



Dumas House Tenant Presentation

2 Havelock Street, West Perth

Accelerating success.

January 2012

Welcome To Dumas House



Colliers International

(WA) Pty Ltd

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Dumas House

Building Management Office

Ground Floor

2 Havelock Street, West Perth

Western Australia 6005

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Dumas House History



Dumas House is a 14 storey office building constructed in Perth, Western Australia during the 1960s. The building is located close to St Georges Terrace, Kings Park, and Parliament House. It was part of the 1955 plan to centralise all WA Government departments near Parliament House based on the Stephenson-Hepburn Report. Several such plans had been proposed since the late 1920s, but post-World War II State finances and resources were unable to support the proposals. Public Works Department architects G. Finn, E. Van Mens and P. Maidment won a national competition to design the five office buildings that would house the departments. Dumas House was completed in 1965, and was the only building constructed on the site from the five planned.

Originally called 'Government Building', Dumas House was opened by Premier David Brand on 4 March 1966. Brand's speech at the opening focused on the building's importance to the State “It is a big building and I think a handsome one. But this is not the important point at today's ceremony. As I see it, this building is important not only because it provides essential office accommodation of a good standard essential for workers but because it is a symbol of a great era of progress for Western Australia. It is one of the signs of the beginning of a new age of development - aided by science, aided by an unprecedented inflow of capital funds, aided by great enthusiasm for the harnessing of our enormous resources and spurred on by the enterprise of thousands of people, partnerships, groups and companies from one end of the State to the other. I believe history will look back on the 'sixties as one of the landmarks in the story of our State.”

In 1968, the State Government scrapped its plans for five office buildings on the site for two reasons: increased traffic caused by the first building was such that the traffic for five buildings would have been unbearable, and politicians believed that five buildings on such a prominent site would give the appearance of 'dominance by the bureaucracy - a "big brother" complex. The building was named 'Dumas House' in February 1978, in honour of Sir Russell Dumas, who was the Director of Works and Buildings for the Public Works Department between 1941 and 1953. Dumas House is an example of the Post-War International style of architecture, with a modular grid building plan, glazed panelling and an open piazza. The International style was adapted for Australian conditions by adding horizontal slabs that project from the sides of the building and provide shade. The building's construction, including fittings, cost \$4,900,000.

The building was owned by the Department of Housing and Works of the Government of Western Australia. Extensive refurbishment of this building was undertaken in 2007. It is now Owned by The Department of Finance, Building Management & Works.

Dumas House is an office complex that offers great potential to tenants through its desirable CBD location at the western end of St Georges Terrace and its ease of access off Havelock Street, close proximity to Parliament House, West Perth.

The general public has access to the building between 07.00 and 17.00 hours Monday to Friday. The ground floor reception desk is attended from 07:00 to 18.00 hours Monday to Friday.

Individual tenancy areas which are accessible by lift, remain locked until tenants assume commencement of work and are given proximity ID cards for building access

Current in Progress Fitout



We would like to advise all staff entering the building that some floors are presently still undergoing fitout works which are scheduled to finish in June 2012, some services may be limited within the building and fitout areas undergoing works are not accessible.

We ensure continual high level security for the monitoring of access of the ground floor entrance and surrounding perimeter to the building. Which is supervised and controlled by our security team at Colliers International and Wilson security staff, who stand-by from 07:00 to 18.00 hours Monday - Friday and ensure each individual always follow the secure procedures in place when entering building.

After hours the building is patrolled regularly by Wilson Security.

Any Security questions or assistance required, can be contacted by the following details:

Contact Main Foyer Reception Desk – 9424 5902

Security Office – 9424 5921 Email: dumassec@dumashouse.com.au

Head of Security – 9424 5900 Email: dumasrec@dumashouse.com.au

Building Access to Dumas House



Obtaining a Security Pass (keyless proximity ID card) to the Building:

If you have been designated by your department as one who requires building access, the authorised manager or designee from your department must contact Building Management using the Tenant Web Site.

www.dumashouse.com.au

The preferred method of authorisation is carried out by completing the form and sending it to the email address below. This occurs automatically once you submit the form from the website. The person who requires an access ID card must be photographed and department colour coded; when the badge is finished it is sent to your requesting officer for distribution.

