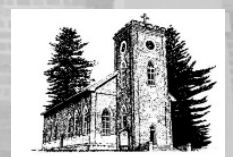


# ST THOMAS ANGLICAN CHURCH CONSERVATION MANAGEMENT PLAN

Port Macquarie | NSW  
Issued March 2024 | Final (Amended)

Proudly funded by the NSW Government  
in association with St Thomas Anglican Church



## Report Title

### **St Thomas Anglican Church, Conservation Management Plan**

Port Macquarie, NSW

## Client

The Anglican Church of St Thomas

## Version Register

The following report register documents the development and issue of this report undertaken by Hyperion Design following its quality management system.

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# Executive Summary

## **Background to the CMP**

This Conservation Management Plan (CMP) for St Thomas Church Group was prepared by Hyperion Design for the Anglican Church of Port Macquarie. It was completed between February 2022 and April 2023. Extensive information contained in the 1999 Conservation Management Plan has been adapted to be included in this report, with additional information being provided through primary research.

## **Statement of Significance**

St Thomas Church Group, consisting of St Thomas Church (1828), Colonial Chapel of Christ the Healer (1822), remains of Military Surgeon's Residence (1822), some items of landscape and Administration Building (1822 Cellar and Well) all within the land bound by Hay, William and Murray Streets, Port Macquarie, is of cultural heritage significance for the following reasons;

- St Thomas Church and its immediate site have been in continual occupation and use by the Anglican Church for religious worship and parish administration since it was selected as a site for a church by Governor Macquarie in 1821.
- The church demonstrates the principal characteristics and design of early Colonial religious buildings.
- The church is one of the few remaining early colonial churches and is a unique example of Old Colonial Gothic Picturesque style.
- St Thomas' Church is significant because of its historical setting within Port Macquarie.
- The site has played a key role in the establishment and continued presence of the Anglican Church on the mid-north coast of New South Wales since this time.
- The Church is the fifth oldest Anglican Church in Australia that is still used as a place of worship.
- The site demonstrates the continuity of Anglican religious worship and parish administration in the Port Macquarie-Hastings region.
- The site has strong associations with the establishment of Port Macquarie as a penal settlement.
- The site, its buildings and associated structures have strong associations with notable persons responsible for the founding, growth, and development of Port Macquarie.
- The site also contains remnants of the former Surgeon's Residence and the former Dispensary (1822), which are some of the oldest extant buildings in Port Macquarie and relate to its establishment as a penal settlement.

- The church is significant for its remaining original fabric, such as the brickwork, timber and joinery work, floor paving, box pews and cedar wainscoting portions, and much of the movable heritage housed within the church.
- The pipe organ is the only one of its kind in the Southern Hemisphere.
- The collection of moveable heritage is outstanding and demonstrates the ongoing use of the place since 1828.
- The site contains a landscape setting that is valued by the community of Port Macquarie and contains some historic plantings.
- The site has a potential archaeological resource that may demonstrate historical uses of the site.

The Church Hall, Colonial Meeting Rooms and Administration Building, whilst contributing to and supporting the ongoing use of the church and chapel, are not considered critical elements in understanding the cultural heritage significance of the place.

### **Recommendations**

Key recommendations that should be undertaken as an immediate priority include:

- Implement and regularly program maintenance and inspection schedules to identify and prioritise conservation works.
- Prepare and implement a management plan for moveable heritage.
- Undertake a long-term Strategic Plan for the site that takes into consideration all land lots, landscaping, existing built assets as well as potential new commercial development opportunities within the curtilage of the Parish.
- Examine opportunities for site development which create an income stream to fund the ongoing maintenance and conservation of the site.
- Examine opportunities to construct an interpretation centre to celebrate the significance of the site and enhance tourism.

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# 1. Introduction

## 1.1 Context of the Report

This updated Conservation Management Plan (CMP) was prepared by Hyperion Design for the Anglican Church of St Thomas, Port Macquarie. It was completed between February 2022 and April 2023 and updated in March 2024.

## 1.2 Methodology

The methodology used in this CMP is consistent with James Semple Kerr's *The Conservation Plan* published by Australia ICOMOS and has been prepared in accordance with the principles contained within *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance* and the associated guidelines, along with *Conservation Management Documents (including Model Brief)* published by Heritage NSW.

## 1.3 Nomenclature

The site has been the subject of several studies and is referred to by slightly different names which may confuse the reader. In particular, this relates to discussion of the site as a whole or buildings within the site.

For the purposes of this report, the following nomenclature has been adopted:

- St Thomas Church Group – refers to the whole site, also referred to as “the site”.
- St Thomas Church – refers only to the church building, also referred to as a church, with a lowercase ‘c’.
- Church – refers to the Anglican Church, or parts thereof, as an organisation/s.
- Chapel of Christ the Healer – also referred to as former dispensary.
- Administration Building – also referred to as rectory or parsonage.

## 1.4 Limitations

The following limitations are placed on this assessment concerning the resources, evidence and documentation:

- This report has been authored during the COVID-19 pandemic period of 2021/2022. Many government organisations, community-run groups and archives have either been closed or heavily restricted in their operations.
- Physical investigation was limited to visual inspection of the interior and exterior of the church and associated buildings. A structural inspection was not undertaken.

A site visit was undertaken by Kylie Christian in February 2022.

## 1.5 Authorship

This report has been written and prepared by Hyperion Design utilising the following team members:

- Kylie Christian – Heritage Specialist
- Alice Steedman – Heritage Architect
- Dr Noni Boyd – Architectural Historian
- Gavin Patton – Senior Heritage Advisor

Unless otherwise specified images have been taken by the authors.

The report has been reviewed by the Client.

## 1.6 Terminology

The terms relating to heritage conservation used within this report are consistent with the definitions contained in *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance* and various Guideline documents produced by Heritage NSW.

<b>Place</b>	means site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.
<b>Cultural significance</b>	means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. Places may have a range of values for different individuals or groups.
<b>Fabric</b>	means all the physical material of the place including components, fixtures, contents, and objects.
<b>Conservation</b>	means all the processes of looking after a place so to retain its cultural significance.
<b>Maintenance</b>	means the continuous protective care of the fabric and setting of a place and is to be distinguished from repair. Repair involves restoration or reconstruction.
<b>Preservation</b>	means maintaining the fabric of a place in its existing state and retarding deterioration.
<b>Restoration</b>	means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.
<b>Reconstruction</b>	means returning the place to a known earlier state and is distinguished from restoration by the introduction of new material into the fabric.
<b>Adaptation</b>	means modifying a place to suit the existing use or a proposed use.
<b>Compatible use</b>	means a use which respects the cultural significance of a place. Such a use involves no, or minimal, impact on cultural significance.
<b>Curtilage</b>	is defined as the area of land surrounding an item that is required to retain its heritage significance. The nature and extent of the curtilage

will vary and can include but is not limited to lot boundaries and visual catchments.

**Setting** means the area around a place, which may include the visual catchment.

**Related place** means a place that contributes to the cultural significance of another place.

## 1.7 Abbreviations

The following are common abbreviations that may be used within this report:

AIA	Australian institute of Architects
BCA	Building Code of Australia (National Construction Code of Australia)
Burra Charter	The Australia ICOMOS Charter for Places of Cultural Significance
CMP	Conservation Management Plan
DCP	Development Control Plan
DoL	NSW Department of Lands
DPE	Department of Planning and Environment
DPC	Department of Premier and Cabinet
EIS	Environmental Impact Statement
EP&A Act	Environmental Planning and Assessment Act 1979
EP&BC Act	Environment Protection and Biodiversity Conservation Act 1999
EPI	Environmental Planning Instrument
GG	NSW Government Gazette
Heritage Act	New South Wales Heritage Act 1977
Heritage NSW	Heritage Office, Department of Premier and Cabinet (formerly OEH)
HIA	Heritage Impact Assessment (also known as HIS or SoHI)
HIS	Heritage Impact Statement (also known as a SoHI)
HMP	Heritage Maintenance Plan
ICOMOS	International Council on Monuments and Sites
IHO	Interim Heritage Order
LEP	Local Environmental Plan
LGA	Local Government Area
ML	Mitchell Library
NP&W Act	National Parks and Wildlife Act 1974
NT Register	Register of the National Trust (NSW)
OEH	Office of Environment and Heritage (Now Heritage NSW)
RAIA	Royal Australian Institute of Architects (now AIA)
RNE	Register of the National Estate
SA	State Archives NSW
SEPP	State Environmental Planning Policy
SHI	State Heritage Inventory
SHR	State Heritage Register
SLNSW	State Library of New South Wales
SoHI	Statement of Heritage Impact
TfNSW	Transport for NSW

Refer also to the document Heritage Terms and Abbreviations, published by Heritage NSW and available on the website: <http://www.environment.nsw.gov.au/heritage/index.htm>.

## 1.8 Acknowledgements

The authors would like to thank the following for their assistance in completing this report:

- NSW Government
- St Thomas' Anglican Church Port Macquarie Working Group
- Port Macquarie Local Studies Archives
- Port Macquarie Hastings Council
- State Library of New South Wales

## 2. Site Identification

### 2.1 Site Location

The site, see Figure 1, bound by Hay, William, Murray Streets, contains the church (1823-27), administrative centre (location of former Surgeons Residence, 1822-23), the Colonial Chapel of Christ the Healer (former Hospital Dispensary, 1822-23), Parish Hall (1961) and Colonial Meeting Rooms (1987). The official land titles are identified as:

- Lots A and B, DP 420667;
- Lot 2, DP 507730;
- Lot 1, DP 662989;
- Lot 1, Section 7, DP 758852;
- Lot 1, Section 7A, DP 758852.

The site is located in the county and parish of Macquarie.



Figure 1 Location of site shown outlined in red. Source: SixMaps.

### 2.2 Site Ownership

The site is owned by the Anglican Church Property Trust, Anglican diocese of Grafton.



## 3. Summary Heritage Status

### 3.1 Statutory Controls

Statutory Heritage recognition in NSW has a four-tier structure, supported by Commonwealth and State legislation. Places and objects may be identified as having World Heritage Significance, National Heritage Significance, State Heritage Significance and/or Local Heritage significance. Places recognised as having higher levels of significance will typically be also recognised at the lower levels.

#### **World Heritage List / National Heritage List**

The Anglican Church of St Thomas is not included on the World Heritage List or the National Heritage List.

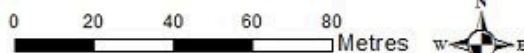
#### **State Heritage Register**

The St Thomas' Anglican Church, and as identified in the listing as including, its site and associated buildings, is included on the NSW State Heritage Register as item no. 01653 and listed on 18 October 2002.



State Heritage Register - SHR 01653, Plan 2079  
 St. Thomas' Anglican Church  
 Hay Street, Port Macquarie

Gazettal Date: 18 October 2002



Scale: 1:1,500 @A4  
 Datum/Projection: GCS GDA 1994



**Legend**

- SHR Curtilage
- Land Parcels
- Railways
- Roads
- Gas
- Suburbs

Figure 2 Map showing the curtilage of the State Heritage Register listing. Source: <https://www.hms.heritage.nsw.gov.au/App/Item/View/Item?itemId=5052865>

## NSW State Agency Section 170 Register

The Anglican Church of St Thomas is not included on a NSW State Agency Section 170 Register.

### Port Macquarie Hastings Local Environmental Plan 2011 (PMHLEP)

The Anglican Church of St Thomas complex is listed as an item of local heritage significance in Schedule 5 (Environmental Heritage) of the *Port Macquarie Hastings Local Environmental Plan 2011* (LEP) and is protected under the *Environmental Planning and Assessment Act 1979* (NSW).

St Thomas The Apostle Anglican complex, including Church building, Colonial Chapel of Christ the Healer building, Office (former Surgeons Residence and Rectory), Norfolk Island Pines, original access paths and convict retaining walls

Local item

I004

## 3.2 Heritage Items in the Vicinity

The Anglican Church of St Thomas is within the vicinity of several other heritage items listed in Schedule 5 (Environmental Heritage) of the *Port Macquarie Hastings Local Environmental Plan 2011*. Other listed Heritage Items include:

- A008 – Well, Munster Street, Port Macquarie.
- A111 – Archaeology of early European Settlement, Port Macquarie.
- I054 – St Agnes Roman Catholic Church building and grounds, Hay Street with frontage also to Horton Street, Port Macquarie
- I081 – Former dwelling house, 98 William Street, Port Macquarie.

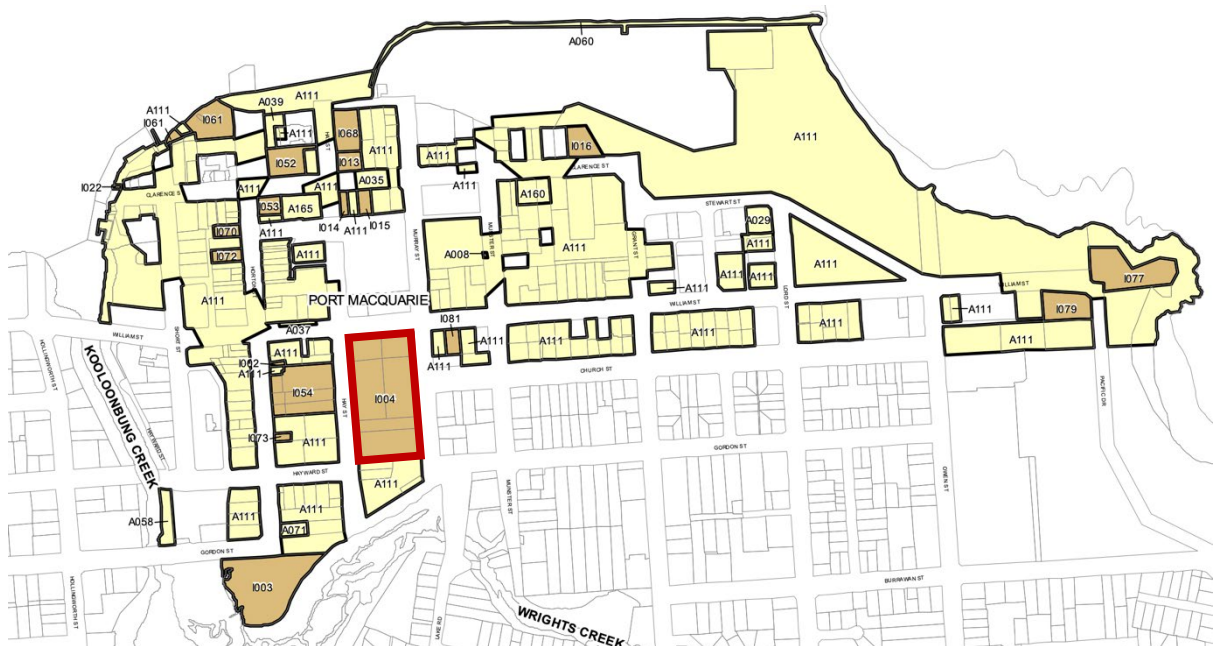


Figure 3 Excerpt of Port Macquarie Hastings LEP 2011 Heritage Map 13 FA, showing heritage context with St Thomas' identified in red.

## 4. Historical Context

### 4.1 Australia's First Nation People

Port Macquarie was known to the Birpai Aboriginal people as Guruk. By 1831 Aboriginal people in the vicinity of the penal settlement, which had been established a decade before, were called *Port Macquarie Blacks* in the Sydney press.<sup>1</sup> The Reverend Threkeld, who operated a mission station on Lake Macquarie assisted in providing interpreters in legal cases, noting that the language could not be understood by those not from the area.<sup>2</sup>

Lachlan Macquarie, in his tour of the proposed settlement recorded in his journal that on an excursion upriver from the initial camp at Port Macquarie

*...we saw some Natives at a distance but we were not near enough to speak to them. They have lately manifested a very hostile Spirit towards our People here, by frequently throwing spears at the men employed up the river procuring rose-wood and cedar...*

Macquarie went on to note that the *natives* did not go near the settlement, fearing, he assumed reprisal.<sup>3</sup>

By 1831 the local Aboriginal people were assisting the colonial authorities by returning sick escaped convicts. A smallpox outbreak killed several of the community after they delivered an infected escaped convict to the Commandant.

In 1831 large land grants or estates began to be allocated in land from Port Macquarie. Before that, agricultural stations had been established and timber-getting gangs floated log rafts to Port Macquarie to send to Sydney. The land was cleared to grow wheat and sugar cane. Cattle were introduced by Macquarie on his tour of inspection in 1821.

In the late 1830s reports of hostilities between the local Aboriginal peoples and the police horrified Sydneysiders. Land clearing for pastoral pursuits was the issue.

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<sup>1</sup> *Sydney Monitor* 17 August 1837

<sup>2</sup> *Ibid.*

<sup>3</sup> *Lachlan Macquarie Journals, Visit to Port Macquarie & Newcastle, November 1821.*

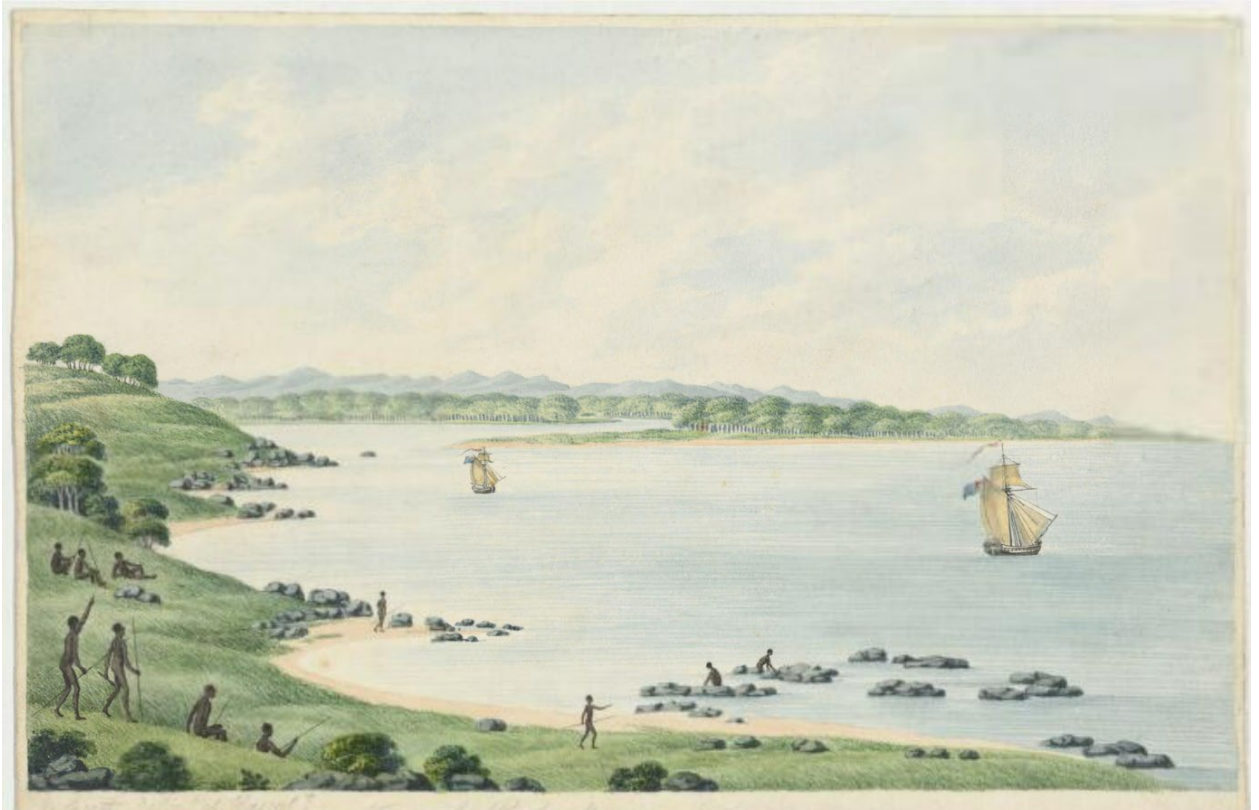


Figure 4 Port Macquarie at the entrance to the Hastings River by Joseph Lycett c1820. Source: NLA PIC Drawer 24 #R8737

## 4.2 The Settlement of Port Macquarie<sup>4</sup>

The Hastings River Valley was located by the Surveyor-General John Oxley in 1818. Lachlan Macquarie, then Governor of New South Wales, was impressed by reports of the area noting its valuable timber reserves, its suitable farmlands, and its seaboard location for ready passage by ship to and from Sydney, and thus established Port Macquarie as a penal settlement in 1821. It was one of only two places for secondary punishment of convicts in New South Wales outside Sydney. When the prison settlement was closed in 1830 the area was opened to free settlers, who acquired and developed large freehold acreages with the assistance of assigned convict labour.

Macquarie, Commandant Allman and the surveyor who accompanied the Governor laid out the township sections in November 1821. A ground plan prepared by Captain Allman is held at State Records<sup>5</sup>. Early plans of the Boat Harbour at Port Macquarie<sup>6</sup> and the route along the coast also survive prepared by the Government Surveyors.

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<sup>4</sup> *The bulk of the documentary evidence has been taken from Church of St Thomas - 1824-1988, copyright St Thomas' Parochial Council 1988, and from St Thomas' Anglican Church, Port Macquarie - A National Treasure -- Our Heritage, put together by the St Thomas Conservation Committee, 1998.*

<sup>5</sup> AO Plan 74.

<sup>6</sup> SR map 1427 & 1428, B946.

The early settlement grew around the gaol site and the surrounding array of houses, sheds and gardens. The street plan comprised a crescent facing the mouth of the Hastings to the north, with an irregular grid of streets behind this (refer to Figure 5). The settlement was often referred to as 'The Camp' as most of the buildings were simple temporary structures, many only bark huts. However, this street plan was totally changed by Governor Darling in 1831 (refer to Figure 6). His plan provided seven streets and fifty allotments arranged in a grid, with Hay Street the only one to stay roughly on the previous alignment of Allman Street. Any buildings that conflicted with this new plan were to be removed.<sup>7</sup>

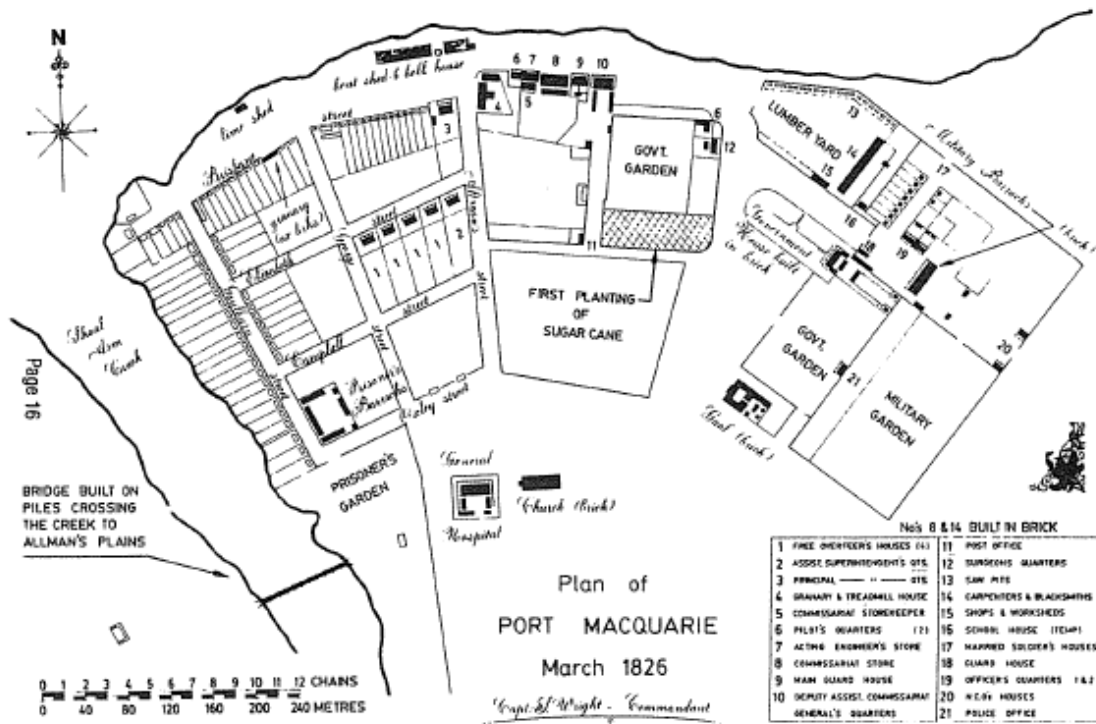


Figure 5 Plan of Port Macquarie, 1826. Source: Hastings District Historical Society

In the early 1840s, the assignment of convict labour and their transportation to New South Wales was phased out, which combined with the severe economic depression of the time, and the gold rushes that occurred in other areas of the state in the following decade, caused the early settlers of the Hastings district to struggle to survive, and the area languished for some time.

It was not until the 1880s that significant development did occur, including the incorporation of the town in 1887. The lack of transportation routes had always been a hindrance to development. A ready overland route was not established until the extension

<sup>7</sup> Rogers, F (ed), *Port Macquarie: A History to 1850*, Child and Henry Publishing Pty Ltd, Hornsby: 1982.

of the North Coast Railway to Wauchope in 1915. With the construction of the Oxley Highway between 1928 and 1933 this obstacle was finally overcome.<sup>8</sup>

The phasing of the early colonial buildings is described in the Archaeological Survey of Port Macquarie by Edward Higginbotham. He notes that the foundations of the Government Hospital were unearthed in the 1930s when a new Roman Catholic church was being built<sup>9</sup>

A plan of the settlement prepared in 1826 by Captain S Wright shows the buildings constructed to date. The initial buildings erected by the convict work gangs were described as being weatherboard. Prior to the 1850s half-timbered structures, with mud or rubble infill were clad with weatherboards to keep the water out.

The initial party sent to Port Macquarie under Captain Allman included Lieutenant William Wilson, Acting Engineer, 60 convict artificers and labourers, an assistant surgeon, a superintendent of convicts, and a convict doctor. Wilson was the Commandant's brother-in-law.

A few prominent buildings from the early settlement remain, including the Court House group and St Thomas Church. However, most of the significant heritage items in the town date from the 1880s & 90s or the 1920s & 30s. While the general character of the town's building stock is low rise, there are a significant number of modern medium rise buildings in stark contrast to their surroundings. Many are associated with the tourism industry which has played an important role in the development of the region during the latter half of this century.

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<sup>8</sup> Turner, Dr J. *Hastings Heritage Study- Historical Themes 1991*, pp 10-11.

<sup>9</sup> PM AMP p.48-49

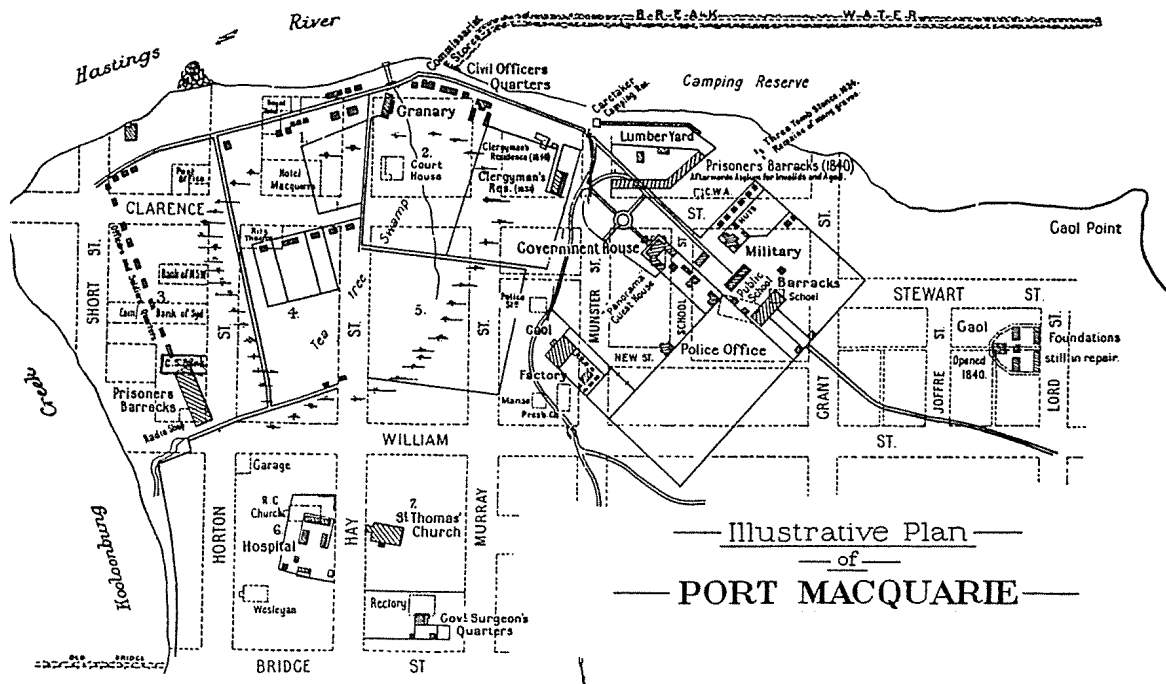


Figure 6 Illustrative Plan of Port Macquarie, 1938 shows Governor Darling's town plan overlaid on the previous penal settlement town plan. This plan of Port Macquarie shows both the Colonial Surgeons residence and the rectory on the same lot. The Colonial Surgeons residence is shown as a rectangular brick dwelling with a timber framed verandah to the eastern side. Source: <https://nla.gov.au/nla.obj-230011248/view>

### 4.3 The Transfer to Civil Authority<sup>10</sup>

Port Macquarie as a place of secondary punishment expanded rapidly but in 1825 Governor Brisbane indicated that it had become almost useless as such "from the many facilities afforded to the escape of prisoners by the extension of settlers along Hunter's River," and by 1830 the Commandant was instructed in detail on the procedure for removing the convicts to Norfolk Island.

On 26 November 1828, the Secretary of State approved the abolition of the penal station, however it was not until 15 August 1830, that a proclamation was issued throwing the area open to free settlers. The settlement remained under the absolute control of a Commandant even after the 9 June 1832, when Port Macquarie became a Police Establishment.

In 1836 William Nairn Gray succeeded Benjamin Sullivan as Resident Magistrate and expansion of the regular Police Establishment followed. The whole expense of maintaining same, previously shared between the Military Chest and the Colonial Treasury, had been

<sup>10</sup> Documentary evidence has been taken from Church of St Thomas - 1824-1988, copyright St Thomas' Parochial Council 1988, and from St Thomas' Anglican Church, Port Macquarie - A National Treasure -- Our Heritage, put together by the St Thomas Conservation Committee, 1998.



transferred to the Colony from 1st April 1839. Captain W Kemp of the 8th Regiment of Foot appears in the NSW Almanac as the last Commandant of Port Macquarie in 1838.

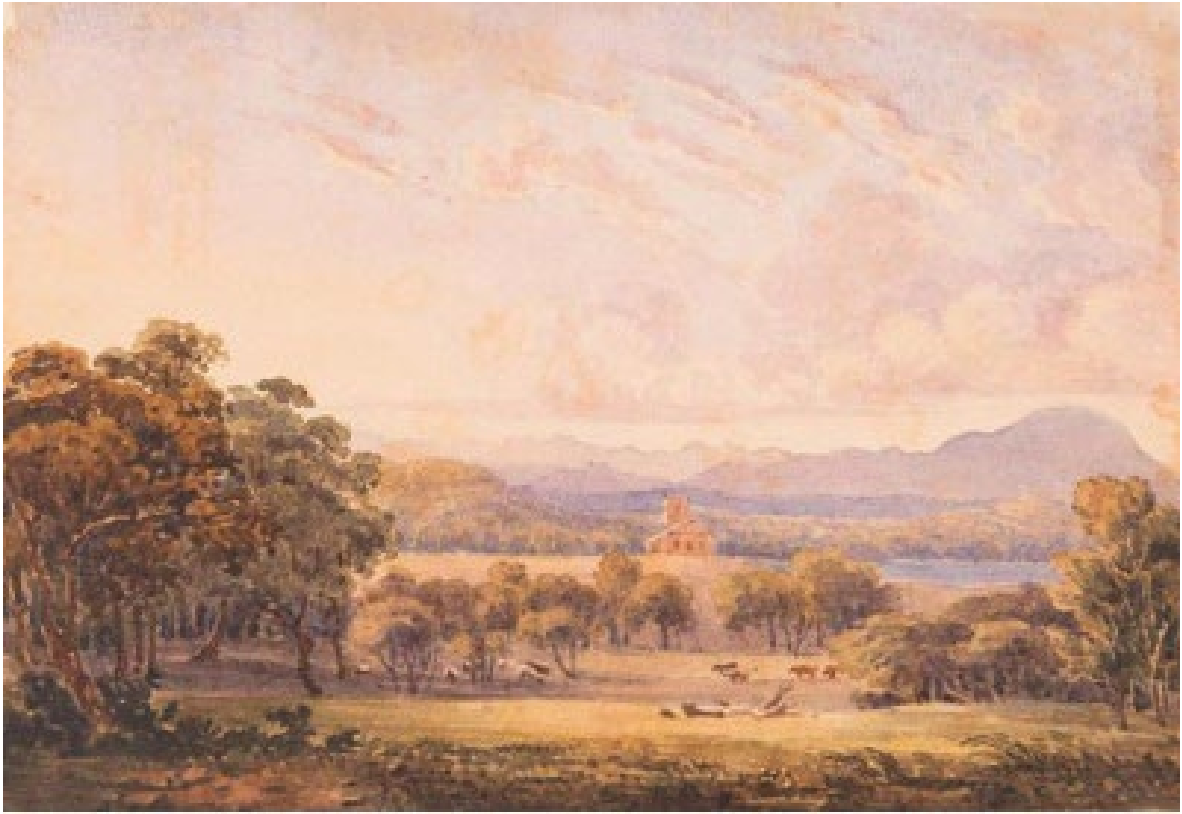


Figure 7 St Thomas' Church Port Macquarie by Samuel Augustus Perry c 1831. Source: Port Macquarie Historical Society.



Figure 8 This map shows the location of the church on the side of a roughly circular hill. A more regular street alignment has been imposed over the earlier penal settlement buildings, April 1831. Source NLA 3640111-1804673252-map.



Figure 9 New South Wales harbours: Hastings River entrance showing church block (outlined in red) with road way 1902. Source: New South Wales harbours: Hastings River entrance. (nla.gov.au)



Figure 10 1936 Map of the town of Port Macquarie East and West and adjoining lands by Dept of Lands Port Macquarie Sheet 2 NSW Land Registry Services | HLRV (nswlrs.com.au) Note 25 on the former roadway Also uncoloured copy at Map of the town of Port Macquarie east and west and suburban lands [cartographic material] : Parish of Macquarie, County of Macquarie, Land District of Port Macquarie, N.S.W MAP G8974.P6G46 1936 (Copy 1)

#### 4.4 Design and Construction of St Thomas'

The site for Anglican worship in the newly established penal settlement was reputedly chosen by Governor Lachlan Macquarie, although it seems that Governor Brisbane believed that this would not be a permanent arrangement when he wrote that "the church was to be so constructed that it could be used for other purposes when no longer required as a place of worship."

A simple ground plan and elevation of St Thomas Church exist (refer to Figure 9) and are believed to be the progress drawings of the church referred to in a letter from the

Commandant's Office (signed by Wright), Port Macquarie, to Alex Kinghorne, Civil Engineer, dated 7th April 1826. The drawings are signed by the Lieutenant T H Owen, Engineer and Inspector of Works in Port Macquarie from January 1825 to September 1827. During the commands of Captain Henry Gillman (1825) and Captain Archibald Clunes Innes (1826), T.H. Owen supervised all government construction in Port Macquarie. Little else is known about Lieutenant T.H. Owen, or if he actually designed the building.

