

225th Meeting**Erskineville Town Hall
Erskineville****Wednesday 28 April 1999**

An Extraordinary Meeting of South Sydney City Council was held at the Council Chambers, Erskineville Town Hall, Erskineville, at 6.35 pm on Wednesday, 28 April 1999.

PRESENT

The Mayor, Councillor Vic Smith (Chairperson)

Councillors - John Bush, Margaret Deftereos, Sonia Fenton, John Fowler,
Christine Harcourt, Jill Lay, Sean Macken, Greg Waters.

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Confirmation of Minutes

Moved by Councillor Macken, seconded by Councillor Lay:-

That the minutes of the Ordinary meeting of Council of 24 March 1999 and the Extraordinary meeting of 15 April 1999, be taken as read and confirmed.

Carried.

At the request of Councillor Fenton, and by consent, the meeting was adjourned for 5 minutes to give Councillor Fenton time to read the reports for consideration at this meeting.

Carried.

The meeting was then adjourned at 6.37 p.m.

The meeting reconvened at 6.42 p.m.

MINUTE BY THE GENERAL MANAGER

28 April, 1999

SOUTH SYDNEY CITY COUNCIL - SHORT TERM ACCOMMODATION

SUMMARY

South Sydney Council recently sustained serious damage to its administration building as a result of a hail storm two weeks ago, and subsequently is incapable of re-accommodating Council staff in the foreseeable future. There is also the uncertainty as to the future of the building at 140 Joynton Avenue.

Council staff, with the assistance of its insurers and office relocated, has managed to salvage as much of its office equipment, furniture and files as possible.

Temporary services have been set up and more permanent services are expected to be operational in the coming weeks.

The Properties Branch have been instructed to seek alternative premises to house all Council staff from the former Administration building over the short to medium term, of 1 to 3 years. The expectation is to locate a modern office building that provides sufficient space and car parking to allow the Council to operate and provide effective services during this period.

Council's Accommodation Requirements

- Within the South Sydney area, or in close proximity
- 6000m² office space, carpeted, air conditioned and of reasonable standard to accommodate 370 staff
- The site accessible by public transport, and public parking available nearby to allow One Stop Shop services and customer visitors
- Ground floor space for One Stop Shop up to 400m²
- Availability - immediately to a few months time
- Lease term - 1 to 3 years
- Staff car parking for 160 operational vehicles.

The above requirements limit the choice of buildings available and therefore some compromise will be required. The main deficiency appears to be that all suitable buildings are located on the boundary of South Sydney Council area and that car parking is limited.

Several buildings have been inspected and the ones below offer the Council the only possible alternatives. Future details in respect of areas, rental and location are attached.

(1) 1-15 Francis Street, East Sydney

This is a 14 level office building, approximately 30 years old and formerly occupied by government departments.

The building is typical of its age and requires freshening up and re-carpeting, however, appears to be able to accommodate Council's staff over 8 floors and ground. Floors G, 3, 6, 11 and 13 are available 1 June 1999, whilst floors 4 to 5 and 12 will be ready for occupation on 1 September 1999. 45 car spaces are also available.

There also appears to be some doubt as to the future ownership of the building, as it is currently under Contract for Sale. The agent acting for the current owner is attempting to clarify the situation and advise us accordingly.

This building is located on a side street between the Sydney Police Headquarters and directly behind the Hyde Park Hotel on College Street. There is very limited public parking available around the area, although it has been suggested that a number of limited parking areas could be created down Francis Street, opposite the residential units and also around the Hargrave Street.

The building provides 45 on-site car parks that access to and from Hargrave Street. The internal configuration of the car parking is considered restrictive to allow continual movements during the day and could prove to be difficult to meet operational needs.

Additional spaces required would be located at the Domain Car Park, or other car parks operated within the area. The Domain Parking Station could provide 15

parking spaces without any loss of revenue, but the remaining will take revenue spaces, but would contribute to substantial downtime by staff commuting to and from work during the day. It is presently estimated that this would be approximately 30 minutes per time per person. Additional staff parking could remain at Joynton Avenue shuttle bus services operating.

