field archaeologists or specialists may be brought in to the project if required. These may include specialists in particular categories of artefact or other remains.

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## ***SITE MANAGEMENT, CONTINUED***

**Contact  
Numbers**

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Project Archaeologist	Rod Clough: (09) 814 1946 or 0274850059 Sarah Phear: (09) 411 9921 or 0226572304
NZHPT Regional Archaeologist	David Rudd: (04) 4948323
Iwi Representatives	Port Nicholson Block Settlement Trust – 04 4723872 office reception Wellington Tenth Trust – 04 4732502 office reception Contact people Liz Mellish – 0274403989 Morrie Love – 0274540148 Mark Te One – 0274529601

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## ***SITE MANAGEMENT, CONTINUED***

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### **Authority Holder's Responsibilities**

NZTA or its designated representative (WICI Alliance) has the following responsibilities:

1. To advise the NZHPT of the start and finish dates of any required archaeological work (Condition 3 of the Authority).
  2. To ensure that sufficient time is provided to carry out any archaeological investigations required.
  3. To provide sufficient site security to ensure that archaeological material on site is protected from unlawful excavation or removal (Condition 11 of the Authority)
  4. To ensure that a copy of the archaeological authority is kept on site and its contents are made known to all contractors and subcontractors.
  5. To ensure that a copy of this Archaeological Management Plan is kept on site and its contents are made known to all contractors and subcontractors.
  6. To ensure that the conditions and protocols outlined in the authority and this document are observed by contractors and subcontractors.
  7. To provide a safe environment for the archaeologists to carry out their work.
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### **Dispute Resolution**

Disputes fall into a number of categories but are usually the result of poor communication between the developer, subcontractors and the project archaeologists. Most can be avoided if sufficient detail of the archaeological issues and responsibilities is outlined in the tender document or work management documentation.

Common examples of a dispute are: that the subcontractors consider that the archaeologists are causing unacceptable delays, or that the archaeologists feel they have insufficient time to fulfill the obligations of the authority. In the event of a dispute relating to the Authority investigation the following procedure for resolution should be followed:

1. If the dispute relates to archaeological issues, a meeting between the Authority holder (or designated representative), contractor or subcontractor and archaeologists should be convened as soon as possible to attempt to resolve the dispute.
  2. If the dispute relates to cultural issues, a meeting between the Authority holder (or designated representative), contractor or subcontractor, tangata whenua representative, and archaeologists should be convened as soon as possible to attempt to resolve the dispute.
  3. If the dispute cannot be resolved a further meeting of all parties with representatives of the NZHPT will be arranged within 1 working day to resolve the dispute. The NZHPT has ultimate responsibility for resolving issues relating to the conditions of the Authorities it issues.
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## 8.8 Indicative Scope of Architectural Work

### 8.8.1 Indicative Scope: Initial and Demolition

Rev: B

## studiopacificarchitecture

1902.23 Home of Compassion Crèche

### Indicative Scope of Work: Initial and Demolition

(Previously issued at 'Outline Specification')

This outline scope of work has been written to give an introduction, and overview of the work to be completed. It includes basic structural scope, but concentrates on the architectural. The complete works are described in detail in the detailed design drawings and specifications by SPA and Dunning Thornton, which take precedence over this document.

	COMMENT:	REV:
<b>1 General</b>		A
<b>1.1 Asbestos</b>		A
a) Be aware that early lino type flooring is likely to contain asbestos. Other items that contain asbestos, such as pipe lagging and cement sheets may also be present. Test for asbestos if suspected.		B
b) Asbestos has been discovered in the plaster on interior timber and lath walls only. The plaster, and lath is being removed and building to be certified as free of asbestos.		A
<b>1.2 Security</b>		A
a) Ply protection to windows on outside face. Mount stringer to surround so that windows can be removed for repair if required without need to remove hoarding.	completed	A
b) Install security fence around, ensure site patrols include in rounds.	completed	A
c) Provide temporary fire detection and fire alarm system		A
<b>1.3 Removal and Storage of Original Material</b>		A
a) The work of removing original material for storage and reuse (ie flooring, doors, portions of ceilings) requires care and skill, and tradespeople involved must be experienced and confident with this type of work. Refer to <b>Schedule of Work to Existing Fabric</b> .		A
b) All original material for removal and reinstatement must be labeled with location and orientation. Items shall be stored in a dry enclosed location with stable temperature. All items to be stored orientated to avoid bowing, and with separations adequate for airflow. Use <b>Schedule of Stored Items</b> .		A
c) Architect is to review and approve procedures and methodology for removal, record keeping and storage before work proceeds	SPA input	A
<b>1.4 Public Space</b>		A
a) Working within public space (back of footpath) will require health and safety management and protection	WICI	A
<b>1.5 Safety</b>		A
a) Identify all perceived hazards, both physical and potential on site prior to commencing work		A
b) Issue safety management plan		A
<b>1.6 Recording</b>		A
a) Archival photography not required, but building to be fully recorded by SPA.	Complete	B

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- |          |  |            |   |
|----------|--|------------|---|
| 1.7      | <b>Found Items</b>   |            | A |
| a)       | Any items found in subfloor, walls, roof space etc are to be retained for review by architect/archaeologist.   |            | A |
| b)       | Ensure Archaeological Management Plan is followed, and archaeologists advised before work commences.   |            | B |
|          |  |            | A |
| <b>2</b> | <b>Exterior</b>  |            | A |
| 2.1      | <b>Site</b>  |            | A |
| a)       | Remove planting per heritage landscape architect's direction.  | Complete   | A |
| b)       | Site investigation per DT details.   | Complete   | B |
| c)       | Put temporary fill in open service penetrations, or removed fixing holes in brick. This should be polystyrene cut to size and held in place with a bead of sealant on the outside face. Also it is easily removable for future final repair. |            | A |
| d)       | Provide for controlled surface water disposal around all excavations during the work.  | Complete   | A |
|          |  |            | A |
| 2.2      | <b>Windows</b>   |            | A |
| a)       | Existing windows retained as are.  |            | A |
| b)       | Remove window boxes  | Complete   | A |
| c)       | Tape over any broken/cracked panes of glass to secure  | Complete   | A |
| d)       | Provide solid protection over all exterior windows, and front door.  | Complete   |   |
|          |  |            | A |
| 2.3      | <b>Verandah</b>  |            | A |
| a)       | Refer to SK05 for comparison of original and current material. Carefully remove interior sheet cladding with architect present, to reveal original posts, and balustrading.  | Complete   | A |
| b)       | Carefully label and remove original material for storage, per Schedule of Work to Original Fabric.   |            | A |
| c)       | Remove non-original lean-to at side of verandah  |            | A |
| d)       | Demolish existing verandah slab  |            | B |
|          |  |            | A |
| 2.4      | <b>Roof</b>  |            | A |
| a)       | Retain section of roof over veranda and prop per engineer's design.  |            | A |
| b)       | Check and provide temporary repairs to roof to stop leaks.   | Complete   | A |
| c)       | Allow for temporary roofing to area where future chimney is to be formed   |            | B |
| d)       | Allow to provide temporary props and/or bracing to support roof structure where chimney removed.   |            | B |
| e)       | Refer to Dunning Thornton documentation.   |            | B |
| f)       | Remove and place existing roof cladding and flashings.   |            | A |
| g)       | Retain single hot water cylinder – see Services.   |            | A |
| g)       | Remove existing internal gutter to west parapet to allow for strengthening. Reform new gutter to detail.   |            | B |
| h)       | Retain t&g soffit lining through-out   |            | B |
| i)       | Install new 18mm plywood diaphragm to back of ceiling joists as detailed in Engineers drawings.  | DT details | B |
|          |  |            | A |
| 2.5      | <b>Existing Spouting and Downpipes</b>   |            | A |
|          | It is essential that the water is kept out of the building, and that spouting and downpipes provide a reliable route to get water away   |            | A |

