

164 Parramatta  
Road, Annandale  
(former Bank of  
NSW)

Photographic Archival  
Recording

Report to Lendlease Samsung  
Bouygues Joint Venture

20 November 2018



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## 1.0 INTRODUCTION

### 1.1 Project background

WestConnex is one of the NSW Government's key infrastructure projects which aims to ease congestion, create jobs and connect communities. The 33-kilometre WestConnex motorway will link Sydney's west and south-west with the Sydney Central Business District, Sydney Airport and Port Botany. WestConnex is one component of an integrated solution to meet Sydney's growing transport and infrastructure needs and is consistent with NSW Government transport and planning policies and strategies. Roads and Maritime Services (Roads and Maritime) has commissioned the Sydney Motorway Corporation (SMC) to deliver WestConnex in two stages:

- Stage 1: M4-M5 Link Mainline tunnels
- Stage 2: Rozelle interchange.

SMC engaged the Lendlease Samsung Bouygues Joint Venture (LSBJV) to design and construct Stage 1 of the M4-M5 Link project (the Project). The WestConnex M4-M5 Link Mainline Tunnels project will deliver twin mainline motorway tunnels between the New M4 at Haberfield and the New M5 at St Peters. Each tunnel would be around 7.5 kilometres long and would generally accommodate up to four lanes of traffic in each direction

The project was declared by Ministerial Order to be State Significant Infrastructure (SSI) and Critical State Significant Infrastructure (CSSI). It remains subject to assessment under the EP&A Act and requires the approval of the NSW Minister for Planning. An Environmental Impact Statement (EIS) was prepared and the project was approved by the Minister for Planning on 17 April 2018.

Artefact Heritage has been engaged by LSBJV to undertake a photographic archival recording for the proposed demolition of 164 Parramatta Road, Annandale (former Bank of NSW) as part of Stage 1 of the WestConnex project at the proposed Pymont Bridge Road tunnel site, to meet the Minister's Conditions of Approval (Condition E163 and E164). 164 Parramatta Road, Annandale (former Bank of NSW) was assessed as a 'potential heritage item' of local significance in the Technical Working paper: Non-Aboriginal Heritage prepared for the EIS<sup>1</sup>. As an item demonstrating local significance, the former Bank of NSW would be *eligible* for listing on the Local Environment Plan, and therefore meets the criteria for a 'heritage item' in the Conditions of Approval:

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*A place, building, structure, work, relic, archaeological site, tree, movable object or precinct of heritage significance, that is listed or may be eligible to be listed under one or more of the following registers: the State Heritage Register under the Heritage Act 1977; a state agency heritage and conservation register under section 170 of the Heritage Act 1977; a Local or Regional Environmental Plan under the EP&A Act....*

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#### 1.1.1 Response to project conditions of approval

This report meets the relevant Minister's Conditions of Approval (Condition E163 and E164) as outlined below:

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<sup>1</sup> GML, August 2017

### **Heritage Archival Recording and Salvage**

**E163** *The Proponent must prepare a Heritage Archival Recording and Salvage Report, including photographic recording of heritage items which have been identified for demolition in the documents referred to in Condition A1 and outline how any salvage or recovery of material will be undertaken from these items.*

*Archival recording must be undertaken by a suitably qualified heritage specialist and prepared in accordance with NSW Heritage Office's How to Prepare Archival Records of Heritage Items (1998) and Photographic Recording of Heritage Items Using Film or Digital Capture (2006).*

*Within 12 months of completing the archival recording, the Proponent must submit the Heritage Archival Recording and Salvage Report to the Secretary, relevant council(s), relevant local libraries and local historical societies in the respective local government area(s).*

**E164** *Archival recording as required by Condition E163 must also be undertaken for the Cadden Le Messurier, former Hotel and the former Bank of NSW building, should these structures be demolished.*

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## **1.2 Study area**

164 Parramatta Road, Annandale is located within the Inner West Local Government Area (LGA) (Figure 1). The site covers Lot 1, DP 82718. It is bordered by Parramatta Road to the south, Bignell Lane to the north, and commercial businesses to the east and west.

## **1.3 Previous investigations**

In August 2017, GML prepared the Technical Working paper: Non-Aboriginal Heritage for the project as part of the EIS. This report identified that 164 Parramatta Road Annandale was a potential heritage item of local significance for historical, aesthetic, and representativeness significance. The following statement of significance is reproduced from the Technical Working paper: Non-Aboriginal Heritage:

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*The former Bank of NSW building has historic and aesthetic significance as a typical example of an inter-war commercial building purpose built as a bank, a typology rare in the context of Parramatta Road.<sup>2</sup>*

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The report assessed the proposed impacts to the site as having a major adverse impact due to the full demolition of the building. The report recommended photographic archival recording be undertaken of the site prior to any works that have the potential to impact upon the item, and that the photographic archival recording include the identification of appropriate stakeholders to receive copies of the documentation.

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<sup>2</sup> GML August 2017

## 1.4 Methodology

This archival recording has been prepared in accordance with the following guidelines:

- How to Prepare Archival Records of Heritage Items (NSW Heritage Office 1998)
- Photographic Recording of Heritage Items Using Film or Digital Capture (NSW Heritage Office 2006).

These guidelines recommend that the following be included in this record:

- Three copies of the photographic report including catalogue sheets, photographic plan and supplementary maps;
- Three sets of thumbnail image sheets (e.g. A4 page with six images by six images) showing images and reference numbers;
- Thumbnail sheets processed with archivally stable inks on archivally acceptable photographic paper and cross referenced to catalogue sheets;
- Three copies of CD or DVD containing electronic image files saved as TIFF files with associated metadata, and cross-referenced to catalogue sheets;
- One full set of 10.5x14.8cm (A6) prints processed with archivally stable inks on archivally acceptable photographic paper.

This report meets these guidelines. Each photograph was recorded on a photo log with the direction noted and a description provided (Table 1). The general locations and directions of the photographs were also marked on reference aerials of the site. All digital photographs are provided in RAW, TIFF, and JPEG formats on an accompanying CD.

In addition, a 3D laser scan of the façade of the building was completed. A summary of the scan process is included in Section 10, and the 3D image files are included on the accompanying CD.

This report and accompanying CD should be submitted to the Secretary, Inner West Council, the Inner West Council Library, and a copy retained by LSBJV. A copy of the report should be provided to Westpac Archives (in 1982 the Bank of NSW merged under Westpac Banking Corporation).

## 1.5 Authorship

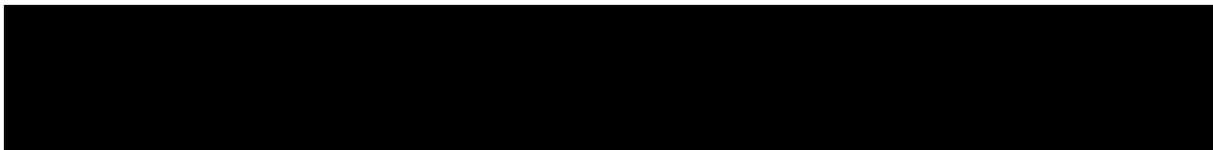
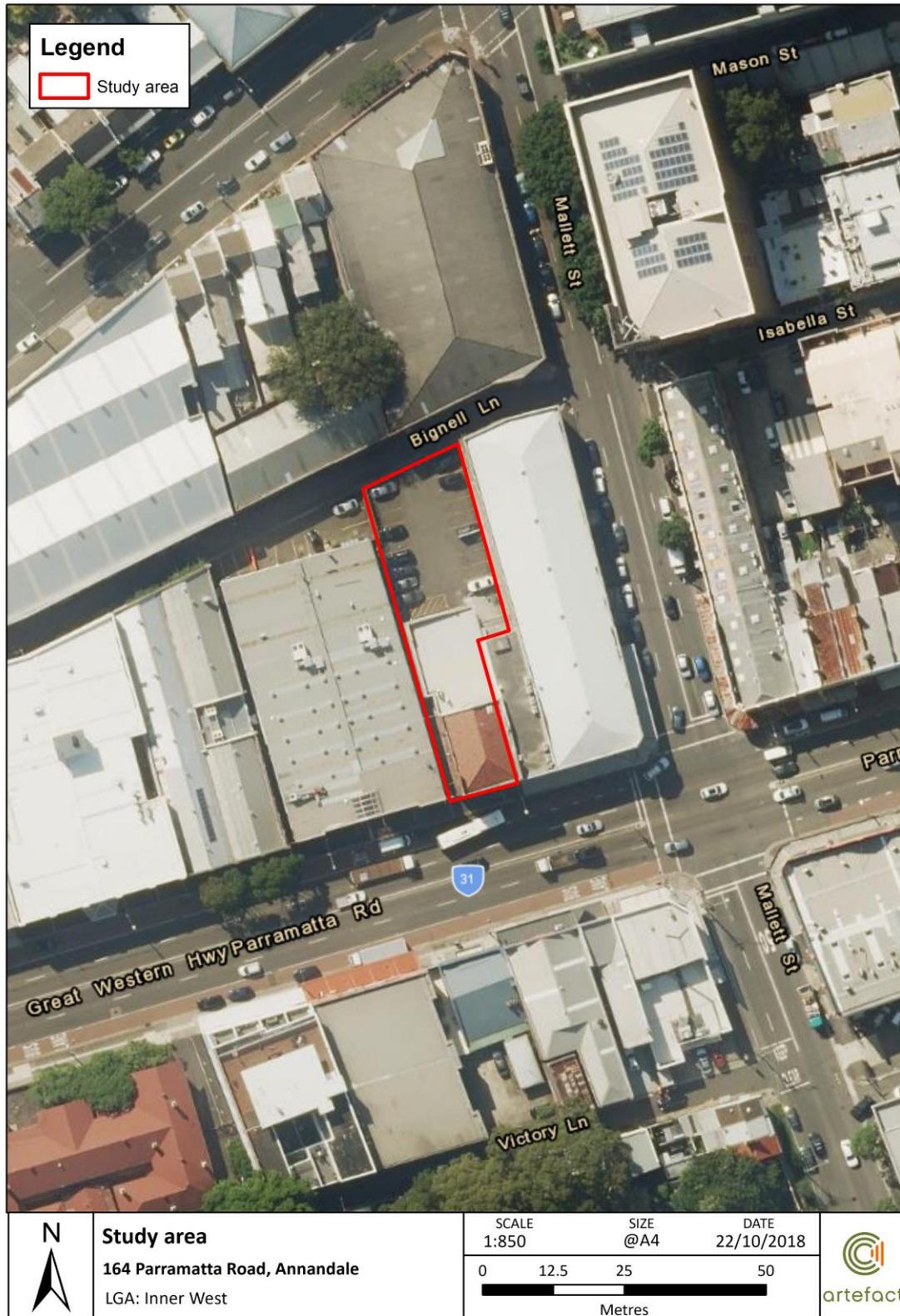


