



# AGENDA FOR THE SPECIAL COUNCIL MEETING

26 MARCH 2020



**Ordinary Council Meeting Notice Paper**

**26 March 2020**

A Special Meeting of Council is called for Thursday, 26 March 2020, in the Council Chambers, Victoria Street, Mingenew, commencing at 5.30 pm. Members of the public are most welcome to attend.

Nils Hay  
Chief Executive Officer  
26 March 2020

**DISCLAIMER**

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

## PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p><b>Petitions</b> A formal process where members of the community present a written request to the Council.</p>	<p><b>Deputations</b> A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p><b>Presentations</b> An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government</p>
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### PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email [governance@mingenew.wa.gov.au](mailto:governance@mingenew.wa.gov.au) to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

### PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email [governance@mingenew.wa.gov.au](mailto:governance@mingenew.wa.gov.au) to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

### PROCEDURE FOR PETITIONS

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Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.
- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

### PROCEDURE FOR PUBLIC QUESTION TIME

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision-making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

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**AGENDA FOR THE SPECIAL MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON  
26 MARCH 2020 COMMENCING AT 5.30PM**

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE  
Nil.
- 4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES  
Nil.
- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
- 9.0 DECLARATIONS OF INTEREST
- 10.0 RECOMMENDATIONS OF COMMITTEES
- 11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

**11.1 BUDGET AMENDMENT – ICT UPGRADE TO MANAGE REMOTE WORKFORCE**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 26 March 2020  
**Author:** Nils Hay Chief Executive Officer  
**Voting Requirements:** Absolute Majority

**Summary**

Consideration is requested to permit unbudgeted expenditure to allow for the upgrade of the Shire's current server to a cloud-based system. This is being requested to provide for efficiency of a remote workforce as a result of COVID-19.

**Key Points**

- As a result of COVID-19, Shire staff are moving to work from home
- Connection through the current on-site server is slow, resulting in reduced efficiency
- Given currently unknown period of remote operations a cloud-based server will remedy this issue and can be introduced rapidly
- We have the option to revisit in 12 months

**OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.1 - Resolution 26032001**

**Moved:**                      **Seconded:**

**That Council authorises the expenditure of \$8,381 (excluding GST) from Municipal Funds to facilitate the prompt transition of Council's ICT to a cloud-based environment for 12 months; and**

**That Council note there will be an annual cost of \$39,923 for this service which will need to be accommodated in the FY2020-2021 Budget.**

**VOTING DETAILS:**

**BY ABSOLUTE MAJORITY:**

**Attachment**

Attachment 11.1.1 – New Server Price Comparison

**Background**

As discussed at the February 2020 Concept Forum, Council's current server is aging to a point where it is becoming difficult to patch and manage contemporary software and our more modern hardware set-up. At that point, the preferred option was to replace the on-site server.

Fast-tracking that option has been investigated but supplies of new server equipment are scarce and suppliers are unable to provide timeframes (beyond "some months") as much of the stock originates from China. This leaves us with two options:

- a) Do nothing; noting that staff will be both inefficient and frustrated for an indeterminate period of time; this option is not recommended
- b) Move to the cloud for 12 months (the minimum allowable time) and reassess in 9-10 months' time to determine the optimal long-term solution

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It should be noted that the cloud-based system will, in addition to greater access speed for staff, provide a range of improved back-up and redundancy options to assist with our ongoing business continuity. It also allows for staff to securely log in to the system from any location, as all activity must be conducted inside a secure portal.

### Comment

Whilst it is more expensive than an on-site server – and we retain the option to return to on-site in 12 months time – in terms of managing a remote workforce, a cloud-based system will be far more efficient and provide greater user security.

Whilst the current situation is far from one we would choose, if we provide staff with reasonable digital facilities it will help us to ensure that work is completed efficiently over the weeks and months that we have officers working from home. We will, however, have to look for some corresponding savings for FY20-21 to offset the additional expenditure.

### Consultation

- Finance and Administration Manager
- Office Staff
- IT Suppliers

### Statutory Environment

Local Government Act 1995 s6.8 Expenditure from municipal fund not included in annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution; or
  - (c) is authorised in advance by the mayor or president in an emergency.

### Policy Implications

Nil. Our existing ICT-related policies will continue to apply.

### Financial Implications

As per the attachment, if endorsed, the move would require an additional \$8,381 (ex GST) to be made available in the current financial year.

This is made up of \$5,481 of additional operational costs and \$2,900 of additional capital/up-front costs (total set-up costs for this option is \$8,900).

Ongoing operational costs will be \$39,923 per annum. This represents an increase of \$21,010 per annum above the current year's budget and \$12,882 per annum more than the on-site server option. The exactly quantum will depend upon whether Council elect to continue with a cloud-based server or revert to an on-site server in 12 months time.

### Strategic Implications

Community Strategic Plan

- Strategy 1.2.1 Manage organisation in a financially sustainable manner
- Strategy 1.2.4 Seek innovating awys to improve organisational efficiency and effectiveness.

Corporate Business Plan:

- 1.2.4b – Review and upgrade ICT Environment



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12.0 REPORTS BY THE FINANCE AND ADMINISTRATION MANAGER

Nil

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.0 CONFIDENTIAL ITEMS

Nil

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 15 April 2020 commencing at 4.30pm.

17.0 CLOSURE

These minutes were confirmed at an Ordinary Council meeting on 15 April 2020.

Signed \_\_\_\_\_  
Presiding Officer

Date: \_\_\_\_\_