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	from the building. Monitor interior and exterior.		
	a) Detach down pipes from outlets at ground, retain down pipes on building to allow for controlled disposal of stormwater.	Continuous	A
	b) Ensure all gutters are clear, are connected to rain water heads, and to downpipes, and that downpipes discharge clear of the building.	Continuous	B
	c) Provisions to deal with rainwater; provide temporary connection to stormwater drains (flexi drains over ground) from intermediate location or provide temporary soakage pit	Continuous	A
<b>2.6</b>	<b>Chimney</b>		A
	a) Measure and record chimney dimensions in rooms, and above roof.	Complete	A
	b) Carefully remove chimney pots, label and store.		A
	c) Demolish and removed chimney and fire places entirely. Salvage all original bricks for reuse.		B
<b>2.7</b>	<b>Walls &amp; Foundations</b>		A
	a) Confirm location of damp proof membrane and ensure its integrity during relocation		A
<b>2.8</b>	<b>Front Entry Steps</b>		A
	a) Demolish concrete entry steps from face of foundation walls to allow excavation for ground beam as required by engineer		A
<b>3</b>	<b>Interior</b>		A
<b>3.1</b>	<b>General</b>		B
	a) Remove interior plaster and lath (specialist asbestos removal contractor).		B
	b) Remove all existing floor coverings; carpet, tiles and vinyl to expose existing t&g flooring. Concealed floor covering needs to be seen and documented by heritage architect before removal.	Complete	A
	c) Remove timber skirting, and architraves per Schedule of Work to Original Fabric.		B
	d) Remove flooring per Schedule of Work to Original Fabric.		B
	e) Remove floor joists and piles to allow access to foundation wall, provide temporary propping to load bearing internal walls as required by engineer.		A
	f) Provide temporary support to load bearing internal walls as required by engineer		A
	g) Protect doors and remove door leaves per Schedule of Work to Original Fabric.		B
	h) Remove internal wall linings per drawings, and add sheet bracing per engineer's drawings prior to move.	DT details	A
<b>3.2</b>	<b>Space 1 – Entry Porch 1.01</b>		A
	a) Remove tiles from concrete.	Details tbc- refer to Schedule of Work to Existing Fabric.	B
<b>3.3</b>	<b>Space 2 – Passage 1.02</b>		A
	a) Ceiling is non-original. Leave, unless there is a need to remove.		B

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- |          |   |           |   |
|----------|---|-----------|---|
|          | b) Cornice is non-original. Leave at this stage unless there is a need to remove.   |           | A |
| 3.4      | <b>Space 3 - Sleeping Room 1.03</b>   |           | A |
|          | a) Removed areas of pressed metal ceiling are retain for reuse to avoid damage from chimney demolition, label and store   |           | A |
| 3.5      | <b>Space 4 – Play Room 1.04</b>   |           | A |
|          | a) Ceiling is non-original. Check and see if original metal ceiling remains. Leave at this stage unless there is a need to remove.  | Check     | A |
|          | b) Cornice is non-original. Leave at this stage unless removal is required..  |           | A |
|          | c) Remove section of cornice and ceiling to allow demolition of chimney.  |           | A |
|          | d) Note no door in opening to space.  |           | A |
| 3.6      | <b>Space 5 - Room 1.05</b>  |           | A |
|          | a) Remove exposed plumbing pipe work  |           | A |
| 3.7      | <b>Space 6 – Room 1.06</b>  |           | A |
|          | a) Floor coverings to be removed  |           | A |
| 3.8      | <b>Space 7 – Bathroom 1.07 (former pantry)</b>  |           | A |
|          | a) Remove bath, wall tiles, floor tiles, wall mirror and dark brown low paneling. Note that TGV boarding on walls is original and is retained. Take care not to damage it during removal of newer material. | Complete  | B |
|          | b) Remove vanity and basin.   | Complete  | A |
|          | c) Remove shutters from window  | Complete  | A |
|          | d) Note no door in opening to bathroom space and opening location is non-original though frame etc appears to be original re-used   | Note only | A |
| 3.9      | <b>Space 8 1.08 – Toilet</b>  |           | A |
|          | a) Remove toilet, and lower paneling to toilet, and entry lobby.  | Complete  | A |
|          | b) Remove floor tiles   | Complete  | A |
|          | c) Remove vanity and basin.   | Complete  | A |
|          | d) Remove match board lining from one face of wall as required by engineer for strengthening. Timber lining to be carefully removed, labeled and stored for re-use.   |           | A |
| 3.10     | <b>Space 9 – Laundry 1.09 (former bathroom)</b>   |           | A |
|          | a) Remove non-original flush linings (mdf, seratone etc). Note that TG&V boarding on walls is original and is retained. Take care not to damage it during removal of newer material.                        | Complete  | A |
|          | b) Remove modern flooring.  |           | A |
|          | c) Remove match board lining from one face of wall as required by engineer for strengthening. Timber lining to be carefully removed, labeled and stored for re-use.   |           | B |
| <b>4</b> | <b>Structure</b>  |           | A |
| 4.1      | <b>Seismic Strengthening</b>  |           | A |
|          | a) Initial seismic strengthening per engineer's design.   | Refer to  | A |

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		Dunning Thornton documents	A
<b>5</b>	<b>Services</b>		
a)	Remove plumbing and drainage fittings and connections, retain guttering and downpipes attached to building.		A
b)	Remove electrics, fittings and outlets, board.		A
c)	Remove gas connection	Connection unknown	A
d)	Remove two modern hot water cylinders from roof space. Retain older single cylinder, and restrain.		A
e)	Retain galvanised steel waste pipe on western face running through plaster skirt, disconnect from fitting & seal at wall		B
			A
<b>6</b>	<b>Questions/Unknowns</b>		
a)	Location and run of existing sewer and stormwater pipes to be confirmed	MAP	A
b)	Access to sub-floor is limited, investigation undertaken.		B
c)	Gas feed to building to be confirmed.	MAP	A
d)	Stability of existing concrete retaining wall along western side is compromised and a potential hazard.	To be removed	B
			A
<b>7</b>	<b>Notes</b>		
a)	All original exterior timber, including windows, is heart totara.		A
b)	Ground floor joists are jarrah, at 18" centres.		A
c)	Flooring is heart matai		A
d)	Internal framed walls are timber lath and plaster		A
e)	Walls to WC are brick with match board lining over.		A
f)	Oregon for 12x2 joists, and studs and plates of partitions. Ground floor joists are 5x2, ceiling joists are 12x2 with herringbone strutting.		A
g)	Rimu for work to be varnished.		A
h)	Rimu for all other purposes. (skirting, architraves and dados)		A
i)	Roof is sarked with 8x1 rough boards.		A
j)	Soffits are heart matai 6x1 TGB		A

## 8.8.2 Indicative Scope of Work: Refurbishment

Rev: D 2013-11-15

### studiopacificarchitecture

1902.23 Home of Compassion Crèche

#### Indicative Scope of Work: Refurbishment

(Previously issued at 'Outline Specification 2014')

This outline scope of work has been written to give an introduction, and overview of the work to be completed. It includes basic structural scope, but concentrates on the architectural. The complete works are described in detail in the detailed design drawings and specifications by SPA and Dunning Thornton, which take precedence over this document.

