

Save the Hoffman Brickworks Campaign Collection – Finding Aid

Previous locations prior to donation:

- 2015-01 - records previously stored at Brunswick Town Hall (for a number of years - Moreland Council provided a small office for the group to use, shared with the Save Merri Creek group. They were required to vacate the space in January 2015 due to Town Hall renovations). Accession 2015-01 consists of boxes numbered 1 to 5.
- 2015-02 - records previously stored by Chris Johnston at her private residence. Accession 2015-02 consists of boxes numbered 6 to 8.
- 2015-03 - records previously stored by Kate Sandiford at her private residence. Accession 2015-03 consists of boxes numbered 9 and 10.

2015-01

circa 1996-2009. Includes copied material pre-dating this period (mainly plans). Some undated material is also present.

BOX 1:

1. Incorporation and related documents, housed in plastic slipcase folder, containing copy of Save the Brickworks Certificate of Incorporation (dated 1 December 1998); proposed Statement of Purpose as adopted at STB inaugural Annual General Meeting, September 1998; and agenda for inaugural AGM (held 16 September 1998). Originally from Corporate Affairs Office.

Three [3] black lever arch folders containing documents concerning protection of the site.

2. Lever arch folder, label on spine labelled "Hoffman's - Protecting the Site Vol 1". Date range circa 1996 - September 1997, contains correspondence with Moreland Council, Allom Lovell and Associates 1992.
3. Lever arch folder, label on spine labelled "Hoffman's - Protecting the Site Vol 2 Sep 97 - May 99", contains Cultural Heritage Management Plan review 1999, National Estates grant review, 1997/98, draft proposed statement of purpose and rules.
4. Lever arch folder, label on spine labelled "Hoffman's - Protecting the Site Vol 3 Jun 99 - Sept 2000". Also inscribed "Site survey forms".

Items in "Protecting the Site Vols 1 – 3" folders include:

- Notes, research, newspaper clippings, photographs, fundraising information, memoranda, lobbying letters to ministers, faxes, Save The Brickworks flyers, drafts of reports (conservation, planning etc), discussion papers, proposed redevelopment plans, meeting minutes, Arts Precinct Planning and Strategy discussion papers, feasibility discussion and tender brief.
 - Artist sketches of the Brickworks, building plans, photographs.
 - National Trust of Australia response to reports – Submission to planning scheme amendment, by Essential Economies Pty Ltd (in association with HLCD Pty Ltd) February 1998, including Save the Brickworks submission re amendment.
 - Moreland City Council City Strategy for Hoffman's Site.
5. Black lever arch folder, unlabelled. Contains correspondence, Moreland City Council reports. Date range circa 1999 - 2009.

Including:

- Various reports/recommendations for Hoffman Brickworks Pty Ltd as to potential interpretative uses for site.

- National Trust of Australia response to reports – Submission to planning scheme amendment, by Essential Economics pty ltd (in association with HLCD pty ltd) February 2007, including Save the Brickworks submission re amendment.
 - Interpretation Concepts and Recommendations 2006, by Look Ear pty ltd.
 - Printed A4 proof of STB publication "As long as you could see Hoffman's Chimneys..."
 - Moreland City Council Community Consultation and Engagement Policy.
 - Moreland City Council Brunswick Major Activity Centre Economic Analysis Background and Issues Paper.
 - Moreland City Council Planning and Land Use Analysis Background and Issues Paper.
6. Lever arch folder, labelled on spine "Brickworks Future Uses (Vilia)". Date range: circa August 2002. Items for future use in Save The Brickworks lobbying activities including contact lists, research into similar heritage organisations, Arts Victoria funding information, Counihan Gallery application for artists information.
7. Miscellaneous documents and correspondence, circa 2012-2015, relating to University of Melbourne Archives deposit of Save The Brickworks archive.

Includes:

- Membership forms.
- Statement of Purpose.
- Email correspondence with University of Melbourne Archives – November 2014.
- Extract from Australian Historical Journal, 7, 1989 "Why Did the Hoffman Brick and Pottery Works Stop Making Bricks?" by Iain Stuart.
- Brief itemisation of contents of archival boxes for deposit titled "Files from Chris".
- Copy of STB publication "As long as you could see Hoffman's Chimneys..."