Figure 1: Study area



Document Path: C:\Users\GIS\Desktop\GIS\GIS\_Mapping\WestConnex\_PAR\MXD\Study\_Area\_20181022.mxd

## 2.0 HISTORICAL CONTEXT

The following background has been extracted from the NAHIA prepared by GML for the project.<sup>3</sup>

### 2.1 Locality

The study area was originally part of Governor William Bligh's 240-acre grant, made to him by Governor Philip Gidley King in 1806. Bligh named the estate after a naval battle site he fought in off the coast of Holland. After Bligh's death his in 1817 landholdings were passed on to his six surviving daughters.<sup>4</sup>

By the 1840s, the Camperdown Estate was in the ownership of Sir Maurice O'Connell. In 1842, the Camperdown Estate was subdivided and sold. Most of the blocks were villa allotments, up to two hectares in size but there were also smaller residential lots.

New streets were also laid out, including a new alignment of George Street – the present day Parramatta Road.<sup>5</sup> Parramatta Road was constructed in the first years of the colony to link the two European settlements, Sydney and Rose Hill (later renamed Parramatta). It is highly probable, although no written account confirms it, that the first European-made track between the two settlements followed an Aboriginal pathway. The creation date of the first European made track also remains unknown, but was likely to have been sometime in 1790 or 1791 as it was first mentioned in 1792 by David Collins.<sup>6</sup> Lieutenant Governor Francis Grose formalised the early track into a road in 1794.<sup>7</sup>

While there was the occasional sale on Parramatta Road, it was not until the 1840s that large-scale subdivisions began to appear along the road and the suburbs developed. The initial impetus for subdividing the estates came from an economic downturn that hit Sydney in 1842, resulting in the declaration of over 600 insolvencies that year.<sup>8</sup>

Between 1840 and 1850, major subdivision sales along Parramatta Road occurred at Annandale (Fitzroy Terrace Estate, c1840) and on both sides of Parramatta Road at Camperdown (Camperdown Estate, 1841). Like the Camperdown Estate, the other newly subdivided estates along Parramatta Road were divided into large and small allotments, purchased for residential and commercial uses.

On the opposite side of Parramatta Road, within the Annandale heritage study area, the land appears to have been used for residential occupation. Two houses that can be identified from the mid-late nineteenth century are 'Chester Lodge' and 'Didliston'. 'Chester Lodge' was constructed in c1857.

The land surrounding 'Chester Lodge' and 'Didliston' was subdivided for sale in c1885 and the grounds of 'Didliston' was subdivided and sold in c1886. By 1890, 'Chester Lodge' was demolished and Booth Street South (now Mallett Street) was laid out.

During this period 'Didliston' is still standing. Along Parramatta Road, between Mallett Street and Gordon Street is a mix of residential and industries including Bignell and Clark's Camperdown steam joinery works (Didliston's neighbour on the east). Bignell and Clark were responsible for building the

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<sup>3</sup> GML August 2017

<sup>4</sup> Shaw, AGL, 'Bligh, William (1754–1817)', Australian Dictionary of Biography, National Centre of Biography, Australian National University, published first in hardcopy 1966, viewed 4 October 2016 <<http://adb.anu.edu.au/biography/bligh-william-1797/text2037>>.

<sup>5</sup> Baskerville, B, 'A Walking Tour of O'Connell Town (now Newtown)', NSW, History Matrix, viewed 4 October 2016 <<https://historymatrix.wordpress.com/tag/william-bligh/>>.

<sup>6</sup> DMR 1976, The Roadmakers, Department of Main Roads NSW, Sydney, p 3.

<sup>7</sup> Broomham, R 2001, Vital Connections: A History of NSW Roads from 1788, Hale & Iremonger, Sydney, p 25.

<sup>8</sup> 'Commercial', Evening News, 27 February 1886, p 4, viewed 6 October 2016 <<http://nla.gov.au/nla.news-article111184498>>.

Sydney Town Hall and Strand Arcade in Pitt Street, Sydney.<sup>9</sup> Bignell Lane is named after the Bignell family. The trend of mixed residential and commercial use of the Annandale area continued into the early twentieth century. 'Didliston' was converted into two four bedroom residences in c1895.<sup>10</sup>

Bignell and Clark's Camperdown steam joinery works was demolished and the land was referred to as 'Camperdown Stadium' in the 1913 Sands Sydney Directory.<sup>11</sup> The allotment along Mallett Street, spanning from Pyrmont Bridge Road to Parramatta Road, was owned by Charles B Vintner since the early 1900s.<sup>12</sup>

By 1921, Vintner had sold his landholdings within the study area. The buildings along Mallett Street and on Parramatta Road were sold to Grace Bros. By 1924, the residential cottages along Parramatta Road were being replaced with factories, stores, and shops.

## 2.2 Bank of NSW

In 1937, Bank of NSW purchased 164 Parramatta Road.<sup>13</sup> Bank of NSW was established by Governor Macquarie in 1817 and was Australia's oldest financial institution. Bank of NSW merged with Commercial Bank of Australia Ltd in 1982 and changed its name to Westpac Banking Corporation.<sup>14</sup>

The early buildings on the site, including a c1890 cottage, were demolished and replaced with a purpose built bank and car park (Figure 4). The building was designed by Spain & Cos Architects and built by Welch Bros (Figures 5 and 6). Minor alterations of the building were undertaken in 1955 and 1964, with major internal works undertaken by RS Hamilton in 1974. The branch was open until at least 1994.<sup>15</sup>

By 1994, the stores and warehouses adjacent to the former Bank of NSW were replaced by one large building, which is presently Camperdown Fitness (Figure 11). The buildings from 1994 remain externally unchanged today.

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<sup>9</sup> Heritage Division, Office of Environment and Heritage NSW, Strand Arcade SHI form, viewed 12 October 2016 <<http://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2424009>>.

<sup>10</sup> Sands, J 1895, Sands Sydney & Suburban Directory for 1895, John Sands Limited, Sydney; City of Sydney Archives, 1911 Camperdown Rate books.

<sup>11</sup> Sands, J 1913, Sands Sydney, Suburban and Country Directory for 1913, John Sands Limited, Sydney.

<sup>12</sup> Sands, J 1903, Sands Sydney, Suburban and Country Directory for 1903, John Sands Limited, Sydney.