#### 1 Summary

The following describes the levels of outcome for the finished building. These will form the brief for the finished product.

REV:

B

#### 1.1 Exterior

Outcomes are:

B

D

- Structurally strengthened, external wall cracking repaired.
- New chimney (lightweight replica)
- Watertight (new roof cladding, guttering and downpipes)
- External plaster repaired, brick pointed, paint removed.
- Rear verandah reconstructed.
- Non-original windows replaced to original design.
- Visually complete so as to be suitable for a prominent site in the Memorial Park.
- Landscaping by others.

#### 1.2 Interior

Interior to be incomplete.

Outcomes are:

B

D

- Floor reinstated (but not finished)
- New temporary wash hand basin and toilet to be installed and connected
- Power to new switchboard, other services to sub-floor.
- Doors rehung
- Windows operable

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		COMMENT	REV
<b>2</b>	<b>Exterior Scope: Refurbishment</b>		
2.1	Site		A
	a) Landscaping, including front replica picket fence and side yard for services.	By others	C
2.2	Protection		B
	a) All protection removed, and fixing locations made good.		D
2.3	Foundations		A
	a) New base isolated foundations per engineer's design.		D
2.4	Brick		A
	a) Remove paint from brick on south and east facades. This is two coats of Resene exterior paint, applied approximately 15 years ago	Suggest this is done before move	B
	b) deleted		B
	b) Repoint south, east and west wall bricks with a tinted lime putty (original was tinted with lamp black) per original (porch). This is a weather tightness issue. Allow for trials to achieve matching pointing formula. Note that pointing is a wide tuck pointing, with discrepancies in brick shape, and mortar joint widths made up by mortar made of ground up brick. The black pointing is then applied to the standard joint. Refer to photos. Repair pointing to north wall as required.		A
	c) Repair/replace brickwork on west side where it has been damaged by service penetrations. Refer to photos.		A
2.5	Chimney		B
	a) Construct new lightweight chimney to match existing, with plaster finish, brick slips, and reinstate original chimney pots.		D
	b) This will allow for installation of a fire box type open fire, with concealed steel flue.	Future work	
2.6	Plaster		A
	a) Remove paint.		A
	b) Make good cracks, holes with solid plaster (not modified plaster).		A
	c) Skim coat to all, with replication of coursing lines and details.		A
2.7	Windows		A
	a) Exterior face of windows stripped, repaired, glazing putty replaced, painted.		A
	b) Interior face stripped, and clear finished.		
	c) New windows where specified.		
2.8	Vent Grilles		A
	a) Existing cast iron wall and subfloor vent grilles to be replaced where broken or missing, retained vents to be cleaned back to metal, treated for rust and repainted.		A
2.9	Roof		A
	a) Replace main roof with new zinc coated aluminum prefinished roof to original design, including all necessary flashing to make watertight, including internal gutters at		A

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	parapets.		
	b) Check and repair all scotias, barge and cover boards, and repaint.		A
	c) Repair gablets (2) and louvre boards. Replace wire netting behind.		A
	d) Widen, and install new two layer torch on membrane to all internal gutters. Allow for new overflow pipes or rain water heads with overflow.		D
	e) Waterproof paint to parapet tops.		D
<b>2.10</b>	<b>Spouting and Downpipes</b>		A
	a) Check and repair all fascias and soffits.		A
	b) Replace all modern spouting, downpipes etc with new zincalume longrun spouting, downpipes, brackets to architect's selection.		A
<b>2.11</b>	<b>Front porch/Entry</b>		A
	a) Reinstate concrete & plaster entry steps to match original.		A
	b) Fit new door furniture and locks.		A
<b>2.12</b>	<b>Rear Porch</b>		D
	a) Reinstate rear porch to original open design. Reuse salvaged original material (heart totara) and make new to match (treated pine). Include new opening for ramp access.		D
	b) New concrete slab floorwith fall to exterior per original, with new upper slab, or timber deck, for access.	Upper deck material tbc	D
<b>3</b>	<b>Interior Scope: Refurbishment</b>		A
<b>3.1</b>	<b>Schedule of Items for Special Treatment</b>		D
	a) Action and store items per Schedule		D
<b>3.2</b>	<b>Floors</b>		A
	a) Install new timber joists and ply diaphragm. Relay original timber flooring to 1.02 Passage, 1.04 Playroom, 1.03 Sleeping Room, 1.05 Room, and then eastern rooms. Source new or recycled matching timber if additional required.		A
	b) New concrete slab for front entry (allow for future tile installation).	Tiles are future work, not in this scope.	B
<b>3.3</b>	<b>Fire places</b>		A
	a) Construct new fire place enclosures in ceiling space to allow installation of a fire box and flue.		D
<b>3.4</b>	<b>Bathroom and Connections</b>		C
	a) Install and connect new wash hand basin and toilet on temporary wall lining.		D
<b>3.5</b>	<b>Doors</b>		D
	a) Rehang doors removed and stored during move.		D
<b>3.6</b>	<b>Seismic Strengthening</b>		A
	a) Complete seismic strengthening per engineer's design.		A
<b>4</b>	<b>Services Scope</b>		A
	a) Provide power to new switchboard		C

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- |    |  |   |
|----|--|---|
| b) | Provide supply and drainage to WC and WHB.                               | D |
| c) | Provide services to sub floor (water supply, sewer etc) except as above. | D |
| d) | Provide stormwater drainage and connect downpipes.                       | B |

## 8.9 Schedule of Work to Existing Fabric

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1902.23 Home of Compassion Creche

#### Schedule of Work to Original Fabric

The heritage nature of this building means that original fabric is retained and reused wherever possible. The following details **items, extents, and methods to retain, or remove and store fabric.**

All work shall facilitate the retention, or return of original fabric to the completed building.

All items marked for removal and storage shall be stored securely, and the Schedule of Stored Items completed.

