

MEMORANDUM

TO	Steven Avery, Executive Director, Heritage Victoria	FROM	Maxwell Bracher, Lovell Chen
RE	Melbourne Town Hall – AV Upgrade Works Methodology	DATE	25 November 2024

Background

The City of Melbourne have recently engaged new venue management operators (Showtime Event Group) for the Melbourne Town Hall. In order to support the use of the main hall for live entertainment and events, upgrades are proposed to the audio-visual system, including the installation of new LED screens to either side of the proscenium.

A pre-application meeting was held on site with City of Melbourne, Lovell Chen, and Heritage Victoria in attendance on 17 September 2024. Formal advice was received from Heritage Permits Officer, Lauren Keating, following this meeting on 26 September. This memorandum is prepared to provide detail regarding the fixing and protection methodology to the ceiling of the hall.

Methodology

LED Screens

2no. suspended LED screens are proposed on either side of the proscenium as part of the upgrade works. Additional penetrations will be required to the ceiling to accommodate the new suspension cables and hoists, which requires the removal of original Celotex tiles. The location of these screens has been carefully considered to minimise impacts to decorative elements. Works shall be undertaken in accordance with the following methodology:

1. Following provision of safe access, carefully remove nail fixings to enable removal of 3no. existing Celotex tiles in location of new suspension cables. Take care to ensure no damage is caused to decorative plaster elements. Salvage tiles and store in secure location on site.
2. Do not cut existing battens short to accommodate new cables – new penetrations are to be located through single tile locations only. Do not cut adjacent tiles being retained in situ.
3. Carefully install new hoist and suspension cable in roof cavity, ensuring new items are fully supported from existing roof structure and do not rely on ceiling framing.
4. Lower suspension cables to ground level and fix new box truss and LED screen whilst suspension cables are slackened. Carefully raise to approved height. When not in use, LED screens are to be mounted at high level to minimise visual impact.