

### 350 George Street, Sydney

### **Conservation Management Plan**



Appendices K to N

Prepared for Strata Plan No. 86960

August 2020 • Issue A Project number 20 0023

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APPENDIX K 350 GEORGE STREET EXTERNAL RETAIL SIGNAGE STRATEGY & TENENCY LOGO SPECIFICATIONS APPENDIX M

350 GEORGE STREET BUILDING GUIDE

350 George Street, Sydney • Conservation Management Plan

# 350 GEORGE STREET BUILDING GUIDELINES

SHIFT FACILITIES MANAGEMENT PTY LIMITED



#### **FACILITIES MANAGEMENT**

#### **350 George Street guidelines**

As the Facilities Manager of 350 George Street and on behalf of Change Strata Management, we would like to welcome you to the Building.

The buildings owners/tenants all function under the By-Laws and even though these have been provided to you, we would like to support you and your staff with some prudent guidelines which will directly assist you and sustain the smooth running of the Building.

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#### **BUILDING INFORMATION**

<u>Building access</u> is through George Street entrance Monday to Friday from 8.00am to 6pm. An iron door blocks the entrance from 8pm to 6.00am each week night and is permanently up over the weekend. Entry on the weekend is with a security swipe key at the lower ground entrance to Ash Lane.

<u>Restrooms</u> are accessible on each level with the entry code starting with the floor number and the next corresponding three digits. Press C to clear code.

<u>Disability Access</u> is provided via Ash Lane, lower ground, enabling wheelchair access with a ramp and disability lift. Contact the Concierge if you have a client that needs assistance. Under no circumstance should the lift be used as a goods lift, or any subsequent damage will be charged to the company at fault.

<u>Building's Boardroom</u> is on Level 2, Suite 201 and is available to occupants upon booking. Allocation of use is for a maximum of two hours and bookings are made through Google Calendar; <u>https://www.google.com/calendar</u>

<u>Communication</u>. Please notify the concierge desk of the Director/s or Managing Director/s email address and contact mobile number, to assist in facilities management communication regarding the building.

Any tenancy queries or complaints should be directed via the Concierge desk, email to Gail Thomas; gail@shiftfacilities.com.au. We can also provide you with a full copy of the By-Laws upon request.

#### **EMERGENCY CONTACTS**

In case of a medical emergency: Call 000

For assistance:	Gail Thomas	
	Concierge & Facilities Manager	
	Mobile:	0417 392439
	Email:	gail@shiftfacilities.com.au
	Mite Do	mazetovski, Managing Director
	Change	Strata Management
	Suite 41	2
	350 Geo	orge Street
	Phone:	02 8203 3111
	Mobile:	0414 469 694
	Email:	mite@changestrata.com.au

#### EMERGENCY PROCEDURES

In case of a bomb threat: Call 000 Evacuation procedures are posted in the lift lobby of each floor and all staff exit the Building via fire stairs to group at the designated assembly point. Contact the Chief Fire Warden.

#### In case of a fire: Call 000

Evacuation procedures are posted in the lift lobby of each floor and all staff exit the Building via fire stairs when the evacuation alarm is activated, to group at the designated assembly point – Martin Place.

#### Fire Warden for your floor

Please contact the Chief Fire Warden to be given the name of the floor warden. In case of an emergency, make your way to fire exit next to lift lobby to be instructed by the Fire Warden on your floor.

#### **PRESERVATION OF FIRE SAFETY**

Please refer to clause 26.1 and 26.2 of the By-Laws

The <u>emergency procedures</u> are posted in the lift lobby of every floor of the Building. Occupiers must make themselves familiar with the necessary procedures in case of fire or evacuation of the Building. Building Chief Fire Warden: Gail Thomas 0417 392439

Access to fire stairs is via the north and south side of the Building on each floor are to be used rather than the internal stairs, in an evacuation to reach the designated assembly point in Martin Place.

Please make your staff aware of evacuation procedures and the nearest exits and meeting points. Portable fire extinguishes and fire hydrant reels are on each floor near the lifts.