		Rev:
<b>1</b>	<b>SARKING</b>	B
SCOPE:	Removed as required for access to roof wall junction for strengthening, and reused.	B
LABELLING:	Not required	B
COMMENTS:		B
METHOD:	a) Carefully remove, de-nail	B
STORAGE METHOD	Store flat – can stay on roof until reused.	B
<b>2</b>	<b>DOOR LEAVES</b>	B
SCOPE:	Remove and store all internal doors.	B
LABELLING:	Room name, and location sufficient to replace in original position.	B
COMMENTS:	This, and associated protection to the door frame to be done as preparation for remaining material removal.	B
METHOD:	a) Unscrew hinges from frame; retain hinges on door leaf. b) Retain handles, locks etc with leaf.	B
STORAGE METHOD	a) Store flat, filleted with underlay or similar. Ensure that hardware is positioned clear of adjacent leaves. b) Complete Schedule of Stored Items.	B
REINSTALLATION	Reinstall in original location using original hardware.	
<b>3</b>	<b>DOOR FRAMES</b>	B
SCOPE:	a) Supply protection to all door frames consisting of carpet or similar to jambs and head. b) Supply ply sheet protection to both sides of overlights on doors ED1, ED2 and D1.01 c) No protection is required to plain square glazed overlights, but these shall be taped to increase visibility.	B
COMMENTS:	To be done as soon as the door leaf is removed.	B
METHOD:	a) Heritage architect to observe/document. b) Do not fix into exposed faces of frame.	B
STORAGE METHOD	na	B
<b>4</b>	<b>ORIGINAL TIMBER ARCHITRAVES (HALF ROUNDS)</b>	
SCOPE:	Removal and storage of all to allow lifting of skirting and flooring.	B
LABELLING:	Room name, and location sufficient to replace in original position.	A
COMMENTS:	a) Heritage architect to observe initial work, and confirm that method of removal is suitable. b) Timber is believed to be matai, and will be hard and brittle. Extreme care is required to remove for reuse.	A
METHOD:	a) Remove architraves in complete lengths. b) Using wedges, carefully lift architrave to allow for cutting of the nail by hacksaw blade. c) Remove all nails per timber flooring. d) Label.	A
STORAGE METHOD	a) Stack flat on fillets at 400mm centres between each layer. b) Complete Schedule of Stored Items.	A
<b>5</b>	<b>ORIGINAL SKIRTING (COVERED TIMBER)</b>	A
SCOPE:	Removal and storage of all to allow removal of timber flooring per drawing.	B
LABELLING:	Room name, and location sufficient to replace in original position.	A
COMMENTS:	a) Heritage architect to observe initial work, and confirm that	A

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	b) method of removal is suitable. Timber is believed to be matai, and will be hard and brittle. Extreme care is required to remove boards for reuse.	
METHOD:	Note: one section of skirting has already been removed. a) Ensure architraves have been removed, as they extend over skirting. b) Remove skirting in complete lengths – do not cut. c) Using wedges, carefully lift skirting to allow for cutting of the nail by hacksaw blade. d) Remove all nails per timber flooring.	A
STORAGE METHOD	a) Stack flat on fillets at 400mm centres between each layer. b) Complete Schedule of Stored Items.	A
<b>6 TIMBER FLOORING (T&amp;G MATAI BOARDS)</b>		A
SCOPE:	Removal of all	B
LABELLING:	Felt pen, on underside. Room from which removed and board number.	A
COMMENTS:	a) Heritage architect to observe initial work, and confirm that method of removal is suitable. b) Timber is believed to be matai, and will be hard and brittle. Extreme care is required to remove boards for reuse.	A
METHOD:	TO LIFT BOARDS: Board 1 = board closest to wall Board 2 = adjacent board. a) Run skill saw down joint between boards 1 & 2, and continue cut with multi-tool or similar, right to end of joint. Use thinnest blade possible. b) Punch nails of board 1. c) Prise board 1 up, protecting board 2. d) Use wedges (every second joist min) to gently lift board 2 just enough to cut nail from underneath with hacksaw blade or similar. e) Continue, repositioning wedges, until board is free. f) Remove board, label with room and board number on reverse.  TO REMOVE NAILS a) Use a drill with a bit slightly larger than the nail head from the top of the board to clear wood from nail head. b) Punch nail remnant from below, and pull out of board, using packing to prevent the hammer damaging the board.	A
STORAGE METHOD	a) Stack timber flat on fillets at 400mm centres between each layer. b) Complete Schedule of Stored Items.	A
REINSTALLATION	a) Reinstall in original locations apart from damaged boards. Cut out router damage to boards in passageway. b) Preference order of rooms for original timber is 1.02, 1.04, 1.05, 1.05, 1.06. c) Source new recycled to match.	B
<b>7 NORTH VERANDAH</b>		A
<b>7.1 NORTH VERANDAH – PART 1</b>		
SCOPE:	Removal of recent material on north, east and west walls per drawings.	A
LABELLING:	Non required.	A
COMMENT:	Heritage architect to observe/document photographically.	
METHOD:	a) Remove non-original internal and external cladding to extent required – maintain security of building. Note that some external cladding may need to be replaced after documentation of concealed work. b) Remove non-original cladding by careful prying to avoid damage to original items.	A
STORAGE METHOD	na	A
<b>7.2 NORTH VERANDAH – PART 2</b>		B
SCOPE:	Removal of 1950's material on north, east and west walls to be removed. This consists of windows, metal external cladding etc.	B

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	Leaves verandah posts and balustrade. Refer to drawings for details.	
LABELLING:	Non required.	B
COMMENT:	Heritage architect to observe/document photographically.	
METHOD:	a) Remove non-original material by careful prying/cutting to avoid damage to original items.	B
STORAGE METHOD	na	B
<b>7.3 NORTH VERANDAH - PART 3</b>		
SCOPE:	Removal and storage of original material on north, east and west walls to allow demolition of concrete floor. Lintels, and material above lintels remains, including ceiling lining, and rag tail external vertical boards.	B
LABELLING:	Location sufficient to replace in original position and orientation.	B
COMMENT:	Heritage architect to observe/document photographically. Prop roof as required by engineer.	
METHOD:	a) Remove by careful prying and separation to avoid damage to original items.	B
STORAGE METHOD	a) Stack timber flat on fillets at 400mm centres between each layer. b) Complete Schedule of Stored Items.	B
<b>8 PICTURE RAIL AND DADO RAIL</b>		
SCOPE:	Removal and storage of original rails in all rooms	B
LABELLING:	Room name, and location sufficient to replace in original position.	B
COMMENTS:	a) Heritage architect to observe initial work, and confirm that method of removal is suitable. b) Timber is believed to be matai, and will be hard and brittle. Extreme care is required to remove for reuse.	B
METHOD:	a) Remove rail in complete lengths – do not cut. b) Using wedges, carefully lift to allow for cutting of the nail by hacksaw blade. c) Remove all nails.	B
STORAGE METHOD	a) Stack timber flat on fillets at 400mm centres between each layer. b) Complete Schedule of Stored Items.	B
<b>9 CEILING CORNICE</b>		
SCOPE:	Removal and storage of original cornice from all rooms to extent needed to allow structural strengthening. Exception, cornice in playroom and hall is not original. Keep sample piece only.	B
LABELLING:	Room name, and location sufficient to replace in original position.	B
COMMENTS:	a) Confirm if cornice is plaster or timber. b) Heritage architect to observe initial work, and confirm that method of removal is suitable.	B
REMOVAL METHOD:	a) Remove rail in complete lengths unless this will cause more damage. b) Using wedges, carefully lift to allow for cutting of the nail by hacksaw blade. c) Remove all nails.	B
STORAGE METHOD	a) Stack timber flat on fillets at 400mm centres between each layer. b) Complete Schedule of Stored Items.	B
<b>10 CEILING PANELS</b>		
SCOPE:	Removal and storage of original metal ceilings as shown on drawings to allow access to top plate for structural strengthening.	B
LABELLING:	Room name, and location sufficient to replace in original position.	B
COMMENTS:	a) Heritage architect to observe initial work, and confirm that method of removal is suitable.	B
METHOD:	a) Option 1: Gentle leverage, using protection to adjacent surfaces, and large surface areas, to allow cutting of nails. b) Option 2: Punch nails through sheet.	B
STORAGE METHOD	a) Store flat, separated by full sheets of cardboard. b) Complete Schedule of Stored Items.	B