Arts Victoria Cultural Infrastructure Program, funding program overview booklet and application information, 2002.

BOX 2:

Three black lever arch folders, labelled Hoffmans 3, Hoffmans 5 and Hoffs 6.

1. Lever arch folder, labelled on spine "Hoffmans 3". Date range circa 1998-1999, October 2000 - October 2001. [NB - this may be a case of mislabelling, as it appears to be the 4th main folder].
2. Lever arch folder, labelled on spine "Hoffmans 5". Date range circa 1999 - May 2002.
3. Lever arch folder, labelled on spine "Hoffs 6". Date range circa March – September 2002.

Items in "Hoffmans Vols" 3, 5 and 6 folders include:

- Correspondence, newspaper clippings, building plans, membership information, research, proposed planning documents, meeting minutes and working papers.
 - Arts Round Table discussion.
 - Report on the Hoffman Brickworks by Emma Balkin.
 - Heritage Precinct Draft Management Outline.
 - Hoffman Brickworks Heritage & Design Report, by Helen Lardner, June 2002.
 - Hoffman Brickworks Interpretation Concepts & Recommendations June 2002.
4. Manila folder, double sided loose document. Photocopy of Save The Brickworks Grant submission for Moreland City Council community grants funding, dated 7 October 2001.
 5. Ring clip folder, labelled on spine "STB Publication 2000". Final publication and research material relating to the Save the Brickworks booklet "as long as you could see the Hoffman's Chimneys you wasn't lost"- Saving Brunswick's Brickworks", published March 2002.

Includes:

- Correspondence, sale invoices circa March 2000.
 - Publication edited by Aenea Himbury with ISBN.
 - Interview transcripts with Lissa Kennedy, Massimo Palombo, Peter Fenaughty, Greg Hill, Helen Lardner, Iain Stuart, Helen Ralston, Lee Jacobsen, Monica Baker, Andy Ingham, David Moloney, Diane Stewart, Geoff Hogg, Trevor Melksham, Susan White, Robert McGauran.
 - Copies of secondary source material, design and layout, photographic and digital images, ISBN registration, cover prototype, proposed summary of publication.
 - Folder also contains three 3.5" floppy discs and one CD-ROM containing scanned images of Brickworks and book launch.
6. Folder of documents: plans for former site, overheads and photos, and promotional material/flyers. circa c1995-2002.
Held in folder tied with ribbon with a post it note - original inscription from original housing has been clipped and retained: "Hoffman's Photos O'heads Plans".
 7. Two duplicate laminated posters, with the following text: "Sponsored by 100 Years Northcote Pottery 1897-1997 Pottery Supplies Pty Ltd' with address 85A Clyde Street, Thornbury 3071".

BOX 3:

Three [3] folders containing Heritage Victoria Planning Permit Applications for Hoffman Brickworks Site. Circa 2006 – 2008.

1. White folder labelled "Hoffmans brickworks - Final Stage - Heritage Permit Application - Master Copy" prepared for Hoffmans Pty Ltd July 2005, with handwritten post-it note affixed to front cover "Heritage Victoria Permit Application 2006 - 2008. 1 of 4." Includes supplementary documentation / correspondence to December 2006.
2. Blue folder labelled with handwritten post-it note affixed to front cover "Heritage Victoria Permit Application 2006 - 2008. 2 of 4."
3. Comb-bound document folder labelled "Hoffman Brickworks - Heritage Precinct Draft Management Outline" with handwritten post-it note affixed to front cover "Heritage Victoria Permit Application 2006 - 2008. 3 of 4.", copy of document dated 2002.
[NB - no item in this box with post-it note indicating 4 of 4].
4. Polypropylene sleeve containing copies of site plans including Hoffman Brickworks Adaptive Reuse First Level plan.
5. A4 brown paper envelope originating from the Ontario Ministry of Culture, addressed to Kate Sandiford. Postmarked 22 June 2006. Inscribed (apparently after receipt) "Don Valley Brickworks Toronto Canada".
Contains correspondence and documentation related to Don Valley Brickworks in Toronto Canada.
6. Manila folder entitled 'Stuart Reid' (sic). Notes from Open Forum, meeting agenda and documents from Helen Lardner Conservation & Design, includes documents relating to conservation management and community use of the site. Date range 1998-1999.
7. Manila folder labelled "Pottery Buildings Registration". Correspondence with City of Moreland, Heritage Victoria and supplementary records relating to (unsuccessful) application for inclusion of the pottery buildings located at the site on the Victorian Heritage Register. Includes photographic material. Date range: 2002 - 2006.
8. One [1] white lever arch folder with sticky note on front 'Review CC Mike Glennys Carlo (sic)'.