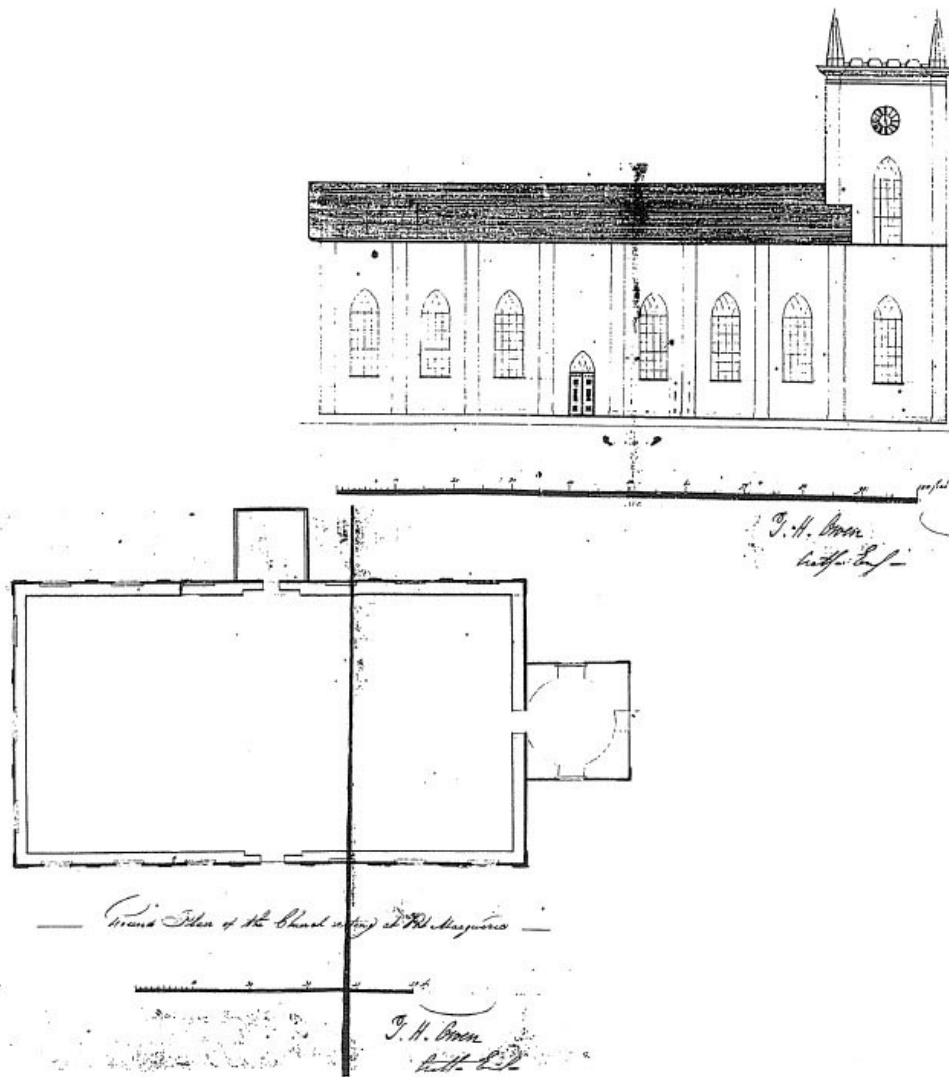


Figure 11 Plan and elevation of St Thomas', notation "Ground plan of the Church erecting at Port Macquarie" Source: St Thomas' Archives.

From 1816 Francis Greenway was Acting Civil Architect and Assistant Engineer under Governor Macquarie. Greenway designed several churches in the following years, many of which were similar in form and size to St Thomas' (refer also to Section 0 of this document - Comparative Analysis). However, with Macquarie's return to England in 1822, Greenway was dismissed by the new Governor Brisbane. With this turn of events, it is unlikely that Greenway designed St Thomas Church - a church in a new government settlement - noting that the laying of the foundation stone took place more than two years later, in December 1824.

The Reverend Hassall initially came to Port Macquarie as part of a circuit. In June 1824 it was reported that:

*Reverend Thomas Hassall has returned to Headquarters [Port Jackson / Parramatta] on The Sally, from a visit to Port Macquarie. The Reverend Gentleman has been absent for some weeks, during which he was laboriously engaged in his ministerial functions.<sup>11</sup>*

The church foundation stone was laid by Lieutenant GR Carmac, Acting Commandant also Engineer and Inspector of Public Works, on the 8th of December 1824, at a service conducted by the Reverend Thomas Hassall who had been appointed as Chaplain to the settlement in August of the same year. The whereabouts of this foundation stone is today unknown.'

Reference to the church was made in the *Darling Despatches* where it is stated that:

*The want of a clergyman, tho not of a church which is now nearly completed appears to be much felt at Port Macquarie, its fluctuating population may at present be fixed at 900 souls.*

*There will be about 800 prisoners remaining at Port Macquarie when those that have been selected by the Commissioners leave the settlements.<sup>12</sup>*

The building was constructed by convict labour under military supervision and although was completed in February 1827, the first public service of worship was not held in the building until February 1828, upon the arrival from Windsor of the Reverend John Cross.

Although the decision had been made to close the penal settlement and transfer the convicts to more remote penal stations, land was not available to settlers until 1831.

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<sup>11</sup> SG 3 June 1824

<sup>12</sup> *Wentworth Papers, A738 BT A1206, 12 August 1826. Notes taken in the Mitchell Library by Rachel Roxburgh. On file at the National Trust.*



Figure 12 St. Thomas' Church, Port Macquarie, 1833-1842 by Joseph Backler. This image shows officers of the Red Coats leaving the church building, indicating that this image is most likely set before 1838. The building on the right is mostly likely the hospital building, and before the road was redirected. Source: ML 273

### Quantity Survey

Below is a statement of materials expended labour performed in the erection of St Thomas Church. The statement was signed by Commandant Innes and the church was noted as being "completely finished" on 3 February 1827.

Table 1 Quantity survey of original church completed 1827.

CHURCH	Length	Width	Height
	90ft	48'4"	30'
TOWER	Length	Width	Height
	20ft	20'	60'
VESTRY	Length	Width	Height
	12ft 9in	14'	12'

		L.	S.	D.
365100	Bricks	401	12	2
1791	Coping and Arch Bricks	8	19	1
5982	Bushels of Lime	186	18	9
8878	Ty/es	13	4	4
9941	Sup.ft. Sawed Cedar	103	11	0
32706	Sup.ft. Sawed Gum	196	4	0
4177	Sup.ft. Sawed Whitewood	25	1	0
67500	Shingles	50	12	6

<b>18800</b>	Lathes	9	16	0
<b>250</b>	7-inch Spikes	1	17	6
<b>535</b>	6-inch Spikes	3	4	2
<b>226</b>	5-inch Spikes		17	0
<b>1700</b>	4-inch Nails	2	13	6
<b>4275</b>	3-inch Nails	5	10	0
<b>84825</b>	Shingle Nails	21	4	1
<b>22590</b>	Batten Nails	11	0	0
<b>4887</b>	Weatherboard Nails	3	0	0
<b>1150</b>	Iron Scarf Nails		5	9
<b>11200</b>	2-inch Brads	5	12	0
<b>13525</b>	1Y:z-inch Brads	3	7	6
<b>10230</b>	1-inch Brads	2	11	2
<b>1125</b>	Y:z-inch Brads		5	7½
<b>3293</b>	Flooring Brads	1	19	0
<b>200</b>	Tacks		1	0
<b>253</b>	Dog Nails		6	3
<b>1623</b>	Screws	6	15	3
<b>700</b>	Double-shingle Nails		5	3
<b>113</b>	Holdfasts	1	17	8
<b>53</b>	Iron Plates			
<b>2</b>	Plate Bolts		5	0
<b>3</b>	Pair T. Hinges		10	6
<b>7½</b>	Pair Brass Bull Hinges	1	7	6
<b>4</b>	Pair Hooks and Hinges		10	0
<b>24</b>	Wall Hooks		8	0
<b>43</b>	Staples		7	2
<b>2</b>	Iron rimmed Locks	1	10	0
<b>42</b>	Lead Hooks		16	0
<b>3060 2116</b>	Pounds of Sheet Lead	102	1	0
<b>43</b>	Pounds of Solder	3	19	6
<b>1</b>	Duck Frock for Plumber		5	0
<b>1</b>	Gallon Tar		7	6
<b>6½</b>	Pounds of Suet		4	4
<b>3½</b>	Pounds of Resin		4	4
<b>4</b>	Hasps		2	0
<b>10</b>	Bolts		6	8
<b>11</b>	Latches, Brass Handles	5	10	0
<b>3</b>	Brass Handles		7	6
<b>2</b>	Brass Hinges		2	8
<b>14</b>	Pounds Glue		14	0
<b>14½</b>	Gallons Linseed Oil	4	9	0
<b>4½</b>	Gallons Turpentine	4	10	0
<b>4½</b>	Gallons Fish Oil		11	0
<b>4 5/8</b>	Pounds Lamp Black		6	10
<b>0 11116</b>	Pounds of Vermilion		11	0
<b>1 15116</b>	Pounds of Litharge		1	0
<b>3½</b>	Pounds of Green Paint		14	10
<b>19</b>	Pounds of Red Paint		12	8
<b>30 12116</b>	Pounds of Black Paint	2	6	0
<b>31</b>	Pounds of Yellow Paint	2	0	0
<b>140 11116</b>	Pounds of White Lead	2	18	4
<b>69 12116</b>	Pounds of Whiting		11	6
<b>91</b>	Pounds of Chalk	3	0	8
<b>9</b>	Pounds of Yellow Ochre		9	0
<b>44</b>	Sheets of Sandpaper		7	6
<b>65</b>	Screw Bolts and Nuts	3	5	0
<b>12</b>	Pounds of Soap		10	0
<b>715</b>	Panes of Glass 14/12	59	11	8
<b>10</b>	Panes of Glass 12/10		12	6

4	Brass Mortice Locks	4	0	0
60	v½ndow Fastenings	3	15	0
2	Pair Joints Hinges		6	0
4	Sash Weights	1	4	0
79	Fathoms Sash Une	2	9	4½
0 2116	Pounds Terra de Sienna		2	6
1	Spring Bolt		7	0
77	Window Standards	7	7	0
27	Belaying Pins		13	0
2	Pair Pulley Boxes		8	0
40	Pounds Flour		5	0

## Labour

- 9 Carpenters - 218 days each
- 3 Shinglers - 60 days each
- 3 Bricklayers - 269 days each
- 4 Plasterers - 58 days each
- 5 Day Labourers - 64 days each
- 8 Labourers - 151 days each digging foundation, carrying materials, etc. 3 February 1827  
L. INNES (Commandant)<sup>13</sup>

## Captain Rolland's Grave

Just prior to the laying of the foundation stone, on 16 November 1824, the Commandant Captain John Rolland had died of sunstroke. It has been reported in several old publications "that if his body was buried in the local cemetery, they (the convicts) would tear it up, as he was so much detested." Although other reports suggest Captain Rolland was one of the wisest, most competent, kind and enlightened administrators to serve the Colony. The true story appears to be that, as there was no dedicated burial ground in existence at that time (the first burial ground at Allman Hill overlooking the mouth of the Hastings River having been closed for burials prior to Captain Rolland's death and the 'Historic' Cemetery in Gordon Street not opened) the only hallowed ground in the settlement, namely the Church, was considered to be the rightful place in which to lay him to rest.

The Commandant was subsequently buried in the precincts of the church to be, and his gravestone is to be found in the nave under the southeast box pew.

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<sup>13</sup> This list would have been signed by A.C. Innes Commandant, November 1826 - May 1827. The History of St Thomas' Church, 1970 Edition states "3 February 1827 L. INNES Commandant (First part of signature indecipherable)." Confusion may be because J.L. Innes - Ensign was attached to Port Macquarie in 1828 under Captain Crotty.





Figure 13 Captain Rolland's gravestone. Source: Author, 2022.

### **Magistrate Edward Denny Day**

In 1838, the Maitland magistrate E Denny Day was called into service to pursue 13 stockmen in New England, accused of the massacre of 30 Aboriginals. The perpetrators were arrested by Day, and six were subsequently put to death in Sydney. These events account for the first Australian execution of free settlers for the slaughter of aborigines.

When E. Denny Day was appointed Police Magistrate at Port Macquarie in 1853 to relieve Major Crummer, the Maitland Mercury commented: "Speaking of Mr Day as Police Magistrate in Maitland, we congratulate the inhabitants of Port Macquarie on having obtained the services of one of the most able, efficient and active Stipendiary Magistrate in the Colony."

Port Macquarie in 1853 was virtually a ghost town, still suffering from the withdrawal of the military and convicts, the demise of the large landholders and the effects of the exodus of people to the gold rushes. The village consisted mainly of vacant houses, many of them in advanced stages of disrepair. The Court House had recently been condemned as unfit for habitation and the huge convict administration buildings were empty and abandoned.

Little archival information is available to relate the activities of the township during Day's term of office here, but it is known that he was involved in an investigation into the suitability of the "Historic Cemetery" for the township.

Before his return to Maitland in 1858, he had seen many of the old pioneers of the town depart for "Greener pastures", including the Rev. John Cross and Dr James McIntyre, once the Colonial Assistant Surgeon of the convict days.

Upon his departure Captain Day was presented with a costly silver tea service and appended were the signatures of 237 gentlemen who subscribed to the testimonial on the Plate. On his return to Maitland, Magistrate Day served for another ten years as Magistrate, "beloved by his friends and the terror of small boys". Many years later his daughters Aphrasia Charlotte Scott, Margaret Day and Phoebe Day, had the central window in the East Chancel of St Thomas erected in his memory.

## 4.5 An Early Description

The earliest description of the interior of the building is told by Miss Eliza Warlters<sup>14</sup>:

*"The Church is different now to when as a girl I first attended service. The interior of the building was then plastered, and lime washed as white as snow. There was no flooring and no gallery, and of course, no memorial tablets on the wall. There was a reading desk, but no pulpit. The Rev. John Cross held service once each Sunday at that time and there were more prisoners than free people present.*

*"At each door stood a guard of two red-coats. As soon as the bell rang at 10am the guard with fixed bayonets assumed command of the Church and marching into the building took up a position in the south-east corner. Opposite in the northeast corner stood the musicians, one, a Mr Benjamin Reed, played the violin and the other, whose name I do not remember, played the flute. Mr Reed had an excellent voice and made the responses to the Rev, Cross. He was also the schoolmaster and conducted school in the Church.*

*"There were four rows of wooden seats, or benches in the body of the Church and on the north side sat the iron gang, while on the south side sat the invalids from the barracks. In front of the rows of rough seats were the Commandant's pew and that of Major Innes. The Commandant's pew was near to where the musicians were stationed*

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<sup>14</sup> It has been noted by members of the Parish that Eliza Warlters' description may not be completely accurate, noting that she was born in 1832 and the worst convicts (likely the Iron Gang) were transported to Norfolk Island by 1830. The order of entry of convicts and officials described by Eliza Warlters differs from that reported by Rev. Lomas in 1915.

*and as soon as he and his family entered it, a screen was drawn across and they were shut off from observation by the rest of the congregation.*

*"At the west end of the church stood the military guards, who had conducted the prisoners to the service. The Commandant and all the free people were seated in their places before the prisoners were marched in."<sup>15</sup>*

The Rev. H. P. Lomas, Vicar of St Thomas (1914-1918) wrote the following description of Sunday Services at St Thomas Church in the Grafton Diocese Chronicle of 1915:

*"Only four pews were in the church which were for the Commandant, clergy and officers. Around the north, south and west walls were forms for the sentinels, who were armed with muskets, and outside each door stood two sentinels also armed with muskets. Between the first and second bells the convicts, in their yellow garments, would be marched to church, and made to stand shoulder to shoulder in the wide, open space in the building; their guards, with their bright red uniform, file in row facing them, their muskets loaded, and their bayonets fixed. What a strange congregation, so motionless and silent! Soon the Commandant, in glorious uniform, arrives. He is accompanied by his attendants. The bell which has been tolling for a second time ceases. The service begins. From hearts of all descriptions, some proud and gay, others weary and heavy laden, ascend the same words of prayer and praise to Almighty God...The service is over. There is the same ostentation of military display as on entering. The same clinking of heavy leg irons as the prisoners move away, and the huge church is soon silent again."<sup>16</sup>*

## 4.6 Early Ground Floor Plan of the Interior

A ground plan of St. Thomas' Church dated c1828 (refer to Figure 11), shows a sanctuary of the same proportions as today, immediately in front of which stood the pulpit, reading pew and clerk's pew, all facing west. On either side of this three-tiered arrangement for proclaiming the Word were four pews measuring 10 feet 6 by 5 feet each - those on the left facing the altar were for the Commandant and the Free Overseers, those on the right were for the Clergyman and Civic Officers.

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<sup>15</sup> St Thomas' Parochial Council, *Church of St Thomas - 1824-1988*.

<sup>16</sup> As transcribed from notes made by David Rogers, December 1998.

At the west end of the nave and either side of the door into the tower the militia sat on forms, and in front of these, also facing east, were the "Forms on which the Prisoners of the Crown sit." Either side of the prisoners facing in from the north and south walls were six pews set aside for: "wives of Prisoners of the Crown (Free)"; "Clerks, Overseers, Constables etc"; "Married Soldiers and Families"; "Female Prisoners"; "Clerks and Overseers"; "Married Soldiers and Families."

In a dispatch by Reverend Cross to the Archdeacon [Scott] in 1828 he states:

*Rev Sir*

*In the church at this place there are some repairs to be done.*

*The windows on the south side, being to the rain, when they were required to be opened, the wood having swollen, some of the tenons in the frames broke from the mortices & I am afraid are rather in a bad state.*

*The lead also in the tower amidst the rain from a chasm between it and the brickwork around it, many buckets of water came in through the floors in the late rain.*

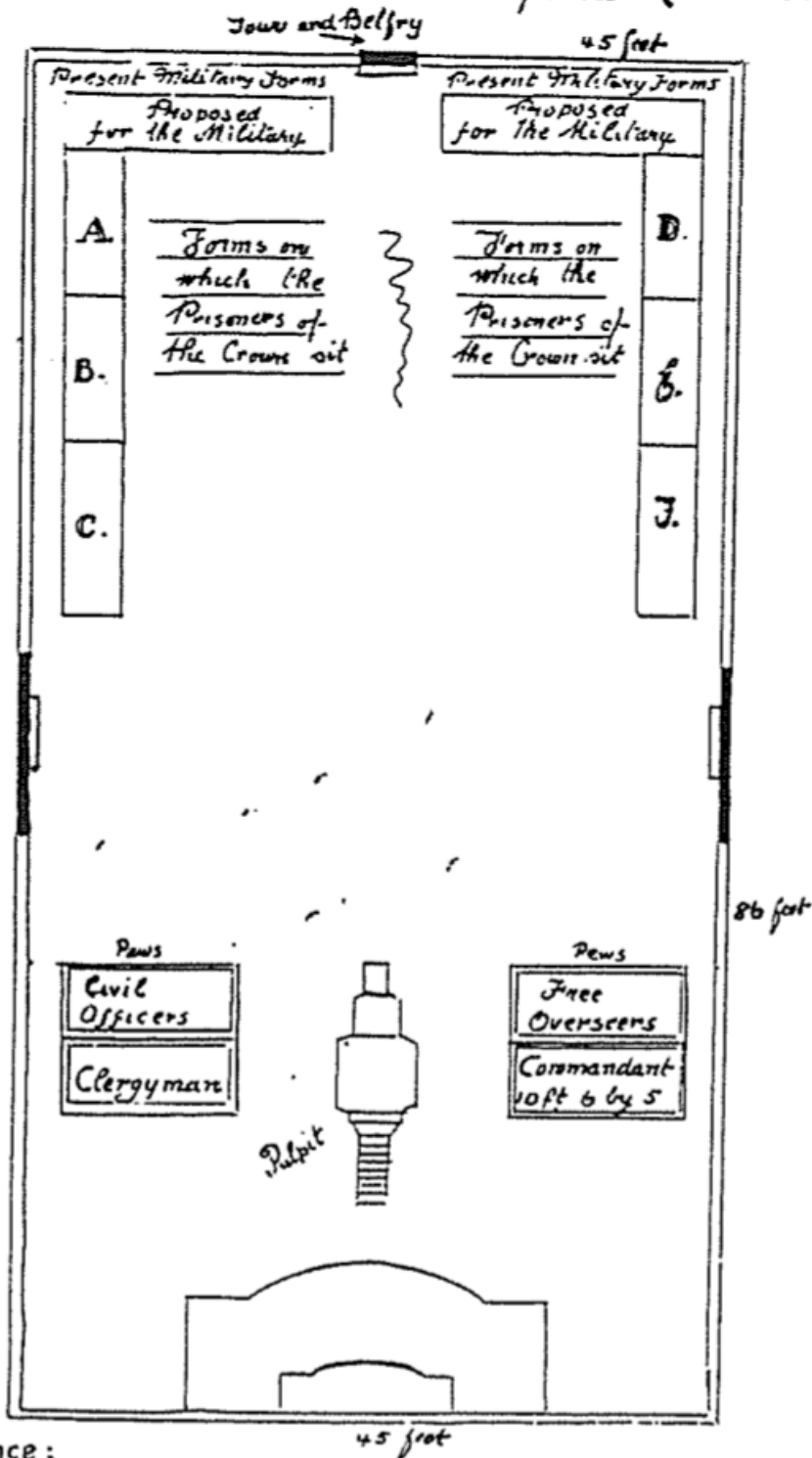
*On the North side the heat of the sun is so dreadful that the gentlemen have been obliged to bring their umbrellas to shield themselves from it.<sup>17</sup>*

In accordance with the fashion of the time, the seating in the church was segregated into a series of boxes, each reserved for a particular category of worshipper. Box pews are now rare in Australia, as many churches removed their Georgian era seating in favour of rows of pews. The St Thomas archives retains plans showing box pew layouts, including a later plan with rows of pews and boxes.

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<sup>17</sup> Notes by Rachel Roxburgh. On file at the National Trust.

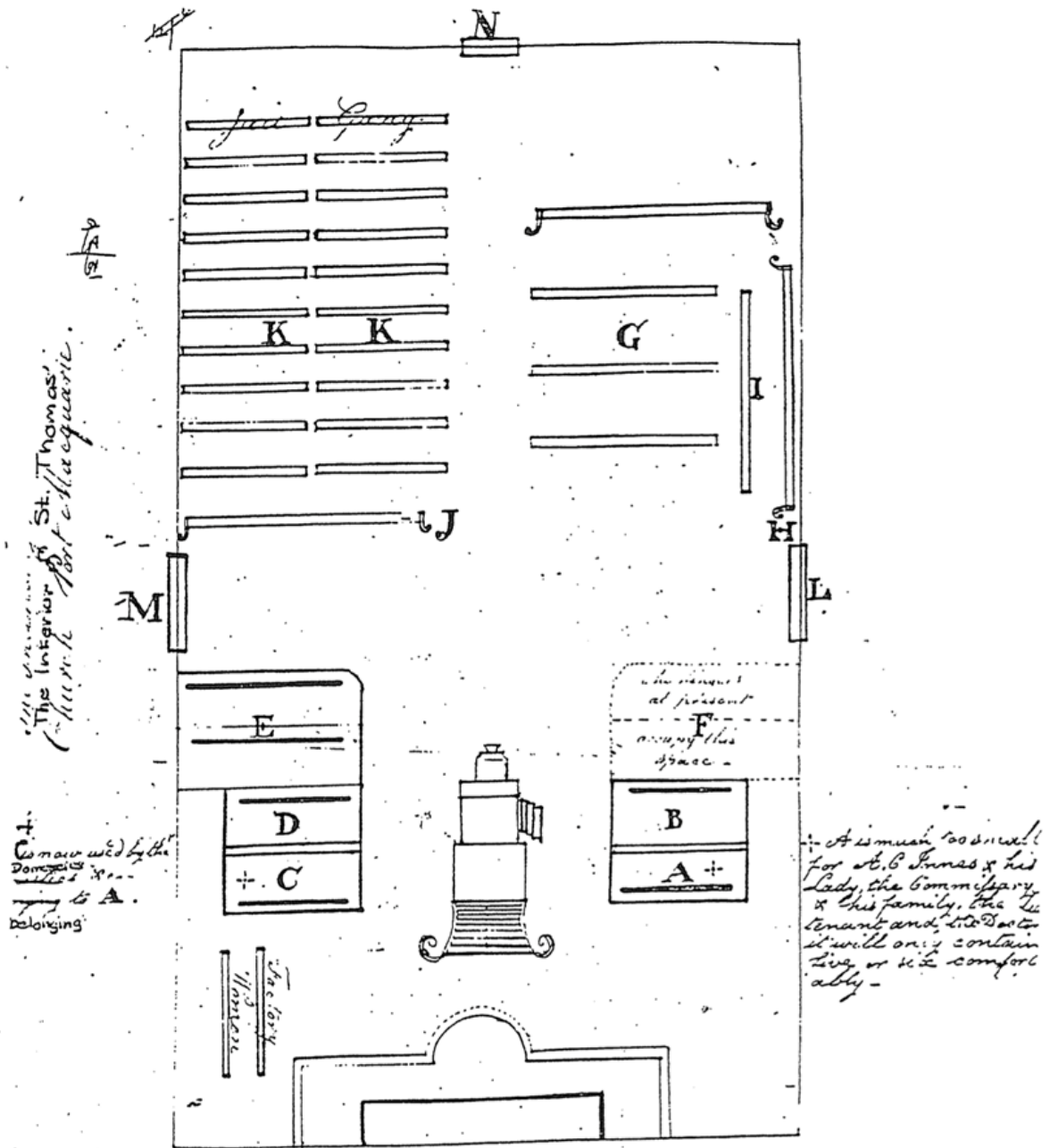
Ground - plan of St. Thomas' Church  
 Port Macquarie (CIRCA 1828)



Reference:

- |   |                                  |
|---|----------------------------------|
| A. Married Soldiers and Families          | D. Married Soldiers and Families |
| B. Clerks and Overseers, (unstable 211)   | E. Clerks and Overseers          |
| C. Wives of Prisoners of the Crown (Free) | F. Female Prisoners              |

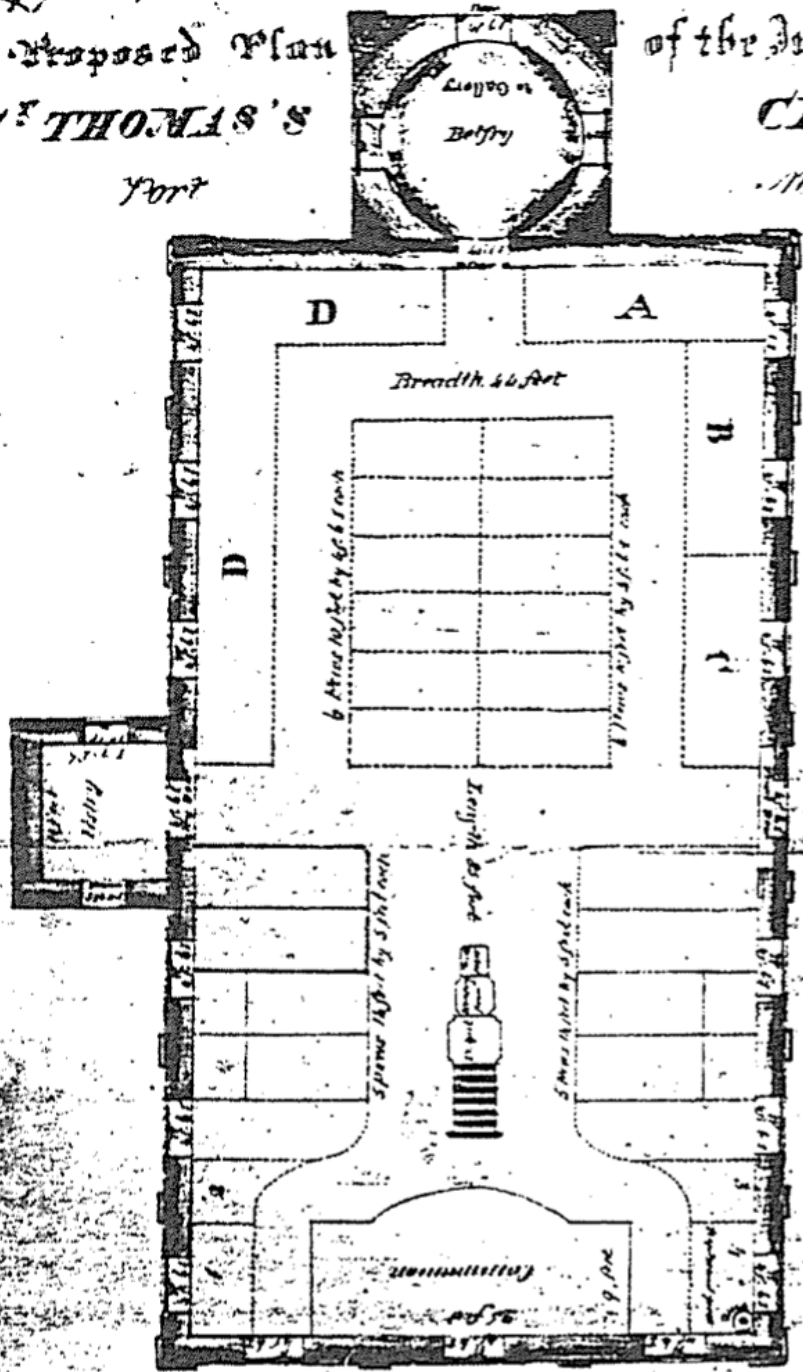
Figure 14 Plan of St Thomas', c1828. Source: St Thomas' Archives



- A. Magistrates & Civil Officers Pew.
- B. Superintendent of Convicts.
- C. The Chaplains before the two Pews E were built.
- D. The Priests & Family.
- E. Two Pews erected by Major Sullivan, whose that nearest to the Vestry, is his own private Property, & occupied by his Family; the other by the Chaplains.
- F. Two Pews authorized to be built.
- G. A Table and three Forms for the Military.
- H. Sergeants Corporals &c
- I. School Children
- J. School Children
- K K Prisoners.
- L. Front Door.
- M. Vestry Door.
- N. Tower Door.

Figure 15 Plan of St Thomas', C1830. Source: St Thomas' Archives.

*1849 - 19th Sept*  
**A Proposed Plan**  
**of the Interior of**  
**S<sup>t</sup> THOMAS'S**  
*York*  
**CHURCH**  
*Macquarie*



*These windows are they are to have round  
 tracery, as the windows of the  
 nave are tracery.*

**Steeple.**

*A* For the heavy S<sup>t</sup> Martin's tower  
*B* For the heavy S<sup>t</sup> Andrew's  
*C* For the heavy and elegant of the nave  
*D* For the heavy and elegant of the nave  
*E* For the heavy and elegant of the nave

*Note* These lines marked with single block lines were constructed  
 some years ago  
 Those marked with double lines have been erected  
 since Major Sturges has been here  
 Those with dotted lines are the alterations which he  
 would still recommend.

Scale of Feet

Figure 16 Plan of St Thomas', c1849. Source: St Thomas' Archives.

## 4.7 Early Reverends at St Thomas'

Thomas Hassall was born at Coventry, Yorkshire on the 29 May 1794, and arrived in Port Jackson on the 10 May 1798, with his parents Rowland and Elizabeth Hassall who two years previously, were among the LMS missionaries driven away from Tahiti by hostile natives. Under the influence of his future father-in-law the Reverend Samuel Marsden, Thomas founded Australia's first Sunday School at Parramatta in 1813 and four years later began to study for the ministry at Lampeter in Wales, to be deaconed then priested by the Bishop of Ely in 1821.

As the first Australian resident to take Holy Orders the Reverend Thomas Hassall returned to Parramatta in 1822 as an assistant colonial chaplain, and in the same year married Ann Marsden whom he had known since childhood. Appointed to Port Macquarie on the 18 August 1824, he and his wife were present when the foundation stone of St Thomas' Church was laid. Of their eight children, the eldest daughter was born at the settlement in 1826, and one of their four sons, James Samuel Hassall, a foundation pupil of King's School Parramatta, later followed in his father's footsteps as an Anglican priest. Thomas Hassall also served at Bathurst, Cowpasture and Cobbitty, where he was laid to rest in 1868. His degree as a Master of Arts was conferred upon him in 1843 by the Archbishop of Canterbury.

John Cross was born at Bristol on the 15 June 1782, and prior to his ordination at Fulham Palace by the Bishop of London in 1818 was an assistant tutor at Blackfriars. Having been appointed as a chaplain to the colony, and after a voyage lasting five months, the Reverend John Cross, together with his wife and children, arrived in Port Jackson on the 26 June 1819.

For a few months he acted as locum tenens for the Reverend Samuel Marsden at Parramatta, whilst the senior chaplain was on church business in New Zealand, before taking up the chaplaincy of Windsor in the same year. Eight years later he was appointed to Port Macquarie and with his family arrived at the penal settlement in the government barque "Lucy Anne" on the 18th of February 1828. At the time the population stood at 820 souls of which only 153 were free.

This began the long and faithful ministry of "Parson Cross", as he was familiarly known, not only to the people of Port Macquarie but to all who resided on the Hasting, Wilson, Macleay and Manning Rivers, for such was the extent of the parish until new ecclesiastical districts centred on Kempsey and Taree were established in 1858<sup>18</sup> and 1860, respectively. From 1844 to 1846 he was assisted by the Reverend Richard Woodward and from 1846 to 1858 he was assisted by the Reverend Thomas O'Reilly.

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<sup>18</sup> *The parish of Kempsey was first established in 1858 but lasted only three years before reuniting with Port Macquarie. It is believed that Kempsey was then re-established in March 1871. Refer to Anglican Diocese of Grafton Records Centre, Diocesan Archivist Rev G.E. Foley, letter to Nanette Lewis, St Thomas' Anglican Church dated 15 December 1998.*



## 4.8 Education at St Thomas'

Under the supervision of the Reverend Thomas Hassall, a Church School was established and by May 1825 it was reported to the Archdeacon of the Colony, Thomas Hobbs Scott, that Gamaliel Farrell was schoolmaster with 56 pupils. When St Thomas' was opened in 1828 the school moved into the nave of the church and later into the surgeon's dispensary when it ceased to be used by the government medical officer.

In a "Statement of Expenses of the Establishment at Port Macquarie chargeable on the Colonial Treasury for the year 1837", under the heading of "Episcopal Clergy", the Reverend John Cross is shown as receiving the salary of Assistant Chaplain also an allowance for house rent, and under the heading of "Episcopal School" the School Master and Mistress received a salary.

From 1852 National and Denominational Schools operated under separate Boards and were subsidised by the Government. By 1856 the newly established National School had 74 pupils and the Church School had an enrolment of 67. However, with the establishment of Port Macquarie Public School in 1867 and the withdrawal of State Aid the Episcopal School closed down after forty years of service to the community.

St Thomas' also pioneered and conducted a Pre-School Kindergarten from 1950 to 1973, once again in the old dispensary until the new parish hall was built in 1961. This school closed after twenty-three years of service to all denominations because departmental requirements would have rendered the building unsuitable for use by church organisations.