Fire training occurs every three months and you shall be notified via email of the next emergency evacuation drill.

In the interest of public safety, health and fire services smoking is not permitted in the Building.

#### **OCCUPATIONAL HEALTH & SAFETY GUIDELINES**

<u>Prevention of hazards and accidents</u>: Please refer to clause 27 of the By-Laws. In the assistance of preventing an accident and if a situation is assessed as a risk hazard please contact the Conceiege, Gail Thomas 0417 392439.

#### COMMERICAL GARBAGE DISPOSAL BY TENANTS

Please refer to clause 28 of the By-Laws

A small kitchen bin is provided in the common area kitchenette on each floor. Please note; storing rubbish beside the bin is a hazard and an obstruction to others, the occupier's garbage is the individual's responsibility to remove from the building.

Excess rubbish, cardboard boxes and other items need to be removed by the occupant or by contracting the Building's cleaner for a fee.

The cleaners: Michael and Christina Petkoski, is available at a cost to the occupant to either clean and/or remove rubbish each night/ weekly or as required. Please contact Michael directly for quote <u>michaelcleaning@y7mail.com</u>.

#### **VEHICLES AND BICYCLES**

Please refer to clause 3 of the By-Laws

No bike or motor bike or vehicle is to be parked on Common Property.

A bike room with bike racks, showers and lockers can be located on the lower ground floor. Bike's to be wheeled through Ash Street entrance not via George Street.

Vehicle Parking: No parking in Angel Place/Ash Street. Deliveries: bollards are removed, giving acces to the lane for deliveries between 12 midnight to 11.00am each morning, at which time the bollards go up to pedestrianise the area.

#### **BEHAVIOUR OF TENANTS**

For consideration of other tenants, noise levels should be kept to a minium and swearing is not permitted.

#### AFTER HOURS AIR CONDITIONING

Is available to occupants after 6pm weekdays and on weekends. To activiate after hours air conditioning, the conceirge will provide a log in code for activating via a webpage.Cost is \$20 per hour.

Webpage: hvac.350george.com

#### SECURITY AND SAFETY OF THE BUILDING

#### Access to Building

Assess through the main lobby for guests is from 8.00am-6.00pm Monday to Friday. On weekends there is a security gate at the front door which will remain closed. Access on weekends is with a security swipe key at the entrance via Ash Lane into lower ground.

There is no access to the roof and access to the basement is only to access your storage unit, should you be allocated one or for accessing the bike room showers and lockers.

#### **SECURITY SWIPE KEYS**

Should you require additional security swipe keys you will have to send a written request via email to Gail Thomas, gail@shiftfacilities.com.au:

Include the names of the people you are allocating keys to. Each card is \$55.00 + Gst. An invoice will be sent once the request is received and upon payment you will receive the required swipe keys.

<u>Door Keys</u>: For additional suite door keys; please request via email to Gail Thomas as above. Each key is \$55.00 each to be paid via invoice from Change Strata Management.

#### Passenger lifts

Under no circumstances are the passenger lifts to be used to transport materials/rubbish during normal working hours.

The lift may only be used to transport materials/rubbish during <u>non-peak periods</u>. Peak periods are defined as: 0800 - 0930 hrs, Monday to Friday

1130 - 1400 hrs, Monday to Friday 1600 - 1830 hrs, Monday to Friday

The lift needs to be protected with lift curtains prior to use and cleaned prior to being returned to service. Contact the Conceirge should you require the lift protectored before moving in or out. The Owner or Occupier is responsible for any damage caused by misuse by their contractors.

#### DAMAGE TO COMMON PROPERTY

A tenant must not attach, fix or install in any way any cables, wiring, security features or other fixtures to interior and exterior walls facing Common Property.

#### SIGNAGE

#### **DISPLAY OF COMPANY SIGNS**

As a suite occupier you must <u>not</u> install or attach signage/banners or fixtures, to the external face of the building, including balconies or verandas.