Includes:
 - "Request to Revise Development Plan" prepared for Hoffman Brickworks September 2005.
 - Covering letter as submitted to Moreland City Council and Heritage Victoria August 2005.
 - Planning applications lodged with Moreland Council and Heritage Victoria.
 - Revised Development Plan September 2005.
 - Heritage Impact Statement for Heritage Core July 2005.
 - Revised Development Plan July 2005.
 - Planning Application - Building E June 2005.
 - Urban Planning documentation May 2005.Heavily annotated by STB using post-it notes.
[NB: folder may possibly be the missing "4 of 4" item of box 2]
9. Black lever arch folder, labelled "Hoffmans Brickworks Key Documents" containing correspondence, planning permits and maps/plans, meeting minutes and agendas, circa 1998-2003.
10. Manila folder with sign attached 'Hoffs Current Unfiled!', containing assorted documents, previously housed together in a cardboard magazine tidy at time of accession - original inscription from the magazine tidy has been clipped and retained: "Hoffs current unfiled!!" Date range June 2002 - July 2003. Includes site plans, Moreland City Council correspondence, correspondence to friends of Save The Brickworks.

11. Five [5] undated photographs, Workers at Hoffmans, modern site of brickworks, members of STB holding copy of "As long as you could see the Hoffman's Chimneys you wasn't lost: Saving Brunswick's Brickworks", portrait photograph of John Arthur Grant and two photographs of Victorian Branch of Australasian Federated Butchers Union. These is a handwritten note which appears to have biographical info about workers accompanying the photographs. Held inside yellow Kodak Pictures envelope.

BOX 4:

1. Large landscape plan (concept drawing only) for Gilpin Park. Dated 9 April 2001.
2. Large manila envelope inscribed "Heritage Victoria Endorsed Plans November 2009". including Proposed Development Plan Dawson Street Brickworks concept plan.
3. Lever arch folder, inscribed on spine "Hoffman Brickworks Plans 1997-2001".
Includes:
 - Proposed development plans for the site ranging from 1997 to 2001.
 - Reports relating to conservation and structural analysis of the site (variously prepared for Moreland Council, Hoffman Brickworks (developers), Heritage Victoria, and the Urban Land Authority)
4. Cardboard magazine tidy labelled "STB" containing documents, plans and reports relating to conservation and interpretation of the site. Includes photographic material (six black and white prints, one colour print, colour negatives). Date range 1997 - 2002.

Pamphlet box 1

- Save the Brickworks Inc. membership flyers, approx. 30 undated copies and includes form on verso for donations, held together with binder clip.
- Assessment of Movable Cultural Heritage prepared by Iain Stuart for Heritage Victoria, July 1998.
- Former Hoffman Brickworks Brunswick Structural State of Kilns, prepared for Sungrove Corporation Pty. Ltd by Ove Arup & Partners, February 1997. Held together with binder clip.
- A Walk Along the Upfield Railway Line guide booklet, created by Brunswick Community History Group, 1993.
- Two [2] publications published by the Brunswick Community History Group documenting walks around the site and surrounds.
- Interpretation Plan Hoffman Brickworks Dawson Street, Brunswick Prepared by Look Ear Pty Ltd April 1999.
- Brickworks & Potteries Walk brochure, walking guide on brickworks and potteries in Brunswick, created by Brunswick Community History Group.
- Former Hoffman Brickworks Conservation Analysis Prepared for The Urban Land Authority by Allom Lovell & Associates Pty Ltd, November 1995.
- Copy of application pertaining to "Restoration of Kiln No 2 Hoffman's Brickworks Brunswick Victoria", for Federation Cultural & Heritage Project on behalf of the City of Moreland, 1997.