Advantages

- ² Access to building by public and staff is available from Town Hall or Museum Rail Station and city bus services
- ² Ground floor One Stop Shop possible
- ² Decision by the owner on the availability of the premises known 13 May 1999

Disadvantages

- ² Needs refurbishment
- ² Parking for Council and customers limited and difficult
- ² Low profile site hard to find
- ² Negative staff reaction to building

(2) Centennial Plaza, 280 Elizabeth Street, Surry Hills

This building has 13 levels, is approximately 10 years old, and has modern features, up to 8000m² could be made available.

The floors available are currently occupied by the Department of Veteran Affairs, who are understood to be moving out July through to October. These dates are indicative and have yet to be confirmed by the agent.

This building has also found considerable favour with staff, due to its central location, opposite Central Railway Station and bus services. It provides large floor sizes of 1300m² and natural light on all sides.

It is also understood that the Department of Veteran Affairs may be interested in negotiating with the Council to take over its internal fitout, which would allow Council early access to the building and also reduce the fitout work and costs to Council. This could prove to be attractive, however, the liability of removing and making good all the floors taken will rest with the Council at the termination of the lease period. The exact financial impact of this needs to be assessed before Council make any offers.

The ground floor has a large entry foyer fronting Mary Street, which is near the South Sydney City Council area, and period parking for public could be allocated along Mary Street. The building provides 103 on site parking spaces, and although well short of Council's requirements, does allow continual unrestricted access. Again, additional parking could be found nearby if required, or Joynton Avenue used.

The rental for this building is higher than the other sites being considered, and must be assessed in the light of its advantages. These could include the fitout cost and reduction of additional parking and staff downtime. It is understood that the Council's General Manager has received a call from the building's owner, indicating a willingness to negotiate the rental levels. This could make the building more attractive.

Advantages

- Access to building by public and staff available from Central Rail and Bus Interchange.
- Ground floor One Stop Shop possible
- Very high grade office accommodation
- Use of existing fitout and computer/telephone cabling may be possible, subject to negotiation.

Disadvantages

- Not available until July to October
- Rental above others
- Only 103 car parks

(3) Valiant Office, 863 Bourke Street, Waterloo

This is an older style office/warehouse building, formerly occupied by Honeywell and now Valiant Furniture.

This building is not recommended as a short term lease arrangement because of the additional fitout that would be needed to accommodate the Council.

The building requires additional lifts, toilets, lighting and ceilings, that makes short term tenancy uneconomical. Should the Council consider this building, a purchase option would be recommended. The capital expenditure could be later recovered through the Council reselling or retaining the building as a future investment. Although the owner has not indicated a sale, the agent has suggested that a sale could be possible at around \$14m (estimated valuation \$12m).

Advantages

- Staff car parking available for 122 vehicles. Public car parking will require kerbside reallocation along Danks Street
- Within South Sydney local government area
- 4200 square metres available now, the remaining ground floor and first floor available with 3 months written notice
- Ground floor One Stop shop is available

Disadvantages

- Public and staff access to building similar to 140 Joynton Avenue
- Average grade of office accommodation
- Extensive fitout costs

(4) Mascot Central, 631 – 637 Gardeners Road, Mascot

This is a new three level office building, carpeted and air conditioned, of some 6337m². It is located on Gardeners Road, Botany Road side, opposite the Home Hardware building.

This building is a typical example of what the Council could build on its own site, should it be considered.

Each floor consists of approximately 1700m² gross and there are three available (5100m²), although a little restrictive, efficient space planning could accommodate the Council.

The ground floor would also be needed (1200m²), total 6,300, and it is understood some warehouse could be available.

As this building is new, the Council would have to provide substantial fitout, which includes partitioning for offices, meeting rooms, all new cabling for computers and telephones.

Should the ground floor become available, additional fitout of ceiling lighting, air conditioning, carpet, together with partitioning and requirements for the One Stop Shop, would also need to be costed into this building.

All these items would need to be removed and the premises made good upon the Council vacating in three years time. The agent advises that two parties are presently negotiating for the ground floor space, however, should the Council express an interest for the office floors, the owner would consider including the ground floor. Without the ground floor, the Council would not fit into this building.

Advantages

- 80 staff car spaces are available. Public car parking could be available on site
- Prime grade industrial office space
- Floor space available now

Disadvantages

- Public and staff access to building difficult
- Located within Botany local government area
- Ground floor One Stop Shop not available as at today
- Council would not fit into remaining areas

(5) Alcatel, Cnr Mandible and Bowden Streets, Alexandria

This is an older style building, a similar vintage to Council's Joynton Avenue premises.