An occupier must <u>not</u> inscribe, paint, display, stick or exhibit any sign, advertisement or name on the outside or inside of the Building, unless it is inside your suite and is not intended to be viewed by anyone outside the office.

No signage or fixtures of any description may be fixed to doors facing Common Property (other than permitted in **clause 20 of the By-Laws** which has been approved by the Owners Corporation).

#### SIGNS FOR MAIN LOBBY AND/OR FLOOR LOBBY NOTICE BOARD AND/OR SUITE GLASS DOOR

An application in writing to Gail Thomas, Facilities Manager can be made for a standard proprietary name/address plate to be displayed in the main lobby directory board and corresponding floor lobby directory board in the Building, at the cost to the occupier. Please note that just the company name is displayed, without the Pty Ltd.

<u>Glass Suite Door Signage</u>: An application in writing to Gail Thomas, Facilities Manager can be made for a identification sign pertaining to the suite door entrance of your office, on the part of the glass door being the entrance, to specification as set out in **clause 20 of the By-Laws**. Include a EPS file logo (colour if required) in your application. All lettering is in matte black vinyl.

The facilitities management contracts a specific signage company to attend to signage requirements. Upon your application, a quote will be sent to you for acceptance and payment.

#### ALTERATIONS

As a suite occcupier/owner, any requests for alterations to the suite <u>must</u> to be in writing to the Owners Corpration. No work is to commence until approval is given in writing.

Should you have any queries, please don't hesitate to contact Gail Thomas, Facilities Manager on mobile: 0417 392 429 or via email gail@shiftfacilities.com.au.

### **CURRENT EMERGENCY PLAN PROCEDURES**

### **350 GEORGE STREET**

#### **RAISING THE ALARM**

#### **MEDICAL EMERGENCY**

#### If any person is aware of a medical emergency, they should:

- a) Assess and if required dial 000 for Ambulance Service; the operator will require address and type of medical emergency, replay symptoms, where the pain is or breathlessness to operator.
- b) Contact the First Aid Officer, Peter Domazetovski on: 0404 374 157 from Suite 412, who will proceed to the scene to administer first aid.
- c) If the injury has resulted from a fall. <u>DO NOT</u> move the person and stay with them reassuring them that assistance is on the way.
- d) If a suspected heart attack; retrieve <u>Defibrillator</u> from Concierge Desk; First Aid Officer and the Building Manager have been trained. Otherwise follow the machine instructions as it is a fully automatic system.
- e) Send someone to be on ambulance watch to assist them in reaching the ill person.
- f) Contact next of kin.

#### First aid kit and Defibrillator is held in cupboard under the concierge desk.

#### 350 GEORGE STREET - EVACUATION PROCEDURES

#### **SMOKE/FIRE EMERGENCY**

#### If you spot smoke/fire before the emergency fire alarm is automatically activated.

- a) If possible, extinguish the fire; fire extinguishes are located in the Fire Hydrant cupboard at the lift lobby on each floor. Otherwise close the doors to restrict the spread of fire and commence the following:
- b) Notify those in the vicinity and call 000.
- c) Notify your Floor Warden.
- d) Floor Warden will report to the Chief Fire Warden who will activate the alarm to start evacuation process.

If critical and the automatic fire alarm has not activated, on each floor at the lift lobby Fire Hydrant cupboard, you can locate an emergency evacuation 'break the glass' to activate button.

#### IN AN EVACUATION FROM A FIRE THREAT

- a) Emergency siren is activated.
- b) Proceed to lift lobby on your floor. Floor Fire Warden wears the red hat. Area Warden yellow.
- c) Follow instructions from your FLOOR WARDEN who will be in direct communication with the Chief/Deputy Warden using the W.I.P phone in Fire Hydrant Cupboard in lift lobby.
- d) Safe evacuation via Angel Place to designated assembly point in Martin Place.
- e) Floor Wardens are the last to leave. Any personnel not accounted for to be relayed to the Chief Fire Warden.
- f) Do not return to the Building until the Chief/Deputy Warden gives the <u>all clear</u>.