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<b>11 FLOOR TILES</b>		
SCOPE:	Front Entry floor to be removed and stored. Note that this is dependant on tiles being able to be successfully lifted.	B
LABELLING:	na	B
METHOD:	Do a trial area to determine if tiles can be removed without breaking. If successful, remove remainder of tiles for reuse. If unsuccessful, save samples of tiles, and demolish remainder. Details of work method to be confirmed.	B
STORAGE METHOD	Complete Schedule of Stored Items.	B
<b>12 CHIMNEY TOP</b>		
SCOPE:	Remove and store portions of chimney top sufficient to allow reconstruction to same shape and proportions.	B
LABELLING:	Orientation.	B
COMMENTS:	If whole top can be removed as one, please do.	B
METHOD:	To be determined on site	B
STORAGE METHOD	Complete Schedule of Stored Items.	B
<b>13 CHIMNEY BRICKS</b>		
SCOPE:	Remove and store chimney bricks from above roof level for slicing and reuse.	B
LABELLING:	none	B
METHOD:	To be determined on site	B
STORAGE METHOD	Complete Schedule of Stored Items.	B
<b>14 HEARTH BRICKS</b>		
SCOPE:	Remove and store sample brick from hearth in sleeping room	B
LABELLING:	Sufficient to identify	B
<b>15 PAINT ON EXTERIOR PLASTER, BRICK AND MORTAR</b>		
SCOPE:	Remove paint on all exterior plaster, brick and mortar.	B
METHOD:	Equus bio clean, per sample area.	B



## 8.11 Site Specific Heritage Induction

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SITE SPECIFIC INDUCTION FOR:

# Home of Compassion Crèche



### + History and Significance

- The Crèche was built 1914 for the Sisters of Compassion, led by Mother Suzanne Aubert. It was used as a crèche until 1975, when the Order moved to Island Bay.
- Mother Aubert is being considered by the Catholic Church to become New Zealand's first Catholic saint.

*Mother Aubert's vision and example - her insistence on seeing Christ in every person who needed help, her refusal while doing so to distinguish between Catholic and non-Catholic, Maori and Pakeha - were among the most pervasive and enduring forces to emerge from the Catholic Church in New Zealand. (Astwood & Dangerfield, 2010)*

- The Crèche provided childcare to allow women to have jobs to support their families.
- Mother Aubert sold herbal medicines based on traditional Maori ingredients to raise money for the Crèche.
- From the 1860s Mother Aubert worked among the poor, the ill, the deformed and disabled throughout New Zealand. Society disapproved of this, as did the local Catholic hierarchy. She did not give in, and continued to give care to those who needed it.

*Suzanne Aubert was one of the most important figures in New Zealand history, influencing developments in social welfare, education, health, the treatment of women and children, with input into Maori scholarship, and instrumental in fostering non-sectarian tolerance and co-operation. The historically well-documented later years of her life contain many examples of dramatic, even heroic, achievements, and of independent thought and action. (Munro, 2001).*

- The building was designed by highly acclaimed architect, John Swan. The style is a domestic version of the Gothic style often used for churches.
- The Crèche is almost certainly the first purpose-built crèche in New Zealand. It is a physical example of the life and beliefs of Mother Suzanne Aubert.
- The Home of Compassion crèche is of **national** and potential **international** significance.
- It is a Category 1 Historic Place.

### + Working in and Around the Building

- Do not remove anything from the building unless instructed.
- All material in the Crèche is important and will be reused wherever possible. Please take care of it.
- Keep vehicles and crane loads well clear of the building.
- Fire could destroy the building – be wary of hot work, and strictly no smoking.
- Avoid scraping doors or walls when moving materials through the building.
- Take care of the floors – don't drag objects, drop things, or mark.
- Clean your boots before coming in.

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## 8.12 ICOMOS Charter

# ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value

Revised 2010

## Preamble

New Zealand retains a unique assemblage of **places of cultural heritage value** relating to its indigenous and more recent peoples. These areas, **cultural landscapes** and features, buildings and **structures**, gardens, archaeological sites, traditional sites, monuments, and sacred **places** are treasures of distinctive value that have accrued meanings over time. New Zealand shares a general responsibility with the rest of humanity to safeguard its cultural heritage **places** for present and future generations. More specifically, the people of New Zealand have particular ways of perceiving, relating to, and conserving their cultural heritage **places**.

Following the spirit of the International Charter for the Conservation and Restoration of Monuments and Sites (the Venice Charter - 1964), this charter sets out principles to guide the **conservation of places of cultural heritage value** in New Zealand. It is a statement of professional principles for members of ICOMOS New Zealand.

This charter is also intended to guide all those involved in the various aspects of **conservation work**, including owners, guardians, managers, developers, planners, architects, engineers, craftspeople and those in the construction trades, heritage practitioners and advisors, and local and central government authorities. It offers guidance for communities, organisations, and individuals involved with the **conservation** and management of cultural heritage **places**.

This charter should be made an integral part of statutory or regulatory heritage management policies or plans, and should provide support for decision makers in statutory or regulatory processes.

Each article of this charter must be read in the light of all the others. Words in bold in the text are defined in the definitions section of this charter.

This revised charter was adopted by the New Zealand National Committee of the International Council on Monuments and Sites at its meeting on 4 September 2010.

## Purpose of conservation

### 1. The purpose of conservation

The purpose of **conservation** is to care for **places of cultural heritage value**.

In general, such **places**:

- (i) have lasting values and can be appreciated in their own right;
- (ii) inform us about the past and the cultures of those who came before us;
- (iii) provide tangible evidence of the continuity between past, present, and future;
- (iv) underpin and reinforce community identity and relationships to ancestors and the land; and
- (v) provide a measure against which the achievements of the present can be compared.

It is the purpose of **conservation** to retain and reveal such values, and to support the ongoing meanings and functions of **places of cultural heritage value**, in the interests of present and future generations.

# Conservation principles

## 2. Understanding cultural heritage value

**Conservation** of a **place** should be based on an understanding and appreciation of all aspects of its **cultural heritage value**, both **tangible** and **intangible**. All available forms of knowledge and evidence provide the means of understanding a **place** and its **cultural heritage value** and **cultural heritage significance**. **Cultural heritage value** should be understood through consultation with **connected people**, systematic documentary and oral research, physical investigation and **recording** of the **place**, and other relevant methods.