## 4.9 The Growth of the Church

When established in 1824 the Parish of Port Macquarie was but an isolated community of soldiers and convicts in a vast area of rich coastland between Newcastle in the south and Brisbane in the north, at a time when places such as Melbourne, Adelaide and Perth were yet to be founded.

However, the northern rivers of New South Wales were not to be left vacant for long and by 1842 Grafton on the Clarence had its first resident clergyman. As they were settled, the Macleay and the Manning were ministered to from the Hasting - the Reverend John Cross being assisted in his later years by the Reverend Richard Woodward and the Reverend Thomas O'Reilly. New parishes were established on the Macleay at Kempsey in 1858 and on the Manning at Taree in 1860. For the next fifty years the Vicars of Port Macquarie were assisted in the main by Stipendiary Lay Readers and, just prior to the parish being divided, church services were being held in nineteen country centres. The Reverend HAC Rowsell who assisted in 1907 was followed by the Reverend EH Shaw in 1908, and the latter being inducted as first Vicar of the Upper Hastings centred on Wauchope in June 1909.

Daughter churches of St Thomas' were built and opened at Kempsey in 1852, Taree in 1860, Beechwood in 1880, Ennis in 1888, Rollands Plains in 1895, Telegraph Point in 1900, Wauchope in 1900, Rawdon Island in 1906, Ellenborough in 1907 and Pembroke in 1923.

Church schools operated in Port Macquarie from 1824, Taree from 1857, Kempsey from 1858 and Rollands Plans from 1862.

#### 4.10 Alterations to St Thomas'

The lancet windows have been changed several times during the life of the church building. The present windows are believed to be like those originally installed in the church, as evidenced by the elevation drawn and signed by Thomas Owen (refer to Appendix C). The present windows have been installed since 1978 and consist of a 28-pane lower section and a 10-pane section within the lancet arch. The glazing is of a grey tinted glass.

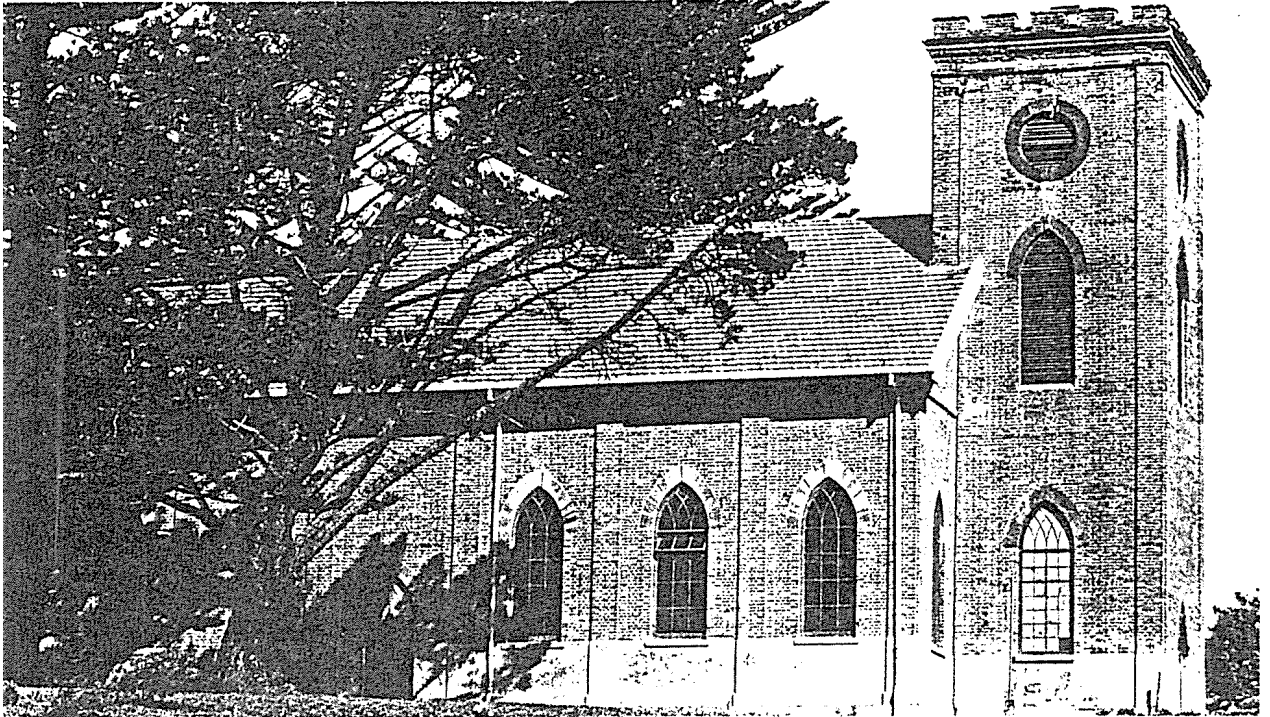
Between 1897 and 1978, the windows were of a simpler, yet similar design - a 12-pane lower section with a 6-pane lancet arched head. The glazing in these windows was in a design of blue, amber and ruby red. It appears, from photographs, that the upper three rectangular panes of these windows pivoted horizontally to allow ventilation. With the installation of the present windows in 1978, the tri-colour windows were sold, four of which exist as part of the structure of the Old Butter Factory at Telegraph Point, just north of Port Macquarie. The photograph below (figure 8) shows these windows in place in the Butter Factory as they presently exist. The fate of the remaining tri-colour windows is unknown.



Figure 17 Former St Thomas' lancet windows in place at The Old Butter Factory Telegraph Point, NSW. Sketch of windows existing in The Old Butter Factory, indicating colour: 1 – ruby red, 2 – blue, 3 – amber. Source: Suters Architects.

Photographs of the church prior to 1897 are difficult to decipher in relation to window design, although when the tri-colour windows were in place in the nave (1897 - 1978), the windows in the tower and above the north door were of a slightly different design (refer to

figure 10). Presumably, these windows were not replaced in 1897. The fate of the windows existing prior to 1897 is unknown.



*Figure 18 North façade of church, date unknown, although post 1923/pre-1978. Note different windows in nave and tower, as well as open sash in nave window. Source: St Thomas' Archives.*

Although a black and white photo, the tonal difference in Figure 16 below shows the difference between the design of the coloured glass in the nave and the tower windows.



Figure 19 St Thomas' 1928, Christmas. Source: St Thomas' Archives.

In 1924 the gallery was altered from its original design to extend across the western windows (refer to figure 12). In 1970 the gallery was rebuilt to its former design and position against the west wall by a Mr D Olsen.

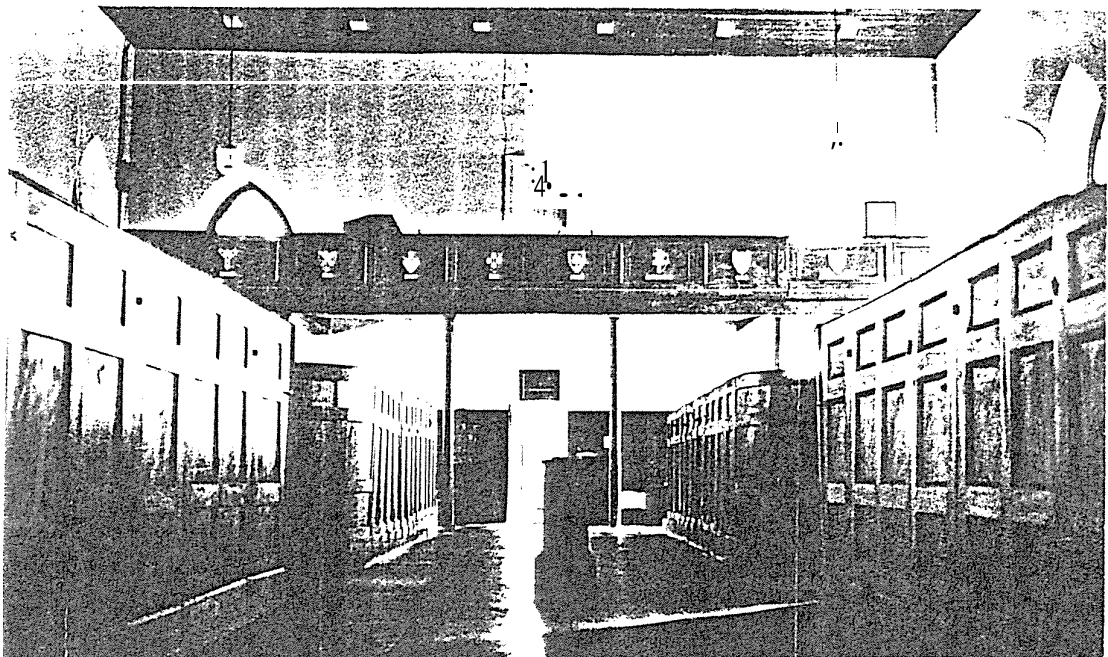


Figure 20 View of the gallery between 1924 and 1970. Note the organ was still positioned in the northeast corner of the nave, and the gallery door is of solid timber. Note also the light fittings, both suspended and ceiling mounted. The floor in the nave has been concreted. Source: St Thomas' Archives.

The circular stair ascending two levels of the tower was constructed in 1970 by Mr George Kerville. "The treads, risers and stringers are of meranti faced with cedar; the balustrade and handrail are of solid cedar. Previously a series of hardwood ladders gave access to the belfry and roof."<sup>1920</sup>

"The Church Roof. originally covered with some 67,500 forest oak shingles had to be re-shingled in 1855 as also the 'top of the steeple' in 1860, but by 1883 the roof was clad with galvanised iron which appeared to last until 1923 when the roof was repitched four feet higher and terra cotta tiles fixed."<sup>21</sup>

"The clocks in the tower were dedicated on the 160th anniversary of the opening of St Thomas' Church on 28th February 1988. The clocks are in memory of P.R. Sainly. They were placed in the circular openings which were previously occupied by timber louvres."<sup>22</sup>

A high brick 'garden wall' once extended north from the northeast corner of the building, forming a visual barrier between the north entry doors and the access road which ran parallel to the east facade. It is unknown when this wall was demolished, and no remains of such are apparent in the general area.

## 4.11 Around the Church

Two older buildings stand within the grounds of St Thomas', namely the Military Surgeon's Residence and the Hospital Dispensary which were also erected by convict labour under military supervision between the years 1821 and 1823. By 1847, both buildings were transferred from the Crown to the Church.

### **The Surgeons Residence/Rectory/Office**

With the appointment of the Reverend Thomas Hassall as Chaplain to the Settlement in 1824, some part of the present Church property was administered by Church authorities. The Church property was passed to the church by Deeds of Property dated 1836.

The first building on Oxley Terrace, now "Church Hill" erected in 1822 was a cottage to house the Military Surgeon, Dr A Fenton.

The 1826 plan (Figure 5) shows the surgeons' residence closer to the shore (location 12 on the plan) set behind the Commissariat Storekeepers building. The 1999 CMP describes that

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<sup>19</sup> St Thomas' Parochial Council, Church of St Thomas - 1824-1988.

<sup>20</sup> It has been noted that at some stage the lower section of ladders ascending the tower were possibly constructed in metal. These may have replaced earlier, likely deteriorated, timber ladders.

<sup>21</sup> St Thomas' Parochial Council, Church of St Thomas - 1824-1988.

<sup>22</sup> St Thomas' Conservation Committee, St Thomas' Anglican Church, Port Macquarie.

an early plan of the area occupied by St Thomas' shows the owner as the "Episcopalian Church", however, there is no reference provided. According to the CMP in this same plan an area of land, approx. 1/2 acre, in the northeast corner of the Church grounds, was in 1831, owned by a Mr Edward McRoberts, schoolmaster 1826-1828. Interestingly, a 1936 plan (Figure 9) it shows that the ownership of the same block remains within the McRoberts family.

This evidence would then suggest that the original surgeons' residence was separate entirely to the current location of the existing building.

With the departure of the last Government Surgeon in 1847, the Surgeon's residence became available for use as the Parsonage. Whilst purchased for Reverend Cross he never lived at the house and was occupied by Reverend Thomas Reilly. Cross lived at a house near the old asylum (location 12 on the plan as we confirmed) and later at a house near the pilot station.<sup>23</sup> The Surgeon's residence and associated land were sold to the Lord Bishop of Newcastle on 31 July 1850 for the amount of £8 per acre for the land and £150 for the buildings.

The rectory was noted to be quite dilapidated, and discussions began around selling the land to finance the construction or raising funds for its repair.<sup>24</sup> At this stage, it was said to be around 100 years old and to have been the same building constructed for the Colonial Surgeon in the mid to late 1820s. Figure 6 shows both the Colonial Surgeons residence and the rectory on the same lot. The Colonial Surgeon's residence is shown as a rectangular brick dwelling with a timber-framed verandah to the eastern side. The orientation of the building is notable with its long axis running north to south such as the front of the building which is potentially facing west with a verandah to the rear. A Colonial Georgian-style construction of this era is likely to have been constructed without a front verandah. The large rectangular area marked rectory on the other hand is shown unshaded, suggesting that this building was timber framed or that it was under construction. No record has been located indicating the construction of a new rectory in the mid-1800s when the land was purchased by the Bishop of Newcastle.

Later photographs of the rectory show it as a large rectangular building with a hipped roof with skillion verandah on 3 sides. (Note that it is assumed these images are taken looking at the building from the north and that it is in the same location as indicated for the rectory shown in the plans.) The cellar located beneath the current property is believed to be that of the Colonial Surgeon's residence although there has been no detailed historical archaeological investigation to provide confirmation.

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<sup>23</sup> *The Port Macquarie News and Hastings River Advocate*, Sat 9 Oct 1926, "The old vicarage" p5.

<sup>24</sup> *The Port Macquarie News and Hastings River Advocate* "Remodelling the old rectory" Sat 29 Aug 1936, p8

A foundation stone was laid on 4 August 1937 in the northeast corner of the building. Bottles were placed underneath containing the signatures of the church officers and stating the building's known history to that point and that it was being remodelled. Another document contains the names of approximately 200 parishioners. The ceremony was led by Bishop Ashton of Grafton and attended by Archdeacon Tress (of Kempsey).<sup>25</sup> The rebuilt rectory was dedicated on 10 April 1938.<sup>26</sup>

Originally there were attics above the present structure, which were lined with beechwood.<sup>27</sup>

The cellar, which had been partially infilled, has more recently revealed at least two good-sized rooms complete with fireplaces and a bakers' oven in excellent condition which has been retained. This cellar originally functioned as the servants' quarters.

In the garden behind this building is a 66 feet (20 metres) deep well which was dug with convict labour.

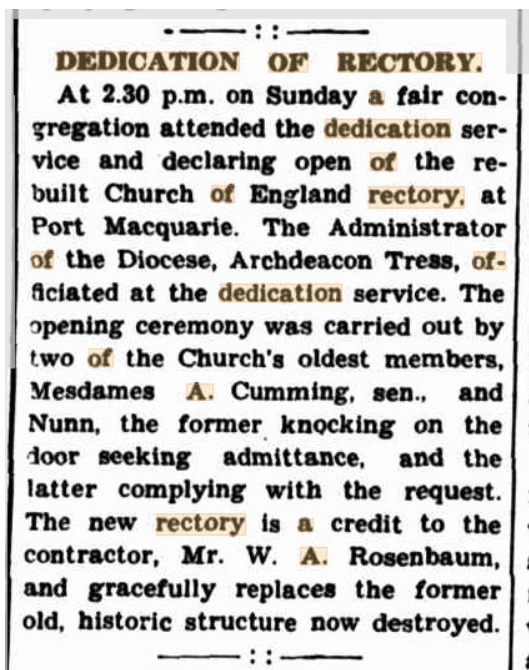


Figure 21 Dedication of a Rectory, *The Port Macquarie and Hastings River Advocate*, Saturday 9 April 1938, p.4.

The land occupied by a gazetted street running between Hay and Murray Streets on the north side of the residence was transferred to the Diocese of Grafton in 1950.

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<sup>25</sup> *The Port Macquarie News and Hastings River Advocate*, Sat 24 July 1937, p 3 ". C of E Rectory"

<sup>26</sup> *The Port Macquarie News and Hastings River Advocate*, Sat 9 April 1938, p4 "dedication of the rectory"

<sup>27</sup> Archdeacon A Edward Warr, 1966.

The building was used as the residence of the Vicar until February 1988, when a new residence in Glebe Close was occupied by the Rector. The Surgeon's residence is now used as the administration centre for the Parish.



Figure 22 The former Surgeon's Residence, now the Parish Office. Date of photo unknown. Source: St Thomas' Church Centenary Booklet.



Figure 23 The former Surgeon's Residence, November 1998. Source: Suters Architects.

### **The Dispensary/School/Hall/Chapel**

The Surgeon's Dispensary, located in a position between the Surgeon's Residence and the Hospital (the site of the present St Agnes Catholic Church) was built by convict labour in 1822 as part of the Military Hospital. It is understood that ownership of the Dispensary was transferred to the Church in 1847, at the same time as the Surgeon's residence, and purchased in 1850 by the Bishop of Newcastle.

Following the passing of the property to the Church, the Dispensary was in turn a Parish School, a Parish Hall, and a meeting place for Church groups. With the completion of the construction of the Parish Hall in 1961, the building was completely renovated in 1964-65



and opened at the Colonial Chapel of Christ the Healer on 9 January 1966. The Chapel complex included a clergy vestry and office.



*Figure 24 Photo taken c1850s showing the old dispensary which was converted into two classrooms for the Parochial School. Source: St Thomas' Church Archives.*



*Figure 25 Photo taken in 1950 of the old school room (previously the surgeon's dispensary) which was also used as a Church Hall and a pre-school kindergarten. The new hall was built in 1961 and this building was transformed into a Chapel in 1966. Source: St Thomas' Archives.*

The Dispensary was used as a Parish School from 1847 until the Port Macquarie Public School was established in 1867. The building was again used as a Pre-School Kindergarten from 1950 until the new Parish Hall was opened in 1961.



Figure 26 The former Dispensary, November 1998. Source: Suters Architects.

## 4.12 Landscape

A town map of c1834 shows a formal carriage loop access off William Street, with a secondary access from Hay Street, directly adjacent to the building "The landscape of the church grounds up to the 1850s was devoid of trees and would appear to have been grassland"<sup>28</sup>

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<sup>28</sup> David Boram & Associates, p3.



Figure 27 Portion of c1834 Port Macquarie town map, showing layout of access roads within the grounds of St Thomas'.  
Source: David Boram and Associates.

Three Norfolk Island pines were planted by Reverend Kemp and his three stepsons during his time as Vicar of St Thomas' from 1860-1877.

In November 1896, residents of Port Macquarie became aware that a mining lease was granted for a cobalt mine in Port Macquarie. To residents' surprise, the area of the lease included St Thomas Church and parsonage, as well as the Roman Catholic Chapel and Presbytery and the Wesleyan Chapel beside other buildings.<sup>29</sup> By 1902 it was reported that a large mine was operating on the southern side of Church Hill between the Church and Gordon Street. (14 June 1902) It was noted there was an ample supply of iron oxide as the entire hill appeared of similar formation. Cobalt mining was also carried out with about 600 feet of tunnelling driven into the lower portion of the bank. Ten miners were employed, and night shifts were adopted.<sup>30</sup>

<sup>29</sup> *Evening News, Sydney, Thursday 5 November 1896, p7 "Port Macquarie"*

<sup>30</sup> *The Manning River Times and Advocate for the Northern Coastal Districts of NSW, Saturday 1 November 1902, p5*

The minutes of the Parochial Council between 1905 and 1908 make references to the mining of iron oxide under the church grounds and royalties from same being ear-marked for a new vicarage, however. operations ceased when the lode turned under the foundations of St Thomas'.

Formerly a part of the hard landscaping was a large 'garden wall' which was "as high as the walls and had two arched doorways or openings. The intention of this screen was to shield from public and curious gaze, the awkward descent of women, encumbered by their large crinoline skirts, as they alighted from their carriages." This can be seen on the northern side of the church, at the end of the carriage loop, in Figure 27.<sup>31</sup>

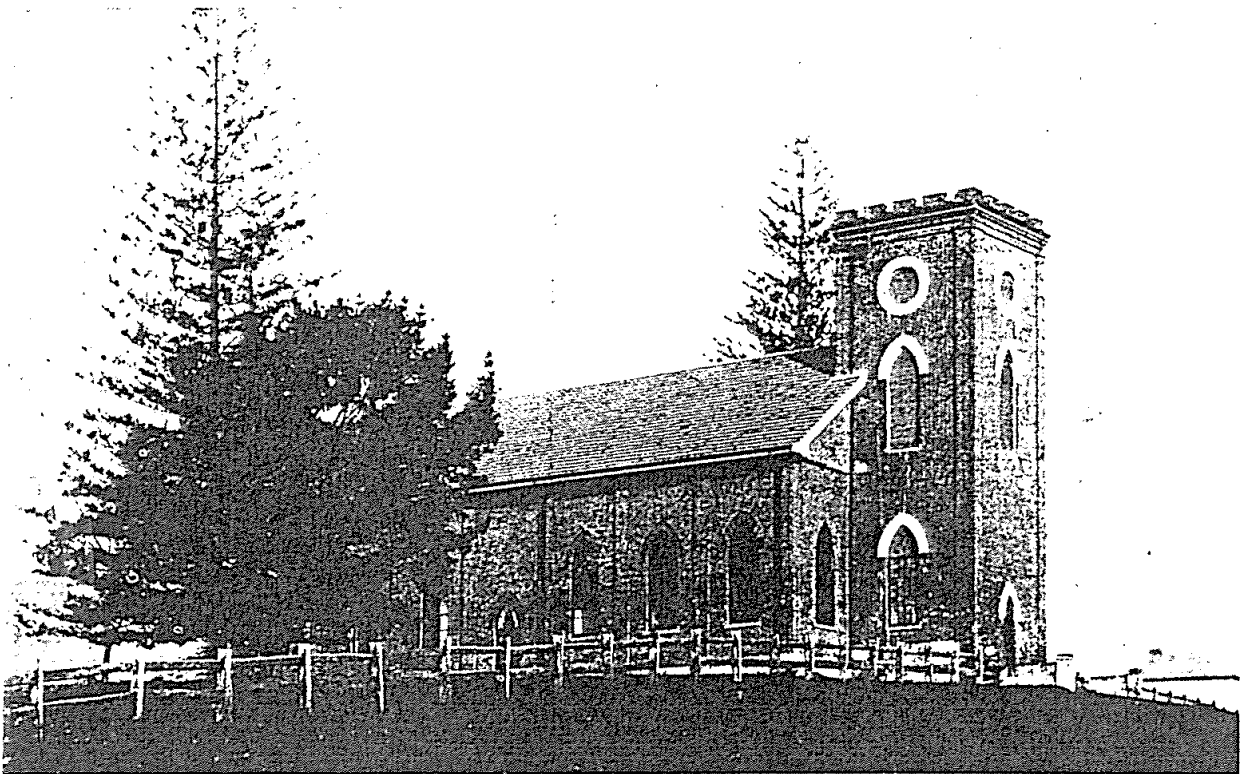


Figure 28 St Thomas' in 1924. Note the simple timber fence and vegetation. Source: *Centenary of St Thomas' Church, Second Edition*.

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<sup>31</sup> St Thomas' Conservation Management Plan, 1993, p 21.

## 4.13 Chronology

<b>Year</b>	<b>Description</b>
<b>1818</b>	Hasting River Valley noted by Surveyor General John Oxley as being valuable for timber reserves, suitable farmland and seaboard location.
<b>1820</b>	Governor Macquarie advised British Government that a new penal settlement was needed to employ secondary offenders
<b>1821</b>	Port Macquarie established as a penal colony
<b>1822</b>	Cottage constructed to house Military Surgeon (remnant cellars under Administration Offices) and Dispensary (Colonial Chapel of Christ the Healer)
<b>1824</b>	Foundation stone of church laid. Rev. Thomas Hassall appointed as Chaplain.
<b>1825</b>	The number of escapes by boat led to the Governor reconsidering the location of the penal settlement at Port Macquarie.
<b>1826</b>	Rev Hassall transferred from Port Macquarie
<b>1827</b>	Church reported to be nearing completion
<b>1828</b>	First public service held by Rev John Cross Crown Inquiry - Port Macquarie to cease being a penal settlement
<b>1829</b>	Repairs to the church requested
<b>1830</b>	Penal colony closed with convicts moved to Norfolk Island. Port Macquarie opened for free settlers Proclamation and relocation on convicts, only the lunatics & invalids remained, with them transferred to Liverpool in 1847
<b>1831</b>	Street plan initiated by Governor Darling
<b>1832</b>	Port Macquarie becomes a Police Establishment
<b>1836</b>	Deeds of Property pass ownership of the church to Anglican Church/Trustees
<b>1840s</b>	Assignment of convict labour and transportation was phased out
<b>1846</b>	Paving bricks laid in Church
<b>1847</b>	Parish School moved to Dispensary
<b>1850</b>	Surgeons' residence and dispensary sold to Bishop of Newcastle
<b>1856</b>	Cedar board replace lath and plaster ceiling of church
<b>1883</b>	Cast iron roof replaces shingle roof of church
<b>1887</b>	Port Macquarie incorporated as a town
<b>1897</b>	The east wall and roof of the church were damaged in a gale

<b>1915</b>	North Coast Railway extended to Wauchope
<b>1923</b>	Church renovation including repatching roof in tiles
<b>1928-33</b>	Construction of the Oxley Highway completed
<b>1937</b>	Substantial renovation of Rectory
<b>1953</b>	Kindergarten opens in former dispensary
<b>1961</b>	Parish Hall constructed
<b>1962</b>	Wurlitzer organ donated by Dr and Mrs Lane, used in gallery for seven years.
<b>1966</b>	Dispensary consecrated as the Colonial Chapel of Christ the Healer (office was located in the new annex until 1988)
<b>1967</b>	Church restoration appeal
<b>1968</b>	New altar with four figures representing Evangelists, installed. Brass altar candlesticks given as memorials. Steel tie rods anchored in four corners of tower to prevent solid brick structure from slipping
<b>1969</b>	Walker Organ reconditioned
<b>1970</b>	Cedar open string spiral stairway constructed by local artisan to replace dangerous series of stepladders Gallery rebuilt to original design Walker organ returned to gallery. Wurlitzer organ traded in for ride-on mower
<b>1977</b>	Raised platform built in SW corner of nave to accommodate growing congregation
<b>1978</b>	Windows and sills restored, grey glass replacing painted glass panes (funded from local appeal) Metal screen made to protect St Thomas' stained glass window Nave, sanctuary and Muniment's room carpeted by Mothers' Union. Repairs to wainscoting and fanlights
<b>C1980</b>	Mothers' Union and Church Choir disbanded Women's Fellowship inaugurated
<b>1984</b>	26 December: Unprecedented hailstorm badly damaged terracotta tiling on roof (replaced through insurance)
<b>1986</b>	Dry rot and white ant damage repaired in first (northeast) quadrant of box pews
<b>1987</b>	Colonial Meeting Rooms erected "Friends of St Thomas'" inaugurated November: St Thomas' stained glass window smashed and brass altar pieces damaged by vandals (window repairs undertaken in Newcastle)

<b>1988</b>	Tower clock donated in memory of Mr Percy Rowland Sainty Former Rectory changed to Parish administration centre Illuminated cross installed on tower roof
<b>1997</b>	New Church Choir inaugurated
<b>1998</b>	1 March: 170 <sup>th</sup> Anniversary of Church celebrated with Bishop Philip Huggins 9 August: Banner of St Clare dedicated (made by "Friendly Threads of St Thomas") 8 October: Restoration Appeal launched, funded by the Australian Heritage Commission on a "dollar-for-dollar" basis
<b>1999</b>	Box pews and wainscoting repaired after white ant damage
<b>2000</b>	Establishment of 'Foundation Appeal'
<b>2003-4</b>	Grants received for restoration work from NSW and Commonwealth Governments and St. Thomas donations Works undertaken: <ul style="list-style-type: none"> <li>• Foundation stabilized</li> <li>• Tower Restoration including: brickwork, lightning protection, clock and window arches repaired and tuck pointed, horizontal recapping of roof</li> <li>• Restoration to Eastern and northern walls, sills replaced and damp course installed.</li> </ul>
<b>2005-6</b>	Further grants received from NSW Government, Parish Council and donations Works undertaken: <ul style="list-style-type: none"> <li>• Masonry stitching to corners of Church</li> <li>• Lime render applied to Plinth</li> <li>• Completion of Tower restoration</li> <li>• Eastern wall brickwork restored</li> <li>• Northern wall incl. door and doorway and window arches restored or replaced and some masonry cracks repaired</li> </ul>
<b>2008-10</b>	Windows repaired and other maintenance Work included: <ul style="list-style-type: none"> <li>• Wall cracks repaired</li> <li>• Window arches repaired</li> <li>• Window frames repaired or replaced or repainted</li> <li>• Shipment, sorting and cleaning of wainscoting</li> <li>• Tower lead sheeting repaired</li> <li>• Maintenance of previously restored external walls</li> </ul>

<b>2011</b>	<p>Church closed for all services between November 2011 and December 2012 for major restoration</p> <p>Restoration of internal surfaces, including:</p> <ul style="list-style-type: none"> <li>• Remaining moisture and salts removed by cocoons</li> <li>• Plaster surfaces repaired or restored.</li> <li>• Cracks repaired</li> </ul>
<b>2012-13</b>	<p>Restorations, including:</p> <ul style="list-style-type: none"> <li>• Nave repainted</li> <li>• Plaques restored and rehung</li> <li>• Cedar dado (wainscoting) restored and/or replaced as needed</li> <li>• Internal tower doorway repaired</li> </ul>
<b>2014</b>	<p>Chapel and hall repainted</p>
<b>2015-16</b>	<p>Restorations including:</p> <ul style="list-style-type: none"> <li>• Upper tower level – wall and flooring repaired</li> <li>• Tower repainted</li> <li>• Several tower floors carpeted</li> <li>• Western entrance fenders restored and painted</li> <li>• Western entrance handrail restored and repainted</li> <li>• Waterproofing of tower roof, including lead sheeting over tower roof parapet repaired and reinstated and roof drainage restored</li> </ul>



## 5. Physical Description

### 5.1 Context

The site of St Thomas' Church Group is situated in a prominent position, on a large block of land, overlooking the city centre of Port Macquarie. It is bounded by Hay Street to the west, William Street to the north and Murray Street to the east. The land to the south falls steeply on a densely planted embankment towards the alignment of Gordon Street. Church Street intersects Murray Street on the alignment of the eastern elevation of the church building.

The Port Macquarie town centre is located two blocks to the west adjacent to the outlet of Hasting River and focussed around Short and Horton Street. William Street continues westwards to cross Kooloonbung Creek and eastwards to Oxley Beach, essentially dividing the headland from the area to the south. The wider locality includes several early Port Macquarie buildings such as the Court House, and several hotels and banks. The church grounds remain a visual focus of Port Macquarie due to its vast, open site acting as the division between commercial development to the north, with more residential development to the south, the site generally.

William Street is a broad street with 45-degree angled parking to either side. Opposite the grounds on William Street is the 5-6 storey Mercure Hotel, beyond which is a 2-storey shopping centre and carpark.

Murray Street has parallel parking to the kerbs and 90-degree angled parking along the centre of the road. The opposite side of the street block contains low-rise flat buildings of the late 20th century, new 5-7 storey residential development and traditional single-storey mid-late 20th-century fibro and brick dwellings. Murray Street terminates before connecting to Gordon Road to the south.

Hay Street has 45-degree angled parking bays to either side. To the west opposite St Thomas' is the St Agnes Catholic Church.

Extensive street planting is evident on the verges of Hay and Murray Street.



Figure 29 Looking north on Hay Street (Google Earth Pro)



Figure 30 Looking north from entrance to church grounds on Hay Street (Google Earth Pro)



Figure 31 Looking south on Hay Street (Google Earth Pro)



Figure 32 Murray Street looking north (Goggle Earth Pro)



Figure 33 Church Street looking west towards St Thomas Church (Goggle Earth Pro)



Figure 34 William Street looking west towards town centre (Goggle Earth Pro)



Figure 35 St Thomas Church group viewed from the corner of Murray and William Streets (Goggle Earth Pro)



Figure 36 St Thomas Church Group viewed from William Street (Goggle Earth Pro)

## 5.2 Site

The site, bound by Hay, William, Murray Streets, contains the church (1823-27), administrative centre (former Surgeons Residence, 1822-23), the Colonial Chapel of Christ the Healer (former Hospital Dispensary, 1822-23), Parish Hall (1961) and Colonial Meeting Rooms (1987).



Figure 37 Image showing LEP heritage listed boundary in yellow (SixMaps)

- |   |   |
|---|---|
| 1 | St Thomas Church  |
| 2 | Colonial Chapel of Christ the Healer (Former Hospital Dispensary) |
| 3 | The Parish Hall   |
| 4 | Colonial Meeting Rooms  |
| 5 | Administrative Centre (Former Colonial Surgeon's Residence)       |
| 6 | Emporium Op Shop  |

The site is entered at the southwest corner via a bituminised driveway from Hay Street. The driveway is partly lined with timber posts and chain to limit vehicular movement to the verge, providing informal parking along the driveway. The driveway is without kerbing or drainage and leads to a gravelled parking area to the northeast of St Thomas' Church adjacent to Parish Hall.

The landscape comprises a general scattering of mature trees and shrubs across extensive open lawns. Planting includes Norfolk Island pines (*Araucaria heterophylla*), various flowering shrubs including hibiscus (*Lagunaria patersonia*), banksias and grevilleas as well as palms, eucalypts, and umbrella trees. There are three Norfolk Island Pines dating from 1869 located directly to the north, south and east of the church building, with more recent plantings of pines elsewhere on the site. There are also various small shrubs and beds of flowers.

The original formal entry to the north of the church is still evident by the placement of garden beds and early cast iron lamp posts which define the steps and the line of the former convict-built retaining wall. The path leading from the steps to William Street is now covered in grass.

There are several other cast iron lamp post fittings around the grounds, some of which are stamped with "Grafton Municipality, Chapman & Co Sydney".

There is a plaque commemorating the restoration of the church, set in large stone, dedicated by Sir Roden Cutler, on 1<sup>st</sup> April 1967, located to the north of the church.

Footpaths bordering the site extend the length of William St and continue partway along Murray Street to Colonial Meeting Rooms and partway along Hay Street to the Colonial Chapel of Christ the Healer. Steps are located on Murray Street to the entrance of the Parish Hall and on Hay Street to the Church entrance.

## 5.3 Buildings

### 5.3.1 St Thomas Church (1823 - 27)

#### Exterior

The Colonial Gothic style church consists of a steeply pitch gable roof set behind a central crenelated tower at its western end. A small gable-roofed vestry is located centrally on its southern elevation. It is constructed on soft-toned red-brown Flemish-bond convict-made face brick with orange-red brick header courses to window and door openings. To either side of the nave, to the front of the church and to the tower are pointed arches with finely detailed timber-framed with multi-pane fixed and operable sashes above stone sills with timber intersecting tracery to the arch. Above the tower windows, to the north, south and west are round clock faces. The west elevation features three-pointed arch windows, the central of which is a stained-glass window of St Thomas the Apostle, with all other windows in the church being clear glass. The eaves are lined with timber boards and the roofs are in Marseilles tiles. It has half-round gutters and circular profile downpipes, both in copper.

The flat roof of the tower is sealed in a waterproof membrane. The tower provides panoramic views across Port Macquarie. The brickwork at the top of the tower is in fair-poor condition with noted loss and/or degradation of mortar and minor structural movement. The cornice of the tower is in particularly poor condition with substantial spalling of mortar and brickwork evident.