<sup>13</sup> CT 4849–155, LPI NSW

<sup>14</sup> Dictionary of Sydney staff writer, 2008, 'Bank of New South Wales', Dictionary of Sydney, viewed 12 October 2016 <[http://dictionaryofsydney.org/entry/bank\\_of\\_new\\_south\\_wales](http://dictionaryofsydney.org/entry/bank_of_new_south_wales)>

<sup>15</sup> Hopkinson, L 2016, 'Re: Bank of NSW' email, Westpac Group Archives, 5 October 2016

Figure 2: 1835 plan of environs of Sydney by PL Bemi showing Bligh's landholdings on north and south of Parramatta Rd Camperdown (SLNSW)

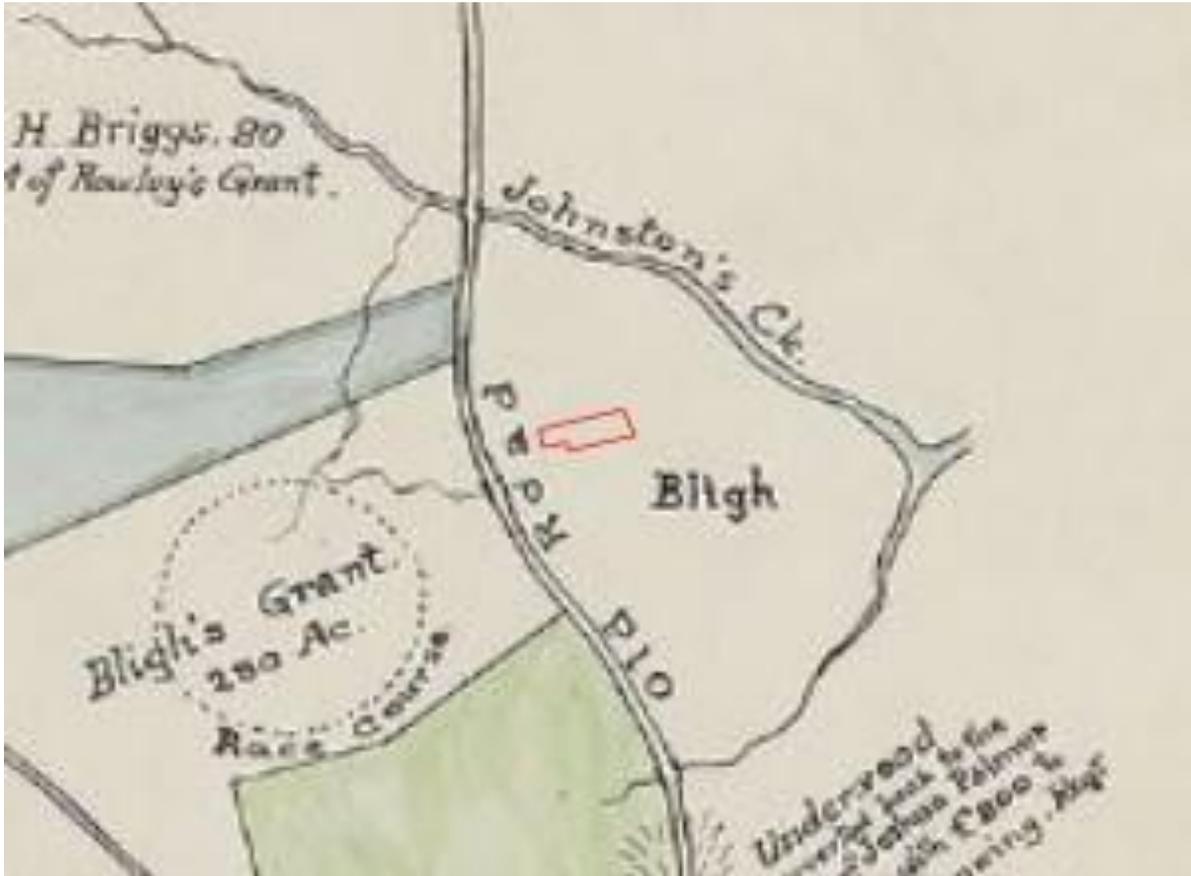


Figure 3: 1883 Surveyor Generals Plans (SLNSW)



Figure 4: Blueprint of the lot to be purchased by Bank of NSW (Westpac Bank Archives)



Figure 5: 1936 plan of Bank of NSW, building elevations (Plans by Spain & Cos, Architects. Westpac Group Archives)



Figure 6: 1936 plan of Bank of NSW, cross-section plan (Plans by Spain & Cos, Architects. Westpac Group Archives)

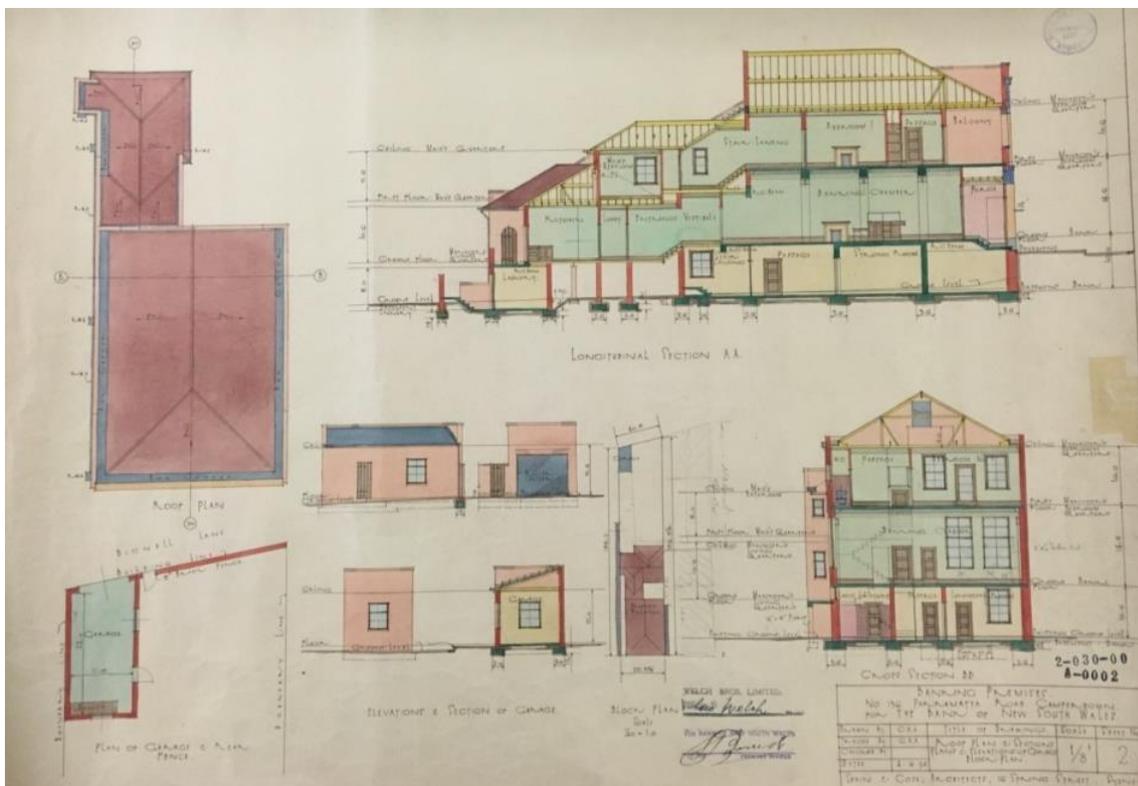


Figure 7: 1935-1950 City of Sydney Civic Survey of the study area (SLNSW)



Figure 8: 1956 City Building Surveyor's Detail Sheets showing the commercial occupants and little change in the project footprint (City of Sydney Historical Atlas of Sydney)



Figure 9: 1912-1962 Blackwattle plan of study area (Sydney Water Archives)

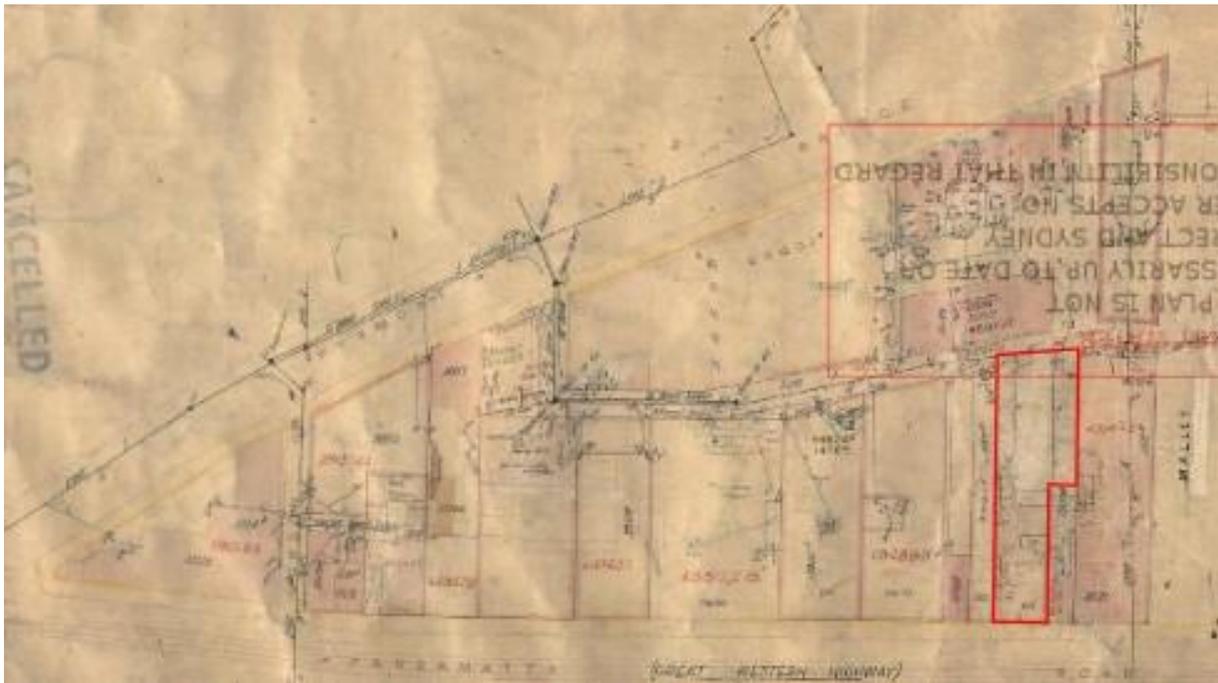


Figure 10: 1943 aerial of the study area (Sixmaps)



**Figure 11: 1994 aerial showing Camperdown Fitness which has moved in next door to former Bank of NSW building along Parramatta Road (Sixmaps)**



## 3.0 PHYSICAL DESCRIPTION

### 3.1 Exterior

The former Bank of NSW at 164 Parramatta Road, Annandale was constructed between 1936-1937. It is a two storey inter-war stripped classical former Bank of NSW building with sandstone pilasters to the front façade and simple red brick parapet concealing a hipped roof. The building is symmetrical in form and massing and consistent with other purpose built banks of its era. It is set on a simple sandstone base with an emphatic square portal leading to the entrance. Above the doorway on the frieze it is possible to make out where the bronze lettering reading 'Bank of NSW' once was. The building has three smaller multi pane double hung sash windows above two larger ones at ground level and conforms to the prevailing setback of this particular stretch of Parramatta Road.