All relevant **cultural heritage values** should be recognised, respected, and, where appropriate, revealed, including values which differ, conflict, or compete.

The policy for managing all aspects of a **place**, including its **conservation** and its **use**, and the implementation of the policy, must be based on an understanding of its **cultural heritage value**.

## 3. Indigenous cultural heritage

The indigenous cultural heritage of **tangata whenua** relates to **whanau**, **hapu**, and **iwi** groups. It shapes identity and enhances well-being, and it has particular cultural meanings and values for the present, and associations with those who have gone before. Indigenous cultural heritage brings with it responsibilities of guardianship and the practical application and passing on of associated knowledge, traditional skills, and practices.

The Treaty of Waitangi is the founding document of our nation. Article 2 of the Treaty recognises and guarantees the protection of **tino rangatiratanga**, and so empowers **kaitiakitanga** as customary trusteeship to be exercised by **tangata whenua**. This customary trusteeship is exercised over their **taonga**, such as sacred and traditional **places**, built heritage, traditional practices, and other cultural heritage resources. This obligation extends beyond current legal ownership wherever such cultural heritage exists.

Particular **matauranga**, or knowledge of cultural heritage meaning, value, and practice, is associated with **places**. **Matauranga** is sustained and transmitted through oral, written, and physical forms determined by **tangata whenua**. The **conservation** of such **places** is therefore conditional on decisions made in associated **tangata whenua** communities, and should proceed only in this context. In particular, protocols of access, authority, ritual, and practice are determined at a local level and should be respected.

## 4. Planning for conservation

**Conservation** should be subject to prior documented assessment and planning.

All **conservation** work should be based on a **conservation plan** which identifies the **cultural heritage value** and **cultural heritage significance** of the **place**, the **conservation** policies, and the extent of the recommended works.

The **conservation plan** should give the highest priority to the **authenticity** and **integrity** of the **place**.

Other guiding documents such as, but not limited to, management plans, cyclical **maintenance** plans, specifications for **conservation** work, interpretation plans, risk mitigation plans, or emergency plans should be guided by a **conservation plan**.

## 5. Respect for surviving evidence and knowledge

**Conservation** maintains and reveals the **authenticity** and **integrity** of a **place**, and involves the least possible loss of **fabric** or evidence of **cultural heritage value**. Respect for all forms of knowledge and existing evidence, of both **tangible** and **intangible values**, is essential to the **authenticity** and **integrity** of the **place**.

**Conservation** recognises the evidence of time and the contributions of all periods. The **conservation** of a **place** should identify and respect all aspects of its **cultural heritage value** without unwarranted emphasis on any one value at the expense of others.

The removal or obscuring of any physical evidence of any period or activity should be minimised, and should be explicitly justified where it does occur. The **fabric** of a particular period or activity may be obscured or removed if assessment shows that its removal would not diminish the **cultural heritage value** of the **place**.

In **conservation**, evidence of the functions and intangible meanings of **places** of **cultural heritage value** should be respected.

## 6. Minimum intervention

Work undertaken at a **place** of **cultural heritage value** should involve the least degree of **intervention** consistent with **conservation** and the principles of this charter.

**Intervention** should be the minimum necessary to ensure the retention of **tangible** and **intangible values** and the continuation of **uses** integral to those values. The removal of **fabric** or the alteration of features and spaces that have **cultural heritage value** should be avoided.

## 7. Physical investigation

Physical investigation of a **place** provides primary evidence that cannot be gained from any other source. Physical investigation should be carried out according to currently accepted professional standards, and should be documented through systematic **recording**.

Invasive investigation of **fabric** of any period should be carried out only where knowledge may be significantly extended, or where it is necessary to establish the existence of **fabric** of **cultural heritage value**, or where it is necessary for **conservation** work, or where such **fabric** is about to be damaged or destroyed or made inaccessible. The extent of invasive investigation should minimise the disturbance of significant **fabric**.

## 8. Use

The **conservation** of a **place** of **cultural heritage value** is usually facilitated by the **place** serving a useful purpose.

Where the **use** of a **place** is integral to its **cultural heritage value**, that **use** should be retained.

Where a change of **use** is proposed, the new **use** should be compatible with the **cultural heritage value** of the **place**, and should have little or no adverse effect on the **cultural heritage value**.

## 9. Setting

Where the **setting** of a **place** is integral to its **cultural heritage value**, that **setting** should be conserved with the **place** itself. If the **setting** no longer contributes to the **cultural heritage value** of the **place**, and if **reconstruction** of the **setting** can be justified, any **reconstruction** of the **setting** should be based on an understanding of all aspects of the **cultural heritage value** of the **place**.

## 10. Relocation

The on-going association of a **structure** or feature of **cultural heritage value** with its location, site, curtilage, and **setting** is essential to its **authenticity** and **integrity**. Therefore, a **structure** or feature of **cultural heritage value** should remain on its original site.

Relocation of a **structure** or feature of **cultural heritage value**, where its removal is required in order to clear its site for a different purpose or construction, or where its removal is required to enable its **use** on a different site, is not a desirable outcome and is not a **conservation** process.

In exceptional circumstances, a **structure** of **cultural heritage value** may be relocated if its current site is in imminent danger, and if all other means of retaining the **structure** in its current location have been exhausted. In this event, the new location should provide a **setting** compatible with the **cultural heritage value** of the **structure**.

## 11. Documentation and archiving

The **cultural heritage value** and **cultural heritage significance** of a **place**, and all aspects of its **conservation**, should be fully documented to ensure that this information is available to present and future generations.

**Documentation** includes information about all changes to the **place** and any decisions made during the **conservation** process.

**Documentation** should be carried out to archival standards to maximise the longevity of the record, and should be placed in an appropriate archival repository.

**Documentation** should be made available to **connected people** and other interested parties. Where reasons for confidentiality exist, such as security, privacy, or cultural appropriateness, some information may not always be publicly accessible.

## 12. Recording

Evidence provided by the **fabric** of a **place** should be identified and understood through systematic research, **recording**, and analysis.

**Recording** is an essential part of the physical investigation of a **place**. It informs and guides the **conservation** process and its planning. Systematic **recording** should occur prior to, during, and following any **intervention**. It should include the **recording** of new evidence revealed, and any **fabric** obscured or removed.

**Recording** of the changes to a **place** should continue throughout its life.

### 13. Fixtures, fittings, and contents

Fixtures, fittings, and **contents** that are integral to the **cultural heritage value** of a **place** should be retained and conserved with the **place**. Such fixtures, fittings, and **contents** may include carving, painting, weaving, stained glass, wallpaper, surface decoration, works of art, equipment and machinery, furniture, and personal belongings.

**Conservation** of any such material should involve specialist **conservation** expertise appropriate to the material. Where it is necessary to remove any such material, it should be recorded, retained, and protected, until such time as it can be reinstated.