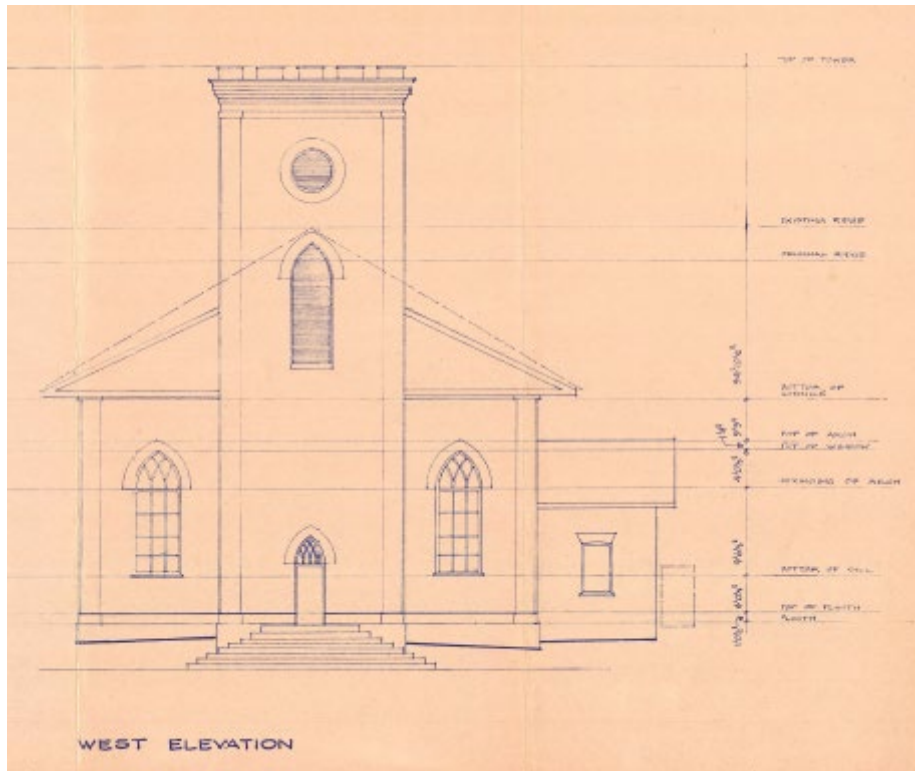


Figure 38 West elevation. Source: St Thomas' Archives.



Figure 39 View of tower. Source: Author



Figure 40 View of door on west elevation. Source: Author



Figure 41 View of upper section of tower. Source: Author



Figure 42 Detail of brickwork condition in tower. Source: Author

The west-facing entry consists of a single timber framed door with a glazed highlight window within a pointed arch. It is accessed by a broad flight of steps leading up from the Hay Street footpath. The stairs are flanked by more recently painted brick balustrades and are coated in a Pebblecrete finish. The render has been removed from the plinth on the western elevation with some evidence of brickwork conservation although the work has not produced a consistent finish. The brickwork generally is in fair-good condition.

A set of double doors, also within a pointed arch with a highlight window are located centrally on the northern elevation in alignment with the earlier formal entrance from William Street. The northern elevation has a lime-rendered plinth and other evidence of conservation includes the replacement of the header bricks of the westernmost window and the entry door, and repair of brickwork cracking above windows generally. The works, as with all piece-meal restoration, have not achieved a consistent finish. The northern entry has a concrete paved threshold and external paving of concrete finished in quarry tiles which is accessed by a bitumen pathway from the carpark to the east of the church.

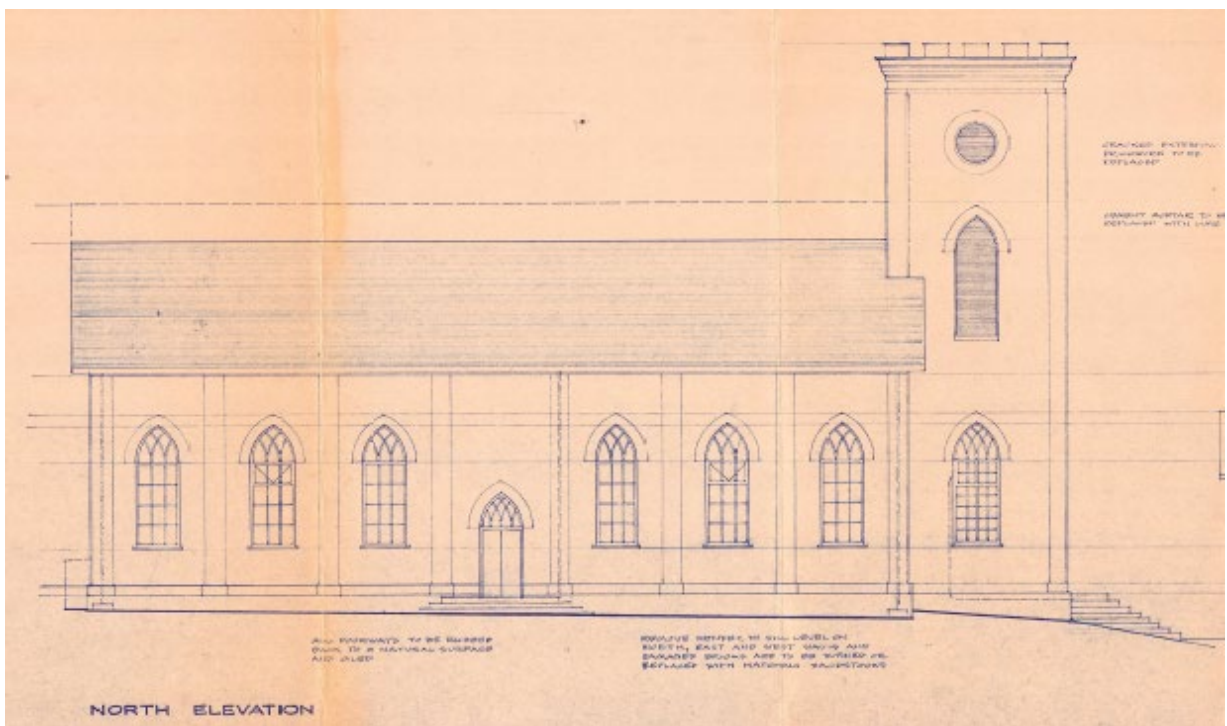


Figure 43 North elevation. Source: St Thomas' Archives.





Figure 44 View of north elevation. Source: Author



Figure 45 View of windows on north elevation. Source: Author



Figure 46 View of tower from northern side of the building. Source: Author



Figure 47 Detail of brickwork condition on north elevation. Source: Author

The western elevation also has a lime-rendered plinth and exhibits brickwork conservation. It has a brick stringcourse at eaves height, above which the gable brickwork changes from Flemish bond to common bond although the brick colour is relatively consistent. There is minor damage to the tiles on the barge.

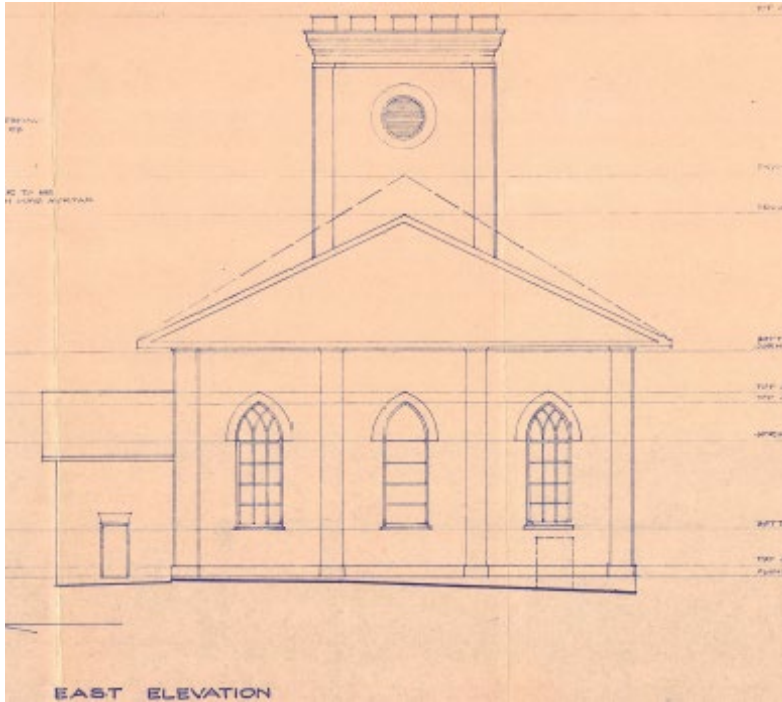


Figure 48 East elevation. Source: St Thomas' Archives.



Figure 49 View of eastern elevation and adjacent grounds. Source: Author



Figure 50 View of northern and eastern elevation. Source: Author

The vestry, on the southern side of the church, is accessed by a single timber framed door on its eastern elevation. It has a 12-pane double-hung sash window in its western elevation. Unlike the other openings, the door and window in the vestry are set within flat-arched openings. The southern elevation of the church has a lime rendered plinth however this is not evident on the vestry.

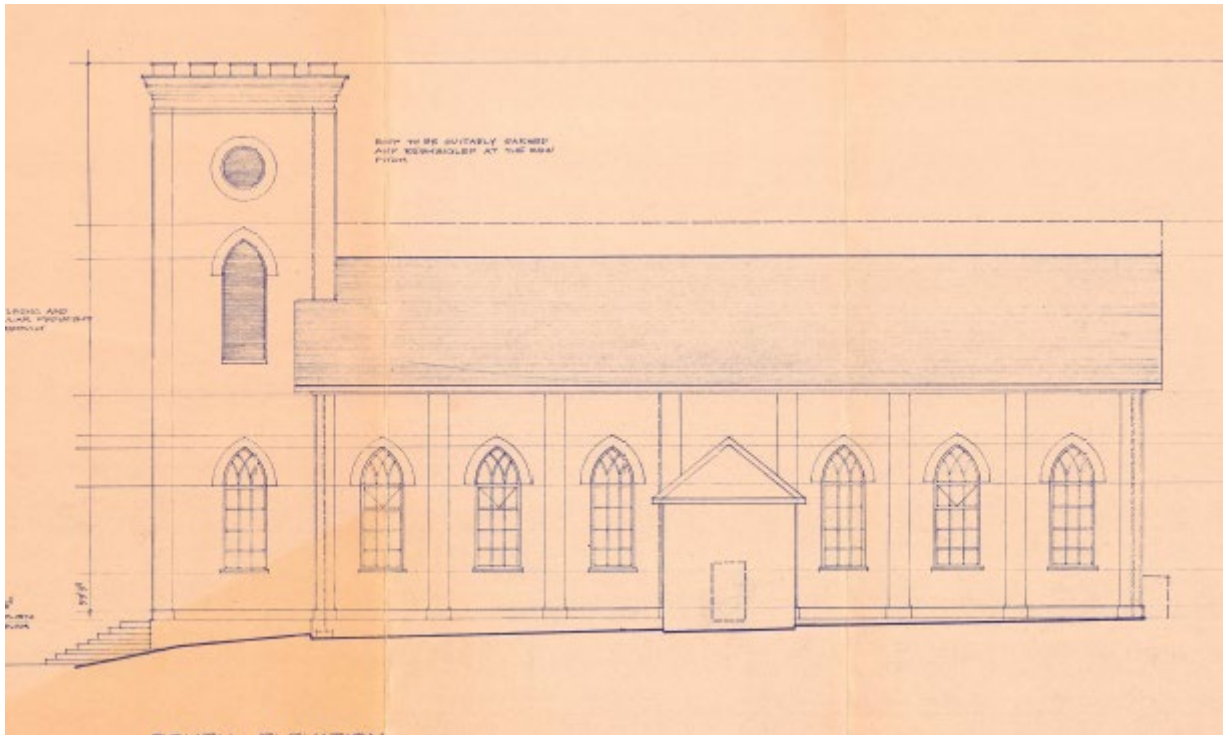


Figure 51 South elevation. Source: St Thomas' Archives.



Figure 52 View of south elevation. Source: Author



Figure 53 View of windows on south elevation. Source: Author

## Interior

The western entry leads into a foyer formed by the tower. It features a timber spiral staircase that leads up to a museum space over two levels. It has boarded timber ceilings and a floor with bagged and painted brick walls. The timber staircase has a carved handrail, turned balustrade, decorative stringer and timber boarded soffit. From the first floor, a door leads into the gallery containing a Walker's pipe organ. The gallery protrudes out into the western end of the nave. The second level of the museum has a simple timber belfry, accessed by steep timber steps. Above this, the underside of the roof is lined with corrugated galvanised steel sheet. The walls within the tower exhibit isolated evidence of damp ingress.

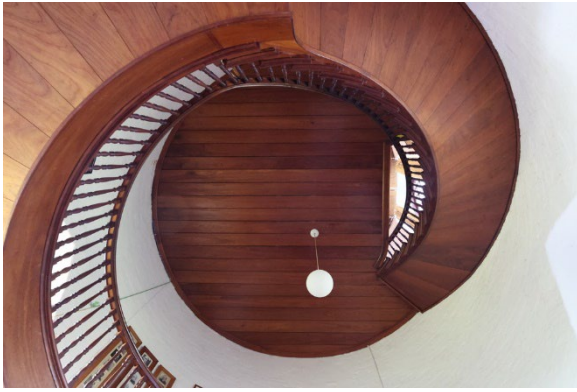


Figure 54 View of spiral staircase in tower. Source: Author

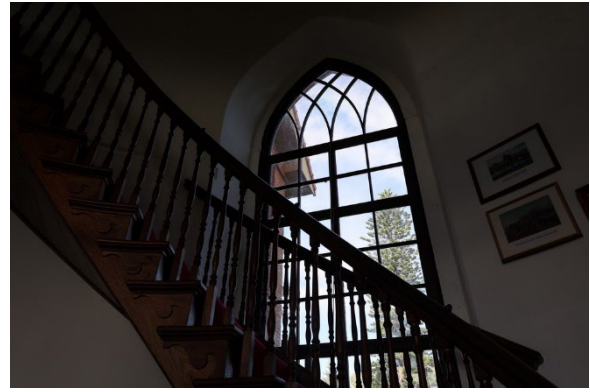


Figure 55 View of windows in tower. Source: Author



Figure 56 View of movable heritage within tower. Source: Author



Figure 57 General view of tower stairs and collection. Source: Author

A single cedar-panelled door in a square opening leads from the foyer to the nave. The gallery above, housing the pipe organ and a few pews acts as a portico over the entrance. It is supported by four timber columns and has a relatively unadorned cedar-panelled balustrade. To each side of the aisle under the gallery is a raised plinth containing pews.



Figure 58 View of nave. Source: Author



Figure 59 View of organ gallery from nave. Source: Author

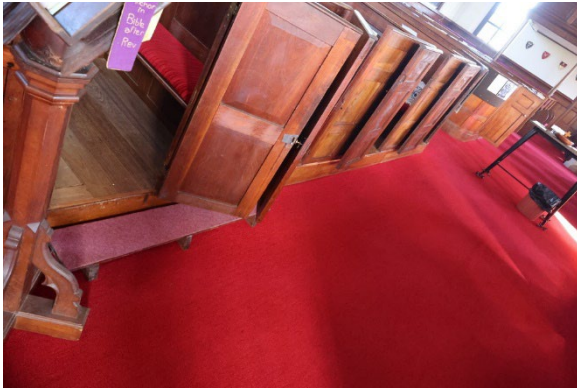


Figure 60 View carpet inside church. Source: Author



Figure 61 View of church ceiling. Source: Author



Figure 62 View of pulpit area. Source: Author



Figure 63 General view of nave and pulpit from organ gallery. Source: Author

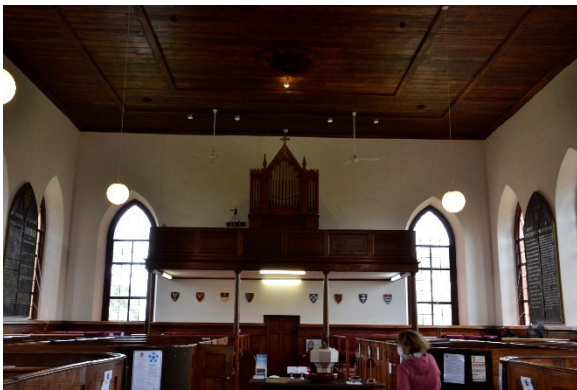


Figure 64 View of pipe organ. Source: Author

The spacious nave contains box pews to either side of the central aisle, with a narrow aisle running to each side wall. The nave is divided through the centre by a crossing formed by the northern entrance and southern vestry. The double doors to the vestry are identical to those of the northern entry, however, the entry doors are concealed internally by a timber-panelled wind lobby, enclosing the doors but with the window above providing light to the church interior.

The eastern end of the church contains a raised platform at the centre of which is the altar which is located on a further dais with a simple timber altar rail with decorative valance. To the south of the altar is the pulpit. The pulpit is a square timber structure with chamfered corners and is accessed by a steep stair with turned balustrade, and decorative stringer. The octagonal column supporting the pulpit is braced on 3 sides by timber brackets, the

fourth restraint being the staircase itself. The box of the pulpit has a recessed panel to each face bordered by reeded ebony which turns at rosette blocks set into each panel corner.

The internal walls of the church are lined in cedar wainscoting up to the windowsills, and above the walls are plastered and finished in a white paint. The ceiling of the church is lined in clear finished cedar board and features three centrally placed ceiling roses consisting of a timber ring moulding with central petals of contrasting timber. Surrounding these are two rectangular borders of raised battens providing limited decoration. Pendant lighting is suspended from the internal border and downlights have been installed between the two rows of battens. There are two ceiling fans suspended from the outside batten over the gallery.

The floor of the church is carpeted over concrete.

The current box pew layout and varied styles reflect the extensions and re-arrangements that have been made to the interior layouts.

The original south-eastern quadrant boxed pew fabric still exists in rearranged form. The pews are constructed on a timber-framed base with hardwood flooring boards. The boxed pews have top, mid, and bottom rails and mullions/stiles with a partly rounded capping rail. The panels are of solid timber with a roughly planed chamfered internal edge and beaded into position externally with an ovolo mould. The pews have an equal top and bottom panel layout and when combined with the visual references to the changes made to the capping rail, the chamfered internal edges to the panels and the original pew dimensions lead to the identification of the original fabric. The original pew seat detail can be observed in the southeast corner pew mark. Original hinges exist on one of the doors and the original thumb latch positions can be readily identified. The rear pews in the south-eastern quadrant appear to be those constructed originally, with several rearrangements and extensions added. The base construction is consistent as is the capping rail. The pew panel layout changes to three panels of unequal dimensions with the panel housed into the rails in lieu of beading. The panels are flat-faced without a chamfered edge. Original hinges and the original thumb latch exist on one door.

The pews to the north-eastern quadrant, restored in 1988, have similar proportions to those in the south-eastern with the exception that the panels are beaded into position with an ovolo mould similar to the original pews. The existing layout also exhibits the number of rearrangements observed in the mitre cutouts to the capping rail. The pews to the north-western and south-western quadrants have differing panel proportions to those previously described. The pew arrangement has a top panel of similar lines as the northeastern quadrant and a single bottom panel. The capping rail detail is similar. The original box pews, appear to be in good condition. The gravestone of Commandant Captain John Rolland is located in the nave under the south-eastern box pew.



Figure 65 Restored pews. Source: Author.

The vestry has face brick walls above render to sill height. It features cedar joinery throughout and has a brick paved floor.

### 5.3.2 Colonial Chapel of Christ the Healer (1822-23)

#### Exterior

The Colonial Chapel of Christ the Healer was the former Hospital Dispensary constructed in 1822. It has a more recent addition to the south, connected to the original structure by an open breezeway. The addition is a simple rectangular building with a gabled roof. The original building has a moderately pitched hipped roof with skillion verandahs to the east. Both structures are constructed of rendered masonry, the earlier building in ruled ashlar, and have roofs clad in ribbed metal panel roofing.

The earlier building has nine-pane double-hung timber sash windows set into openings with external timber louvred shutters and slim stone sills. There is evidence of severe decay in some of the timber windowsills and frames. There is evidence of numerous paint coatings external with earlier coats failing due to moisture within the substrate.

The verandahs have square timber posts and simple handrails whilst the breezeway has slim circular columns with Tuscan capitals on a square concrete base. A concrete breeze-block nib wall screens the entrance to the outbuilding from the street.



Figure 66 The Chapel as it is viewed today. Source: Author



Figure 34 View of passageway area. Source: Author



Figure 34 View of door to chapel vestry. Source: Author

## Interior

The interior of the former dispensary is one large space with a central aisle flanked by timber pews. The entrance door at the southern end has an internal wind lobby of timber and glass panelling. The ceiling is lined on the rake above a central panelled ceiling with an open grid to either side. The floor is carpeted over timber boards and the walls and plastered and painted.





Figure 34 View of chapel interior. Source: Author



Figure 34 View of chapel interior looking towards door. Source: Author

### 5.3.3 Administrative Centre (1822-23) and Op Shop

#### Exterior

The former Parsonage faces north from high ground at the southern end of the church site. It is a rectangular building with additions to the southwest corner. The earlier building has ruled ashlar walls with a hipped roof of Tuscan-styled tiles. It is bound by concrete floored verandahs on three sides which are held under the main roof and supported on plain timber columns. The entry door is in the centre of the north elevation with a window to either side. The windows protrude from the façade on brick corbels under a timber sill and frame containing two tall and thin double-hung sash windows.



Figure 67 View of former rectory. Source: Author



Figure 68 View to Op-Shop area. Source: Author

The southwest addition is contained under a skillion-roofed with an attached garage wing under a low-pitched gable roof. The skillion-roofed addition is rendered brickwork with aluminium framed windows and a sheet metal roof. The garage addition is timber framed with fibre-cement sheet cladding.

A timber paling fence encloses a rear yard which contains a timber pergola. It also contains building materials including a stockpile of convict-made bricks, and a well that has been covered.



Figure 69 Location of former well at the rear of residence. Source: Author

## Interior

The interior of the building demonstrates multiple periods of restoration in its lifetime through the range of interior details and finishes. Details from the 20<sup>th</sup> century include splayed skirtings and architraves and chamfered picture rails, bullnose hearth bricks, stepped and coved cornices, panelled ceilings with a square cover batten and lattice grid wall vents. Some earlier details remain in some moulded architraves and panelled doors, although the detailing is all 20th-century origin.

The cellar demonstrates the building fabric of the earlier Colonial Surgeon's Residence and consists of lime-painted face brickwork. The floors are concrete, or brick paving and brick arches and fireplaces provide evidence of its former use. The building is used as offices and the Op Shop is contained within the garage.



Figure 70 View of interior office areas of building. Source: Author



Figure 71 View of interior office areas of building showing previous works. Source: Author

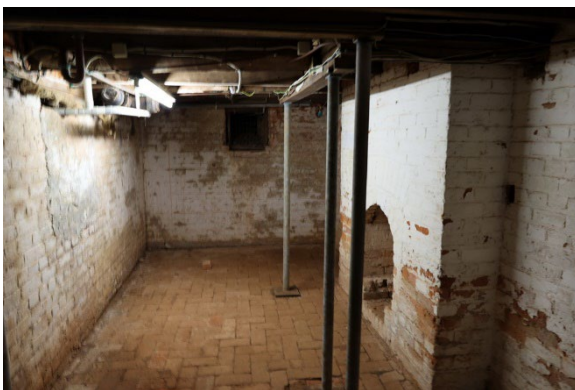


Figure 72 View of basement area. Source: Author



Figure 73 Basement area. Source: Author



Figure 74 View of basement area. Source: Author



Figure 75 Basement area. Source: Author

### 5.3.4 Parish Hall (1961)

#### Exterior

The Parish Hall is a painted brick building consisting of the main hall with a low-pitched gable roof running east to west surrounded by lower flat-roofed buildings to its north, south and east containing the entry, kitchen, and amenities. The building has metal deck roofs with timber fascia.



Figure 76 View of Parish Hall. Source: St Thomas' Archives



Figure 77 View to Parish Hall during community food event. Source: Author

## Interior

Internally the hall is an exposed portal-framed structure with a ceiling lined on the rake. It has a timber floor and painted brick or dry-clad walls. Windows are located under the eaves line in the main hall area and there is a stage at the western end.



Figure 78 View of the interior of the hall. Source: Author



Figure 79 View of the interior of the hall. Source: Author

### 5.3.5 Colonial Meeting Rooms (1987)

#### Exterior

The long rectangular building called the Colonial Meeting Rooms faces north towards a grassed courtyard between it and the Parish Hall. It has a hipped roof with a verandah along its northern face contained under a broken pitch.



Figure 80 View of Colonial Meeting Rooms (modern). Source: St Thomas' Archives

#### Interior

This building wasn't examined internally as part of this report.

# 6. Analysis of Cultural Significance

## 6.1 Analysis of Physical and Documentary Evidence

### 6.1.1 Site

St Thomas' Church Group comprises the church and associated buildings from the 1820s through to the present, representing buildings constructed for the colonial administration and its hospital, and those constructed and adapted during the continued operation and use of the site by the Church. The collection of buildings reflects the growth and change to church operations on the site over time.

The buildings are primarily single-storey and include double-volume spaces and cellars. The development timeframe is 1822 to 1987 and the style range includes Old Colonial Gothic Picturesque and Old Colonial Georgian (1822), Inter-War Georgian Revival (1923) Late Twentieth Century Sydney Regional (1967) and Late Twentieth Century Australian Nostalgic Colonial (1987). The late-20th century buildings along the eastern boundary are both single-storey, are focused around a central grassed courtyard and are located in a cutting such that they front the street level of Murray Street. This group is somewhat disconnected from the activities which occur on the upper level which includes the church, colonial chapel, and administration buildings. Within this upper group, the church and colonial chapel are located close together and address Hay Street whilst the administration building is somewhat distant and located within the centre of the southernmost lot.

The built environment within the site does not demonstrate a consistent use of materials or styles.

There are important vistas to the site: along the Church Street to the eastern end of the church; from William St to the north of the church; and along Hay Street as approaching from north or south. There are also important formalised landscaped spaces such as the area to the north of the church extending to William Street.

The positioning of the church building on the hill above the town allows panoramic views of the surrounding area and distant views of the church tower from the surrounding landscape and coastal waters. These distant views were historically important in the role of the church tower as a sentry for the colonial establishment, and despite surrounding multi-storey development have been retained by virtue of the high terrain on which the church building is located.

Tower access to the rooftop has never been publicly available.

## **6.1.2 Buildings**

### **St Thomas' Church**

The Church primarily retains its structure, form and materials as constructed in 1822. Whilst there has been a degree of replacement and reconstruction of the fabric due to use and/or damage from the elements it remains in a good condition. Changes to the building are relatively well documented throughout its history and the place reflects the key heritage values previously assigned to the building. It is highly valued by the local community and the state in demonstrating the colonial settlement of Port Macquarie.

### **Colonial Chapel of Christ the Healer**

The Chapel has been significantly modified since its construction as a dispensary for the Colonial Hospital such that its original use and functioning cannot be understood. It has functioned as a schoolhouse, vestry and administration building prior to its conversion to a chapel in 1965. It is in good condition and externally, the building form of the northern building and much of its fabric convey the values associated with it being a convict-built structure and a building that is valued by the church community.

### **Parish Hall**

Constructed in 1961, the Parish Hall is in fair condition for its age and construction. It has been well used by the community and has undergone minor changes to suit changing requirements. It continues to support community and parish activities.

### **Colonial Meeting Rooms**

Constructed in 1987, the Colonial Meeting Rooms are in good condition and continue to provide amenities to support church and community activities. It has undergone little change since construction.

### **Administration Building**

Constructed in 1937/8, the Administration Building is in good condition for its age and type of construction. Noting it was constructed as a new parsonage to replace the earlier adaptation of the former Colonial Surgeon's Residence, records indicate that portions of the original front wall were retained in the 1920s construction however any evidence has been concealed and is not demonstrable on examination of the building fabric. The original cellar and well (1822) provides a tangible link to its colonial heritage.

### **Emporium/Op Shop**

This facility is housed within the sheds and garages located at the rear of the Administration building. The shed is in a fair condition and whilst it serves a function, the structure does not adequately provide for its use. The structure does not substantially contribute to an understanding of the site.

### **6.1.3 Landscape**

St Thomas Church Group is located in a prime position within the Town Centre and provides a central landscaped open space within the town. Its location on the hill does not however make it a natural focus of activity, where most pedestrian activity is focussed within the shopping precinct and foreshore areas. The landscape setting of the place does however offer a contextual setting for the church and provides tangible reminders of its historic development. The following opportunities and constraints have been identified:

The path from William Street is grassed over and has the potential to be uncovered to provide improved access into the church parkland setting as well as reinstating the processional approach from the north. The historic pine trees should remain and be managed with the provision of experienced heritage arboriculture advice with particular provision for health and safety. Replanting with the same species may occur to provide ongoing interpretation of the site's landscape. Further planting may occur across the site as required to support its ongoing role as a predominantly landscaped space within the Town Centre. This use should not permit future building development in certain areas of the site although the north-western corner should be retained as an open area if possible.

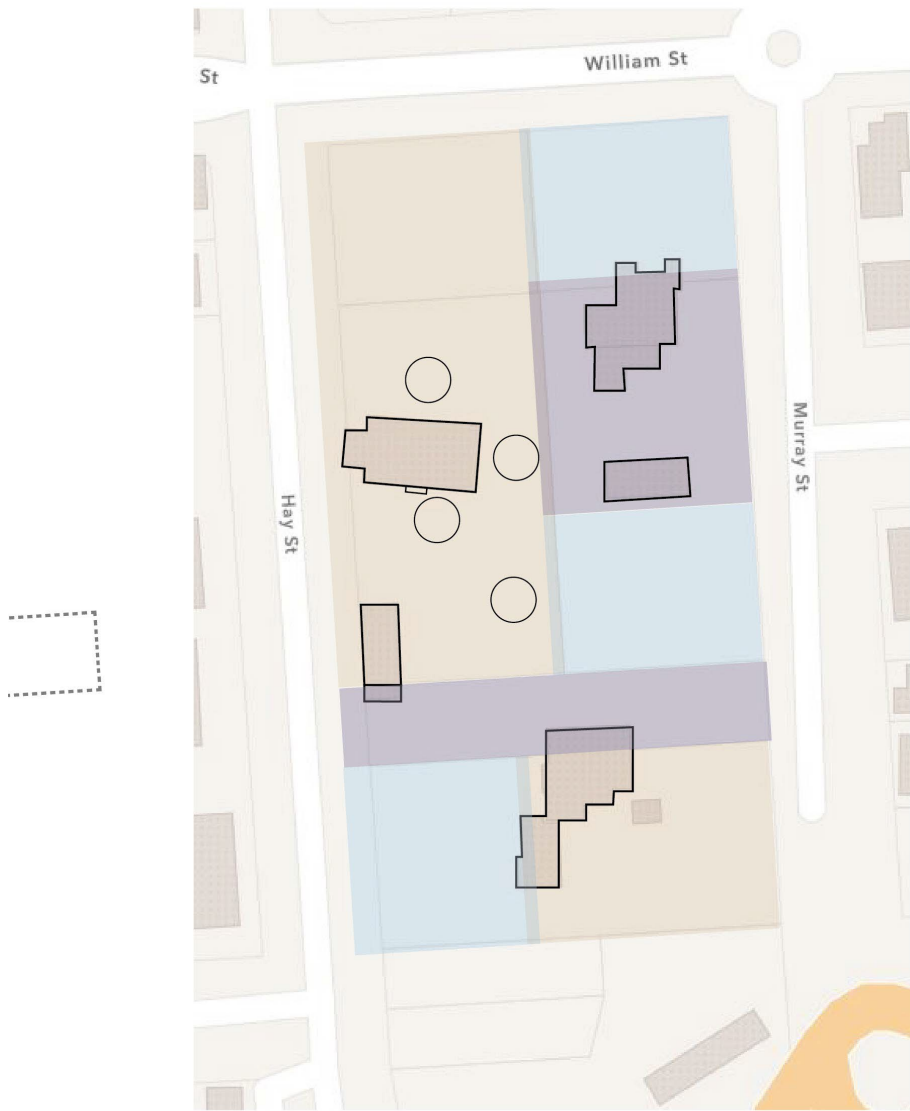
### **6.1.4 Moveable Heritage**

The site houses a substantial collection of moveable heritage that includes highly valued objects with direct provenance to the church and its operation in Port Macquarie. The moveable heritage collection demonstrates the continuing operation and use of the church and its value to the community.

### **6.1.5 Archaeological Potential**

The site has been substantially modified since colonial settlement in Port Macquarie in 1821 such that evidence of activities of the Birpai people is unlikely to remain. The wider site may contain evidence of previous structures established in the 1800s, such as the cottage on the corner of William and Murray Streets, and the carriage loop and later pathway from William Street to the church. Evidence may also exist in the area of the cutting of iron oxide and cobalt mining activity.





## ARCHAEOLOGICAL POTENTIAL

Figure 81 Archaeological potential mapping of the site.

## 6.2 Comparative Analysis

The purpose of comparative analysis is to demonstrate architectural and historical context, such that the importance of a place or structure, as part of a group or class of historical buildings, or similarly its architectural uniqueness, may be understood. As the St Thomas Church Group was not planned as a church site, the analysis below is limited to a comparison of churches.

The form and detail of St Thomas Church - the classical main form, tower, and pointed arch to openings - is typical of Australian ecclesiastical design of the early 19th century. More specifically, St Thomas' may be described as Old Colonial Gothick Picturesque, this style being "seen as a most acceptable alternative to classicism for buildings that sought to express religiosity and venerability."<sup>32</sup> Key style indicators at St Thomas' include the symmetrical facade, tower, battlemented parapet, pointed arch motif, and timber tracery.

Little is known about Lieutenant T.H. Owen, the Acting Engineer who signed the architectural drawings for the church. That Owen designed the building is not known, and therefore comparison to any of his other architectural works is not possible. However, several church buildings of approximately the same age and design are extant and may be compared to St Thomas Church.

### 6.2.1 St Peter's Anglican Church Campbelltown, NSW

St Peter's Church was opened for worship in June 1823 and originally housed box pews. The church was designed and supervised by Francis Lawless, in a style similar to St Luke's, Liverpool (1819 - Francis Greenway, Architect). The original form of the building is nearly identical to St Thomas' with a rectangular nave, square parapeted tower, and finely detailed fenestration. The sanctuary, porch and vestry of St Peter's were later additions (1857, 1878 and 1882 respectively). The roof pitch was raised and its form was altered in 1871, changing the flat lath & plaster ceiling to open collar-braced trusses. The roof cladding was originally timber shingles - now slate shingles. The footings of St Peter's are sandstone, and the floor was originally stone paving. The present windows are replicas of the original sash- framed design. The original box pews have been removed and the church now houses modern Queensland maple pews (c1960). The place is listed on the Register of the National Estate, its significance being described as "built on a site selected by Governor Macquarie to a design of and by Francis Lawless. Completed 1823. A rare Georgian parish Church in a parkland setting. As restored the building is an attractive survival of colonial architecture."<sup>33</sup>

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<sup>32</sup> Apperly, et al, pp 36-39.

<sup>33</sup> Australian Heritage Commission, Register of the National Estate Database, Statement of Significance.