It is industrial space that has been converted into offices. It comprises of approximately 5,500m² over two floors.

The building is currently occupied by Alcatel, and they have indicated they would vacate within two months, although this has not been confirmed by the agent.

Advantages

- Staff car parking for some 100 vehicles available
- Public car parking will require kerbside reallocation along Bowden and Mandible Streets
- Within South Sydney local government area
- Ground floor One Stop Shop possible off Bowden Street
- Floor space available in 3 months

Disadvantages

- Public and staff access to building similar to 140 Joynton Avenue
- Older style industrial office/warehouse space

The attached schedule gives relative rentals and details, together with location plans.

We have requested further details from the real estate agent on Centennial Plaza, Francis Street and the Mascot building. At the time of preparing the report, these details were not available.

Timing of Move

We have been advised by internal space planner that any move into the above buildings would require the following:

- Layout space planning
- B. A. approvals
- Fit-out and partitions moved - removed - installed
- Cables for computers and telephones
- Computer Room
- Furniture installation
- Estimated time of works - 4 weeks

The Francis Street building and Centennial building have some fit-out available that could be utilised by the Council.

In particular Centennial has substantial partitioning and computer cabling.

The Mascot building would require substantial fit-out and once costed could work out to be more expensive than the other.

RECOMMENDATION

The Properties Branch Manager recommends that negotiations proceed on the Francis Street, Centennial Plaza and Mascot buildings.

GENERAL MANAGER

J.W.Bourke (SGD)
General Manager

Moved by Councillor Lay, seconded by Councillor Harcourt.

That the minute by the General Manager dated 28 April be approved and adopted.

At the request of the Mayor and by consent, it was moved as an amendment to the recommendation that:-

- (1) an Extraordinary Meeting of Council be held on Monday 3 May 1999, at 6.00 p.m. to give the Councillors and staff members a chance to visit the buildings for consideration i.e. Nos.1-15 Francis Street, East Sydney and Centennial Plaza No.280 Elizabeth Street, Central, in respect of temporary short term accommodation for South Sydney City Staff;
- (2) a report for the Extraordinary meeting be prepared in respect of Insurance, Fitouts, and cost of relocation regarding both buildings;
- (3) it was also resolved that three representatives of the Building Task Force also attend the Visit of Inspection of the above buildings.
- (4) the General Manager prepare a report in respect of a donation to the Premiers Hail Storm Fund to allocate funds to those who have been affected and who are uninsured or underinsured.

Carried.

At the request of Councillor Fenton and by consent a report be prepared by the Director of Organisational Development in respect of the feelings of staff and the loss of personnel items by staff members as a result of the hail storm.

Motion, as amended by the Mayor and Councillor Fenton, carried.

The Mayor requested that leniency be exercised by the Parking Ordinance Wardens with regard to any future Hail Storms that may hit the area with car drivers parking their vehicles on footpaths undercover to prevent damage to their vehicles.

MINUTE BY THE GENERAL MANAGER

28 April 1999

STORM EVENT - RECOVERY PROGRAM - UPDATE ON RETURN TO NORMAL SERVICES

COUNCILLORS

The purpose of this report is to provide Councillors with an update on the return to normal services of Council's operations following the storm event on 14 April 1999.

1. CORPORATE SERVICES

(a) One Stop Shop

The One Stop Shop at 136 Joynton Avenue attempted to open on Friday 23 April 1999. Unfortunately due to water damage from further rain on Thursday night we were forced to cease operations.

The One Stop Shop reopened on Tuesday 27 April 1999, providing limited services due to Information Technology not being present. Three terminals restored as at noon 28 April 1999.

The One Stop Shop is currently accepting:-

Development and Construction Certificate applications

149 Applications and Building Certificate applications.

The One Stop Shop is not issuing parking permits, however we are offering residents an interim permit valid for 1 month. We are offering a cashiering function for payments. One Stop Shop open Saturday 1 May 1999 for extended hours 9.00 a.m. to 5.00 p.m.

(b) Parking

Domain Car park and parking metres operating as usual. Parking enforcement operating as usual though no infringements issues where interim permits displayed.