The building has lost some of its finer details including its original brass lettering, front door and usual utilitarian bank items such as night safes/deposit boxes. The brickwork around the middle window at the upper level appears to have been altered.<sup>16</sup>

The original windows along the western elevation have been filled in with bricks, and it appears the original front pavement lights on the Parramatta Road elevation have been filled in.

### 3.2 Interior

164 Parramatta Road consists of three floors. The lower level contains bathrooms, store rooms, a large vault room and a kitchen area. Towards the back of the property is a brick-built garage and store area which leads onto the rear yard. It appears that no original features remain in this part of the property.

The ground level has been used as office space and as such has many modern glass partition walls installed to create discrete offices and meeting rooms which cover the entirety of the ground floor.

The upper level of the property was converted into a spacious residential one-bedroom apartment. It is probable that the doors and windows of the apartment are original, however are covered by many layers of paint. Other original features within the apartment appear to have been lost upon renovation.

The interior of 164 Parramatta Road retains very few original features due to renovations. One notable feature, however, is the trachyte paving and steps which remain in the front portico. The large wooden front doors, the windows, and the decorative metalwork above the door are original features. The bolts on the interior of the front doors are original though the main lock on the door has been replaced.

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<sup>16</sup> GML August 2017

## 4.0 CATALOGUE SHEETS

The following catalogue sheets include descriptions of the content of each photograph taken during the site visit, along with the directions in which they were taken. The catalogue sheets should be cross-referenced by number on aerials maps (Figure 12) and photograph contact sheets (Section 7.0). All digital photographs are provided on an accompanying CD.

**Table 1: Catalogue sheets of photographic record**

Photo #	Frame ID	View to	Floor	Description	Date
1	1531	S	Upper	Front left room, window	20/09/2018
2	1533	N	Upper	Front left room, cupboard	20/09/2018
3	1534	SE	Upper	Front left room, window	20/09/2018
4	1535	S	Upper	Front left room, floor	20/09/2018
5	1536	S	Upper	Front left room, ceiling	20/09/2018
6	1537	N	Upper	Front left room, cupboard doors	20/09/2018
7	1538	W	Upper	Front left room, door to hallway front	20/09/2018
8	1539	N	Upper	Hallway front, cupboard 1	20/09/2018
9	1541	S	Upper	Front middle room, window	20/09/2018
10	1542	N	Upper	Front middle room, door to hallway	20/09/2018
11	1543	N	Upper	Front middle room, floor	20/09/2018
12	1544	N	Upper	Hallway front, floor	20/09/2018
13	1545	SE	Upper	Front middle room, view from hallway front	20/09/2018
14	1546	SE	Upper	Hallway front, ceiling	20/09/2018
15	1547	E	Upper	Hallway front, skirting board detail	20/09/2018
16	1548	W	Upper	Hallway front, cupboard 2	20/09/2018
17	4550	W	Upper	Hallway front, cupboard 2 interior	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
18	1551	W	Upper	Hallway front, cupboard 2 ceiling	20/09/2018
19	1552	W	Upper	Hallway front, cupboard 2 floor	20/09/2018
20	1554	N	Upper	Hallway, overview	20/09/2018
21	1556	NW	Upper	Hallway, cupboard 3 and 4	20/09/2018
22	1557	N	Upper	Hallway, ceiling	20/09/2018
23	1558	E	Upper	Hallway, skirting board detail	20/09/2018
24	1559	W	Upper	Hallway, cupboard 3 door/skirting detail	20/09/2018
25	1560	NW	Upper	Hallway, cupboard 4	20/09/2018
26	1561	SW	Upper	Hallway, cupboard 3 interior	20/09/2018
27	1562	W	Upper	Hallway, cupboard 4 door detail	20/09/2018
28	1563	W	Upper	Hallway to bathroom	20/09/2018
29	1564	W	Upper	Bathroom and WC, doors from exterior	20/09/2018
30	1566	W	Upper	Bathroom hallway, ceiling	20/09/2018
31	1567	SW	Upper	Bathroom hallway, skirting detail	20/09/2018
32	1568	SW	Upper	Bathroom, door from exterior	20/09/2018
33	1570	SW	Upper	Bathroom, view from doorway	20/09/2018
34	1571	SW	Upper	Bathroom, ceiling	20/09/2018
35	1572	W	Upper	Bathroom, windows	20/09/2018
36	1573	W	Upper	Bathroom, ventilation	20/09/2018
37	1576	N	Upper	Bathroom, shower and door	20/09/2018
38	1577	NE	Upper	Bathroom, door	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
39	1579	NW	Upper	WC, view from door	20/09/2018
40	1581	W	Upper	WC, ceiling	20/09/2018
41	1582	NW	Upper	WC, tile detail	20/09/2018
42	1583	W	Upper	WC, doorway from exterior	20/09/2018
43	1584	W	Upper	WC, door detail	20/09/2018
44	1585	N	Upper	Hallway, north end	20/09/2018
45	1590	W	Upper	Kitchen, floor	20/09/2018
46	1591	W	Upper	Kitchen, window	20/09/2018
47	1592	W	Upper	Kitchen, overview	20/09/2018
48	1594	SW	Upper	Kitchen, cupboard	20/09/2018
49	1595	W	Upper	Kitchen, ceiling	20/09/2018
50	1598	NE	Upper	Kitchen, door from interior	20/09/2018
51	1599	E	Upper	Hallway, sealed door	20/09/2018
52	1600	E	Upper	Hallway, sealed door detail	20/09/2018
53	1601	W	Upper	Kitchen, ventilation	20/09/2018
54	1602	S	Upper	Hallway, overview	20/09/2018
55	1603	E	Upper	Back room, doorway from hallway	20/09/2018
56	1604	NW	Upper	Back room, door	20/09/2018
57	1605	N	Upper	Back room, windows	20/09/2018
58	1606	W	Upper	Back room, western wall	20/09/2018
59	1607	S	Upper	Back room, southern wall	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
60	1608	E	Upper	Back room, eastern wall	20/09/2018
61	1609	S	Upper	Back room, floor	20/09/2018
62	1611	S	Upper	Back room, ceiling	20/09/2018
63	1612	E	Upper	Back room, possible fireplace	20/09/2018
64	1613	SE	Upper	Back room, skirting detail	20/09/2018
65	1615	N	Upper	Back room, window	20/09/2018
66	1616	S	Upper	Hallway, front door to stairwell	20/09/2018
67	1617	SW	Upper	Stairwell, ceiling	20/09/2018
68	1620	S	Upper	Stairwell, overview	20/09/2018
69	1621	S	Upper	Stairwell, window	20/09/2018
70	1623	E	Upper	Stairwell, door into apartment	20/09/2018
71	1625	N	Upper	Stairwell, landing at top	20/09/2018
72	1628	N	Upper	Stairwell, stairs to door into apartment	20/09/2018
73	1629	N	Upper	Stairwell, northern wall	20/09/2018
74	1634	SE	Ground	Stairwell, door to front porch	20/09/2018
75	1636	SW	Lower	Stairwell, fire exit	20/09/2018
76	1638	W	Lower	Stairwell, fire exit	20/09/2018
77	1639	N	Ground	Stairwell, door to front porch	20/09/2018
78	1641	S	Ground	Front porch, front door	20/09/2018
79	1643	SE	Ground	Front porch, ceiling	20/09/2018
80	1645	S	Ground	Front porch, front door	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
81	1648	S	Ground	Front porch, front door bolt detail	20/09/2018
82	1650	S	Ground	Front porch, front door lock detail	20/09/2018
83	1651	NE	Ground	Front porch, steps	20/09/2018
84	1653	W	Ground	Front porch, wall detail	20/09/2018
85	1654	W	Ground	Front porch, steps	20/09/2018
86	1656	S	Ground	Front porch, steps	20/09/2018
87	1658	S	Ground	Front porch, window detail	20/09/2018
88	1659	N	Ground	Front porch, ceiling	20/09/2018
89	1660	W	Ground	Front porch, intercom	20/09/2018
90	1661	S	Ground	Front porch, overview	20/09/2018
91	1663	N	Ground	Front main room, from front porch	20/09/2018
92	1666	SW	Ground	Front porch, from front main room	20/09/2018
93	1667	SW	Ground	Front main room door, detail	20/09/2018
94	1668	S	Ground	Front left room, window	20/09/2018
95	1669	W	Ground	Front left room, ceiling	20/09/2018
96	1670	SW	Ground	Front left room, view to Parramatta Road	20/09/2018
97	1672	N	Ground	Front left room, view to front main room	20/09/2018
98	1673	E	Ground	Front left room, fuse cupboard	20/09/2018
99	1674	W	Ground	Front left room, door	20/09/2018
100	1675	N	Ground	Front main room, northern wall	20/09/2018
101	1676	N	Ground	Front main room, ceiling	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
102	1677	W	Ground	Front main room, meeting room doors	20/09/2018
103	1678	W	Ground	Front main room, floor	20/09/2018
104	1680	S	Ground	Front porch and front left room, from front main room	20/09/2018
105	1683	E	Ground	Front main room, eastern wall	20/09/2018
106	1685	W	Ground	Meeting room 1, ceiling	20/09/2018
107	1686	W	Ground	Meeting room 1, western wall	20/09/2018
108	1687	S	Ground	Meeting room 1, southern wall	20/09/2018
109	1688	N	Ground	Meeting room 1, northern wall	20/09/2018
110	1690	E	Ground	Meeting room 1, doors to front main room	20/09/2018
111	1691	W	Ground	Meeting room 2, from front main room	20/09/2018
112	1692	W	Ground	Meeting room 2, ceiling	20/09/2018
113	1693	SW	Ground	Meeting room 2, south west corner	20/09/2018
114	1694	E	Ground	Meeting room 2, doors to front main room	20/09/2018
115	1695	SW	Ground	Meeting room 3, doors from front main room	20/09/2018
116	1696	W	Ground	Meeting room 3, overview	20/09/2018
117	1697	NW	Ground	Meeting room 3, ceiling and storage	20/09/2018
118	1698	E	Ground	Meeting room 3, view to rear main room	20/09/2018
119	1700	W	Ground	Office stock elevator, rear main room	20/09/2018
120	1701	SW	Ground	Fuse box, rear main room	20/09/2018
121	1703	W	Ground	Meeting room 4, view from rear main room	20/09/2018
122	1704	NW	Ground	Meeting room 4, ceiling	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
123	1705	SW	Ground	Meeting room 4, door	20/09/2018
124	1706	W	Ground	Meeting room 5	20/09/2018
125	1707	NW	Ground	Meeting room 6	20/09/2018
126	1708	W	Ground	Meeting room 7	20/09/2018
127	1709	E	Ground	Meeting room 7, shelving and doorway	20/09/2018
128	1710	E	Ground	Meeting room 7, ceiling	20/09/2018
129	1711	NW	Ground	Meeting room 7, window	20/09/2018
130	1712	NE	Ground	Meeting room 7, window	20/09/2018
131	1713	NE	Ground	Meeting room 8	20/09/2018
132	1714	NW	Ground	Meeting room 8, windows	20/09/2018
133	1715	W	Ground	Meeting room 8, floor	20/09/2018
134	1716	SW	Ground	Meeting room 8, door	20/09/2018
135	1717	E	Ground	Rear main room	20/09/2018
136	1722	S	Ground	Rear main room, overview	20/09/2018
137	1723	S	Ground	Rear main room, ceiling	20/09/2018
138	1724	S	Ground	Rear main room, floor	20/09/2018
139	1725	NW	Ground	Rear main room, meeting rooms	20/09/2018
140	1726	N	Ground	Rear main room, overview	20/09/2018
141	1727	NE	Ground	Rear main room, eastern wall	20/09/2018
142	1728	E	Ground	Meeting room 9	20/09/2018
143	1730	S	Ground	Rear main room, view to front main room	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
144	1731	W	Ground	Rear main room, fire exit	20/09/2018
145	1733	E	Ground	Rear main room, alcove	20/09/2018
146	1734	E	Ground	Meeting room 10	20/09/2018
147	1735	N	Ground	Rear main room, stairs at rear	20/09/2018
148	1736	N	Ground	Rear stairs	20/09/2018
149	1737	NW	Ground	Rear stairs	20/09/2018
150	1738	N	Ground	Rear stairs	20/09/2018
151	1739	S	Lower	Rear stairs	20/09/2018
152	1741	S	Lower	Rear stairs ceiling	20/09/2018
153	1742	S	Lower	Rear stairs	20/09/2018
154	1743	NW	Lower	Rear access gates to yard	20/09/2018
155	1744	N	Lower	Rear access gates to yard	20/09/2018
156	1745	NE	Lower	Rear access, door	20/09/2018
157	1746	SW	Lower	Door to lower floor, garage	20/09/2018
158	1747	S	Lower	Bottom of rear left stairs	20/09/2018
159	1748	S	Lower	Rear door	20/09/2018
160	1751	NE	Ground	Stairs at middle of building	20/09/2018
161	1752	E	Ground	Stairs at middle of building	20/09/2018
162	1755	W	Ground	Stairs at middle of building	20/09/2018
163	1756	N	Lower	Rear corridor towards yard access	20/09/2018
164	1758	NE	Lower	Rear corridor towards yard access and back wall	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
165	1759	E	Lower	Garage, eastern wall	20/09/2018
166	1760	SE	Lower	Garage, rear wall	20/09/2018
167	1761	W	Lower	Garage, western wall	20/09/2018
168	1763	E	Lower	Garage, eastern brick wall	20/09/2018
169	1764	SE	Lower	Garage, ceiling	20/09/2018
170	1765	S	Lower	Garage, overview	20/09/2018
171	1814	N	Lower	Garage, fire exit detail	20/09/2018
172	1815	S	Lower	Corridor	20/09/2018
173	1816	N	Lower	Women's WC, basins	20/09/2018
174	1817	W	Lower	Women's WC, boiler room	20/09/2018
175	1818	SW	Lower	Women's WC, cubicles	20/09/2018
176	1820	SE	Lower	Safe door	20/09/2018
177	1821	E	Lower	Safe door, alarm	20/09/2018
178	1822	E	Lower	Safe, branding	20/09/2018
179	1823	SE	Lower	Safe door, locking mechanism	20/09/2018
180	1824	E	Lower	Safe door, floor detail	20/09/2018
181	1825	NE	Lower	Safe door, locking mechanism	20/09/2018
182	1828	W	Lower	Safe door, detail	20/09/2018
183	1829	W	Lower	Safe interior, emergency telephone	20/09/2018
184	1830	W	Lower	Safe interior, electricals	20/09/2018
185	1831	W	Lower	Safe interior, western wall	20/09/2018