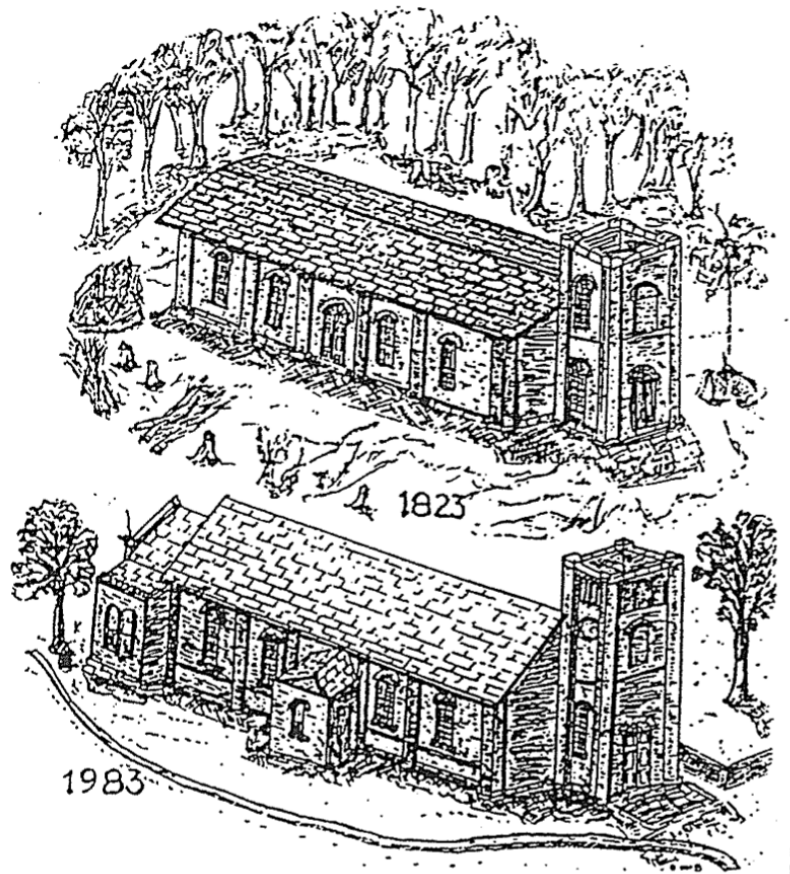


Figure 82 St Peter's, 1823 and 1983. Source St Peter's Church, Campbelltown.

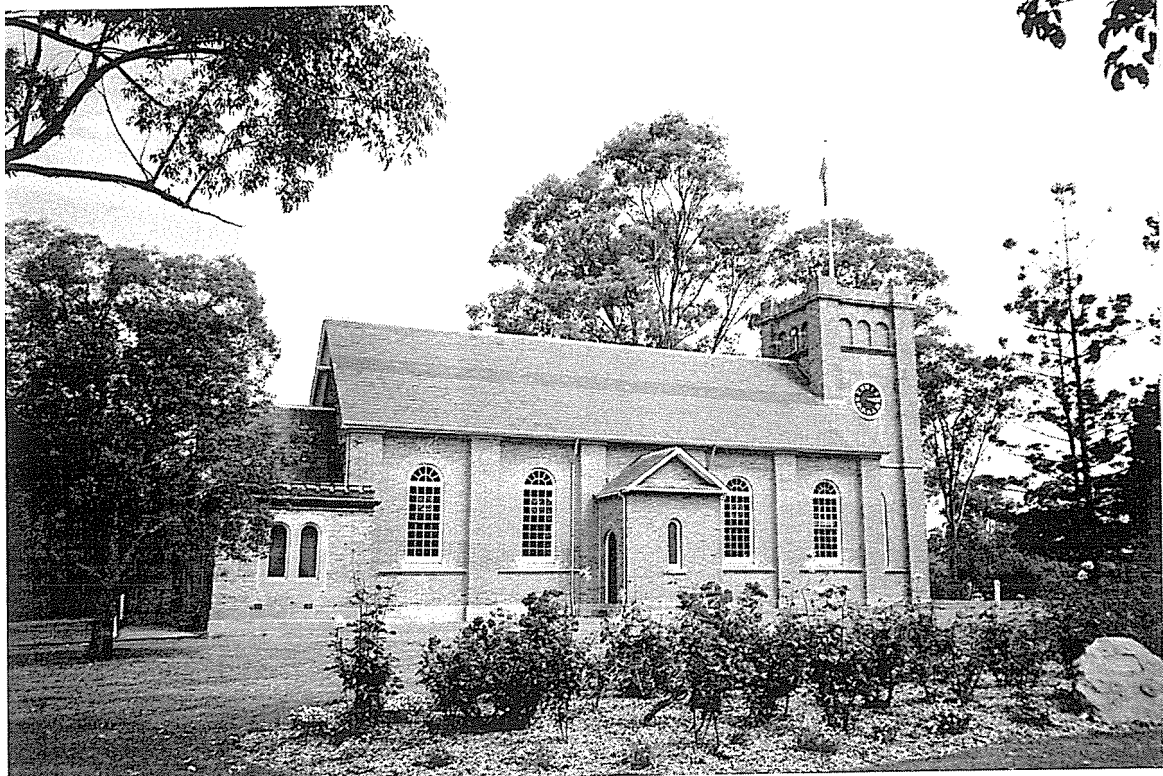


Figure 83 St Peter's, November 1998. Source: Suters Architects 1998.

### **6.2.2 St Luke's Anglican Church, Liverpool, NSW**

The NSW Heritage Office notes the significance of St Luke's, Liverpool as "evidence of Governor Macquarie's initiatives in opening up settlement in NSW. One of the three oldest surviving Anglican churches in Australia. A fine example of Francis Greenway's public architecture in NSW. Widely regarded with St James', Sydney and St Matthew's, Windsor as a 'foundation' colonial church." The Australian Heritage Commission notes that St Luke's is "a dignified early colonial Church by Francis Greenway that retains its colonial atmosphere. The foundation stone was laid by Governor Macquarie in 1818. Tablets inside the Church commemorate some of the early settlers of the district, one of them being Thomas Moore who enabled the foundation of Moore Theological College at Liverpool in 1856."

The convict-built church was completed in 1819, the first service being held on 18 October, St Luke's Day. The north porch is an addition of 1923, replacing two earlier porches of 1823 and 1860. The chancel, vestry, southern porch and gallery are also later additions. Disregarding these additions, the building itself is quite similar in form and fabric to St Thomas'. The structure is of face brick with a square western tower and north and south porches. The windows and other openings are framed by semi-circular arches, with those to the later additions being of much narrower proportions. The joinery is of delicate detail. The interior of the church retains a series of timber ladders ascending the tower, and a flat timber boarded ceiling with decorative vents. The building and grounds are in fair to poor condition, with subsidence evident in cracked brickwork. Much of the exterior brickwork has been rendered to windowsill height, likely in an attempt to arrest rising damp. This has the effect of in fact worsening the problem, as is evidenced by the interior paintwork.



Figure 84 St Luke's, November 1998. Source: Suters Architects.

### 6.2.3 St Matthew's Anglican Church Windsor, NSW

"Reminiscent of the work of Sir John Soane in England,"<sup>34</sup> St Matthew's Church "is one of the finest works of early colonial architecture remaining in Australia. The least altered [example] of Greenway's works, it is considered to be his architectural masterpiece."<sup>35</sup> The site for St Matthew's was chosen by Governor Macquarie when he established the town of Windsor in 1810, although the church was not completed until 1820. The significance of St Matthew's lies in its association with Macquarie, Colonial Architect Francis Greenway, and the condition and integrity of the building today.

Similar in form and material to St Thomas', Port Macquarie, St Matthew's is constructed of sandstock bricks on sandstone block footings, entirely by convict labour. The west tower is square in form with an octagonal cupola, which anchors the simple rectangular form of the nave. The east end is finished with a semi-circular apse. Windows vary in detail, although all are of delicate joinery with semi-circular arched heads. The roof of the building is clad with sheet lead.

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<sup>34</sup> Apperly, et al, p 29.

<sup>35</sup> Australian Heritage Commission, Register of the National Estate Database.

The southern porch is an addition of 1857. The interior boasts a cedar coffered ceiling and gallery. The building was fully restored in 1965 by the State Government and National Trust.



Figure 85 St Matthew's Church, Windsor November 1998. Source: Suters Architects.

#### **6.2.4 St James' Anglican Church, Sydney, NSW**

Completed in 1821, this Francis Greenway designed church began its life intended as a courthouse but was altered during construction for use as a place of worship. The vestries at the east end of the church were additions by John Verge in 1897. The underlying form of the building is again similar to St Thomas', of brick with sandstone detailing. The brick tower is square in form, topped with a copper spire. Openings are semi-circular arches. The interior is of timber parquetry and tiled floor, with wainscoting to the sill height of the walls. The wainscoting is of a design to take plaques in its upper section. The gallery is of a sculptural form and lined on its underside with pressed metal. The finishes of St James' are fine both in detail and material, owing most likely to its prominent siting in the centre of a group of civic buildings.



Figure 86 – St James' Church, Sydney, November 1998. Source: Suters Architects.

### 6.2.5 Summary of Comparative Analysis

The comparative analysis has examined four colonial churches of similar age to St Thomas Church. The analysis has identified that St Thomas Church is representative of the Old Colonial Gothick Picturesque however has pointed arch windows which are notably different to the other examples examined. St Thomas Church is not the only convict-built church and not the only one on site chosen by Governor Macquarie, it however rare as an example of a church constructed in a penal settlement that is still in use today.

### 6.3 Condition, Integrity and Authenticity

The fabric assessment contained in this Conservation Management Plan is general in nature, and it is recommended that further investigation and detailed schedules for repairs be prepared prior to works being carried out.

The following definitions have been adapted from the Australian Heritage Council's "Guidelines for Assessment for the National Heritage List", 2009.

**Condition** Refers to the current state of the place relative to the values for which the place has been assessed. It reflects the cumulative effects of management and major environmental events.

**Integrity** Integrity is the condition of the place such that its key heritage values remain intact.

The notion of integrity assists in determining the relative significance of a place compared with places of a similar type. Generally, a high degree of integrity would be expected for most heritage places. However, exceptions will occur. For the cultural environment, integrity is the ability of the place to retain and convey key heritage values. The integrity of a place may be affected by internal and external factors. How much can the integrity of a place become compromised before it loses its significance? This difficult question can only properly be answered if the condition and integrity of the place were well documented initially.

**Authenticity**      **Genuine or undisputed origin**

The notion of authenticity assists in determining if the heritage value for cultural places is genuine or of undisputed origin. As with assessing the integrity of a place the authenticity may be affected by internal and external factors. How much does the authenticity of a place truthfully and credibly express its heritage values? In determining the authenticity, the heritage values may be expressed in the: – form and design; – materials and substance; – use and function; – traditions, techniques, and management systems; – location and setting; – language, and other forms of intangible heritage; – spirit and feeling; and other internal and external factors. Heritage values such as spirit and feeling do not lend themselves easily to practical applications of the conditions of authenticity, but are important indicators of character and sense of place, for example, in communities maintaining tradition and cultural continuity.

*Table 2      Condition, Integrity & Authenticity Matrix*

<b>Element</b>	<b>Condition</b>	<b>Integrity</b>	<b>Authenticity</b>
<b>St Thomas Church</b>	Good	High	High
<b>Colonial Chapel of Christ the Healer</b>	Good	Low	Low
<b>Administration Building</b>	Good	Low	Low
<b>Parish Hall</b>	Fair	Moderate	Moderate
<b>Op Shop</b>	Fair	High	High
<b>Meeting Rooms</b>	Good	High	High
<b>Convict retaining walls</b>	Fair	Moderate	Moderate
<b>Original entrance</b>	Poor	Low	High
<b>Original plantings</b>	Good	High	High
<b>Moveable heritage</b>	Good-fair	High-Moderate	High



# 7. Assessment of Significance

## 7.1 Introduction

Determining cultural significance is the basis of all planning for places of heritage value. It assists in identifying what aspects of the place contribute to that significance and the relative contribution of the various elements of the place to that significance. Determination of significance permits informed decisions on future planning that ensures that the expressions of significance contained within the place are retained, enhanced or at least minimally impacted upon. A clear understanding of the nature and degree of significance will determine the parameters for flexibility of future planning and development.

The following assessment of cultural significance for the St Thomas' Church Group has been prepared in accordance with the guidelines set out in the *Australia ICOMOS Charter for Places of Cultural Significance 2013*, known as The Burra Charter, and the New South Wales Heritage Office (now the Heritage Division of the NSW Office of Environment and Heritage) publication, *Assessing Heritage Significance*.

### 7.1.1 The Burra Charter

The Burra Charter was adopted by Australia ICOMOS in 1979 and revised in 2013. It contains a set of principles developed to create a nationally accepted standard for the practice of heritage conservation in Australia. The Burra Charter describes a process by which a significant place is conserved, which includes understanding the significance, developing policy and managing the place in accordance with the policy. An assessment of the cultural significance of the place underpins the development of appropriate policies for its protection and conservation. Cultural significance is defined in Article 1.2 of the Burra Charter as follows:

*Cultural significance means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.*

*Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.*

*Places may have a range of values for different individuals or groups.*<sup>36</sup>

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<sup>36</sup> *Burra Charter, Article 1.2.*

### 7.1.2 NSW Heritage Office Guidelines

Section 4 of the NSW *Heritage Act, 1977* defines 'State heritage significance' as: *In relation to a place, building work, relic, movable object or precinct, means significance to the State in relation to the historic, scientific, cultural, social, archaeological, natural or aesthetic value of the item.*

In accordance with the above definition of cultural significance, the Heritage Division of the NSW Office of Environment and Heritage has developed a set of guidelines contained in their publication *Assessing Heritage Significance*, which sets out assessment criteria based on the understanding that the cultural significance of a place can be determined by its aesthetic, historic, scientific, social and spiritual values.

The assessment of cultural heritage significance for St Thomas' Church Group contained in this section is based on the methodology and guidelines set down by the NSW Heritage Office and considers the standard values or criteria that arise from the history, construction and use of the building and its site as well as any levels of esteem by recognised groups for the site.

*Heritage significance, cultural significance and cultural value* are all terms used to describe an item's value or importance to our society. This value may be contained in the fabric of an item, its setting and its relationship to other items, the response that the item stimulates to those who value it and in the historical record that allow us to understand it in its own context.

The NSW Heritage Council gazetted seven Assessment Criteria as the basis for any assessment of the heritage significance of an item or place. This is achieved by evaluating the place or item's significance in reference to the specific criteria, which can be applied at a national, state or local level.

## 7.2 Assessment against the Criteria

The following is taken from the State Heritage Inventory Sheet listing<sup>37</sup> as the accepted statutory assessment of the site:

### 7.2.1 Criterion (a) Historic Significance

*An item is important in the course, or pattern, of NSW's cultural or natural history (State significance).*

St Thomas' Anglican Church is historically rare at a State level. The site has been in continual occupation and use by the Anglican Church for religious worship and parish administration since chosen by Governor Macquarie in 1821. It is significant in relation to

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<sup>37</sup> <https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=5052865>

Churches of this age and construction in Colonial New South Wales. The place has played a key role in the establishment of the Anglican Church on the mid-north coast of New South Wales and played a key role in the spirituality of the Hastings region. The Church has been in continual occupation and use by the Anglican Church of NSW for religious worship since the first service, held in 1828. The place houses the oldest extant buildings in Port Macquarie with the former Surgeon's Residence and Dispensary dated 1821. The pipe organ is the only one of its kind in the Southern hemisphere. (Suters Architects Snell P/L 1999)

The historic significance of the place is at a **STATE** level.

### **7.2.2 Criterion (b) Associative Significance**

*An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's cultural or natural history.*

*St Thomas' Anglican Church is associated with notable persons responsible for the founding, growth and development of Port Macquarie. The place is associated with the early convict development of Port Macquarie. (Suters Architects Snell P/L 1999:42) Built to instructions from Governor Brisbane, the site having been selected by Governor Macquarie and completed during the term of Governor Darling, it is one of the few remaining buildings dating from the convict period - constructed prior to rearrangement of the plan of the township in 1831. (Hastings Council)*

The associative significance of the place is at a **STATE** level.

### **7.2.3 Criterion (c) Aesthetic Significance**

*An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW.*

*St Thomas' Anglican Church is aesthetically representative at a State level. The place is significant in its setting within the townscape of Port Macquarie and has attributes of the early Colonial layout of Port Macquarie. The position of the Church is significant in its setting as a landmark building in Port Macquarie. The Norfolk Island pine trees and pedestrian paths from the street boundaries are a significant part of the early landscape of the Church and influence upon the townscape setting of Port Macquarie. The Church is notable for its simplicity of design, use of materials and for its condition in relation to its age. The Church has attributes typical of early colonial Church design. (Suters Architects Snell P/L 1999)*

The aesthetic significance of the church is at a **STATE** level.

### **7.2.4 Criterion (d) Social Significance**

*An item has strong or special association with a particular community or cultural group in NSW for social, cultural or spiritual reasons.*

*St Thomas' Anglican Church is socially representative at a regional level. The site with the Church are integral to the identification of the sense of place for the Port Macquarie community and is valued by the Anglican community as a symbol of religious worship and parish administration in the Hastings region. The place represents the first site of official religious ceremonies held in Port Macquarie during the first approximately 15 years of the penal settlement. (Suters Architects Snell P/L 1999)*

The social significance of the place is at a **LOCAL** level.

#### **7.2.5 Criterion (e) Technical / Research Significance**

*An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history;*

*St Thomas' Anglican Church has rare research potential at a State level. The convict - made materials and construction methods are representative of the time. The Church is a scarce example of convict building methods and materials and the furniture, photographs, documents and items housed in the Church represent significant movable heritage which has potentially high research significance. (Suters Architects Snell P/L 1999)*

The technical / research significance of the church is at a **STATE** level.

#### **7.2.6 Criterion (f) Rarity**

*An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history;*

*St Thomas' Anglican Church is historically rare at a State level. (Suters Architects Snell P/L 1999)*

The rarity of the church is at a **STATE** level.

#### **7.2.7 Criterion (g) Representativeness**

*Criterion (g) An item is important in demonstrating the principal characteristics of a class of NSW's – cultural or natural places; or – cultural or natural environments.*

*The Church is part of a group which collectively illustrates a representative type. (Suters Architects Snell P/L 1999)*

The representativeness of the place is at a **STATE** level.

## 7.3 Statement of Significance

### 7.3.1 Existing Statements of Significance

The NSW Heritage Database contains two Statements of Significance in relation to St Thomas' Church Group. The first is the State Heritage Register listing for St Thomas' Anglican Church and the second relates to the local heritage listing of St Thomas the Apostle Anglican Church Complex. Whilst the first, by its title appears to only address the church building, the detail of the listing includes the entire site.

The following Statement of Significance for St Thomas' Anglican Church (Database No. 5052865; SHR:01653):

*St Thomas' Anglican Church, its site and associated buildings is an item of State heritage significance as one of the earliest examples in Australia and has associations with the penal settlement which it served. Built to instructions from Governor Brisbane, the site having been selected by Governor Macquarie and completed during the term of Governor Darling, it is one of the few remaining buildings dating from the convict period - constructed prior to rearrangement of the plan of the township in 1831. It demonstrates the longevity of the Anglican faith in the Port Macquarie area and Hastings Valley region since the area was established as a secondary convict settlement in 1821. The site with the Church, the associated buildings, and the landscape, forms an important focus in the Port Macquarie townscape and is linked with its formation, continued growth and development. The significance of the place is enhanced by its landmark setting, and by its age and the intactness of much of the convict-built fabric.*

*The site holds high potential for archaeological research and understanding. (Suters Architects Snell P/L 1999:42) (Hastings Council) (National Trust).*

*The site's landmark setting is enhanced by three large Norfolk Island pines, (Araucaria heterophylla), planted c.1860 by the three stepsons of Reverend Kemp, as his memorial. (Heritage Office, 2003)*

The NSW Heritage Database also contains the following Statement of Significance for St Thomas the Apostle Anglican Church Complex, (Database No. 173004; Port Macquarie Hastings LEP 2011 Item No. 1004):

*St Thomas The Apostle Anglican complex, including Church building, Colonial Chapel of Christ the Healer building, Office (former Surgeons Residence and Rectory), Norfolk Island Pines, original access paths and convict retaining walls.*

*National Trust:*

*This is one of the few remaining early colonial churches built to instructions from Governor Brisbane, the site having been selected by Governor Macquarie. It was built by convict labour and completed during the term of Governor Darling. The*

*church with its fine setting of open ground and Norfolk Island pines is an important landscape element in the central Port Macquarie town area.*

*It is the oldest church and public building in the region.*

*Alternative version:*

*The church is one of the earliest examples in Australia and has associations with the penal settlement which it served.*

### **7.3.2 Revised statement of significance**

The following revised statement of significance for St Thomas Church Group should be adopted as the basis of its conservation management:

St Thomas Church Group, consisting of St Thomas Church (1828), Colonial Chapel of Christ the Healer (1822), remains of Military Surgeon's Residence (1822), some items of landscape and Administration Building (1822 cellar and well) all within the land bound by Hay, William and Murray Streets, Port Macquarie, is of cultural heritage significance for the following reasons;

- St Thomas Church and its immediate site have been in continual occupation and use by the Anglican Church for religious worship and parish administration since selected as a site for a church by Governor Macquarie in 1821.
- The church demonstrates the principal characteristics and design of early Colonial religious buildings.
- The church is one of the few remaining early colonial churches and is a unique example of Old Colonial Gothic Picturesque style.
- St Thomas' Church is significant because of its historical setting within Port Macquarie.
- The site has played a key role in the establishment and continued presence of the Anglican Church on the mid-north coast of New South Wales since this time.
- The Church is the fifth oldest Anglican Church in Australia that is still used as a place of worship.
- The site demonstrates the continuity of Anglican religious worship and parish administration in the Port Macquarie-Hastings region.
- The site has strong associations with the establishment of Port Macquarie as a penal settlement.
- The site, its buildings and associated structures have strong associations with notable persons responsible for the founding, growth, and development of Port Macquarie.
- The site also contains remnants of the former Surgeon's Residence and the former Dispensary (1822), which are some of the oldest extant buildings in Port Macquarie and relate to its establishment as a penal settlement.

- The church is significant for its remaining original fabric, such as the brickwork, timber and joinery work, floor paving, box pews and cedar wainscoting portions, and much of the movable heritage housed within the church.
- The pipe organ is the only one of its kind in the Southern Hemisphere.
- The collection of moveable heritage is outstanding and demonstrates the ongoing use of the place since 1828.
- The site contains a landscape setting that is valued by the community of Port Macquarie and contains some historic plantings.
- The site has a potential archaeological resource that may demonstrate historical uses of the site.

The Church Hall, Colonial Meeting Rooms and Administration Building, whilst contributing to and supporting the ongoing use of the church and chapel, are not considered critical elements in understanding the cultural heritage significance of the place.

## 7.4 Curtilage

The heritage curtilage of a place is the statutory definition of the extent of the land that defines its heritage significance.

The curtilage applied to St Thomas' under the *Heritage Act 1977* and the *Port Macquarie Hastings Local Environment Plan 2011* includes all lots currently under the ownership of the church and within the study area. These include:

- Lots A and B, DP 420667;
- Lot 2, DP 507730;
- Lot 1, DP 662989;
- Lot 1, Section 7, DP 758852;
- Lot 1, Section 7A, DP 758852.

The following section allocates different gradings of significance within the existing curtilage.

## 7.5 Grading of Significance

Grading the significance of site and building fabric reflects the contribution the element makes to overall significance of the item, and the degree to which the significance of the item would be diminished if the component were removed or altered.

The significance of the various elements of St Thomas' Church Group have been graded in accordance with the Heritage NSW guideline document: *Assessing Heritage Significance*. The guidelines identify criteria for grading heritage significance in five categories: Exceptional, High, Moderate, Little and Intrusive. An explanation of each grading is shown in Table 3.

The significance grading applied to each element is provided in **Error! Reference source not found**. The NSW Heritage Manual Guideline – Assessing Heritage Significance notes that:

*Different components of a place may make a different relative contribution to its heritage value. Loss of integrity or condition may diminish significance. In some cases, it may be useful to specify the relative contribution of an item or its components. While it is useful to refer to the following table when assessing this aspect of significance, it may need to be modified to suit its application to each specific item.*

This system is a planning tool that assists in the development of a consistent approach to the treatment of different elements. The various grades of significance generate different requirements for retention and conservation of individual spaces and the various elements.

Table 3 Heritage Significance Gradings

Grading/ Status Justification	Element	Recommended Treatment
<b>Exceptional</b> - Fulfils criteria for local or State listing.		
Rare or outstanding element directly contributing to an item’s local and State significance.  This particularly refers to rare or outstanding original fabric and spaces of particular historic and aesthetic value, and unaltered original elements and features.	<b>St Thomas Church</b>	Elements identified as being of exceptional significance should be retained and conserved in situ. Any work, which affects the fabric or external appearance of these elements, should be confined to preservation, restoration and reconstruction as defined by The Burra Charter. There is a very limited tolerance for change and any change must be to ensure the conservation of significant fabric. Fabric of exceptional significance is not to be altered for temporary uses. Replace like with like if absolutely necessary. Allow minor adaptation only if necessary for significant use of the place and in areas of lesser significance, or areas already modified.
<b>High</b> - Fulfils criteria for local or State listing.		
High degree of original fabric.  Demonstrates a key element of the item’s significance. Alterations do not detract from significance.	<b>Norfolk Island pine trees planted by Reverend Kemp</b>	Elements identified as being of high significance should also generally be retained, restored and conserved in situ subject however to other relevant factors including technological feasibility of proposed works.
Includes elements and	<b>Cellar of</b>	There is a very limited tolerance for



Grading/ Status Justification	Element	Recommended Treatment
<p>features that make an important contribution to the recognition of the item's significance albeit the fabric may not be in good condition. This may include elements that have been altered, or elements created as part of a generally sympathetic alteration to the building.</p> <p>This category is likely to include much of the extant fabric from the early phases of construction and many reconstructed early or original elements wherever these make an important contribution to the significance of the item.</p>	<p><b>former Colonial Surgeon's Residence</b></p> <p><b>Well</b></p>	<p>change but minor intervention including adaptation and alteration as defined by The Burra Charter is permissible if it is to allow for significant uses to continue, or for a new compatible use that provides for the long-term conservation. The significance of each element is retained, with an aim not to remove or obscure significant fabric, giving preference to changes that are reversible and in areas that have already been modified.</p>
<p><b>Moderate</b> - Fulfils criteria for local or State listing.</p>		
<p>Altered or modified elements.</p> <p>Elements with little heritage value, but which contribute to the overall significance of the item.</p> <p>Includes building fabric and relationships that are supportive of the overall significance of the item and have some heritage value, but do not make an important or key contribution to that significance.</p> <p>Also includes elements and features which were originally of higher significance, but have been compromised by later, less significant modifications or elements that have deteriorated beyond repair and cannot be reconstructed</p>	<p><b>Chapel of Christ the Healer</b></p> <p><b>Original entry procession from William St including convict-built retaining walls and cast-iron lamp posts</b></p>	<p>Where the fabric is of moderate significance a greater level of intervention is permissible but changes to fabric must benefit long-term conservation of the place.</p> <p>Adaptation and relocation to components of these elements and spaces is acceptable provided that it protects the overall cultural significance of the item. Such work should take place within defined work programs and should not be the product of general maintenance or sporadic alterations. Aim to retain most of the significant fabric.</p> <p>Conservation of overall form and configuration is desirable. Compatible new construction may be added to accommodate compatible uses. Where possible, make change reversible.</p>

Grading/ Status Justification	Element	Recommended Treatment
in a technologically feasible manner.		
<b>Little</b> - Does not fulfil criteria for local or State listing.		
<p>Alterations detract from significance.</p> <p>Difficult to interpret.</p> <p>Also includes most of the fabric associated with unsympathetic alterations and additions made to accommodate changing functional requirements. These are components generally of neutral impact on the complex's significance.</p>	<p><b>Parish Hall</b></p> <p><b>Colonial Meeting Rooms</b></p> <p><b>Administration Building</b></p>	<p>Elements assessed as being of little significance are generally not regarded as essential to the major aspects of significance of a building or place, often fulfilling a functional role. Both retention and removal are acceptable options, depending on the element. Any major interventions to the item should be confined to areas where the fabric is of little significance and should not damage fabric of higher significance.</p>
<b>Intrusive</b> - Does not fulfil criteria for local or State listing.		
<p>Damaging to the item's heritage significance.</p> <p>Includes fabric that adversely affects the significance of the complex or fabric created without respect for the heritage values of the building. Removal of elements of this category would directly increase the overall heritage value of the item.</p>	<p><b>Op shop and garages</b></p>	<p>Elements identified as intrusive can reduce or obscure the overall significance of the place, despite their role as illustrators of the site's progressive development. The preferred option is for their removal, conversion to a more compatible form, or replacement in a way that helps to retain the overall significance of the item. These works should be done without damage to adjacent fabric of significance. These items need not be addressed immediately unless they are causing damage to the significant fabric.</p>

Grading is a valuable tool to assist in developing appropriate conservation measures for the treatment of the place and its various elements. In general, good conservation practice encourages the focusing on change, or upgrading of, a historical building/site to those areas or components which make a lesser contribution to significance. The areas or components that make a greater or defining contribution to significance should generally be left intact or changed with the greatest care and respect.

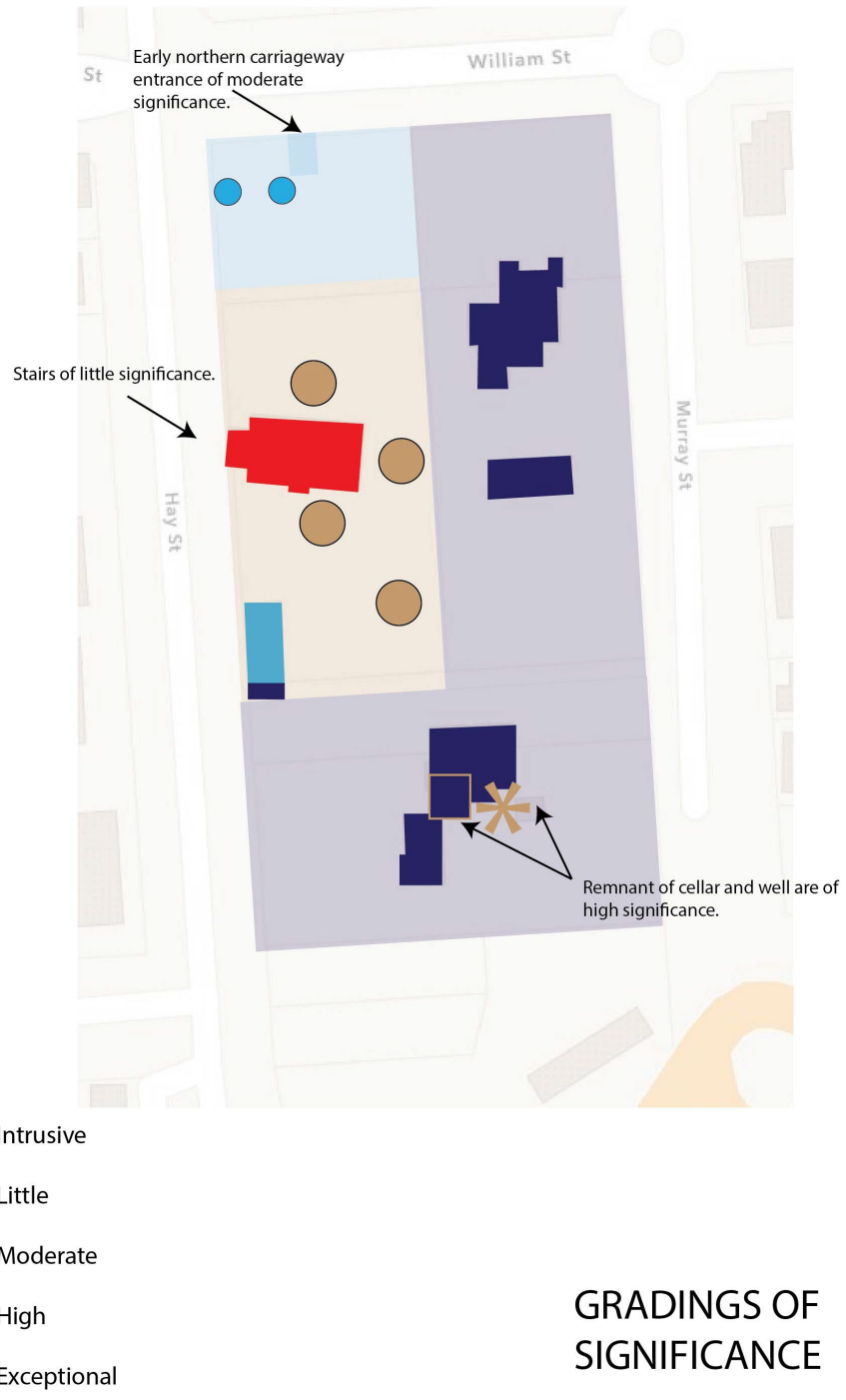


Figure 87 Gradings of significance

## 8. Constraints & Opportunities

The first sections of this plan have aided an understanding of the values and significance of the historical fabric and features of the subject site. This section discusses the statutory, environmental, physical and owner's requirements for the place. The identification of constraints and opportunities provides a basis for developing an overall conservation philosophy and policy framework for future conservation and management of the place.

### 8.1 Client Requirements

This CMP was commissioned to achieve the following objectives:

- To gain a greater understanding of the cultural significance of the site, its curtilage and individual components.
- To formulate policies, strategies and guidelines that will direct future management, conservation, maintenance, new work, and interpretation of the place.
- To identify a range of suitable future uses including the potential for adaptive reuse and the improvement of accessibility including the installation of a lift in the church tower
- To aid in future planning for the site, its buildings, landscape, and moveable heritage
- To consider the ongoing economic management of the site

### 8.2 Statutory and Non-Statutory Heritage Controls

#### 8.2.1 Statutory Heritage Controls

St Thomas' Anglican Church Group, Hay Street, Port Macquarie is currently listed as a place of State heritage significance as follows:

- The place is included in the State Heritage Register (SHR ID. 1653)
- The place is include in Schedule 5 Environmental Heritage; Port Macquarie-Hastings Local Environmental Plan 2011 (under the NSW Environmental Planning and Assessment Act 1979 and amendments).
- The subject site is not presently listed on the Commonwealth, National or World Heritage List and therefore the requirements of the Commonwealth *Environment Protection and Biodiversity Conservation Act (1999)* do not apply.

#### **NSW Heritage Act 1977**

The *Heritage Act 1977* (as amended) was established to conserve the environmental heritage of NSW. Section 4 of the Act describes State heritage significance as:

*"In relation to a place, building work, relic, movable object or precinct, means significance to the State in relation to the historic, scientific, cultural, social, archaeological, natural, or aesthetic value of the item."*

The Act, inter alia, established the NSW State Heritage Register and the Heritage Council of NSW. Under Section 57(1) of the Heritage Act, approval from the Heritage Council, or its delegates, is required for any works to an item listed on the State Heritage Register. The Heritage Act specifically prohibits the full demolition of an item listed on the State Heritage Register.

The Heritage Council has published a set of Standard Exemptions from the need to seek approval for certain works. The Standard Exemptions allow the majority of routine maintenance and repair works to be undertaken without consent, although notification to the Heritage Council is generally required.