## Conservation processes and practice

### 14. Conservation plans

A **conservation plan**, based on the principles of this charter, should:

- (i) be based on a comprehensive understanding of the **cultural heritage value** of the **place** and assessment of its **cultural heritage significance**;
- (ii) include an assessment of the **fabric** of the **place**, and its condition;
- (iii) give the highest priority to the **authenticity** and **integrity** of the **place**;
- (iv) include the entirety of the **place**, including the **setting**;
- (v) be prepared by objective professionals in appropriate disciplines;
- (vi) consider the needs, abilities, and resources of **connected people**;
- (vii) not be influenced by prior expectations of change or development;
- (viii) specify **conservation** policies to guide decision making and to guide any work to be undertaken;
- (ix) make recommendations for the **conservation** of the **place**; and
- (x) be regularly revised and kept up to date.

### 15. Conservation projects

**Conservation** projects should include the following:

- (i) consultation with interested parties and **connected people**, continuing throughout the project;
- (ii) opportunities for interested parties and **connected people** to contribute to and participate in the project;
- (iii) research into documentary and oral history, using all relevant sources and repositories of knowledge;
- (iv) physical investigation of the **place** as appropriate;
- (v) use of all appropriate methods of **recording**, such as written, drawn, and photographic;
- (vi) the preparation of a **conservation plan** which meets the principles of this charter;
- (vii) guidance on appropriate **use** of the **place**;
- (viii) the implementation of any planned **conservation** work;
- (ix) the **documentation** of the **conservation** work as it proceeds; and
- (x) where appropriate, the deposit of all records in an archival repository.

A **conservation** project must not be commenced until any required statutory authorisation has been granted.

## 16. Professional, trade, and craft skills

All aspects of **conservation** work should be planned, directed, supervised, and undertaken by people with appropriate **conservation** training and experience directly relevant to the project.

All **conservation** disciplines, arts, crafts, trades, and traditional skills and practices that are relevant to the project should be applied and promoted.

## 17. Degrees of intervention for conservation purposes

Following research, **recording**, assessment, and planning, **intervention** for **conservation** purposes may include, in increasing degrees of **intervention**:

- (i) **preservation**, through **stabilisation**, **maintenance**, or **repair**;
- (ii) **restoration**, through **reassembly**, **reinstatement**, or removal;
- (iii) **reconstruction**; and
- (iv) **adaptation**.

In many **conservation** projects a range of processes may be utilised. Where appropriate, **conservation** processes may be applied to individual parts or components of a **place** of **cultural heritage value**.

The extent of any **intervention** for **conservation** purposes should be guided by the **cultural heritage value** of a **place** and the policies for its management as identified in a **conservation plan**. Any **intervention** which would reduce or compromise **cultural heritage value** is undesirable and should not occur.

Preference should be given to the least degree of **intervention**, consistent with this charter.

Re-creation, meaning the conjectural **reconstruction** of a **structure** or **place**; replication, meaning to make a copy of an existing or former **structure** or **place**; or the construction of generalised representations of typical features or **structures**, are not **conservation** processes and are outside the scope of this charter.

## 18. Preservation

**Preservation** of a **place** involves as little **intervention** as possible, to ensure its long-term survival and the continuation of its **cultural heritage value**.

**Preservation** processes should not obscure or remove the patina of age, particularly where it contributes to the **authenticity** and **integrity** of the **place**, or where it contributes to the structural stability of materials.

### i. Stabilisation

Processes of decay should be slowed by providing treatment or support.

### ii. Maintenance

A **place** of **cultural heritage value** should be maintained regularly. **Maintenance** should be carried out according to a plan or work programme.

### iii. Repair

**Repair** of a **place** of **cultural heritage value** should utilise matching or similar materials. Where it is necessary to employ new materials, they should be distinguishable by experts, and should be documented.

Traditional methods and materials should be given preference in **conservation** work.

**Repair** of a technically higher standard than that achieved with the existing materials or construction practices may be justified only where the stability or life expectancy of the site or material is increased, where the new material is compatible with the old, and where the **cultural heritage value** is not diminished.

## 19. Restoration

The process of **restoration** typically involves **reassembly** and **reinstatement**, and may involve the removal of accretions that detract from the **cultural heritage value** of a **place**.

**Restoration** is based on respect for existing **fabric**, and on the identification and analysis of all available evidence, so that the **cultural heritage value** of a **place** is recovered or revealed. **Restoration** should be carried out only if the **cultural heritage value** of the **place** is recovered or revealed by the process.

**Restoration** does not involve conjecture.

### i. Reassembly and reinstatement

**Reassembly** uses existing material and, through the process of **reinstatement**, returns it to its former position. **Reassembly** is more likely to involve work on part of a **place** rather than the whole **place**.

### ii. Removal

Occasionally, existing **fabric** may need to be permanently removed from a **place**. This may be for reasons of advanced decay, or loss of structural **integrity**, or because particular **fabric** has been identified in a **conservation plan** as detracting from the **cultural heritage value** of the **place**.

The **fabric** removed should be systematically **recorded** before and during its removal. In some cases it may be appropriate to store, on a long-term basis, material of evidential value that has been removed.

## 20. Reconstruction

**Reconstruction** is distinguished from **restoration** by the introduction of new material to replace material that has been lost.

**Reconstruction** is appropriate if it is essential to the function, **integrity**, **intangible value**, or understanding of a **place**, if sufficient physical and documentary evidence exists to minimise conjecture, and if surviving **cultural heritage value** is preserved.

Reconstructed elements should not usually constitute the majority of a **place** or **structure**.

## 21. Adaptation

The **conservation** of a **place** of **cultural heritage value** is usually facilitated by the **place** serving a useful purpose. Proposals for **adaptation** of a **place** may arise from maintaining its continuing **use**, or from a proposed change of **use**.

Alterations and additions may be acceptable where they are necessary for a **compatible use** of the **place**. Any change should be the minimum necessary, should be substantially reversible, and should have little or no adverse effect on the **cultural heritage value** of the **place**.

Any alterations or additions should be compatible with the original form and **fabric** of the **place**, and should avoid inappropriate or incompatible contrasts of form, scale, mass, colour, and material.

**Adaptation** should not dominate or substantially obscure the original form and **fabric**, and should not adversely affect the **setting** of a **place** of **cultural heritage value**. New work should complement the original form and **fabric**.

## 22. Non-intervention

In some circumstances, assessment of the **cultural heritage value** of a **place** may show that it is not desirable to undertake any **conservation intervention** at that time. This approach may be appropriate where undisturbed constancy of **intangible values**, such as the spiritual associations of a sacred **place**, may be more important than its physical attributes.

## 23. Interpretation

Interpretation actively enhances public understanding of all aspects of **places** of **cultural heritage value** and their **conservation**. Relevant cultural protocols are integral to that understanding, and should be identified and observed.

Where appropriate, interpretation should assist the understanding of **tangible** and **intangible values** of a **place** which may not be readily perceived, such as the sequence of construction and change, and the meanings and associations of the **place** for **connected people**.

Any interpretation should respect the **cultural heritage value** of a **place**. Interpretation methods should be appropriate to the **place**. Physical **interventions** for interpretation purposes should not detract from the experience of the **place**, and should not have an adverse effect on its **tangible** or **intangible values**.