Pamphlet box 2

- Fusion: Journal of the Brunswick Community History Group, Vol. 3, No. 3., August 1989.
- A4 page slide presentation and overhead projector transparencies with title "Looking forward" and highlighted research/notes.
- Dawson Street Brickworks coloured landscape plans for redevelopment, October 2001.
- Notes prepared by Chris Johnston titled "Former Hoffman Brickworks Dawson Street, Brunswick".
- Former Hoffman Brickworks Conservation Management Plan, July 1997 Purpose to review and expand upon previous assessments of cultural significance to enable practical decisions to be made on the immediate future and development of the site. Draft with notes written in pen.
- Six [6] black and white photographs of Brickworks site including kilns.
- Miscellaneous planning, redevelopment documentation and maps/plans, includes correspondence with Ray Port regarding proposed redevelopment of the Former Hoffman Brickworks by Allom Lovell and Associates, copies of historic plans, design plans and illustrations for Precincts A to D, article "Preservation for Old Brickworks?" 11 September 1989 featuring David Moloney, building research by Glenvill Pty Ltd.
- Flashpoint Photo Shop Brunswick order form and one colour photograph of machinery at Hoffman Brickworks, 1997.

- Report: Festivals Moreland 1997-2002 by Moreland City Council and letter from Manager Youth and Recreation at Moreland City Council outlining the document request to Chris Johnston.
 - Moreland Arts Strategy April 2000 by Moreland City Council.
5. Two comb bound volumes supplied under cover of Hoffmans Brickworks Pty Ltd (developers), titled:
- "Dawson Street Brunswick Hoffman Brickworks Heritage and Design Report" prepared by Helen Lardner Conservation and Design Pty Ltd (June 2002).
 - "Updated Town Planning Documents" (March 2002), including floor plans and landscape plans.
6. Airspy' photograph on backing board from State Library of Millers Ropeworks in Brunswick, dated post 1940s.

BOX 5:

1. Eight [8] loose plastic sleeves containing news cuttings, correspondence, notes regarding interpretative use and heritage protection, as well as the publication sales record for STB publication "as long as you could see the Hoffman's Chimneys.." along with a copy of the published booklet. Includes letters from Gregory Hill (author of "The Potteries of Brunswick") and Don Hunt (with photographs and narratives relating to his father's lifelong employment at the Hoffman Brickworks.
 - "As long as you could see the Hoffman's Chimneys you wasn't lost: Saving Brunswick's Brickworks" publication, edited by Aenea Himbury with ISBN – sale invoices forms, and sale log. March 2000.
 - Newspaper article, "Heritage nod for Hoffman", Brunswick Moreland Leader, August 26, 2002 by Linda Gordon, describes Save the Brickworks members against gentrification of site after Heritage Victoria permit given.
 - Correspondence from Don Hunt to Fay Dunn including photocopies of photos, contains brief summary of David Ernest Hunt's working life at Hoffmans.
 - Two [2] black and white photographs depicting Hoffman's ex-servicemen workers (some wearing military tunics), circa 1920, original copies belong to David Ernest Hunt photographs
 - 2003 AGM Save The Brickworks Board Report (2 copies) including Treasurer's Report and minutes of AGM; Heritage Act 1995 s. 73 print out. Documents from/by Aenea Himbury (Retiring convener).
 - Draft request of Section 173 Agreement from Moreland City Council; Aenea Himbury handover of outstanding issues Documents from/by Aenea Himbury (Retiring convener), 2004.
 - Cultural heritage presentation and planning documents.
 - Draft presentation and slide print out of PowerPoint presentation concerning cultural significance of site and development into community space including Future Uses Framework and Stage 4 site plan. circa 2002.
 - Letter of support written by Gregory Hill expressing desire to help Save The Brickworks and eagerness to use kiln for art exhibition. 1999.
 - Documents, circa 2004 relating to nomination of Pottery Buildings to Heritage Victoria Register Includes original faxed application dated 2002 and a draft letter to Ray Tonkin from Aena Himbury (never sent).
 - Order form for "The Potteries of Brunswick" by Gregory Hill, includes flyer advertising 'The Potteries of Brunswick' exhibition held at Counihan Gallery in Brunswick 15 June - 9 July 2000.
2. Loose A2 document: Proposed Development Plan Dawson Street Brickworks dated 6 May 2002.
3. Loose document: print out of email and attachment from Chris Johnston titled "Fw: Save the Brickworks - Arts Round Table Notes"; email dated 29 September 2002, contains mailing list email disseminating notes.
4. Loose documents: handwritten notes and email - event overview/running order for presentation on "If the Walls Could Talk" oral history project & STB - presented at "Talks on Moreland" 5 March 2013.
 - Includes:
 - Email to Neil Morarty from Chris Johnston about upcoming presentation on Hoffman Brickworks at Talks on Moreland at Coburg Library.
 - Handwritten notes on Coburg Library presentation.
5. Plastic slipcover containing project report "the Hoffman Brickworks Brunswick – if the Walls Could Talk", dated March 2011.
6. Envelope inscribed "STB publication background interviews etc" - contains seven [7] 3.5" floppy disks containing STB Publication interviews/transcriptions of interviews. Individual disks are labelled but undated.