#### TERRIOSIST OR A VIOLENT INTRUDER WITHIN BUILDING (CODE PURPLE)

- a) Dial 000 to report the assault.
- b) Code Purple are the words to indicate an intruder. If unable to evacuation via fire stairs remain in your suite and lock the door, keep away from the door and keep low incase there is a gun involved.
- c) If incident is not on your floor and it is not safe to leave via fire stairs, the bathroom would be a safe option.
- d) Depending on position of threat: Contact Chief/Deputy Fire Warden who will contact the other tenants, via intercom system in Control Room, to remain in their suites. Announcing '<u>CODE</u> <u>PURPLE'</u> to indicate intruder.
- e) Chief/Deputy Fire Warden will make an announcement on the intercom speaker system when it is all clear and intruder has been apprehended or threat has left the Building.

# **Floor Warden Communication Point:** Wardens to assemble in the lift lobby at the WIP on their floor on becoming aware of an incident that may affect safety of occupants.

**If this is unsafe to move around;** Floor Wardens to communicate via mobile phone with Chief Warden from your suite or await announcement via speaker intercom from the Chief Warden or emergency services. Tenants to lock themselves in their suites, contact their Floor Wardens via mobile phone or await announcement. The bathroom is another option for safety.

#### IN AN EVACUATION FROM A BOMB/TERRIORIST THREAT – Direct or via phone

- a) If you receive a telephone threat, contact Chief Fire Warden/Deputy Warden who will communicate with Emergency Services and notify your Floor Warden.
- b) If the threat is an unattended package or backpack raise your concern with the Chief Warden, do not touch the item.
- c) Chief Warden will communicate with emergency services and under due consideration notify Floor Wardens to commence a safe evacuation via the fire stairs, not the internal stairs, to the designated assembly point in Martin Place.
- d) If under direct attack by person/persons: Do not communicate with attacker. Follow his/her instructions only. Assistance from emergency services will commence. If you are a bystander lock yourself in your suite, the bathroom is another alternative as it is a locked room to an intruder.
- e) Once threat has passed the Chief Warden will make an announcement over the Buildings PA system.

#### TERRIORIST THREAT OUTSIDE THE BUILDING

- a) Chief Warden will ascertain level of threat.
- b) Chief/Deputy Fire Warden will be in communication directly with Floor Wardens at WIP Station in lift lobby.
- c) Chief/Deputy Fire Warden will evaluate the situation to determine whether it's prudent to go into **lock down** or evacuate the Building. Consideration of lives a paramount.
- d) If it is unsafe to venture outside the Building, our <u>internal evacuation point is the Basement</u>.
  Floor Wardens will assist you to the Basement. First aid kits are located at reception and in the cleaner's room in the basement. Water is also available in the basement.
- e) Should the threat effect the <u>City of Sydney</u> and the CBD and is in lockdown, if it is <u>safe</u> to evacuate the Building proceed to Hyde Park where services will be available until the threat has been cleared.
- f) If you are on the street when the City sirens start, the George Street PA system will announce the threat and if evacuation is immediate or that lock down of CBD has occurred.

#### Building Internal Evacuation Point: if <u>unsafe</u> to evacuate to Martin Place/Hyde Park

- Bathrooms on each floor, if in immediate danger otherwise;
- Floor Warden to lead their group to the Basement via the lift/stairs.

#### EMERGENCY CHIEF/DEPUTY WARDEN/FLOOR WARDENS CONTACT DETAILS

CHIEF WARDEN:	GAIL THOMAS	CONCIERGE DESK	0417 392 439
DEPUTY CHIEF WARDEN:	MITE DOMAZETOVSKI	SUITE 412	0414 469 694
FIRST AID OFFICER:	PETER DOMAZETOVSKI	SUITE 412	0404 374 157
FLOOR WARDEN: RED Hat Grd FLOOR: 1 <sup>ST</sup> FLOOR: 2 <sup>ND</sup> FLOOR:	GAIL THOMAS TAMZID RAHMAN PAUL OTTO MELLAR	GROUND FLOOR INVISALGN SUITE 106 SUITE 211	0417 392 439 0455 957 655 0413 074 161
3 <sup>RD</sup> FLOOR:	KARINA WORRELL	SUITE 306	0401 677 229
4 <sup>TH</sup> FLOOR:	PETER DOMAZETOVSKI	SUITE 412	0404 374 157
5 <sup>TH</sup> FLOOR:	CLARE MANNS	SUITE 505	0488 020 981
6 <sup>™</sup> FLOOR: MERCADO INDU	LEEKING LUCIA JUSTIN	SUITE 606	99669388