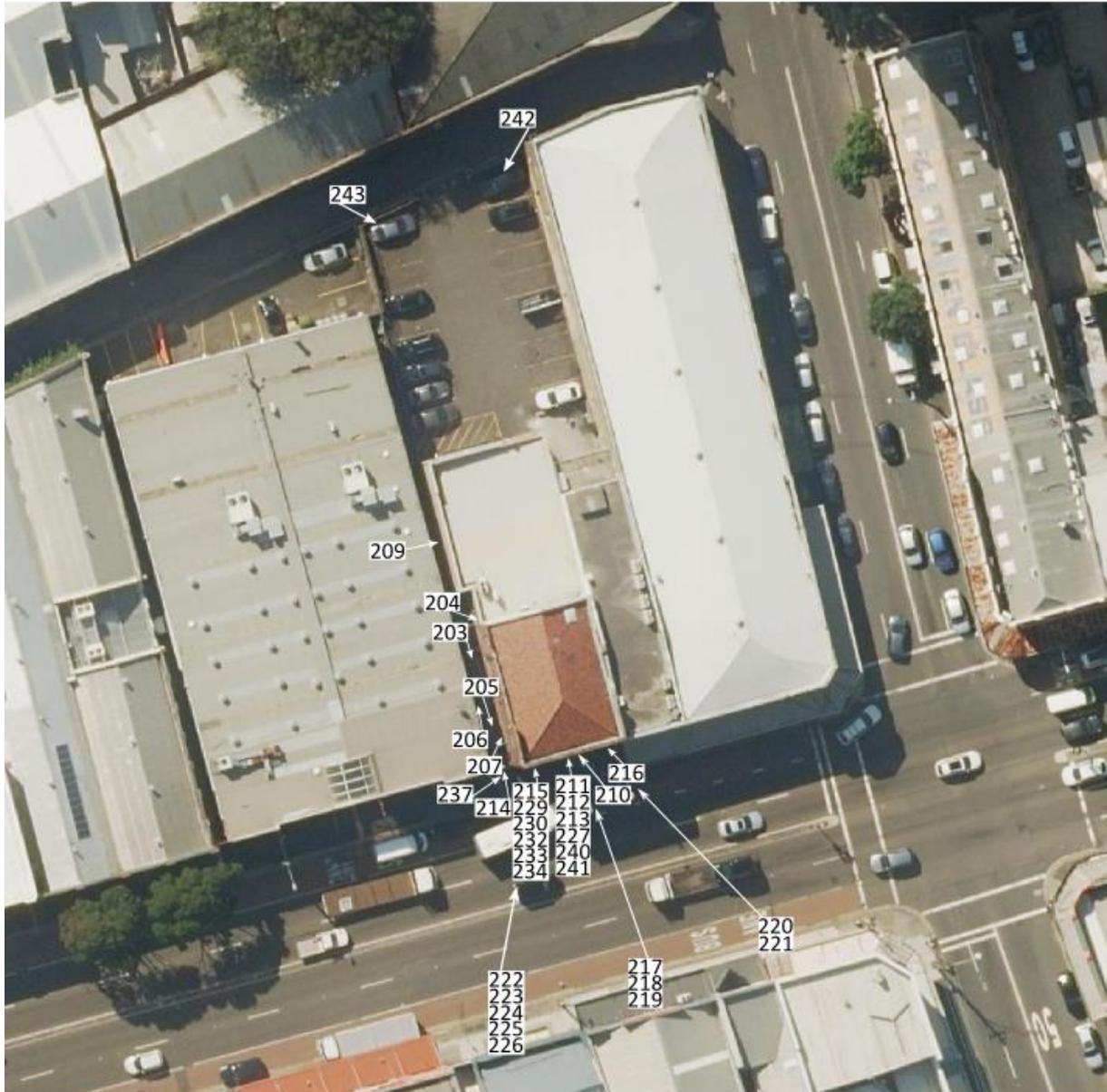
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186	1833	SW	Lower	Safe interior, door	20/09/2018
187	1834	N	Lower	Safe interior, northern wall	20/09/2018
188	1835	SW	Lower	Men's WC, door exterior	20/09/2018
189	1838	NW	Lower	Men's WC, basins	20/09/2018
190	1839	N	Lower	Men's WC, northern wall	20/09/2018
191	1840	N	Lower	Men's WC, ceiling	20/09/2018
192	1841	NW	Lower	Men's WC, cubicles	20/09/2018
193	1842	W	Lower	Men's WC, urinal	20/09/2018
194	1844	E	Lower	Front left room, overview	20/09/2018
195	1845	E	Lower	Front left room, ceiling	20/09/2018
196	1846	SW	Lower	Front left room, electricals cupboard	20/09/2018
197	1847	W	Lower	Front left room, overview	20/09/2018
198	1848	W	Lower	Front left room, ventilation	20/09/2018
199	1849	W	Lower	Side room, electricals cupboard	20/09/2018
200	1851	N	Lower	Side room, northern wall	20/09/2018
201	1852	E	Lower	Side room, ventilation	20/09/2018
202	1853	W	Ground	Side room, floor	20/09/2018
203	1855	S	Ground	Side exterior elevation, towards Parramatta Road	20/09/2018
204	1857	SE	Ground	Side exterior elevation	20/09/2018
205	1859	S	Ground	Side exterior elevation, towards Parramatta Road	20/09/2018
206	1860	N	Ground	Side exterior elevation, towards rear car park	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
207	1861	NE	Ground	Side exterior elevation, brickwork detail	20/09/2018
208	1863	E	Ground	Side exterior steps	20/09/2018
209	1864	E	Ground	Side exterior door	20/09/2018
210	1865	NW	Ground	Front door, exterior	20/09/2018
211	1867	N	Ground	Front door window, exterior	20/09/2018
212	1868	N	Ground	Front door, handle detail	20/09/2018
213	1869	N	Ground	Front door, steps	20/09/2018
214	1870	NE	Ground	Side exterior elevation, towards rear	20/09/2018
215	1872	N	Ground	Front elevation, sandstone detail	20/09/2018
216	1873	N	Ground	Front elevation, sandstone detail	20/09/2018
217	1877	N	Ground	Front elevation	20/09/2018
218	1881	N	Ground	Front lower elevation	20/09/2018
219	1896	N	Ground	Front upper elevation	20/09/2018
220	1897	NW	Ground	Front of building, south east corner	20/09/2018
221	1898	NW	Ground	Front of building, south east corner	20/09/2018
222	1903	NE	Ground	Front of building, south west corner	20/09/2018
223	1904	NE	Ground	Front of building, streetscape	20/09/2018
224	1908	NE	Ground	Front of building, south west corner	20/09/2018
225	1909	NE	Ground	Front of building, south west corner	20/09/2018
226	1916	NE	Ground	Front of building, streetscape	20/09/2018
227	1918	N	Ground	Front of building, centre detail	20/09/2018