7. A3 display folder: "Chronology of a Campaign 1989 - 2000. Newspaper clippings from the archives of Save the Brickworks Inc."
8. A3 display folder: "Chronology of a Campaign 2001 - 2005. Newspaper clippings from the archives of Save the Brickworks Inc."
9. A3 display folder: "Chronology of a Campaign 2005 - 2013. Newspaper clippings from the archives of Save the Brickworks Inc."
10. Photograph album containing colour and black and white photographs of Dawson Street Brickworks and Save The Brickworks group event, documenting site predevelopment.

2015-02

circa 1997 - 2009

BOX 6:

1. Lever arch folder, labelled on spine "STB H.V. [Heritage Victoria] Permit 2009". Date range August 2009 - December 2009.
 - Heritage Victoria planning permits, STB complaints/appeals and email correspondence. Proposed development plans for the site, circa 2009.
 - Additional Research Hoffman Brickworks Jan 2000 prepared by Helen Lardner Conservation & Design Pty Ltd, held together by bull dog clip.
 - Hoffman Brickworks Conservation Management Plan, April 1999. This report aims to develop policies to protect and enhance the cultural significance of the site.
2. Lever arch folder, labelled on spine "STB CJ [Chris Johnston] File". Working file documentation filed by Chris Johnston, includes meeting minutes, planning documents, newspaper clippings, photographs, correspondence, notes, news cuttings, background material. Material also includes photographs and one 3.5" floppy disk [labelled as containing JPG image files]. Date range circa 2002 - 2005.
3. Blue ring clip folder, unlabelled. Working file. Contains campaign documentation filed by Chris Johnston: meeting minutes and email correspondence relating to VCAT hearings, news cuttings. Date range September-November 2009.
4. Lever arch folder, labelled on spine "Brickworks / STB / Council / VCAT – MPS 2008/3 (2009)". Documentation filed by Chris Johnston, contains Moreland council information, VCAT ruling/hearing documentation, STB notes and correspondence. Date range circa 2006-2009.
5. Black lever arch folder, unlabelled. Working file. Contents include documentation filed by Chris Johnston: meeting minutes, planning documents, permit documentation, correspondence email correspondence, campaign notes, meeting notes, news clippings, plan drawings, and copies of Moreland Council and Heritage Vic documents. Date range circa May 2005 – September 2006.