- **Mike Anderson – Head of Security:** dumasrec@dumashouse.com.au
- **Henrik Norup – Security Supervisor:** dumassecc@dumashouse.com.au



When Leaving Your Employment



Your proximity card, holder and lanyard is to be returned to your department manager, supervisor. This includes remote keys, lift keys and building identification. Agencies are required to inform the security office of any redundancy or termination of employment as soon as possible. They are responsible for returning your card to the Security Control Room on the ground floor, or mailing it to:

**Building Management Office
Ground Floor
C/- Colliers International
2 Havelock Street, WA 6005**



Public Transport & Parking Accessibility

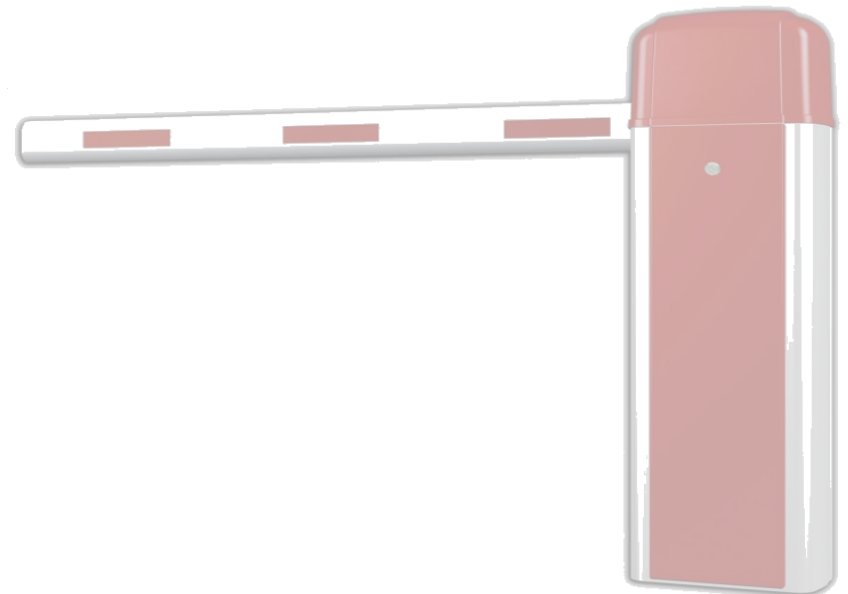


Public Transport:

Dumas House can be accessed by the RED CAT Service to West Perth circulars on to Ord Street/Havelock Street stop or Buses 24, 25, 27 & 103, which stop on Kings Park Road; for more information about public services go to www.transperth.wa.gov.au.

Vehicle Accessibility to Dumas:

There are three entrances off Havelock Street. The main entrance leads up to the roundabout and south egress to the main car park boom gate



Car Parking Visitors:

The visitor's car park is for short term parking, with a strict maximum of two hours only. It is permitted for couriers to set down and pick up.

Allocated Car Parking: All vehicles must be registered via the Dumas House website link, a registration sticker is supplied for display on windscreens. Illegal users may be fined by the City of Perth.

Staff: Your Proximity Card Allows you entry through the boom gate.

Disabled Access Car Parking:

Your Proximity Card allows you entry through the boom gate, there are limited PWD car bays however should any tenant require assistance in obtaining a car bay please contact security or Building Management.

Bicycles & Motor Bikes



Cyclist/Bicycle Racks: Your proximity card allows you entry through boom gate, racks are normally available in the lower basement, however, services are limited due to refurbishment/fitout and should be available in April 2012.

Motor bikes: There are a number of motor bike/scooter bays available in the main car park and visitors car park.