Photo #	Frame ID	View to	Floor	Description	Date
228	1919	NW	Ground	Front of building, lower left window	20/09/2018
229	1920	N	Ground	Front of building, lower left windowsill	20/09/2018
230	1921	N	Ground	Front of building, lower left sandstone detail	20/09/2018
231	1922	NE	Ground	Front of building, upper detail	20/09/2018
232	1923	N	Ground	Front of building, upper left window	20/09/2018
233	1924	NE	Ground	Front of building, upper doorway detail	20/09/2018
234	1925	N	Ground	Front of building, top corner detail	20/09/2018
235	1928	N	Ground	Western side of building towards carpark	20/09/2018
236	1929	NE	Ground	Western side of building towards carpark	20/09/2018
237	1930	NE	Ground	Drainage system at south west corner of building	20/09/2018
238	1932	NE	Ground	Western elevation	20/09/2018
239	1934	E	Ground	Brick detail, western elevation	20/09/2018
240	1935	N	Ground	Window above door, detail	20/09/2018
241	1937	N	Ground	Front elevation, centre window	20/09/2018
242	1938	SW	Ground	Rear parking lot, overview	20/09/2018
243	1939	SE	Ground	Rear parking lot, overview	20/09/2018
244	1941	SE	Ground	Western elevation, from rear	20/09/2018

## 5.0 REFERENCE AERIALS

Figure 12: Aerial image indicating the location of exterior photographs taken at 164 Parramatta Road, Annandale



## 6.0 MATERIAL SPECIFICATIONS

### 6.1 Camera

All photographs were taken using a Nikon DSLR D750. The lens used was AF-S IKKOR 24p-120mm 1:4 G ED.

### 6.2 Materials used

The following materials were used for the photographic archival record:

**Table 2: Material specification**

Material	Specification
Folder and slipcase	Albox archival photo-safe album (acid free, adhesive free, metal free) <ul style="list-style-type: none"> <li>• 25mm binder and cover photo album (non-prints folder)</li> <li>• 40mm binder and cover photo album (prints folder)</li> </ul>
A4 sleeves	Albox A4 Pocket 90 micron
CD	Verbatim 8.5GB DVD+R DL
CD sleeves	Albox Double CD Pocket
A4 – 6x4 sleeves	Albox 6x4 Photo Page (polypropylene)
A6 prints	Fujicolor Crystal Archive Paper – Lustre finish

### 6.3 Contents of CD

Document folder: Complete photographic archival report as a PDF.

Image folder: All photographic archival images saved in TIFF, RAW, JPEG.

3D scan files and images.