BOX 7:

1. Former Hoffman Brickworks Conservation Management Plan, Nov. 1997, Report to review and expand upon the assessment of cultural significance of the Hoffman Brickworks, commissioned by Moreland City Council.
2. Laminated A3 page, undated black and white photograph of a brickworks (circa 1930s-1940s), depicting kiln, workers, bricks, loaded dray and horses. Affixed post it inscribed with contact details of Graeme Weinert.
3. A4 plastic sleeve containing photocopied report: "1974 Brunswick Technical School Form 5C Economics Survey" of Hoffman Brick Pty Ltd, conducted in 1974 by Brunswick Technical School students, printed in 2011.
4. Flyer, Made in Moreland What's On pamphlet produced by Moreland City Council Libraries (Read More/What's on.), Features advertisement for "Hoffman Tales" event at Coburg Library 5th March 2013, at Coburg Library. Cover image also features Hoffmans Brickworks.
5. Hoffmans Brickworks Brunswick promotional folder containing preliminary Residential plans and promotional material about the redevelopment proposals for the site. With cover letter dated 29 November 2001.
6. Plastic sleeve containing sign on cardboard backing board with text "donations to Save The Brickworks Inc".
7. Plastic sleeve containing blank "Baby Brick" certificates of ownership, circa 2001.
8. Plastic sleeve containing uncollected "Baby Brick" certificates of ownership, circa 2001.
9. Plastic sleeve containing original documentation for "Baby Bricks" fundraising project. Includes register, order forms, contact details of customers Date range: 2001.
10. Spiral bound report "Hoffman Brickworks: Catalogue of Movable Cultural Heritage". Prepared by Peter Davies for HLA-Envirosciences Pty Ltd and Heritage Victoria. Dated October 2001, includes handwritten note giving copy to Chris Johnston.
11. A4 red binder, project folder containing information about Hoffmans brickworks/pottery, and other heritage sites in Brunswick, circa 1990. Including printed pages of section of report 'Keeping Brunswick's Heritage: A Report on the Review of the Brunswick Conservation Study' by Chris Johnston, prepared for Brunswick City Council, notes for tours of the brickworks site, print outs of research and maps.
12. A4 red binder, project folder labelled "Hoffman's Project" containing copies of undated historic and post-industrial photographs, planning documents and maps of the site.
13. A4 red binder, project folder containing photocopy printed chapter of book "Chapter Three - The Hoffman Brick, Tile and Pottery Company 1862 – 1990s".
14. Folder containing site drawings and plans circa 2009.
 - Black and white photograph print of workers next to machinery at Brickworks.
 - Assorted planning materials, hand-drawn maps and notes on proposed residential redevelopment.
 - Proposed Development Plan Dawson Street Brickworks, March 2009.
 - Proposed Development Plan Dawson Street Brickworks, October 2009.
15. Red manila folder containing assorted campaign documents kept by Chris Johnston. Includes news cutting, drafts, email correspondence, notebook with meeting notes. Date range 2005 - 2006.

16. Plastic sleeve containing black and white photographic contact prints with site photos of disused kilns and brick pressing shed (mostly interiors).
17. Twelve large black and white photos of Brickworks, mounted on brown backing card and sealed in plastic, undated. Size approx. W15cm x L23.5cm (photographs) & W30cm x L38cm (backing board).
18. Plastic sleeve containing A3 copy of the original Proposed Development Plan Dawson Street Brickworks by Fooks Martin Sandow Architects, dated December 1997 and 'Diagrammatic Section of Building 5 at Former Hoffman Brickworks with Port Arthur Historical site map on reverse.

BOX 8:

1. Large cloth (possibly calico) banner with "Save the Brickworks Inc." embroidery including hammer/building iconography: sized approx. W56cm x L275cm.
2. A4 comb bound report prepared by Helen Lardner Conservation and Design: "Conservation Management Plan - Hoffman Brickworks Dawson Street, Brunswick" - draft 1, dated January 1999. This copy heavily annotated by Chris Johnston and Terese Healy of Save the Brickworks.
 - This report establishes conservation policies and a management plan to retain and enhance the significance of the Hoffman Brickworks.