Ground Floor Entrance Reception & Security



- **All staff** – have access via the turnstiles with their proximity card which also permits lift access to their authorised floors.
- **Temporary staff** – Must be registered with security before commencement and require photo ID.
- **All visitors** - to the building are required to enter via the ground floor main entrance and report to reception. It is preferable for all expected visitors to be pre-registered through the Visitor Pre-registration system on the Dumas House website, which is monitored by security, they will then be issued a temporary photographed visitor ID. The given host will be called to authorise floor access.

After Hours Accessibility – Staff who have 24/7 access to the building must be authorised.



- **All Couriers** – must report to reception. All unfamiliar couriers are ID checked and entered on to security system before been issued a photographed ID sticker.
- **Mail** – Ground floor reception do not accept post/packages or parcels, all post must be authorised to be received by individual tenancy or courier will not be permitted access.
- **Visitors for DPC and PSC** – will be sent to 6th floor, if confirmed and authorised by reception staff.

Lower Basement & Upper Basement Access



Lower Basement – Undercover Car Park

- Proximity card access with remote key access for staff assigned a car parking bay.
- All vehicles must be registered via the Dumas House website link.
- Proximity card access for cyclists.
- Secure access for contractors if required.

Staff Entering or exiting lower basement are urged to be cautious & patient, due to the degree of contractors/materials within the area over the upcoming months with the fitout works in progress.

Upper Basement – Undercover Car Park-Ministerial use only

- Proximity card access for staff with remote key access assigned to authorised staff.
- Floor access will be available after refurbishment April 2012 for staff requiring access for the shower, change room facilities and training rooms.

Emergency & Evacuation Procedures



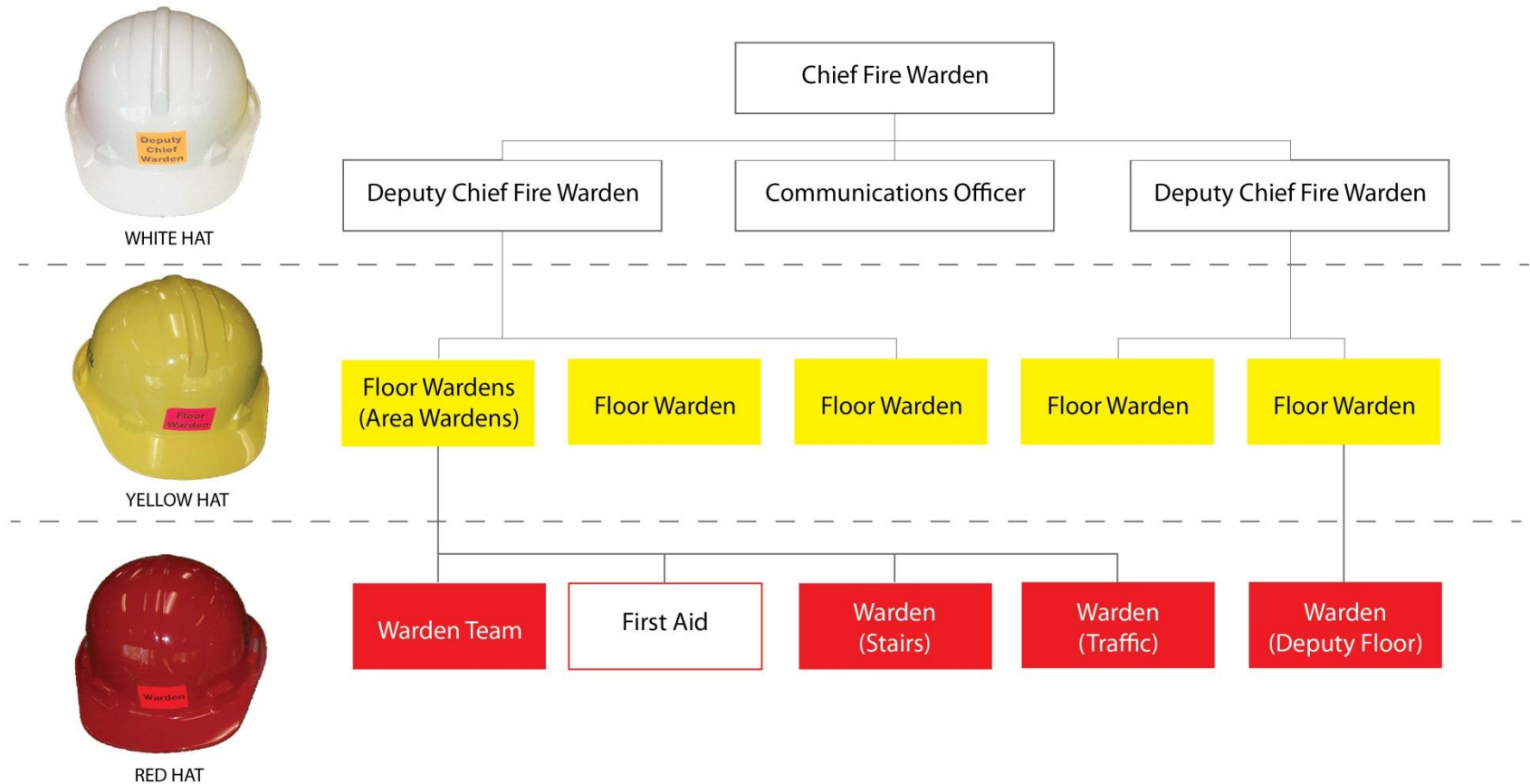
Emergency and Evacuation procedures in relation to each individual floor are available to view on notice boards outside stairwell doors, as well as the Dumas House website – www.dumashouse.com.au