- (c) Legal Section, Risk Management, Purchasing and Stores, Marketing and Venue Unit operating normally but without access to records or computer facilities.
- (d) Properties Branch
Concentrating on assessment and repair of Council properties. Access to limited stand alone facilities.
- (e) Records
Operating without computer facilities. Wet documents dried and being returned from today onwards.
- (f) Corporate Planning
Awaiting computer facilities to finalise 1999/2002 Management Plan.
- (g) Information Technology
VS16000 - up an running, gateway access which will provide functionality to all users connected to the system is to be configured by the end of today.

Email, interweb system available to those users connected to the system. Internet - awaiting return of equipment. Libraries - Waterloo fully functional also sites operating on stand alone systems. Awaiting return of "N" drive (due 28/4) and TARDIS (Word Processing) server. Cashiers next on priority list. Planning and Building awaiting return of equipment, first shipment due 28 April 199 p.m. hence every second day.

2. FINANCE

- (a) Financial Operation
Bank Guarantees - business as usual for accepting and releasing.
Maintaining Department records on timesheets re attendance and organising rostering of staff.
- (b) Cashiers
Providing cashiering for the One Stop Shop.
Cashier at One Stop Shop is accepting the following forms of payments:-

Cast, cheques and credit card (most cards)

Note: A manual receipt must be issued. A security guard (Chubb) must be present at all times. Cash to be collected as soon as possible.

Petty cash reimbursement and cash advances are available, however large amounts (+\$1,000) will require 24 hours notice.

(c) Accounts Payable

Priority cheque only eg payroll related. Manual cheques will be drawn over the next week for accounts in the system as at Tuesday 13 April 1999. Staff to identify other accounts ready for payment and work towards payment next week. Invoices are to be prepared for payment. Match requisition, purchase order, good works and services invoices to be prepared for entry and payment.

(d) Collections

Staff to setup a system using Access database to issue monthly and weekly rental invoices only.

(e) Payroll

Autopays are being processed only. Leave requests (need notice). No leave loading will be paid. Unable to pay higher grade and overtime until system is available.

Timesheets will be generated and set out as normal. They will not be entered until computer system is operating.

(f) Financial Accounts

Temporary responsible for maintaining Finance Department records. Receipt Books/Permits to other Departments are being maintained as required. All cheques are banked daily and an appropriate record is being kept.

(g) Rates

Rates notices sent out 15 April 1999 due date 31 May 1999. Sections 603's unable to be issued without access to computer system.

(h) Management Accounts

Budgets not a priority at this stage. Work will resume when computer system is available. Design backup system to enable electronic receipting and invoicing. Working with Administration and Internal Audit

on accounting requirements for insurance claim. Maintain database of all Council mobiles.

(i) Accounting Systems

Assisting payroll to achieve autopay. Two temporary mobile offices have been fitted out (furniture and communication). Telephone line and equipment organised to facilitate full eftpos service at One Stop Shop.

Continuing to evaluate new computer system to replace Munics (Oracle etc).

3. HEALTH AND COMMUNITY SERVICES AND LIBRARIES

All services are operating with the exception of the following:-

(a) Health Services

Health and Administration operating manually while computers out of action.

(b) Libraries

Waterloo library has the 1st floor closed but the ground floor is operating.

(c) Community Services

Pre Schools

(Operated by K U Services) James Cahill, 7 Raglan Street, Waterloo

CLOSED

Children relocated to Hyde Park Centre

Francis Newton, 222 Palmer Street, Darlinghurst **CLOSED**

Children relocated to Redfern and Waterloo

Long Day Care

(Operated by Sydney Day Nurseries) Surry Hills, 443 Riley Street

CLOSED

Children relocated to Redfern and Waterloo

4. PLANNING AND BUILDING

Assessment of development applications and construction certificates progressing (some wet files with archivists - awaiting details of which applications). Limited word processing available. Limited ability to service

complaints. No ability to service Section 149 certificates (anticipated that 149(2) - \$40 certificates will be available by the weeks end, \$100 certificates 149(5) dependent on reconnection of mainframe). No ability to notify new applications until mainframe reconnected.

5. PUBLIC WORKS AND SERVICES DEPARTMENT

Generally all operations are operating normal, without the use of telephones or mainframe computer services.

External operations including Waste Services, Parks Services, Maintenance Branch (Road and Footway maintenance) with the exception of the Council Garage are providing services as normal. The Garage has been relocated into the paper store area and is continuing to provide normal services to the best of it's ability under the circumstances.