## 7.0 PHOTOGRAPH CONTACT SHEET/THUMBNAILS

PHOTO 1 – IMG\_1531



PHOTO 2 – IMG\_1533



PHOTO 3 – IMG\_1534



PHOTO 4 – IMG\_1535



PHOTO 5 – IMG\_1536



PHOTO 6 – IMG\_1537



PHOTO 7 – IMG\_1538



PHOTO 8 – IMG\_1539



PHOTO 9 – IMG\_1541



PHOTO 10 – IMG\_1542



PHOTO 11 – IMG\_1543



PHOTO 12 – IMG\_1544



PHOTO 13 – IMG\_1545



PHOTO 14 – IMG\_1546



PHOTO 15 – IMG\_1547



PHOTO 16 – IMG\_1548



PHOTO 17 – IMG\_1550

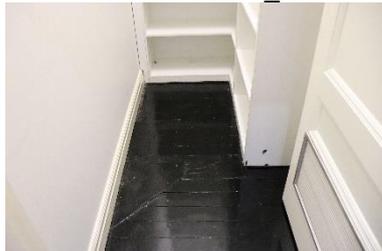


PHOTO 18 – IMG\_1551



PHOTO 19 – IMG\_1552

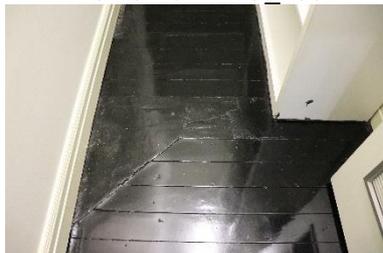


PHOTO 20 – IMG\_1554



PHOTO 21 – IMG\_1556



PHOTO 22 – IMG\_1557



PHOTO 23 – IMG\_1558

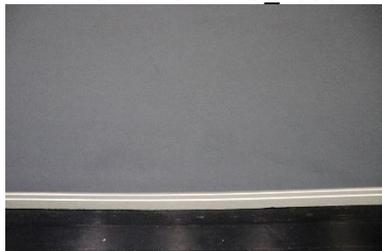


PHOTO 24 – IMG\_1559



PHOTO 25 – IMG\_1560



PHOTO 26 – IMG\_1561



PHOTO 27 – IMG\_1562



PHOTO 28 – IMG\_1563



PHOTO 29 – IMG\_1564



PHOTO 30 – IMG\_1566

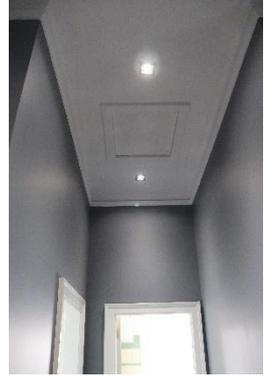


PHOTO 31 – IMG\_1567



PHOTO 32 – IMG\_1568



PHOTO 33 – IMG\_1570



PHOTO 34 – IMG\_1571



PHOTO 35 – IMG\_1572



PHOTO 36 – IMG\_1573



PHOTO 37 – IMG\_1576



PHOTO 38 – IMG\_1577



PHOTO 39 – IMG\_1579



PHOTO 40 – IMG\_1581



PHOTO 41 – IMG\_1582



PHOTO 42 – IMG\_1583



PHOTO 43 – IMG\_1584



PHOTO 44 – IMG\_1585

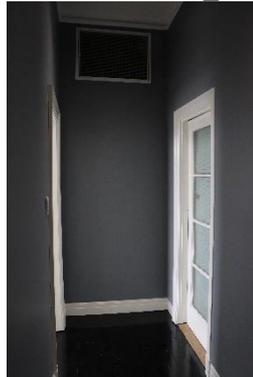


PHOTO 45 – IMG\_1590



PHOTO 46 – IMG\_1591



PHOTO 47 – IMG\_1592



PHOTO 48 – IMG\_1594



PHOTO 49 – IMG\_1595



PHOTO 50 – IMG\_1598



PHOTO 51 – IMG\_1599



PHOTO 52 – IMG\_1600



PHOTO 53 – IMG\_1601



PHOTO 54 – IMG\_1602

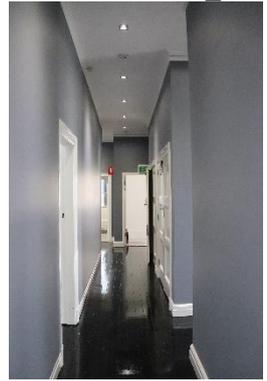


PHOTO 55 – IMG\_1603



PHOTO 56 – IMG\_1604



PHOTO 57 – IMG\_1605



PHOTO 58 – IMG\_1606

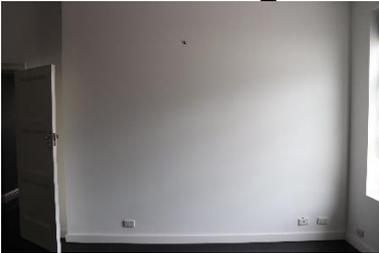


PHOTO 59 – IMG\_1607



PHOTO 60 – IMG\_1608



PHOTO 61 – IMG\_1609



PHOTO 62 – IMG\_1611



PHOTO 63 – IMG\_1612



PHOTO 64 – IMG\_1613



PHOTO 65 – IMG\_1615



PHOTO 66 – IMG\_1616

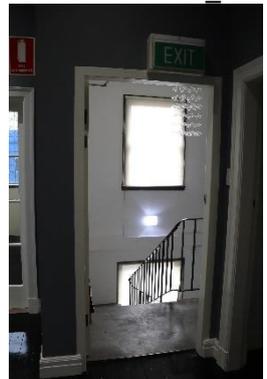


PHOTO 67 – IMG\_1617



PHOTO 68 – IMG\_1620



PHOTO 69 – IMG\_1621



PHOTO 70 – IMG\_1623



PHOTO 71 – IMG\_1625



PHOTO 72 – IMG\_1628



PHOTO 73 – IMG\_1629



PHOTO 74 – IMG\_1634

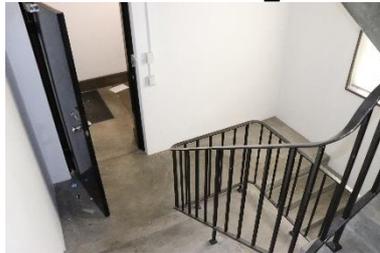


PHOTO 75 – IMG\_1636



PHOTO 76 – IMG\_1638



PHOTO 77 – IMG\_1639



PHOTO 78 – IMG\_1641



PHOTO 79 – IMG\_1643



PHOTO 80 – IMG\_1645



PHOTO 81 – IMG\_1648



PHOTO 82 – IMG\_1650



PHOTO 83 – IMG\_1651



PHOTO 84 – IMG\_1653



PHOTO 85 – IMG\_1654



PHOTO 86 – IMG\_1656



PHOTO 87 – IMG\_1658



PHOTO 88 – IMG\_1659

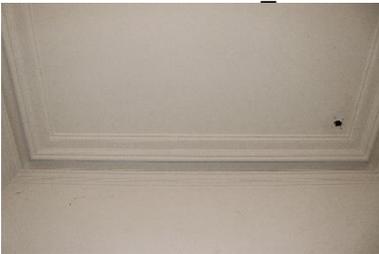


PHOTO 89 – IMG\_1660



PHOTO 90 – IMG\_1661



PHOTO 91 – IMG\_1663



PHOTO 92 – IMG\_1666



PHOTO 93 – IMG\_1667

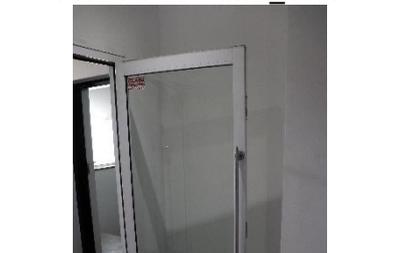


PHOTO 94 – IMG\_1668

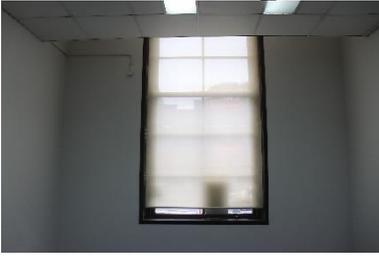


PHOTO 95 – IMG\_1669

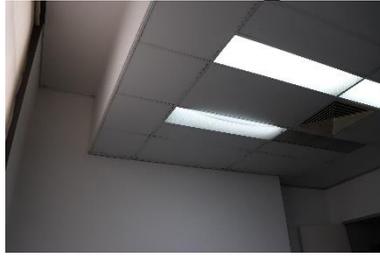


PHOTO 96 – IMG\_1670



PHOTO 97 – IMG\_1672



PHOTO 98 – IMG\_1673



PHOTO 99 – IMG\_1674



PHOTO 100 – IMG\_1675



PHOTO 101 – IMG\_1676



PHOTO 102 – IMG\_1677



PHOTO 103 – IMG\_1678



PHOTO 104 – IMG\_1680



PHOTO 105 – IMG\_1683



PHOTO 106 – IMG\_1685



PHOTO 107 – IMG\_1686



PHOTO 108 – IMG\_1687



PHOTO 109 – IMG\_1688



PHOTO 110 – IMG\_1690



PHOTO 111 – IMG\_1691



PHOTO 112 – IMG\_1692



PHOTO 113 – IMG\_1693



PHOTO 114 – IMG\_1694



PHOTO 115 – IMG\_1695



PHOTO 116 – IMG\_1696



PHOTO 117 – IMG\_1697



PHOTO 118 – IMG\_1698



PHOTO 119 – IMG\_1700



PHOTO 120 – IMG\_1701



PHOTO 121 – IMG\_1703



PHOTO 122 – IMG\_1704



PHOTO 123 – IMG\_1705



PHOTO 124 – IMG\_1706



PHOTO 125 – IMG\_1707



PHOTO 126 – IMG\_1708



PHOTO 127 - IMG\_1709



PHOTO 128 - IMG\_1710



PHOTO 129 - IMG\_1711



PHOTO 130 - IMG\_1712



PHOTO 131 - IMG\_1713



PHOTO 132 - IMG\_1714



PHOTO 133 - IMG\_1715



PHOTO 134 - IMG\_1716



PHOTO 135 - IMG\_1717



PHOTO 136 - IMG\_1722



PHOTO 137 - IMG\_1723



PHOTO 138 - IMG\_1724



PHOTO 139 - IMG\_1725



PHOTO 140 - IMG\_1726



PHOTO 141 - IMG\_1727



PHOTO 142 – IMG\_1728



PHOTO 143 – IMG\_1730



PHOTO 144 – IMG\_1731



PHOTO 145 – IMG\_1733



PHOTO 146 – IMG\_1734



PHOTO 147 – IMG\_1735

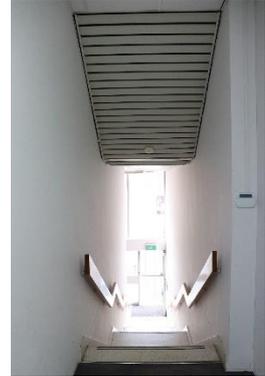


PHOTO 148 – IMG\_1736



PHOTO 149 – IMG\_1737



PHOTO 150 – IMG\_1738



PHOTO 151 – IMG\_1739



PHOTO 152 – IMG\_1741



PHOTO 153 – IMG\_1742



PHOTO 154 – IMG\_1743

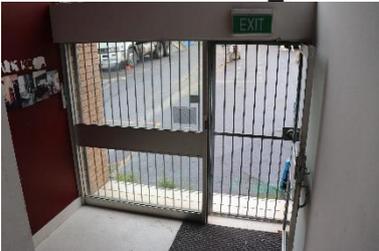


PHOTO 155 – IMG\_1744



PHOTO 156 – IMG\_1745



PHOTO 157 – IMG\_1746



PHOTO 158 – IMG\_1747



PHOTO 159 – IMG\_1748



PHOTO 160 – IMG\_1751



PHOTO 161 – IMG\_1752



PHOTO 162 – IMG\_1755



PHOTO 163 – IMG\_1756



PHOTO 164 – IMG\_1758



PHOTO 165 – IMG\_1759



PHOTO 166 – IMG\_1760



PHOTO 167 – IMG\_1761



PHOTO 168 – IMG\_1763



PHOTO 169 – IMG\_1764



PHOTO 170 – IMG\_1765



PHOTO 171 – IMG\_1814



PHOTO 172 – IMG\_1815



PHOTO 173 – IMG\_1816



PHOTO 174 – IMG\_1817



PHOTO 175 – IMG\_1818



PHOTO 176 – IMG\_1820



PHOTO 177 – IMG\_1821



PHOTO 178 – IMG\_1822



PHOTO 179 – IMG\_1823



PHOTO 180 – IMG\_1824



PHOTO 181 – IMG\_1825



PHOTO 182 – IMG\_1828



PHOTO 183 – IMG\_1829



PHOTO 184 – IMG\_1830



PHOTO 185 – IMG\_1831



PHOTO 186 – IMG\_1833

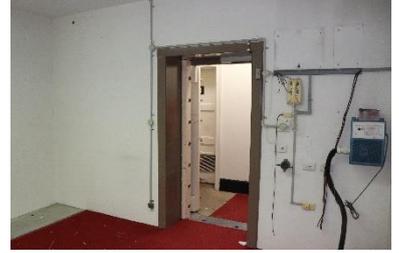


PHOTO 187 – IMG\_1834

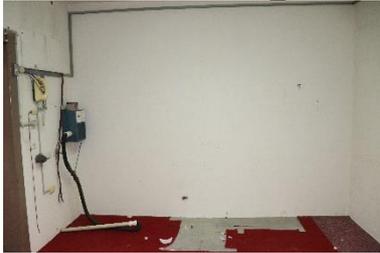


PHOTO 188 – IMG\_1835



PHOTO 189 – IMG\_1838



PHOTO 190 – IMG\_1839



PHOTO 191 – IMG\_1840



PHOTO 192 – IMG\_1841



PHOTO 193 – IMG\_1842



PHOTO 194 – IMG\_1844



PHOTO 195 – IMG\_1845



PHOTO 196 – IMG\_1846



PHOTO 197 – IMG\_1847



PHOTO 198 – IMG\_1848



PHOTO 199 – IMG\_1849



PHOTO 200 – IMG\_1851



PHOTO 201 – IMG\_1852



PHOTO 202 – IMG\_1853



PHOTO 203 – IMG\_1855



PHOTO 204 – IMG\_1857



PHOTO 205 – IMG\_1859



PHOTO 206 – IMG\_1860



PHOTO 207 – IMG\_1861

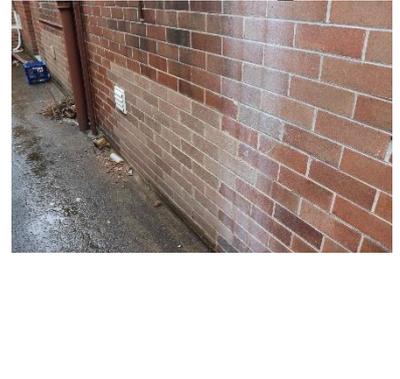