Historical archaeological materials are protected under the 'relics' provisions of the Heritage Act 1977. A relic is defined as:

*...any deposit, artefact, object, or material evidence that:*

- relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and*
- is of State or local heritage significance.*

The provisions of the Heritage Act regarding the protection of archaeological relics also apply. Section 139 of the Act states:

*(1) A person must not disturb or excavate any land knowing or having reasonable cause to suspect that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed unless the disturbance or excavation is carried out in accordance with an excavation permit.*

Under Section 146 of the Act, the Heritage Council must be immediately notified in the event of relics being unintentionally located or disturbed. Works may be required to cease pending consultation and further research.

In the historical research undertaken for this CMP no earlier structures were identified on the site.

A discussion of the approvals processes under the *Heritage Act 1977* is included in Section 8.

### **Port Macquarie - Hastings Local Environmental Plan (LEP) 2011**

Local Council planning regulations are contained in Local Environmental Plans (LEPs). Most LEPs in NSW are based upon the NSW Government's standard model and include the same provisions for the protection of local heritage. The primary clause in this respect is Clause 5.10 (2), which states:

## 5.10 Heritage conservation

### (2) Requirement for consent

*Development consent is required for any of the following:*

*(a) demolishing or moving any of the following or altering the exterior of any of the following (including, in the case of a building, making changes to its detail, fabric, finish or appearance)—*

*(i) a heritage item,*

*(ii) an Aboriginal object,*

*(iii) a building, work, relic or tree within a heritage conservation area,*

*(b) altering a heritage item that is a building by making structural changes to its interior or by making changes to anything inside the item that is specified in Schedule 5 in relation to the item,*

*(c) disturbing or excavating an archaeological site while knowing, or having reasonable cause to suspect, that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed,*

*(d) disturbing or excavating an Aboriginal place of heritage significance,*

*(e) erecting a building on land—*

*(i) on which a heritage item is located or that is within a heritage conservation area, or*

*(ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance,*

*(f) subdividing land—*

*(i) on which a heritage item is located or that is within a heritage conservation area, or*

*(ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance.*

These provisions generally require that Development Consent is required for works affecting a Heritage Item identified in the Schedules attached to the LEP (or Aboriginal Places of Significance). Subsequent provisions provide for exceptions for minor works, empower the Council to request specific studies or plans be prepared, provide for liaison with the Heritage Council in relation to archaeological sites and allow relaxation of other planning provisions as conservation incentives.

Broadly, any future proposed works to be undertaken at St Thomas Church Group which would fall under the definition of development for local government purposes and/or which fall within the scope of Clause 5.10, will require Development Consent from Port Macquarie Hastings Council. The relevant clause being:

*Clause 5.10 (4) Effect of proposed development on heritage significance*

*The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned. This subclause applies regardless of whether a heritage management document is prepared under subclause (5) or a heritage conservation management plan is submitted under subclause (6).*

This Conservation Management Plan has been prepared to fulfil the requirements of clauses 5.10 (5) and (6).

*(5) Heritage assessment*

*The consent authority may, before granting consent to any development—*

*(a) on land on which a heritage item is located, or*

*(b) on land that is within a heritage conservation area, or*

*(c) on land that is within the vicinity of land referred to in paragraph (a) or (b),*

*require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.*

*(6) Heritage conservation management plans*

*The consent authority may require, after considering the heritage significance of a heritage item and the extent of change proposed to it, the submission of a heritage conservation management plan before granting consent under this clause.*

A discussion of the approvals processes under the *Environmental Planning and Assessment Act* under which the LEP is enforced is included in Section 8.

**A Statement of Heritage Impact will be required to accompany any Development Assessment that considers the potential heritage impacts of the proposed changes to the place and their impact on the identified cultural significance.**

## **National Parks and Wildlife Act 1974**

In addition to the range of other environmental and land management matters, the National Parks and Wildlife Act includes provisions which currently apply to Aboriginal sites and relics. If Aboriginal cultural material is found during excavation activity on the site, the National Parks and Wildlife must be informed under Section 89A of the *National Parks and*

*Wildlife Act 1974*. Excavation would then require a permit issued under Section 90 of the Act.

- The site does not contain any identified Aboriginal Cultural heritage sites.

### **Aboriginal Land Rights Act, 1983**

The *Aboriginal Land Rights Act 1983* acknowledges the traditional ownership and occupation of the state of New South Wales by the Aboriginal people. This Act has established Aboriginal Land Councils at State, Local and Regional levels. The local Aboriginal Land Council should be notified of any works that may impact on Aboriginal heritage values.

## **8.3 Non-Statutory Heritage Context**

Conservation planning process is cognisant of community interest in listed heritage places and 'unrecognised' heritage places which are not provided statutory protection which may be important to the community. Where development sites contain 'unrecognised' places, a heritage impact assessment may include a heritage assessment to determine the significance of a place in order to assess potential impacts of development.

Similarly, conservation management documents are sometimes available for heritage places. Where these are relevant, the detailed heritage assessments and conservation policies contained within these documents can assist with the assessment of potential impacts of development.

### **8.3.1 Australia ICOMOS Burra Charter**

The *Australia ICOMOS Charter for Places of Cultural Significance* (The Burra Charter) is widely accepted in Australia (including in planning controls and by local Councils) as the philosophical basis for managing places identified as having national, state and regional significance. The St Thomas' Church Group is of demonstrated cultural significance, therefore, procedures for managing changes to and activities at the site should be in accordance with the recognised conservation principles of the Burra Charter. The Articles of the Burra Charter relevant to the future management of the site are listed below.



Table 4 Burra Charter Principles

<b>Principle</b>	<b>Description</b>
<b>Cautious Approach (Article 3)</b>	All conservation work should be based on a respect for the original fabric, should involve the minimum interference to the existing fabric and should not distort the evidence provided by the fabric.
<b>Location (Article 9)</b>	A building or work should remain in its historical location.
<b>Contents (Article 10)</b>	Contents, fixtures and objects contributing to the cultural significance of a place should be retained at that place.
<b>Change (Article 15)</b>	<p>The contribution of all periods to the place must be respected unless what is removed is of slight cultural significance and the fabric which is to be revealed is of much greater cultural significance.</p> <p>Removed significant fabric should be reinstated when circumstances permit.</p>
<b>Adaptation (Article 21)</b>	Adaptation is acceptable where it does not substantially detract from the cultural significance of the place and involves the minimal change to significant fabric.
<b>New Work (Article 22)</b>	New work may be acceptable where it does not distort or obscure the significance of a place. New work should be readily identifiable as such on close inspection.
<b>Use and Conserving Use (Article 7 and Article 23)</b>	<p>Where the use of a place is of cultural significance, it should be retained, and a place should have a compatible use.</p> <p>Modifying or reinstating a significant use may be appropriate and a preferred form of conservation.</p>
<b>Managing Change (Article 27)</b>	Existing fabric, use, associations and meaning should be recorded before disturbance occurs.
<b>Disturbance of Fabric (Article 28)</b>	Minimal disturbance of fabric may occur in order to provide evidence needed for the making of decisions on the conservation of the place.
<b>Responsibility for Decisions (Article 29)</b>	The decision-making procedure and individuals responsible for policy decisions should be identified.

<b>Direction, Supervision and Implementation (Article 30)</b>	Appropriate direction and supervision should be maintained at all stages of the work.
<b>Records (Article 32)</b>	A record should be kept of new evidence and future decisions and made publicly available.
<b>Removed Fabric (Article 33)</b>	Removed significant fabric should be catalogued and protected in accordance with its cultural significance. Where possible it should be stored on site.
<b>The Burra Charter</b>	<a href="https://australia.icomos.org/publications/burra-charter-practice-notes/#bc">https://australia.icomos.org/publications/burra-charter-practice-notes/#bc</a>

In addition, there are several associated guidelines and practice notes to the Burra Charter.

[The Burra Charter flow chart](#)

[Practice Note – Understanding and assessing cultural significance](#)

[Practice Note – Developing Policy](#)

[Practice Note – Preparing studies and reports – contractual and ethical issues](#)

[Practice Note – The Burra Charter and Archaeological Practice](#)

[Practice Note – The Burra Charter and Indigenous Cultural Heritage Management](#)

[Practice Note – Interpretation](#)

[Practice Note – Burra Charter Article 22-New Work](#)

[Practice Note – Understanding Cultural Routes](#)

[Practice Note – Intangible Cultural Heritage & Place](#)

[Practice Note - Heritage and Sustainability 1 – Built Heritage](#)

[Code on the Ethics of Co-existence](#)

These documents can be found at:

<https://australia.icomos.org/publications/burra-charter-practice-notes/#bc>

### **8.3.2 Conservation management plans & strategies**

Conservation Management Plans (CMPs) provide guidance into opportunities and constraints of heritage items. Not all heritage items have a CMP and, in general, a CMP should be updated every 10 years or less. CMPs are not statutory documents, although they can be required under legislation.

### **8.3.3 National Trust Register (NSW)**

The National Trust of Australia (NSW) maintains a Register of landscapes, townscapes, buildings, industrial sites, cemeteries and other items or places which the Trust determines have cultural significance and are worthy of conservation.

- St Thomas Church is classified by the National Trust of Australia (NSW)

### **8.3.4 Register of the National Estate**

The Register of the National Estate is a list of natural, Indigenous, and historic heritage places throughout Australia. From 19 February 2007, the Register has been frozen, meaning that no places can be added or removed. It no longer has status as a statutory list.

The Register of the National Estate was originally established under the *Australian Heritage Commission Act 1975*. Under that Act, the Australian Heritage Commission entered more than 13,000 places in the register. In 2004, responsibility for maintaining the Register shifted to the Australian Heritage Council, under the *Australian Heritage Council Act 2003*.

On 1 January 2004, a new national heritage system was established under the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act). This introduced the National Heritage List, which was designed to recognise and protect places of outstanding heritage to the nation, and the Commonwealth Heritage List, which includes Commonwealth owned or leased places of significant heritage value.

- St Thomas the Apostle Anglican Church is listed on the Register of the National Estate (RNE Place ID 3497, Australian Heritage Database Place File No. 1/18/144/0001)
- Church Hill is also included in the Australian Heritage database. The entry includes St Thomas' Church, former surgeon's Residence and the former Dispensary.

### **8.3.5 Register of Significant Buildings in NSW**

The Australian Institute of Architects has been an active advocate for heritage conservation since the 1930s. The NSW Chapter maintains a Register of Significant Buildings which focuses on the preservation of buildings of merit, especially in those that have received awards from the AIA(NSW) or the AIA (formerly RAIA).

The Register aims to improve the recognition of the State's award-winning architectural heritage, encouraging sustainable adaptive reuse and increased consideration of the original design intent.

## **8.4 Other Statutory and Non-Statutory Controls**

### **8.4.1 Disability Discrimination Act 1992**

The *Disability Discrimination Act 1992* is Commonwealth legislation that requires the provision of equal opportunities for people with a disability to participate in cultural activities. Heritage places should be accessible to everyone and therefore owners and managers of heritage properties are encouraged to create a situation in which this can be achieved. Under section 64 of the DDA a Disability Action Plan setting out how St Thomas Church will promote equity and inclusion can be prepared by an Access Consultant and lodged with the Human Rights Commission at [disability@humanrights.gov.au](mailto:disability@humanrights.gov.au).

#### **8.4.2 Access to Premises Standard**

The aim of the *Disability (Access to Premises-Buildings) Standards 2010 (Premises Standards)* is to ensure greater and dignified access to and use of buildings by people with a disability as well as to provide certainty to the building industry in meeting its obligations under the *Disability Discrimination Act 1992*. The Access to Premises Standard establishes requirements for a range of actions that demonstrate compliance under the DDA. Many of these have been adopted into Australian Standard 1428: Design for Access and Mobility (AS1428). The Building Code of Australia (BCA) was amended at the same time to achieve consistency with the Access code.

Compliance with these requirements is only activated when carrying out works to the buildings which requires BCA certification. It is recommended that an Access Consultant and BCA Consultant are included as part of the design team when proposing modifications to existing structures or new structures on the site.

#### **8.4.3 Work Health and Safety Act 2011**

The NSW *Work Health and Safety Act 2011* (WHS Act) aims to protect the health, safety and welfare of people at work. Provisions of the Act cover every place of work in NSW and every employer, employee, student, contractor and visitor. The subject site must comply with the WHS Act or seek alternative solutions which meet the objectives of the Act.

#### **8.4.4 Building Code of Australia**

The Building Code of Australia (BCA) forms chapters 1 and 2 of the National Construction Code (NCC). The NCC is produced and maintained by the Australian Building Codes Board (ABCB) on behalf of the Commonwealth, states and territories. It is concerned with establishing uniform building regulations across Australia. The main provisions of the BCA concern structural requirements, fire resistance, access and egress (including provisions for people with disabilities), services and equipment, energy efficiency and health and amenities. Generally, minimum standards are required to be reached in building works.

Primary users of the BCA include architects, builders, plumbers, building certifiers/surveyors, hydraulic consultants and engineers.

The BCA is not, of itself, legal binding. To give legislative effect to the BCA it is recognised in legislation in each state and territory, ensuring that the BCA's technical requirements have to be satisfied in order to achieve compliance with legislative requirements. The BCA must therefore be read in conjunction with state and territory legislation. In NSW, the BCA is implemented through the Local Government Act 1993.

Regular changes are made to the BCA and so it is important to keep up to date with the latest requirements. For example, significant changes were made in 2018-19 to address the risks associated with external cladding products on high rise residential buildings.

In general, when considering the BCA in heritage buildings, proposals must ensure that significant fabric and spatial qualities are not compromised in achieving BCA compliance. Any works should be carefully considered for the heritage impacts and may need to seek performance solutions under the BCA with the assistance of a fire engineer or access consultant.

Under the BCA, a building's classification is determined by the purpose for which it is designed, constructed or adapted to suit a different purpose.

Changes to the place or the building may result in further upgrading of certain facilities to meet obligations under the Building Code of Australia. Matters that may require modification include, but are not limited to, the following:

- Fire safety requirements.
- Disability access code.
- Structural performance.

#### **8.4.5 Port Macquarie Hasting DCP 2013**

Development Control Plans provide detailed planning and design guidelines to support the planning controls contained in Local Environmental Plans (LEPs). The following text relates to current planning and design guidelines relevant to the site in the DCP 2013 (updated June 2021). DCPs undergo regular updates and controls and provisions should be reviewed before making development decisions regarding the site.

The DCP is divided into 4 parts. Part A provides the introduction; Part B provides General Provisions relating to all development; Part C provides provisions for specific types of development such as residential or commercial development and Part D provides Locality specific provisions.

##### Part B – General Provisions

Parking Provision considers heritage items in Objective 31: Redevelopment of Heritage Items - Conservation Incentives.

- *To allow the consideration of reduced parking provision to protect heritage items where applicable.*

##### *Development Provisions*

- *a) Council will consider discounting (i.e. exclude from calculations) the floor space of the heritage building/item when determining the total number of parking spaces to be provided on site. This will be considered in line with clause 5.10 of PMH LEP 2011, which requires the variation to be considered in the context of a heritage conservation management plan. This will only apply if Council is satisfied that the conservation of the heritage item is dependent upon Council making that exclusion. If applicants intend to seek such consideration, a detailed parking analysis of the site is to be submitted with the development application.*

##### Part D – Locality Provisions

Broad provisions relating to future development of the site are mostly contained within Part D as follows:

**D1.1: CENTRAL BUSINESS DISTRICT**

Section D1.1 applies to the land highlighted in Figure 82 below. The intention of this Section of the DCP is to strengthen and enrich the existing urban structure of the Port Macquarie Town Centre, which is the area loosely defined by the foreshore, Munster Street, William Street, Murray Street, Gordon Street and Kooloonbung Creek.



Figure 88 Map showing the Central Business District. Source: Port Macquarie – Hastings DCP 2011.

The Town Centre is divided into seven precincts that reflect current activities and built form. Council’s intention is to maintain and enhance the distinct character of each of these precincts and to clarify future roles as outlined on the following pages and their extent shown on the adjacent plan. Any application for development in the Port Macquarie Town

Centre is required to demonstrate how that development contributes to the desired future character of that precinct.

Of these precincts, St Thomas Church Group is located in:

- Precinct 3 – Church Hill: The institutional land holdings, churches and groups of houses set within the landscape on Church Hill.
- Precinct 7 - Hay Street Precinct: The Civic precinct focussed around Hay Street. This only applies to the western half of the site.

The following descriptions are included in the DCP for detailing existing and desired future character:

### **Church Hill**

*The St Thomas Church Group is located on block B10 located within the Church Hill Precinct,*

#### Existing Character

*Views of the churches and their green hill are available from the surrounding district and are highly valued as an integral part of the form of Port Macquarie.*

*Sharply contrasting in character with the other more built-up areas, this precinct provides the tree and spire-dominated skyline that characterises the town. It is also a setting for the town's most important historic building and is a quiet and beautiful retreat offering glimpses to the water.*

*The topography rises quite steeply to a level more than 12 metres higher than its surrounds and more church spires are than 30 metres higher than the majority of the Town Centre.*

#### Desired Future Character

*The distinct green backdrop to the built-up Town Centre will have modest development and will remain a tranquil place offering views to the water and distant mountains. It is primarily for civic uses with some nominated areas suited to tourist accommodation.*

*The mix of new and old buildings that have been designed to complement each other will create a sense of continuity and respect the existing town fabric. Any new built form should be dominated by landscaping. The majority of land within this area should be free of building and new buildings should be in-the-round i.e. able to be viewed equally from all directions with a small, contained footprint out-weighed by open space.*

*The staircase entrance on Horton Street to St Agnes with buildings and landscaping facing both Horton Street and the stairs, refer to Block Controls, Block 16.*

*Along with the Conservation Management Plan for St Thomas' Church, other parts of Church Hill require master planning based on a Heritage assessment and should include landscaping and restoration of historic items such as the convict-built steps.*

*The building type most suited to Church Hill is the Big House Type. This would be for tourist accommodation or commercial businesses rather than as a residential flat building.*

*A big house tourist accommodation development has the proportion and scale of a large, detached dwelling. It is a freestanding building in a landscape setting. The big house can range in size. It can also be an existing large house, internally subdivided in separate holiday apartments or hotel rooms. This building type is chosen because the topography and visibility of sites prohibit large or long building forms in preference to smaller forms within a landscaped setting. The character of the Precinct, in terms of consistent building form and front gardens, is to be maintained. A rear landscape area and mature tree plantings are desired.*

### **Hay Street Precinct**

#### Existing Character

*Hay Street is currently fragmented due to the location of the Port Central Shopping Centre crossing Hay Street near Clarence Street. The above-ground shopping centre car park does not contribute to the activation or ambience of this street.*

*Hay Street contains many of the major Civic Buildings in the Port Macquarie Town Centre and changes from a more urban to a more open landscaped character revealing the hilltop topography towards the south.*

#### Desired Future Character

*Hay Street crosses through a number of other precincts and terminates at the foreshore. It is a primary north-south street that celebrates the civic character of Port Macquarie.*

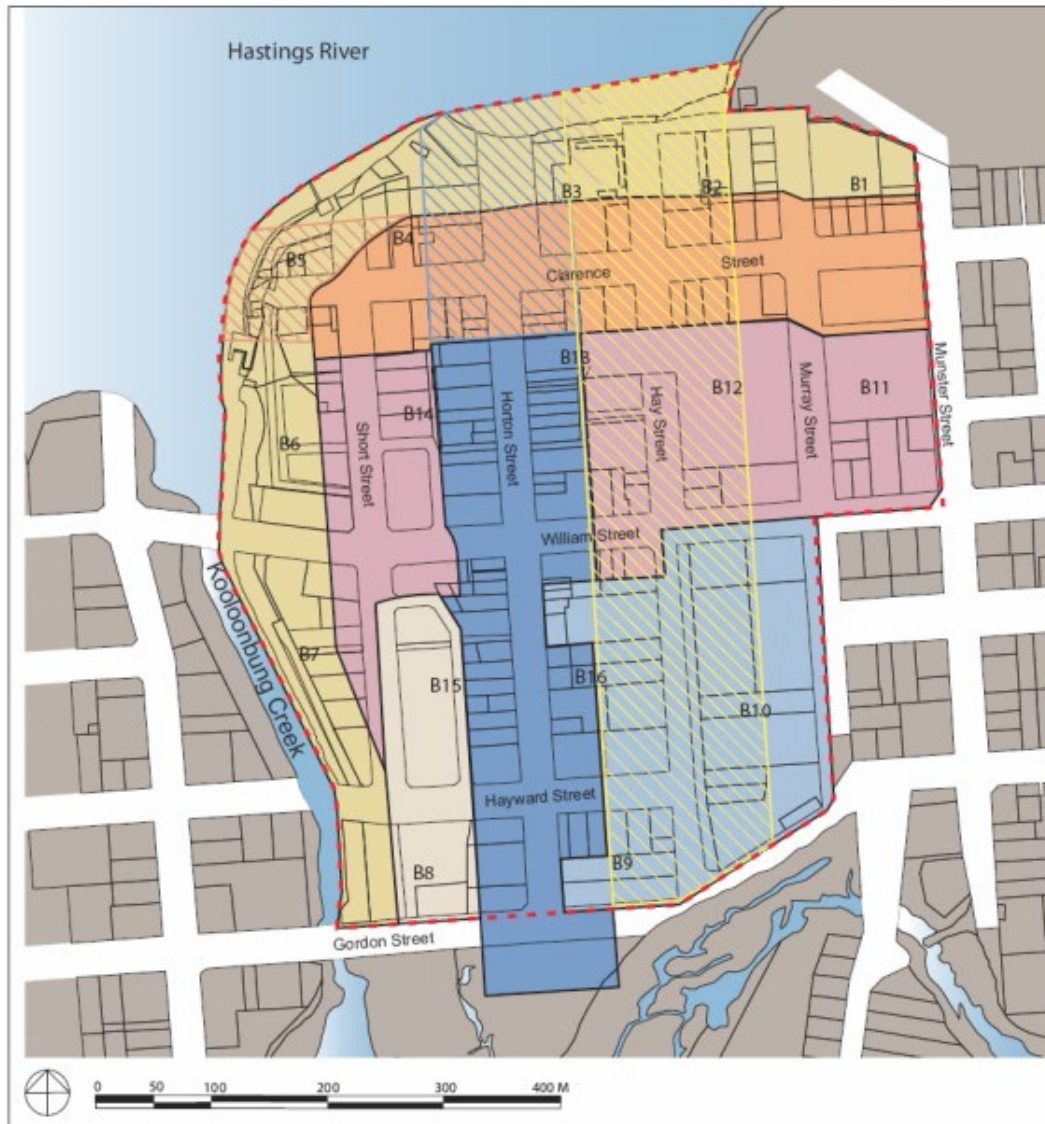
*Hay Street contains the majority of Civic functions for the town including the major heritage buildings from the town's early history.*

*Hay Street's public domain reinforces its civic role with regular street tree plantings and strong masonry, built form that responds to the proportions and character of the heritage buildings.*

*Redevelopment of the Port Central Shopping Centre will reinstate the alignment of the street via an open pedestrian link at ground level with active uses to Hay Street sleeving the existing car park at and above ground level. Development in the B12 / B13 blocks will reinforce the nil street setback with building setback at upper levels to create a human scale to the street. Development builds on existing civic uses providing high-quality innovative architecture for new civic uses along Hay Street (such as the Glasshouse as well as some occasional tourist uses).*



To the south of Hay Street, the character is more residential, refer to Precincts - Church Hill Development maintains existing street setbacks with buildings set within landscape in contrast to the northern area.



KEY					
	Study area		Horton Street Precinct overlapping with Clarence Street & Horton Street Precincts		Secondary Retail Precinct
	Foreshore Precinct		Clarence Street Precinct		Large Floor Plate Retail Precinct
	Horton Street Precinct		Clarence Street Precinct overlapping with Foreshore Precinct		B12 Block Number
			Hay Street Precinct		Lot Boundaries

Figure 89 Map showing Port Macquarie Town Centre Precincts.

### Development Guide

The Development Guide provides objectives and provisions for development in the Town Centre such as site amalgamation, active frontages and shop widths, façade enclosure, roof

design and block controls. Of these Block Controls, in particular, apply to St Thomas Church Group.

#### Block Controls

These are the key controls to use when considering new development although new development of St Thomas Church Group will also need to consider heritage constraints and opportunities contained within this CMP which were not considered in the development of the DCP as set out in the provisions for Church Hill Precinct.

St Thomas Church Group is located in Block B10. St Thomas Church, the Chapel of Christ the Healer and the Administration building are noted as heritage buildings. Soft landscaping with deep soil is provided for in a strip to the Hay Street frontage of the land.



Block 10			
Control	Ground	First	Second and above
Maximum Building Depth	20m maximum	20m maximum	N/a
Front Boundary Setback			
Hay Street	Minimum 10m	Minimum 10m	N/a
Gordon Street	Minimum 0m	Minimum 0m	N/a
Rear Boundary Setback	Minimum 12m	Minimum 12m	N/a
Western Lots	Minimum 0m	Minimum 0m	N/a
South Lot			
Side Boundary Setback	Minimum 3m	Minimum 3m	N/a
Western Lots	Minimum 0m	Minimum 0m	N/a
South Lots			
Façade Enclosure	Flexible	Flexible	N/a
Front Articulation			
Zone	Minimum 1.8m	Minimum 1.8m	Minimum 1.8m
Western lots	Maximum 4m	Maximum 4m	Maximum 4m
South Lot	0m	Minimum 1m	Minimum 1m
		Maximum 3m	Maximum 3m
Rear/Side Articulation	Location on Plan		
Awnings	N/a		
Pedestrian Entry	From streets		
Vehicle Entry	Off Hay Street and Gordon Street		
New Streets, Laneways and Paths			
Arcades	N/a		
Car Parking	Underground, on street, some on grade		
Landscaping			
Soft	Location on Plan		
Hard			

Figure 90 Extract of Plan and Table showing Port Macquarie Town Centre, Block 10 controls.

### 8.4.6 Current Uses

The St Thomas' Anglican Church is currently used as indicated in Table 5.

Table 5 Current Uses

Current Use	Administration Building	Church	Chapel	Church Hall	Colonial Meeting Room	Meeting Room Courtyard	Church Grounds
Traditional and contemporary Anglican church services (Sunday)		Y	Y	Y			
Weddings, funerals and baptisms		Y	Y	Y			
Traditional and healing services		Y	Y	Y	Y	Y	Y
Café /morning tea					Y		
Op-Shop	Y				N		Y
Soup kitchen				Y			
Playgroup				Y			Y
Small group activities eg crafts, bible study etc		Y	Y	Y	Y		
Indoor events eg lunches, dinners, fundraisers				Y	Y		
Outdoor events eg lunches, dinners						Y	Y
Catering for weddings, funerals, baptisms				Y			
Community training sessions				Y			
Administration	Y						
Parking							Y

### 8.4.7 Zoning and Permitted Uses

St Thomas Church Group is currently located in an area with a land use zoning of R3 - Medium Density Residential.

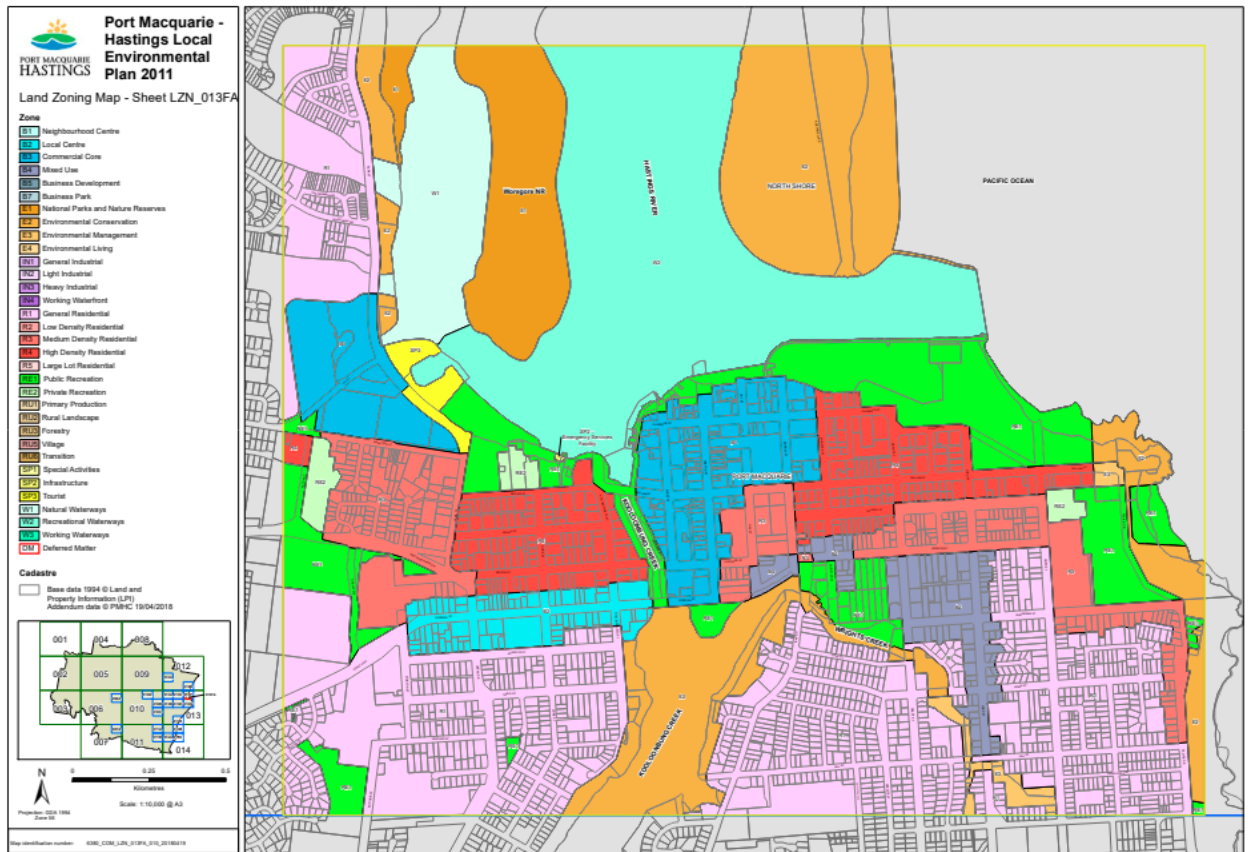


Figure 91 Port Macquarie – Hastings Local Environmental Plan 2011, Land Zoning Map. Source: Port Macquarie Hastings Council.

An R3 zoning has the following objectives as set out in the Land Use table of the *Port Macquarie Hastings LEP 2011*:

- To provide for the housing needs of the community within a medium-density residential environment.
- To provide a variety of housing types within a medium-density residential environment.
- To enable other land uses that provide facilities or services to meet the day-to-day needs of residents.

The following uses are permitted without consent:

- Home occupations

The following uses are among those that are permitted with consent:

- Attached dwellings
- Boarding houses
- Building identification signs
- Business identification signs
- Centre-based childcare facilities
- Community facilities
- Group homes; Multi dwelling housing
- Neighbourhood shops
- Places of public worship
- Respite day care centres

- *Roads*
- *Senior's housing*
- *Any other development not specified in item 2 or 4* (Permitted without consent or prohibited)

The following uses are among those that are prohibited:

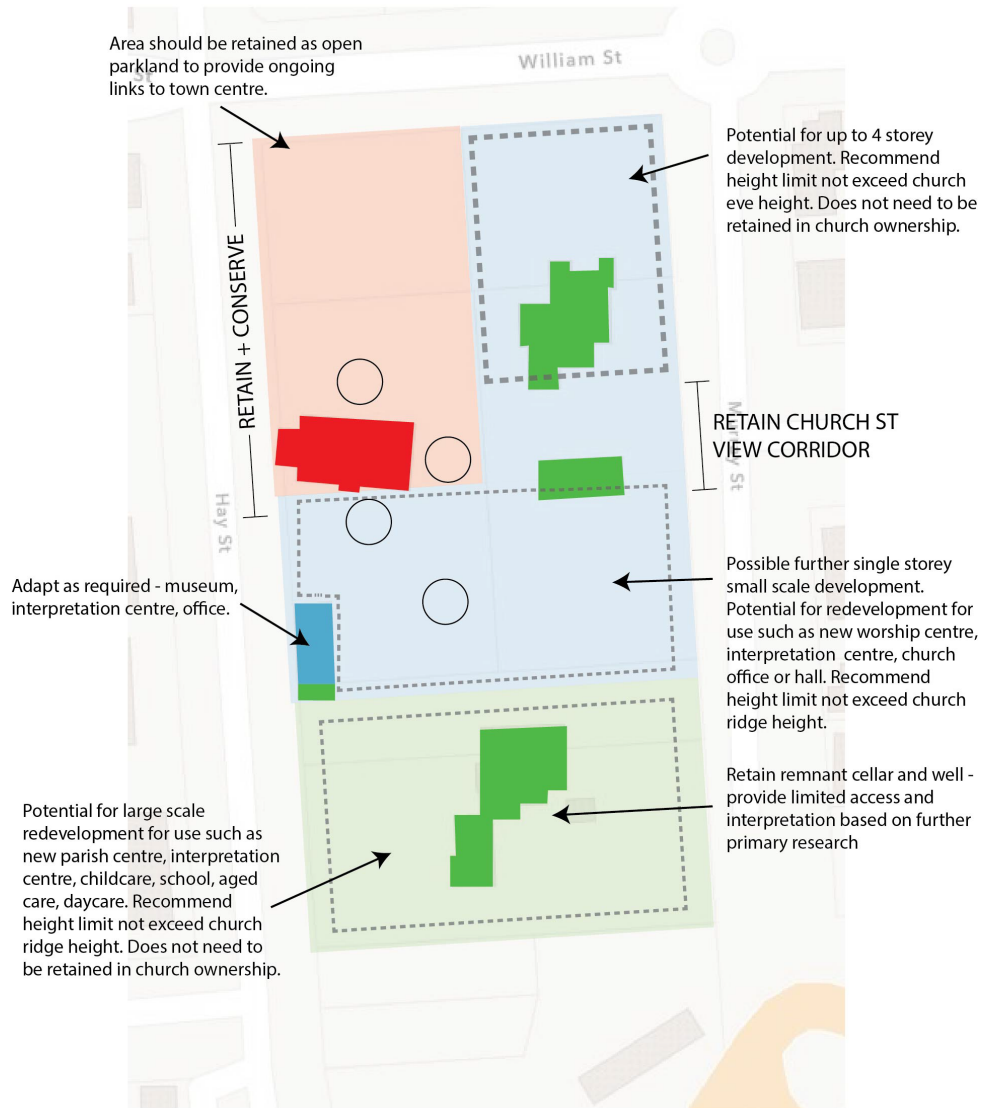
- *Car parks*
- *Cemeteries*
- *Commercial premises*
- *Crematoria*
- *Dual occupancies*
- *Function centres*
- *Semi-detached dwellings*

With regard to the LEP land zoning, the requirements of Precinct 3 and 7 outlined in the DCP, and the cultural heritage significance of the site, the following development potential for the site could consider:

- Interpretative Centre
- Child-care/Pre-school
- Medium density housing
- Aged care or seniors housing
- Residential Group homes
- Community facilities
- Offices and community facilities associated with church use
- Other land uses that provide facilities or services to meet the day to day needs of residents as long as they are not prohibited

This provides for a broad range of uses that may have the potential to financially support the ongoing use and conservation of St Thomas Church within the broader site and maintain the importance of the site to the community. Uses that are prohibited, such as commercial premises, may be able to be achieved through a change to the planning controls on the site. This use may be acceptable if the main objective was to provide a source of income for the maintenance of the State significant site and buildings. This use provides for a potential development partnership with a commercial developer.