## 24. Risk mitigation

**Places** of **cultural heritage value** may be vulnerable to natural disasters such as flood, storm, or earthquake; or to humanly induced threats and risks such as those arising from earthworks, subdivision and development, buildings works, or wilful damage or neglect. In order to safeguard **cultural heritage value**, planning for risk mitigation and emergency management is necessary.

Potential risks to any **place** of **cultural heritage value** should be assessed. Where appropriate, a risk mitigation plan, an emergency plan, and/or a protection plan should be prepared, and implemented as far as possible, with reference to a conservation plan.

## Definitions

For the purposes of this charter:

**Adaptation** means the process(es) of modifying a **place** for a **compatible use** while retaining its **cultural heritage value**. **Adaptation** processes include alteration and addition.

**Authenticity** means the credibility or truthfulness of the surviving evidence and knowledge of the **cultural heritage value** of a **place**. Relevant evidence includes form and design, substance and **fabric**, technology and craftsmanship, location and surroundings, context and **setting, use** and function, traditions, spiritual essence, and sense of place, and includes **tangible** and **intangible values**. Assessment of **authenticity** is based on identification and analysis of relevant evidence and knowledge, and respect for its cultural context.

**Compatible use** means a **use** which is consistent with the **cultural heritage value** of a **place**, and which has little or no adverse impact on its **authenticity** and **integrity**.

**Connected people** means any groups, organisations, or individuals having a sense of association with or responsibility for a **place** of **cultural heritage value**.

**Conservation** means all the processes of understanding and caring for a **place** so as to safeguard its **cultural heritage value**. **Conservation** is based on respect for the existing **fabric**, associations, meanings, and **use** of the **place**. It requires a cautious approach of doing as much work as necessary but as little as possible, and retaining **authenticity** and **integrity**, to ensure that the **place** and its values are passed on to future generations.

**Conservation plan** means an objective report which documents the history, **fabric**, and **cultural heritage value** of a **place**, assesses its **cultural heritage significance**, describes the condition of the **place**, outlines **conservation** policies for managing the **place**, and makes recommendations for the **conservation** of the **place**.

**Contents** means moveable objects, collections, chattels, documents, works of art, and ephemera that are not fixed or fitted to a **place**, and which have been assessed as being integral to its **cultural heritage value**.

**Cultural heritage significance** means the **cultural heritage value** of a **place** relative to other similar or comparable **places**, recognising the particular cultural context of the **place**.

**Cultural heritage value/s** means possessing aesthetic, archaeological, architectural, commemorative, functional, historical, landscape, monumental, scientific, social, spiritual, symbolic, technological, traditional, or other **tangible** or **intangible values**, associated with human activity.

**Cultural landscapes** means an area possessing **cultural heritage value** arising from the relationships between people and the environment. **Cultural landscapes** may have been designed, such as gardens, or may have evolved from human settlement and land use over time, resulting in a diversity of distinctive landscapes in different areas. Associative **cultural landscapes**, such as sacred mountains, may lack **tangible** cultural elements but may have strong **intangible** cultural or spiritual associations.

**Documentation** means collecting, **recording**, keeping, and managing information about a **place** and its **cultural heritage value**, including information about its history, **fabric**, and meaning; information about decisions taken; and information about physical changes and **interventions** made to the **place**.

**Fabric** means all the physical material of a **place**, including subsurface material, **structures**, and interior and exterior surfaces including the patina of age; and including fixtures and fittings, and gardens and plantings.

**Hapu** means a section of a large tribe of the **tangata whenua**.

**Intangible value** means the abstract **cultural heritage value** of the meanings or associations of a **place**, including commemorative, historical, social, spiritual, symbolic, or traditional values.

**Integrity** means the wholeness or intactness of a **place**, including its meaning and sense of **place**, and all the **tangible** and **intangible** attributes and elements necessary to express its **cultural heritage value**.

**Intervention** means any activity that causes disturbance of or alteration to a **place** or its **fabric**. **Intervention** includes archaeological excavation, invasive investigation of built **structures**, and any **intervention** for **conservation** purposes.

**Iwi** means a tribe of the **tangata whenua**.

**Kaitiakitanga** means the duty of customary trusteeship, stewardship, guardianship, and protection of land, resources, or **taonga**.

**Maintenance** means regular and on-going protective care of a **place** to prevent deterioration and to retain its **cultural heritage value**.

**Matauranga** means traditional or cultural knowledge of the **tangata whenua**.

**Non-intervention** means to choose not to undertake any activity that causes disturbance of or alteration to a **place** or its **fabric**.

**Place** means any land having **cultural heritage value** in New Zealand, including areas; **cultural landscapes**; buildings, **structures**, and monuments; groups of buildings, **structures**, or monuments; gardens and plantings; archaeological sites and features; traditional sites; sacred **places**; townscapes and streetscapes; and settlements. **Place** may also include land covered by water, and any body of water. **Place** includes the **setting** of any such **place**.

**Preservation** means to maintain a **place** with as little change as possible.

**Reassembly** means to put existing but disarticulated parts of a **structure** back together.

**Reconstruction** means to build again as closely as possible to a documented earlier form, using new materials.

**Recording** means the process of capturing information and creating an archival record of the **fabric** and **setting** of a **place**, including its configuration, condition, **use**, and change over time.

**Reinstatement** means to put material components of a **place**, including the products of **reassembly**, back in position.

**Repair** means to make good decayed or damaged **fabric** using identical, closely similar, or otherwise appropriate material.

**Restoration** means to return a **place** to a known earlier form, by **reassembly** and **reinstatement**, and/or by removal of elements that detract from its **cultural heritage value**.

**Setting** means the area around and/or adjacent to a **place** of **cultural heritage value** that is integral to its function, meaning, and relationships. **Setting** includes the **structures**, outbuildings, features, gardens, curtilage, airspace, and accessways forming the spatial context of the **place** or used

in association with the **place**. **Setting** also includes **cultural landscapes**, townscapes, and streetscapes; perspectives, views, and viewshafts to and from a **place**; and relationships with other **places** which contribute to the **cultural heritage value** of the **place**. **Setting** may extend beyond the area defined by legal title, and may include a buffer zone necessary for the long-term protection of the **cultural heritage value** of the **place**.

**Stabilisation** means the arrest or slowing of the processes of decay.

**Structure** means any building, standing remains, equipment, device, or other facility made by people and which is fixed to the land.

**Tangata whenua** means generally the original indigenous inhabitants of the land; and means specifically the people exercising **kaitiakitanga** over particular land, resources, or **taonga**.

**Tangible value** means the physically observable **cultural heritage value** of a **place**, including archaeological, architectural, landscape, monumental, scientific, or technological values.

**Taonga** means anything highly prized for its cultural, economic, historical, spiritual, or traditional value, including land and natural and cultural resources.

**Tino rangatiratanga** means the exercise of full chieftainship, authority, and responsibility.

**Use** means the functions of a **place**, and the activities and practices that may occur at the **place**. The functions, activities, and practices may in themselves be of **cultural heritage value**.

**Whanau** means an extended family which is part of a **hapu** or **iwi**.

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