Procedures will be to updated when new fire systems being installed in the building is complete. These will be distributed when available.

Emergency procedures are available on the Dumas House website:

- Emergency organisation Structure
- Chief Warden Fire Control Centre & Floor Warden duty's
- Alert & Evacuation Tones
- Evacuating Building & Assembly Areas
- Emergency Services
- Mobility Impaired Evacuation Procedure
- Bomb Threat & Chemical Spill
- Suspicious Package
- Medical Emergency

Emergency Organisation Structure



It is Building Policy that each tenancy within the building, volunteer or nominate a number of their staff to undertake periodical training for fire safety. It is in the interest of their department's safety for controlled & calm evacuation in the event of an emergency. Warden Training is approx every 6 months and is arranged by Building Management.

Assembly areas are displayed on the stairwell doors. Wardens should be aware of the evacuation procedures for mobility impaired individuals in their area.

Wardens Duties upon hearing an alarm:

- Alert Alarm – Beep, Beep, Beep...

Designed to alert Wardens in their area. All floor wardens are to report to their communication stations and await instruction from the Fire Control Centre from the building's Chief Fire Warden via their Warden Intercommunication Point (WIP). Deputy wardens to check floor for staff members and standby for further instruction. **The Alert Alarm does not mean you should evacuate.**

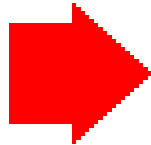
- Evacuation Alarm – ongoing Whoop, Whoop alarm.

Designed to notify all occupants in their area that an evacuation is necessary. Normally an evacuation alarm follows an alert alarm, but the evacuation alarm may sound on its own, which means an immediate evacuation is necessary and all occupants must assemble at the nearest emergency exit and exit in an orderly fashion.

Occupants should enter stairwell to exit to their external assembly area only upon direction of a Floor Warden and keep to the inside of the stairwell always holding the handrail. Occupants must not carry any objects that would hinder or delay the safety of others whilst exiting the building. Deputy Floor Wardens to do a final check of their area that all occupants have left before exiting. The Floor Warden to report to Chief Warden in the Fire Control Room, located on the ground floor and give the “ALL CLEAR” before exiting to assembly area.

Emergency Evacuation Procedures

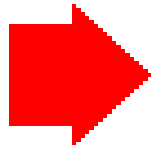
Alert Tone



- 1 **STOP** what you are doing and proceed to the Emergency Exits to prepare for possible Evacuation.