The following plan illustrates potential areas for future development on the site with consideration of its significance.



- Low development potential
- Moderate development potential
- High development potential

## AREAS OF POTENTIAL DEVELOPMENT

Figure 92 Plan showing areas for future development

## 8.5 Opportunities and Constraints resulting from Physical Condition

### 8.5.1 Conservation

The need to conserve the significant fabric and not cause any adverse heritage impacts is a fundamental objective of the future management of the place. Conservation policies that relate to the retention of significant fabric are provided in Section 8. A conservation and Maintenance Schedule is provided in Appendix A.

The buildings are currently used for a variety of church and community purposes other than church services.

### 8.5.2 Maintenance

The nature of any building is that its fabric will deteriorate due to the effects of age, maintenance, weather, vegetation incursion and use. To ensure the ongoing conservation of significant building fabric, a regular maintenance schedule should be implemented, which provides for regular inspection and for remedial action to be taken where necessary.

As the building is between uses and the ownership has been transferred from the state to local government there has not been a regular program of maintenance works for some years.

### 8.5.3 Fit-for-Purpose

Our requirements for use change over time even when the activity doesn't change. Similarly, buildings not constructed for a particular purpose can be used but often pose challenges in that use that limit the functionality of the space. The idea of fit-for-purpose is at the core of adaptation. Buildings need to provide the necessary functionality to meet the changing demands of users.

For example, this may relate to changing church practices desiring a less formal church layout, the use of the former residence as an administration building, or the limited capacity and amenity of the church hall.

### 8.5.4 Feasibility of ongoing and desired use

Older buildings that have fragile building fabric require higher levels of maintenance and can be more expensive to maintain for a high level of use. It is therefore necessary to assess the ability of the Church to economically maintain buildings and provide the required services and amenities required by the community.



## 8.6 Opportunities and Constraints arising from Cultural Heritage Significance

### 8.6.1 Conservation Objectives

The general conservation objectives for the St Thomas' Church Group are:

- To provide for the long-term conservation of the heritage significance of the St Thomas' Church Group
- Protection of significant fabric of State significant heritage item
- To allow for interpretation to promote the history and significance of the site
- To provide ongoing and feasible use of the site
- To inform and engage the local community

The cultural heritage significance of St Thomas' Church Group has been further examined and defined in Sections 2 - 7. Consequently, it is possible to focus on certain opportunities and constraints related to the site:

- As a heritage item, the place should be managed in accordance with the principles and guidelines of the Australia ICOMOS Burra Charter.
- It has statutory heritage controls relating to its inclusion on the NSW Heritage Register.
- It has statutory planning controls including the listing as an item of environmental heritage under the Local Environmental Plan.
- Elements of the site have different gradings of significance requiring different management approaches.
- Surrounding development has impacted the context of the site.
- There is a community expectation that such places will be managed and conserved as a heritage item, that contributes towards the richness and heritage character of the historic centre of Port Macquarie.
- St Thomas Church is representative of a group of colonial churches across the state and rare as one of the few remaining churches constructed for a penal settlement.
- The place is valued by the Anglican Church as a place of worship since 1828.
- The site has a rich and diverse history, is associated with notable individuals, has a rich collection of artefacts, and has a significant building fabric that can support and enhance tourism potential.
- This diverse history of use supports the introduction of new uses
- The St Thomas Church Group has a site and setting with a special quality and location within Port Macquarie.
- There are financial considerations for the ongoing maintenance and use of the place

## 8.6.2 Interpretation and Tourism

Interpretation is an opportunity to reveal long-term connections with our cultural identity, reveal storylines within a community, and increase public understanding and appreciation of a heritage place. To “interpret” the St Thomas’ Church Group, we need to consider the benefits it will bring to both enhancing the history and heritage of the place, but also how it will increase the public’s understanding of the place’s significance, and by extension a desire to celebrate that significance.

Due to its social history, and rare architectural design and character, the St Thomas’ Church Group should be interpreted for walking tours, and educational and local history promotional purposes. See Policy 22.

Interpretation planning for the St Thomas’ Church Group must consider the following:

- The types of audiences who will interact with the site – based on end-user consideration and availability of areas to the public at all times.
- Where audiences are most likely to interact with the site (i.e. on-site, print or digital).
- The most appropriate types of interpretation to meet audience expectations.
- Site user requirements and privacy.
- Avoid adverse physical or visual impacts to the heritage fabric and significance of the place.

Refer to Section 4 (History) to inform the selection of key themes that could be utilised as part of any interpretation of the St Thomas’ Church Group.

There are several interpretation opportunities for the St Thomas’ Church Group, including devices including but not limited to:

- Information signage – Information signage has a low visual impact but is a highly effective means of communicating historical events and places.
- Print media – Using publications expands the reach and audience interaction with a site exponentially. Tourism leaflets, driving tours and local history publications are all potential opportunities for disseminating information about local tourism connections.
- Digital media – Using digital interpretation such as websites, expands the reach and audience interaction exponentially, encouraging immediate engagement online with historical and interpretive resources. QR codes and the Council App can also be utilised to include this important site in local walks and tours.

The site provides an ideal location for an interpretative centre.

## 8.7 Opportunities and Constraints arising from Owner Requirements

The owners and managers of St Thomas Church Group carry the burden of maintaining the church and associated buildings and grounds as a heritage place but also as a working

centre for church activities in Port Macquarie. In addition to general guidance on the management of the place in accordance with statutory requirements and management of significant building fabric, the Church requires advice on the management of the following items in particular:

### **8.7.1 Church**

#### **Internal arrangement**

Opportunities to make changes to the internal furniture arrangements to suit modern service delivery are limited due to the significance of the box pews. Modifications could be made to those pews that have been reconstructed of new materials, however, few present the opportunity for complete removal without altering an understanding of the historic layout and operation of the church. The raised platform at the rear of the church can be further modified to suit requirements.

The opportunity for new development adjacent to the Church and to the east of the Chapel could provide an ideal location for the development of a new worship centre and interpretation centre.

#### **Lift in tower**

It is not recommended that a lift be installed in the church tower to provide access to the archival collection. It is recommended that the Church make long-term plans for the construction of a purpose-built interpretative centre on the site. Access to the church tower should be limited for the safety of patrons.

### **8.7.2 Chapel**

#### **Further adaption and use**

The place can undergo future uses as desired by the Church. Since it ceased to operate as the Hospital Dispensary, the building has changed use to suit the requirements of the Church.

The amenities building to the south can either remain or be removed as required.

#### **Repairs**

Repairs to the building should focus on the stability of its external building fabric eg walls, windows, doors, and roof, to ensure the structure remains viable for future uses.

### **8.7.3 Site**

#### **North entry**

The north entry pathway should be retained. The form of the pathway could be changed to suit future requirements, if the changes can be accommodated without adverse impact on significant elements in the grounds, including any archaeological remains.

#### **Management of Norfolk Island Pines**

The Norfolk Island Pines should be managed in accordance with the advice received from an arborist experienced in the management of significant trees. There is no need to replace the trees in the same location as the original trees when the trees reach an age where they need to be removed for safety or for the conservation of buildings of higher

significance. The retention of some Norfolk Island Pines is desirable considering the aesthetic and landmark qualities associated with the church site. The siting of any new trees should only occur in areas of the church ground where mature trees are unlikely to cause a maintenance issue to buildings or vehicles.

#### **8.7.4 Administration Building**

##### **Replacement of the Op Shop**

The Op Shop (sheds and garages) does not contribute to an understanding of the cultural heritage values associated with the site and could be removed if necessary. It is however important to consider the placement of any new building on the site with an understanding of the gradings of significance and assessed opportunities for future development discussed in Section 8.4.7 above.

The development opportunity at the northeast corner of the site could provide the potential for the development of a new office and shop and church hall complex.

#### **8.7.5 Future Development Opportunity**

##### **A 59 Place Early Learning Centre**

The church has the opportunity for the development of an early learning centre on the site. This would be consistent with the findings of the potential development assessment discussed in section 8.4.7 above.

## 9. Conservation Policy

This section sets out a policy framework for future management of the heritage significance of the St Thomas' Church Group. The conservation policies arise from the analysis, assessment, and procedure sections of this report, with particular emphasis on the significance of the place. The conservation policies have been prepared to provide advice on how to manage the long-term future of the site, including the tolerance for change, and to conserve the identified cultural heritage values. These policies aim to provide a solid foundation for all future conservation actions and be used as a basis for planning future works.

The policies provide guidance and, while prescriptive concerning the management of significant historic fabric, cannot anticipate every possible circumstance that may arise on a site. Where this document does not provide sufficient guidance for a proposal, a separate Statement of Heritage Impact should be prepared.

The following table provides a summary of the conservation policies contained in this document.

### **POLICY NO POLICY TITLE / SUMMARY**

<b>9.2 Best Practice Heritage Management</b>	
<b>Policy 1</b>	Follow the principles and practices of the Burra Charter
<b>Policy 2</b>	Building owners and managers are responsible for long term conservation
<b>Policy 3</b>	Review conservation policies every five years
<b>Policy 4</b>	Update heritage listings to reflect CMP
<b>9.3 Procedural Requirements</b>	
<b>Policy 5</b>	Adopt the CMP
<b>Policy 6</b>	Follow development approval requirements for maintenance, works and change of use
<b>Policy 7</b>	Undertake archival recording
<b>Policy 8</b>	Adopt the statement of significance as the basis of heritage management
<b>9.4 Conserving Fabric</b>	
<b>Policy 9</b>	Retain and conserve fabric according to grading of significance
<b>Policy 10</b>	Use suitably experienced heritage architects and tradespeople
<b>Policy 11</b>	Only remove element of lesser significance
<b>Policy 12</b>	Use appropriate conservation methods
<b>9.5 New Use and Adaptive Reuse</b>	
<b>Policy 13</b>	Future uses should be compatible with the significance of the place and its fabric
<b>Policy 14</b>	Adaptive reuse must retain integrity and significance

<b>Policy 15</b>	Preferred uses
<b>Policy 16</b>	Unacceptable new use and adaptations
<b>Policy 17</b>	New or Upgraded Services
<b>Policy 18</b>	Public Accessibility
<b>9.6 Views, Vistas and Setting</b>	
<b>Policy 19</b>	Avoid loss of significant views
<b>Policy 20</b>	Retention of important open spaces and elements
<b>9.7 New Buildings and Additions</b>	
<b>Policy 21</b>	General Approach to new buildings
<b>Policy 22</b>	General Approach to Alterations and Additions
<b>Policy 23</b>	Areas for new development
<b>Policy 24</b>	New building works to minimise loss of significant fabric
<b>Policy 25</b>	New Structures and Major Additions
<b>Policy 26</b>	Materiality of New Structures
<b>9.8 Safety, Security, Hazardous Materials and Compliance</b>	
<b>Policy 27</b>	Installations to minimise impact on significant fabric
<b>Policy 28</b>	BCA compliance may require alternative solutions
<b>Policy 29</b>	Safety of people should be prioritised
<b>Policy 30</b>	Hazardous materials shall be carefully managed and removed
<b>9.9 Archaeology</b>	
<b>Policy 31</b>	Manage historic archaeology in accordance with requirements of Heritage Act
<b>Policy 32</b>	Manage Aboriginal archaeology in accordance with requirements of NPW Act
<b>9.10 Interpretation</b>	
<b>Policy 33</b>	Provide interpretation on site
<b>9.11 Maintenance of Building Fabric</b>	
<b>Policy 34</b>	Desired approach to maintenance
<b>Policy 35</b>	Only do as much as necessary
<b>9.12 Conservation of building materials</b>	
<b>Policy 36</b>	Selection of Materials
<b>Policy 37</b>	Identifying new work
<b>Policy 38</b>	Stonework
<b>Policy 39</b>	Brickwork
<b>Policy 40</b>	Rendered Walls
<b>Policy 41</b>	Lead Roof Materials
<b>Policy 42</b>	Sheet Metal Roof Material
<b>Policy 43</b>	Tiled Roof Material
<b>Policy 44</b>	Rainwater Goods
<b>Policy 45</b>	Windows

<b>Policy 46</b>	Stained Glass and Leadlight
<b>Policy 47</b>	Doors
<b>Policy 48</b>	Metalwork
<b>Policy 49</b>	Timber Floors
<b>Policy 50</b>	Tiled Floors
<b>Policy 51</b>	External Timber Detailing
<b>Policy 52</b>	Internal Timber Detailing
<b>Policy 53</b>	Timber Cabinetry and Furnishings
<b>Policy 54</b>	Fixings
<b>9.13 Damp, Drainage, Ventilation and Organic Growth</b>	
<b>Policy 55</b>	Damp in Buildings
<b>Policy 56</b>	Damp Proof Courses
<b>Policy 57</b>	Raised Ground Levels
<b>Policy 58</b>	Garden Irrigation
<b>Policy 59</b>	Stormwater Drainage
<b>Policy 60</b>	Impervious Coatings
<b>Policy 61</b>	Sub-floor and Roof-space Ventilation
<b>Policy 62</b>	Mechanical Ventilation Solutions
<b>9.14 Structural Changes and Repairs</b>	
<b>Policy 63</b>	Structural Advice
<b>Policy 64</b>	Repair of Damage from Structural Movement or Failure
<b>Policy 65</b>	New openings in walls
<b>Policy 66</b>	Reinstatement of Openings
<b>Policy 67</b>	Structural Strengthening
<b>9.15 Services</b>	
<b>Policy 68</b>	Design of New Services
<b>Policy 69</b>	Removal of Services
<b>Policy 70</b>	Heating, Cooling and Air Conditioning
<b>Policy 71</b>	Lighting
<b>9.16 Painting, Colour Schemes and Decorative Finishes</b>	
<b>Policy 72</b>	Heritage Paint Schemes
<b>Policy 73</b>	Paint Removal
<b>Policy 74</b>	Preparation of Surfaces
<b>Policy 75</b>	Unpainted Surfaces
<b>Policy 76</b>	Floor Coverings
<b>9.17 Signage</b>	
<b>Policy 77</b>	Design of Signage
<b>Policy 78</b>	Signage Fixing
<b>Policy 79</b>	Retention of Signage
<b>Policy 80</b>	Memorial Plaques and Tablets

## 9.18 Moveable Heritage

**Policy 81** Conserve the significant moveable heritage

**Policy 82** Management plan for moveable heritage

## 9.1 Vision Statement

The future management of the former St Thomas' Church Group should:

- Recognise and celebrate the role of St Thomas' Church Group in the history of Port Macquarie and the region.
- Respect its historic position as an integral part of the townscape of Port Macquarie.
- Recognise its unique moveable heritage collection.

The following conservation policies aim to facilitate this vision and ensure that the place is conserved for future generations and is actively used.

## 9.2 Best Practice Heritage Management

### **Policy 1**

**Conservation actions and processes should be undertaken in accordance with best practice heritage management as set out in the principles of, and guidelines to, the Burra Charter developed for Australian buildings and sites by Australia ICOMOS.**

- These principles and processes are now the accepted national standards for guiding conservation practice in Australia and have been adopted by Local Councils including Port Macquarie Hasting Council.
- The St Thomas' Church Group has been identified as being significant at a State level historically and for the quality of its architecture and contribution to the townscape. Therefore, as a place of cultural significance and in accordance with the principles of the Burra Charter, the conservation of its heritage significance needs to be integrated into its overall management.
- The series of Guidelines to the Australian Burra Charter should be utilised as a basis for the long-term conservation of the St Thomas' Church Group.

### **Policy 2**

**Care of the significant fabric and ongoing maintenance is the responsibility of the relevant custodian and/or building owner, to ensure the long-term conservation of the heritage significance of place and the significant fabric for future generations.**

- This CMP should be adopted by the current owners of the site as the basis for the ongoing maintenance and care of significant historic fabric in-situ.
- The CMP should be made available to all lessees, owners and managers involved in any maintenance work or modifications to significant fabric.



- The CMP should be made available to all relevant persons involved in any maintenance work or modifications to significant fabric.
- This CMP should be made available on the Port Macquarie Hastings Council's website and lodged in the local studies collection.
- Any documentation for future works, including any Statements of Heritage Impact, should refer to this CMP and the policies contained within.

**Policy 3**

**Conservation policies are to be reviewed within five years and no later than ten years. The CMP should be revised and updated in the event of any major changes to the site and should include any new historical documentation that has come to light.**

- Conservation Management Plans are living documents that should be regularly reviewed and updated in accordance with major changes to the site and following the discovery of new archival source material.
- All future reviews should be based on, and consistent with, the Burra Charter, Port Macquarie Hasting Council's heritage policy and the NSW Heritage Council guidelines and any other relevant government policies and legislation.
- In the event of significant changes to the place or its context, due to major works or a disaster such as a fire, the fabric analysis and conservation policies should be reviewed.

**Policy 4**

**Port Macquarie Hasting Council's heritage listing, and the SHI listing should be updated to reflect information contained in this report. Consideration should be given to a State Heritage Register nomination.**

- Information pertaining to the history, significance and current physical form and condition of the site should be incorporated into the existing heritage listing for the item.
- The historical and contextual research information collected for this report should be disseminated and utilised for local history publications and for interpretation of the place to the public.
- Recommended management of the existing heritage listing should be updated with regards to the policies and implementation strategies sections of this CMP.
- The building is of a level of significance that warrants consideration for listing at a state level.

### 9.3 Procedural Requirements

**Policy 5**

**St Thomas Anglican Church and the Anglican Church Property Trust should adopt this Conservation Management Plan to ensure the retention and protection of the identified cultural significance of the St Thomas Church Group.**

- This CMP provides guidelines for achieving the long term aim of conserving the building for the future.

**Policy 6**

**Development, including intrusive maintenance and adaptive reuse, of any component of the St Thomas Church Group requires assessment of environmental impacts, including heritage impact, in accordance with the following NSW legislation:**

- **Heritage Act 1977**
- **Environmental Planning and Assessment Act 1979 (Planning Controls)**
- **Port Macquarie Hastings Local Environmental Plan 2011 (Local heritage item)**
- **National Parks and Wildlife Act 1974 (Aboriginal Heritage)**

- The heritage impact of the works proposed to be undertaken at the St Thomas Church Group must be assessed in terms of the above NSW legislation.
- Planning and Heritage Approvals must be sought for any works in accordance with the relevant planning and environmental legislation prior to the commencement of any works on the site.
- Heritage advice should be sought during all the phases of planning for development.
- Applications for exempt works should also refer to the CMP and consider its policies.

**Policy 7**

**An Archival Recording of the St Thomas Church Group should be undertaken before any major works are undertaken on the site.**

- The methodology used in the preparation of the Archival Recording should be completed in accordance with the latest version of the NSW Heritage Branch's Photographic Archival Recording guidelines. Digital formats are generally acceptable, but this must be confirmed.
- The Archival Recording should be submitted to Port Macquarie Hastings Council upon completion and a copy lodged with the Council's Local Studies Collection.

**Policy 8**

**The Statement of Significance should be adopted as the basis for heritage management. All decisions should consider and seek to retain the values identified in the Statement of Significance.**

- The conservation, adaptation and maintenance of the place should be approached with the general principle of changing "as much as necessary but as little as possible".

## 9.4 Conserving Fabric

### ***Policy 9***

**Extant building fabric, both internally and externally, should be retained and conserved in accordance with the grading of significance identified in this CMP and in accordance with any particular actions specified in the schedule of conservation works of this CMP.**

- External and internal fabric, which has been identified as of exceptional or high significance should be retained and conserved, in particular the external form of the building and its architectural detailing.
- No conservation or maintenance work should alter or negatively impact the elements of the external facades or internal fabric/space that have been identified as elements of a high or exceptional level of significance.
- Internal alterations and renovations are acceptable within the context of compatible use; however, they should not impact on the significance of the internal original fabric and spatial qualities of the building, or the external facade.

### ***Policy 10***

**Works to the place and to fabric identified as being of high or exceptional significance should be undertaken and supervised by heritage architects, tradespeople and contractors with demonstrated skills and experience in working with historic fabric and construction techniques.**

- Refer to Gradings of Significance in Section 7.5.
- Work should be carried out by qualified professionals who have demonstrated experience with heritage buildings and places.
- Works to fabric of high or exceptional significance should be documented and the records retained by St Thomas Anglican Church, forming a permanent record of the extent of works undertaken to the buildings.

### ***Policy 11***

**Removal or alterations to significant fabric must be limited to elements of lesser significance.**

- If significant elements must be altered, such alterations should be limited to undertaking as little as necessary and alternatives must have been fully considered.

### ***Policy 12***

**The ongoing conservation and maintenance of significant fabric must be carried out using appropriate methods and materials.**

- Traditional materials and techniques are to be adopted in carrying out work to significant fabric. Modern equivalents may be considered where they offer substantial conservation benefits however the material used must have a track record of success.

## 9.5 New Use and Adaptive Re-use

### **Policy 13**

**Future uses should be compatible with the nature and significance of the building components and should enable the St Thomas Church Group to remain a vital and important component within the township of Port Macquarie.**

Uses that require an unacceptable degree of intervention and removal of significant fabric for upgrading for compliance should be avoided, rather a use that is compatible with the existing layout should be sought.

### **Policy 14**

**Adaptive reuse must maintain the integrity of the heritage significance of the place and seek to retain the values identified in the Statement of Significance.**

Adaptive reuse involves the retention of the significance of a place whilst enabling different uses that ensure the place remains occupied, maintained and conserved. Adaptive reuse should be considered for buildings of exceptional, high and moderate significance should they not be used for the current purpose. Buildings of little significance may be demolished or substantially redeveloped.

#### **Appropriate uses for the site:**

Uses associated with the Church should be preferred to other uses in buildings or elsewhere on the site in areas of exceptional, high or moderate significance.

#### **Compatible uses:**

A compatible use must be established that benefits the longer-term conservation objectives for the buildings and site. Any future uses proposed for the buildings and site must retain or enhance the significance of the place and be compatible with its existing features and the use of the place. Compatible uses should aim to:

- minimise intervention to the significant fabric
- provide economic resources to ensure the long-term maintenance of the significant fabric
- sympathetic to the significance of the place
- sympathetic to the character of the place
- sympathetic to the established and desired use within the locality
- utilise traditional entry points and circulation routes within the site and in buildings of significance
- do not result in unacceptable levels of wear and tear on extant fabric
- does not result in unacceptable impacts associated with structural loadings, service installations and changes to the structure and fabric to meet statutory requirements.

## Publications for Adaptive Reuse

### NSW Heritage Council – Design in Context

The guideline published by the NSW Heritage Council of NSW and the RAI A establishes six criteria for assessing new development in a heritage conservation area, or adjacent to a heritage item. The criteria are; character; scale; form; siting; materials; and, detailing. The guideline is relevant to minor and major works, such as future development of the amalgamated site which should be designed to respect the significance and setting of the heritage item. (<https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Heritage/design-in-context-guidelines-for-infill-development-historic-environment.pdf>)

### NSW Heritage Council – New Uses for Heritage Places

The guideline published by the NSW Heritage Council of NSW and the RAI A contains principles that encourage careful and sympathetic designs and interpretation in the adaptation of historic places and sites. (<https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Heritage/new-uses-for-heritage-places-guidelines-for-historic-buildings-sites-adaptation.pdf>)

### NSW Government Architect - Better Placed: Heritage

The Design Guide for Heritage is a resource for good design in heritage places. It outlines principles to guide a broad range of design work for heritage places in NSW related to the Burra Charter principles to assist owners and designers to achieve good heritage and design outcomes for heritage places. This document has been prepared by NSW Government Architect and the Heritage Council of NSW.

(<https://www.governmentarchitect.nsw.gov.au/guidance/heritage>)

#### **Policy 15** **Preferred Uses**

Proposed new uses for the site or its component parts, should preferably relate to church, community and related purposes as a reflection of the early and ongoing purposes of the site.

#### **Policy 16** **Unacceptable New Use and Adaptation**

- New uses that require alteration to fabric identified in this Conservation Management Plan as being of Exceptional Significance should not be considered.
- Proposals for a change of use to the site or its component parts should take into consideration the potential adaptation this change of use will necessitate. Adaptation or

changes which would require the introduction of services and/or structural alterations which would have a strong adverse effect on the character and/or heritage significance of the site or its buildings are unacceptable.

**Policy 17**  
***New or Upgraded Services***

Proposed adaptation or changes which would require the introduction of major new services which would have a strong adverse effect on the heritage significance of a building are unacceptable.

The following general approach shall be taken to the introduction of new or upgraded services:

- Use of existing service ducts, ceiling spaces and sub-floor spaces
- Replace fittings with like-for-like
- Install new services in areas of little significance
- Seek the advice of specialised professionals.

**Policy 18**  
***Public Accessibility***

Uses which allow a degree of regular public access are preferred for the site.

Continued public accessibility to the site shall be considered in formulating any proposals for changes in use.

## 9.6 Vistas, Views and Setting

St Thomas Church Group consists of several land parcels which have come under church ownership over time. The church and dispensary were constructed before the overlay of the existing town plan, and the church in particular has an unusual relationship to the street. Whilst many traditional village churches were established with a processional or formal entry to their west, St Thomas had a later processional constructed to its north. This also served to link the church more directly to the colonial executive and provide a separate entry to the one used by the convict population.

The site was also used as an extension of the Colonial Hospital, containing the Dispensary and Colonial Surgeon's Residence, and contained a road reserve across the site which was never realised. The church site was allocated with the secondary purpose of the church tower being a sentry for the penal settlement.

Whilst the lot divisions are not physically legible, this early development pattern of buildings facing street frontage but being part of the overall site has been retained, except the former residence (Administration Building) where the site appears to have always had an enclosed yard.

### **Policy 19**

**New works, adaptive reuse opportunities and landscaping elements should minimise impacts to, and the loss of significant views and vistas.**

- St Thomas Church needs an appropriate physical and visual curtilage. It is important that new structures and landscape elements erected in the vicinity of significant buildings do not negatively impact on the historic significance, nearby heritage streetscapes/areas, the setting of St Thomas Church and views to and from Church Street.
- Maintain a balance between the natural and built environment. This includes ensuring any development complements the surrounding setting and heritage features and is consistent with past development.
- Any future works or changes within the site should seek to conserve the relationship of the St Thomas Church and Colonial Chapel of Christ the Healer to Hay Street.
- Any future works or changes within the site should seek to maintain views of the church from William Street to its north and from Church Street to its east.

### **Policy 20**

**Retention of important open spaces and elements**

Landscape and open spaces and elements of high, and moderate significance shall be retained and enhanced. Particular attention shall be given to these spaces in order to enhance an understanding of their significance and the significance of their adjacent buildings. In achieving this, the landscaped space to the north of the church should be maintained.

Significant landscape elements such as historic plantings should be retained and should be subject to a separate arboricultural management plan prepared by a specialist in the management of historic trees.

Open spaces between significant buildings, such as the church and chapel, have some potential for development as long as the perception of space between the buildings remains evident.

## 9.7 New Buildings

### **Policy 21**

**General Approach to New Buildings**

The following general approach shall be taken to major additions and new buildings:

- Understand the heritage values associated with the place
- Ensure new buildings are sympathetic to the heritage significance of the place
- Respect the context of the place and its buildings
- Maintain significant views to and from the place and its component parts
- Seek design excellence.

**Policy 22**  
**General Approach to Alterations and Additions**

The following general approach shall be taken to alterations and minor additions:

- Understand the heritage values associated with the place
- Ensure new alterations and additions are sympathetic to the heritage significance of the place
- Respect the context and location
- Make a subtle visual distinction between old and new
- Ensure alterations and additions are reversible
- Structural alterations which would have a strong adverse effect on the heritage significance of a building are unacceptable
- Ensure compatibility of new materials and construction methods with existing fabric
- Seek the advice of specialised professionals and contractors

**Policy 23**  
**Areas for New Development**

- Proposals for the development of the site should be prepared with reference to the Statement of Cultural Significance and the Conservation Policies in this report.
- The diagram in section and accompanying key below provide a guide for development opportunities on the site.
- The height of new development shall be cognizant of the prominence of the church and its significance on the skyline of Port Macquarie.
- Any proposal for large-scale redevelopment shall be the subject of further detailed investigation and consultation with statutory authorities. Large-scale redevelopment should follow a detailed site masterplan or site-specific development plan, where appropriate.
- Due to the high cultural significance of the overall site and the high aesthetic significance of its buildings, new elements should be carefully considered in relation to the siting, quality, materiality, style and function of the place. There are opportunities to construct new structures on the site, however these are accompanied by considerable considerations. The opportunities and constraints for proposals of this type are identified in Section 8.5.3 and should be guided by the conservation policies below.

**Policy 24**  
**New building works to the site should minimise impacts to and the loss of significant fabric and should be designed to chaperone or protect the significant fabric from further deterioration.**

- Refer to Section 7.5 Gradings of Significance for level of intervention allowable for each grade of fabric.



- Where new work or additions are required, the new materials should follow the Burra Charter aim of being easily distinguished on close inspection as being later work and should be date stamped.
- External alterations and additions should be confined to areas that have already been modified (ie to the rear).
- Subdivision of internal spaces, where appropriate, should be undertaken in a secondary manner, using such items as partitions that can eventually be removed and which do not impact on the existing finishes or details. Any subdivision should allow the original volumes to be understood.
- The introduction of new services and associated fittings as part of approved new uses should be carried out with the minimum of disruption to the fabric and spaces.

#### ***Policy 25***

##### ***New Structures and Major Additions***

- The design of new structures on the site should be of high architectural quality, and should utilise high quality materials, to meet the high architectural standard set by the design of the existing buildings.
- New structures on the site should not be conceived as extensions or additions to the significant buildings and should be designed as separate elements. Where not physically separated from existing buildings they should be detailed to appear as separate structures and be connected through "lightweight" or glazed linkages.
- New structures should respect the scale, form, materials, details and proportions of significant buildings on site. This is not intended to limit innovative and new design styles, but these should be applied with care and respect to the existing significant built environment of the site, adjacent heritage items and heritage conservation areas.
- Extreme caution should be taken when conceiving modifications and additions to, or in the close vicinity of, buildings of exceptional or high significance.

#### ***Policy 26***

##### ***Materiality of New Structures***

- The materiality of new structures externally should be selected in order to both differentiate new structures from existing buildings and to achieve a harmonised material palette across the site. New materials should be of a high quality to reflect the quality of the existing buildings.
- Continue to use red-brown face brickwork as the dominant material of external walls and established gardens.

## 9.8 Safety, Security, Hazardous Materials and Compliance

### ***Policy 27***

**Safety and security upgrades should minimise impact upon original heritage fabric, significant buildings and be sympathetic to the place.**

- New installations and upgrades of existing safety or security measures must have regard to the heritage value of the place.
- If significant elements must be altered, such alterations should be limited to undertaking as little as necessary and alternatives must have been fully considered.
- All buildings should be equipped with adequate security systems.
- The use of security doors and window grilles, unless original, should be avoided wherever possible. Should new protective elements be required, they are to be designed with the advice of a heritage architect.

### ***Policy 28***

**Compliance with the BCA should be achieved without loss to significant fabric and may require alternative solutions.**

- Where compliance with statutory requirements (eg Australian Standards, BCA, Fire, Access to Premises Standard, DDA, etc) is likely to have an adverse impact on significant fabric, formal advice on alternative means of compliance shall be sought from the heritage architect, fire engineer, access consultant and/or building certifier.
- A BCA consultant and disability access consultant with experience in working with heritage places should review works or change of use proposals.
- Alterations required for code compliance should, where possible, be designed in order to minimise adverse impact to significant spaces and fabric.

### ***Policy 29***

***Safety of people should be prioritised.***

Works required to ensure the safety and security of people should be prioritised and carried out as a matter of urgency. Where these works are required, their consistency with other policies in this report is preferred, however urgent safety works should not be delayed by adherence to other policies.

### ***Policy 30***

***Hazardous Materials shall be carefully managed and removed.***

- Any hazardous materials removal should be carefully undertaken so as to minimise the damage to significant fabric.
- Hazardous materials should be removed by qualified personnel and in accordance with relevant legislation or guidelines.
- Hazardous materials may remain in place if they are adequately protected and in a stable condition.

- A hazardous materials survey should be conducted and made available to consultants and contractors when carrying out or considering works.

## 9.9 Archaeology

### **Policy 31**

**Archaeological relics should be managed in accordance with the requirements of the NSW Heritage Act 1977.**

- Any unexpected exposure of potentially significant archaeological relics or remains (unrecorded structures, evidence of past occupation including Aboriginal occupation) should be reported to the appropriate Management Agency, ie the Heritage NSW for advice regarding assessment and immediate and long-term management.

### **Policy 32**

**Aboriginal heritage must be managed in accordance with the requirements of the National Parks and Wildlife Act 1974.**

- If any Aboriginal objects are unearthed during the course of any future excavation, activities should temporarily cease, and the area be cordoned off. Heritage NSW must be notified to advise on the appropriate course of action.
- Aboriginal heritage must be managed in accordance with the requirements of the *National Parks and Wildlife Act 1974*. New policies for the management of Aboriginal Heritage are being introduced that will transfer legislative control to under the NSW Heritage Act. The current legislative requirements will need to be determined. Consultation with the local Aboriginal Community will be required.

## 9.10 Interpretation

### **Policy 33**

**The heritage significance of the St Thomas Church Group should be interpreted on site and digitally by appropriate methods. In particular the social significance of the site should be further investigated, documented and interpreted.**

- A heritage interpretation specialist should prepare an Interpretation Strategy and Plan to reveal the cultural significance of the place, particularly the site's history, development, ongoing use and links to other Colonial churches in NSW and /or Australia.
- One of the primary components of the conservation management of the St Thomas' Church Group should be to make the values of its cultural significance physically and emotionally accessible to the public.

- The social significance of the place should be further investigated, and oral histories should be collected.
- Identification of key historic themes, audiences and a SWOT analysis (strengths, weaknesses, opportunities, threats) should inform interpretation planning.
- Interpretation should take into account all the historic phases of the site of the site, including that which predates the current heritage buildings.
- An interpretation Centre should be considered to support and enhance tourism.

## 9.11 Maintenance of Building Fabric

### **Policy 34**

#### ***Desired Approach to Maintenance***

The following general approach shall be taken to the maintenance:

- Develop, implement and monitor an approved maintenance schedule
- Repair rather than replace existing fabric
- Respect the aging process
- Ensure tools, products and materials used in maintenance and cleaning do not damage or detract from the appearance of adjacent significant fabric
- Discontinue previous unsound cleaning and maintenance practices
- Monitor and maintain roofing and stormwater disposal systems
- Monitor the effect of water use on historic fabric (garden irrigation and cleaning processes)
- Stabilise problem areas
- Seek the advice of specialised professionals and contractors

### **Policy 35**

**Maintenance of fabric assessed as having moderate, high or exceptional significance should be based on the Burra Charter principle of “do as much as necessary, but as little as possible” and must be as necessary to ensure the long-term conservation of the place.**

- Maintenance works must have regard to the heritage value of the place.
- Maintenance works are not subject to heritage approvals if they conform to the extent of minor works set out under LEP Heritage Conservation Provisions (Section 5.10) or in DCP heritage provisions.
- The heritage impact of proposed maintenance works will need to be assessed ie when new materials are proposed, including when considering works that appear to be minor or exempt.

## 9.12 Conservation of Building Materials

The following policies contain general guidelines for the management of works to particular items of building fabric.