PHOTO 208 – IMG\_1863



PHOTO 209 – IMG\_1864



PHOTO 210 – IMG\_1865



PHOTO 211 – IMG\_1867



PHOTO 212 – IMG\_1868



PHOTO 213 – IMG\_1869



PHOTO 214 – IMG\_1870



PHOTO 215 – IMG\_1872



PHOTO 216 – IMG\_1873



PHOTO 217 – IMG\_1877



PHOTO 218 – IMG\_1881



PHOTO 219 – IMG\_1896



PHOTO 220 – IMG\_1897



PHOTO 221 – IMG\_1898



PHOTO 222 – IMG\_1903



PHOTO 223 – IMG\_1904



PHOTO 224 – IMG\_1908



PHOTO 225 – IMG\_1909



PHOTO 226 – IMG\_1916



PHOTO 227 – IMG\_1918



PHOTO 228 – IMG\_1919



PHOTO 229 – IMG\_1920



PHOTO 230 – IMG\_1921



PHOTO 231 – IMG\_1922



PHOTO 232 – IMG\_1923



PHOTO 233 – IMG\_1924



PHOTO 234 – IMG\_1925



PHOTO 235 – IMG\_1928



PHOTO 236 – IMG\_1929



PHOTO 237 – IMG\_1930



PHOTO 238 – IMG\_1932



PHOTO 239 – IMG\_1934



PHOTO 240 – IMG\_1935



PHOTO 241 – IMG\_1937



PHOTO 242 – IMG\_1938



PHOTO 243 – IMG\_1939



PHOTO 244 – IMG\_1941



## 8.0 3D SCANNING

A laser scanning survey was undertaken by Monteath & Powys on 2 October 2018, capturing the facade of the two-storey brick and sandstone building at 164 Parramatta Road, Annandale, with the title identifier of Lot 1 DP82718.

The survey involved using a Leica P40 terrestrial laser scanner which captured a mass of points from each survey station known as point clouds. The subject building facade was scanned from several locations on Parramatta Road to capture numerous point clouds from different positions ensuring coverage of all building faces.

The survey was connected to established survey control marks to provide accurate real-world Map Grid of Australia co-ordinates and Australian Height Datum levels for the captured point clouds. No boundary definition was undertaken as part of the survey.

These point clouds were registered together using common targets and points within each individual scan and can be used to create a large registered point cloud model of the scanned environment. The synthesised point cloud is accurate to +/- 5mm and has been cleaned to remove any unwanted debris and noise such as traffic and pedestrians. The resulting point cloud has a point spacing of approximately 5mm between points.

The laser scanner used also has an on-board camera which was used to capture panoramic images from the location of each scan station. This was used to provide real world colour to the objects of each scan within and to also generate TruViews, which allows interactive and detailed exploring of the panoramic pictures of the captured building from each scanning station.

The resulting deliverables for the scan are included in the accompanying CD, and a summary in Figure 13:

- PDF plan detailing notes concerning the survey
- Point cloud in .LAS format which is compatible with most CAD packages
- TruView 3D viewing file.





## 9.0 REFERENCES

GML Heritage Pty Ltd, August 2017. *WestConnex – M4-M5 Link. Technical Working paper: Non-Aboriginal Heritage*. Report prepared for Roads and Maritime Services.

NSW Heritage Office, 1998. *How to Prepare Archival Records of Heritage Items*.

NSW Heritage Office, 2001. *Assessing Heritage Significance*. Department of Urban Affairs & Planning.

NSW Heritage Office, 2006. *Photographic Recording of Heritage Items Using Film or Digital Capture*.

## 10.0 HERITAGE GUIDELINES CHECKLIST

<b>PROJECT NAME: 164 Parramatta Road, Annandale Archival Recording</b>		
<b>FILM-BASED PROJECTS</b>		
	<b>Yes</b>	<b>No</b>
Is there a hardcopy report?		
Does the B&W report contain:		
[a] a set of B&W negatives and proof sheet/s?		
[b] negatives & proof sheets sleeved in archival protective pages?		
[c] B&W prints [if required] sleeved in archival protective pages?		
[d] cameras, lenses, and accessories details?		
[e] film types and archival processing details?		
[f] map showing photographic location and direction of images?		
[g] list of all images, correctly numbered and described?		
Does the colour image report contain:		
[a] a set of colour transparencies, correctly numbered & described		
[b] each set stored in archival protective pages?		
[c] cameras, lenses, and accessories details?		
[d] film types and archival processing details?		
[e] map showing photographic location and direction of images?		
[f] list of all images, correctly numbered and described?		
Is the photographic material and report labelled correctly?		
Are the boxes/folders/containers made of archivally acceptable material?		
Are there two separate containers for B&W and colour material?		
Were the B&W negatives, proof sheets and prints archivally processed?		
Is the paper used in the report acid-free?		
<b>DIGITAL PROJECTS</b>		
Is there a hardcopy report?	✓	
Does the hardcopy report contain:		
[a] thumbnail proof sheet processed in an archivally acceptable method?	✓	
[b] proof sheet properly sleeved in archival protective pages?	✓	
[c] appropriate electronic storage media with report and images?	✓	
[d] cameras, lenses, and accessories details?	✓	
[e] map showing image location and details?	✓	
[f] list of all images, correctly numbered and described?	✓	
Is there an electronic report?	✓	
How is the information stored?		
[a] CD Rom – what type		
[b] DVD – what type – Verbatim 8.5GB DVD+R DL	✓	
[c] Other		
Can the storage media be opened?	✓	
Is the information the same as that contained in the hardcopy report?	✓	
Are the images saved as TIFF files, contain metadata and follow guidelines?	✓	
If not, what is the file format & where have they diverted from guidelines?		
Is the storage media filed in an acceptable container?	✓	
Is there a back-up copy stored with the hardcopy report?	✓	
Is there a full set of 10.5 x 14.8 (A6) images processed with archivally stable inks and paper?	✓	
Comments for either film and/or digital reports:		



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