Evacuation Tone



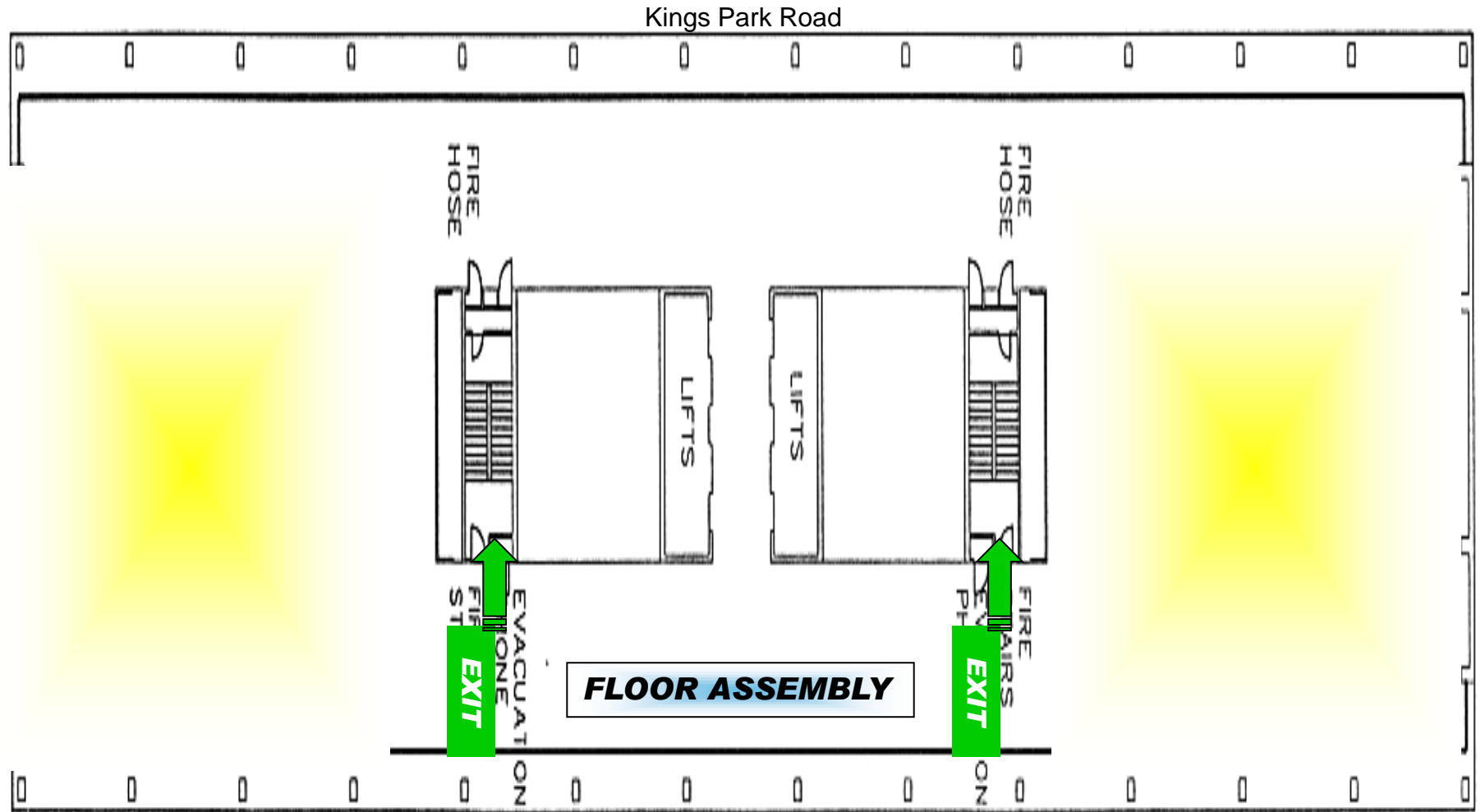
- 2 Under the Instruction of the Floor Wardens. Evacuate the building via the Emergency Exits.
- 3 Do Not Panic. Move quietly and calmly to the Assembly Area.