### **Policy 36** **Selection of Materials**

Materials used in building conservation are generally selected on a like-for-like basis. In particular circumstances new building technologies may be appropriate however this should be determined on a case-by-case basis by a heritage architect.

For conservation of feature work, traditional materials should be used which match the existing item in terms of material, colour, grain/vein direction, detailing, form and texture. This includes the use of matching timber species, origin and moisture content for the repair of polished timber, and matching stone colouration, patterning, density and porosity. For example, the same timber species growing in a valley may have different grain and colouration to that growing on a ridge and stone colouration and patterning will vary between different quarries. Some slight visual difference will be tolerated. The temptation to repair all small imperfections should be resisted.

The selection of matching materials is not critical if the item is concealed. In these cases, material shall match original or adjacent finishes in terms of hardness, durability, moisture content and profile.

It is also important to recognise incompatibility of materials. In particular, this applies to metals where galvanic corrosion may occur. It is also important in the conduct of maintenance and repair works, where adjacent materials should be protected during the works to avoid unintentional physical or chemical damage.

Traditional materials may not provide the desired durability or performance requirements for the intended use of a place. The use of alternative materials needs to be carefully considered in the context of the impact on the heritage significance of the place. Materials which detract from the heritage significance of the place, or result in loss or damage to original fabric, are not considered appropriate.

### **Policy 37** **Identifying new work**

New work should be identifiable as new, either through a differentiation of design and detailing or, in the case of reconstructed works, date stamping.

**Policy 38**  
**Stonework**

All internal and external stonework should be conserved and should not be covered by cladding, wall coverings, coatings or paint where this has no historical precedent, leads to damage of, or detracts from significant fabric.

Stonework should only be replaced when it has failed significantly or poses a threat to safety. Where necessary, missing or severely damaged stones should be replaced to ensure the protection of original or early stonework. Weathered sandstone should be retained and conserved if substantially sound and indent repairs carried out to reinstate missing detail.

Where stones are replaced or repaired, all new stone is to match the existing in terms of colour, banding, type, size, texture and profile, subject to an assessment of appropriate stone type, to be carried out by an experienced heritage stonemason.

Where repairs or localised reconstruction to stone detailing are required, the detail should be recorded prior to the removal of localised stone pieces, and the repaired or reconstructed element reinstated to match.

New mortar required for localised stone repairs should match the existing in terms of texture, colour, composition and porosity, except if mortar has been replaced by later cement pointing, epoxy or silicon product. Where necessary, carry out investigations to determine the composition and colouring of jointing material, to form basis of any new or future work to sandstone joints.

**Policy 39**  
**Brickwork**

All internal and external brickwork should be conserved and should not be covered by cladding, wall coverings, coatings or paint where this has no historical precedent, leads to damage of, or detracts from significant fabric.

When brickwork is to be repaired consideration should be given to reusing existing bricks or, if this is not viable, new bricks should match existing in porosity and appearance. Repairs and reconstruction of brickwork should match the original coursing and patterning evident in the existing bricks, including where brickwork has been used for detailing such as around windows and in buttressing, string coursing and corbels. New brick units are to match the replaced or repaired element in porosity, size, colour, texture and hardness.

Pointing to brickwork should match adjoining areas of original pointing detail. Repoint only where existing mortar is unsound or where sufficient mortar is missing to cause water to lie in the joint. Joints shall be prepared so that repointing can occur to a depth greater than width of joint. Extreme caution should be used in considering the use of power tools (especially angle grinders) to remove old pointing as irreversible damage can occur to

heritage fabric. New mortar should be softer and more porous than the surrounding brickwork units to enable the egress of moisture.

**Policy 40**

***Rendered Walls***

Original renders should not be removed. Unsound areas should be repaired in a render of same composition and finish detail. All repairs shall be carefully considered as render repairs are generally visible on the finished building. Professional advice should be sought.

Inappropriate renders may have been applied since the construction of the building causing entrapment of moisture in the walls and causing breakdown of substrate, staining and damp to internal walls. Professional advice should be sought.

The use of waterproof additives or coatings and injection treatments shall be avoided.

**Policy 41**

***Lead Roof Material***

Where existing all roofing, ridging, flashing and associated elements shall be replaced in material and profile to match original.

Installation shall be carried out by suitably qualified tradespeople. Lead materials shall not be painted but allowed to develop a naturally protective patina.

Care shall be taken in the placement of other metal materials so as not to create issues with galvanic corrosion.

**Policy 42**

***Sheet Metal Roof Material***

Corrugated galvanised iron is a traditional material and its re-use is appropriate in replacing original corrugated metal materials. Roofs should not be replaced in Zinalume or Colorbond corrugated material where this was not the original material. Where galvanised material was originally painted it shall be repainted. A traditional corrugated galvanised roof profile and thickness is available from Revolution Roofing.

Ridging and flashing material shall be replaced in material and profile to match the original.

**Policy 43**

***Tiled Roof Material***

Terracotta roof tiles and concrete roof tiles, where these were the original material, shall be replaced in matching profile and colour to the original material.

If limited repairs are required and matching tiles are not readily available, replacement of tiles from a less visible area of the building may be possible.

Professional advice shall be sought when considering the replacement of larger areas.

Ridging and flashing material shall be replaced in material and profile to match original.

**Policy 44**  
**Rainwater Goods**

Replacement of rainwater goods should match original in terms of material, size, profile and detailing. Detailing and location of downpipes shall match original wherever possible. Additional downpipes may be added with careful consideration of the effect on the significance of the place. In some circumstances the installation of larger profile guttering may be considered to protect the building against extreme weather events. Professional advice shall be sought.

Care shall be taken to ensure compatibility of materials so as to avoid galvanic corrosion.

Disposal of stormwater shall be carefully considered to direct water away from building foundations and allow for easy monitoring and maintenance of the stormwater disposal system.

**Policy 45**  
**Windows**

Original glass in areas of exceptional significance shall be retained where possible.

Installation of glazing shall use traditional methods of putty or timber glazing beads. Silicone sealant shall not be used.

It may be appropriate to modify window sashes in areas of high and moderate significance to accommodate thicker glass types. This shall be confirmed with the heritage architect on a case-by-case basis and involve the consideration of feasible alternatives.

Part replacement/repair of components shall be considered rather than replacement of the entire window or entire components. This shall include replacement of sash components or part thereof or in-situ part replacement of sills and the like.

If windows or their component parts are to be replaced, the new components shall match the material and detail of the existing ones.

Original hardware should be retained and conserved. New hardware, including casements, sash lifts, hinges, locks, and bolts should match existing. New hardware may be installed to meet the requirements of current building codes and standards. Redundant hardware should be retained where appropriate and rendered inoperable if necessary.

Only specialist contractors with proven ability and recognised expertise shall be engaged to carry out repair, maintenance, conservation, restoration or reconstruction of significant window joinery.



**Policy 46**  
**Stained Glass and Leadlight**

All stained glass and leadlight panels are significant fabric and should be treated with special care to maintain the maximum degree of intact original fabric.

Where stained glass is proposed to be repaired or replaced, care should be taken to match the colour and transparency of missing or adjacent elements, such that the existing decorative pattern of glass is retained.

Where any other work, such as repair or cleaning of sandstone is to be undertaken in proximity to leadlight and/or stained-glass windows, the windows must be protected from chemical or physical impact prior to such work commencing, for example by boarding. Where windows are to be removed for repair, this should be done prior to other works commencing.

Only specialist contractors with proven ability and recognised expertise shall be engaged to carry out repair, maintenance, conservation, restoration or reconstruction of stained glass and leadlight windows.

Stained glass windows should be recorded in a Photographic Archival Record prior to any conservation work being carried out.

**Policy 47**  
**Doors**

Original doors and glazing in areas of exceptional significance shall be retained.

It may be appropriate to modify door frames or door leaves in areas of high and moderate significance to achieve compliance in access, acoustics or fire resistance. This shall be confirmed with the heritage architect on a case-by-case basis and involve the consideration of feasible alternatives.

If doors are to be replaced the new frames and door leaves shall match the form and detail of the existing. Installation of glazing shall use traditional methods of putty or timber glazing beads. Silicone sealant shall not be used.

Original hardware should be retained and conserved. New hardware should match existing where appropriate. New hardware may be installed to meet the requirements of current building codes and standards. Redundant hardware should be retained where appropriate and rendered inoperable if necessary.

Only specialist contractors with proven ability and recognised expertise shall be engaged to carry out repair, maintenance, conservation, restoration or reconstruction of significant door joinery.

**Policy 48**  
**Metalwork**

Metalwork, including wrought iron lamp posts and any decorative elements; brass fixtures, fittings and decorative elements; decorative and functional lead or copper elements shall be retained in situ and conserved. The repair and continued maintenance of these elements require specialist knowledge and expertise.

Where missing or damaged beyond repair, elements should be replaced with matching material and detail including reforming of elements to match if not commercially available.

**Policy 49**  
**Timber Floors**

Damaged or overly worn timber floorboards may be replaced with new timber boards to match the dimensions, species and profile of the existing boards. Additional staining may be required to give the desired patina of age to match adjacent surfaces.

Loose boards should be re-fixed or re-laid.

The existing polished finish should be maintained as part of a regular maintenance program. Traditional timber finishes such as oils and waxes are preferred to the use of contemporary sealants.

**Policy 50**  
**Tiled Floors**

Areas of original tiling shall be retained and conserved. Repairs shall match original detailing and patterning.

Where matching decorative tiles are not available, repairs shall be carried out using a plain tile of similar thickness and profile to match the base colour of the missing or damaged component. Fragment repair shall be implemented instead of replacement of the entire tile.

**Policy 51**  
**External Timber Detailing**

External timber detailing shall be retained and conserved. Repairs shall be carried out to damaged or decayed elements using a like-for-like profile and materials. Repairs shall only remove as much original fabric as is necessary to be replaced. Fixing methods such as splicing, scarfing and wedging shall be implemented. The use of steel bracing, plates or bolts may be necessary for mechanical fixing and strengthening of structural members and in joinery.

Epoxy timber fillers shall be used with caution and generally only in small quantities. Exposed timbers subject to rot may require treatment with a suitable fungicide to halt further degradation of adjacent members.

Experienced carpenters, joiners, cabinetmakers and conservators shall carry out repairs.

Only previously painted timber shall be painted. Original colours and finishes shall be reinstated wherever possible. Traditional finishes are preferred.

#### **Policy 52**

##### ***Internal Timber Detailing***

Original internal timber detailing such as skirtings, skirting blocks, architraves, picture rails, plaque rails, cornices, sills, quads and mouldings shall be retained and restored wherever possible.

Timber features of exceptional and high significance such as internally exposed timber roof structures and timber ceiling linings shall not be concealed through the introduction of secondary ceilings or visually diminished through careless introduction of building services.

Repairs to timber detailing shall be in like-for-like materials and profiles. See Policy 36 Materials Selection.

Repairs shall only remove as much original fabric as is necessary to be replaced. Fixing methods such as splicing, scarfing and wedging should be implemented. The use of steel bracing, plates or bolts may be necessary for mechanical fixing and strengthening of structural members and in joinery.

Epoxy timber fillers shall be used with caution and generally only in small quantities.

Experienced carpenters, joiners, cabinetmakers and/or conservators shall carry out repairs.

Only previously painted timber shall be painted. Original colours and finishes shall be reinstated wherever possible.

Some slight visual differences will be tolerated. For polished or clear finished surfaces, traditional timber finishes such as oils and waxes should be used in preference to contemporary sealants.

#### **Policy 53**

##### ***Timber Cabinetry and Furnishings***

All timber cabinetry and furnishings including pews, moveable and in-built cabinetry, lecterns, and other historic furniture items relating to the place shall be conserved as part of an ongoing maintenance program. Repairs shall be carried out by experienced cabinetmakers and conservators. Where replacement of elements is required due to damage or deterioration, new elements should match the existing in terms of species, profile and finish.

**Policy 54****Fixings**

Caution should be taken when considering the need to fix into significant external or internal fabric.

Where possible, fixing into masonry shall be into joints. Stainless steel fixings are preferred externally. Brass slotted screws shall be used in original brass door furniture.

Seek advice from a qualified and experienced heritage architect, consultant or suitably experienced tradesperson.

## 9.13 Damp, Drainage, Ventilation and Organic Growth

**Policy 55****Damp in Buildings**

Damp in buildings is a major cause of deterioration and should be remedied immediately.

Damp ingress can occur through moisture from the ground, through the roof, or horizontal transfer through walls. It can also be the result of defective services within the building.

Buildings should be monitored regularly for signs of damp ingress, causes determined, and solutions implemented to avoid damage to significant fabric.

Professional advice of a heritage architect/consultant/tradesperson should be sought to determine the cause and best remedy on a case-by-case basis.

**Policy 56****Damp Proof Courses**

Many heritage buildings were constructed without damp proof courses in the structure and the later introduction of a damp proof course, either physically through the introduction of a flashing or membrane, or chemically, may be expensive and not resolve the problem of damp in the building. It is first important to understand the cause of the damp and then investigate and implement the best method of treatment. Seek professional advice.

**Policy 57****Raised Ground Levels**

Raised ground levels often occur over time with the introduction of new paving or landscaping. Where these levels have breached damp proof courses, covered sub-floor ventilation or are higher than internal floor levels they can result in moisture being trapped against and within external walls resulting in rising damp.

Care shall be taken in the planning and execution of landscape adjacent to significant buildings.

**Policy 58**  
**Garden Irrigation**

Garden irrigation adjacent to significant buildings can result in deterioration of wall surfaces, through constant wetting and drying, as well as damp in buildings. Extreme care shall be taken in the design and placement of garden irrigation in these instances.

A review of garden watering and maintenance should be included in the implementation of Policy 12.

**Policy 59**  
**Stormwater Drainage**

Attention shall be given to the appropriate design and management of stormwater disposal system to ensure that water is dispersed from the footings and foundations of significant buildings.

**Policy 60**  
**Impervious Coatings**

Impervious coatings include most paints, cement renders, sealants and protective coatings. All of these may cause or contribute to damp in buildings and result in irreversible damage to heritage fabric. Alternative 'breathable' surface finishes are available where the maintenance, reconstruction or, where appropriate, introduction of a coating is proposed. Seek heritage architect's advice before applying coatings to buildings or original fabric.

**Policy 61**  
**Sub-Floor and Roof Space Ventilation**

Many heritage places were designed to incorporate a degree of ventilation of sub-floor and roof spaces to aid in building and material performance. Often changes to the buildings over time have impacted on the functioning of this ventilation leading to damp conditions within buildings. Adequate ventilation of these spaces should be retained and/or reinstated in the implementation of maintenance and conservation works.

**Policy 62**  
**Mechanical Ventilation Solutions**

Additional mechanical ventilation solutions may be incorporated in building sub-floors, wall cavities and roof spaces to aid in the resolution of damp in buildings. Seek professional advice.

## 9.14 Structural Changes and Repairs

### **Policy 63** **Structural Advice**

Advice from an engineer with considerable experience in heritage buildings shall be obtained on all projects involving structural modification and repairs to significant buildings.

### **Policy 64** **Repair of Damage from Structural Movement or Failure**

Cracks should be repaired using compatible materials and methods which do not result in damage to, nor detract from adjacent significant fabric or the overall appearance of the significant place. Structural failure may also be evident through bowing, bulging or tilting of walls, cracking or separation of timber members, and the like. The cause of structural failure or movement shall be carefully examined, and conservation works programmed to remedy the situation.

Where full repair or remediation is not practical or feasible at any point in time, temporary repair, reinforcement and protection through bracing or strapping may be appropriate depending on the situation. This should be determined on a case-by-case basis in consultation with the engineer and heritage architect.

### **Policy 65** **New Openings in walls**

No new external openings shall be permitted in fabric identified as being of exceptional significance. This may also apply to formerly external walls which are now internal depending on the situation.

In all other cases, new openings or modification to openings in fabric of exceptional, high and moderate significance shall be carefully considered in the context of the significance of the place and its spaces and fabric. The advice of a heritage architect shall be sought.

### **Policy 66** **Reinstatement of Openings**

Where evidence exists of former openings in the masonry walls, these openings can be reinstated. This should be carried out in consultation with a heritage architect to ensure that the extent of removal and reinstatement of fabric is appropriate.

### **Policy 67** **Structural Strengthening**

Buildings will occasionally need to be upgraded to resist higher wind loads, earthquakes etc. The use of tie rods, props, cables or the like, may be appropriate, but the building's surface and adjacent fabric should be protected from localised stresses and puncturing.

The heritage impact, including visual impact, of these protective works, should be taken into account before work is carried out.

## 9.15 Services

### **Policy 68**

#### ***Design of New Services***

The installation of new services which are likely to detract from significance, for example by changing the character of a significant space or by causing damage to significant fabric, shall be avoided. Seek heritage architect's advice in the integration of new services in significant buildings.

Where the installation of new services requires intervention into existing fabric, these services should be located within fabric of lesser significance so that damage to fabric of higher significance is avoided.

New services should be carefully installed so as to cause minimal damage to fabric. Where it is deemed likely that adjacent fabric may be damaged during the installation of new services, this fabric should be protected during installation works.

### **Policy 69**

#### ***Removal of Services***

Redundant services which are intrusive should be carefully removed. Removal should be carefully carried out so as not to damage significant fabric.

Where the removal of major services is required, the methodology of removal should consider the significance of the fabric affected.

### **Policy 70**

#### ***Heating, Cooling and Air Conditioning***

The installation of powerful heating and cooling systems which may cause dryness, cracking or internal condensation should be avoided. Supplementary humidity control may be appropriate.

Air conditioning plant, ducting, grilles etc can detract from the significance of a building and cause significant damage to building fabric. Professional advice from a heritage architect should be sought in the introduction of mechanical services to buildings.

### **Policy 71**

#### ***Lighting***

A coordinated approach to external and internal lighting throughout the site should be adopted. A suite of contemporary fittings sympathetic to the character of the buildings and their functions should be selected.

Existing spaces graded as being of exceptional or high significance, and spaces that have been restored in a way which recovers that level of significance, should be equipped with lighting fittings of a form which will best suit the architectural character of the particular space. If necessary to meet required light levels, such fittings may be supplemented by concealed or unobtrusive lighting that can be installed without damaging significant fabric or the character of the space.

Significant original fittings shall be identified and conserved.

## 9.16 Painting, Colour Schemes and Decorative Finishes

### **Policy 72**

#### ***Heritage Paint Schemes***

A coordinated approach should be adopted to the arrangement of colours and finishes throughout each building. Whenever painting is contemplated for external fabric of significant buildings and in internal spaces of exceptional or high significance, only authenticated heritage colour schemes should be adopted. These should be based on historical research and paint scrapes and should be undertaken by a suitably qualified consultant in order to accurately determine the colours suitable for reinstatement or interpretation.

Internal colour schemes in spaces of moderate and little significance can be based on original or early colour schemes or new schemes adopted with consideration that all new work shall not detract from surrounding fabric of exceptional or high significance.

New internal colour schemes should conserve the character of significant spaces.

Only approved paint systems shall be applied. Previously unpainted surfaces shall not be painted.

### **Policy 73**

#### ***Paint Removal***

The removal of paint from the building should be avoided, unless necessary for repair works or the preservation of significant fabric. Paint may be removed from originally oiled, shellac or polished timber elements.

Where paint is to be removed it is recommended that samples of the coating be sent for testing to determine lead content.

Removal of lead-based paint requires the implementation of particular removal methods. Seek heritage architect's advice.



**Policy 74**  
**Preparation of Surfaces**

Precautions may be necessary in preparing surfaces for painting: paints applied prior to 1970 may contain lead. Take care to minimise the generation of dust or fumes when removing old paint finishes.

**Policy 75**  
**Unpainted Surfaces**

All exterior and interior unpainted surfaces originally intended to be unpainted, notably stonework and brickwork, should remain unpainted.

**Policy 76**  
**Floor Coverings**

Early floor coverings are important evidence of early finishes and any extant remnants shall be retained and conserved. If retention in-situ is not viable, archival recording may be considered on a case-by-case basis. Seek heritage architect's advice.

Installation of new floor coverings shall not be adhered directly to timber floors using glues or wet adhesives. Soft or hardboard underlay should be pinned to floorboards and form the basis of screeds and fixings of new floorcoverings.

In some cases, depending on the significance of the fabric, floorboards may be removed to integrate wet area flooring to a similar level to surrounding finished floor levels. Seek heritage architect's advice.

## 9.17 Signage

**Policy 77**  
**Design of Signage**

Should new signage be proposed, its design should be prepared by a suitably qualified specialist so that it is sympathetic to the established aesthetic of the place. New signage should not be visually intrusive to the place. In general, signage should be designed as part of a unified strategy for the site rather than being designed on an ad-hoc basis.

**Policy 78**  
**Signage Fixing**

New signage should not be fixed to fabric of Exceptional or High significance. Where possible, new signage should be designed and fixed such that it is reversible in the sense that it may be removed in the future without damage to existing fabric.

**Policy 79**  
**Retention of Signage**

Signage that is designed to be integral to the building should be implemented, retained and/or conserved in accordance with other policies in this document.

**Policy 80**  
**Memorial Plaques and Tablets**

These may include various building foundation stones, plaques, honour boards, furniture items and stained-glass windows within the site and buildings. These memorials are associated with community and ongoing use of the church. These monuments are of high or exceptional heritage significance and should be conserved and interpreted on the site.

## 9.18 Moveable Heritage

**Policy 81**  
**Conserve moveable heritage**

All moveable heritage items should be conserved in accordance with the Burra Charter and the NSW Heritage Office publication *Moveable Heritage Principles*, 2000. Additional information is available in the NSW Heritage Office publication *Objects in their Place: An introduction to moveable heritage*, 1999.

Generally, delicate moveable heritage that may be damaged by exposure to UV light or physical handling should be stored in a manner to prevent deterioration. Original photographs should be properly 'conservation mounted' and display should be limited. It would be preferable to use facsimile copies in any display. Any marking considered necessary (eg for date or reference) should be done in an archival pencil. Ink should not be used.

All furniture should be preserved in its present state and maintained within the church building unless a suitable alternative location, such as an on-site interpretative centre is established. If storage within the church is not practicable, pieces may be removed for use or storage in other buildings within St Thomas Church group as long as appropriate storage conditions and security can be maintained. No furniture should be removed from the site without necessary heritage approvals.

**Policy 82**  
**Management plan for moveable heritage**

Prepare a separate management plan for moveable heritage. The management plan should include a detailed inventory and catalogue of all items of moveable heritage in St Thomas Church Group. It should provide an assessment of their significance for individual objects and details of appropriate conservation policies and guidelines for the collection. It should also detail requirements for storage, maintenance and repair.

# 10. Implementation

## 10.1 Introduction

This section provides recommendations on the way in which the policies in the previous section may be implemented. The recommendations should be read in conjunction with the conservation policies.

## 10.2 Management According to the Conservation Management Plan

The owners and all persons associated with the care and upkeep of St Thomas Church Group should:

- Adopt this Conservation Management Plan as the principal guiding document for the conservation and maintenance of the place.
- Review this Conservation Management Plan in light of established future development, use and maintenance policies for the buildings, and landscaped areas on the site.
- Ensure planning for future development of the buildings of exceptional and high significance involves prior detailed heritage assessment to establish the relative significance of interior spaces and fabric.
- Make financial provisions for the long-term heritage management and maintenance of the place.
- Make organisational provisions establishing the persons responsible for the conservation and maintenance of the place.
- Ensure that the persons responsible for the conservation and maintenance of the place are familiar with the contents of this Conservation Management Plan.

## 10.3 Programmed Conservation and Maintenance Schedule

Maintenance to the buildings should be carried out on a regular basis and in accordance with the Conservation Policies in this document.

A regular and ongoing maintenance regime should include but not be limited to the following tasks:

- cleaning of gutters and downpipes
- inspection of stormwater connections
- inspection of roof cladding/s
- termite/pest inspections
- servicing of electrical fixtures and fittings
- servicing of plumbing fixtures and fittings
- servicing of gas fixtures and fittings

- checking of fire egress routes, detection and alarms, signage etc
- checking compliance with disability access standards
- checking of painted surfaces for deterioration
- checking of timber elements for damage and degradation
- easing all windows and doors and re-fixing loose mouldings and maintenance of door and window hardware
- trimming of mature trees as necessary
- maintenance of garden areas, paving, stairs and ramps; etc.

An example Conservation and Maintenance Works Schedule is included in Appendix A.

## 10.4 Prioritising Works

Owners of heritage places with limited resources face difficult decisions when it comes to investing in conservation management. What actions or areas should be prioritized to most effectively achieve the best outcomes with limited resources? How best to achieve conservation and the socioeconomic objectives of operating the building or site? How should uncertainty be incorporated into planning?

Planning of conservation works should be reviewed on a regular basis. Conservation works can be included as part of a regular maintenance program, as discrete projects, or as part of a works package for adaptation or new works.

The implementation of a regular inspection and maintenance program as discussed in Section 10.3 above, will allow the identification of issues across the site which require attention. These issues should be logged and assigned a priority as follows:

- **Urgent works**  
Urgent works should occur within 6-12 months of being noticed during regular maintenance inspections. These works should be rectified so as to prevent further, and possibly costly, deterioration of the identified fabric or of adjacent materials. Works required to fabric of exceptional and high significance would have priority over work to fabric of lower significance. Professional guidance is recommended when seeking approval for these works.
- **Necessary Works**  
Necessary works should occur within 2 years of being noticed. These works should be rectified so as to prevent loss or deterioration of fabric and/or moveable heritage that contributes to an understanding of the cultural significance of the place.
- **Major Works**  
Major works are large programs of work which will require significant funding and detailed planning. These works, once identified, should generally be carried out within 10-15 years.

- **Desirable Works**

Desirable works are those that would enhance the presentation of the place and contribute to an appreciation of its cultural heritage values. These are works that can be included as part of a works package to address urgent, necessary or major works as and when funding be available.

The implementation of all conservation works should be preceded by a comprehensive inspection carried out by a suitably qualified and experienced consultant and/or specialist tradesperson. Detailed specifications and schedules should be prepared at that time and records kept of all works undertaken.

## 10.5 Works Approvals

Approval is required for all maintenance and works that are not included as exempt under the *Heritage Act 1977 and the Port Macquarie - Hastings LEP 2011*.

### 10.5.1 Port Macquarie - Hastings LEP 2011

Heritage items which are State registered are not entitled to exempt development however development consent is not required under Section 5.3 if:

*The applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development—*

*(i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and*

*(ii) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area.*

The Council may also grant consent for works under Section 5.10 (10):

#### *Conservation incentives*

*The consent authority may grant consent to development for any purpose of a building that is a heritage item or of the land on which such a building is erected, or for any purpose on an Aboriginal place of heritage significance, even though development for that purpose would otherwise not be allowed by this Plan, if the consent authority is satisfied that—*

*(a) the conservation of the heritage item or Aboriginal place of heritage significance is facilitated by the granting of consent, and*

*(b) the proposed development is in accordance with a heritage management document that has been approved by the consent authority, and*

*(c) the consent to the proposed development would require that all necessary conservation work identified in the heritage management document is carried out, and*

- (d) the proposed development would not adversely affect the heritage significance of the heritage item, including its setting, or the heritage significance of the Aboriginal place of heritage significance, and*
- (e) the proposed development would not have any significant adverse effect on the amenity of the surrounding area.*

Approval under the LEP does not remove the requirements for approval under the *Heritage Act 1977*.

## **10.5.2 Heritage Act 1977**

### **Standard Exemptions**

Certain activities and work are exempt from approval under subsection 57(1) of the Heritage Act 1977.

The standard exemptions are for doing simple things such as maintenance or installing a fire alarm. These activities or work must have little to no impact on the item's heritage significance and support its ongoing management.

Before any activity or work takes place, follow the steps to:

- Determine if your proposed activity or work can be done under a standard exemption and therefore you do not need to apply for approval
- Understand how to comply with standard exemption requirements.

Standard Exemptions are available for:

1. Maintenance and Cleaning
2. Repairs to non-significant fabric
3. Alteration to non-significant fabric
4. Alterations to interiors of non-significant buildings
5. Repair or replacement of non-significant services (mechanical, electrical and plumbing)
6. Non-significant telecommunications infrastructure
7. Fire safety detection and alarm systems
8. Excavation
9. Painting
10. Restoration of fabric that forms part of the significance of the item (significant fabric)
11. Subdivision of non-significant buildings
12. Temporary Structures
13. Vegetation
14. Burial sites and cemeteries
15. Signs
16. Filming
17. Temporary relocation of heritage items
18. Compliance with minimum standards and orders

19. Safety and security
20. Emergency situations and lifesaving
21. Change of use

General conditions apply to the use of all Standard Exemptions and must be complied with.

Standard exemptions require that detailed records are kept of any actions which you or your heritage advisor have deemed to satisfy the requirements to meet a standard exemption. The following section details what is required for maintenance and cleaning, as this is the most common activity undertaken at St Thomas Church Group.

### **Maintenance**

Maintenance and cleaning is covered under Standard Exemption 1. Maintenance and cleaning is part of the continuous protective care of a place, including the fabric and setting of a place. Examples of typical maintenance and cleaning activities/works include:

- Washing surfaces to remove grime
- Removing vegetation and litter from gutters and drainage systems
- Lubricating equipment which has moving parts
- Applying protective coatings to surfaces which have previously had such coatings, for example limewash, polish, oils and waxes.

The following specified activities/works to an item do not require approval under subsection 57(1) of the Heritage Act 1977 if the specified activities/works are undertaken in accordance with each of the relevant standards prescribed below.

Specified activities/works:

- a) The maintenance of an item to retain its condition or operation
- b) Application of protective coatings
- c) Cleaning to remove surface deposits, organic growths or graffiti from an item.

Relevant standards for maintenance:

- d) Specified activities/works must not involve removal of or damage to significant fabric.
- e) New materials or new finishes may only be introduced to non-significant fabric where this does not impact the significance of the item, uses a colour sympathetic to the item, does not detract from the item and does not reduce the ability to appreciate the item.
- f) Protective coatings may only be applied to surfaces which have previously had these coatings. Existing finishes such as oils and waxes for timber must continue to be used rather than modern alternative protective coatings.
- g) Surface patina important to the item's heritage significance must be preserved during maintenance and cleaning.

- h) Cleaning of significant fabric may only use low-pressure water less than 100 psi and neutral detergents.

For other Standard Exemptions refer to Appendix B.

### **10.5.3 Site Specific Exemptions**

Site-specific exemptions can also be negotiated with the Heritage Council. There are currently no site-specific exemptions for St Thomas Church Group.

### **10.5.4 Check if any other approvals apply**

Activities or work exempt from approval under the *Heritage Act 1977* might still need other approvals. For example, your proposed activity or work might need an Aboriginal Heritage Impact Permit under the *National Parks and Wildlife Act 1974*, if Aboriginal objects may be present or the site is a declared Aboriginal Place.

### **10.5.5 Keep Records**

When work or activities are done under site-specific exemptions, follow the documentation requirements indicated for the site-specific exemptions.

A record of the use of exemptions should include (at a minimum):

- a reference to the item's statement of heritage significance
- a detailed description of the proposed activities and works and how this changes the existing fabric
- an assessment of whether the activities or works impact the item's heritage significance (following the guidelines)
- details of any advice received from a suitably qualified and experienced professional
- other relevant records e.g. plans, copies of heritage advice received and before and after photos as attachments.

### **10.5.6 Manage Unexpected Issues and Finds**

Whilst carrying out the activity or works if anything unexpected (such as significant fabric or relics) is found, stop work and evaluate:

- whether you can address the issue within the defined activities/works, relevant standards and conditions of the exemption.
- whether you need new or additional professional advice and expertise.

If you are not able to address the issue under an exemption you will need to apply and be granted a heritage approval (see S.60 Approvals) before proceeding.

Use the record keeping form to document these issues, your decisions and any advice received which informed those decisions.

### **10.5.7 S60 Approvals for Minor and Major Works**

#### **Minor Works**



### **Fast track approvals**

A section 60 fast track approval provides a pathway for works that have, or have the potential to have, a minor impact on the significance of a State Heritage Register listed item.

The section 60 fast track approval pathway is for works or activities:

- To an item listed on the State Heritage Register or subject to an interim heritage order
- That will have little or no adverse impact on the heritage significance of an item, in the opinion of the Heritage Council (or its delegate)
- That are not listed as a standard exemption or site-specific exemption under the *Heritage Act 1977*
- That have an estimated cost of up to \$150,000
- That accord with relevant guidelines.

This type of application cannot be used to obtain heritage approval following determination of an integrated development application. A section 60 fast track approval cannot be modified, except for minor administrative corrections.

### **What you need for a fast-track application**

- Heritage Impact Assessment
- Existing and proposed drawings with drawing schedule

When there is known or expected historical archaeology:

- Excavation director details, CV and response to Criteria for *Assessing Excavation Directors*
- Archaeological assessment report
- Archaeological research design and excavation methodology

### **Major Works**

The standard section 60 works application is for works and activities that will have, or have the potential to have, a moderate or greater impact on the significance of a State Heritage Register listed item.

The standard section 60 approval pathway is for works and activities:

- that have, or would have the potential to have, a moderate or greater impact on the heritage significance of the item, in the opinion of the Heritage Council (or its delegate)
- that are not listed as an exemption under the Heritage Act 1977
- that will exceed an estimated cost of \$150,000
- that accord with any relevant guidelines.

This application is the pathway for heritage approvals following determination of an integrated development application and where modifications may be required.

## **Integrated Development Approvals**

Certain development applications need input from a NSW Government agency (approval body) before a determination can be made by the local council (consent authority). These applications are called integrated development. It is an efficient way to assess proposals that require:

- A permit under the *National Parks and Wildlife Act 1974* for harm to Aboriginal objects and places and/or
- An approval under the *Heritage Act 1977* for impacts to an item listed on the State Heritage Register or subject to an interim heritage order that has not been imposed by the local council, and
- Development consent issued by a local council under the *Environmental Planning and Assessment Act 1979*.

In these instances, a development application can become an integrated development application (IDA).

Some IDAs are placed on public exhibition. The local council decides if the IDA involving the Aboriginal cultural heritage will be exhibited. All IDAs involving State Heritage Register listed items will be exhibited.

### **Preparation for Approval**

For environmental heritage, these include:

- Statement of Environmental Effects
- Statement of Heritage Impact
- Heritage conservation management plan
- Existing and proposed drawings and drawing schedule.

When there is known or suspected historical archaeology to manage also include:

- Excavation Director details, CV and response to the Criteria for assessing excavation directors
- Archaeological Assessment Report
- Archaeological Research Design and Excavation Methodology

For Aboriginal cultural heritage, these include:

- Statement of Environmental Effects
- Aboriginal Cultural Heritage Assessment Report prepared in line with the *Guide to investigating, assessing and reporting on Aboriginal cultural heritage in NSW* and Heritage NSW requirements. See our Aboriginal objects and places webpage for details.
- Existing and proposed drawings with drawing schedule.

### **10.5.8 Modifying a Heritage Approval**

To modify a development consent granted under the *Environmental Planning and Assessment Act 1979* or an approval granted under the *Heritage Act 1977*, you should first lodge a s4.55 modification application with the local council.

Once determined, attach the development consent to a s65A modification application under the *Heritage Act 1977*.

Applications approved under a fast-track approval cannot be modified.

**Additional information**

- Heritage Act approvals fact sheets have been included in Appendix B.
- For an understanding of the significance of the fabric of the Church, refer to Appendix A of the Conservation Management Plan prepared in 1999.

# 11. References

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