All office services are continuing to work but with limited effectiveness due to the above mentioned loss of services.

6. ORGANISATIONAL DEVELOPMENT

Organisational development operations have been curtailed in the following areas:-

- Recruitment
- Staff Training

Due to lack of telecommunications and physical space the Director of Organisational developments assigned role under Council's Disaster Recovery Plan is telephone communications.

To date a temporary telephone system has been established with most areas of 136 and 140 Joynton Avenue being connected albeit on a limited basis.

A 1800 information line has been established and limited fax lines are available.

A mobile phone network has also been established for outgoing calls in order to free up incoming lines for public use.

An updated telephone directory is being produced for distribution.

A decision on the purchase of a replacement PABX system has not been made as this is dependent on Council's decision regarding a possible relocation site.

RECOMMENDATION

That the contents of this report be received and noted.

J.W.Bourke (SGD)
General Manager

Moved by Councillor Harcourt, seconded by Councillor Waters.

That the minute by the General Manager dated 28 April 1999, in respect of the Storm Event Recovery Program be received and noted.

Carried.

At this stage, Councillor Lay expressed her appreciation and congratulations to Council staff for showing tolerance in view of the damage caused to Council's Administration Building. Also personnel congratulations to staff and Councillors who dealt with their own emergencies.

At the request of Councillor Lay and by consent the General Manager be requested to convey to all Council staff by memo thanking them for their excellent effort as a result of the Hail Storm, and also a letter be sent under the signature of the Mayor to the State Emergency Services and the NSW Fire Brigade for their outstanding work in trying circumstances.

Carried.

MINUTE BY THE DIRECTOR OF CORPORATE SERVICES

28 April 1999

**REPORT OF DAMAGE TO COUNCIL PROPERTIES SUSTAINED BY HAIL STORM
14 APRIL 1999**

A report by the Director of Corporate Services dated 28 April 1999 and the Schedule accompany the beforementioned report in respect of Damage to Council Properties by the Hail Storm on 14 April.1999, was circulated to all Councillors.

S. Browne (SGD)
Director of Corporate Services

Moved by Councillor Harcourt, seconded by Councillor Waters.

That the minute by the Director of Corporate Services dated 28 April 1999, be received and noted.

Carried.

MINUTE BY THE DIRECTOR OF CORPORATE SERVICES

28 April 1999

PARKING PERMITS - EXTENSION OF RENEWAL DATE

Due to storm damage sustained to Council's Administration Building on Wednesday, 14 April 1999, resulting in the closure of the One stop Shop, resident's wishing to renew Resident Parking Permits have been unable to do so.

The One Stop Shop was re-located to the Ground floor, No.136 Joynton Avenue Zetland, and was re-opened on Tuesday 27 April 1999, unfortunately Parking Permits can still **not** be issued as Council's Munics Computer System will be fully functional to enable the issuing of Resident Parking Permits.

Obviously whilst council's Administration Building has been closed indefinitely until further notice, some Resident Parking Permit have since expired. Renewal of expired permits have been impossible, due to the closure of Council's Administrative Building.

Both the NSW Police Department, relevant Parking Controls, and the Infringement Processing Bureau have been notified of Council's difficulty in issuing Resident Parking Permits.

RECOMMENDATION

That Council resolve to extend the expiry date of Resident Parking Permits which expire from 10 April 1999, inclusive, by an additional 1 month and notify the NSW Police Service, Infringement Processing Bureau and Relevant Parking Patrols of the decision.

S. Browne (SGD)
Director of Corporate Services

A minute by the Director of Corporate Services dated 21 April 1999, regarding replacement of Resident Parking Permits was also circulated to all Councillors and the recommendation of the report was that the fee for the replacement of Resident Parking Stickers (normally \$15) be waived for a period of 1 month until 28.5.99. In addition leniency be granted to any resident who breaches parking regulations where such breach can be attributed to the storm and its influence.

Moved by Councillor Harcourt, seconded by Councillor Waters.

That the minutes by the Director of Corporate Services dated 21 April and 28 April 1999, be approved and adopted.

Carried.

The Council Meeting terminated at 7.02 p.m.

Confirmed at a meeting of South Sydney City Council

held on1999

CHAIRPERSON

GENERAL MANAGER