## Incident Management Team



### FLOOR WARDEN EMERGENCY COMMUNICATION POINT

In the case of an emergency/incident, Wardens to proceed to the communication point - W.I.P. station – Fire Hydrant Cupboard at lift lobby on their floor.

- *Warden Intercommunication Point (WIP*). The `Red *Phone*'. The Emergency Warning Intercommunication System (EWIS)
- The WIP is a phone system connected to the building's EWIS in the Fire Control Room (Basement)
- Each floor has at least one red phone inside the Fire Hydrant Cupboard.
- The phone rings at the EWIS panel and does not connect anywhere else. It enables the Building Warden to communicate with Wardens in an emergency situation.
- The WIP phone should only be used by the floor warden in an emergency situation.
- Notify the Building Warden when the floor has been cleared of all occupants.

The WIP phone should <u>NOT</u> be used to enquire if the emergency is `real'. When an alarm sounds, appropriate emergency evacuation procedures should automatically be undertaken.

### FLOOR WARDENS EVACUATION PROCEDURES

#### Immediately the alarm signal is sounded:

- a) Commence a calm evacuation of your floor via the fire stairs to the assembly area.
- b) Advise Chief Warden of the situation via the WIP and if there is any mobility impaired persons.
- c) Wear your safety helmet for identification purposes.
- d) DO NOT USE THE LIFT IN AN EMERGENCY
- e) Ensure doors are closed to minimize the spread of fire and smoke.
- f) Advise the Chief Warden at the fire control room when your floor has evacuated.
- g) Advise the Chief Warden of any persons not accounted for.
- h) Do not return to the Building until the all clear has been given by the Chief Warden.

EMERGENCY CONTROL ORGANIZATION				
Chief Warden/Building Manager	Gail Thomas	0417 392 439		
Deputy Warden	Mite Domazetovski	0414 469 694		
First Aid Officer	Peter Domazetovski	0404 374 157		

#### **EMERGENCY CONTROL POINT**

Chief/Deputy Fire Warden will direct communications via W.I.P. to Floor Wardens from the **FIRE CONTROL ROOM** in the Basement.

#### EMERGENCY EVACUATION ASSEMBLY AREA

MARTIN PLACE - west end on George Street

# **EMERGENCY PROCEDURES**

# **350 GEORGE STREET**

**GENERAL STAFF** 

# **ALERT CONDITION**

#### STAND BY

If you see a fire or other potential emergency, notify Fire Brigade on 000 and your Chief Warden.

Assess need for evacuation. If in doubt, commence evacuation immediately; notify others on the floor of potential risk.

On the fire alarm bell sounding, be aware there is a potential emergency in the Building.

Move immediately to the Lift Lobby area where your Floor Fire Warden will direct you to fire stairs. Obey all directions given by Wardens.

Floor fire warden will check toilets and assist mobility impaired persons

**EVACUATION** 

#### **EVACUATE**

Move quickly into the fire stairs under the control of the Floor Warden

Maintain one clear tread on stairway to prevent stumbling, move quickly but safely

Move clear of the building.

Proceed immediately to your assembly area in **MARTIN PLACE do** not re enter the building unless advised to so by the Chief Warden.

Report any person not accounted for to your Warden.

# **EMERGENCY PROCEDURES**

# **350 GEORGE STREET**

**FLOOR WARDEN** 

(YELLOW HAT)



APPENDIX N 1983 BUILDING APPLICATION DRAWINGS

350 George Street, Sydney • Conservation Management Plan





























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