



MINUTES FOR THE SPECIAL COUNCIL MEETING

26 MARCH 2020

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

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Nil.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
COUNCILLORS**

JD Bagley	Councillor	Rural Ward (attended by phone)
GJ Cosgrove	Councillor	Town Ward
CV Farr	Councillor	Town Ward
HR McTaggart	Councillor	Rural Ward (attended by phone)
HM Newton	Councillor	Town Ward
RW Newton	Councillor	Rural Ward
AR Smyth	Councillor	Town Ward

STAFF

N Hay	Chief Executive Officer
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3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

Nil.

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 DECLARATIONS OF INTEREST

Nil

10.0 RECOMMENDATIONS OF COMMITTEES

Nil

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 S26032001

Moved: Cr HR McTaggart Seconded: Cr CV Farr

That Council authorises the expenditure of \$8,381 (excluding GST) from Municipal Funds to facilitation 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: 5/2 CARRIED BY ABSOLUTE MAJORITY: 5/2
Cr RW Newton and Cr HM Newton voted against the motion

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

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

MINGENEW SHIRE COUNCIL SPECIAL MEETING MINUTES – 26 March 2020

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

Nil.

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

Nil.

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

Meeting was closed at 5.32pm

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

Signed _____
Presiding Officer

Date: _____