2015-03

circa 2005 - 2009

BOX 9:

1. One [1] lever arch folder, miscellaneous Save the Brickworks documents kept by STB Convenor Aenea Himbury - not filed in any order, labelled on spine: "STB - 2003 - Aenea Himbury STB Convenor". Working file. Contents include photographs, email correspondence, notes of community consultation and STB submissions, meeting minutes and agenda, plan drawings and other associated documentation. Date range circa 2000 - 2004.
2. One [1] lever arch folder, labelled on spine: "brickworks - contact lists and database", contains Miscellaneous STB Membership and contact details, order details, registration forms. Date range circa 1999 - 2006.

BOX 10:

Loose press clippings, various folders and two note books. Largely meeting notes, working papers, and copies of planning documents.

1. Lever arch binder – labelled “Brickworks – completed and reference 2001 – 2004”.
2. Eight [8] Manila folders
 - “Development Plan amendment 2006”.
 - “2005 – 2006 Council meetings, ministerial amendment Hoffmans working party” (Paul Jarmon facilitation).
 - “2005 – 2006 Development plan Amendment, objectives”.
 - “2005”, includes Chris Johnston Report.
 - “Various 2002 – 2005”
 - Includes:
 - John Carter Visit 2005.
 - Moreland Election 2004.
 - “Chronologies, outcomes, reference lists, media releases”.
 - “National Heritage list 2005 – 2006 (didn’t go ahead)”, includes media releases.
 - “STB meetings and minutes, 2004 – 2007, ordinary and AGM”.
3. Black binder, contains Heritage Victoria correspondence and terms of reference, letters of support for the Save the Brickworks group.
 - Manila folder labelled HV Permit 10131, 2005 – 2008, containing correspondence with Ray Tonkin.
4. Black folder – 2009 HV Permit Planning MCC VCAT.
5. Loose media cuttings, including Moreland Mayors Speech 2003.
6. Two [2] notebooks, one with blue cover, one with brown cover.

Box 11:

1. Two [2] lever arch files, both labelled "Ceramic Centre".
 - Folder 1: labelled "Kate's file" – background to grant application, working papers.
 - Folder 2: contains floppy disc, photos, media releases.
2. One [1] ring binder, labelled "Ceramic Centre 2010".
3. Three [3] small reports.
 - The Former Hoffman Bick and Pottery Works, Iain Stuart for the Victorian Archaeological Survey July 1988.
 - Dawson Street Hoffman Brickworks Heritage Report, Gatehouse Building 25, prepared by HLCD Pty Ltd, July 2005.
 - Interpretation Concepts and Recommendations 2006, by Look Ear Pty Ltd.
4. Small ring binder labelled "If the walls could speak".

Shoe box containing:

- One video, photographs scanned onto CDs and original printed photographs in original sleeves (some with negatives) – 14 enclosed photo envelope sleeves, 2 photographic sleeves also containing CDs, 4 CDs containing photos. – Photos now also scanned onto CDs and listed on the 'Hoffman Brickworks Image Archive'.
- Hoffman Save the Brickworks stamp.

Additional items located on shelves.

- A3 envelope containing display materials from the launch of "If the walls could speak", including illustrations, photographic prints and A3 display quality copies of the brickworks, posters for event.
- A3 envelope labelled STB copy – revised to VCAT containing Development Plans dated 30/11/2009.
- A3 plastic sleeve containing undated Development Plans – CH Architects.

Digital records of Save the Brickworks Inc using Word, Excel – these also include scanned photographs and comprise:

1. Documents relating to an event “Celebrating the Brickworks” on 17 February 2013 - including flyers, invitations, poster.
2. Correspondence and minutes of meetings between Save The Brickworks’ and other organisations - particularly Moreland Council and Heritage Victoria - from 2009-2022.
3. Official documents produced by or for the owner/developer, Moreland Council and Heritage Victoria from 2000.
4. Documents relating to Save The Brickworks’ incorporation.
5. Images, including historic and contemporary photographs.
6. Submissions by Save The Brickworks, members, related experts and the public to inquiries and in response to permit and other applications.
7. Documents relating to Save The Brickworks’ participation at VCAT in December 2012.
8. Miscellanea such as sample advertising and contract of sale documents.
9. News articles about the brickworks and Save The Brickworks.