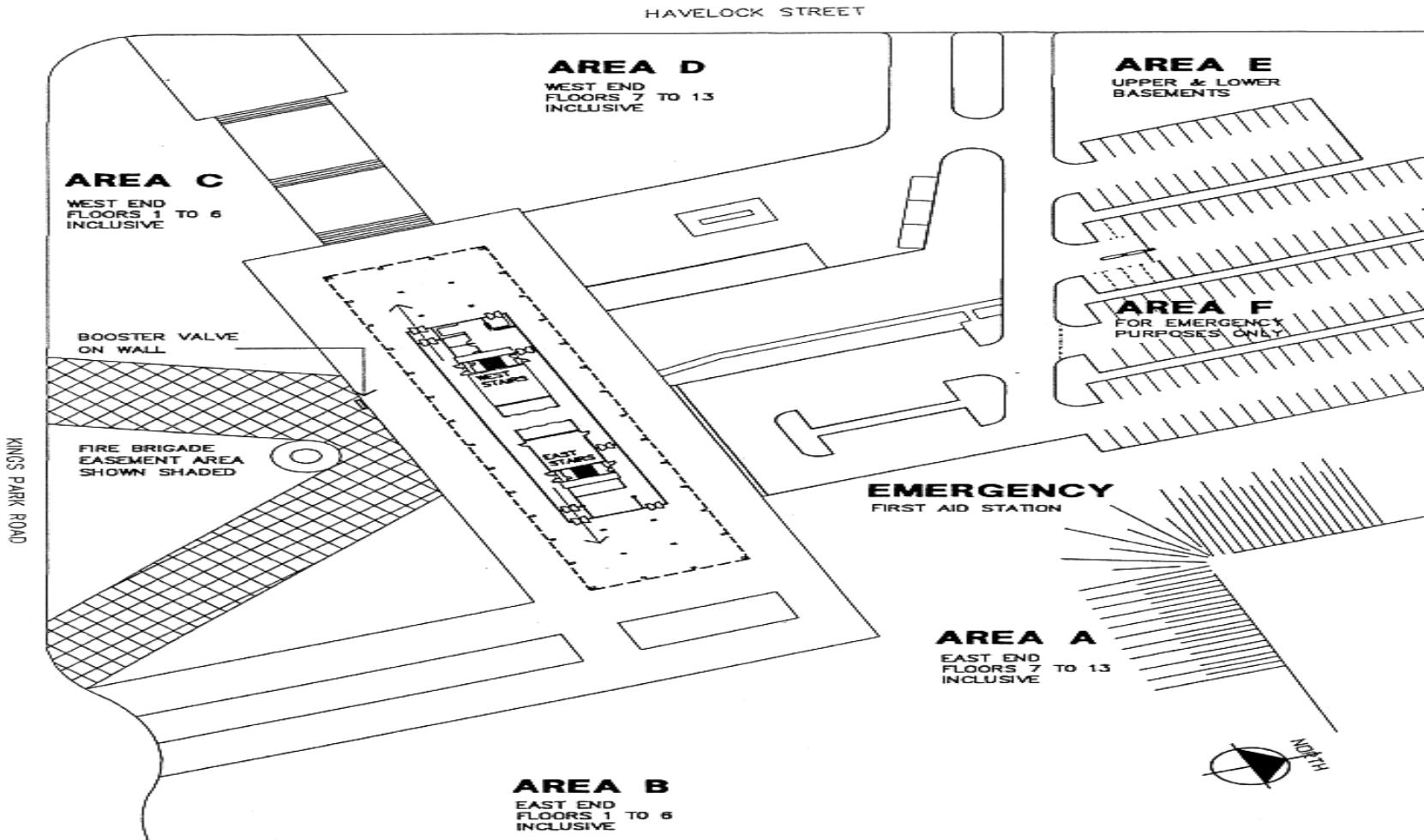
AFTER HOURS

On hearing the above Alarm Evacuate the Building Immediately via the Emergency Exits.

Locations of Fire Safety Emergency Evacuation Facilities & Routes on Each Floor



Emergency Assembly Areas



LOCATION PLAN OF ASSEMBLY AREA

What You Should Be Aware Of



- **OSH – Occupational Safety & Health Officer:**
Your tenant OSH Representative.
- **Wardens:**
A list of up-to-date Fire Wardens are available on notice boards beside the stairwell doors & on the Dumas House website. It is important you ensure you are aware of the Fire Wardens on your floor, it is in the interest of all individual safety to follow the Warden's instructions in the event of an emergency evacuation.
- **Emergency Evacuation Exit Route: Stairwell Location - closest to your workstation**
Floor plan with assigned assembly areas available to view on notice boards beside fire stairwell doors. Please discuss with your Floor Wardens, you must follow the procedures in place in an event of an evacuation.

- Fire Equipment in your Area: **Are for Fire Brigade Use Only.**
- **First Responders:** Annual Training St John's Ambulance, A list of up-to-date First Aid Responders are available on notice boards & on the Dumas House website. **There is a resuscitation defibrillation unit available in the Security Control Office Ground Floor Ph: 9424 5900**

Cleaning & Rubbish Removal



- OCS Cleaning Services are the assigned cleaning company for Dumas House. Hygiene Services are arranged by management routinely.
- OCS carry out detailed vacuuming/cleaning on your floor area – should you require a desk cleaning service, you must clear the desks of all confidential papers and leave an OCS “Clean my desk card” on it. A card can be obtained from your office coordinator/manager.
- OCS also carry out arranged periodical detailed cleaning to facilities within the tenancies.
- All room/desk/kitchen and break out area bins are collected and emptied daily by cleaners. All toilet rooms are checked & cleaned daily.
- Should any additional cleaning services be required or any removal of excess rubbish you can log a request on the TWRS. Any cleaning queries or issues should be brought to the attention of our building supervisor.
- A day cleaner is available for emergencies by contacting Building Management.

Recycling Waste



All Recycling Bins are collected on Wednesdays fortnightly:
(A roster for this service is provided by Building Management)

- For **Disposal of Confidential or White Paper Materials** – Paper Recycling Industries (PRI), which is part of the CUA, Tenant Arrangement only.

- SITA: **Yellow Top Recycling Co-Mingle Bins.**

Should you require a list of materials allowed in these bins please contact Building Management.

Under no circumstances should food be put in these bins – All food waste should be deposited in the bins provided in the break out rooms.

Other Services Offered by Dumas House



- **Cafe:** – new lessee to be assigned - Currently there is a mobile cafe service available.
- **Common Area Kitchens/Staff Amenities.**
New Breakout Rooms are being built on all floors for tenant use.
Ensure all facilities are used as designed and all power is switched OFF when not in use.
- **Drinking Water:** All floors have filtered water fountains on East and West of lift foyer areas south side.
- **Shower & Changing Facilities:** Are currently unavailable due to new fitout and are due to be ready in April 2012 – Building Management will advise when service are available.
- **Locker Facilities:** Are currently unavailable due to new fit out and are only due to be ready in April 2012 – Building Management will advise when service is available. Contact the Building Supervisor if lockers are required.

- **ICT**

All connectivity services maintained by tenant arrangement with the Department of Finance and Department Premier and Cabinet.

- **KINETIC**

Private agency to facilitate ICTV facilities for tenants onsite.

- **GOA**

If you require any help with the operation of your phone, please contact the GOA – Facilities Service Desk on 6552 0222 or via email servicedesk@servicedesk.wa.gov.au.

Contacts



Building Management Office:		9424 5998
Operations Manager:	Peter Cole	9424 5998
Building Supervisor:	Eddie Donaldson	9424 5905
Dumas Admin:	Maureen Flanagan	9424 5920
Dumas Reception:	Mike Anderson	9424 5900
Security Control Room:		9424 5900
Main Reception Desk:		9424 5902
Security Supervisor:	Henrik Norup	9424 5921

Thank You

On Behalf of
Building Management Office
Department of Finance
C/- Colliers International